

TERMS OF REFERENCE FOR THE WORK GROUP FOR THE IMPLEMENTATION OF TE KŌKIRI: THE MENTAL HEALTH AND ADDICTION ACTION PLAN 2006-2015

Group Name

Work Group

Objective of the group

The work group is mandated by the Ministry of Health and DHBs, through DHBNZ Service Improvement Group to fulfil the following objectives in relation to implementation of Te Kōkiri,

- agree on a joint work programme, ie DHBs and Ministry working together, and the process to occur for specific joint projects
- discuss national/regional/local approaches
- share the individual work programmes of the Ministry and DHBs in relation to the implementation of Te Kōkiri
- discuss and develop the monitoring framework for implementing Te Kōkiri

Accountability

Should any contentious issues arise, or if agreements cannot be reached in the work group or between the DDG and lead CEO then these issues will be taken to the Director-General of Health and the CEOs group, who have ultimate decision making responsibility.

DHBNZ Service Improvement Group (SIG) will be the connection point for all DHB activity. SIG will receive a monthly report from the work group, signed out by the lead CEO and lead DDG, in order to keep SIG up-to-date with the work programme and so they can provide advice to the CEOs group [through the lead CEO].

Group composition

District Health Boards	Ministry of Health
Mr Memo Musa – lead CEO (will attend if requested)	Dr Janice Wilson – lead DDG and Programme sponsor (will attend if requested)
Derek Wright Northern Region	Joan Mirkin Manager Policy and Service Development
Mary Smith Midland Region	Ezrai Fae Project Manager
Joy Cooper Central Region	
Karleen Edwards Southern Region	

Others will be invited to attend work group meetings at different times to talk to proposed projects, and/or report on deliverables.

Meeting frequency

Meetings will be monthly initially, either face-to-face or by teleconference, until a work programme is established and then quarterly to report on activities occurring in project work. Minutes of the meetings will be circulated to all group members. Ad-hoc meetings may be called by the programme sponsor as required.

All work group members will attend the twice yearly Advisory Group meetings.

Review provisions

Membership of the group will be for one year and then reviewed. DHB representatives are confirmed by DHBNZ SIG. Ministry staff are confirmed by the Deputy Director-General Mental Health.