# Advisory Group

For the refresh of the National Strategic Plan of Action for Breastfeeding 2008-2012

**Terms of Reference**

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| *1.* | *Establishment* | The Advisory Group is established by the Ministry of Health. | | |
| *2.* | *Introduction* | The Advisory Group will provide representation from different organisations and health professions and assist in the refresh of the National Strategic Plan of Action for Breastfeeding 2008-2012. | | |
| *3.* | *Purpose* | The Advisory Group is to provide advice to the Ministry of Health during the project to refresh the National Strategic Plan of Action for Breastfeeding 2008-2012.  The scope of the project is to review, revise and refresh the National Strategic Plan of Action for Breastfeeding 2008-2012 with the aim of producing an enduring strategy to address barriers to women establishing and maintaining breastfeeding in Aotearoa New Zealand. | |
| *4.* | *Governing Principles* | The following principles are proposed as governing the approach, purpose and interactions of members of the Advisory Group: | | |
|  |  |  | In all interactions, the values of trust, honesty, respect, reliability and integrity will be upheld | |
|  |  |  | The Treaty of Waitangi is recognised as a founding document for New Zealand and the Treaty principles of partnership, protection and participation will be promoted | |
|  |  |  | True woman-centred care and partnering with consumers leads to better outcomes | |
|  |  |  | We will apply an equity and continual quality improvement lens to all we do | |
| *5.* | *Responsibilities and Activities* | **Key tasks of the Advisory Group members are to:**   * contribute constructively to meetings and have good communication and team-working skills; this should include a commitment to the needs of women and whānau * use their background knowledge and experience of the topic to provide guidance to the Ministry of Health project team * read all relevant documentation and make constructive comments and proposals at (and between) meetings * with other members of the Advisory Group, consider implementation issues arising from the updated recommendations * with other members of the Advisory Group, agree the minutes of meetings | |
| *6.* | *Communication with Stakeholders* | It is expected that members will provide leadership and act as key communicators within the professional groups they represent.  They will routinely provide feedback on issues discussed at meetings and from circulating documents to their own professional groups. | | |
| *7.* | *Membership* | The Advisory Group will have up to 10 members. Membership will include representation from a range of stakeholders including but not limited to:   |  |  | | --- | --- | | **Type** | **Number** | | Midwife | 1 | | Well Child Provider | 1 | | Lactation Consultant | 1 | | DHB Midwifery Leader | 1 | | DHB Planning & Funding | 2 | | Maori | 1 | | Non-Governmental Organisation | 2 | | Consumer | 1 | | Researcher/Policy | 2 | | | |
| *8.* | *Register of Interests* | All members of the Advisory Group will be required to declare all relevant interests. Declarations of interest and associated actions should be recorded to ensure transparency in the way the interest is handled. | | |
| *9.* | *Chair* | The Advisory Group Chair will be elected at the first full meeting of the Group. | | |
| *10.* | *Term* | Membership will be for the duration of the project which will be completed within the 2019/2020 financial year. | | |
| *11.* | *Meetings* | As series of face-to-face, video and tele conference meetings will be held. These will be coordinated by the Ministry of Health with support from the group appointed chair/co-chair and the secretariat.  Meeting agendas and papers will be published no less than five working days prior to a meeting.  The Advisory Group will endeavour to operate on the basis of consensus, however where this is not possible, the majority view will prevail. Meeting minutes will be finalised within 2 weeks of a meeting. | | |
| *12.* | *Coordination and secretariat support* | The Ministry of Health will provide management and resources for the Advisory Group. Women’s Health Action will provide secretariat support. | | |
| *13.* | *Remuneration* | Work carried out as part of the Advisory Group will be reimbursed on a pro rata basis at the rate of $325.00 per day (exclusive of GST), on receipt of invoice.  Public servant/state servants/employees of Crown bodies are not paid for work carried out for the Advisory Group. A public servant/state servant/employee of a Crown body should not retain both the fee and their ordinary pay where the duties of the outside organisation are undertaken during ordinary department or Crown body hours.  Payment of meeting and other fees will be in accordance with the latest Cabinet circular on fees and guidelines for appointments for statutory bodies, which can be found at: https://dpmc.govt.nz/publications/co-12-6-fees-framework-members-appointed-bodies-which-crown-has-interest | | |
| *14.* | *Quorum* | A quorum shall be half the membership. | | |