TERMS OF REFERENCE

NZHIT DIGITAL ENABLERS IN HEALTH INDUSTRY GROUP

Purpose

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

Background

- The membership of the DEHIG is representative of the industry organisations who provide software solutions and services that fit the criteria of "digital enablers" in New Zealand's health and disabilities sector.
- Digital enablers relate to software and services that are considered to be core and important to the operation of IT systems. This includes (but not limited to) interoperability, digital identity, security, privacy, standards, data governance and foundational systems (such as the NHI, HPI, etc).
- Members of the DEHIG can be providers of all or some of the above and can include (but not limited to) advisory, governance and strategy services, cybersecurity and technical testing services, risk management and assessment, awareness training and education and all ITC security related products.
- All members of the DEHIG are committed to the digital transformation of New Zealand's health and disability sector.
- The combined membership of the DEHIG has considerable investment in the New Zealand market that support healthcare, employment and the country's social and economic growth.

Goal

- To be a community of industry-based, subject-matter experts that provides leadership, functional mentoring, capability development, strategic advice/guidance to New Zealand's health and disability sector through partnership and collaboration.
- Advocate for the development of mature, stable and secure solutions that enable the delivery of assured digital health and disability services in New Zealand.
- Inform and support the development and implementation of related standards.
- Exchange information on best practices, collateral and relevant content to enable an open forum of knowledge.
- Provide industry representation on expert advisory groups as required and where appropriate.

Role and Functions

The role of the DEHIG is -

- To work collaboratively with other sector groups (government and non-government), and other interested communities beyond the sector, where applicable.
- To share a common narrative of assurance posture in the New Zealand health and disability sector and to advance collaborative approaches to providing relevant capabilities.
- To provide leadership and support 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 New Zealand health and disability sector, related services and models of care (e.g. virtual health, primary and secondary care, etc).
- To promote and participate in a proactive co-design approach to system and solutions development.

In doing this the DEHIG will -

- Recognise the need for a collaborative approach across the sector that builds credibility for the DEHIG and enables it to be involved in strategically important discussions and decisions.
- Be solutions-focussed and recognise the importance of maintaining data governance principles that are essential for building and maintaining trust across individuals and stakeholders.
- 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.
- Through NZHIT, actively engage with government and its agencies; to assist and implement key facets of the NZ Health Strategy and related strategies (e.g. NZ Digital Health Framework) where applicable. Note: associate members may be excluded from this activity depending on their individual and employer's status.
- 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 DEHIG.

Composition of the DEHIG

- Membership is by invite or application and approval will be based on the specified criteria being met for membership.
- Each member organisation will provide one designated person (representative) to represent it on the DEHIG. This representative will be of sufficient seniority or have the delegated authority to make decisions on behalf of their organisation.
- This doesn't preclude more than one person from a single member organisation being involved in the DEHIG or delegated to it by the designated representative especially where that additional person can provide specific subject matter expertise.
- Members of the DEHIG will also be members of NZ Health IT (NZHIT), which is recognised as New Zealand's Health IT industry body.
- Associate members – with particular skills or subject matter expertise – may be invited to join the DEHIG. Associate members need not necessarily be members of NZHIT, but they must agree with, and abide by these terms of reference.

The Group membership is listed in Schedule One.

Administration

- In its establishment phase the DEHIG is chaired by the NZHIT CEO. At an agreed point in time a chairperson will be elected by the DEHIG, such person being nominated from within the DEHIG'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 function for the DEHIG.
- The DEHIG 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 DEHIG.
- NZHIT will provide support to the spokesperson as required and where applicable.
- Where NZHIT incurs specific costs in providing its services to the DEHIG then these will be reimbursed equally by the members of DEHIG 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 DEHIG).
- The DEHIG 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 DEHIG meetings where that person provides subject matter expertise.

- Specific individuals or organisations (who are not DEHIG 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 DEHIG 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 DEHIG 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 DEHIG members.
- The DEHIG, or individuals in the DEHIG, 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.