



NABRC MEETING REPORT TEMPLATES

As at 3 February 2023

Following positive feedback on a RBRC report template introduced at the March 2021 meeting, we developed meeting report templates for R&D providers and SFOs and trialed these in October 2021. This version responds to feedback at the March 2022 meeting. It is intended that these reports would be tabled at one of the two NABRC meetings each year.

The purpose of the meeting report templates is to guide the structure and content of member's written and verbal reports, and ensure some consistency in the information provided to facilitate discussion and meet NABRCs key objectives, including:

- Identifying current and emerging RD&A needs, their relevance, importance, and priority;
- Facilitating development of integrated and strategic RD&A activities;
- Learning of the progress of R&D;
- Ensuring appropriate RD&A capacity, resources, and service provision, and
- Promoting innovation in RD&A.

In the actual meeting, all verbal reports should summarise key parts of the written report and include time for questions and discussion. Please - do not to read reports word for word!

RBRC Reports

Purpose: Provide information on current and emerging regional issues, engagement with R&D providers, and to guide an RD&A agenda to enhance the productivity, profitability, and sustainability of the northern beef industry.

Written report (2 pages max per RBRC)

1. RBRC Chair and Secretary contact details (to enable contact post meeting).
2. Brief overview of seasonal conditions.
3. Regional industry trends and emerging issues – update on previously reported issues and any new ones.
4. The top enterprise management issues in your region today (helps researchers and extension officers understand the management context of R&D issues).
5. Meeting dates and locations, including engagement with R&D providers in providing feedback on projects pitched or reported on in the region, and uptake of the information.
6. Matters you think NABRC and/or R&D providers should be addressing (what, why it's important)?
7. Other RD&A related meetings/events in the region and their impact (include recent and upcoming meetings).
8. Membership changes and skills needs.

Note: A map of the RBRC regions and the latest NABRC-RBRC calendar will be included with the reports sent out in advance of an NABRC meeting.

Verbal report (8-10 mins per RBRC)

Provides an opportunity to summarise key parts of the written report, ask questions or seek discussion. Use a power-point presentation if you wish. Note: Reports are not to be read word for word!



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RD&A Provider Reports

Purpose: Raise industry awareness of R&D projects and outputs, provider inputs and capacity relevant to northern Australia, and in turn, facilitate industry engagement in research planning, conduct and uptake.

Written report (10 pages max per RD&A provider)

1. R&D Provider's representative (and any presenter's) contact details.
2. Organisational capacity and capability overview, including key changes in capacity (i.e. retirements, new recruits, etc.).
3. Overview/update of key R&D activities since last NABRC meeting (~short summaries/updates of projects with names and contact details of project leader and web links for further information), including:
 - Alignment with regional and NABRCs priorities (important for RBRCs).
 - Timelines, current stage, funding, key players, and partners/industry participation in the R&D.
 - Recent research outputs and what it means for industry.
4. Matters you think NABRC should be addressing (what, why it's important).

Verbal report/Presentations

- More detailed coverage of 1-2 key RD&A projects, plus matters seeking industry input.
- Presentations in 'Lightning'/'Ignite' format (i.e. max 5 mins + 2 mins questions, max 20 slides using a professional power-point format including photos, readable font, point size and colours). Handouts with space for notes are recommended.
- Include project timelines, investment (\$s and people), what it means for industry, and key contact(s) for subsequent ZOOM presentations on projects/areas of research to interested RBRCs.

State Farming Organisation Reports

Purpose: Provide information on industry-related matters being addressed at state/territory and national levels.

Written report (2 pages max per SFO)

1. SFO representative contact details.
2. Current focus and emerging challenges regarding RD&A and related education and training matters.
3. Areas where information is required for evidence-based policy.
4. Action taken to progress emerging issues raised by RBRCs at previous meetings.
5. Matters you think NABRC should be addressing (what and why it's important).

Verbal report

Summarize key parts of the written report, ask questions or seek discussion of an issue(s). Note: Reports are not to be read word for word!