

******

TERMS OF REFERENCE FOR

New Zealand Antimicrobial Resistance Action Plan Governance Group (NZAMRGG)

Terms of reference for

New Zealand Antimicrobial Resistance Action Plan Governance Group

1. **Definitions of terms***.*

**AMR** means **antimicrobial resistance**

**Group** means the **New Zealand Antimicrobial Resistance Action Plan Governance Group (NZAMRGG)** established under these terms of reference

**Plan** means the **New Zealand Antimicrobial Resistance** **Action Plan**

**MoH** means the **Ministry of Health**

**MPI** means the **Ministry for Primary Industries**

**NGM** means a **non-government member**

1. **Background**
   1. Antimicrobial agents are important tools in the management of infections in humans, animals and plants. Without them, human health, agricultural production and animal health outcomes (including companion animals), would be significantly compromised. MoH and MPI consider this an important issue.
   2. In response to this and in line with the 68th World Health Assembly (WHA) endorsement of the WHO Global Action Plan on Antimicrobial Resistance, MoH and MPI developed a New Zealand Antimicrobial Resistance Action Plan, which was released in August 2017.
   3. The Plan has 5 objectives and lists priority areas for action and activities for each objective, along with a timeline for undertaking this work.
2. **Purpose and functions of the group**
   1. **Purpose of the group**

This Group has been established to:

* Oversee and provide advice on the implementation of the Plan.
* Provide alignment between MoH and MPI on the Plan.
* Provide transparency in the implementation of the Plan.
  1. **Functions of the group**

The group has the following functions:

1. Monitor progress in implementation of the Plan.
2. Members to act as conduit for relaying stakeholder advice on implementation of the Plan to the Group.
3. Provide advice and/or solutions on road blocks for implementing the priorities in the Plan.
4. Agree to priorities in the Plan and authorise the Plan.

The co-chairs (MPI and MoH) have the following specific functions:

1. Hold responsibility for overall decision making and delivery of the Action Plan within agreed time frames, scope and with oversight of any allocated budget.
2. **Membership and participation**
   1. **Composition of the group**
      1. The group will consist of MPI and MoH members and NGMs nominated by the respective MoH and MPI agencies. Members are listed in Appendix I.
      2. MoH and MPI will nominate their NGM on the basis of their individual expertise/knowledge and ability to represent the respective coordination groups.
   2. **Attendance and substitutions**
      1. Members are expected to treat meetings of the group as a high priority and attend as often as possible.
      2. Members who are not able to attend a meeting may seek the agreement of MoH/MPI in advance of the meeting to be represented by a substitute or proxy.
      3. Members are responsible for fully briefing any substitute or proxy prior to and following the meeting.
   3. **Replacement of Members** 
      1. If either MoH or MPI replaces one its members they shall notify the other of this.
      2. If a NGM resigns from the group (by notifying the respective MoH or MPI agency of his/her resignation in advance of any meeting), the relevant MPI or MoH agency will nominate a replacement member.
   4. **Removal of members**
      1. Any serious breach of any of these terms of reference may result in MPI/MoH agreeing to the removal a member from this group at its sole discretion. Serious breaches of the terms of reference include, but are not limited to, a breach of confidentiality, unauthorised communication with media about the group, or a failure to declare a conflict of interest.
   5. **Membership rights and obligations** 
      1. NGMs are to represent the interest of their wider sector.
      2. Nothing contained within this agreement creates or gives rise to a partnership, any fiduciary duty, agency, joint venture or any relationship of employment.
      3. Each party shall remain independent of any obligations that do not appear in this agreement.
   6. **Observers** 
      1. The Chairperson may permit observers to participate in meetings of the group.
      2. Observers are required to comply with these terms of reference, including the requirements around confidentiality and conflicts of interest.
      3. The Chairperson may at any time ask observers to withdraw from a meeting of the group.
3. **Chairperson and Secretariat**
   1. **Chairperson**

MoH and MPI are co-chairs of the group and will alternate the specific chairperson for each meeting.

* 1. **Secretariat**

MoH and MPI will provide reasonable secretariat services to the group, including circulation of the agenda and papers, preparation and circulation of meeting minutes.

The organisation chairing the meeting will be responsible for the provision of Secretariat services for that meeting.

1. **How the group operates** 
   1. **Meeting Times and Frequency**
      1. Meetings shall take place three times per year and consist of one physical meeting and two teleconferences or videoconferences.
      2. Meeting frequency will be reassessed as the group establishes.
   2. **Agendas and Minutes**
      1. A draft agenda will be circulated at least two weeks prior to the date of each meeting for input by all members; the final agenda and papers will be circulated at least one week prior to each meeting.
      2. Brief minutes and action points will be taken, with an agenda item to be included in each meeting to consider publication of minutes and action points once approved.
   3. **Meeting Structure**

Actions to progress the group’s activities will be coordinated through the secretariat.

* 1. **Standards of conduct**

Members and observers are expected to comply with the standards of conduct set out in Appendix II.

1. **Confidentiality and information**
   1. **General confidentiality requirements**
      1. In order for the group to operate effectively, members and observers must maintain the confidence of the group, including maintaining confidentiality of matters discussed at meetings, and any information or documents provided to the group.
      2. With the agreement of the Chairperson, members and observers may share information about the business of the group with relevant stakeholders.
      3. Any person presenting information to the group, whether written or oral, may request that that information be treated as confidential by the members and observers.
      4. At the request of a member, the Chairperson may seek agreement from MPI/MoH and anyone who supplied confidential information to the group for confidentiality in that information to be waived.
      5. 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.
   2. **Privacy Act**

Members and observers must at all times comply with the requirements of the Privacy Act 1993 and keep information about identifiable individuals confidential.

* 1. **Official Information Act**
     1. 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.
     2. If information is required to be released under the Official Information Act 1982 it will only be released to the extent necessary.
     3. If MPI and/or MoH is considering releasing information under the Official Information Act 1982, MPI and/or MoH will attempt to consult with the person who provided the information before making a final decision on release.
  2. **Media**
     1. NGM Members and observers must refrain from representing the group, or commenting on the business of the group, to the media.
     2. MPI and MoH may choose to release a media statement on any matter related to these terms of reference.
     3. With the prior agreement of MPI and MoH, a NGM member may participate in a media interview or make some other public statement about the business of the group.

1. **Conflicts of Interest**
   1. **Definition of a conflict of interest**
      1. A conflict of interest occurs when a member’s or observer’s private interest or professional obligation interferes, or appears to interfere with an issue that is before the group.
      2. A conflict of interest may also occur when there is a possibility that a benefit may apply to the sector, industry or organisation that is represented by a member or observer.
      3. A conflict of interest may be real or perceived.
   2. **Declaration of conflict**

Members and observers are responsible for declaring any real or potential conflict of interest to the Chairperson, as soon as the conflict arises.

* 1. **Management of conflict of interest**

At the discretion of the Chairperson, members and observers may participate in discussions about issues in which they have declared a conflict of interest.

1. **Review of terms of reference**

The group must review these terms of reference and the operations of the group, recommending to MPI and MoH any necessary changes to the terms of reference every year.

1. **Finance and Budget**

Attendance at a meeting will be at members own cost, unless otherwise agreed by MoH and MPI.

**Appendix I**

**Governance Group Membership**

|  |
| --- |
| **Position** |
| Deputy Director-General, Population Health and Prevention, Ministry of Health |
| Deputy Director-General, New Zealand Food Safety, Ministry for Primary Industries |
| Chief Science Advisor, Ministry of Health |
| Chief Departmental Science Adviser, Ministry for Primary Industries |
| Representative of Health AMR Coordination (HARC) Group |
| Representative of Ministry for Primary Industries AMR Coordination Group |

**Appendix II**

**Expected standards of conduct**

All members and observers are expected to adhere to the following principles:

1. **Diligence** – Members will use their best endeavours to attend meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively to discussions and to bring the benefit of their particular knowledge, industry perspective and skills to the table. Ensure that activities within your agency, company or representative group are raised as necessary, and relevant impacts, risk and issues are identified for discussion.
2. **Conflicts of Interest** – A conflict of interest will occur when a members’ private interest interferes, or appears to interfere with an issue that faces the group. A conflict of interest may also occur when there is a possibility that a benefit may apply to the sector, industry or organisation that they represent. Any situation that involves or may be expected to involve a conflict of interest must be declared immediately to the Chair.
3. **Corporate opportunities** *–* Each member must not exploit any opportunity that is discovered through access to information within the group for their own personal gain or that of the industry, sector or organisation that they represent.
4. **Transparency** – All information should be provided in a manner that is timely, precise and easily understandable.
5. **Fair Dealing** – Members shall deal fairly with each other and shall not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practices.
6. **Advocacy** – Members should avoid actively promoting a standpoint or cause of their industry and should rather participate in meetings with the aim of reaching an outcome that is acceptable to all members.
7. **State Services Standards of Integrity and Conduct** – MPI and MoH staff have statutory demands under the State Services Standards of Integrity and Conduct. In the case of any conflict between the obligations outlined there and the ones in this document, those of the Standards and Integrity of Conduct shall preside.
8. **Alternative obligations**  –Any alternative rules or statutes that govern members standards of conduct shall continue to do so, however in any case of conflicting duties the Chairperson must be notified as soon as reasonably possible.
9. **Consensus –** Decisions will be made by consensus or a simple majority where needed.