



Expert Advisory Panel Terms of Reference

Introduction

From 2019-2020, Women with Disabilities Australia (WWDA) is developing the **Virtual Centre for Women and Girls with Disability**. The Virtual Centre will be a one-stop website for women and girls with disability to access information and resources on four priority areas.

WWDA is forming an Expert Advisory Panel (EAP) comprised of women with disability to advise on the content, design and development of the Virtual Centre.

The Expert Advisory Panel will ensure the Virtual Centre content and platform is accessible, inclusive and relevant, and importantly, guarantee that the Virtual Centre is developed by women and girls with disability for women and girls with disability.

Background to the Project

Supported by a grant from the National Disability Insurance Agency, the Virtual Centre for Women and Girls with Disability will provide a central online space for accessible, inclusive and practical resources and information for women and girls with disability, their friends, families and carers/support persons. This project will address the severe lack of targeted resources available in formats that are inclusive and accessible to women and girls with disability.

The Virtual Centre will focus on four priority areas:

1. Decision-making and agency of women and girls with disability;
2. Leadership and participation opportunities for women and girls with disability;
3. The sexual and reproductive health and rights of women and girls with disability;
4. The right to safety from all forms of violence.

Role of the Expert Advisory Panel

The Expert Advisory Panel will provide advice on the design and development of the Virtual Centre for Women and Girls with Disability and participate in testing it. It will:

- Guide the collection, modification and creation of high quality, relevant **resources and information** for the Virtual Centre.
- Advise on the **technical considerations required to optimise accessible web design and content**.
- Review and provide feedback on the **usability and accessibility of Virtual Centre designs and prototypes**.
- Advise on **innovative communications methods** to convey complex information to a diverse audience, including, but not limited to, multimedia, illustrations, Auslan, captioning and Easy English and Plain language copy.
- Provide unique insights from a broad array of expertise and experience to ensure the Virtual Centre is **relevant, accessible, collaborative and unique in terms of design and content**.
- Participate in **user experience testing** of the Virtual Centre and engage in and promote user testing by other key stakeholders.
- Respect the confidential and sensitive nature of the planning and development of the Virtual Centre.

Expert Advisory Panel consultations will be coordinated by the WWDA Virtual Centre Project Manager. Each member of the Panel will be required to identify the specific issues that they are able/willing to provide advice on. Panel members will be **engaged as required to participate in consultations that are relevant to their identified expertise and areas of interest**. This means that not all Panel members will be engaged at once, and some Panel members may be engaged more often than others or on different aspects of the Virtual Centre.

Panel members may be **individual women**, or they may be **groups/organisations**. Where a group or organisation wishes to contribute to the Panel, they will be asked to designate a single contact person for all Panel activities.

WWDA will also engage a small group of Panel members to contribute to a **final sign-off consultation process**. This selected group will meet later in the Project timeline to provide final overall approval and feedback on the Virtual Centre content and design. This may also involve working with the web development agency in the final stages of the Virtual Centre production to provide last minute feedback and advice.

Documentation and/or verbal briefings will be provided prior to any consultations so that Panel Members are prepared and equipped to contribute.

Panel members will advise on considerations and queries posed by the Project Manager, but all decision-making will be at the discretion of the Project Manager and WWDA Executive Director.

All ideas, content, design and documentation associated with the Virtual Centre will remain the intellectual property of WWDA. All Panel members are required to respect any confidential or sensitive information discussed as part of the Panel, and WWDA will respect any information brought forward by Panel members.

Expert Advisory Panel Expertise and Skills

Members will contribute the following expertise to the project:

- Knowledge and experience within the four priority areas:
 - Decision-making and agency of women and girls with disability;
 - Leadership and participation opportunities for women and girls with disability;
 - The sexual and reproductive health and rights of women and girls with disability;
 - The right to safety from all forms of violence.
- Knowledge and experience in the production of digital/multimedia content for women and girls with disability
- Knowledge and expertise in accessible web design and development
- Knowledge and experience with creating innovative and accessible communication content within the disability context.
- Experience with other stakeholder groups including families, carers, support persons and service providers.
- Well-connected within the disability sector and/or the digital communications sector.
- Ability to advise on marketing strategy, to ensure broad uptake of the resources available via the Virtual Centre.

All of WWDA's work is grounded in a human rights framework. WWDA practices intersectional feminism and will ensure the Expert Advisory Panel members are representative of the needs and views of a diverse range of women and girls with disability in Australia. This includes, but is not limited to:

- Aboriginal and Torres Strait Islander Women
- Culturally and Linguistically Diverse (CALD) women
- Lesbian, Gay, Bisexual, Trans, Intersex and Queer (LGBTIQ+) women
- Young women (aged 15 -30)
- Women from a variety of geographical locations, including rural and regional areas.

Relationship with Project Steering Committee

There are two bodies leading and guiding the development of the Virtual Centre: the Expert Advisory Panel and the Project Steering Committee.

While the Expert Advisory Panel members will advise on accessible content and web design and development, the Project Steering Committee will oversee the governance and strategic direction of the Virtual Centre.

Structure and Membership

The Expert Advisory Panel will consist of up to thirty (30) women and/or organisations with a variety of expertise and areas of interest. Not all Panel members will always be engaged at the one time. How and when the Expert Advisory Panel members contribute will depend upon the needs of the Project management team and will take into account the engagement preferences identified by Panel members upon joining the Panel. This means that consultations may take the form of telephone discussions, videoconferences, meeting in person and/or email communication.

WWDA is committed to enabling the involvement of all women with disability, including those who require the support of others to participate. WWDA will engage with support organisations where required, to seek their assistance in supporting women to participate in the EAP.

Panel members will be engaged **at least twice** during the life of the Project. The Project team will endeavour to give Panel members at least one week's notice of an upcoming consultation.

Consultations will be scheduled to suit Panel members' availability where possible and will occur between **April 2019 and September 2019**. Panel members will also be invited to participate in **testing** the Virtual Centre prior to its public launch. This testing will occur between **October and December 2019**.

WWDA will capture feedback provided by EAP members and endeavour to incorporate this feedback into the first release of the website. Additional feedback may be categorised and prioritised in consultation with EAP members to be incorporated into future website updates.

Members of the Expert Advisory Panel will commit to:

- Contributing to all relevant scheduled Expert Advisory Panel consultations
- Sharing information with other Expert Advisory Panel members
- Making timely decisions and taking action as required
- Notifying members of the Expert Advisory Panel and WWDA, as soon as practical, if any matter arises which may be deemed to affect the development of the project.

Final sign-off consultation group

The Project team will invite a select group of Expert Advisory panel members (with a diversity of skills and experience) to participate in a final sign off consultation process. These consultations will require all members to meet at the same time, either in person or via video/teleconference. These meetings will be chaired and coordinated by the Virtual Centre Project Manager.

Final sign-off consultations will involve reviewing and approving the final Virtual Centre content and design, testing initial versions of the Virtual Centre and assisting with the analysis of user testing to improve the Virtual Centre. These consultations will also be attended by the web development agency contracted to build the Virtual Centre.

Final sign-off group consultations will occur between **September 2019 and February 2020**.

Payment

Panel members will be paid \$50 for each consultation they participate in. This amount may either be invoiced to WWDA by a Panel member if they have an ABN or will be provided in the form of a supermarket gift voucher. WWDA is not permitted to pay Panel members in cash.

Questions?

For more information, please contact the Project Manager, Naomi Thomson, on 0448 417 875 or pm@wwda.org.au