

ATDP LIBRARY

Chapter 1 Overview

1.1 Library No. 1

To function effectively as a 'learning organisation', ATDP needs a record of the concepts and reports that led to its creation.' Library No 1 collates legacy documents that shaped ATDP, and might otherwise be lost. These documents represent a remarkable amalgamation of joint effort by Public Officers and Volunteers. They are the foundations for future comparative analysis of the intent and outcome of ATDP. They will enable lessons learned during implementation to be extracted.

Library No 1 contains the '*Why it is the way it is*' level of documentation. Its constituent documents are references for:

- the rationale that shaped ATDP beyond the ATDP Blueprint,
- a deeper level of understanding of ATDP implementation,
- in-depth responses to VC/ESO executives and advocates' questions, and
- the foundations for future development of ATDP to meet emerging needs.

1.2 Library No. 2

Library No 2. contains the Strategic-level Policies and the Glossary of Commonly Used ATDP Terms Policy Framework. It:

- records the boundaries within which the Operational Procedures that guide implementation and day-to-day operation of ATDP are written; and
- is the '*Why to do*' level of documentation.

1.3 Library No. 3

Library No 3 contains ATDP Operational Policy and Procedures. It:

- identifies the actions that to be taken by the CFMG and RIG Members and by CoP Mentors to ensure:
 - national consistency operationally, and
 - delivery of quality assured advocacy services; and
- is the '*What to do*' level of documentation.

1.4 Library No. 4

Library No. 4 contains ATDP Management Policy and Procedures. It is the '*What is to done*' at the next level of detail below Library No 3. It identifies the actions that are to be taken by the CFMG and RIGs to ensure:

- good governance, and
- national consistency managerially.

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1.5 Library No. 5

Library No. 5 contains the forms and administrative guidelines that facilitate interaction between the Department (ATDP Secretariat) and ATDP Members or CoP/VC/ESO Mentors or Advocates whose activities are funded from the ATDP allocation.

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1.6 Implementation Guidelines.

It is important that users are aware of the following implementation guidelines:

- within the policy framework and procedures, RIG Members and CoP Mentors are free to decide 'how' they will implement the national consistency requirements in this Manual, and
- VC/ESO are encouraged to adopt relevant policies and procedures to ensure that ATDP implementation activities are, to the maximum extent possible, nationally consistent.