

ACT AOD Sector eBulletin Process and Protocol

July 2008 – June 2009

The purpose of this document is to describe the process and protocol for developing the ACT AOD Sector eBulletin.

1. What is the ACT AOD Sector eBulletin?

- The ACT AOD Sector eBulletin (the eBulletin) is a free monthly electronic publication produced by the ACT AOD Sector Project (the Project).
- It presents a concise summary of up-to-date information, important sector developments, publications, stakeholder activities, events and other information relevant to AOD workers in the ACT.
- It acts as an information service and as a news companion to other sector activities.

2. eBulletin Subscription

Anyone can subscribe to the eBulletin through the ACT AOD Sector website at www.aodsector.org.au or by emailing ebulletin@aodsector.org.au.

Subscriber information will be stored on a database and will only be available to the Youth Coalition of the ACT. Individual subscriber details will not be shared. General subscriber data (such as number of subscribers) will be collated and made available publicly through the Project. The process aligns with the Privacy Act 1988 (Cth) National Privacy Principles which have established the standard for the collection, use, storage and disclosure of personal information. The Project will therefore:

- Only collect personal information if it is necessary for the function or activity of the organisation (ie: the eBulletin)
- Should not use or disclose personal information for a purpose different from the original purpose of collection, except in limited circumstances.
- Must take reasonable steps to ensure that personal information collected is accurate, complete and up-to-date.
- Must take reasonable steps to protect the personal information collected.
- Not transfer personal information outside Australia.

3. Process for submitting items to the eBulletin

The ACT and broader AOD Sector, and allied sectors will be encouraged to submit items to the eBulletin.

Items can be submitted for consideration by the Editorial Team by emailing ebulletin@aodsector.org.au.

The eBulletin will carry brief details of information items that will be subject to the conditions outlined below, and will be included provided there is sufficient space and that the subject matter meets the criteria used by the Editorial Team for evaluating content.

4. eBulletin schedule

The ACT AOD Sector eBulletin will be sent out monthly from July 2008 – June 2009. Distribution dates are below. Each eBulletin has a corresponding content deadline that aligns with the monthly ACT AOD Sector Forum.

Ebulletin Distribution Dates	Content Deadline
1 July 2008	27 June 2008
1 August 2008	29 July 2008
1 September 2008	28 August 2008
1 October 2008	29 September 2008
3 November 2008	28 October 2008
1 December 2008	27 November 2008
2 February 2008	28 January 2008
2 March 2008	26 February 2008
1 April 2008	26 March 2008
1 May 2008	28 April 2008
1 June 2008	28 May 2008

5. eBulletin categories

The eBulletin content is organised, but not limited to the following headings:

1. *News from the ACT AOD Sector Project:* Updates on the Project's activities.
2. *Sector Activities & Events:* Launches, key weeks, international days, and program and service activities.
3. *News from the Executive Directors' Group:* Information from the EDs' Group that is relevant to the AOD sector and workers.
4. *Sector Development:* Information on networks, resources, websites, factsheets and tools for workers.
5. *Training & Professional Development:* Training for the AOD and allied sectors including upcoming seminars, conferences, bus tours, courses and other professional development opportunities.

6. *Policy, Reports and Research*: New research, reports, inquiry findings and any key policy activities affecting the AOD Sector.
7. *Media*: Media releases and news items relating to the ACT AOD sector.
8. *Consumer Participation*: Information items about consumer participation that are relevant to the AOD sector and workers.
9. *Youth, Mental Health and Allied Sectors*: Information from and about allied sectors that is relevant to the AOD sector and workers.
10. *Employment Opportunities*: Employment opportunities in the ACT AOD sector.
11. *Grants & Funding Opportunities*: Upcoming grants, funding opportunities and tenders.

Note: Not all categories will be used each month and other categories of information will be added from time to time in line with demand.

6. Archiving eBulletins

All eBulletins will be archived and made available for download in PDF from the Project website at www.aodsector.org.au.

7. Quality Control

A range of quality control mechanisms will be used to produce the eBulletin.

7.1 Conditions

1. **Deadlines**: Contributions must reach the Editorial Team by each month on the following dates:
 - 27 June 2008
 - 29 July 2008
 - 28 August 2008
 - 29 September 2008
 - 28 October 2008
 - 27 November 2008
 - 28 January 2008
 - 26 February 2008
 - 26 March 2008
 - 28 April 2008
 - 28 May 2008
2. **Sources**: Submitted items must be provided for readers to go for further information. At least two ways of accessing further information should be provided (publication details, website, email, phone and / or fax number). Attachments will be included where possible. If a contribution originates from an organisation other than the contributor's, then full details of the original source must be provided, so that the Editorial Team can verify details.

3. **Contributions need to be concise:** Sufficient detail must be given in order to help the Editorial Team decide on whether or not to include an item. Contributors must reflect their content clearly and accurately in order to help readers make informed judgments about the content's relevance to their needs.
4. **Email, plain text contributions are preferred:** The Editorial Team prefers to receive information within the body of an email message and not in an attachment. The eBulletin will not make use of images or logos and therefore, only plain text is needed.
5. **Content eligibility:** Please read the criteria for content below.

7.2 Criteria for evaluating content

- Authoritativeness (contributions must come from an individual or organisation whose contact details are easily verifiable);
- Unique value;
- ACT AOD worker value;
- Currency;
- Reliability; and/or
- Accuracy.

The following specific criteria apply to the ACT AOD Sector eBulletin:

1. **Relevance:** material submitted for consideration needs to be relevant to ACT AOD workers, policy-makers and allied practitioners in areas such as youth, mental health and those who work and / or support people affected by AOD issues.
2. **Scope:** Australian information that is of ACT interest is sought. International material may be included where relevant to the ACT AOD Sector. Events news must be of significant interest to the ACT AOD Sector.
3. **Accuracy:** Please ensure the accuracy of information sent. It will be assumed that contributors have checked their own information for accuracy before submitting information to the eBulletin.

Notes:

- Not all the above criteria will apply in each case.
- The Editorial Team reserves the right not to include content submitted.
- Where possible, the contributor will be informed when their submitted item has not been included in the eBulletin.

8. Editorial Team

An Editorial Team has been formed to ensure the eBulletin's quality control mechanisms are followed. The team includes members of the production team for the ACT's currently largest community based eBulletin and an expert in the AOD field. The team includes:

- Carrie Fowlie, Project Manager, ACT AOD Sector Project:
carrie@youthcoalition.net
- Amanda Bode, Project Officer, ACT AOD Sector Project:
amanda@youthcoalition.net
- David McDonald, Consultant, ACT AOD Sector Project:
mail@socialresearch.com.au

Note: Other editorial staff may be called in to support the publication of the eBulletin as required.

9. Disclaimer

The eBulletin will contain a disclaimer that will read:

Views expressed in the ACT AOD Sector eBulletin do not necessarily reflect the opinion of the Youth Coalition of the ACT. Not all third-party events or information included in the eBulletin are endorsed by the ACT AOD Sector or the Youth Coalition of the ACT. No responsibility is accepted by the Youth Coalition or the editor for the accuracy of information contained in the eBulletin or the consequences of any person relying upon such information.

10. Feedback mechanisms

A range of feedback mechanisms have been developed. Monthly meetings with the ACT AOD Executive Directors Group, the ACT AOD Workers' Group, and the ACT AOD Sector Forum will provide opportunities for feedback.

The ACT AOD Sector will be encouraged to provide on-going and opportunistic feedback in person, via email, phone and / or by other nominated methods.

The Project's Evaluation framework will also be used to inform on-going improvements.