

National Institute of Forensic Science Policy & Procedures Manual

General Category – Operations

Topic – Corporate Governance

NIFS Instruction

101-5 Workshop, Seminar and Meeting Attendance

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Update History

1. Policy

SMANZFL personnel are automatically invited to NIFS Workshops/Seminars/Meetings in accordance with the spirit of the NIFS Enabling (Foundation) Agreement. They are listed on the NIFS website. However, NIFS also reserves the right to invite Australasian private individuals/companies/government agencies/academics that are external to SMANZFL and law enforcement to its workshops/seminars/meetings/conferences etc to present and/or participate. The decision will always be made following consultation with the SMANZFL Chair and/or appropriate SAG Chair and/or SMANZFL mentor.

2. References

- 101-1 – National Institute of Forensic Science
- 101-2 – Senior Managers of Australian and New Zealand Forensic Laboratories
- 102-1 – Workshops
- Topic 106 – Event management
- 205-2 – NIFS website
- *Conference of Commissioners of Police, Australasia and the South West Pacific Region: Conference Arrangements (1998)*
- *SMANZFL and NIFS Criteria for Management of and Support to Specialist Advisory Groups*

3. Definitions

There are no specific definitions for this Instruction, refer to the general Dictionary.

4. Operations

An invitation will only be made when the individual or organisation currently satisfies most or all of the following conditions:

- a) The individual or organisation brings relevant expertise and is able to contribute constructively;

- b) The individual or organisation is known to have regularly assisted the civil and/or criminal justice systems with scientific/technical advice. An individual or organisation that provides scientific/technical advice **exclusively** for defence or prosecution does meet the criteria. Obviously, the exceptions are the legal fraternities themselves.
- c) The individual or organisation routinely participates in relevant accredited proficiency tests and/or collaborative trials;
- d) The individual or organisation carries accreditation through NATA or ASCLD/LAB or equivalent;
- e) The individual or organisation is able to provide NIFS with at least two specific nominations for the event from within SMANZFL itself or from senior personnel from within governmental investigative agencies (eg a Superintendent or above of Police or civilian equivalent). The nominations must come from different organisations or investigative units – preferably across jurisdictions. Nomination forms are available from NIFS and a copy is attached as Appendix 1.

It is acknowledged that there will be occasions when there will be requests to invite forensic practitioners or subject matter experts from international government departments to NIFS workshops and/or SMANZFL and SAG Meetings. There are certain countries with whom Australia does not engage at a government to government level. Personnel from the countries in question will not be invited. If there is doubt as to a country's current status, NIFS will differ to the advice of Department of Foreign Affairs and Trade (DFAT) and/or the AFP.



Workshop, Seminar and Meeting Attendance Nomination Form

- Please Note:**
1. Acceptance of this application is not automatic.
 2. Acceptance for one workshop/meeting does not automatically entitle the nominee attendance at further workshops/meetings.

Section 1: Workshop, Seminar or Meeting:

Section 2: Nominee's Details

Surname _____ Given Name _____
 Organisation _____
 Address _____
 City _____ State _____ Postcode _____
 Ph _____ Fax _____ Mobile _____
 E-mail _____

Section 3a: Nomination 1

Reason for nomination:

Nominator's details

Surname _____ Given Name _____
 Organisation _____
 Address _____
 City _____ State _____ Postcode _____
 Ph _____ Fax _____ Mobile _____
 E-mail _____

Section 3b: Nomination 2

Reason for nomination:

Nominator's details

Surname _____ Given Name _____
Organisation _____
Address _____
City _____ State _____ Postcode _____
Ph _____ Fax _____ Mobile _____
E-mail _____

Section 4: Please return the completed form to:

National Institute of Forensic Science
PO Box 13075
Law Courts Post Office
Melbourne Victoria 8010
Fax: (03) 9640-0709
E-mail: info@nifs.com.au