

## Aotearoa New Zealand Professional Development Group

The Aotearoa New Zealand Professional Development Group is the voice of members and advises the Board and staff of Resolution Institute on:

- Professional development and training, both online and face to face
- Resolution Institute membership matters
- Policy and advocacy matters affecting the role of dispute resolvers in Aotearoa New Zealand
- The strategy and policies of Resolution Institute itself and relevant issues that may arise from time to time.
- How Resolution Institute can best reflect and respond to our bi-cultural context in Aotearoa New Zealand and our commitment to Te Tiriti o Waitangi

<p>Specific Roles and Function</p>	<p><b>Professional development and training, face to face and online</b> Resolution Institute staff welcome advice from the PDG on:</p> <ul style="list-style-type: none"> <li>● The training and CPD events they think the membership would welcome and benefit from, both face to face and online</li> <li>● How our professional development and training can meet the needs of the full spectrum of dispute resolvers in our membership</li> <li>● How our training and professional development can best reflect and respond to our bi-cultural context in Aotearoa New Zealand and our commitment to Te Tiriti o Waitangi</li> <li>● How our training and professional development can best reflect and respond to our Pacific Island communities in Aotearoa New Zealand</li> <li>● How our training and professional development can best respond to our multi-cultural and diverse society in Aotearoa New Zealand</li> </ul> <p><b>Membership</b> Resolution Institute staff welcome advice from the PDG on how we can best meet member needs in Aotearoa New Zealand, this may include but not be limited to:</p> <ul style="list-style-type: none"> <li>● Member services, member recruitment and retention, member accreditation matters</li> <li>● Training requirements and opportunities for specialist accreditation</li> <li>● Engagement and communication with members</li> </ul> <p><b>Policy and advocacy for dispute resolution</b> Resolution Institute staff welcome advice from the PDG on:</p> <ul style="list-style-type: none"> <li>● policy issues arising in Aotearoa New Zealand in relation to dispute resolution e.g. as a result of laws or regulations</li> <li>● ways to advocate for dispute resolution in Aotearoa New Zealand.</li> <li>● PDG members may also choose to engage in advocacy in partnership with Resolution Institute</li> </ul> <p>The PDG may undertake policy or “thought leadership” projects under delegation from the Board and CEO. These approved projects will be supported by Resolution Institute staff, and the results reported back to the Board.</p>
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	<p><b>Strategy and policies of Resolution Institute itself</b> Resolution Institute staff will share with the PDG the current strategic plan and policies of Resolution Institute itself. Resolution Institute staff will seek feedback from the PDG in relation to further strategic planning and any relevant issues that may arise from time to time.</p> <p><b>Representation on Trans-Tasman Committees</b> The PDG will appoint a member as its representative on each of the Trans-Tasman Determinative and Facilitative Committees. The role of these representatives is to assist in the two-way flow of information between the PDG and the Trans-Tasman Committees, complementing Resolution Institute staff.</p>
Group Membership	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Group members must be members of Resolution Institute.</li> <li>• The quantity of members will be determined by the Group. It is suggested that the group consist of three to fifteen members.</li> <li>• A quorum consists of three appointed Group members.</li> <li>• While the usual process of decision-making is by consensus, in cases where a vote is necessary, only Group members will be entitled to vote.</li> </ul> <p><b>Attendance by others</b> Chief Operating Officer (Trevor Slater) and Professional Development and Training Manager – NZ (Laura Collins) will attend these meetings. Board members or Chief Executive Officer (or representative) may attend meetings or events of the Group as required.</p>
Meetings	<p>The Group will:</p> <ul style="list-style-type: none"> <li>• Meet four times in a calendar year.</li> <li>• Annually, select members for the next year based on the list of expressions of interest which the Resolution Institute office collects.</li> </ul>
Quorum	A quorum consists of three appointed group members
Reporting	Resolution Institute staff will take minutes at the meeting, copies of which will be distributed to all group members within a reasonable time after the meeting.
Support and representation of Resolution Institute	Resolution Institute would welcome support from PDG members in advocacy for the work of Resolution Institute in particular and dispute resolution in general.
Establishing an agreed way of working	<p>Resolution Institute staff seek to consult at the first meeting about establishing ‘an agreed way of working’. Some suggestions are:</p> <ul style="list-style-type: none"> <li>• Respecting and allowing diverse points of view to be voiced</li> <li>• Working collaboratively with the Resolution Institute staff, Board and other Committees as appropriate</li> <li>• Being mindful of information that may be confidential</li> </ul>