

Protocol for Assembly Secretariat Resourcing/Supporting of Assembly Committees, Task Groups and Panels

When resourcing/supporting Assembly Committees, Task Groups and Panels, we will prioritise the good use of Assembly staff time and their workload, while also fostering working relationships and good decision-making.

This protocol is to provide guidance to Assembly Secretariat staff in their resourcing and supporting of Assembly Committees, Task Groups and Panels, being cognisant of the number of staff, and their responsibility to also deliver on work priorities, projects, development of resources and representing the Assembly in various contexts.

The protocol also recognises that financial resources to resource/support Assembly Committees, Task Groups and Panels are scarce, and therefore must be used wisely.

The following principles are to be followed in resourcing/supporting Assembly Committees, Task Groups and Panels:

- All Assembly Committees, Task Groups and Panels will meet in an online format, unless there is a particular reason they should meet in person for a specific event/meeting. The exception to this principle is the Assembly Standing Committee that will meet twice a year in person, and once a year online.
- The regularity of meetings will be considered with the Committee/Task Group and Panel, at least every two years, in order to consider efficiency and necessity of meetings.
- Usually, Assembly staff will spend no more than 40% of their time resourcing/supporting Assembly Committees, Task Groups and Panels. If the impact of resourcing/supporting Assembly Committees, Task Groups and Panels adversely affects a staff person's work responsibilities, an alternative way of providing resourcing/support will be considered and implemented.
- Assembly staff will usually resource/support Assembly Committees, Task Groups and Panels whose work correlates with their areas of expertise.
- Usually, only one Assembly staff person will resource/support an Assembly Committee, Task Group or Panel.
- Budgets for resourcing/supporting Assembly Committees, Task Groups and Panels will be considered annually, and adjusted if needed.
- Where possible, carbon emissions will be minimised in line with our target of net-zero emissions by no later than 2040.

This protocol is to be reviewed in November 2024.