# INTERNATIONAL PARTICIPATION PLATFORM (IPP) HELP GUIDE

This help guide provides information for National Mirror Committee members on how to use the International Participation Platform (IPP).

CONTENTS

# 1 Introduction

The IPP is the Standards Australia portal for international meeting attendance. It is used to create and submit applications to attend international meetings (including travel subsidy requests) and save international meeting reports.

# 2 IPP portal process

See Appendix A for an overview of the IPP portal process.

# 3 International meeting application form steps

1. Create a meeting (see How to create a new meeting form for detailed instructions).
2. Upload meeting documentation and endorsement (see How to attach meeting documentation for detailed instructions).
3. Create the sessions (see How to add a Session for detailed instructions).
4. Add attendees to the sessions (see How to add attendees for detailed instructions).
5. Submit the meeting application form for approval.
6. If you are attending one or more face-to-face meetings, complete the travel details (see How to complete travel details for detailed instructions).
7. When your meeting application form is approved, you will receive an email. The email will confirm the subsidy amount, if requested and approved.
   *NOTE: Invoices are to be submitted to the Standards Australia Finance department, and this process occurs outside of the IPP.*
8. After the meeting, upload the meeting report (see How to upload meeting reports for detailed instructions).

# 4 International meeting application form approval process

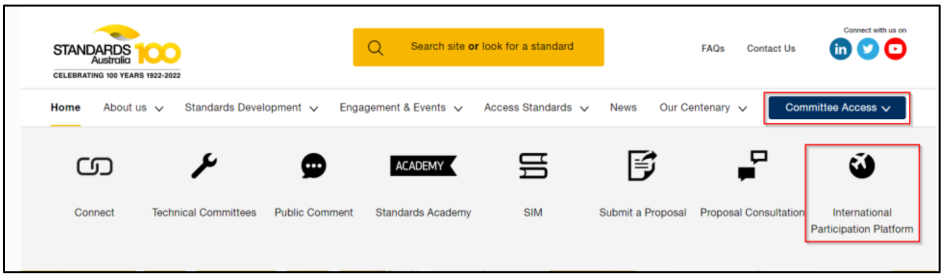
# 5 How to log onto the IPP portal

There are 4 ways to log on to the IPP portal, as outlined below.

Once you are logged in, most of our applications allow you to navigate seamlessly between systems via the App Launcher in the header.

## 5.1 Standards Australia website

1. Visit the Standards Australia website (https://www.standards.org.au/).
2. Hover over the ‘Committee Access’ dropdown.
3. Click on the ‘International Participation Platform’ icon.




## 5.2 Connect

1. Log onto the Connect dashboard (https://connect.standards.org.au/).
2. Click on the ‘International Participation Platform’ tile.

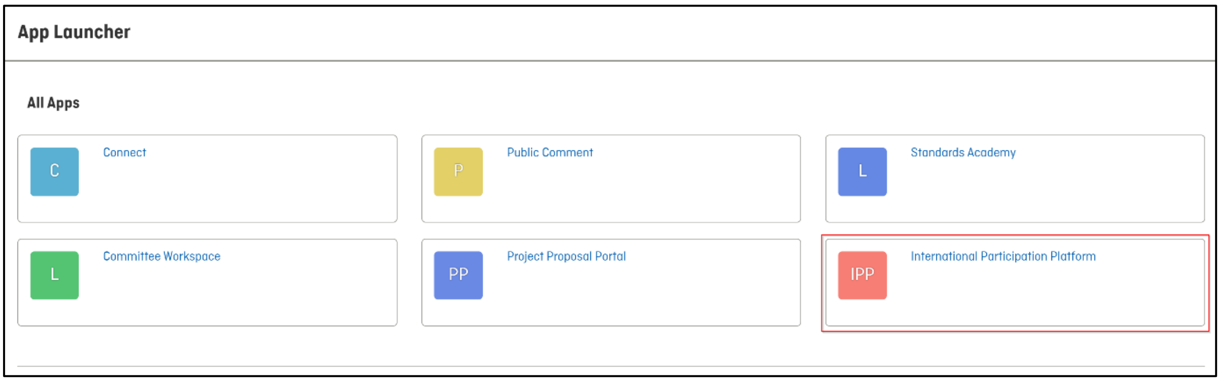

## 5.3 Accessing Standards Australia’s applications

Refer to Accessing Standards Australia's Applications Help Guide for instructions.

## 5.4 App Launcher

If you are already logged into a Standards Australia application, you can access the IPP portal via the App Launcher. An example is shown in the screenshot below where the user is logged into the Public Commenting system.

1. Click the app launcher icon ( ).
2. Click on the ‘International Participation Platform’ tile.




# 6 Terminology and FAQs

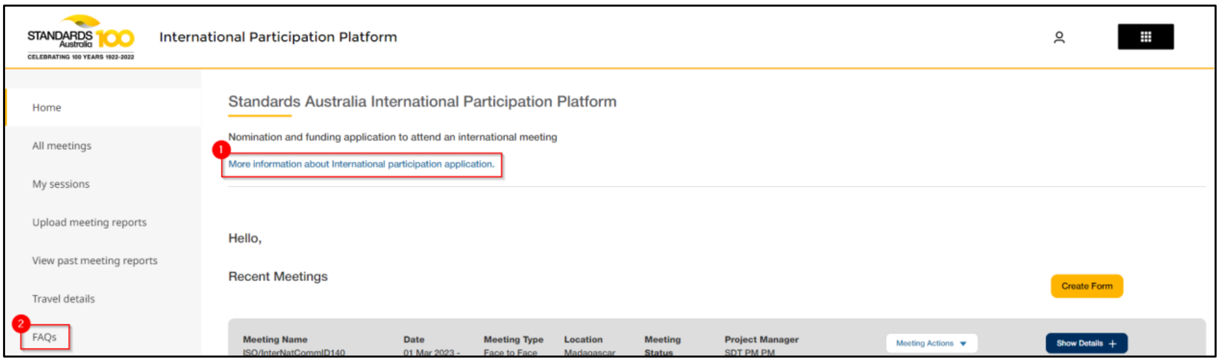
A **meeting** refers to a single meeting or a series of meetings held in one location in conjunction with one another.

**Sessions** are the subset meetings.

Further explanations are available by clicking the 'More information about International participation application' button on the home page (1) and on the FAQs page (2).

Other useful information can be found on the FAQs page including an explanation on how to track your application status, how funding is allocated and how to submit invoices for approved subsidies.

To assist you further, help text and tool tips are included throughout the platform.




# 7 Meeting and session statuses

Throughout the IPP portal, you will see references to the following meeting and session statuses, which track the progress of the application:

- Active
- Project Manager Review
- International Approval
- Awaiting Report/s
- Closed
- Cancelled

For more information about each of the statuses, refer to the 'FAQs' page in the IPP portal.

The main permissions for committee members are as follows:

- Creating, editing, cancelling and reinstating meetings, sessions and attendees can only be done while the meeting is in the 'Active' status. If you need to make changes after this time, contact your Project Manager.
- Adding travel details can be done while the meeting is in the 'Active' or 'Project Manager Review' status.
- Uploading and viewing meeting reports can be done while the meeting is in the 'Awaiting Reports' or 'Closed' status.

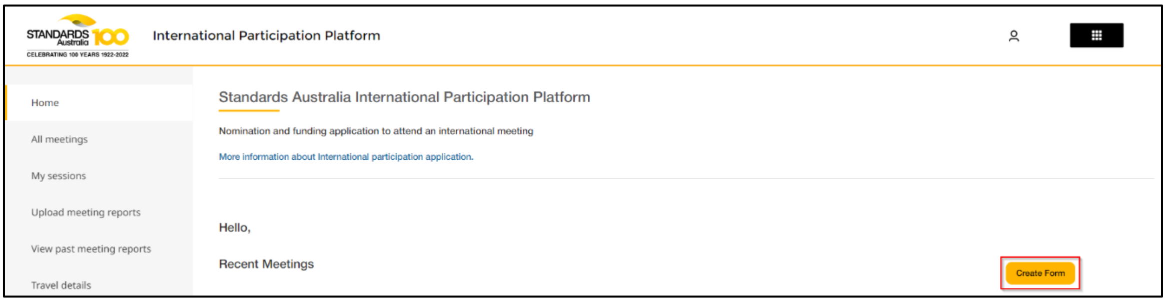
If you are unable to create, edit or reinstate a meeting or session despite the meeting application being in the correct status, contact your Project Manager.

# 8 How to create a new meeting form

New meeting forms can be created by committee members or Project Managers.

To create a new meeting form, follow these steps:

1. On the 'Home' page, you will see the following:
    a. **Committee members:** a list of 5 most recent meetings connected to the committees you belong to.
    b. **Standards Australia Project Manager (PM):** a list of the 5 most recent meetings for which you are the PM of the National Mirror Committee.
    c. **Standards Australia International:** a list of the 5 most recent meetings.
2. Check the list of meetings to ensure your meeting has not already been created by another committee member.
3. If a meeting has already been created, edit the meeting or session details as necessary. See Meeting actions and Session actions.
4. If the meeting has not been created, click 'Create Form'.




5. Select the National and International Committee that the international meeting relates to.

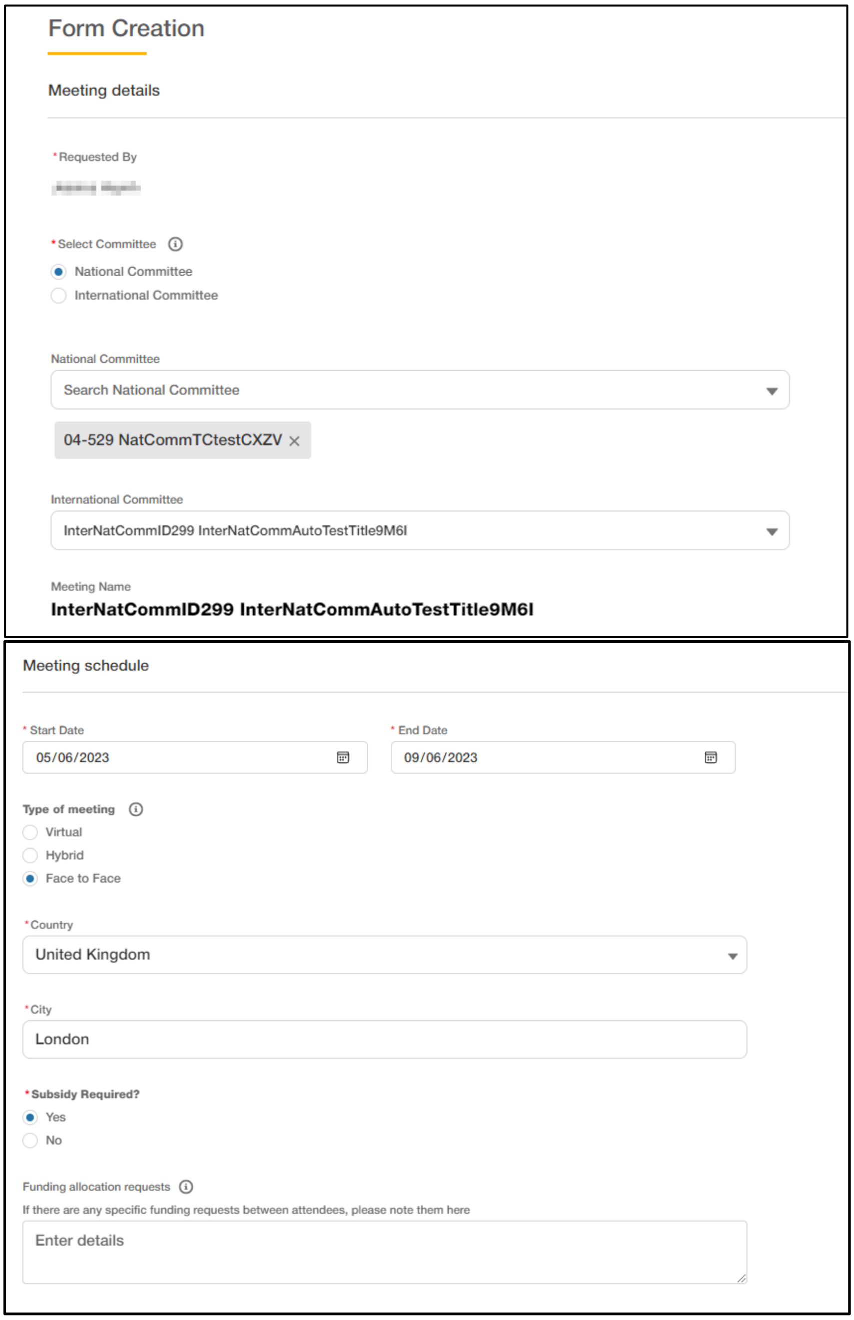
*NOTE 1: Only the committees that you are a member of will appear in the drop-down list.*

6. Using the meeting agenda or documentation provided by the International Committee, complete the rest of the meeting details.

*NOTE 2: Under the 'Meeting Schedule' section, enter the dates of the overarching event e.g. start and end date of the international meeting week.*

7. Once you have completed all meeting details, click 'Save and Continue'.
8. You have now submitted the meeting form. The details of this meeting will be displayed on the 'Home' page, and your Project Manager will be informed.

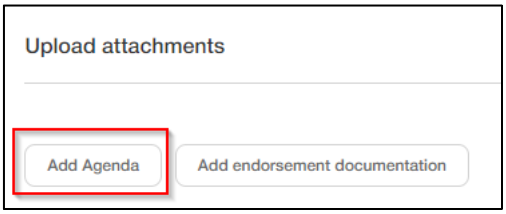
Example of completed meeting details:




# 9 How to attach meeting documentation

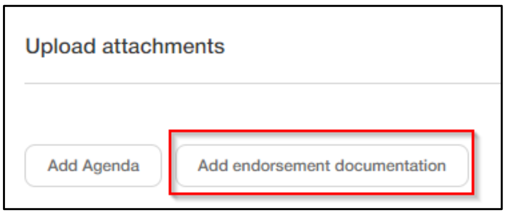
To attach documentation to your application:

1. Click 'Add Agenda', then 'Upload Files' or 'Drop Files'. If an agenda is not available yet, you can also upload a notice of meeting, meeting schedule, draft agenda or confirmation of meeting.





2. If the committee endorsement documentation is available, click 'Add endorsement documentation', then 'Upload Files' or 'Drop Files'.

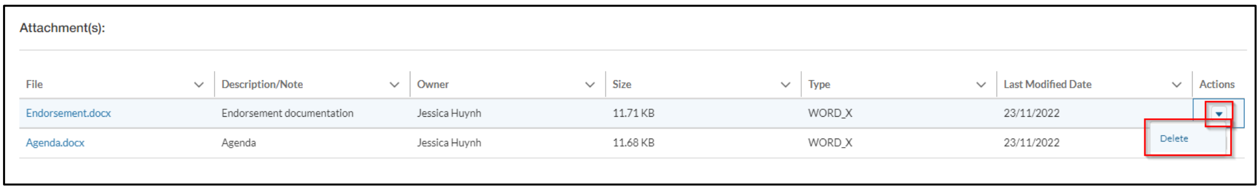




3. If the committee endorsement documentation is not available, your Project Manager can upload it at a later stage.
4. Click 'Save and Continue'.

The system will automatically add a description to the document in the bar below to easily to distinguish between documents.

To remove an attachment, click on the corresponding arrow in the 'Actions' column and click on 'Delete'.




*NOTES:*

1. *Multiple attachments can be uploaded.*
2. *Zip files cannot be uploaded.*
3. *An attachment can only be removed by the person who uploaded it.*

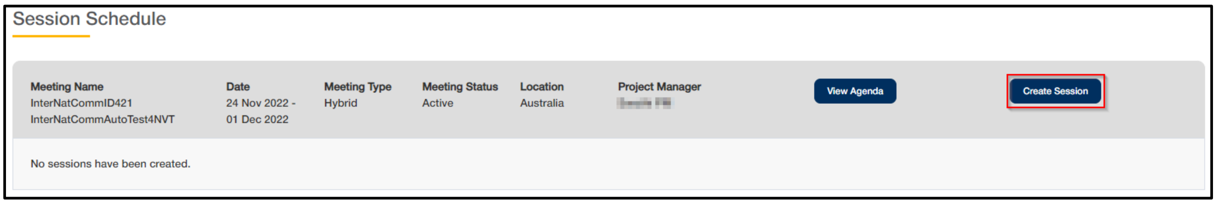
# 10 How to add a session

Sessions can be added by committee members or Project Managers.

There are two ways to create a session.

If you have just created a meeting, you will land on the 'Create a Session' page. To create a session from here:

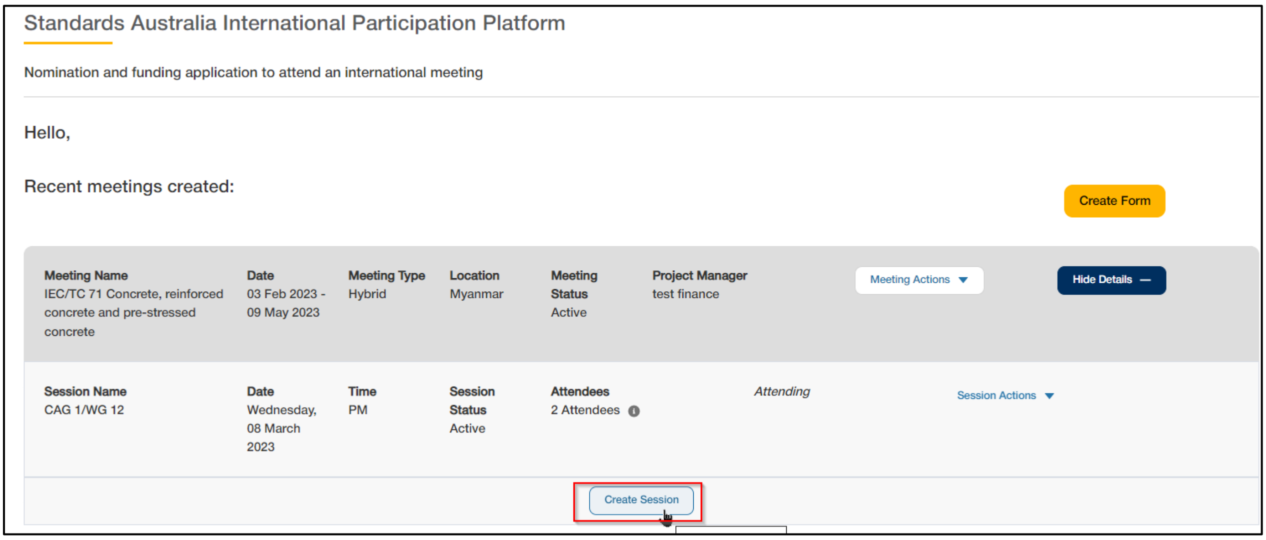
1. Click the 'Create Session' button.




2. Complete the session details.

Sessions can also be added from the 'Home' page. To create a session from here:

1. Locate the meeting on the 'Home' page that you want to add a session for.
2. Click on 'Create Session'.




3. Complete the session details.

After completing the session details, you may either add attendees (see How to add attendees) or click on 'Save & Continue' and add attendees later.

*NOTES:*

1. *Depending on your committee and meeting, session name structure can vary. Refer to the 'FAQs' page under 'How to create Session names' where examples have been provided.*
2. *The date of the session must fall between the dates of the meeting.*
3. *Sessions which continue over multiple days need to be added separately e.g., a session which continues over 2 days needs to be added twice.*
4. *For meetings that run over lunch, select "All day".*
5. *The system does not accept duplicate sessions (sessions with the same session name, date and time).*
6. *If you are unable to add a session, refer to Meeting and session statuses.*

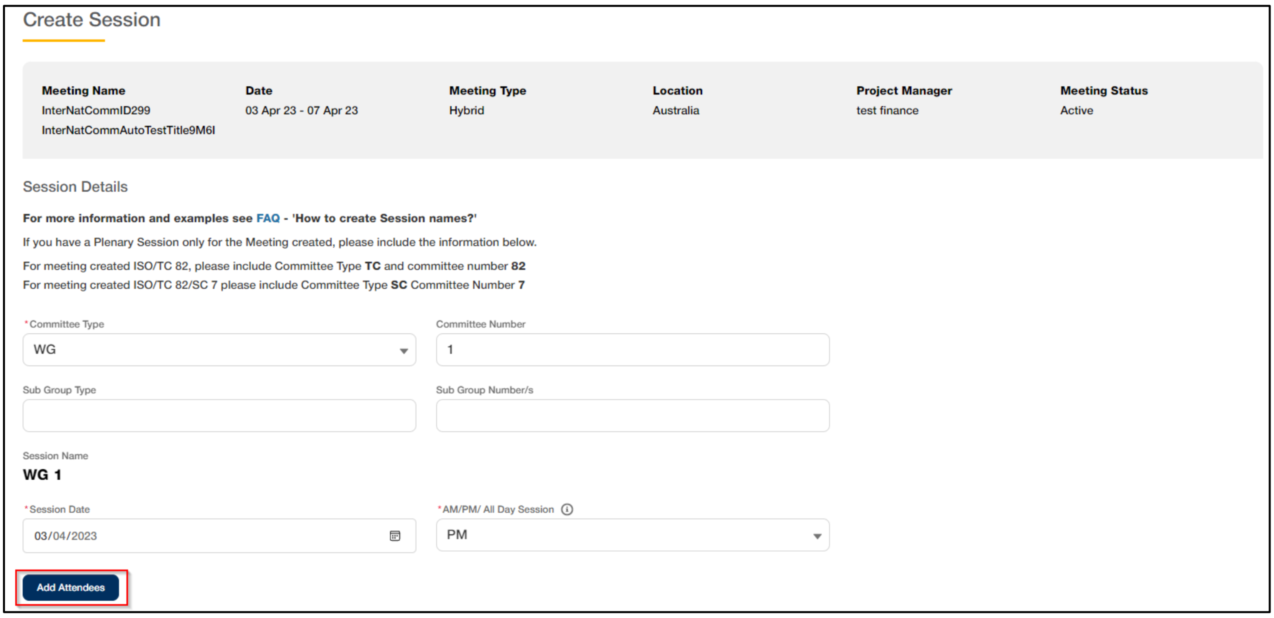
# 11 How to add attendees

Once you have created a session, you can add attendees.

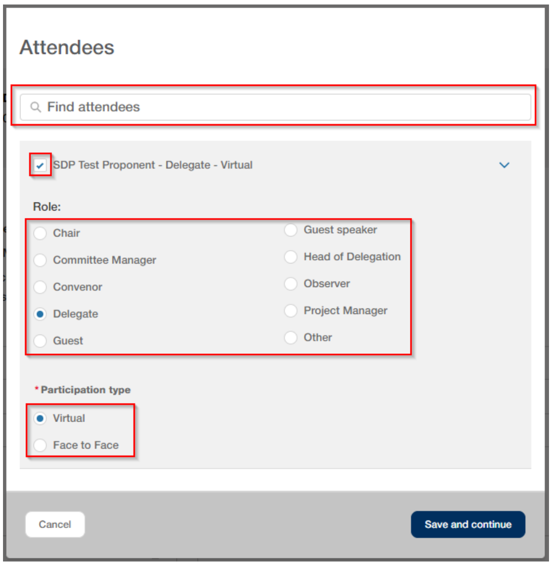
You can either register just yourself to each session or you can add other active National Technical Committee, Subcommittee or Working Group members, if you have already confirmed their interest with them.

To add attendees:

1. Click 'Add Attendee'.




2. Use the search bar or scroll down to find and select the session attendees and their role at this session.

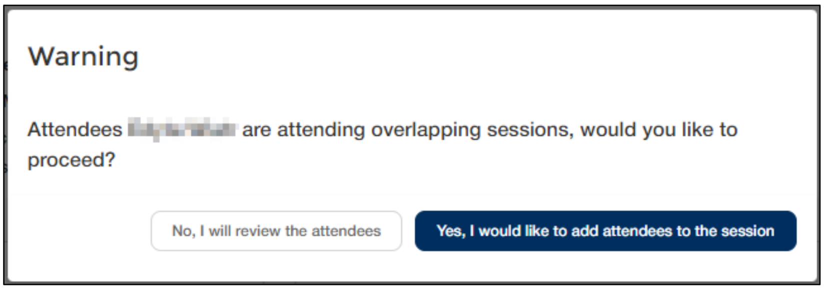



3. If the meeting is hybrid, select the participation type.

4. Once you have you completed your selection, click 'Save & Continue'.
5. You can then add another session or click 'Finished'.

*NOTES:*

1. *The committee member completing the meeting form is automatically assigned to the session.*
2. *Session attendees that are not committee members (e.g. Standards Australia staff, guests) can only be added from Salesforce.*
3. *'Delegate' is the default role selected when an attendee is added.*
4. *If attendees are added to overlapping sessions, a warning will pop up when saving the session. However, this is permitted as attendees may attend parts of each overlapping session.*

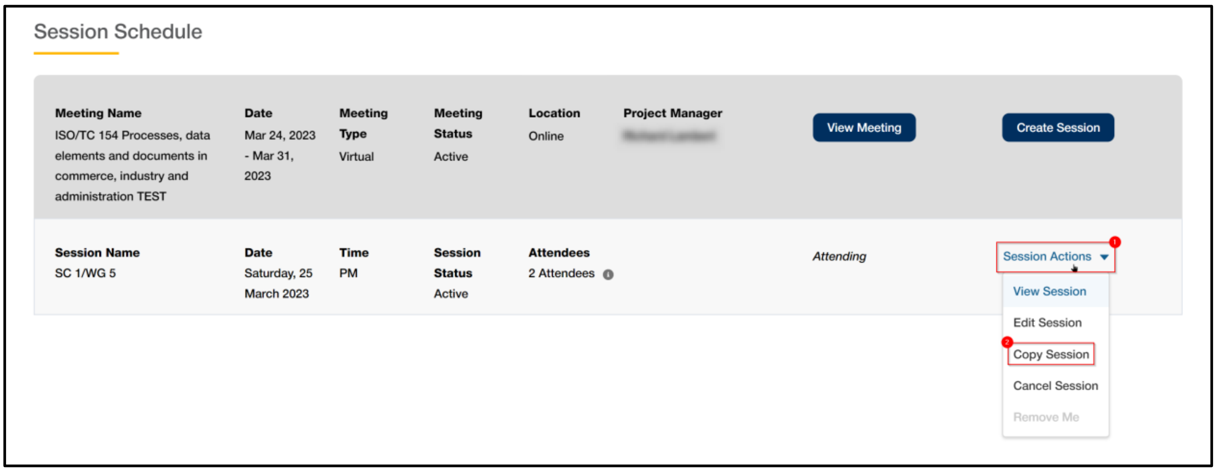



# 12 How to copy a session

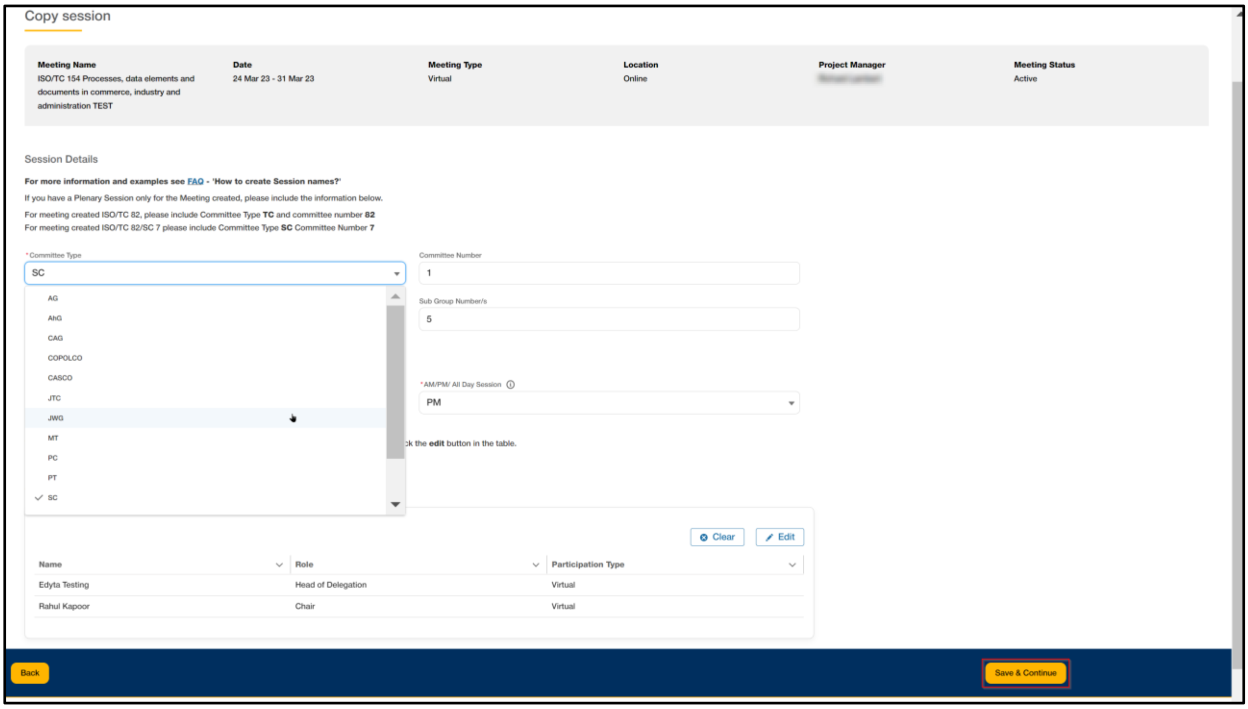
If you have several sessions to create, you can copy a previous session and amend the details.

To copy a previous session:

1. From the 'Home' page, click 'Session Actions' on the meeting containing the session you want to copy.
2. From the list, click 'Copy Session'.




3. Amend the details for the new session, including the attendee list and roles (if necessary).
4. Click 'Save & Continue'.



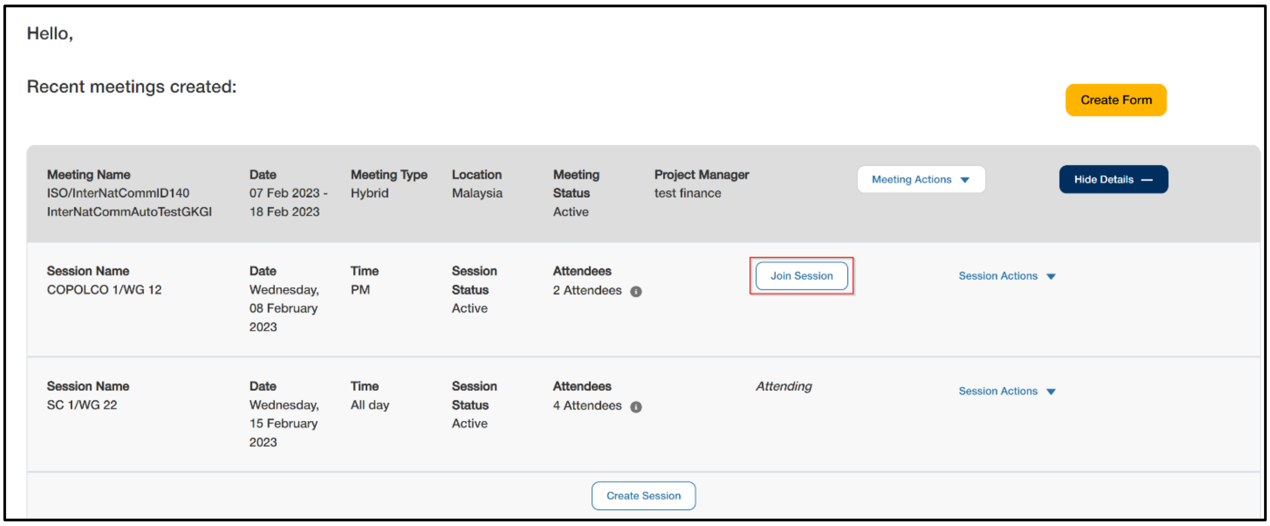

*NOTE: The system does not accept duplicate sessions, so you must amend the session date, time or name to save.*

# 13 How to add or remove yourself from a session

Any committee member can log into the IPP Portal and review their own attendance.

To add yourself to a session:

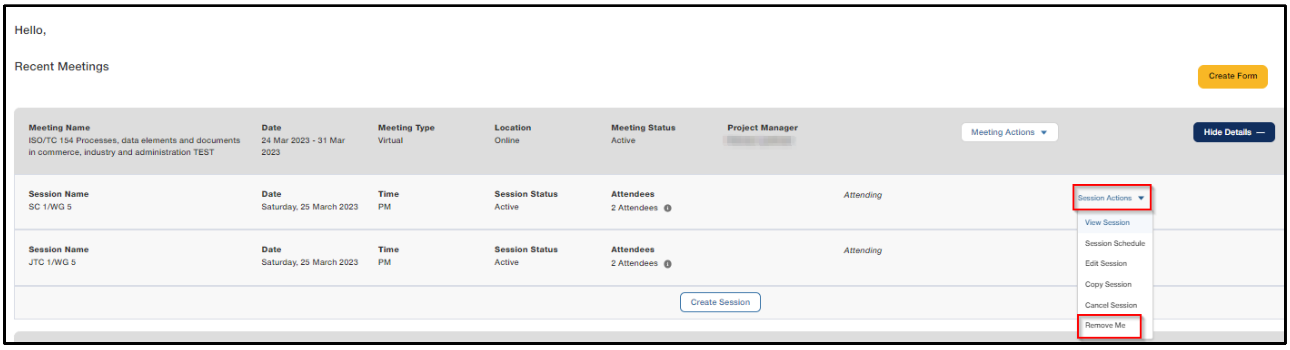
1. From the 'Home' page, click 'Show Details' for the meeting containing the session you want to add yourself to.
2. Click 'Join Session' for the desired session.




3. Complete your details.

To remove yourself from a session:

1. From the 'Home' page, click 'Show Details' for the meeting containing the session you want to remove yourself from.
2. Click 'Session Actions' for the desired session.
3. Click 'Remove Me'.




*NOTES:*

1. *You can only add or remove yourself from a session while the meeting and session are in the 'Active' status.*
2. *If you are unable to add or remove yourself from a session, refer to Meeting and session statuses.*
3. *If you need to add or remove yourself from a session while the meeting is in the 'Project Manager Review' or 'International Approval' status, contact your Project Manager.*

# 14 How to edit, cancel and reinstate meetings

Only the creator of the meeting form and the Project Manager can edit, cancel and reinstate an existing meeting.

However, any active member of the National Mirror Committee is able to join and edit sessions (see How to add or remove yourself from a Session).

Committee members have limited permissions to edit the original meeting details.

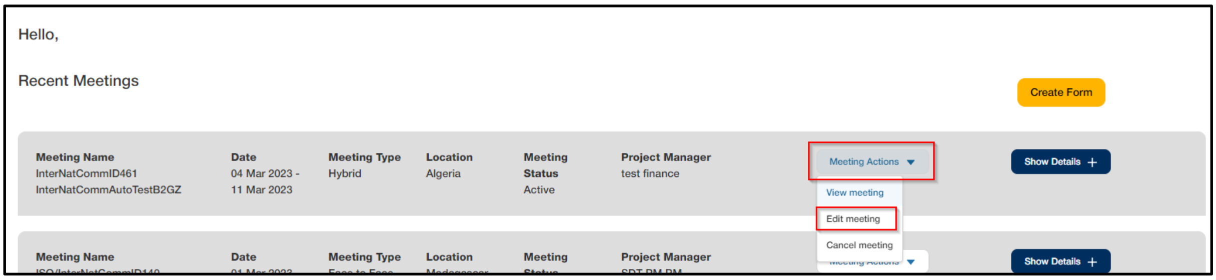
This limitation helps maintain data integrity and ensures the correct procedures are followed in informing all stakeholders of changes occurring.

*NOTE: If you are unable to edit, cancel or reinstate a meeting, refer to Meeting and session statuses.*

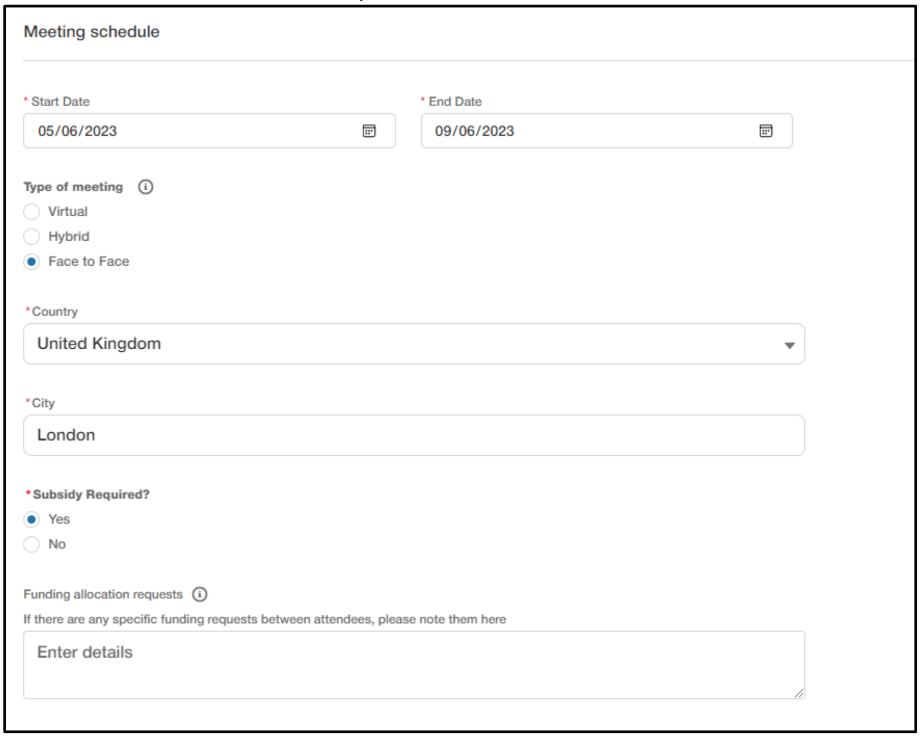
## 14.1 Edit a meeting

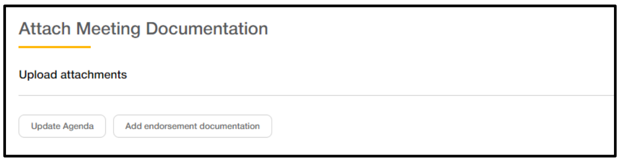
To edit a meeting:

1. From the 'Home' page, click 'Meeting Actions' for the meeting you want to edit.
2. Click 'Edit meeting'.




3. Edit the fields as necessary.



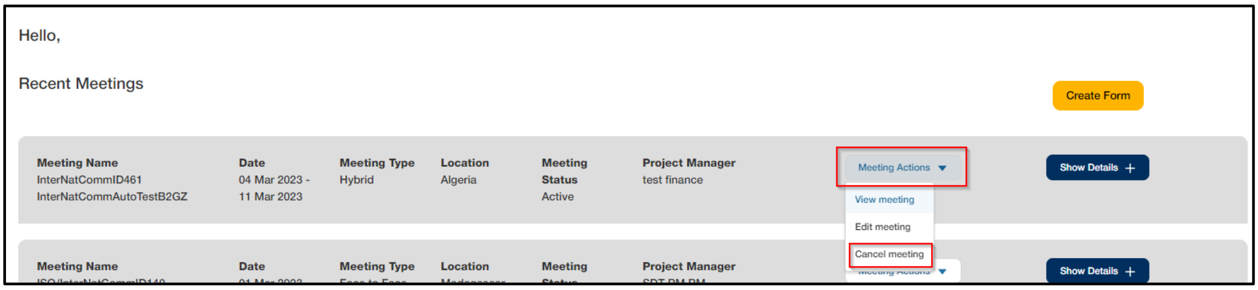

4. If you have changed the meeting dates, ensure that none of the sessions fall outside the new meeting dates.

*NOTE: Not all fields are editable, but you can, for example, update Meeting dates and upload additional documents.*

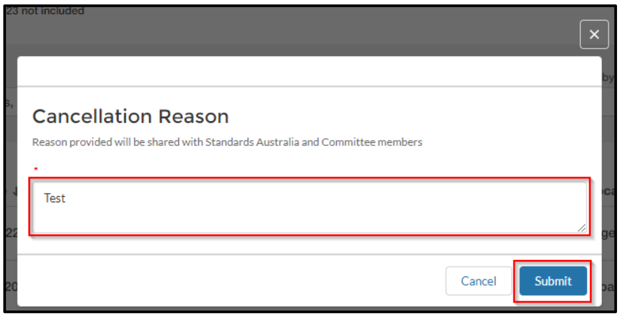
## 14.2 Cancel a meeting

To cancel a meeting:

1. From the 'Home' page, click 'Meeting Actions' for the meeting you want to cancel.
2. Click 'Cancel meeting'.




3. Enter the cancellation reason.
4. Click 'Submit'.



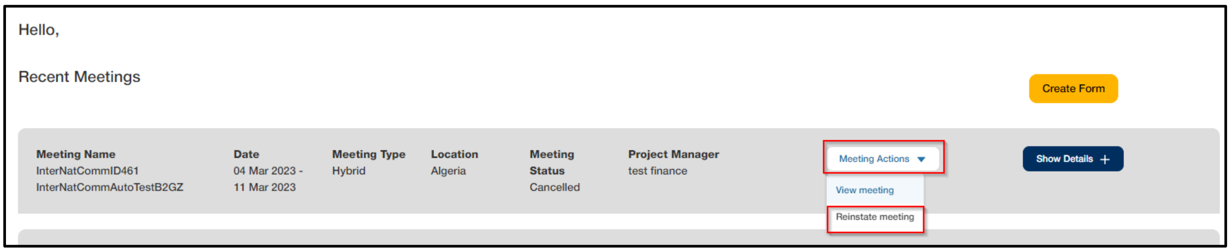

*NOTE: Cancelling a meeting also cancels all the sessions.*

## 14.3 Reinstate a meeting

Cancelled meetings will still appear on the 'Home' page and can be reinstated before their start date.

To reinstate a cancelled meeting:

1. From the 'Home' page, click 'Meeting Actions' for the meeting you want to reinstate.
2. Click 'Reinstate meeting'.




*NOTE: Reinstating a meeting also reinstates all sessions of the meeting.*

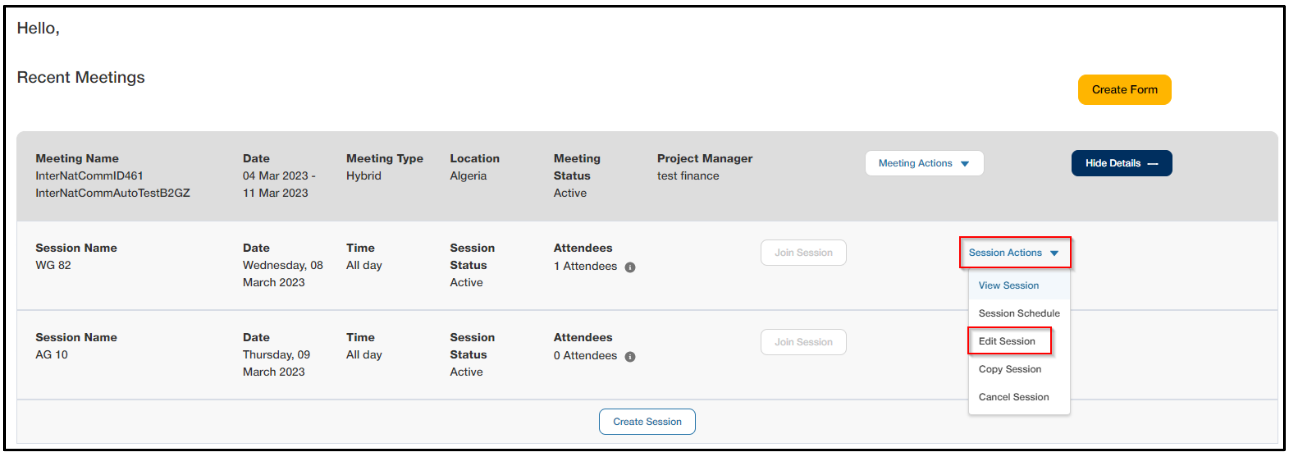
# 15 How to edit and cancel sessions and attendees

Any active member of the National Mirror Committee can edit and cancel sessions and attendees.

## 15.1 Edit a session and attendees

To edit a session and attendees:

1. From the 'Home' page, click 'Show Details' for the meeting containing the session you want to edit.
2. Click 'Session Actions' for the desired session to edit.
3. Click 'Edit Session'.

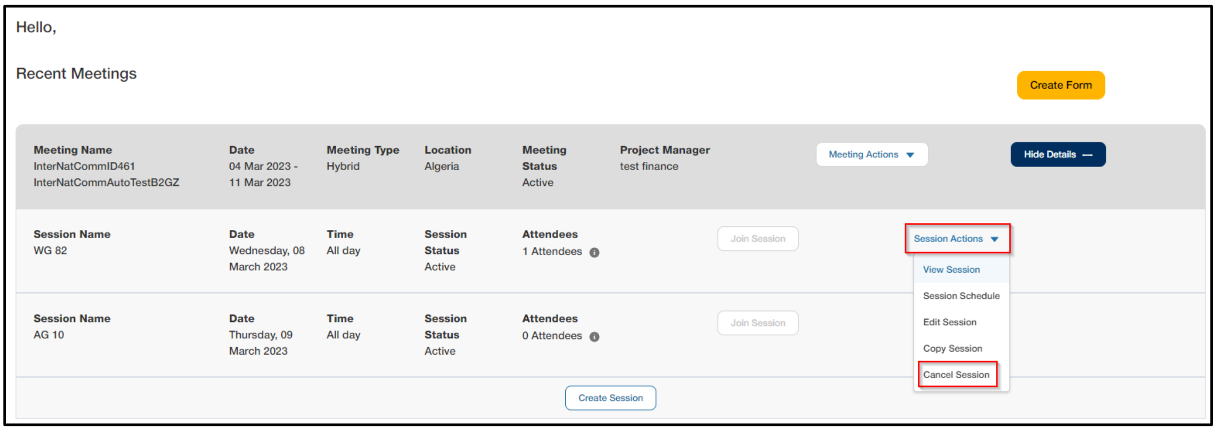



4. Edit the session and attendee details as necessary.
5. If you have changed the session dates, ensure that the session does not fall outside the Meeting dates.

## 15.2 Cancel a session

To cancel a session:

1. From the 'Home' page, click 'Show Details' for the Meeting containing the Session you want to edit.
2. Click 'Session Actions' for the desired session to edit.
3. Click 'Cancel Session'.




*NOTE: A meeting will still remain active even if all sessions are cancelled. To cancel a meeting, see How to edit, cancel and reinstate meetings.*

# 16 How to complete travel details

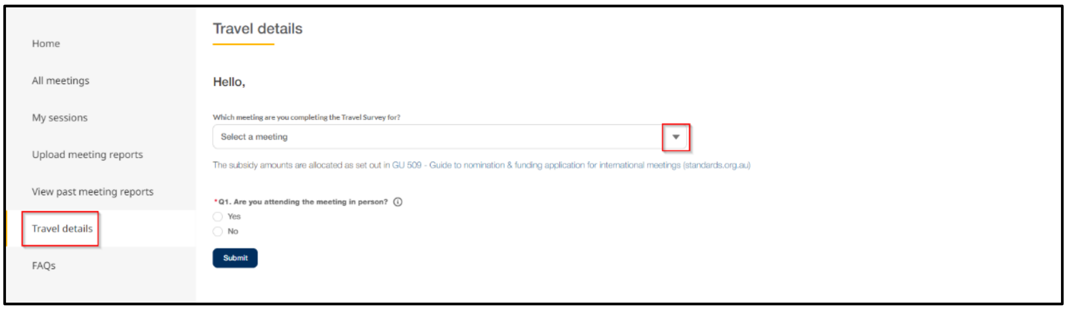
The ‘Travel details’ page contains a list of questions designed to assist Standards Australia in assessing a subsidy.

All meeting attendees who will attend in person will need to complete all questions on the ‘Travel details’ page before subsidies can be approved.

If you are attending a meeting in person, you will receive an email with a link to the 'Travel details' page.

Alternatively, you can complete the travel survey by following these steps:

1. From the 'Home' page, click on the 'Travel details' tab.
2. Select the desired meeting and complete the travel details.

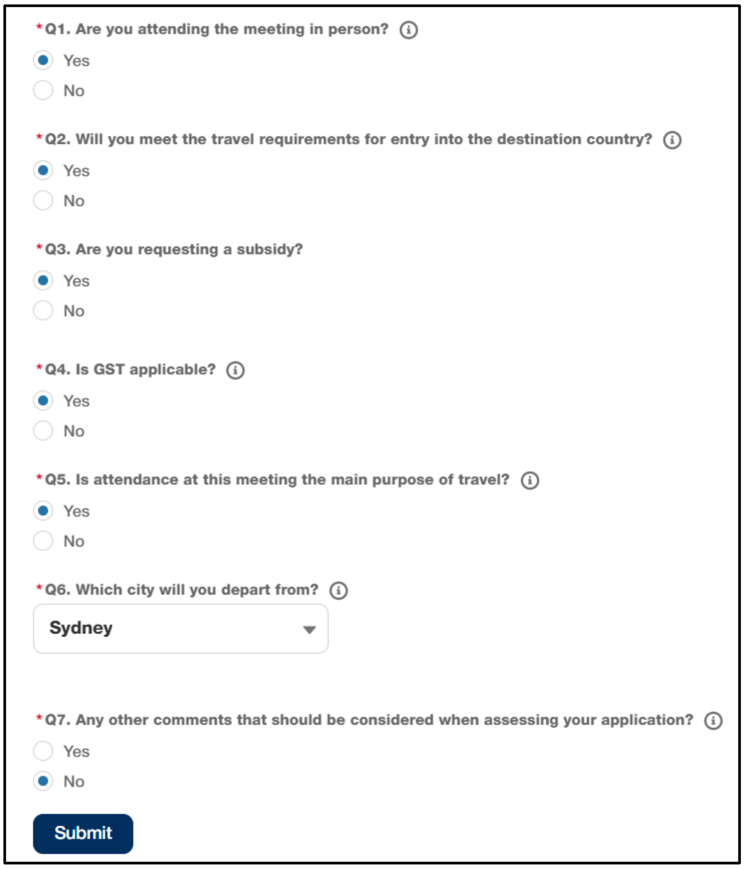



3. Answer 'Yes' to the first question and complete the rest of the questions.
4. Click 'Submit'.

*NOTES:*

1. *If you are attending a meeting in Australia or New Zealand, a travel subsidy does not apply. Therefore, for Q3., please select "No".*
2. *Once you have completed the travel details, changes can only be made by Standards Australia employees. Contact your Project Manager if you need to change your travel details.*

Example of completed travel details:



# 17 How to upload meeting reports

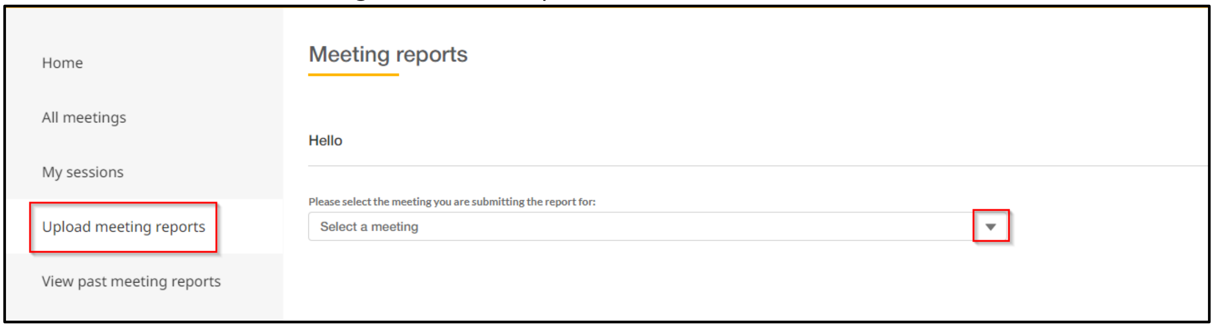
If you have been assigned the Head of Delegation role for any sessions, you will need to upload a report after attending the Meeting.

However, multiple reports can be submitted by any meeting attendees.

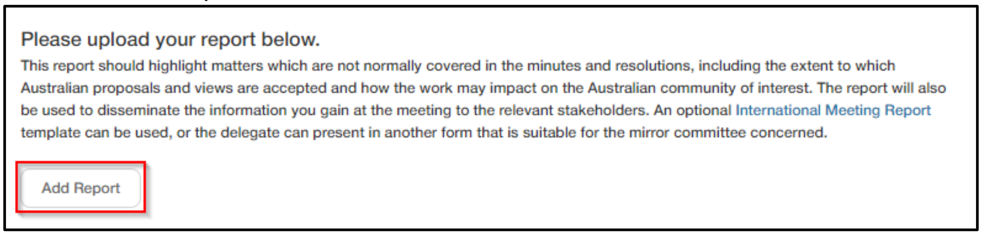
One day after the meeting, the Head of Delegation will receive an email reminding them to submit their report with a link to the 'Upload meeting reports' page.

Alternatively, you can upload a meeting report by following these steps:

1. From the 'Home' page, click on the 'Upload meeting reports' page.
2. Select the desired meeting to submit a report.




3. Indicate whether the report is for all sessions under the meeting or a specific session.
4. If the report is for a session, select the relevant session (multiple sessions may be selected).
5. Click 'Add Report'.




6. Click on 'Upload Files' or drag and drop the report file.

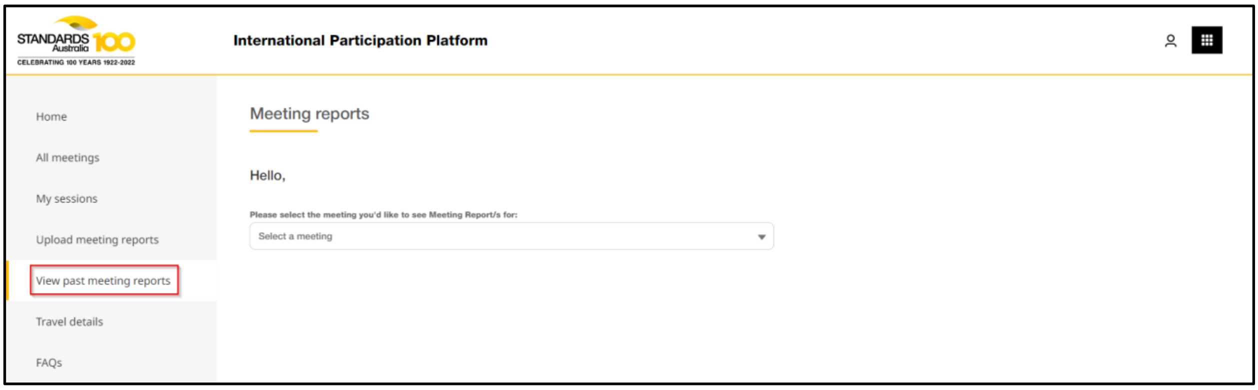
*NOTE: A reminder will be sent to the Head of Delegation after 28 days if the meeting report has not been uploaded.*

# 18 How to view past meeting reports

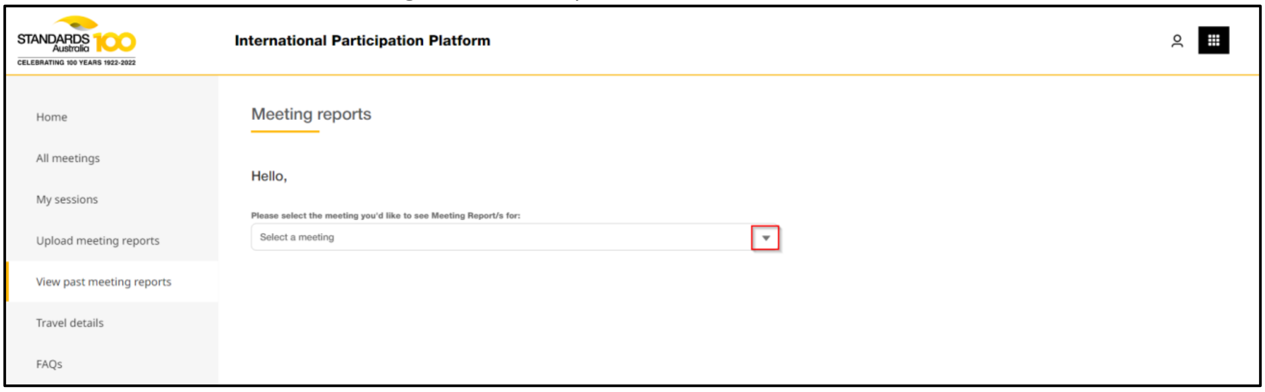
All committee members can view meeting reports that have been submitted.

To view a submitted meeting report:

1. From the 'Home' page, click on the 'View past meeting reports' page.




2. Select the desired meeting to see the reports.



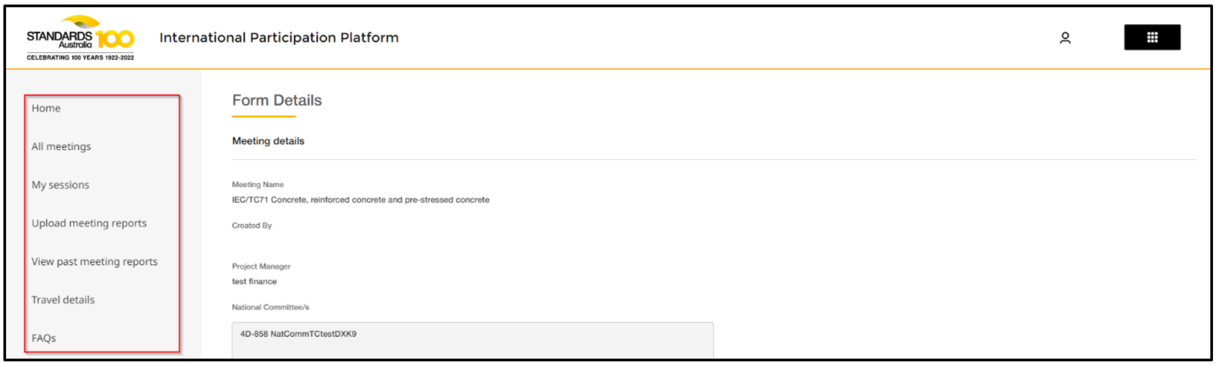

3. All submitted reports will be displayed.
4. Click on the report you want to view, and it will download.

# 19 Navigation

## 19.1 General navigation

Within a meeting application form, you can navigate backwards and forwards using the yellow 'Back' and 'Save & Continue' buttons.


You can navigate to other pages, including the 'Home' page, at any time by clicking the page in the menu.



## 19.2 Meeting actions

After a meeting has been created, it will appear on the 'Home' and 'All Meetings' pages. The following options are available by clicking 'Meeting Actions' for the relevant meeting:

- **View meeting:** Shows the meeting details. Allows you to view the agenda and endorsement attached to the meeting. Allows you to view and edit sessions under the meeting and create new sessions.
- **Edit meeting:** Allows you to edit the meeting details. Refer to How to edit, cancel and reinstate meetings for further instructions.
- **Cancel meeting:** Allows you to cancel the meeting. Refer to How to edit, cancel and reinstate meetings for further instructions.

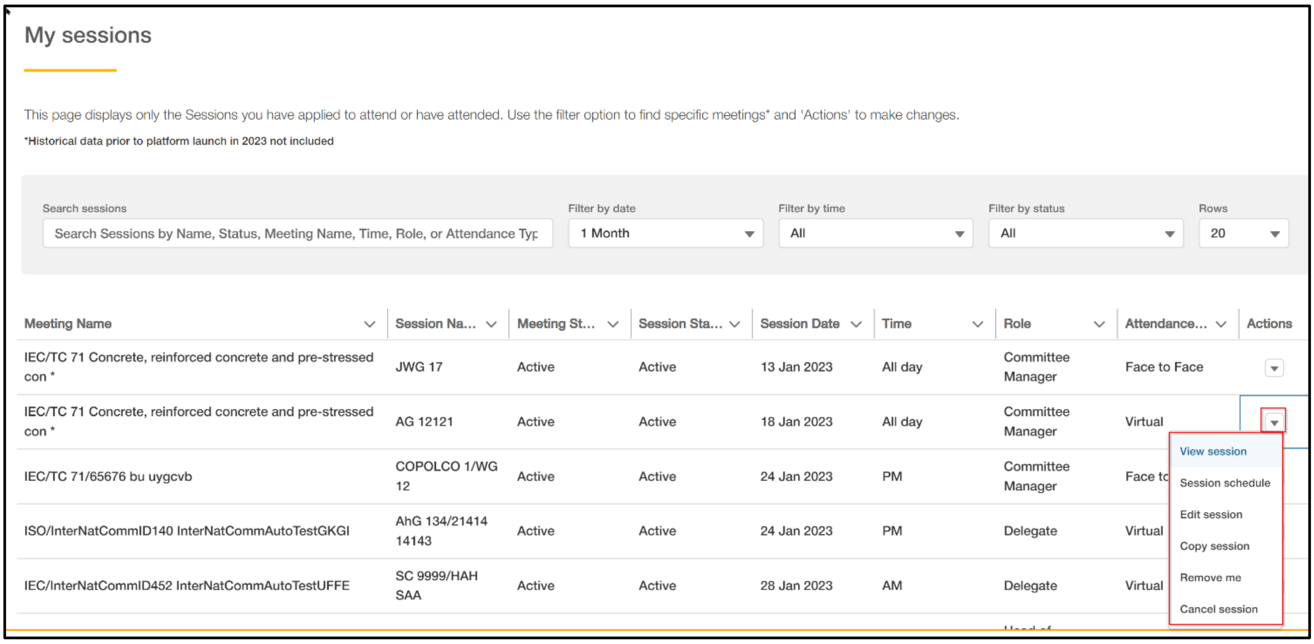

## 19.3 Session actions

After a session has been created, it will appear under the corresponding meeting on the 'Home' and 'All Meetings' pages and on the 'My sessions' page.

The following options are available by clicking the arrow in the 'Actions' column for the relevant session:

- **View session:** Shows the details and attendees of the session.
- **Session schedule:** Shows a list of all sessions that have been added to the meeting.
- **Edit session:** Allows you to edit the session details and attendees.
  *NOTE: Committee members can only edit sessions with an 'Active' status.*

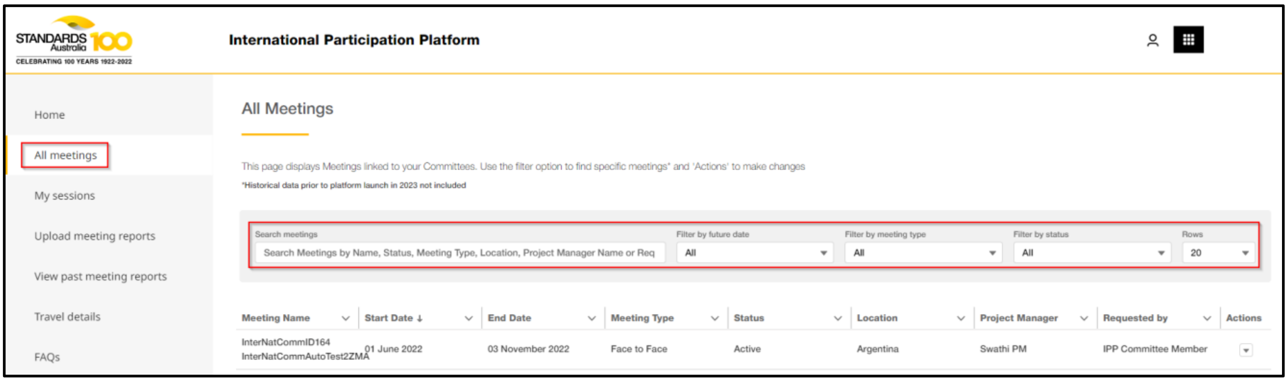
- **Copy session:** Creates a new session with the same attendees - you will still need to complete the session details.
- **Remove me:** Removes you as an attendee of the session (This option only appears if you are listed as an attendee of the session).
- **Cancel session:** Deletes the session.




## 19.4 All Meetings

On the 'Home' page, a list of the 5 most recent meetings connected to the committees you belong to will be displayed.

If you want to see older meetings, navigate to the 'All Meetings' page, where you can search, sort and filter to find the meeting you are looking for.

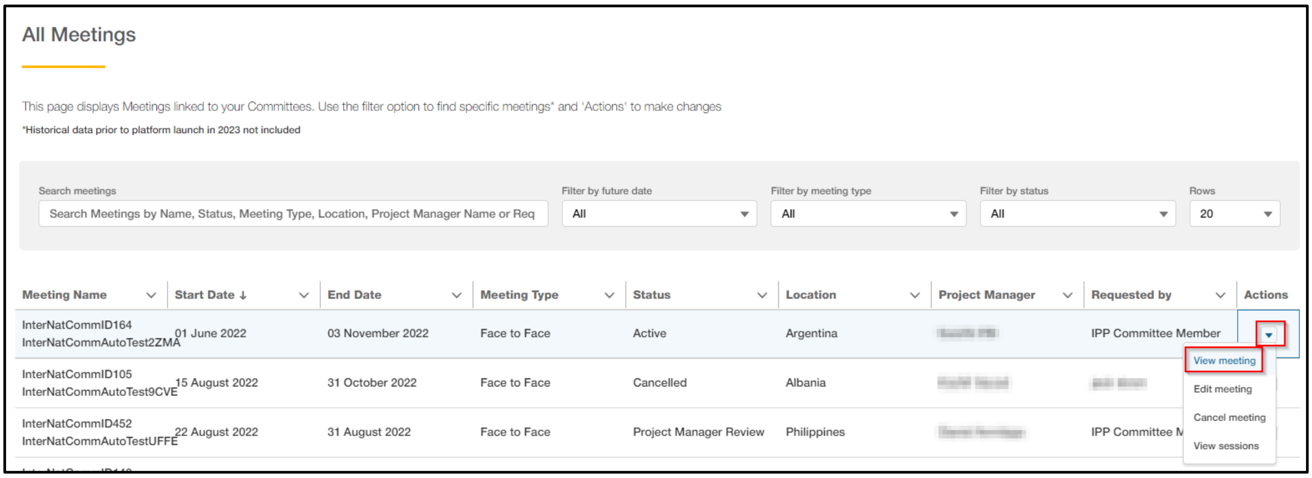



*NOTES:*

1. *Only meetings from July 2023 onwards will appear on the 'All Meetings' page.*
2. *When filtering by date, the meetings will appear based on the end date.*

To view more information about the meeting:

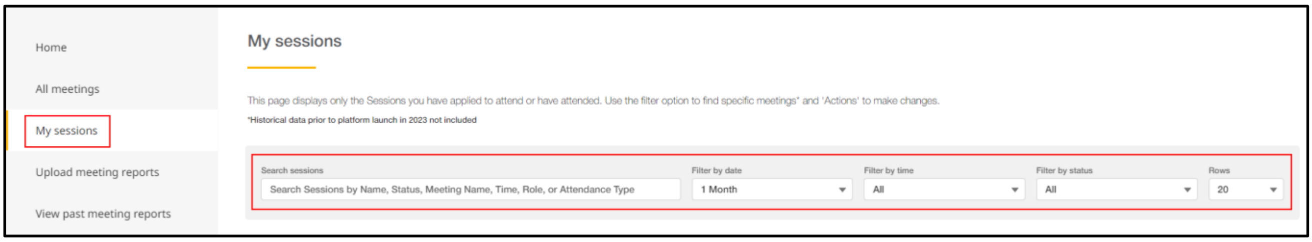
1. For the meeting you want to view, click the drop-down arrow in the 'Actions' column.
2. Click 'View meeting'.




## 19.5 My sessions

The 'My sessions' page displays the sessions you are registered to attend or have already attended.

On this page, you can search, sort and filter to find a session.




To view more information about the session:

1. For the session you want to view, click the drop-down arrow in the 'Actions' column.
2. Click 'View session'.

*NOTES:*

1. *Only sessions from July 2023 onwards will appear on the 'My Sessions' page.*
2. *When filtering by date, the sessions will appear based on the end date.*

# 20 Meeting application approval and subsidy allocation

After you have completed the 'Meeting details' page, your Project Manager will be informed.

The Meeting status will remain 'Active' for some time to allow other attendees to update their attendance details and complete their travel details.

It will then move to the 'Project Manager Review' status where your Project Manager will ensure all the necessary information has been submitted. They will confirm that:

- Each session has a Head of Delegation;
- All travel details have been completed, if applicable;
- Delegates have no outstanding reports from previous meetings;
- Correct endorsements have been received; and

- The correct agenda has been submitted.

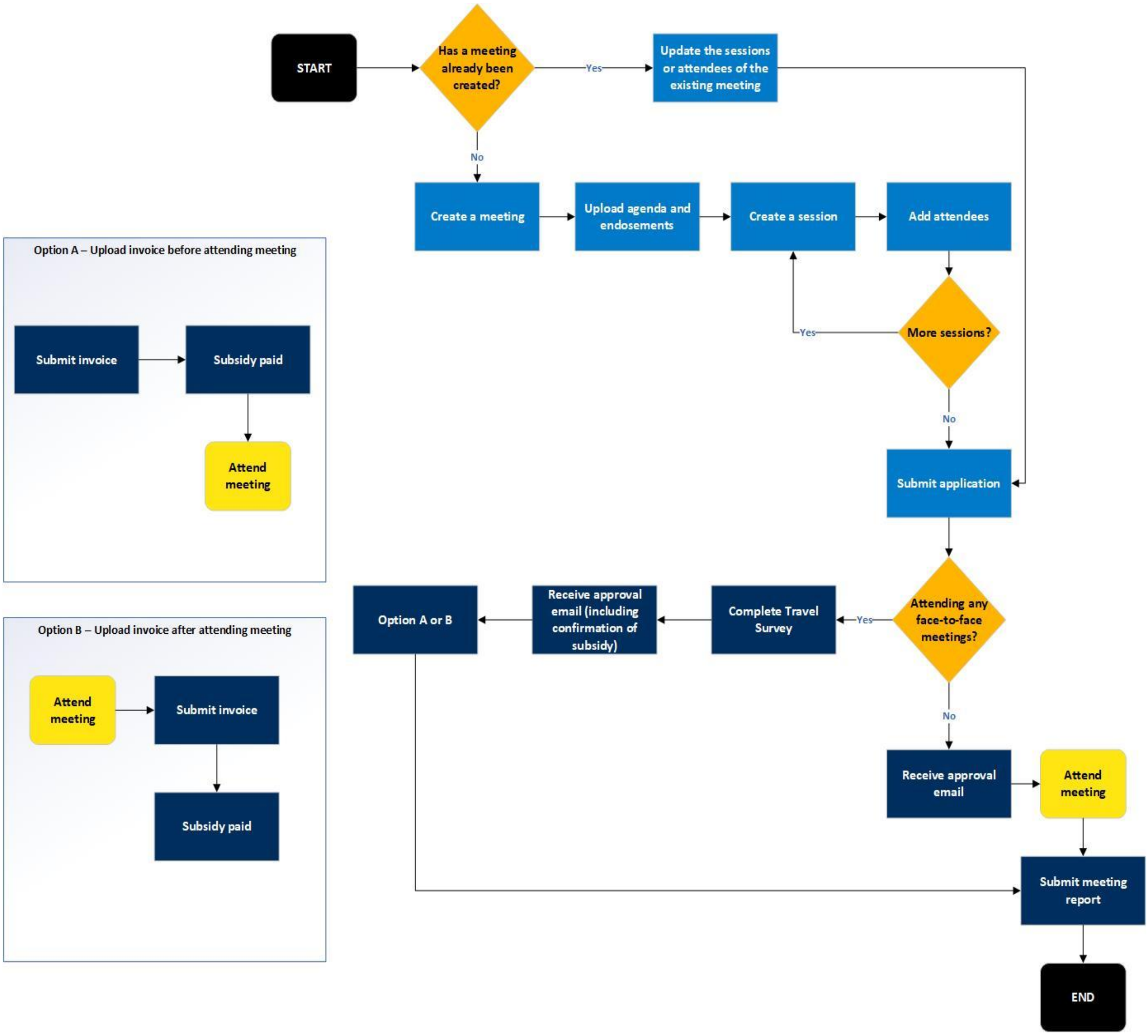
The application will then progress to the 'International Approval' status where all information is assessed, and subsidies are allocated (if applicable).

Committee members will receive correspondence to inform them of the meeting application, including the subsidy amount (if applicable) and meeting and travel information.

If you are eligible for a subsidy, you will receive information on how to submit your invoice for processing and payment.

To find out more about how travel subsidies are calculated, visit the International Engagement page on our website (https://www.standards.org.au/engagement-events/international) and download Policy for Attending International Meetings and Requesting Subsidies.

# Appendix A – IPP portal process



## DOCUMENT HISTORY

| Date | Author | Amendment details |
|---|---|---|
| 26/04/2023 | Policy Writer | v1.0 - New Guide for the IPP platform. |
| 16/05/2023 | Policy Writer | v1.1 - Amended terminology of “last 5 meetings” throughout and added a note in section 16 about meetings in Australia and New Zealand. |
| 24/05/2023 | Policy Writer | v1.2 - Updated screenshots in clauses 8 and 14.1. |
| 29/05/2023 | Policy Writer | v1.2.1 - Removed duplicate screenshot in clause 14.1. |
| 07/09/2026 | Policy Team | v1.2.2 – New logo added, links updated and replaced MY SA Profile with new accessing SA apps information. |