



Department of Administration and Logistics Report to ACC18 - January 2023

Staffing

1. The Administration and Logistics department currently comprises:
 - Ms Grace Barlow, Director of Administration and Logistics
 - Mr Tyler Jordan, Events and Travel Officer
 - Ms Daniella Donkor, Governance Officer
2. Over the past year there have been significant changes in staffing within the department and we thank all previous staff for their work. I took up my role as Director of Admin and Logistics on the 1 October 2022 and my colleagues joined the team in January 2023.

Instruments of Communion and related committees

3. The department of Administration and Logistics has supported both the ACC Inter-Anglican Finance and Administration Committee (IAFAC) and ACC Standing Committee meetings throughout the last three years whilst meetings have taken place virtually due to Covid-19. The two committees met again in person for full meetings in September 2022. An additional Standing Committee meeting took place in August 2022 during the Lambeth Conference.
4. There have been in person Primates' Meetings in January 2020 (Jordan) and March 2022 (UK) with several virtual Primates' Meetings in between. The most recent Primates' Meeting took place on the 19 December 2022. The next Primates' Meeting is scheduled for April/May 2024 in Rome, Italy and will be hosted by the Anglican Centre in Rome.
5. The department of Administration and Logistics has played a key role in the planning of ACC18. We have made sure there is full interpretation into English, Spanish, Portuguese and French with consecutive interpretation provided in Japanese. All documents have been translated into these languages plus Korean. The ACC Standing Committee and ACO staff team have worked in conjunction on the planning for ACC18.

Information Governance

6. Information has been kept up to date on the ACO database with provinces regularly contacted and requested to provide current information. In the coming year there will be a focus on moving the database to a cloud-based solution and at this time there will be a significant data update.

Operational Intelligence

7. The department has started work on an operational intelligence project, creating templates that can be used to interview staff when they return from travels and the team has begun gathering updates and news on a number of provinces which will be turned into a rolling provincial brief.

Human Resources

8. A full suite of ACC policies and a staff handbook have been put together and digitally published. The ACC Safeguarding Policy has been reviewed and updated, and safeguarding training for staff took place in 2022.

Grace Barlow

Director of Administration and Logistics