

Glossary

Automated Briefing and Correspondence

Overview

The automated briefing and correspondence glossary defines the terms and abbreviations used in the delivery of the Victorian Government's automated briefing and correspondence governance model, policy, standards and guidelines.

The glossary only contains definitions specific to automated briefing and correspondence, refer to [IM/GUIDE/03 Information Management Glossary](#) for terms and abbreviations in general use within the Victorian Government.

NOTE: This is a working document and will change over time.

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Applies to	All departments and Victoria Police	Authority	Enterprise Solutions, Department of Premier and Cabinet
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Definitions

Term	Definition
A	
ABC (Automated Briefs and Correspondence)	Collective reference to the automated briefs and correspondence operation system, including the governance and operational structures and staff; policies, standards, guidelines, common processes, common templates and any ICT solutions or products used by departments.
ABC common process	The Whole of Victorian Government automated briefing and correspondence process including a common process and language, roles and responsibilities and stages of delivery.
ABC governance model	Where distinction is required between the ABC operational system and the ABC governance model, reference is made specifically to the ABC governance model.
ABC SOD	Automated Briefing and Correspondence Statement of Direction.
AO (Accountable Officer)	The person ultimately accountable for the brief or correspondence including ensuring it reaches the Recommender in a form and timeframe suitable for recommendation. This includes compliance with all relevant legislation and regulation.
Approve	The acceptance of the recommendation contained in a BPQC in whole and without modification.
Approve with modifications	The acceptance of the recommendation contained in the BPQC with modifications ranging from minor modifications (amendments, enhancements, reductions etc.) to major modifications to the recommendation.
B	
BPQC (Briefs, Parliamentary Questions and Correspondence)	Collective reference to the briefs and cabinet papers, parliamentary questions and correspondence that are currently managed by the departments as distinct for the ABC.

Term	Definition
Brief	<p>A preparation of advice for decision by at least the next level up (in the department, Minister or Cabinet). The Decision Maker can be the Cabinet, Minister, Secretary, Deputy Secretary, Executive Director or Director.</p> <p>A brief can cover the following topics:</p> <p>Standard brief - a document prepared for the Decision Maker to inform them on key activities, tasks or events relevant to their portfolio.</p> <p>Event brief - a brief to inform someone (higher next level authority) about an event that is expected to occur in the future.</p> <p>Correspondence response briefs – a brief in response to correspondence received by a department.</p> <p>Regulatory briefs – a brief to inform Minister of impending regulation affecting/impacting their department.</p> <p>Cabinet briefs – a briefing to inform Cabinet of information.</p> <p>Cabinet submissions – a brief to inform Cabinet of a new policy proposal.</p> <p>Adjournment debate briefs - a brief to respond to an adjournment debate question asked to the Minister in Parliament.</p> <p>The ABC scope does not include PAEC briefs.</p>

C

Correspondence (hard copy)	<p>A hard copy correspondence is from entities external to the receiving department that requires a response. It could be addressed to the Minister, Premier or department from someone outside the department. It requires a hardcopy response.</p> <p>Hardcopy, inbound – any form of hardcopy correspondence which is send to a department or Minister.</p> <p>Hardcopy, outbound – a communication sent from a department to another department or someone outside the Victorian Government.</p>
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D

Decision Maker	The person who will ultimately Approve; Not approve or Note a brief or correspondence.
Departmental ABC Coordinator	A departmental coordinator / administrator function for departmental briefs and correspondence that will report to the departmental executive officer.

Term	Definition
Departmental ABC group	<p>A group of people, probably subject matter experts (SMEs) in the operation of briefs and correspondence within the department.</p> <p>The responsibilities of the departmental ABC group include the:</p> <p>Endorse and present recommendations to the departmental executive authority regarding changes to the department's ABC practices.</p> <p>Advise and respond to briefs and correspondence proposals from WOVG ABC Group.</p>
Departmental Executive Authority	The Departmental Executive Authority is a function to be allocated to a single person who is accountable for the management of briefs and correspondence across the department.
I	
ICRS (VSB Integrity and Corporate Reform Subcommittee)	The ICRS is a subcommittee to the Victorian Secretaries Board and is made up of deputy-secretary department representatives.
Initiator	The person requesting or initiating the brief or correspondence. Note that in the case of hardcopy correspondence, once the correspondence is received by the Minister or the department, the Initiator is the person who initiates a responsive action.
L	
LA (Lead Author)	The person who is responsible for ensuring that the document gets completed on behalf of the Accountable Officer and returned to the Accountable Officer.
N	
Not approved	None of the recommendations contain in the BPQR are to be progressed.
Noted	No course of action is recommended by the BPQC and the Decision Maker acknowledges the recommendation.
P	
PAEC	Public Accounts and Estimates Committee

Term	Definition
Parliamentary Questions	<p>Possible Parliamentary Question, Questions on Notice; Questions Without Notice (incl. Supplementary Questions) and Constituency Questions are considered a form of Brief.</p> <p>Possible Parliamentary Question – a brief prepared for the Minister in anticipation of a future question to be asked in Parliament.</p> <p>Questions on Notice – a written request for information often requiring detailed responses concerning government administration.</p> <p>Questions Without Notice – a question to seek information or press for action in relation to matters with which Ministers’ are officially connected, to proceedings pending in the House or to any other issues within Ministers’ responsibilities.</p> <p>Constituency Question – a question asked by a member of Parliament (who themselves is not a Minister) of a Minister within that Ministers’ individual area of responsibility, which relates to matters in the member’s own electorate.</p>

Public record	<p>Any record made or received by a public officer in the course of their duties; and any record made or received by a court or person acting judicially in Victoria. Refer to S 2(1) of the Public Records Act 1973.</p> <p>The record used by and relied upon by a department to conduct its business, with other copies being considered working documents.</p>
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R

Recommender	The person who formally provides the advice or ‘Recommends’ the action (i.e. Approve; Not approve or Note) to the Decision Maker.
Registration and Allocation	The person who ‘registers’ the document and allocates accountability for completion of the document to the Accountable Officer (i.e. selects the AO).
Reviewers and Contributors	Includes all those with content to contribute and those who are to review content against any criteria.

Term	Definition
S	
SOD (Statement of direction)	<p>A statement of direction is a:</p> <ul style="list-style-type: none"> Description of 'what' the government requires Strategic view of where the government wants to be in 5-10 years times <p>A statement of direction is not a:</p> <ul style="list-style-type: none"> Business case or the initiation of a project Detailed description of how, when, or who undertakes subsequent work Detailed business or functional requirements
Supersede	<p>In some cases, there may be considerable delay between the Recommendation being sent to the Decision Maker and the point of decision making, particularly for a Ministerial brief. If circumstances change in the period of time after the Recommendation has been sent to the Decision Maker, there needs to be a capability for the Recommender to formally re-assess the Recommendation.</p> <p>Thus, in the circumstance where the brief is to be revised / updated - the Recommender would need to 'Supersede' the original recommendation with either a revised version of the same Recommendation, or an entirely new Recommendation. Typically, the decision to supersede would be done first, and eventually a revised recommendation would replace the original. The ICT system would note that the old recommendation has been replaced by the revised or completely new recommendation.</p>
V	
VSB (Victorian Secretaries Board)	<p>VSB comprises the Secretaries of each department, the Chief Commissioner of Police and the Victorian Public Sector Commissioner. The board is chaired by the Secretary of the Department of Premier and Cabinet.</p>
VSB Integrity and Corporate Reform Subcommittee	See ICRS

Term	Definition
W	
Withdraw	<p>In some cases, there may be considerable delay between the Recommendation being sent to the Decision Maker and the point of decision making, particularly for a Ministerial brief. If circumstances change in the period of time after the Recommendation has been sent to the Decision Maker, there needs to be a capability for the Recommender to formally re-assess the Recommendation.</p> <p>Thus, in the circumstance where the brief is to be withdrawn and not replaced with another brief (e.g. where some activity trigger or point in time have passed), the Recommender would need to 'Withdraw' the original recommendation.</p>
Working document	<p>Is a printed version of a digital record and is considered to have no administrative, operational, financial, legal or historic value. For example, a paper copy printed out:</p> <ul style="list-style-type: none"> for reading or mobility purposes to be physically signed (a wet signature) and scanned back into the system as a digital record to be sent as a letter to the recipient. <p>A working document should be securely managed and disposed of according to the protective marking of the digital record it is a copy of, the department's digitisation plan/s and the department's Normal Administrative Practice disposal policy.</p>
WOVG ABC Group	<p>Senior Officers, probably subject matter experts (SMEs) in the operation of briefs and correspondence drawn from all departments in scope of the ABC.</p> <p>The WOVG ABC Group identifies and develops recommendations regarding the governance and operation of the ABC governance model and the implementation of the Automated Briefing and Correspondence Statement of Direction.</p>
WOVG ABC Leader	<p>The individual with day-to-day / line management of WOVG ABC governance. This role provides WOVG coordination of the ABC, as well as administrative support for the WOVG ABC Group.</p>

Further information

For further information regarding this standard, please contact Enterprise Solutions, Department of Premier and Cabinet, at: enterprisesolutions@dpc.vic.gov.au.

Document Control

Approval

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Version history

Version	Date	Comments
0.1	27/04/2018	Initial draft
0.2	07/05/2018	First formal draft
0.3	30/05/2018	Second formal draft
0.4	01/08/2018	Updated to reflect feedback
1.0	03/09/2019	Final version