



## Project Synergy

**Minutes of the Project Synergy Steering Committee  
held 2-4pm Tuesday 7 August, 2018 in Meeting Room 1,  
Level 1, Scarborough House, Woden, ACT**

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## 7. New Items:

### 7.1. Lived Experience Advisory Function

s 47F presented an overview of the workshop activities conducted by the Lived Experience Advisory Board in the March and June meetings on the lessons learnt from Phase I and the recommendations for the lived experience function in Phase II. The draft Lived Experience Advisory Function Model was tabled at the meeting for consideration by the Steering Committee. The new Lived Experience Advisory Function (LEAF) would replace the Lived Experience Advisory Board and the Core Design Group and will be made up of a diverse group of lived experience champions who work together to identify current and emerging issues while sharing advice, guidance and recommendations to build digital products that improve and reform mental health care.

The LEAF has two main parts; a small working group (5-10 members) that is recommended to meet monthly and a broader panel (up to 25 members) that will act as a reference group. The working group will liaise closely with the panel across the National Community Consultation activities and provide regular updates in relation to upcoming engagements, progress and outcomes from previous engagements. s 47F discussed the strategy for the expressions of interest process that is supported by a frequently asked questions document, and stated that the governance of the working group and panel would be part of the agenda for the first working group. s 47F also presented the mechanisms that would be used to support the initial engagement of the two groups including welcome packs and terms of reference.

The Committee were very supportive and commented that the model provided for meaningful engagement. The Committee recommended further consideration of the support being provided for skills based training for working group members (eg. facilitation skills training) to promote information flow between the working group, the panel and the broader community.

s 47F discussed how digital channels will be used to help facilitate online forums that keep all champions part of the process. The Committee reflected on current experiences and recommended further consideration of the protocols for safety for participants in the private forum sections of the digital platform.

**ACTION:** s 47F to consider governance / management of private forum to ensure safety of participants in the private forum areas of Engagement HQ.

**ACTION** s 47F to consider skills based training for working group members to be provided in the first meeting.

### 7.2. Draft National Community Consultation Framework

s 47F presented the draft National Community Consultation Framework (draft model tabled at meeting) for consideration by the Steering Committee. s 47F discussed how the March and June meetings of the Lived Experience Advisory Board had specific workshop activities to support the development of the codesign model which identifies the different perspectives or voices of lived experience, subject matter expertise, executive leadership and the voice of design. These perspectives then all contribute to each stage of the community consultation framework as shown in the draft model.

The Steering Committee were very supportive of the model.

**ACTION** s 47F to follow up further feedback on the model from DoH.

**Meeting Closed: 4.00pm**