**Scope of Works**

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| **Name of the Company:** CAVAL Ltd. |

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| **Name of the Project:** Consultation Project on Acknowledging Cultural authority and Indigenous Knowledges in referencing |

| Location of the Project: Virtual |
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| Scope of Work Statement |
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Assistance in the process of co-creating the foundations of a living guiding principles document regarding citation practices, elements to consider, and issues which may arise when referencing Indigenous Knowledges within Victoria.

| Deliverables |
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* Foundations of a co-created living guiding principles document regarding citation practices, elements to consider, and issues which may arise when referencing Indigenous Knowledges within Victoria.
* End-of-project report for the CAVAL Products and Services Committee (PSC)

| Exclusions |
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* No ongoing commitment after the conclusion of the project.

| Tasks and Schedule |
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| **Tasks** | **Hours required** | **Cost** | **Delivery Date** |
| Initial meetings with the CACIK |  |  | June 2022 |
| Review of the two reports produced by the CACIK to date, including annotated resources |  |  | July 2022 |
| Consider further resources as required |  |  | July 2022 |
| Undertake external communication with First Nations peoples from Victoria, as relevant |  |  | September 2022 |
| Make recommendations on suitability of existing First Nations co-created guidance to the Victorian context, for example the [UTS Library ‘APA 7th referencing guide’](https://studyguides.lib.uts.edu.au/indigenous/referencing) and [Lorisia MacLeod’s work](https://doi.org/https%3A/doi.org/10.18357/kula.135) |  |  | August 2022 |
| Assist in co-creating the foundations of a living guiding principles document regarding citation practices, elements to consider, and issues which may arise when referencing Indigenous Knowledges within Victoria |  |  | October 2022 |
| Assist in producing a report to the CAVAL Products and Services Committee (PSC) |  |  | October 2022 |

| Stakeholders |
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| **No.** | **Name of Stakeholder** | **Responsibility** |
| 1 | CAVAL Acknowledging Cultural authority and Indigenous Knowledges in referencing Working Group (CACIK) | Project ManagementConsultation Partner Liaison |
| 2 | CAVAL Products and Services Committee (PSC) | Overseeing body |
| 3 | CAVAL Member Libraries | Users of the final product |
| 4 | Consultation Partner | Undertake work |
| 5 | Victorian First Nations Communities | Advisers where required |

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