

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

## **Group Name**

Advisory Group

## **Objective of the group**

The advisory group provides an opportunity for the wider mental health and addiction sector to

- engage with the Ministry of Health and District Health Boards on the implementation of Te Kōkiri: The Mental Health and Addiction Action Plan 2006-2015
- receive feedback from DHBs and the Ministry on progress in meeting the actions in Te Kōkiri
- provide additional advice to the Ministry and DHBs on aspects relating to the implementation of Te Kōkiri

The Advisory Group has no direct decision making role.

## **Accountability**

The Advisory Group members will be appointed by the Programme Sponsor – the Deputy Director-General Mental Health. The Chair, Deputy-Chair and Director General of Health will jointly report to the Minister of Health.

The group is expected to take a multi-disciplinary, expertise based perspective and provide expert/practical advice on issues at hand.

## **Conflict of Interest**

All group members must agree to abide by the Ministry of Health's conflict of Interest protocol.

## **Group composition**

The Advisory Group will be appointed on the basis of their individual skills, knowledge and expertise rather than as representatives of a particular organisation, apart from a representative of the Mental Health Commission. The term of membership will be for one year, 2007. The number of members constituting a quorum will be 10 members present, including either the Chair or Deputy-Chair.

## **Chair**

The Chair of the Advisory Group will be Mr Memo Musa, Chief Executive Officer, Whanganui DHB. The Deputy Chair will be Dr Janice Wilson Deputy-Director-General Mental Health Directorate.

## **Meeting Frequency**

The Advisory Group will meet two times in 2007, 22 March and 10 October.

The Ministry of Health will arrange meetings, and circulate an agenda and minutes.

## **Reimbursement**

Reimbursement will reflect the Ministry of Health's policy on reimbursement for meeting fees. The policy does not provide for the payment of fees to persons representing public sector departments or Crown Entities or persons representing tax payer funded NGOs where participation is part of a contractual obligation. There is no payment for meeting preparation or participation in teleconferences.

For people who do qualify for a meeting fee the amount will be \$180 per day for attendance and preparation time. DHBs are expected to meet the travel costs of their staff members. The Ministry will meet the reasonable travel costs for people who qualify.

The Ministry will cover the direct meetings costs, such as venue and refreshments for Advisory Group meetings.

### **Confidentiality**

Queries from, or contacts with the media regarding the proceedings of the Advisory Group must be referred to the Chair who will act as spokesperson for the Advisory Group. If necessary the Chair can delegate this responsibility. Whilst there is an expectation that Advisory group members will discuss the business of the Advisory Group with their respective networks the expectation is that information will only be taken out of the Advisory Group at appropriate times and with the agreement of the Chair or Deputy-Chair.

The provisions of the Official Information Act 1982 also apply without exception to the activities of the Advisory Group. The Chair of the Advisory group is responsible for ensuring that members of the Advisory Group are aware of the provisions of the Act and the extent to which written material, such as the minutes of meetings, is potentially recoverable under the Act.

### **Review provisions**

The Ministry of Health will review the group's terms of reference and membership by 30 December 2007.