



MINEX SUBMISSION – Development Process



Team formation

MINEX Submission Team selected for their knowledge in specific areas and communications skills to express it. The following would be an example of such a team:

1. S&H supervisor
2. Maintenance supervisor
3. HR business consultant
4. Employee Communications Officer
5. S&H resource/Safety Rep (eg production dept)

Process

- Notify management team and safety & health team of the decision to enter MINEX process.
- All MINEX submission team members supplied with copies of MCA's "What is MINEX?" and "How do I apply for MINEX?".
- Initial team meeting reviews IADRI process and then, using key headings (six) and sub-headings (items), brainstorm ideas of site examples and material that would fit each.
- Allocate responsibilities to expand brainstorming into meaningful bullet points for each criteria/item.
- Team meets a few more times to review process and focus on fitting bullet points under each of the IADRI headings.
- Submission team leader formats all material into final document and does final proof read and editing to ensure continuity of expression.
- Draft document sent to team members and management team for review and comment.
- Submission team leader completes final draft.
- *Optional* – Submission given to graphic designer to produce final document – layout and formatting – *not* text.
- Submission team leader does final check, sends to print (6 copies) and then to MCA.

Timeline (MINEX submission team to complete)

| | <i>Due date</i> |
|---|-----------------|
| First team meeting | |
| Team members' initial draft of expanded brainstorming | |
| Team members final draft of allocated MINEX criteria, items | |
| Final draft ready for final review, print | |
| Completed submission from MINEX applicant to MCA | |

Note: Copy of submission sent to all managers, front line supervisors and safety reps prior to MINEX evaluation team's site visit.