

Memorandum / Manatu

Office of the Chief Operating Officer



Guidelines for Conference Attendance

Prior to any application for approval to attend a conference, the following set of guidelines and criteria must be checked for adherence.

If all the criteria are satisfied, then an application for approval to attend can be submitted and will be reviewed by the Divisional Director (Domestic and International Conferences) and then the COO (International Conferences only).

Please submit evidence that this criteria has been met along with your application.

Required Criteria:

- Does attendance at the conference align to the Operations Group Strategic Priority Plan? **Please indicate how.**
- Has the staff member to be attending achieved a suitable PDR outcome? A minimum of '**meeting expectations**' and preferably '**exceeding expectations**' is required.
- Has attendance at this conference been identified within the staff member's PDR/Professional Development Planning for the coming year?

Additional Guidelines:

1. As a general rule, only **one** staff member from an Operations Division or department should attend the same conference.
2. Attendance at a conference (unless speaking or presenting) should be limited to **once annually**.
3. **Prior** to conference attendance, the manager and staff member attending should agree to a set of expectations (these might include the following):
 - An agreed set of learning outcomes/reasons for attendance.
 - Any specific connections/relationships/information/compliance or regulatory elements that is to be sought.
4. **Post**-conference, the staff member who attended will lead a structured 'teach-back' session with their team to share the learning from the conference. Explore and encourage wider opportunities to share this learning in the Operations Group.

Stephen W. Willis

Stephen Willis
Chief Operating Officer

