



The national COPMI initiative Information Resources Consultation Group Terms of Reference

Desired Outcome:

The role of the national COPMI initiative *Information Resources Consultation Group* is to provide advice and assist in communication and consultation with key stakeholders regarding the development of information resources for families with children in the 2-5 and 6-8 year age groups, their carers, and workers in the early childhood area.

The Key Performance Indicator for this area of work within the COPMI initiative will be a reported increased availability of information (for people in the listed target areas) regarding

- the promotion of factors to enhance children's resilience
- the reduction of risk factors for children and
- resources to assist children and families

in relation to parental mental illness

Processes*:

The Consultation Groups will achieve this outcome by:

- providing advice regarding the possible content and format of defined resources,
- participating in 'review and comment' on documents and other resources during their development phase, and
- assisting in the trial of resources and/or assisting in identifying target users to trial the resources.

Members of the Consultation Group will generally communicate by telephone conference, e-mail or via a designated wiki on the COPMI website.

Some Consultation Group members will be asked to identify those groups or individuals with whom they will communicate/consult. Some members will be recognised as providing individual expert comment only and will not be required to consult/communicate with others.

Resources sent to members (documents, trial website pages etc.) will be clearly identified as either 'For Information' or 'For Comment'. Any information requiring comment will be sent at least 14 days before the due date for feedback.

Employed professional members of the Consultation Group will participate without remuneration. Appropriate arrangements will be made to support consumers and carers to participate.

*NB: The processes used by the group will be regularly reviewed (including being placed on the agenda for each meeting) to ensure that they are 'user friendly' for members.

Chair:

The Chair of the Information Resources Consultation Group is Elizabeth Fudge, COPMI Project Manager.

Accountability:

The Consultation Group, via the Chair, is accountable to the Chair, AICAFMHA Board of Directors, Philip Robinson. Consultation Group members may contact Philip Robinson directly (robinsonp@aicafmha.net.au) if they have issues of concern which they have been unable to resolve to their satisfaction with the Consultation Group Chair.

Members:

Consultation Group members will represent a variety of stakeholder groups, and/or areas of expertise. Membership will be sought from the following groups

- Parents with a mental illness
- Carers of a parent with a mental illness
- Carers of a child (under 18 years) who has a parent with a mental illness (e.g. grandparent carer, foster carer, sibling)
- Specialist workers in child and/or infant mental health
- Academics with expertise in the education of early childhood workers
- Health, education and care professionals with expertise in early childhood development and associated family and community services or interventions
- The national *KidsMatter* initiative

It is expected that a range of Australian states/territories will be represented where possible. Specialist expertise from outside of Australia will be sought by the Consultation Group as required.

Executive Support

The Consultation Group will be assisted by the COPMI Communications Officer, David Boots, and the COPMI Support Information and Resources Officer, Susan Hubbard.

Key Performance Indicators for the Information Resources Consultation Group:

Increased access by the COPMI Team to significant advice (in the areas of lived experience research and practice knowledge) that assists in achieving the goals for this area.

Increased and timely access by the COPMI Team to possible trial sites/target groups for the information resources.

A reported satisfaction by members* with their opportunities to

- provide advice regarding the possible content and format of defined resources,
- participate in 'review and comment' on documents and other resources during their development phase, and
- assist in the trial of resources and/or assisting in identifying target users to trial the resources.

A reported perception by members* that the activities of the group have and will contribute to the increased availability of information (for people in the listed target areas) regarding

- the promotion of factors to enhance children's resilience
- the reduction of risk factors for children and
- resources to assist children and families

in relation to parental mental illness.

*NB: All members will be asked to provide feedback on these indicators at the end of the calendar years 2008 and 2009 and in mid-2010 (when funding for the current initiative concludes).

Terms of Reference Endorsed: 13th May 2008 (COPMI National Reference Group Meeting)

Review Date: 13th May 2009