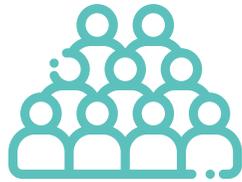


Providing comments on AUSVETPLAN

Before you get started, please remember:



AUSVETPLAN is a national-level plan and is one part of the information needed to mount an emergency animal disease (EAD) response. Each jurisdiction will need to consider how they will implement AUSVETPLAN within their own legislative and administrative framework – and may need to develop their own operating procedures, work instructions and other guidance materials to support this.



AUSVETPLAN has a wide audience, with individual readers varying in their:

- functional responsibilities in an EAD response
- knowledge of, and experience with, EADs and their management
- personal preference for the presentation of information.



AUSVETPLAN is endorsed by consensus – so wording has to be agreed by a number of different organisations.



There may be an agreed approach to that type of document (e.g. captured in the writing instructions for response strategies).



AUSVETPLAN documents undergo professional editing prior to publication so feedback on copyediting (spelling, punctuation, grammar etc.) is not needed and will not be considered.

When making your comments, please remember to:

- make your point clearly and simply so that it is easily understood
- make specific suggestions for additions, deletions or amendments that will address your concerns if approved
- provide the rationale for any suggested changes (this helps with developing a way forward where conflicting feedback is provided by different organisations)
- look to improve the draft – rather than looking for fault
- be polite – judgmental comments (eg on the writing style or thought processes of the author(s)) are not constructive and will not be considered
- engage early and provide feedback appropriate to the stage of the review – see over. Changes or rewrites later on may require additional consultation rounds and delay progress by many months.

Focus of feedback at each stage in the review process:



When the updated draft of Section 2 (nature of the disease) is presented for comment, check that the text is:

- clear (unambiguous)
- accurate
- relevant (to the management of EADs and the decisions to be made in a response).

When the drafts of Sections 3-7 (policy sections) are presented for comment, check that they:

- are clear (unambiguous)
- are consistent with the technical understanding of the disease outlined in Section 2
- are appropriate to Australia's context
- provide a flexible framework to address foreseeable and unforeseen risks
- are practical (with support from your agency, could be implemented)
- do not revisit Section 2 except to
 - raise newly published or available information
 - provide feedback on the way the feedback from comments on the section have been addressed

When the draft is presented for endorsement:

- advise of any new information that affects critical decision points for the response approach proposed
- consider whether the comments raised in consultation on the previous version have been adequately addressed
- in consultation with your agency's or organisation's Animal Health Committee or Industry Forum representative, provide endorsement of the draft; or, advise what specifically it would take (explicit wording) to address any concerns and so enable your agency's or organisation's endorsement of the draft.

Coordinating your organisation's comments, please remember to:



Consult relevant people (including technical experts) in your organisation.



Check that the feedback in your submission:

- is clear (and unambiguous)
 - includes an explanation as to why a change is needed
 - includes a suggested alternative to address the concern that is being raised
 - is consistent with
 - other feedback in your submission
 - your organisation's views in past rounds of consultation (for this or other AUSVETPLAN components) – or at least the difference is acknowledged and an explanation provided (so AHA knows which view to accept)
 - TRG discussions on this review or TRG agreements on this type of document
 - doesn't include editorial comments (spelling, punctuation, grammar etc.)
 - is polite and constructive.
-



Seek advice from your Animal Health Committee or Industry Forum representative and provide a single consolidated response that is consistent with the view that your organisation will support for final endorsement.



When components are presented for endorsement, clearly differentiate between those issues that need to be addressed before your organisation will endorse the draft – and those that might help improve the draft but wouldn't affect your endorsement.