



The COPMI national initiative

National Reference Group

TERMS OF REFERENCE - 2008-2010

Role: The role of the National COPMI (Children Of Parents with a Mental Illness) Reference Group 2008-2010 is to:

- provide guidance and advice with regard to strategies for implementation of the COPMI national initiative
- promote communication between the COPMI national initiative Team and the Reference Group members' networks
- assist the COPMI national initiative Team to keep abreast of developments in this expanding field.

Processes: The Reference Group will achieve this outcome by:

- providing expert advice in regard to the development, implementation and evaluation of strategies within the national COPMI initiative
- facilitating networking and broad participation through sharing information with existing stakeholder networks
- participating in 'review and comment' of materials developed
- providing feedback about community perception of COPMI activities
- taking an active interest in achieving the initiative's outcomes to the best possible standard

Meeting schedule and reporting: The Reference Group will meet on a 6 weekly basis via telephone conference. Communication with members between meetings will be via e-mail or telephone.

Meeting agenda and papers will be distributed electronically at least five working days before the scheduled meeting date. Minutes of meetings will be distributed electronically and placed on a password accessible page on the AICAFMHA website within 2 weeks of the meeting. Action items agreed during meetings will be clearly marked in the minutes. [NB: Members without access to electronic document transfer will receive papers by regular post.]

A maximum of one face-to-face meeting per annum may be called if

required. Transport and accommodation costs to attend will be met by AICAFMHA. Arrangements will be made for anyone unable to physically attend such meetings to link via telephone conference.

Remuneration: Professional members of the Reference Group will participate without remuneration. Appropriate remuneration arrangements will be made for consumers, carers and young people.

Chair: Mr Phil Robinson, Chair, AICAFMHA Board of Directors

Accountability: The Reference Group is accountable to the Australian Infant Child Adolescent and Family Mental Health Association (AICAFMHA) Board.

Members: Membership of the Reference Group is comprised of:

Representatives from:

- National Young Carers Project, Carers Australia
- National Primary Mental Health Care Network Australian General Practice Network, ACT
- Consumer Carer Advisory Group
- *MindMatters*.
- *KidsMatter*
- *Headspace*
- Early Childhood Australia
- Australian Association for Infant Mental Health
- Niftey (National Initiative for the Early Years)
- Private mental Health Alliance (PMHA)
- SANE
- NGO mental health services
- Children and Youth Mental Health Programs Section , Department of Health and Ageing

Members from the following key contribution areas:

- Mental health – child and adolescent, adult, clinical, workforce education and management areas
- Mental health promotion, prevention and early intervention
- Academia
- Research
- Consumer and carer participation expertise
- Child protection

COPMI national initiative Team members will attend meetings as observers.

NB: The Indigenous Strategies Group of the Department of Health and Ageing Mental Health and Suicide Prevention Branch will be invited to consult with the Reference Group on key issues relating to indigenous children, families, communities and services.

Proxies: The nomination of proxies will be acceptable for members not able to attend meetings on the proviso that the proxy's name and contact details are notified to the Chair prior to the commencement of the meeting.

Endorsed: 10th February 2009

Review Date: To be reviewed at expiry of current funding period, 30th June 2010