



Maternity Commissioning Framework

Technical Advisory Group Terms of Reference

Terms of Reference: Maternity Commissioning Framework Technical Advisory Group

Background

Disparities in maternal outcomes have been evident for many years.

- Wāhine Māori were 2.91 times more likely to die by maternal suicide than New Zealand European during 2006-2020, and Māori and Pacific women have significantly higher maternal mortality rates than other groups.
- Pacific women are the least likely group to register with a lead maternity carer (LMC) in their first trimester of pregnancy.
- Indian and Pacific mothers have the highest perinatal-related mortality rates per 1,000 births when compared with other groups.
- Disabled people report the lowest levels of satisfaction with their experiences of maternity care when compared to other groups.
- In addition, perinatal mortality has not changed significantly over the last 15 years, with approximately 650 babies and ten mothers dying during pregnancy or soon after during this period (a perinatal mortality rate of 3.58 per 1,000 babies).

The current universal maternity services support families | whānau through midwives, general practitioners, obstetricians and other support services. These universal services have been under pressure for many years. This pressure is compounded by increases in service fragmentation, which has limited options for whānau to receive the care that best meets their needs.

Therefore, Health New Zealand | Te Whatu Ora is establishing a Technical Advisory Group (TAG) to inform the design and development of a commissioning framework (the Framework) for maternity services.

The Framework will enable national consistency, regional commissioning and local-level solutions. It does this by clarifying an overarching view of community maternity services and the related quality dimensions that might be regionally commissioned. It also describes the nationally consistent requirements and expectations of maternity services. The Framework must reflect the Pae Ora (Healthy Futures) Act and the priorities and outcomes the Government seeks.

The ultimate goal of the Framework is to ensure pregnant people and their families | whānau understand what maternity services they are entitled to, and can access them in a timely way.

The Technical Advisory Group will help shape the design and development of the Framework.

Therefore, this is an opportunity for individuals and organisations to express interest in working with Health New Zealand | Te Whatu Ora to improve the availability, quality, and safety of maternity services for pregnant people and their families | whānau.

Technical Advisory Group Values

The following Technical Advisory Group values apply:

- **Tāngata i te tuatahi | People First** - He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata | Our people are central to all we do
- **Whakaute (tuku mana) | Respect** - He whakaaro nui ki ētahi atu | We treat others as they would like to be treated
- **Manaaki | Caring** - Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui | We nurture those around us, and treat all with dignity and compassion
- **Whakawhitiwhiti Kōrero | Communication** - Whakawhitiwhiti kōrero i runga te tika, te pono me te | We communicate openly, safely and with respect to promote clear understanding and aroha
- **Te Hiranga | Excellence** - Kia kaha, kia māia, kia manawa nui | Our attitude of excellence inspires confidence and innovation.

Capability

The following capability is being assembled:

Skill in:

- Being able to balance discussion, with action, and reflection
- Being able to facilitate breakthroughs
- Being able to listen attentively
- Being able to think strategically without being too theoretical or too tactical
- Being practical in a variety of contexts
- Comfort in ambiguity
- The ability to hold a neutral stance, and not just an institutional one
- Using analytical approaches without making things too complex

Knowledge in:

- Community midwifery
- How pregnant people and their families | whānau access information about what health services they are entitled to
- Commissioning and commissioning models
- Mātauranga Māori
- Pacific knowledge
- Health economics
- Related clinical expertise: Obstetrics, General Practice, Neonatologists etc

Experience in:

- In applying the objectives of the Pae Ora reforms and an outcomes focus
- Health data and digital opportunities
- Health infrastructure (broadest terms)
- Working collaboratively in a group on complex issues
- Working successfully with Health Consumer Groups
- Working successfully with Rainbow Communities
- Working successfully with Tangata Whaikaha
- Working successfully with Indian people and families

Role of the Technical Advisory Group

The role of the Technical Advisory Group is to help inform the design and development of the Framework.

The Technical Advisory Group will support engagement with critical stakeholders.

Health New Zealand | Te Whatu Ora may request additional advice from the Technical Advisory Group.

The Technical Advisory Group is solely appointed in an advisory capacity.

The final Framework will ultimately reflect Health New Zealand | Te Whatu Ora views and positions, not necessarily those of the Technical Advisory Group.

Membership

Health New Zealand | Te Whatu Ora will appoint the Chair or Chairs.

Health New Zealand | Te Whatu Ora will provide secretariat and administrative services.

Health New Zealand | Te Whatu Ora reserves the right to appoint ex-officio members.

The Technical Advisory Group comprises up to fifteen members and a Chair, or fourteen members and two Chairs.

Should a Technical Advisory Group member withdraw, Health New Zealand | Te Whatu Ora may choose to appoint one or more new members to replace them.

All Technical Advisory Group members must complete a conflict-of-interest declaration and background checks (including a criminal records check) to the satisfaction of Health New Zealand | Te Whatu Ora.

All actual or perceived conflicts of interest will be lodged with the secretariat and actively managed.

The Chair or Chairs and secretariat will determine how best to manage a potential conflict.

Workshops

The Technical Advisory Group will participate in meetings and thirteen three-hour workshops.

The Technical Advisory Group will be asked to review and comment on Framework chapters as they are developed.

The Technical Advisory Group may also be asked to provide short summaries of their advice.

Workshops might be supplemented with briefings on progress, as required.

Meetings will be online.

Technical Advisory Group members will need to be available for at least eleven workshops.

Membership cannot be delegated.

Tikanga Protocols

The Technical Advisory Group will operate under tikanga | protocols and standards of conduct, which are attached in Appendix A.

They set out agreed-upon working methods and the Technical Advisory Groups relationship with Health New Zealand | Te Whatu Ora .

Members will be expected to:

- Ensure group processes and discussions are inclusive
- Treat other members, secretariat and officials and their views respectfully
- Act in good faith in all aspects
- Collaborate, and not just represent and advocate for their organisation
- Treat commissions as a high priority to be completed promptly.

Decision Making

The Technical Advisory Group is an advisory body and does not have decision-making powers.

The final Framework will not be binding on Health New Zealand | Te Whatu Ora.

The Technical Advisory Group will not be required to reach a consensus on any issues raised. However, the Technical Advisory Group is expected to work as a collective.

Deliverables

The Technical Advisory Group has one specific deliverable—a final report by the end of June 2025. The final report will be independently peer-reviewed.

Engagement

The Technical Advisory Group may wish to engage with others. The engagement principles will be modest and targeted.

Funding for engagement is limited.

The Secretariat and Health New Zealand | Te Whatu Ora will support this.

Any engagement must be done on a no-surprises basis.

Secretariat

Secretariat support for the Technical Advisory Group, including organising meetings, providing any relevant supporting materials, responding to Technical Advisory Group questions and correspondence, and other administrative tasks required by the Technical Advisory Group, is available.

Duration

The Technical Advisory Group will be established from 1 November 2024 to 30 June 2025.

Health NZ | Te Whatu Ora may review the term of Technical Advisory Group and extend if required.

Remuneration and Expenses

Technical Advisory Group members will be reasonably compensated for their time.

Daily fees will be set under the Cabinet Fees Framework.

All the rules of the Cabinet Fees Framework apply.

Payments will be made on receipt of an invoice.

Expenses must be reasonable, receipted, and agreed upon with the Secretariat beforehand.

Budget

The secretariat will fund the Technical Advisory Group. The budget is capped and tracked over the project's duration.

Confidentiality

The Technical Advisory Group may be privy to confidential and sensitive information.

Discussion and analysis from Technical Advisory Group meetings should also be considered sensitive and confidential.

Technical Advisory Group members must adhere to the confidentiality standards in Appendix A and sign the confidentiality agreement in Appendix B.

Conflict of Interest

Technical Advisory Group members will declare any actual or perceived conflicts of interest with their appointment to this group.

Members must notify the Chair and secretariat if conflicts arise during the Technical Advisory Group work.

Members will adhere to the standards for identifying and managing conflicts of interest (Appendix A).

Members must sign a conflict-of-interest declaration form for the expression of interest process. This is attached as Appendix C.

The Chair or Chairs

Health New Zealand | Te Whatu Ora will appoint the Chair or Chairs.

Their role is to:

- Introduce each item and its purpose, request contributions, encourage participation, ensure others do not dominate the meeting, delegate tasks, record votes if necessary, and ensure the meeting stays on time.
- They represent the Technical Advisory Group as its figurehead, which means they might be called on from time to time to represent the group.
- They are expected to provide intellectual leadership to the Framework, which means they must be good strategists and networkers and have a deep understanding of maternity and health | hauora services.

Appendix A: Standards of Conduct

All members are expected to adhere to the following principles:

Confidentiality

For the group to operate effectively, members must maintain the group's confidence, including maintaining confidentiality of matters discussed at meetings and any information or documents provided to the group.

Only with the agreement of the Chair, Secretariat and Health New Zealand | Te Whatu Ora can members share information about the group's business.

Where information is already in the public domain (through no fault of a member or observer), the confidentiality requirements do not apply to that information.

Members and observers must not represent the group or comment on the group's confidential business to the media, on social media or in any other such settings.

Where information is not already public:

Members may seek agreement for the group to release a media statement.

Members may only participate in a media interview or public statement about the group's business if they have obtained the prior written approval of the Chair and Health New Zealand | Te Whatu Ora.

The Chair may only grant such written approval following written approval from Health New Zealand | Te Whatu Ora.

Conflicts of interest

A conflict of interest occurs when a member's private interest interferes or could appear to interfere, with an issue facing the group. It also occurs when a benefit may apply to a sector, industry, or organisation that they represent. A conflict of interest may be real or perceived.

Members may participate in discussions about issues on which they have declared a conflict of interest at the discretion of the chair and secretariat. See Appendix C for further information.

Privacy Act 2020

Members must at all times comply with the requirements of the Privacy Act 2020 and keep information about identifiable individuals confidential.

Official Information Act 1982

All information provided to the group will be treated as official information under the Official Information Act 1982 and, subject to the requirements of that Act, may be released to the public if there are no grounds for withholding it.

If/when Te Whatu Ora | Health New Zealand is considering releasing information about group meetings or group-authored documents under the Official Information Act 1982, the secretariat will consult with the person who provided the information before making a final decision on release.

Corporate opportunities

Members must not exploit any opportunity discovered through access to information within the group for their own personal gain or that of any industry, sector, or organisation they represent.

Treatment of others and participation

Members will treat each other and the opinions of others with respect at all times.

Members will not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practices.

Members will generously share practice and learnings and actively participate in constructive discussion and debate. Members will show respect for other participants and alternative ideas.

Appendix B: Confidentiality Agreement

I, [NAME]

1. Agree and undertake that as an essential condition of my participation in the Maternity Commissioning Framework Technical Advisory Group, I will:
 - a. be discreet in all matters relating to the work to deliver the Maternity Commissioning Framework, Health New Zealand | Te Whatu Ora, and the affairs of the New Zealand Government generally;
 - b. keep confidential all information relating to the matters referred to in paragraph 1(a) above which I obtain or become aware of through my role with the Technical Advisory Group (the “information”);
 - c. not, other than as required by law, disclose or discuss the information with any person who is not part of the Technical Advisory Group or employed or contracted to Health New Zealand | Te Whatu Ora;
 - d. limit discussion or disclosure of the information to those who have expertise I consider would be helpful and ensure they keep any information provided to them confidential;
 - e. not use any information to gain personal advance or for the benefit of any person or organisation other than in accordance with the performance of my role with the Technical Advisory Group;
 - f. not discuss any matters referred to in paragraph 1(a) or any information with any member of the media or submit articles for publication or dissemination outside the Crown without the prior authorisation of the Chair and Health New Zealand | Te Whatu Ora; and
 - g. take all reasonable care to ensure that all information in my possession is kept secure and I will immediately return, destroy, or otherwise deal with such information as directed by the secretariat.
2. I acknowledge that:
 - a. I will continue to honour the promises I make in signing this confidentiality agreement, even after my involvement with the Technical Advisory Group has ceased; and
 - b. my obligations under paragraphs 1(a) above shall survive until the information in question becomes publicly available (other than through a breach of my obligations under this Undertaking of Confidentiality), or until Health New Zealand | Te Whatu Ora gives written approval for the disclosure or use of particular information.

Signature: _____

Date: _____

Appendix C: Conflicts of Interest Policy

When people are doing many things to support better outcomes in Maternity Commissioning Framework, any advice they offer the Government, as part of the Technical Advisory Group overseeing the design of Maternity Commissioning Framework decisions, must be and be seen to be fair and reasonable. This policy is focused on transparency, dignity and maximising the contribution and potential of all members of the Technical Advisory Group.

Purpose

This policy provides guidance on identifying, disclosing, and managing potential or actual conflicts of interest.

Conflict of interest

Aotearoa New Zealand, is a small country, and it is not unusual for people with valuable knowledge and skills to have wide relationships within their work sectors, including social, business, and whānau.

Sometimes, those relationships and influences may overlap, causing others to question the person's ability to be impartial. In these situations, it is not unusual for conflicts of interest or perceptions of a conflict to arise.

The existence of a whānau/family or other close relationship, business, social, or community connection does not automatically mean there is a problem. The question to be asked is whether or not that person could use their position to gain an unfair benefit or advance, or could other people call their ability to be impartial and fair into question?

If so, the situation needs to be managed to avoid that risk.

What is a conflict of interest?

A conflict of interest may exist if a person is interested in the outcome of a decision and has some influence or ability to affect it. The interest could be financial or personal.

A conflict of interest may be actual, potential, or perceived.

The conflict must be stated up front (disclosed) and managed from the appointment date.

A conflict of interest is not automatic evidence of wrongdoing, and disclosing one is not an admission of guilt. It simply flags a situation that may need steps to manage any risks.

Conflict can arise out of relationships. For example, the Technical Advisory Group may recommend an intervention that benefits a member. Or someone may have shares in a business that directly benefits from the insights offered by the Technical Advisory Group.

Relationships such as whakapapa relationships do not automatically mean a conflict of interest and should not stop a person from taking on a role or making decisions in their role.

Being upfront about a possible or actual conflict of interest allows the people involved to manage the conflict of interest and the perceptions of everyone involved and protect the integrity and mana of the people involved and the decisions made.

Identifying

As part of expressing an interest in a role with the Technical Advisory Group, every applicant is asked to consider whether they have any conflicts of interest that cannot be managed.

Once a person is appointed to the Technical Advisory Group, the secretariat will ask each member to complete the Interests Form below, noting potential or actual conflicts of interest.

A potential conflict of interest is where there is no actual conflict yet, but there could be a conflict in the future.

Things can change over time, and conflicts can change. The member is responsible for disclosing any new conflicts and updating a new Interests Form.

If in doubt about whether something might be a conflict of interest, it is best to disclose it, just in case, to the secretariat.

The information in the Interests Form will be kept confidential and only disclosed to the Chair and the Secretariat.

The secretariat will hold the Interests Form.

Managing

When a conflict of interest is disclosed, the Chair and secretariat must decide whether the interest would cause the person to act in a way that may not be in the best interests of the Technical Advisory Group.

If an actual conflict is identified, the secretariat will recommend a few ways to manage the conflict, noting that the Technical Advisory Group has no decision-making powers or rights.

Complaints

If someone complains about a conflict of interest or the steps taken to manage a conflict, the process set out in the Health New Zealand | Te Whatu Ora complaints procedure will apply.

People are entitled to raise concerns or complaints and to have those addressed promptly and fairly.

No one should be punished or victimised for raising a concern or a complaint in good faith.

Signature: _____ Date: _____

Conflict of Interests Form

Name:	
Role:	
Description of interest:	
Possible impact:	
Action, if any, taken:	
By who:	
Date:	



Just email:



maternity@tewhatuora.govt.nz