



TERMS OF REFERENCE

THE NZHIT eMENTAL HEALTH INDUSTRY GROUP

Purpose

- These Terms of Reference (ToR) establishes the NZHIT eMental Health Industry Group ('eMHIG') and sets out its goals, role and functions as well as its composition and administrative arrangements.

Background

- The eMHIG is representative of the industry organisations in New Zealand that provide or use software solutions related to the delivery of 'eMental health and addiction services. eMHIG supports and endorses the following definitions:
 - a) World Health Organisation's (WHO) definition of mental health as *"Mental health is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community."*
 - b) eMental Health definition as *"Mental health services and information delivered or enhanced through the internet and related technologies"*.
- The eMHIG members have considerable investment in the NZ market. Its members wish to be involved in the changes occurring in the health sector by providing technologies that enable effective models of care. The eMHIG members have financial commitments that support healthcare, employment and the economic growth of NZ.

Goal

- Provide an avenue for industry participants to engage with and contribute to the direction of eMental health activities, strategy and service developments that will enhance the provision of these services nationally, and internationally where appropriate.
- To be an industry expert group that works collaboratively to provide leadership, strategic advice and guidance in the New Zealand health sector where it can be supported through eMental health solutions.
- Advocate for the advancement of sustainable solutions that enable the delivery of effective and efficient eMental health services in New Zealand.
- Provide leadership and guidance on the development and implementation of standards, frameworks and the provision of secure and stable software solutions for eMental health services.



Role and Functions

The role of the eMHIG is -

- To work with other sector groups (government, non-government and international bodies, particularly the eMental Health International Collaborative) to share a common narrative of technology in the New Zealand health sector and advance collaborative approaches to providing solutions.
- To provide sector-wide leadership and advice on specific initiatives and issues that arise from time-to-time.
- To encourage and promote the understanding and uptake of advanced technological solutions that align with, and enables, the strategic direction of the NZ health sector and eMental health market.
- To promote and participate in a proactive co-design approach to system and solutions development.

In doing this the eMHIG will -

- Recognise the need for a collaborative approach across the sector that builds credibility for the eMHIG and enables it to be involved in strategically important discussions and decisions.
- Be solutions-focussed and advocate for a consumer/patient centric approach that recognises the role of the health workforce in the healthcare market and how technology is an enabler to support the delivery of care in this sector.
- Take a cross-party view to working with the key stakeholders in the sector so that specific problems are identified, jointly worked on and solutions developed that recognises a 'whole of system' approach.
- Not be involved in discussions as a group that could be construed (real or perceived) as colluding to engineer contractual outcomes or pricing arrangements that benefit individual or collective members of the eMHIG.

Composition of the Group

- Membership is by application and approval will be based on the specified criteria being met for membership.
- Each member organisation will provide at least one designated person (representative) to represent it on the eMHIG. This representative will be of sufficient seniority or have the delegated authority to make decisions on behalf of their organisation.
- Members of the eMHIG will also be members of NZ Health IT (NZHIT), which is recognised as New Zealand's Health IT industry peak body.
- Associate members – with particular skills or subject matter expertise – on a case-by-case basis may be invited to join the eMHIG. Associate members need not necessarily be members of NZHIT.



The eMHIG membership is listed in the attached Schedule One.

Administration

- In its establishment phase the eMHIG is chaired by the NZHIT CEO. At an agreed point in time (generally 6 months following establishment) a chairperson will be elected by the eMHIG, such person being nominated from within the eMHIG's members. Thereafter, the chair will hold the role for one year at which time the group will appoint a new chair (the sitting chair can be re-elected for one further term of 12 months). The chair will lead the meetings and be the main point of contact with NZHIT.
- NZHIT will provide the secretarial and other support functions for the eMHIG.
- The eMHIG will appoint one of its members to be a specific spokesperson to represent it on specific issues as these arise and are dealt with based on the majority decision of the eMHIG.
- NZHIT will provide support to the spokesperson as required and where applicable.
- Where NZHIT incurs specific costs in providing its services to the eMHIG then these will be reimbursed equally by the members of eMHIG by prior agreement. Examples of costs are – catering expenses, specified travel outside of the normal meeting pattern (e.g. to attend a meeting with MOH or similar on behalf of the eMHIG).
- The eMHIG will meet on a monthly basis and can meet more often as required. Meetings can be in-person, by video or audioconference or combination depending on the location of the members.
- A quorum will be equivalent to two thirds of members present at a meeting as represented by each member organisation's designated representative.
- Each member representative can be supported by a maximum of one (or more if necessary) other person at the eMHIG meetings where that person provides subject matter expertise.
- Specific individuals or organisations (who are not eMHIG members) can be invited to join meetings where this is appropriate for the sharing of information, discussions on particular topics and for identified concerns to be raised.
- Where necessary, meeting venues will be shared by agreement amongst the eMHIG members and costs associated with attendance is met by each of the participating members, where applicable.
- Meetings, including agenda material and minutes, are confidential. Members must ensure that the confidentiality of the eMHIG business is maintained apart from specific items that will be determined by majority agreement of the members.
- Release of correspondence or papers can only be made with the majority approval of the eMHIG members.
- The eMHIG, or individuals in the eMHIG, cannot claim to be making statements or claims on behalf of NZHIT unless prior approval has been provided by the NZHIT representative (typically the NZHIT CEO or Chair). This includes the use of the NZHIT logo or other related images.