

NEW PROCEDURE APPLYING TO PANEL GRANTS

This applies to all grants approved from 10 June 2010, as well as the 2010/11 capacity building and advocacy funding grants.

On 30 May 2010, the Ministerial Council on Energy (MCE) requested the Panel implement the following procedure immediately:

1. Any report or submission funded through a Panel grant is sent to the Panel before its public release in any form
2. The Panel will then send the document to the MCE Secretariat, for circulation to relevant MCE members for information and any comment in relation to matters of fact, data and related calculations
 - a. If no comments are received within 10 business days the report or submission can be released.
3. Any comments will be emailed to the grant recipient by the Panel
 - a. Where comments are not accepted, the report or submission authors must provide an explanation for rejecting the proposal in the document.

In its advice to the Panel, the MCE stressed that this process is not intended to and will not lead to any form of censorship of Panel-funded reports. It only relates to technical and factual data and does not enable any editorial changes to the reports or submissions.

The Panel's role in this process is solely as a mailbox – it will not provide any comment on the content of any documents being sent to either the MCE Secretariat or to grant recipients.

The Panel is reviewing its systems to implement the new requirement. The Panel has amended the funding agreement, and is revising its grant allocation and application guidelines and application form. Those will be posted on the website on approval by the MCE.

The new process will operate as follows:

- Grant recipients should send their report or submission to the Panel email address info@advocacypanel.com.au.
 - The Panel will pass the report or submission to the MCE Secretariat as soon as possible, and certainly within 24 hours;
 - The Panel will send to the grant recipient by return email a notice of receipt, and the date by which comments will be received (10 business days from when Panel email is sent to the MCE Secretariat).
- As soon as possible after close of business on Day 10, the Panel will send an email to the grant recipient conveying any comments from the MCE, or advising that no comments were received
 - At which time the report or submission can be publicly released.
- If nothing is received from the Panel, grant recipients will be encouraged to contact the Panel before release to confirm there are no comments.

Grant recipients will be advised in detail of the process for the new procedure as well as their other obligations under the funding agreement when they are sent the funding agreement.

For regulatory processes where deadlines might apply, the MCE recommends that organisations make a draft submission that can be deemed final once the MCE process is complete.

- **The Panel Chair will write to the chairs of each of the national and jurisdictional regulators, to inform them of the new procedure.**