

SECTION 06
REFERENCE MATERIAL





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GLOSSARY OF TERMS

additional estimates	Where amounts appropriated at budget time are insufficient, Parliament may approve additional funds to agencies through additional appropriation legislation.
administered items	Revenues, expenses, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party outputs.
agency	Agencies are Commonwealth entities as defined under Section 10 of the <i>Public Governance, Performance and Accountability Act 2013</i> .
appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
APS employee	A person engaged under section 22, or a person who is engaged as an APS employee under section 74, of the <i>Public Service Act 1999</i> .
average staffing level	The average number of employees receiving salary over the financial year, with adjustments for part-time and casual employees to show the full-time equivalent.
core funding	Contributions to the regular budgets of organisations to support agreed activities in their strategic plans.
corporate governance	The process by which agencies are directed and controlled. It encompasses authority, accountability, stewardship, leadership, direction and control.
departmental items	Revenue, expenses, assets and liabilities that are controlled by the agency in providing its programs.
economic diplomacy	Economic diplomacy is the use of Australia's international diplomatic assets to advance Australia's prosperity and global prosperity. It is guided by four key pillars: promoting trade; encouraging growth; attracting investment; and supporting Australian business.
grant	Commonwealth financial assistance as defined under the <i>Commonwealth Grants Rules and Guidelines</i> (paragraphs 2.3 – 2.5).
key performance indicators (KPIs)	Annual program performance targets that are outlined in the Foreign Affairs and Trade Portfolio Budget Statements.
memorandum of understanding (MOU)	A document outlining the terms and details of a non-binding arrangement between parties including each party's requirements and responsibilities.
non-core funding	Funding for organisations for specific programs with a clearly identified purpose.
non-ongoing APS employee	A person engaged as a non-ongoing APS employee under subsection 22(2)(b) or 22(2)(c) of the <i>Public Service Act 1999</i> .
ongoing APS employee	A person engaged as an ongoing APS employee under subsection 22(2)(a) of the <i>Public Service Act 1999</i> .
performance pay	A payment in recognition of performance.
Portfolio Budget Statements	Inform the public and Parliament of the proposed allocation of resources by program to achieve the agency's outcomes.
program	An activity or a group of activities that deliver benefits, services or transfer payments to individuals, industry/business or the community as a whole and are the primary vehicles for government agencies to achieve the intended results of their outcome statements.
purchaser-provider arrangements	Arrangements under which the services of one agency are purchased by another agency to contribute to outcomes.
service charter	A public statement about the service that a department will provide and what customers can expect from the department. It is government policy that departments which provide services directly to the public have service charters in place.



ACRONYMS AND ABBREVIATIONS

AACES	Australia Africa Community Engagement Scheme
ACC	Australian Civilian Corps
ADB	Asian Development Bank
ADF	Australian Defence Force
ADF	Asian Development Fund (ADB)
AGAG	Australia–Germany Advisory Group
ANAO	Australian National Audit Office
ANCP	Australian NGO Cooperation Program
APEC	Asia–Pacific Economic Cooperation (Forum)
APO	Australian Passport Office
APPRs	aid program performance reports
APS	Australian Public Service
ARC	Australian Red Cross
ARF	ASEAN Regional Forum
ASEAN	Association of Southeast Asian Nations
AUKMIN	Australia–United Kingdom Ministerial Consultations
AUSFTA	Australia – United States Free Trade Agreement
AUSMIN	Australia – United States Ministerial Consultations
Austrade	Australian Trade and Investment Commission
AVID	Australian Volunteers for International Development
CECA	Comprehensive Economic Cooperation Agreement (Australia–India)
ChAFTA	China–Australia Free Trade Agreement
COP 21	UNFCCC 21st Conference of Parties
CRT	Crisis Response Team
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CSP	Comprehensive Strategic Partnership (Australia–Singapore)
DFAT	Department of Foreign Affairs and Trade
EAS	East Asia Summit
Efic	Export Finance and Insurance Corporation
EITI	Extractive Industries Transparency Initiative
EL	executive level
EU	European Union
FOI	freedom of information
FTA	free trade agreement
GCF	Green Climate Fund
GST	goods and services tax
G20	Group of Twenty (19 member countries and the European Union) – Forum for international economic cooperation

HOM	head of mission
HR	human resources
IA-CEPA	Indonesia–Australia Comprehensive Economic Partnership Agreement
ICN	international communications network
ICT	information and communications technology
IORA	Indian Ocean Rim Association
iXc	innovationXchange
JSCOT	(Parliamentary) Joint Standing Committee on Treaties
LES	locally engaged staff
MC10	WTO 10th Ministerial Conference
MDF	market development facility
MIKTA	Mexico, Indonesia, Republic of Korea, Turkey and Australia
MOU	memorandum of understanding
NATO	North Atlantic Treaty Organization
NCP	New Colombo Plan
NGO	non-government organisation
ODA	Official Development Assistance
ODE	Office of Development Effectiveness
OECD	Organisation for Economic Co-operation and Development
OPO	Overseas Property Office and Services
P5+1	China, France, Russia, United Kingdom and United States (UN Permanent Five) + Germany
PACER	Pacific Agreement on Closer Economic Relations
PBS	Portfolio Budget Statements
PGPA	Public Governance, Performance and Accountability (Act)
PIF	Pacific Islands Forum
PNG	Papua New Guinea
RCEP	Regional Comprehensive Economic Partnership
SAFTA	Singapore–Australia Free Trade Agreement
SATIN	Secure Australian Telecommunications and Information Network
SES	senior executive service
SLA	Service Level Agreement
SME	small to medium enterprise
SWF	sovereign wealth fund
UAE	United Arab Emirates
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNICEF	United Nations Children's Fund
UNSC	United Nations Security Council



UN Women	United Nations Entity for Gender Equality and the Empowerment of Women
US	United States of America
USAID	United States Agency for International Development
WASH	water, sanitation and hygiene
WBG	World Bank Group
WMD	weapons of mass destruction
WTO	World Trade Organization
'2+2'	Meeting of foreign and defence ministers from two countries

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