

# Aide-Mémoire

## Minister visit to Ministry of Health - 29 February 2024

<b>Date due to MO:</b>	28 February 2024	<b>Action required by:</b>	N/A
<b>Security level:</b>	IN CONFIDENCE	<b>Health Report number:</b>	H2024036689
<b>To:</b>	Hon David Seymour, Associate Minister of Health		
<b>Consulted:</b>	Health New Zealand: <input type="checkbox"/> Māori Health Authority: <input type="checkbox"/>		

### Contact for telephone discussion

Name	Position	Telephone
Allison Bennett	Group Manager, Health System Settings, Strategy, Policy and Legislation	s 9(2)(a)
Chris James	Group Manager, Medsafe, Regulation and Monitoring	s 9(2)(a)

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**Date due:** 28 February 2024

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**To:** Hon David Seymour, Associate Minister of Health

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**Details of meeting:** Thursday 29 February 2024  
Ministry of Health, 133 Molesworth Street, Wellington  
11am – 12pm (including walking time)

**Purpose of meeting/  
proposal:** You are coming to the Ministry of Health to meet with teams who have responsibility for providing advice within your delegations.  
These teams include:

- Medsafe
- Regulatory Policy
- System Enablers Policy (medicines)
- System Planning and Accountability (Crown entity monitoring)
- Government and Executive Services

Dr Diana Sarfati, Director-General of Health, will accompany you through the Ministry to meet the teams.

**Comment:** Appendix One is a proposed run sheet for the visit.  
Appendix Two provides information on each of the teams you are meeting.



Allison Bennett

Group Manager, Health System Settings

**Strategy, Policy and Legislation**

## Appendix One – draft run-sheet

Time	Details	Minister's Office notes
11.10am	Arrive at Ministry of Health – 133 Molesworth Street. Greeted by Dr Diana Sarfati, Director-General of Health	
11.10 – 11.25	Meet with Medsafe Hosted by Chris James, Group Manager, Medsafe	
11.25 – 11.35	Meet with Regulatory Policy and System Enablers Policy Hosted by Allison Bennett, Group Manager, Health System Settings	
11.35 – 11.45	Meet with System Planning and Accountability (Crown entity monitoring) Hosted by Liz Sterling, Manager, System Planning and Accountability	
11.45 – 11.50	Meet with Government and Executive Services Hosted by Sarah Turner, Deputy Director-General, Government and Executive Services	
11.50	Leave the Ministry	

## Appendix Two – information on the teams you are meeting

### Medsafe

*Group Manager:* Chris James

- Medsafe, the New Zealand Medicines and Medical Devices Safety Authority, is responsible for administering the Medicine Act 1981 and parts of the Misuse of Drugs Act 1977. Included within Medsafe is the Medicinal Cannabis Regulatory Authority established under the Misuse of Drugs (Medicinal Cannabis) Amendment Act 2018.
- Medsafe regulates medicines (including vaccines), medical devices, clinical trials of new medicines, blood and blood components, controlled drugs used as medicines, and medicinal cannabis products.
- Its main functions are:
  - **Evaluating applications** submitted by companies to sell regulated products for safety, quality and efficacy against international established criteria.
  - **Carrying out post-market monitoring** to ensure the ongoing safety, quality and effectiveness of a product once it is on the market. Post-market activities include: operating an adverse reaction reporting system; investigating quality issues reported by consumers, healthcare professionals and international regulators, and; providing advice to health professionals and consumers when new safety or quality information emerges.
  - **Licensing of the distribution chain** to ensure the quality of the product up to the point it is delivered to the consumer. Licences issued include: to manufacture medicines, to wholesale and pack medicines, to operate a pharmacy, import/export controlled drugs, conduct a clinical trial for a new medicine in New Zealand, and to grow and process medicinal cannabis and industrial hemp.

### Health System Settings Group - Strategy, Policy and Legislation

*Group manager:* Allison Bennett

The Health System Settings Group (which include Regulatory Policy and System Enablers) provides you policy and strategy advice on the medicines agenda. The group also covers Government commitments related to health workforce.

### Regulatory Policy

*Principal Policy Analyst:* Jay Andrew

- The Regulatory Policy team is responsible for the policy advice on pseudoephedrine that you have been receiving since the Government was established. After supporting the introduction of Amendment Bill into the House, the team is now supporting you on the health select committee process.
- Last year, the team conducted a review on safe access to opioids. This led to regulation changes and a recommendation for improved monitoring.
- More broadly, this team is also responsible for policy advice relating to the Misuse of Drugs Act 1975, health workforce regulation and regulatory stewardship.

## **System Enablers (medicines)**

*Manager: Stacey Connor*

- The System Enablers policy team is responsible for the delivery of the medicines programme, including policy considerations relating to Pharmac (including funding), and the delivery of the Medicines Strategy.
- The team is currently drafting advice to you outlining the planned medicines work plan, and the scoping of the Medicines Strategy. We hope to have these pieces of advice to you in the next few weeks.
- This team is also responsible for data and digital policy and stewardship, and recently drafted the Rare Disorders strategy which is being provided to Hon Dr Shane Reti for consideration in the next few weeks.
- Previous work includes supporting progress against the Government Review of Pharmac, and the purchasing of COVID-19 vaccines and subsequent transfer of the responsibility to Pharmac.

## **System Planning and Accountability (Crown entity monitor)**

*Manager: Liz Stirling*

- The System Planning and Accountability team sits within the System Planning and Accountability Group (SPA), which is responsible for supporting the key accountability and monitoring processes for Health New Zealand and the six specialist health Crown entities, which includes Pharmac.
- The accountability and monitoring work with Pharmac includes work on statutory documents such as Ministerial Letters of Expectations, connections with the Government Policy Statement, output agreements, Statements of Intent and Statements of Performance Expectations and Annual Reports. The group undertakes monitoring of quarterly performance reporting from Pharmac, and engagement with it on performance. The team also supports management and communication of emerging issues and risks and Budget processes relating to Pharmac and other Crown entities.
- SPA undertakes this activity working closely with Strategy, Performance and Legislation who take the lead on policy and legislative aspects of Pharmac's work as a key enabler of the health system. In practice many aspects of policy and monitoring are interwoven.
- We will shortly be providing you with:
  - A draft Letter of Expectations for Pharmac
  - Advice on Pharmac's performance for Quarter 2 2023/24 (1 October 23 to 31 December 2023)

## **Government and Executive Services**

*Deputy Director-General: Sarah Turner*

- The Government and Executive Services group includes functions that directly support Ministers including the Statutory Appointments and Integrity Services, Government Services, and Communications and Engagement groups.
- The Statutory Appointments and Integrity Services group is responsible for supporting Ministers and the Governor-General to make good appointments to a range of statutory health roles, including managing the end-to-end appointments process. The team also serves as a

centralised integrity services function for the Ministry, which works alongside other teams with integrity related responsibilities and supports our people with guidance and advice to help ensure public service integrity standards are met.

- The Government Services group leads responses to Official Information Act requests, ministerial correspondence, Select Committee reviews, parliamentary questions, and supports our Private Secretaries.
- The Communications and Engagement group supports Ministers and the Ministry with clear communication to explain government health priorities, policies and programmes. The group leads communication to change behaviour to improve health outcomes for all New Zealanders. This is a centralised team that includes strategic communication, stakeholder engagement, internal and external communication and channels.

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