

YELLOW BOOK 2018 – 2021

HANDBOOK FOR NATIONAL COORDINATORS AND ADVISERS

**PO Box 386
HALL ACT 2600**

Phone:

Email: info@ncwa.org.au

Website: www.ncwa.org.au

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Structure Within NCWA

The National Council of Australia, is the only Australian affiliate of International Council of Women, works under the international structure agreed to at the ICW Triennial Conference in Ottawa in 1997.

NCWA Constituent Council members wishing to fill the role of either a National Coordinator or a National Adviser must be nominated by their respective Council for election at the Triennial Conference.

Further to the above each Constituent Council appoints their own State Adviser to cover each Portfolio. Constituent Councils may appoint an expert in a particular field who does not necessarily have to be a member of that Council.

To ensure that the objectives of the National Councils of Women are achieved the following five groupings with a single National Coordinator for each group with a National Adviser for each Portfolio within that group are appointed.

Status of Women:

- Human Rights, Legislation and Implementation of Conventions
- International Relations and Peace

Women's Well Being:

- Health, Nutrition and Well Being
- Environment and Habitat

Women's Social issues:

- Ageing, Disability and Mental Health
- Child Youth and Family
- Migration and Aboriginal

Women's Sustainable Development:

- Rural, Regional and Remote Women
- Economics, Employment & Consumer affairs

Women in Communications:

- Education
- Media, Arts, Letters and Music

The idea of having five separate Standing Committees was to focus on intervention and activities which would raise the awareness of women on various issues and to encourage them to take initiatives to improve the status of women in each country, according to their own special needs. There is an inter-relationship between each of the sub areas of each Standing Committee headed by a National Adviser and at times some issues will cross the boundaries between Standing Committees.

Role of National Coordinator of Standing Committees

The NCWA National Coordinator of Standing Committees will:

- Act as a member of the NCWA Board and attend NCWA Conferences, NCWA Executive Meetings and NCWA Board Meetings.
- Welcome each new NCWA National Coordinator and National Adviser and supply each with Coordinators/Advisers Handbook and the Blue Book which contains the contact details of all NCWA personnel.
- Inform National Coordinators and National Advisers of the date by which Reports and Resolutions are due.
- Receive information from National Coordinators and National Advisers and suggest to the NCWA Board appropriate action.
- Deal with other matters as requested by the National President.

Role of National Coordinators

The National Coordinators of Standing Committees have the prime responsibility for communication with National Advisers within the given portfolio area.

National Coordinators should:

- Welcome each National Adviser who is appointed to her Standing Committee.
- Consult with National Advisers.
- Initiate inquiries and carry on research areas NCWA focus areas
- When requested Prepare Reports and Submissions for the Australian Government or its Agencies in response to Task Forces, Consultative Committees etc to reflect the position of NCWA:
 - These Reports or Submissions are forwarded to the National Coordinator of Standing Committees who presents them to the President, executive and National Board.
 - NCWA letterhead is to be used for all correspondence on behalf of NCWA.
- Prepare Reports as requested by the President, NCWA Stand Committee Coordinator, NCWA Executive National Board.

National Coordinators can expect to receive from the National Coordinator of Standing Committees all appropriate correspondence as received from ICW or as directed by the National Board, including copies of reports initiated by the ICW Permanent Representatives to the various UN agencies.

The National Board will keep copies of reports, submissions etc for both public relations and historical purposes.

Guidelines for Submissions NCWA National Coordinators and National Advisers

It is important that NCWA continue to maintain a high standard of Submissions to the Federal Government. The following guidelines have been prepared for National Coordinators and National Advisers preparing Submissions to Government, Agencies and other external bodies.

Written Submissions usually follow these guidelines:

- Typed.
- A4 paper - Single side.
- Single space.
- Submission may be in the form of a substantial Paper or short document.
- A brief covering letter should be attached to all Submissions:
 - signed by the National President on behalf of NCWA on NCWA letterhead.
- Brief: if substantial an Executive summary should be included.
- Dot Point form where appropriate.
- Submissions may contain facts, opinions, arguments and recommendations.
- Submissions should use appropriate language – avoid or limit jargon, technical and difficult wording, etc avoid using initials and acronyms.
- Appendices and other supporting documents may be attached to the Submission.
- references and sources of information acknowledged.
- When prepared by a National Adviser her National Coordinator should:
 - Be aware of the Submission and ideally send the Submission to the National Coordinator of Standing Committees and the NCWA President.

Submissions should limit transcription of statistical data as this is normally available from official sources. However, Submissions should draw attention to any specific local or regional data of relevance to the Enquiry.

If the Submission is detailed and complex, further guidance may be obtained by accessing the notes on how to prepare a Submission on the Senate Committee Office homepage on the Internet www.aph.gov.au/senate/committee/wit_sub/

Correct Form of Address

Listed below are examples of the correct way to address Ministers and other Members of Parliament when writing letters from NCWA National Coordinators and National Advisers:

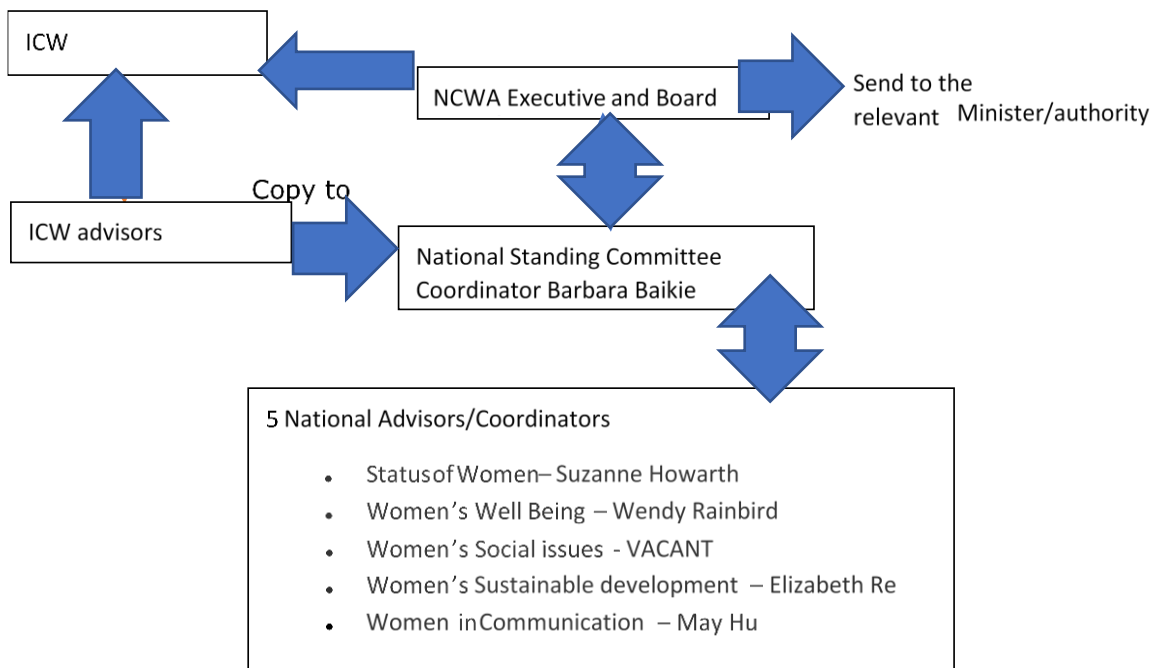
<p>Writing to the Prime Minister The Hon Scott Morrison MP Prime Minister Parliament House Canberra ACT 2600</p> <p><i>Dear Prime Minister,</i></p>	<p>Writing to the Treasurer: The Hon Josh Frydenberg MP Treasurer Parliament House Canberra ACT 2600</p> <p><i>Dear Treasurer,</i></p>
<p>Writing to the Attorney General: The Hon Christian Porter MP Attorney General Parliament House Canberra ACT 2600</p> <p><i>Dear Attorney General,</i></p>	<p>Writing to a Minister from the House of Representatives: The Hon Susan Ley MP Minister for the Environment Parliament House Canberra ACT 2600</p> <p><i>Dear Minister,</i></p>
<p>Writing to a Shadow Minister: Explanatory note: If he or she has been a Minister in a previous Government they retain the title 'The Hon'. If they are Shadow Ministers for the first time they are simply addressed as follows:</p> <p>Shadow Minister for Health Parliament House Canberra ACT 2600</p>	<p>Writing to a Parliamentary Secretary from the House of Representatives:</p> <p>Parliamentary Secretary to the Minister for Finance Parliament House Canberra ACT 2600</p>
<p>Writing to a Senator:</p> <p>Senator Sue Lines Senator for Western Australia Parliament House Canberra ACT 2600</p> <p><i>Dear Senator,</i></p>	<p>Writing to a backbencher in the House of Representatives (all Parties): Nicolle Flint MP Member for Boothby Parliament House Canberra ACT 2600</p> <p><i>Dear Ms Flint</i></p>
<p>Writing to a backbencher in the Senate (all Parties): Parliament House Canberra ACT 2600</p> <p><i>Dear Senator</i></p>	<p>Writing to former Ministers (both Government and Opposition) The Hon <i>Member for</i> Parliament House Canberra ACT 2600 Dear Mr/Mrs/Ms</p>

Writing to the Leader of the Opposition:

The Hon Anthony Albanese MP
Leader of the Opposition
Parliament House
Canberra ACT 2600

Dear Leader of the Opposition

Framework



State/territory coordinators while act independently can send information to NCWA



Template for letters



PO Box 389
HALL ACT 2618

Relevant minister
Address

Dear.....

NCWA is a national non-government umbrella organisation with broadly humanitarian and educational objectives. NCWA has an extensive membership of Affiliate organisations (all with significant membership numbers) from all Australian States and the ACT. NCWA membership also includes a large number of Associate members, (women who join as an individual). NCWA works to improve conditions for women and their families, especially the most vulnerable.

The issue

Include recommendations to address issue

Yours sincerely

Robyn Nolan
President NCWA

CC to other Ministers/Opposition Shadow Ministers

Appendix

Provide additional information/ Outline the argument for background information if applicable