



GOV-PLAN-01-0.1

28 May 2021

To the Board

Re: Board Strategic Plan for 2021/2022

Dear Board members

As discussed at the face-to-face Board meeting in March 2021, please find attached the Board Strategic Plan for 2021/2022. The plan is a refined version of the initial strategy that was developed in 2019 and then further refined in 2020. As a board we need to keep a firm vision on the core pillars of what ABSANZ stands for, and specifically in the remainder of 2021 and 2022 through the lens of the pandemic and what that will likely mean for our members.

Following the work that was completed at the Board meeting in March I now personally have a much clearer understanding of the roles and responsibilities of the Membership Development Committee and the Education and Training Committee. This clarified demarcation and an understanding by the Board that the two committees are inextricably linked, coupled with the strong leadership of June and Bernadette, should now be able to drive these initiatives forward.

Once we have finalized the strategic plan the appropriate elements will be presented to the chairs of each of the committees for implementation through workplans throughout the year.

Sincerely on behalf of ABSANZ

Stephen Coulter
ABSANZ President



Vision of Biosafety and Biosecurity

Biosafety and biosecurity protect people, the community and the environment

Mission of ABSANZ

To advance the biosafety and biosecurity sector and to support professional members

Tagline

The peak body and leading voice for biosafety and biosecurity

Pillars

To achieve its Mission, ABSANZ will:

- Provide professional development and education, share knowledge and build expertise
- Represent the interests of biosafety and biosecurity
- Develop standards for biosafety professionals
- Exchange information and communicate with stakeholders
- Drive membership recruitment, retention and engagement
- Ensure good governance and financial sustainability

Activities

1. Provide Professional Development and Education, share knowledge and build expertise
 - 1.1. Conferences [Conference Committee]
 - 1.1.1. 2021 Adelaide: 10th anniversary ACC (approx. 150+ with a stretch target of 200 pax).
Deferred from 2020 (CoVID).
 - 1.1.2. 2022 Brisbane: BCEC booked
 - 1.1.3. 2023 Queenstown (in progress)
 - 1.1.4. 2024: International Society for Biosafety Research EOI Complete – Bid is due
September 2021
 - 1.1.5. Singapore or Malaysia opportunities
 - 1.2. Training courses and webinars [Education & Training Committee]
 - 1.2.1. Develop training strategy
 - 1.2.2. Deliver and package training modules (Intuto LMS)
 - 1.2.3. Deliver and develop webinar program (ideally hold 4 webinars a year)
 - 1.2.4. Consider podcasts, symposia, roadshows
 - 1.2.5. Networking and site tours, including suppliers
 - 1.2.6. Workshops CSIRO AAHL every second year
 - 1.3. Scholarships and Awards
 - 1.3.1. Neil Walls Scholarship
 - 1.3.2. Tony Della-Porta Oration
 - 1.3.3. Conference-specific awards
 - 1.3.4. Recognition e.g. Life Membership or service awards – set criteria: Biosafety Heroes
 - 1.3.5. Professional excellence awards
 - 1.3.6. Consider other Award/Support Opportunities



- 1.4. Liaise with national and international affiliates
 - 1.4.1. International Federation Biosafety Associations IFBA
 - 1.4.2. American Biosafety Safety Association (ABSA International)
 - 1.4.3. Asia Pacific Biosafety Association
 - 1.4.4. European Biosafety Association
 - 1.4.5. Consider senior member to represent ABSANZ at key bodies
- 1.5. Publications
 - 1.5.1. Commence 'Biosafety Manual': one-stop compendium
2. Represent the interests of biosafety & biosecurity
 - 2.1. Develop Association position statements
 - 2.2. Participate in external regulatory and standards committees [Regulatory Liaison Committee]
 - 2.2.1. Confirm and participate in the external committees needing ABSANZ representation
 - 2.3. Make submissions on biosafety and biosecurity matters
 - 2.4. Seek regulatory consistency, harmonisation and co-operation
 - 2.5. Respond to relevant emerging events
 - 2.5.1. Identify the types of events that may be of interest to ABSANZ and how ABSANZ could be made aware of them
 - 2.5.2. Media training for Board directors
 - 2.5.3. Identify spokespersons for specific subject matters or events
3. Develop principles for biosafety and biosecurity professionals
 - 3.1. Code of Conduct and Ethics, and set values (Lisa and Carl)
 - 3.2. Develop credentialing strategy
 - 3.2.1. Recognition of competency in a multi-disciplinary profession
 - 3.2.2. Offer training modules (IFBA, ABSA or other)
 - 3.2.3. Conduct peer review
 - 3.2.4. Consider Credentialed Biosafety Professional
4. Exchange information and communicate with stakeholders
 - 4.1. Develop and implement communications plan and strategy
 - 4.1.1. Explore additional resources
 - 4.1.2. Newsletter – review format, content, frequency
 - 4.1.3. Develop e-newsletter
 - 4.1.4. Survey members as to preferred comms channels
 - 4.2. Website and online presence
 - 4.2.1. Review content, analyse statistics
 - 4.2.2. Social media
 - 4.2.3. Continue newsfeed moderator
 - 4.2.4. Discussion forums
 - 4.2.5. Confirm/review guidelines for discussion forum use
 - 4.2.6. Delivery format options
 - 4.2.7. Seek greater member engagement
 - 4.3. Inform public and stakeholders about position statements



5. Drive membership recruitment, retention & engagement [Membership Committee]
 - 5.1. Membership growth and reach strategy
 - 5.1.1. Identify 'biosafety community', their interests, needs, relevance to ABSANZ
 - 5.1.2. Note: 1250 contacts in database; only 340 members
 - 5.1.3. eVersion of pamphlets
 - 5.1.4. Consider classes of membership
 - 5.2. Recognise volunteers for ABSANZ service
 - 5.3. State, Territory, NZ gatherings
 - 5.4. Consider ABSANZ groups and segmentation
 - 5.5. Target specific groups: ANZ hospitals, pharmacies, universities, research labs, students
6. Ensure good governance and financial sustainability [Governance, Finance & Risk Committee]
 - 6.1. Annual Review of Plan
 - 6.1.1. Identify Plan Priorities via Workplan
 - 6.2. Annual Review of ABSANZ governance policies
 - 6.2.1. Develop and review terms of reference, policies and procedures for committees
 - 6.2.2. Review of risk management and risk register and insurance annually
 - 6.2.3. Develop and review skills matrix
 - 6.2.4. Conduct board induction and training
 - 6.2.5. Develop plan for volunteer succession
 - 6.3. Conduct two substantive face-to-face in March and August meetings per year, plus pre-conference meeting
 - 6.4. Finances
 - 6.4.1. Review Budget in the context of the plan
 - 6.4.2. Longer term budget to achieve \$500K
 - 6.4.3. Review currently low membership and event registration fees
 - 6.4.4. Develop sponsorship policy
 - 6.5. Resources
 - 6.5.1. Accounts, membership, conference, comms support from Assoc Professionals
 - 6.5.2. 2 days per week plus membership renewals support

ETC and MDC scope of work as determined at the face-to-face board meeting:

<p>Membership Development Committee Member services and benefits, what do you get when you join and how are members retained (strategic development)?</p>
<p>Key Tasks:</p> <ul style="list-style-type: none"> • Manage Members • Engage with members • Retention of members • Recruitment of members • Scholarship management • Award Management • Network and Social events • Making resources available • Newsletters • Chats / support groups / “Campfire topics”
<p>Resourcing and Structure:</p> <ul style="list-style-type: none"> • Needs a committee of approximately ten (10) people • Would have ongoing subcommittees to focus on areas nominated above • Might have short term project working groups and or focus groups
<p>Education and Training Committee Providing educational resources to the association</p>
<p>Key Tasks:</p> <ul style="list-style-type: none"> • CPD • Developing and sourcing training material (organising existing material) and determining what can be offered as a complimentary member benefit and what is paid content. • Adapting training material • Running educational events – webinars, site tours, onsite networking and training events
<p>Resourcing and structure:</p> <ul style="list-style-type: none"> • Needs a committee of approximately eight (8) people (can call on specialist resources and external paid resources if required for discrete bodies of work) • Training and education events a core of 3 – 4 people – ideally a working group from Dec to Jan to set up the calendar for the year. • Focus on a structured biosafety professional accreditation pathways (tie into EBSA, IFBA and other established associations to adapt material for the local content