



# WoAG Travel Advice 2019/09

26 February 2019

## Launch of WoAG Travel GovTEAMS Communities

Dear Entity Travel Managers,

We are pleased to announce that the WoAG Travel GovTEAMS communities are being launched today.

### What is GovTEAMS?

GovTEAMS is the Australian Government’s new collaboration tool, which is replacing GovDEX.

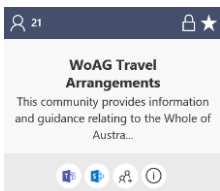
### Key features

GovTEAMS will allow our team to more easily share information and interact with the 140+ entities that participate in the WoAG Travel Arrangements (the Arrangements). GovTEAMS will also provide entities a platform to interact with each other. The GovTEAMS Project Team have kindly shared a draft version of the *GovTEAMS Getting Started Guide*, which is attached. This guide includes information about the features of GovTEAMS, how to register and how to join communities.

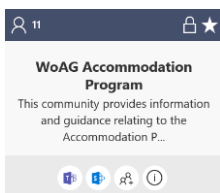
### WoAG Travel GovTEAMS communities

As some entities do not use all the services offered through the Arrangements, we have created separate communities for parts of the Arrangement.

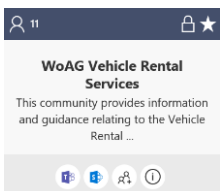
Community Name	Access & Content
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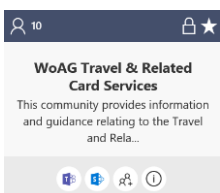
Access to be granted to all entities participating in the WoAG Travel Arrangements. This is the central WoAG Travel community and includes guidance/information relating to the WoAG Travel Management Services (TMS) arrangements and the WoAG Air Travel Services (i.e. the WoAG Airline Panel).



Access to be restricted to entities participating in the WoAG Accommodation Program. This community includes guidance/information specific to the WoAG Accommodation Program provided by AOT.



Access to be restricted to entities participating in the WoAG Vehicle Rental Services arrangement. This community includes guidance/information relating to the WoAG Vehicle Rental Services provided by Hertz.



Access to be restricted to entities participating in the WoAG Travel and Related Card Services. This community includes guidance/information relating to the WoAG Vehicle Rental Services provided by Diners.



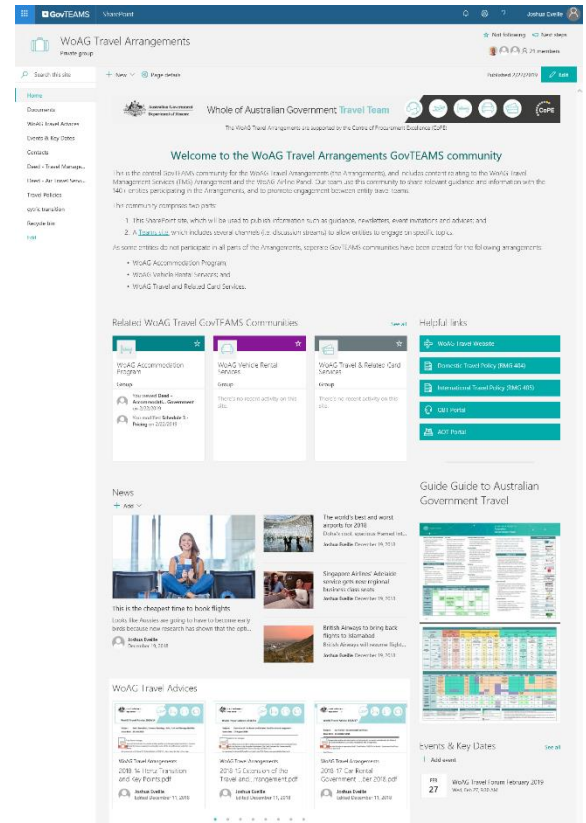


Each GovTEAMS community includes two parts:

## 1. SharePoint

The SharePoint site of a community acts like a web page that our team can quickly modify and update to easily present relevant information, such as links, news and documents. SharePoint sites can also include sub-pages. For example, the WoAG Travel Arrangements community, pictured on the right, includes the following sub-pages:

- **Documents** – A library of all documents within the community, e.g. the Australian Government Travel Guide
- **WoAG Travel Advices** – A library of WoAG Travel Advices
- **Events & Key Dates** – Initiations and details about upcoming events, e.g. WoAG Travel Forums
- **Contacts** – A downloadable contact sheet with details for each WoAG supplier
- **Deeds** – Downloadable version of the Deeds under the Arrangements
- **Travel Policies** – Information and links to the policies relevant to the Arrangements.
- **cytric Transition** – Updates relating to the cytric project.

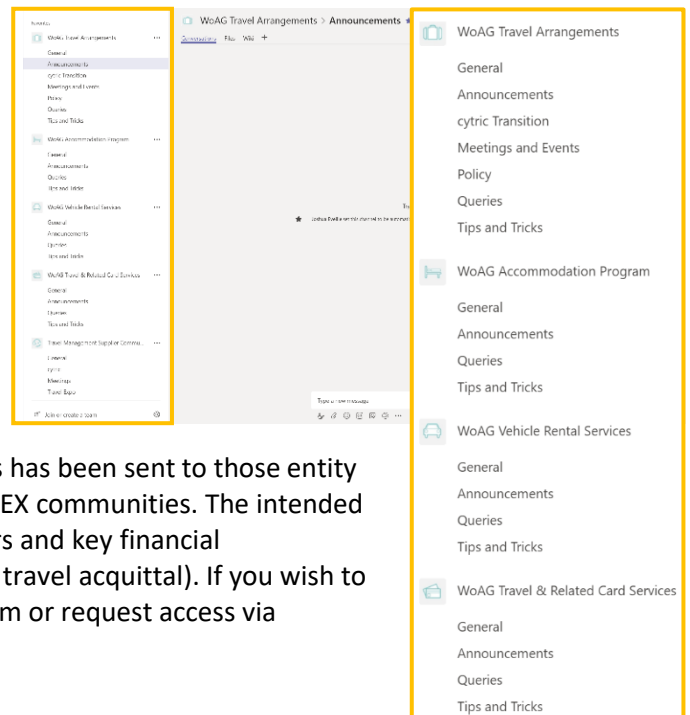


## 2. Teams

Microsoft Teams allows members to communicate via chat, share files and meet online. We will primarily be using the chat functionality in the WoAG Travel communities to allow participating entities to chat with each other. Within each community, we have added several Channels, as pictured on the right, which act as discussion streams and help target conversations.

### Who is invited?

Initially, the invitation to join our GovTEAMS communities has been sent to those entity representatives that are currently members of our GovDEX communities. The intended audience for our communities are entity Travel Managers and key financial representatives (i.e. those who manage credit cards and travel acquittal). If you wish to join our GovTEAMS communities, please contact our team or request access via GovTEAMS.



Please contact our team if you have any questions about this advice or our GovTEAMS communities.

