

The Promotion, Prevention, Early Intervention (PPEI) Alcohol and Other Drugs Community of Practice (COP) will meet via video-conference quarterly in 2019.

The purpose will be to share information on current projects and programs, facilitate opportunities for collaboration and build understanding of effective and successful prevention approaches around the State.

Outcomes	<p>The following outcomes that the COP will focus on but is not limited to, include:</p> <ol style="list-style-type: none"> 1. Sharing information about PPEI programs and models to build capacity for the community sector to use PPEI approaches in their work. 2. Disseminating information about PPEI models of work, social return on investment and identified gaps, to educate policy makers on how to prioritise promotion, prevention and early intervention approaches for reducing harm from alcohol and drug use in Tasmania. 3. Exchanging information and resources about PPEI approaches to build on collective efforts to reduce harm from alcohol and other drugs in the Tasmanian community. 4. Strengthening collaborative efforts between organisations, specifically for the purpose of developing health promotion or prevention campaigns, to be agreed on by the group. 5. All members can propose additional outcomes to the COP for discussion and inclusion, for example: inviting guest speakers; to be agreed on by members
Membership	The COP membership will be invited from the list of participants who registered for the PPEI ATOD Sector Forum, have reported on the PPEI Implementation Plan and/or have expressed an interest in PPEI work.
Venue	This COP will be offered in a virtual format via videoconference in Hobart, Launceston and Burnie. Venue details will be provided when meeting dates are advised.
Frequency	Meetings will be held quarterly beginning in February 2019.
Times	Meetings will be held on a Tuesday with times TBC
Confidentiality	Issues of confidentiality will be noted as needed and attendees expected to declare conflicts of interest as appropriate.
Chair	Default Chair will be a team member from the Drug Education Network.
Agenda Items and Documentation	<p>All members are equally responsible for submitting agenda items. Agenda items to be forwarded at least 10 days prior to the nominated meeting so that a final agenda and any related documents can be circulated to members one week prior.</p> <p>If necessary, Agenda items can be added at the meeting, where agreed by members.</p>
Minutes	<p>Secretarial support to be provided by the Drug Education Network. Minutes will be distributed for comments to attendees within five business days of the meeting.</p> <p>Minutes will document any actions arising from the meeting with timeframes for actions to be completed.</p>

Terms of Reference 2019

Review	COP outcomes, meeting frequency, terms of reference and expressions of interest for a wider membership will be reviewed at the first and last meeting in 2019.
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