

Digital Health Equity Reference Group

8 June 2020

Terms of Reference (ToR)

1. The Digital Health Equity Reference Group acknowledges Te Tiriti ō Waitangi / The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees. We therefore commit that all our recommendations and advice will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure these policies uphold the above principles.
2. To provide advice to the New Zealand Telehealth Leadership Group (NZTLG) and Ministry of Health on matters of importance to digital health equity in New Zealand, particularly around equity concerns related to digital and data, ensuring the Ministry of Health and NZTLG promotes the highest standard of health in New Zealand/ Aotearoa for Māori and priority population groups (Pacific, disabled, elderly, people living in low socioeconomic areas).
3. To make recommendations and provide input into the development of strategic documents, guidelines, and investment signals, as they relate to digital health enablement, digital inclusion, data and health equity.
4. The Digital Health Equity Reference Group will primarily interact with the:
 - 4.1. Ministry of Health
 - 4.2. NZTLG (New Zealand Telehealth Leadership Group)
 - 4.3. District health boards
 - 4.4. Health Informatics New Zealand (HiNZ)
 - 4.5. Clinical Informatics Leadership Network (CILN)
 - 4.6. Primary health organisations
 - 4.7. Primary healthcare providers
 - 4.8. Health workforce

Membership composition

5. The composition of the Digital Health Equity Reference Group recognises both the skills of certain roles and the presence of stakeholder organisations. It is expected that all participants will bring the required skills to support and deliver on the purposes of the Digital Health Equity Reference Group.
 - 5.1. Two consumer representatives
 - 5.2. At least four clinicians/health professionals with a strong and demonstrated record in health equity and digital health and/or telehealth
 - 5.3. At least four individuals representing health equity related interests in New Zealand
 - 5.4. Two ex officio members will be reserved for the chair of the NZTLG and a representative from the Ministry of Health.
6. Members of the Digital Health Equity Reference Group will be appointed for a period of two years in the first instance. After two years, appointments will be reconfirmed or altered. This same process will occur if a member is unable to complete their two-year appointment.

7. At any stage, as relevant to the work of the Digital Health Equity Reference Group, a person may be co-opted to the committee for a temporary period.

Function

Meetings

8. The Digital Health Equity Reference Group will determine a schedule of meetings as required.
9. The Digital Health Equity Reference Group will make practical meeting arrangements (video conference, in-person) as required.
10. All members will be expected to attend all meetings (video conference, in-person). Where a member is away for a period of time their replacement may be agreed as a substitute by the chair.
11. Attendance of five members will constitute a quorum.
12. Some business may be conducted out of session where required.

Support

13. Administrative support for the Digital Health Equity Reference Group will be provided by the New Zealand Telehealth Forum (NZTF) until a time where funding allows the appointment of an administrator. The administrator will arrange meeting dates, venue (where possible) and circulate an agenda, minutes and any reading material at least one week prior to each advisory group meeting.

Confidentiality

14. Digital Health Equity Reference Group members shall not disclose any confidential information obtained in the course of their activities without the prior approval of the chair.
15. Any decision of the Digital Health Equity Reference Group will be final and must be a unanimous decision of all members present.

Conflict of interest

16. Group members will not, during the currency of their membership, make any commitments which conflict the member's obligations under the Terms of Reference (ToR). Members will advise the chairperson.

Reimbursement

17. There is no payment for meeting preparation, in-person meetings or participation in video conferences. It is the expectation that members will be remunerated by their respective organisation for attendance at meetings.

Review provisions

18. The Digital Health Equity Reference Group Terms of Reference (ToR) and membership will be reviewed every two years. The next review date is June 2021.