



INFORMATION PUBLICATION SCHEME

Agency plan

April 2013

Saving & improving Australian lives through a world-class blood service

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Introduction

The National Blood Authority (NBA) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements. This agency plan describes how the NBA proposes to do this, as required by s 8(1) of the FOI Act.

The NBA is an independent statutory agency established by the *National Blood Authority Act 2003*. It is headed by the General Manager, and sits within the Australian Government's Health and Ageing portfolio.

The agency plan describes how the NBA proposes to implement and administer the IPS in respect of its own information holdings, by addressing:

- establishment and administration of the NBA's IPS contribution;
- information architecture;
- information required to be published;
- other information to be published (optional information);
- accessibility to information published;
- compliance review.

The NBA will continue to build and foster a culture within the agency, in which appropriate proactive disclosure of its information holdings is embraced, leading to successful implementation and administration of the IPS. This is in recognition that public sector information is a national resource managed for public purposes.

This approach also aligns with the NBA's role, defined in the National Blood Agreement, which includes:

- to undertake or facilitate national information management, benchmarking and cost and performance evaluation for the national blood supply (see paragraph 25(o)); and,
- facilitate the development of national information systems for safety and quality issues in relation to the Australian blood sector (see paragraph 35(f)).

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To implement this role, the NBA is actively involved in the collection of national datasets in the Blood Sector and the implementation of an agreed national, sector wide, data and information strategy. The National Blood Sector Data and Information Strategy and Scorecard 2013 (Data Strategy) is currently under review and once approved will be available on the NBA website. It establishes a set of strategies and activities to prioritise the development of information management systems and the generation of data on blood and blood products and contributes, in a cost effective way, to:

- Improved clinical outcomes;
- Improved cost effectiveness and utilisation of products; and
- A secure supply.

As part of the Data Strategy the NBA is developing a National Data and Information Governance Framework (Framework) that will incorporate the new requirements for publication under the FOI Act. The NBA's IPS cannot be considered in isolation from the Agency's overall data requirements in the Blood Sector. Therefore, the management, goals and focus of the IPS link in closely with the Data Strategy and the Framework. A copy of these document will be included within the register of operational documents for the NBA's IPS when approved.

Purpose

The purpose of this agency plan is to:

- assist the NBA in planning and developing its contribution to the IPS;
- facilitate consultation about that contribution;
- contribute to the overall Data Strategy and Framework; and,
- show what information the agency proposes to publish (referred to as the IPS information holdings), how and to whom the information will be published and how the NBA will otherwise comply with the IPS requirements (s 8(1)).

Note: in this plan, information to be published by the NBA under the IPS is referred to as the IPS information holdings, or as the IPS documents when referring to individual documents. The IPS information holdings or IPS documents includes reference to the information that must be published under s 8(2) and other information s 8(4).

IPS Objectives

The NBA's IPS objectives are to outline appropriate mechanisms and procedures to:

- manage the IPS information holdings;
- proactively identify and publish all information required to be published (s 8(2));
- proactively identify and publish any optional information to be published (s 8(4));

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- review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s 8B);
- ensure that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable;
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0);
- measure the success of the NBA's IPS contribution by reference to community feedback and compliance review processes;
- adopt best practice initiatives in implementing and administering the NBA's contribution to the IPS; and,
- become a centre for excellence for Blood Sector knowledge and information.

Establishing and administering the NBA's IPS contribution

The Deputy General Manager Fresh Blood and Clinical Development is designated by the NBA as the person who will be responsible for leading the NBA's ongoing compliance with the IPS.

(a) Establishing the NBA's IPS contribution

The Deputy General Manager, Fresh Blood & Clinical Development is supported by the NBA Blood Information Governance Group (BIGG) which will ensure that the National Blood Authority (NBA) data and information is governed through a uniform and coordinated framework. BIGG will guide the development of shared national data and information requirements for the management, benchmarking, cost and performance evaluation of the Australian blood sector. It will also assist in establishing and maintaining the NBA's contribution to the IPS.

BIGG was formed in 2012. The function of BIGG is to provide the NBA with consistent, timely and transparent recommendations on data and information:

- development (including metadata, models, data streams, data specifications and gap analyses);
- quality and validation;
- access, oversight and control;
- audit and compliance;
- release and publication, under the requirements of the IPS; and
- requirements for the blood sector, to guide and address sector needs, and to drive performance improvements through national reporting and benchmarking.

The chair and members of BIGG are appointed by the NBA General Manager. Appointments will be reviewed annually. This group of people is, amongst other things, the IPS Working Group for the purposes of ensuring the IPS is properly administered and complied with.

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Legal Counsel will prepare an IPS project plan which will include:

- the NBA's goals in relation to the IPS;
- a timetable for achieving those goals; and
- how the NBA will achieve those goals (i.e. tasks to be completed and responsibility for each goal).

Legal Counsel has developed a register of information required or permitted to be published under s 8(2) and 8(4) (the Register).

To prepare the register, Legal Counsel has, in consultation with NBA Teams:

- audited documents currently published on the NBA website (www.nba.gov.au) and identified documents that will form part of the IPS;
- created a list of IPS documents (including those not already published on the NBA website);
- compiled a list of documents that need to be considered by BIGG for publication under the NBA IPS contribution.

To update the register annually, Legal Counsel will:

- establish links to IPS documents on the NBA's internal document management system that are not currently published on the NBA website;
- compile a set of hard copy IPS documents, which are not currently available on the NBA document management system; and,
- identify and review any IPS documents that are not accurate, up to date or complete.

To prepare the register annually for publication the Communications Manager will facilitate compliance with WCAG 2.0.

BIGG will consider and finalise the IPS documents to be included on the register at least on an annual basis.

The NBA IPS Agency Plan is used as a working document which develops and changes overtime as opportunities to publish material to meet our requirements under the FOI Act are identified and further developments are made with the Data Strategy and Framework.

(b) Administering the NBA's IPS entry

The NBA will develop a comprehensive information management framework which will apply to NBA information published under the IPS. This framework will initially comprise records management plans and policies which are currently under development or are complete. The NBA also intends to develop plans and procedures to address data collection and other information asset issues, including intellectual property and copyright.

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The NBA has had a Records Authority in place since 2 August 2007. A records management policy is also in place. The NBA will continue to monitor its records management policy in line with new developments. Currently, the NBA is in the process of finalising an electronic data records management system, which will further enhance records management within the NBA.

BIGG will meet every month. As part of that meeting consideration will be given to any identified records that have been created by or received by the NBA and whether that material can be included, within the NBA's IP contribution. Consideration will also be given to whether the IPS register of documents remains up to date and complete and whether requests for data outside the IPS process, either via FOI or otherwise, can be published on the register. The NBA Agency Plan and register will then be updated as required to keep the public informed of developments in this area.

- The key plan that will be of most relevance is the updated Strategy which will document the strategy for the blood sector's priority data capture and analysis as agreed with all governments.

The NBA's ongoing compliance with the IPS will be coordinated by an Information Champion — the BIGG Chair. This role will be supported by BIGG Members, which include Legal Counsel and the Communications Manager.

BIGG will be responsible, as required, for day to day tasks associated with complying with the IPS. For example Legal Services will be responsible for implementing, reviewing and revising the agency plan.

As part of managing the ongoing administration of the IPS information holdings, the Data Team and Legal Counsel (assisted by BIGG) will develop a *Guide to publishing information under the IPS* for NBA staff. The guide will:

- describe processes to be followed internally to ensure the accuracy, currency and completeness of published information;
- help staff to identify on an ongoing basis any required or optional information to be published under the IPS; and,
- describe the process for publishing information both within the IPS and as part of the NBA's data governance arrangements.

This process of identification and publication will flow through the regular BIGG meetings at the NBA to ensure that it is dealt with regularly and by all NBA teams.

Legal Services will lead better practice initiatives to engage with stakeholders and the community about the NBA's contribution to the IPS. This may include:

- working with the Communications Manager to issue a communication on the NBA website announcing any major advances in the NBA's IPS entry;

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- issuing a media release on RSS News and as a news item on BloodNet for users of that system to see;
- working with the Communications Manager in making IPS documents as easily discoverable, understandable and machine-readable as possible;
- inviting members of the public to contact the FOI contact officer via the NBA website with comments on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or machine-readable; and,
- providing members of the public with contact details for the FOI contact officer in relation to obtaining documents in another format or where they are not available for downloading from the agency website.

Legal Counsel will also arrange for NBA IPS documents, where they are not available on the NBA website, to be made available upon request.

The NBA may charge a person for accessing any IPS document which it is impracticable to publish online:

- at the lowest reasonable cost; and
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).

The NBA will publish on its website a list of any IPS documents that are impracticable to publish online. The website will state that a person seeking access to any of these documents may contact Legal Counsel to arrange access.

The register will include indicative charges that may be imposed for making that information available and an explanation for the charge. These charges will be consistent with charges in the *Freedom of Information (Charges) Regulations 1982* (which generally apply to access requests under Part III of the FOI Act). The draft charges are included at Annexure A.

IPS information architecture

The NBA will publish its IPS information holdings on its website.

The IPS information holdings that are available on the NBA website will be published under the following headings:

Specified documents under s 8(2):

- Agency plans 8(2)(a)
- Who we are (NBA organisation structure and statutory appointments) s 8(2)(b) and (d)
- What we do (Agency functions, decision-making powers, and operational information – internal and Blood Sector data) s 8(2)(c) and s 8A

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- Our reports and response to Parliament (Annual reports and Parliamentary information) s 8(2)(e) and (h)
- Consultation arrangements for the public s 8(2)(f)
- Routinely requested information and information disclosure log s 8(2)(g) and s 11C
- Contact details for IPS information or documents under FOI s 8(2)(i)

Additional documents under s 8(4)

Internal NBA documents

- Our priorities
- Our finances
- Our policies
- Our submissions
- Our incidental powers and functions
- Other parliamentary reports (not covered by mandatory requirements)
- Optional operational information
- Additional information provided to parliament

Blood Sector Data

- Optional operational information
- Knowledge capture and developments in the Blood Sector

To ensure that the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable, the NBA has planned to:

- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website;
- design and publish an IPS entry point on its website;
- wherever possible, provide online content in a format that can be searched, copied and transformed (HTML);
- establish links to this agency plan and to the IPS entry on the NBA website at www.directory.gov.au; and
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

The NBA has already made a search facility available for users on its website to assist in this and appropriate meta-data has been created for each item on the website to improve the useability of this facility.

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The NBA will make its IPS documents available on the IPS section of the website by linking them from the IPS section. This will enable users to have two paths to find information – ie, either directly from the NBA website or via the IPS section of the NBA website.

The NBA will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

Where the NBA has deposited or published IPS documents under a scheme such as the Commonwealth Library Deposit, the National Sound and Film Archive or www.data.gov.au, the NBA will publish on its website information about the deposits (including links where available).

The NBA will engage in ongoing consultation with the public and the jurisdictions about its agency plan and IPS entry via a feedback mechanism on the IPS section of its website.

Information required to be published under the IPS

The NBA will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the website at www.nba.gov.au/ips/.

Optional information which is currently available on the NBA website or available via a web link is also referenced, with the current web link at Annexure A. This is provided to assist users to access information whilst the NBA finalises its draft document register and the IPS section of the website.

The NBA will publish the information required to be published under the following headings under the IPS section of the website:

Agency plan

Who we are

- This will include an organisation chart, contact index, factsheets on the NBA, Bio-sheets on SES officers within the NBA and information about statutory appointments.
- For statutory appointees, the NBA will publish the name of the person appointed, provide a brief background into that person's career, the length or term of appointment, the position to which the person is appointed (and particulars of the position) and the provision of the Act under which the person is appointed.

What we do

- This will outline the functions and decision making powers of the General Manager, the NBA Board and the Jurisdictional Blood Committee. It will include links to the *National Blood Authority Act 2003*, the National Blood Agreement and other statutes that provide powers to the NBA.

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- The NBA will also publish rules, guidelines, practices and precedents relating to these functions and powers. This includes any guidelines in relation to specific powers under the *National Blood Authority Act 2003* and the National Blood Agreement.
- Operational information will also be published under this section. Operational information will be broken into internal data and Blood Sector data. Where possible its relationship to specific functions, decision-making powers or recommendations that can be made by the NBA will be noted.

Our reports and responses to Parliament

- This will include the full text of the NBA's annual reports since inception as tabled in Parliament.
- It will also include responses to requests made by Parliament for routine information including the NBA's Annual Procurement Plans, departmental file lists, list of NBA contracts, list of NBA Grants, legal services expenditure, and contracts over \$100,000.

Routinely requested information and Disclosure Log

- The NBA does not routinely receive FOI requests. In the period from 2003 to 24 April 2013 the NBA received approximately 11 requests for information under the FOI Act. There was no repeated pattern for those requests and therefore the NBA does not currently have this type of information.
- The NBA will, clearly identify documents in its disclosure log, published under s 11C of the FOI Act – which requires agencies to publish information contained in documents to which the agency has provided access under the FOI Act except in the circumstances set out in s 11C(1)(a-d).

Consultation Arrangements

- This will include information about how and to whom a comment may be submitted by members of the public, where the NBA undertakes public consultation on a specific policy proposal.

Contact us

- This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to the NBA's information or documents under the FOI Act. The NBA switchboard number and generic FOI email address will be used for this purpose as they will not change with staff movements.

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Optional information to be published under the IPS

The NBA will publish on the IPS section of its website other information that it holds (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

The NBA will publish these documents after the completion of consultation with the Jurisdictional Blood Committee. This process will assist to identify the optional information that can be published under this section. The NBA expects that this consultation process will take between 4-6 months.

Optional information which is currently available on the NBA website or available via a web link is also referenced, with the current web link at Annexure C. This is provided to assist users to access information whilst the NBA finalises its draft document register and the IPS section of the website.

Optional information will be published under the following headings:

Internal NBA documents

Our priorities

- This will include corporate and strategic plans, assessments and reviews including the NBA Corporate Plans from 2006, the Minister's statement of expectation and the NBA's statement of intent.

Our finances

- This will include financial information relating to pay and grading structures, procurement procedures, tendering and where possible standard contract terms and other tools to assist prospective suppliers that wish to enter into arrangements with the NBA.

Our lists

- This will include any agency grant programs..

Our submissions

- This will include submissions made by the NBA to Parliamentary Committees, the Australian Health Minister's Advisory Council, the Clinical, Technical, Ethical Principle Committee and other agencies.

Our policies

- This section is currently under development. It will include some NBA internal policies where the Agency considers that this will assist the Blood Sector or members of the community in line with the objectives of the FOI Act.

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Incidental Powers and Functions

- This will include records that relate to the incidental functions and powers of the Agency. No documents have been identified under this section at this stage.

Other parliamentary reports

- This will include the NBA Portfolio Budget statements, the NBA Personal Information Digest (PID) to be incorporated into the Privacy Commissioner's PID, the FOI Annual Report and ANAO Audit Reports.

Optional operational information

- This will include information held by the NBA to assist it to perform or exercise its incidental functions and powers such as Human Resources and Finance. At this stage no documents have been identified for inclusion in this section.

Blood Sector Data

Optional operational information

- This section will include information published by other agencies which might assist our stakeholders as well as any information to assist the public to understand the Blood sector.

Knowledge capture and developments in the Blood Sector

- This section will be used as a tool to share knowledge with the Blood Sector on developments in the sector. The goal is to become a centre of excellence for the provision of information relevant to the sector. As the SIMDS develops and areas for data capture is identified it is expected that this section will expand. It will initially include factsheets, reports, guidelines, international and national websites of interest, relevant journal articles where identified, Australian and international Haemovigilance Information and Programs, and research tools and links to journals.

Accessibility under the IPS

(a) Approach to accessibility by commencement of the IPS

The NBA will ensure that all online information it is required to publish under the IPS (s 8(2)) conforms to the WCAG 2.0 on publication.

The NBA will also ensure that optional information published on its website conforms to WCAG 2.0 on publication.

Where it is not possible to provide information published under the IPS in an accessible format the NBA's dedicated IPS section of its website will state, that it will be made

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available in an accessible format on request, by contacting the Legal Counsel (whose contact details will be provided).

(b) Approach to accessibility after commencement of the IPS

From commencement of the IPS, the NBA will publish any new IPS documents as soon as they are identified and available for publication.

The NBA will ensure that all information newly published on the NBA website conforms with the WCAG 2.0 when it is published.

IPS compliance review

The NBA will review and revise this agency plan annually. The NBA is in the process of considering the Agency's progress against the plan.

The NBA will review the operation of its IPS from time to time and at least every five years, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review (better practice guidance material to assist agencies to comply with the IPS – to be published in the Information Commissioner's regulatory capacity).

The NBA will adopt the following criteria for measuring its performance:

1. **Agency plan** – has the NBA published a comprehensive plan for its IPS compliance? Is that plan up to date and relevant?
2. **Governance and administration** – does the NBA have an appropriate governance mechanism in place to meet its IPS obligations, including a sound management framework, which deals with monitoring compliance and identifying documents for publication under the IPS?
3. **IPS Document holdings** – does the NBA regularly review its document holdings to confirm what information must be published under s 8(2) and information that can be published under s 8(4)? Is the NBA's IPS entry accurate, up-to-date and complete? Has the NBA got a mechanism in place to decide whether or not to publish 'exempt' documents?
4. **IPS Information Architecture** – does the NBA have a framework in place to ensure that information which is published is easily discoverable and accessible?
5. **Agency compliance** – does the NBA regularly review its compliance with the IPS requirements? Does the NBA have appropriate systems, processes and resources in place to monitor and review its IPS compliance and to make improvements where needed?

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Annexure A**Access charges for documents not available on the website**

No.	Document title	Date	Format	Charges
1.	TBC	TBC	Photocopy	10 cents per page
			Copy (other than photocopy)	\$4.40 per page
			Copy of the document in the form of a computer tape, computer disk or electronic file	An amount not exceeding the actual costs incurred by the NBA in producing the copy
			Copy of the document to be sent to the applicant by post or delivered to the applicant	An amount not exceeding the cost of postage or delivery

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Annexure B

Specified Documents under s 8(2) currently available on the NBA Website or elsewhere

Category		Documents
WHO WE ARE	Agency Organisation Structures 8(2)(b)	http://www.nba.gov.au/management/index.html : (includes organisation chart and Bio-Sheets of SES Officers) Contact index Factsheet on the NBA
	Statutory Appointments s 8(2)(d)	The NBA Board The NBA GM: Governance of the Blood Sector
WHAT WE DO	Functions and Powers s 8(2)(c)	National Blood Authority Act 2003 The National Blood Agreement Financial Management and Accountability Act 1997
	Operational Information s 8(2)(j)	<u>Documents identified under specific functions and powers under the NBA Act 2003:</u> <i>s 8(1)(a) – liaison and information gathering</i> Data Workshop 2006 <i>s 8(1)(b) – annual plans and budgets for production and supply of blood products</i> Funding and Expenditure on Blood and Blood Products in Australia (factsheet) Fresh Blood – Production Benchmarking and Demand Drivers <i>s 8(1)(c) – carry out national blood arrangements to ensure sufficient supply nationally and s 8(1)(d) – carry out national blood arrangements relating to funding NBA operations and blood supply</i> Ensuring Blood supply Update on Supply of IVIg Supply of Blood or Blood Related Products for use by Australian Residents Temporarily Overseas (Factsheet) Request for approval for supply of products whilst overseas The Stewardship Statement <i>s 8(1)(e) – enter and manage contracts to ensure sufficient supply</i> Recombinant and Plasma Supply Contracts Deed of Agreement with the Blood Service Imported Plasma & Recombinant <i>s 8(1)(f) – carry out national blood arrangements relating to safety, quality, contingency and risk mitigation measures for supply and s 8(1)(h) – carry out</i>

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		<p><i>national blood arrangements for facilitation and funding of research, policy development about relevant matters</i></p> <p>Safety and Efficacy of Blood and Blood Products In Australia (Factsheet) National Blood Supply Contingency Plan National Policy on Barcoding for Blood and Blood Products Appropriate Blood Use: Factsheet on Contingency Plan Initial Australian Haemovigilance Report – Released 26 February 2008 Australian Haemovigilance Report – Released 29 July 2010 National Haemovigilance Data Dictionary</p> <p><u>Documents identified under functions and powers within the National Blood Agreement:</u></p> <p>25. (a)-(o)</p> <p>Schedule 4 – applications</p> <p>The Multi-Criteria Analysis (MCA) Framework National Blood Supply Product Categories Information and Guidance for Applicants on Submitting a National Blood Supply Change Proposal Change Proposal Form</p> <p>To meet current blood supply Needs</p> <p>NBA Annual Reports since inception</p> <p>Undertake national information gathering, monitoring of new developments, reporting and research in relation to the Australian Blood sector</p> <p>Report on the use of Intravenous Immunoglobulin (IVIg) for 2009–2010 Australian Bleeding Disorders Annual Report</p>
OUR REPORTS & RESPONSES TO PARLIAMENT	Annual Reports s 8(2)(e)	NBA Annual Reports since inception
	Parliamentary Information s 8(2)(h)	List of NBA contracts List of NBA Grants Legal Services Expenditure
ROUTINELY REQUESTED INFORMATION &	Information routinely given through FOI access requests s 8(2)(g)	At this stage appears unlikely that NBA hold this kind of information as very few requests received under FOI Act

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DISCLOSURE LOG	Disclosure Log s 11C	In progress
CONSULTATION ARRANGEMENTS	Consultation Arrangements s 8(2)(f)	Patient Blood Management Guideline Development – email registration for updates and consultation Customer Charter
CONTACT US	Contact Officers s 8(2)(i)	Legal Counsel 02 6211 8300 foi@nba.gov.au

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Annexure C

Specified Documents under s 8(4) currently available on the NBA Website or elsewhere

Internal NBA Documents	
OUR FINANCES	Pay and grading structures
OUR LISTS	Nothing identified at this stage
OUR PRIORITIES	The Minister's statement of expectation and the NBA Statement of Intent The NBA Corporate Plan (2006-2009)
OUR SUBMISSIONS	National Blood Authority – Submission to Australian Commission on Safety and Quality in Health Care's Regulatory Impact Statement
OUR POLICIES	In progress
INCIDENTAL POWERS AND FUNCTIONS	Nothing identified at this stage
OTHER PARLIAMENTARY REPORTS	NBA Portfolio Budget Statements ANAO Audit Report No.22 2010–11 - Audits of the Financial Statements of Australian Government Entities for the Period Ended 30 June 2010 (includes NBA)
OPTIONAL OPERATIONAL INFORMATION	Nothing identified at this stage.
ADDITIONAL INFORMATION PROVIDED TO PARLIAMENT	NBA holds very little information relating to this category and any answers to Parliament are generally provided as part of an overall portfolio answer via Health. Answers given in Parliament are publicly available via Hansard. Nothing currently identified but will be assessed on a case by case basis.
Blood Sector Data	
OPTIONAL OPERATIONAL INFORMATION	Plasma Fractionation Review Evidence-based clinical practice guidelines for the use of recombinant and plasma-derived FVIII and FIX products Towards better, safer blood transfusion - A REPORT FOR THE AUSTRALIAN COUNCIL FOR SAFETY AND QUALITY IN HEALTH CARE
KNOWLEDGE CAPTURE AND DEVELOPMENTS IN THE BLOOD SECTOR	Factsheets Red Cell Usage – UK audits on useage Factsheet on Blood and Blood Products in Australia Criteria and Guidelines for Australian Blood Sector Critical Bleeding/Massive Transfusion Guidelines Criteria for the clinical use of intravenous immunoglobulin in Australia

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	<p>Guidelines on the prophylactic use of Rh D immunoglobulin (anti-D) in obstetrics</p> <p><u>Australian Haemovigilance Information and Programs</u> NSW Clinical Excellence Commission NSW Health Blood Watch Queensland Blood Management Program Queensland Health Patient Safety and Quality Improvement Service Queensland Incidents in Transfusion (QiiT) Program South Australian Department of Health BloodSafe Program Victorian Blood Matters Better Safer Transfusion Program Blood Matters Advisory Committee</p> <p><u>International Haemovigilance Information and Programs</u> International Haemovigilance Network New Zealand Blood Service. Haemovigilance Program Serious Hazards of Transfusion (SHOT) (UK) Transfusion Transmitted Injuries Surveillance System (TTISS) (Canada). Transfusion Quality Management (TRaQ) Program (Canada) British Committee for Standards in Heamatology</p> <p><u>Education Tools</u></p> <p><i>Journals:</i> Annals of Internal Medicine Current Issues in Transfusion Medicine Journal of the American Medical Association The Lancet Leukemia and Lymphoma Journal Medical Journal of Australia Network for Advancement of Transfusion Alternatives (NATA) New England Journal of Medicine</p> <p><i>Other:</i> Blood Matters Bloodsafe BloodSafe documents Blood Matters Transfusion Tools</p> <p><u>Australian Government</u> Medicare Australia National Health and Medical Research Council Department of Health and Ageing<ul style="list-style-type: none">○ Office of Health Protection○ HealthInsite○ Therapeutic Goods Administration○ Pandemic Influenza</p> <p><u>Australian Blood Sector websites of interest</u> Clinical Excellence Commission (NSW) Society for the Advancement of Blood Management (SABM) Western Australia Patient Blood Management Program Transfusion Audits Australian and New Zealand Society of Blood Transfusion Australian Association of Pathology Practices (AAPP)</p>
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	<p> Australian Commission on Safety and Quality in Health Care Australian Council on Healthcare Standards Australian Haemophilia Centre Directors' Organisation Australian Institute of Medical Scientists Australian Patient Safety Foundation Australian Private Hospitals Association (APHA) Australian Society of Clinical Immunology and Allergy Australian Red Cross Blood Service CSL Limited Haematology Society of Australia and New Zealand (HSANZ) Haemophilia Foundation Australia NSW Clinical Excellence Commission Queensland Health Patient Safety Centre Royal Australasian College of Physicians Royal Australasian College of Surgeons SA Health - Safety and Quality WA Health - Office of Safety and Quality in Healthcare </p> <p> <u>International</u> American Association of Blood Banks American Society of Haematology (ASH) British Blood Transfusion Society (BBTS) Canadian Society of Transfusion Medicine (CSTM) Centres for Disease Control and Prevention (CDC) Council for International Organisation of Medical Sciences (CIOMS) Food and Drug Administration (USA) Haematology Society of Australia and New Zealand (HSANZ) Haematology by Cancer Network International Society of Blood Transfusion International Society of Haematology (ISH) International Standards Organisation (ISO) IVIg in Neurological Disease Asia Pacific Symposium UK Blood Transfusion & Tissue Transplantation Services US Food and Drug Administration Centre for Biologics Evaluation and Research (FDA) World Federation of Haemophilia World Health Organisation (WHO) UK NHSBT Australian and New Zealand Society for Blood Transfusion </p>
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Annexure D

Indicative timetable – WCAG 2.0 conformance

The NBA will ensure, to the extent possible, that all documents available on its website conform to WCAG 2.0 in accordance with the National Transition Strategy Workplan, as indicated below:

No.	Document category	Format	Indicative WCAG 2.0 implementation date
1.	All documents required to be published under s 8(2)	HTML	December 2012
2.	Optional information published under s 8(4)	HTML	December 2012

The majority of documents listed on the IPS section of the NBA website will be converted into HTML to meet accessibility requirements. A small number of exceptions may apply to:

- PDFs made of images of scanned documents
- Documents that are out of date, but that are provided for historical reference (these will be supplied in the formats in which they are currently available)
- Charts, tables and forms (these can be supplied in accessible formats on request).

Where possible, documents covered by these exceptions will be published in two alternative formats.

The NBA will manually convert documents in Dreamweaver into HTML. These documents will be proof read and new metadata applied.