**MEMORANDUM OF AGREEMENT BETWEEN
THE ROYAL AUSTRALIAN NAVY, AUSTRALIAN ARMY,
AND ROYAL AUSTRALIAN AIR FORCE
REGARDING
MILITARY PUBLIC AFFAIRS (MPA) AND IMAGERY SPECIALIST TRAINING**

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14 Dec 23

AMENDMENTS

1. Proposals for amendments to the information contained within this MOA are to be submitted to the MPATAG for approval or further processing. They are classified as:

a. **Minor Changes**. The MPATAG executive committee is permitted to approve minor changes to content and procedures in this MOA (including annexes) without the need for it to be re-signed by the MOA appointed signatories. Minor changes are ratified via the DETB vid the 3-yearly MOA review process. Minor changes are focused mainly on the annexes and do not have significant resource implications *(e.g. updating Phase authorities)*. For ease of identification, minor changes are identified by a version number with a decimal for example 1.1, 1.2, etc. *Minor changes in the document are highlighted.*

b. **Major Changes.** Changes that may have significant resource implications are classified as major changes *(e.g. permanent increase in BTR, increase in number of courses covered by the MOA, decrease in staff*) and must be endorsed by the MPATAG executive prior to submission to the DETB via the TEPPG for approval. For ease of identification, major changes are identified by a version number with whole numbers for example 1.00, 2.00, etc.

2. All approved changes are to be recorded in detail on the below amendment list and result in a new version of the MOA.

3. Staff Officer Rationalised Training DELTA is the key POC for all advice and staffing of amended MOAs through the TEPPG and DETB.

Amendment List		**Endorsed By**	**Amendment** (The amendment list below is to provide clear articulation of amendments included for each version to enable identification within the MOA document.)
Version Obj Id	**Date of Endorsement**		
1.00 BS8379080	March 2020	MPATAG	First issue
2.00 BQ48432504	June 2023	MPATAG	Addition of new Military Public Affairs Officer Advanced Course (MPAOAC) and new Intermediate Video Course (IVC)

MEMORANDUM OF AGREEMENT BETWEEN THE ROYAL AUSTRALIAN NAVY, THE AUSTRALIAN ARMY, THE ROYAL AUSTRALIAN AIR FORCE REGARDING MPA TRAINING

References:

A. Defence Learning Manual/ *Defence Enterprise Learning Policy*
B. Rationalised Training in Defence Procedures Manual/ *Rationalised Training Practitioners Guide*
C. CDF Directive 09/2017 – *Joint Individual Education and Training within Defence*
D. Article of Appointment of Manager Joint Education for Military Public Affairs Training of 27 Nov 18 (BN1235530)
E. Minute: *MJT Appointment – Military Public Affairs* of 28 Feb 19 (BR1302960)

INTRODUCTION

1. Defence training in Military Public Affairs is implemented under the agreed rationalised framework detailed in Reference A and the doctrine and policy detailed in References B and C.

2. Army has the responsibility for Defence Military Public Affairs training, with DG TRADOC appointed Manager of Joint Training (MJT) in Reference D. The COMDT Defence Command Support Training Centre (DCSTC) is the Training Authority (TA), and the Military Public Affairs Trade and Training Section (MPA TT) develops and implements Military Public Affairs (MPA) training. MPA TT is an element of the J7 Branch within HQ DCSTC, which is a Training Centre within FORCOMD, Army. The courses covered by this MOA are listed in Annex A.

3. **Manager of Joint Training**. For MPA training, the MJT has management authority for its implementation and representation in the Defence governance hierarchy. The MJT reports to the Defence Education and Training Board (DETB).

AIM

4. The aim of this Memorandum of Agreement (MOA) is to describe the responsibilities and obligations of the MJT and Services in supporting the MPA training delivered and coordinated by MPA TT. This MOA records courses to be delivered, how many individuals will be trained, what resources are required, and who provides those resources. It also includes mechanisms for the review of MPA training.

SCOPE

5. This MOA describes the management, conduct and review of MPA training. The Individual Service and/or Groups Baseline Training Requirements (BTR) are contained in Annex B. This MOA outlines the authorities for the operating costs, management of staff, management of trainees, administration and logistics support for agreed training listed in Annex A. This document is to be read in conjunction with References A and B.

TRAINING MANAGEMENT AND GOVERNANCE

6. **Authorities for the management of training.** Reference C outlines the key appointments of MJT for MPA training. The MJT is appointed by the Defence Education and Training Technical Authority (DETTA) through the Article of Appointment (AOA) as per Reference D, and is responsible to the Education and Training Domain Owner for the management of their training.

7. Notwithstanding the obligation of each Service and Group to identify their specific job requirements through their Job Task Profiles (JTPs) under the Systems Approach to Defence Learning (SADL), the MJT has a responsibility to manage specified MPA training IAW References A and B. The nominated Phase Authorities for the courses delivered under this MOA are detailed in Annex C, and may include exported training, which remains under the governance and compliance of the MJT.

8. COMDT DCSTC was appointed the Training Authority (TA) for managing the servicing of MPA training IAW Reference E.

9. **Manager Joint Training.** Reference C appoints DG TRADOC as the MJT for MPA training. For this training, the MJT has management authority for its implementation and representation in the Defence Learning governance hierarchy. The MJT reports to the Defence Education Training Board (DETB).

10. For **consistency** and clarity throughout this MOA, the term ‘MJT’ will refer to either the appointed MJT or their delegated representative.

11. **MPA Training Advisory Group (MPATAG).** The MPATAG reports to the MJT via an MJT report biennially, and is a permanent forum for stakeholders to make decisions on issues associated with ongoing management of existing and future MPA training encompassed by this MOA. The MPATAG is to ensure the integrity of the training and its relevance to current and future capability requirements. The MPATAG Terms of Reference (TOR) are contained in Annex E.

12. **Duration and review of MOA.** This MOA is effective from the date of signing, and remains extant until reviewed, amended, suspended or cancelled by a mutual agreement of the participating stakeholders. In the event that there have been no amendments to the MOA, it is to be reviewed and re-endorsed by the DETB signatories every three years.

13. **Amendments to MOA and annexes**. As training is dynamic, the Chair of the MPATAG has the authority to amend and adjust the annexes to this MOA via the DELTA website. Any amendments to annexes by MPATAG need to be agreed to by the MPATAG executive and documented in the relevant meeting minutes.

14. Changes to the content of this MOA and annexes are classified as Major or Minor. The approval process for Major or Minor amendments is detailed on the amendments page at the beginning of this document.

15. **Joint Learning Review Board (JLRB).** The JLRB reports to the MPATAG on changes to existing curriculum, outcomes of evaluations and reviews of new curricula based

on new capability requirements to be added to the scope for MPA Rationalised training. TOR for JLRB can be found in Appendix 2.

16. **Working Groups (WG).** The MPATAG may appoint a WG as required to research and provide recommendations on special issues relating to the courses covered by this MOA. The WG may be assigned to review significant changes to the joint training curriculum and provision of resources to meet implementation requirements. Each WG will operate under the direction of the MPATAG via written TOR.

17. **Training management governance arrangements.** As defined in Reference D, the MJT is responsible for the resourcing and management of training at the BTR listed in Annex B. This includes the raising of training reports; statements of attainment (should these be relevant); completion certificates; and issuing of workplace experience journals (on-job journal) for courses listed in Annex A, if applicable. Any accredited training outcomes that result from the successful completion of rationalised training are to be awarded by the Defence Registered Training Organisation (DRTO) or an approved training provider.

18. **National Accreditation.** The MJT, as a member of the DRTO, is to comply with Australian Skills Quality Authority RTO standards and relevant DRTO requirements as detailed in the Defence Education and Learning Policy (DELP) Framework document suite.

TRAINING REQUIREMENTS

19. **Baseline Training Rate (BTR).** The BTR describes the steady-state requirement for training by each Service or Group and is the defined funded capacity of the arrangement (reference B). This MOA defines the course list that supports rationalised training (Annex A); the BTR (Annex B); and the staff resources required from each Group/Service to implement this training (Annex D). Reference B details the process for review and variation of both the curricula and training requirements.

20. **Permanent Amendment to BTR.** Where a Group/Service requires permanent changes their course BTR, it is to be negotiated between the Group/Service and the MJT through the MPATAG. On agreement, the requesting Group/Service is to formally confirm the change of BTR though to the MPATAG, and the MJT (via the MPATAG) will amend Annex B of the MOA accordingly.

21. **Directed Training Requirement (DTR).** In a given year, a Service or Group may require more or less than the BTR number specified in Annex B. The actual number trained is the DTR, usually determined by a yearly DTR conference. As the DTR number may fluctuate from year to year it does not have to be specified in the MOA. Significant deviations above the BTR defined in the MOA may be subject to additional resourcing requirements. The MJT (through the MPATAG) will manage the agreed DTR IAW Reference B. The MJT will ensure that the courses listed in Annex A are scheduled to meet the agreed DTR and panelled as specified in the Learning Management Package (LMP).

22. Any proposed changes or amendments to the DTR, both temporary and permanent, are to be raised at the MPATAG and documented in the minutes. Any proposal to cancel a Joint course will be subject to thorough consultation with all stakeholders prior to submission

to the MJT (through the MPATAG) and advised to the DETB via the Training and Education Policy and Projects Group (TEPPG).

23. **Temporary Amendment to DTR.** Where a Group/Service is unable to fill the allocated session DTR the HQ DCSTC MPA TT section is to be advised as soon as practicable. These unsubscribed positions may be offered by HQ DCSTC Operations to other Services as opportunity training. The MPATAG chair is to seek endorsement from the MJT to transfer DTR to another Group/Service. A Group/Service cannot hold unused DTR in abeyance or transfer it to future Training Year (TY) Schedule of Courses as this will impact available resources in the future.

24. When Groups/Services require further training positions above their annual DTR, and the above provision has not provided a resolution, a brief from the requesting Group/Service is to be provided to MJT requesting additional positions IAW Reference B. The brief is to address resource options such as authority to use cost centre codes, provision of instructors or other resources as negotiated. If a Group/Service does not transfer resources or provide extra instructor support as agreed before the commencement of the course, additional training positions may not be provided.

COURSEWARE MANAGEMENT

25. **Analyse Phase Output.** The foundation building block for courseware development under the SADL are the JTPs, which also inform Service career continua. These are linked to pay and therefore cannot be reviewed independently of Employment Category Sponsor (ECS) input and endorsement.

26. **Course Design.** Group/Service specific category employment documentation is to be applied as the basis for development of all common and joint MPA training using the SADL approach. Annex C provides the SADL phase authorities for training covered under this MOA.

27. **LMP Management and Review.** The tools used to manage training are a fully developed LMP that conforms to the requirements of the SADL and extant Defence Training Policy requirements, in concert with the ADF human resources information system. All courses, whether exported or not, are to be instructed using relevant, authorised LMPs, which are not permitted to be locally amended without authorisation from the MPATAG and approval authority.

28. **Joint/Common Course LMPs.** The MJT, in consultation with the Service/Group, remains the authority for changes to the common courses in Annex A. Changes to these LMPs will be managed through a Joint Learning Review Board (JLRB) process IAW Reference B and the TOR in Appendix 2, working to the direction of the MPATAG. Where changes to a joint course do not meet the other Services'/Groups' needs, the course will cease to be rationalised training and will no longer be covered by this MOA. If agreement cannot be reached at the MPATAG, the issue is to be escalated to the DETB via the TEPPG for decision.

29. **Single-Service LMPs.** Changes to single-Service LMPs delivered under this MOA will be managed by the respective authorities as detailed in Annex C, IAW Reference B.

Nonetheless, any curriculum changes that affect the management and coordination of MPA resourcing for MPA BTR require MPATAG agreement (as a minimum). Further details are in Annex E.

COURSE ADMINISTRATION

30. **Course Scheduling.** The MJT will ensure that courses in Annex A are scheduled to meet the BTR identified in Annex B.

31. **Course panelling**. Group/Service panelling authorities, as detailed in Annex C, are required to provide full details of their respective course panels to the Implement Authority at least six weeks prior to the course commencement date and must conform to their annual DTR allocation.

32. The Implement Authority is responsible for the entry and completion data into the ADF human resources information system for courses in Annex A

STAFF MANAGEMENT

33. **Establishment and Staff Appointments.** The organisational structure and staffing of MPA training is detailed at Annex D, and is to be maintained IAW References A and B, including the Groups/Services agreeing to post appropriate individuals by rank, qualification and relevant experience against these positions. Functional changes regarding the employment of personnel in the agreed positions is to be raised at the MPATAG for agreement prior to changes occurring and MOA amendments.

34. Each Service or Group is responsible for funding and staffing designated establishment positions, including periodic rotational positions as described in Annex D. If a Service or Group cannot fill a position for more than three months, the MJT will use the chain of command to seek temporary staff support until the responsible Service/Group fills the position. Staff shortages may result in the reduction of that Service or Group's specific DTR.

35. Where BTR is increased to meet capability (or future capability), an Establishment Variation Request (EVR) is to be conducted and submitted to the respective Service/Groups. The MPATAG is to be involved in the submission of the EVR, and once approved the MOA is to be amended and re-signed.

36. **People management.** Reference B defines the MJT responsibilities WRT all personnel posted, or attached, to a Training Establishment.

37. The senior Navy, Army and Air Force member within the Implement Authority as listed in Annex C will, on request, provide Service-specific advice to MPATAG on matters pertaining to: discipline, personnel, logistics and career management of Navy, Army and Air Force personnel posted to a Training Establishment or attending courses at a Training Establishment.

STUDENT MANAGEMENT

38. **Course prerequisites.** Students who do not comply with agreed course prerequisites, IAW the extant LMP or additional course documentation, are not to be panelled on courses detailed in Annex A by the respective Panelling Authorities. Should a particular requirement of Group/Service or operational need exist to undertake a course without the prescribed prerequisites, a waiver may be sought from the Implement Authority.

39. **Trainee Progress Management.** Implement Authorities have the authority to remove students who are 'not meeting the required standard', IAW the relevant trainee management policy. Where the decision has been made to remove a student, the member's parent Service/Group is to be advised. Specific details regarding process, procedures and actions taken by the Training Establishment involved in the management of student progression are to be documented prior to any removal action.

40. **Policy on removal from training due to injury or other circumstances.** Appropriate parent Service or Group representatives are to be immediately notified when a student, due to injury or other circumstances, cannot return to training within an appropriate time frame to enable the member to complete the course. The Implement Authority has sole discretion as to whether a student continues training or returned to their unit.

41. **Single-Service reporting and suspension procedures.** The Training Establishment is to comply with all Service-specific reporting requirements for all students. The senior Service/Group member at the Training Establishment can advise the MPATAG on single-Service requirements.

ADMINISTRATION AND LOGISTICS

42. **General Supply and Administration Services.** The Security and Estate Group (SEG) are responsible for provision of specified supply and general administration services at Defence Establishments. The MJT will liaise with SEG to identify and implement those services that impact the delivery of common and joint training at Training Establishments.

43. Reference B details respective arrangements, agreements, individual and collective responsibilities, personnel administration, logistic and financial support for rationalised Defence training. This includes those in relation to student movement, allowances and training equipment. The MJT is responsible for the normal costs of operating, administering and supporting all MPA courses.

44. Trainee movement is defined as the movement of the trainee between their normal place of employment and training location, and the cost of this travel including any accommodation requirements if Service accommodation availability is limited, remains a single-Service or individual Group responsibility. Movement whilst on course for training purposes should be listed in the LMP and covered by the Training Establishment.

45. Where specialist support is required for the delivery of specific modules, assistance will be sought from individual Services or Groups that hold the required skill set.

46. **Equipment.** The Implement Authority is responsible for securing all the training assets necessary for the conduct of MPA courses and training. Consistent with the concept of rationalised training, items of 'single-Service supported equipment' should be minimised in favour of common, shared resources wherever possible.

47. **Equipment Acquisition and Maintenance Costs**. Tri-Service cross levelling of funds for the initial equipment purchase and ongoing maintenance will be required for each course as LMP design is finalised. This process will be managed via the MPATAG as required.

48. **Rationalised Training Operating Costs.** References A and B provide guidance for identifying, developing and implementing the resources required to support rationalised training. The MJT is responsible for the normal costs of operating, administering and supporting MPA training. Groups/Services requesting training support, other than those indicated in Annex A, are responsible for providing resources when requested by the MJT. Failure to provide the resources may result in training support not being provided.

49. COMDT DCSTC is the Training Analysis, Design and Evaluation Authority for Army single-Service and joint/common Military Public Affairs training. SO2 MPA Training is the Training Development and Implementation Authority for MPA serviced courses with the exception of the IS IET course; TA-MW, Navy is the SADL Implement Phase Authority for this course. Training Analysis, Design and Evaluation for Navy and Air Force single-Service courses is the responsibility of the respective Service-assigned phase authorities. Where there are major capital procurement or strategic workforce reform training impacts, the projects and single Services are responsible for identifying future training requirements and resourcing them where they are beyond DCSTC FIC limitations.

50. **Single-Service Training Operating Costs.** Permanent changes to single-Service training equipment and related changes to costs and resources will be the subject of formal 'Guidance Transfer' by the requesting Group/Service to MJT. Following Guidance Transfer, the MJT will confirm ongoing support arrangements.

51. **Reporting.** The MJT is to provide a biennial report on training to the TEPPG. This report is to outline achieved training against BTR and DTR and include any risks, issues and opportunities for improvement the MPATAG has identified will impact training detailed in Annex A.

Annexes:
A. MPA Course List
B. MPA Baseline Training Rates
C. SADL Phase Authorities for MPA Training
D. MPA Organisational Structures
E. MPATAG Terms of Reference (TOR)

Appendixes:
1. Business Rules for the Conduct of MPATAG Meetings
2. Amendment and JLRB submission guidance
3. JLRB Process Flow – Mapping

ANNEX A TO
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COURSE LIST – MPA TRAINING

Serial	PMKeyS ID	Course Title	PMKeyS Short Title	Proficiency	Course Duration (Days)	Learning Centre
1	217236	MILITARY PUBLIC AFFAIRS OFFICER BASIC COURSE	A1905C247	P126876	20	DCSTC
2	218878	MILITARY PUBLIC AFFAIRS OFFICER ADVANCED COURSE	A1905C3320	P129727	12	DCSTC
3	216035	IMAGERY SPECIALIST INITIAL EMPLOYMENT TRAINING COURSE	A1905C259	P124137	113	Navy TA-MW
4	216036	(CHILD COURSE) INITIAL IMAGERY SPECIALIST TECHNICAL (TAFE CERT IV IN PHOTOGRAPHY AND DIGITAL IMAGING)	A1905C2910	P124140	60	Navy TA-MW (delivered by Box Hill Institute TAFE)
5	216037	(CHILD COURSE) JOINT IMAGERY SPECIALIST COURSE	A1905C2920	P124139	53	Navy TA-MW
6	217418	SENIOR IMAGERY SPECIALIST COURSE	A1905C2662	P127315	15	DCSTC
7	217242	MILITARY REPORTER INITIAL EMPLOYMENT TRAINING	A1905C248	P127393	93	DCSTC (partly delivered by Box Hill Institute TAFE)
8	218887	IMAGERY SPECIALIST INTERMEDIATE VIDEO COURSE	A1905C3310	P129687	20	DCSTC
9	217798	UNIT PHOTOGRAPHER BASIC COURSE (EXPORTED)	A1905F2770	P127391	5	DCSTC
10	217796	UNIT PUBLIC AFFAIRS OFFICER COURSE (EXPORTED)	A1905F2760	P127392	5	DCSTC

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BASELINE TRAINING RATE – MPA TRAINING

Serial	PMKeyS ID	Course Title	Max Panel	Courses per Year	Navy	Army	Air Force	APS/Intl	Total
1	217236	MILITARY PUBLIC AFFAIRS OFFICER BASIC COURSE	20	3	28	16	12	4	**60**
2	218878	MILITARY PUBLIC AFFAIRS OFFICER ADVANCED COURSE	12	2	6	10	6	2	**24**
3	216035	IMAGERY SPECIALIST INITIAL EMPLOYMENT TRAINING COURSE	12	1	4	4	4	0	**12**
4	217418	SENIOR IMAGE SPECIALIST COURSE	9	1	3	3	3	0	**9**
5	217242	MILITARY REPORTER COURSE	5	1	1	3	1	0	**5**
6	218887	INTERMEDIATE VIDEO COURSE	12	1	4	4	4	0	**12**
7	217798	UNIT PHOTOGRAPHER BASIC COURSE (EXPORTED)	20	N/A	N/A	N/A	N/A	N/A	N/A
8	217796	UNIT PUBLIC AFFAIRS OFFICER COURSE (EXPORTED)	20	N/A	N/A	N/A	N/A	N/A	N/A

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PHASE AUTHORITIES – MPA TRAINING

Serial	PMKeyS ID	Course Title	Analyse[1]	Design	Develop	Implement	Evaluate	Panelling Authority
1	217236	MILITARY PUBLIC AFFAIRS OFFICER BASIC COURSE	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	SO2 MPA TT Section	COMDT DCSTC	NIPA
2	TBC	MILITARY PUBLIC AFFAIRS OFFICER ADVANCED COURSE	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	SO2 MPA TT Section	COMDT DCSTC	NIPA
3	216035	IMAGERY SPECIALIST INITIAL EMPLOYMENT TRAINING COURSE	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	Navy TA-MW	COMDT DCSTC	Navy TA-MW
4	217418	SENIOR IMAGE SPECIALIST COURSE	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	SO2 MPA TT Section	COMDT DCSTC	NIPA
5	217242	MILITARY REPORTER COURSE	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	Defence News Bureau	COMDT DCSTC	NIPA
6	TBC	INTERMEDIATE VIDEO COURSE	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	SO2 MPA TT Section	COMDT DCSTC	NIPA
7	217798	UNIT PHOTOGRAPHER BASIC COURSE (EXPORTED)	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	Exported	COMDT DCSTC	SO2 MPA TT Section
8	217796	UNIT PUBLIC AFFAIRS OFFICER COURSE (EXPORTED)	COMDT DCSTC	COMDT DCSTC	SO2 MPA TT Section	Exported	COMDT DCSTC	SO2 MPA TT Section

[1] Whilst COMDT DCSTC is the SADL Analyse Phase Authority, all Services are required to conduct their own analysis to identify their specific job requirements through their JTPs under SADL.

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STRUCTURE AND STAFFING – MPA TRAINING

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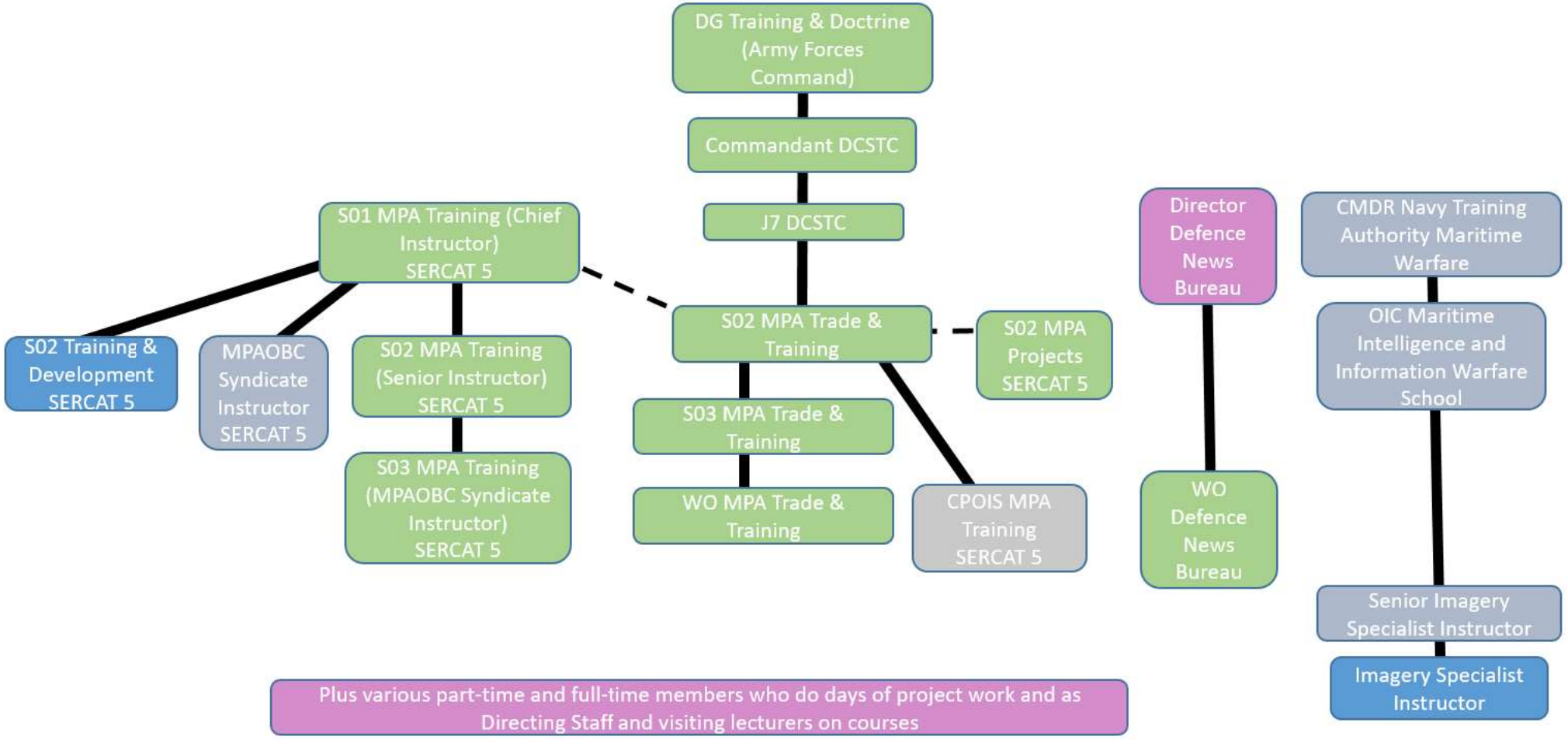

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TERMS OF REFERENCE FOR TRAINING AVISORY GROUP AND JOINT LEARNING REVIEW BOARD – MPA TRAINING

References:

A. Article of Appointment of Manager Joint Education for Military Public Affairs Training of 27 Nov 18 (BN1235530)
B. Defence Learning Manual/*Defence Enterprise Learning Policy*
C. Rationalised Training in Defence Procedures Manual/*Rationalised Training Practitioners Guide*
D. DCSTC SI 7.2 – *DCSTC LMP Amendment Process* (BQ4754716)

Introduction

1. Reference A advised the appointment of DG TRADOC as the Manager of Joint Training (MJT) for Defence MPA training. Reference B states that a MPA Training Advisory Group (MPATAG), chaired by the MJT (or delegate), is a permanent forum for stakeholders to provide direction on issues associated with the establishment and future direction of the rationalised training program. The MPATAG is formed to provide continuing stakeholder oriented input and direction to the rationalised MPA training function.

2. The MPATAG is established under the auspices of the Training Education Policy and Projects Group (TEPPG) and its higher authority, the Defence Education Training Board (DETB) and reports to those bodies IAW References B and C. The MPATAG is responsible to those forums for the effective conduct of the responsibilities identified in these Terms of Reference (TOR), IAW the Business Rules detailed in Appendix 1.

Scope

3. The MPATAG is to consider aspects of specified common and joint Defence MPA training. These aspects include, but are not limited to, management of the steady state of MPA training function. The MPATAG is also to remain cognisant of single-Service training requirements, particularly in relation to resource implications for the Defence Command Support Training Centre (DCSTC).

MPATAG Membership

4. The MPATAG shall comprise the following membership:

a. MJT Delegate: (Chair)

b. Secretary

c. CO Learning Centre

d. Navy representative

e. Army representative

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f. Air Force representative

g. DELTA representative

h. other Group representatives as required

5. Relevant Subject Matter Experts (SME) and any other specified stakeholders may be invited to attend MPATAG meetings at the discretion of the MJT.

6. MPATAG members are to be empowered to represent their organisation, be of an appropriate level and hold a position capable of describing their single-Service training capability requirements. They will also be required to communicate MPATAG recommendations for resource adjustments to their single-Service sponsors and inform proposals for resource adjustments. The MJT is to provide the MPATAG Secretariat.

MPATAG Roles and Responsibilities

7. The MPATAG is to work to the direction of the MJT who reports to the DETB. It is to:

a. Provide rationalised training policy advice and direction to Training Commanders, training providers, DETB and other relevant agencies on MPA training issues with unresolved issues being referred to the TEPPG or DETB.

b. Advise and address training issues with the MJT, in the wider Defence context.

c. Implement rationalised training policy advice and direction as it relates to MPA training.

d. Confirm training development priorities of specified common and joint MPA training, and those components of single-Service MPA training.

e. Coordinate the formation of WG and Joint Learning Review Boards (JLRB) where necessary, to address particular curriculum, staffing and budget issues impacting the analysis, design, implement, evaluation or management of rationalised MPA training.

f. Monitor the performance of conducting rationalised MPA training with changes to common or joint training to be resourced by the MJT, seeking any necessary support from the relevant Training Commands for single-Service training requirements.

g. Oversee, consider and address MPA curriculum, staffing and budget issues unable to be resolved by MPATAG Working Groups (WG).

h. Consider proposals to change single-Service training to common training.

i. Manage changes to the relevant MOA.

Working Groups

8. WG may be established to conduct specific Performance Needs Analysis, Design, Development or Evaluation of training to support changes planned for Defence MPA training. These groups will be subordinate to the MPATAG and may include representatives from Training Establishments, stakeholders, SMEs, project staff and/or contractors as appropriate. The roles, responsibilities, authority and membership of any such subordinate working groups will be as defined by the MPATAG. A predefined WG is the Joint Learning Review Board (JLRB).

JLRB membership

9. The JLRB process ensures proposed Learning Management Plan (LMP) changes follow the Systems Approach to Defence Learning (SADL), with changes and associated resources authorised by the MJT and responsible Training Authority.

10. The Defence MPA JLRB comprises of:

a. Training Authority (Chair)

b. Navy representative

c. Army representative

d. Air Force representative

e. Training Establishment Commanding Officer

f. Group representative (as required).

11. Relevant SMEs and any other specified stakeholders may be invited to attend the JLRB at the discretion of the Chair.

JLRB roles and responsibilities

12. The JLRB is managed by DCSTC MPA TT and is to:

a. Convene as required.

b. Request, consider and either endorse or reject major changes to joint LMPs or courses listed in Annex A.

c. Ensure that records of the discussions, decisions and any follow up changes that occur as a result of the JLRB are Minuted at the MPATAG and incorporated into the LMP as necessary.

Major change to courses

13. Major changes include:

a. An increase in training duration greater than three days.

b. An increase in resource allocation is required (course resources, personnel, facilities or equipment).

c. Where significant variation to the embedded course competencies is required.

d. Where the change impacts upon other training regimes.

e. Changes to technology, processes and procedures.

f. Changes that impact single Services or Groups.

Minor change to courses

14. The MJT is authorised to develop and implement local business practices to expedite minor changes to LMPs and training regimes. A minor change is one that does not change the intent of the LMP. These are generally simple administrative changes, text errors or changes in doctrine that do not impact training outcomes or required stakeholder consultation or approval. This eliminates the need for minor amendments to be submitted via formal JLRB.

15. LMP amendment processes are outlined in Reference D.

Conduct of MPATAG and JLRB meetings

16. **Business rules.** The business rules, protocols and procedures for the conduct and management of MPATAG and JLRB meetings are at Appendixes 1–3. The local business rules must ensure that an appropriate risk assessment is conducted and the outcomes are documented.

17. **Resources.** All costs, including travel and subsistence, incurred by members of MPATAG, JLRB and directed WGs, are a parent Service/Unit responsibility.

18. **Frequency**. The chair will determine the frequency and timing of the MPATAG meetings IAW priorities. However, at a minimum the TAG is to meet no less than twice annually.

19. **Reporting**. The MJT will report biennially to the DETB on the status of Defence MPA training, on behalf of the MPATAG.

20. **Matters not considered**. The MPATAG and JLRB will not consider matters that can be resolved by the chain of command or other forums.

21. **Review.** The Chair will manage a review of the scope of these Terms of Reference annually or following consideration from a request by a member of the TAG.

22. **Resolution of Issues.** The MPATAG is a decision making forum to discuss and resolve rationalised and joint training issues at the lowest level. If an issue cannot be resolved at the MPATAG, it is to be elevated to the TEPPG via a brief as soon as practical. Delay is resolving joint and rationalised training issues can impact current and future capability.

APPENDIX 1 TO
ANNEX E
MPA MOA
JUL 23

BUSINESS RULES FOR THE CONDUCT OF MPATAG MEETINGS

MPATAG meeting organisation

1. MPATAG meetings adhere to the following rules:

a. **Prior actions.**

(1) Action Item outcomes/updates are to be provided to the Secretary no later than 20 working days before the next meeting.

(2) The Secretary is to seek Agenda Items and papers for each TAG meeting no later than 20 working days prior to the meeting.

(3) Respondents are to indicate their attendance and provide Agenda Items and papers no later than 10 working days prior to the meeting.

(4) The Agenda is to include a Summary of Action Items with the status of Actions updated as required.

(5) Upon clearance from the Chair, the Agenda, discussion items, a summary of action items' status and papers (unless prohibited by security requirements) are to be distributed to members/delegates, no later than 8 working days prior to the meeting.

(6) The Secretary is to confirm the venue, facilities, ICT, VTC, etc. and advise the members/delegates as relevant.

b. **MPATAG actions.** Action Items are to be distributed to delegates prior to their departure on each MPATAG meeting date.

c. **Post MPATAG actions.**

(1) Draft Minutes of each MPATAG meeting are to be prepared by the Secretary within 10 working days of the meeting and passed to the Chair for clearance and signature.

(2) Following the Chair's clearance, the Minutes are to be distributed to the MPATAG members within 15 working days.

(3) The Minutes are to include an annex with tabulated summary of Action Items in the format shown below. Each action item is assigned a unique serial number i.e. 01/21, 02/21 = action items 01 and 02 in 2021.

Table E1.1: Format for MPATAG and JLRB Action Items

Action Item	Title, date of discussion, agreed actions	Action Officer/Agency	Due Date
01/21			
01/22			

MPATAG Meeting Conduct Protocols

2. The conduct of MPATAG meetings is to adhere to the following business rules:

a. All appropriate delegates are to be identified and nominated to membership of each TAG. No superfluous delegates are to be nominated, although the MPATAG Chair may extend invitations to non- MPATAG members if deemed appropriate.

b. All nominated agencies are to be present at each meeting. JLRB members (less MPATAG members) are optional attendees.

c. If a delegate is unable to attend in person, a competent (voting) proxy is to attend; delegates are to notify the Secretary no later than five working days prior to the meeting.

d. Attendees are to arrive on time, fully prepared for the business of the meeting.

e. The agenda is to be strictly followed and includes:

(1) Welcome (including safety brief)
(2) Apologies
(3) Acceptance of previous minutes
(4) Matters arising from previous minutes
(5) Review of outstanding Action Items/Standing Action Items
(6) Business previously raised and requiring additional discussion
(7) Governance (MOA review/amendments, MJT reports due)
(8) Reports and papers
(9) New business
(10) Advice of details of next meeting
(11) Recap of Open Action Items
(12) Meeting close.

f. All Action Items are to be pursued diligently by the responsible agency and completed in the specified timeframes, unless extended by the TAG.

APPENDIX 2 TO
ANNEX E
MPA MOA
JUL 23

AMENDMENT AND JLRB SUBMISSION GUIDANCE

1. Proposals for amendment and (if a major change) subsequent submission to the JLRB must be staffed through, and supported by, the relevant single-Service Analyse Authorities detailed in Annex C in the first instance. The single-Service Analyse Authority is to forward the amendment proposal to the JLRB secretary for amendment action.

2. **Major change.** When a major change to a course listed in Annex A of the MOA is required, the following supporting information is required:

a. **Background.** The background must indicate, and broadly justify, the reason for the proposed amendment.

b. **Proposed amendment.** The proposal for amendment must include the following:

(1) Commentary detailing the proposed amendment action required.

(2) Identification of the specific course/module/learning outcome that the proposed amendment affects.

(3) A 'benefit analysis' supporting the amendment proposal.

(4) Evidentiary documents supporting the proposed amendment action required, for example:
(i) new/revised Units of Competency
(ii) new or amended policy/doctrine
(iii) previous JLRB direction
(iv) post activity/incident reports
(v) new capability statements
(vi) new equipment
(vii) training reviews/performance needs.

(5) Commentary outlining the consultation underpinning the proposed amendment that has occurred.

(6) Commentary detailing consequential impacts of the proposed amendment to qualifications.

(7) Commentary indicating the consequential effect of the amendment proposal on training durations.

(8) Commentary detailing the implications and impacts of the proposed amendment to the current resources, including financial and Implement Authority staffing arrangements.

(9) Commentary detailing the timeline for the proposed amendment to take effect.

3. **Minor Change.** When a minor change to a course listed in Annex A is required, the following supporting information is required:

a. Commentary detailing the proposed amendment action required.

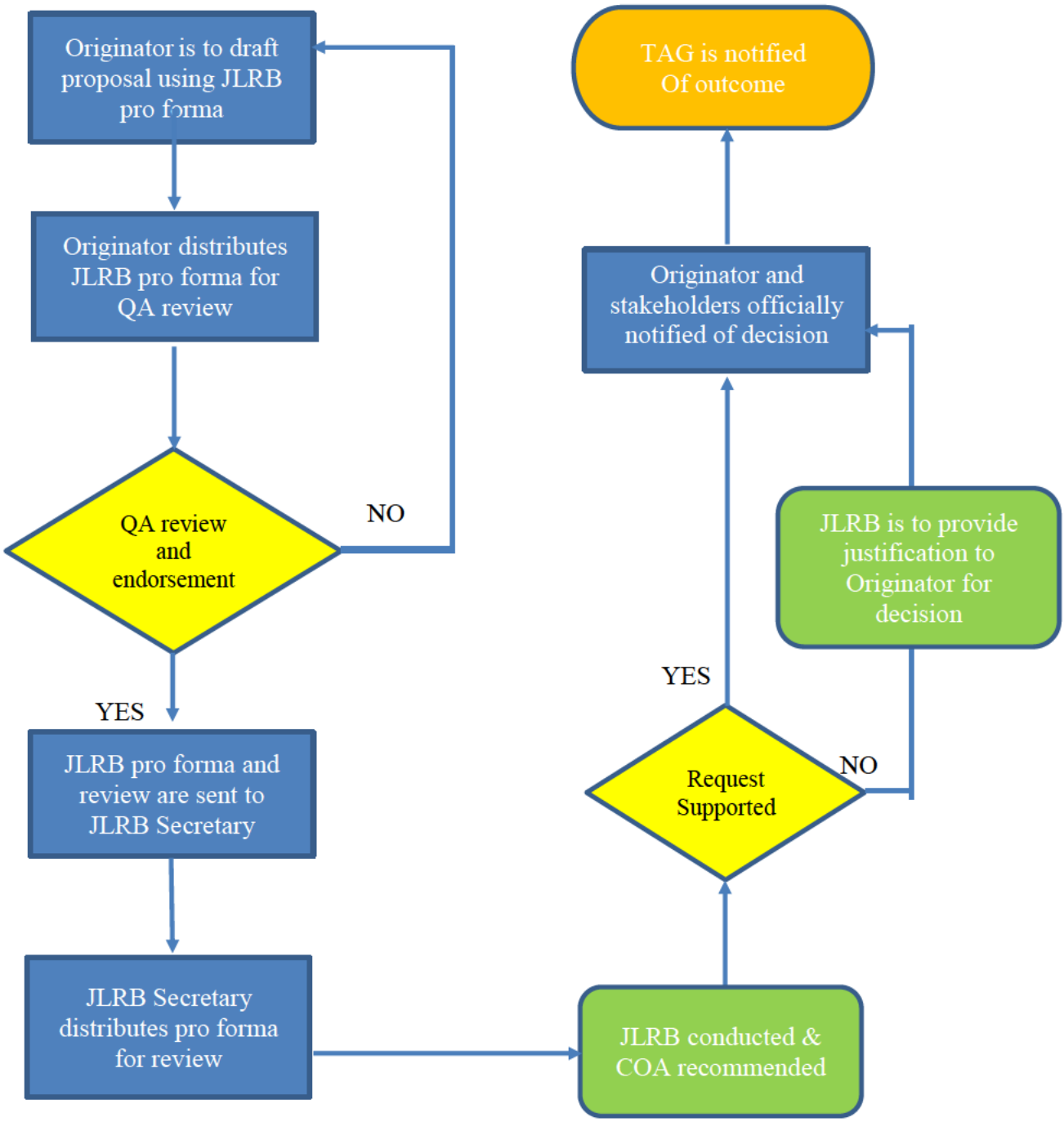
b. Identification of the specific course/module/learning outcome that the amendment proposal affects.

c. Commentary to justify the amendment proposal.

4. Further information on the LMP amendment process can be found in Reference D.

APPENDIX 3 TO
ANNEX E
MPA MOA
JUL 23

JLRB Process Flow—Mapping

1. The following process map is to be followed when JLRB endorsement is granted by the TAG executive. If initial agreement is not achieved further discussion is required at TAG level.

2. The current JLRB pro forma is designed to assist in JLRBs that require LMP amendments. Therefore, consideration should be given if a Working Group could be used to review courses and continuums.