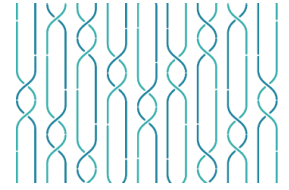


The Ministry of Health's Pacific Expert Advisory Group



Terms of Reference (Revised)

Date: June 2025

1. Background

The Pacific Expert Advisory Group (PEAG) (originally established under the COVID-19 response) will provide expert strategic advice and insights on Pacific health as directed by the Ministry of Health (the Ministry).

2. Purpose

The PEAG will report to the Director Pacific Health within the Ministry. The purpose of the PEAG is to provide the Ministry with strategic expert advice, cultural guidance in shaping policies and programmes that reflect the needs and aspirations of Pacific peoples' health in Aotearoa New Zealand.

The functions of the PEAG will include:

- a. providing insight and advice into the continued implementation of Te Mana Ola: The Pacific Health Strategy and the monitoring of Pacific health in New Zealand,
- b. being an important layer of quality assurance, enabling other parts of the Ministry to test their strategic documents and programmes,
- c. supporting and advising the Ministry's monitoring focus for Pacific health especially in areas such as health workforce, Pacific health data and intelligence, Pacific childhood immunisations, Pacific cancer screening coverage and other public health related matters,
- d. engaging the Minister of Health and Director-General of health if/when requested by them.

3. PEAG Size

The PEAG will have 6-8 members, ensuring a balance of Pacific health expertise, community representatives, academia, youth, and government representation. Members will be appointed by the Ministry through an appointments process, based on their relevant experience and contribution to Pacific health.

4. PEAG Composition

To ensure a diverse and representative committee, the following representation will be sought:

- **Pacific Clinicians and Allied Health workers:** including Pacific doctors, nurses, allied health professions or specialists.

- **Pacific Public Health experts:** with expertise in health equity, policy, epidemiology, health promotion and for Pacific communities.
- **Pacific Community Representatives:** Leaders actively engaged with Pacific community health and social well-being.
- **Academics and Researchers:** With a background in Pacific health research, policy, and/or workforce development.
- **Youth and Emerging Leaders:** To provide insights on the future health needs and priorities of Pacific young people and communities.

5. Roles and responsibilities

Director Pacific Health

Role: Provides high-level oversight, sets strategic direction, and ensures alignment of the PEAG's work with government priorities.

Responsibilities:

- Appoint the Chairperson and members based on merit.
- Set strategic priorities and key deliverables.
- Approve key decisions, policies, and budget allocations.

Chairperson (Chair)

Role: Leads the PEAG, facilitates discussions, is the conduit with the Director Pacific Health ensures objectives are met, and upholds governance standards and alignment with the terms of reference

Responsibilities:

- Set meeting agenda in agreement with the Director Pacific Health (or equivalent)
- Maintain active communications with Director Pacific Health and Secretariat, acknowledge and respond to correspondence in a timely manner.
- Prioritises and leads meetings and facilitate constructive discussions and decision-making.
- Ensure actions are assigned and followed up.
- Ensure compliance with policies, procedures, and ethical standards.
- Manage conflicts of interest (COI) and ensure fair participation.
- Declare any COI and act with integrity.

Members

Role: Participate in discussions, contribute expertise, and support decision-making

Responsibilities:

- Attend meetings and actively participate in discussions.
- Review papers provided prior to attending meetings.
- Support the implementation of decisions where required.
- Provide expert insights and feedback where relevant.
- Declare any COI and act with integrity.

Secretariat (The Ministry's Pacific Health team):

Role: Provides logistical and administrative support to ensure smooth operations of the Committee

Responsibilities:

- Organise meetings, agendas, and other relevant documentation (circulate at least three days before the scheduled meeting)
- Record and distribute meeting minutes.
- Maintain a record of decisions, action points and COI register.
- Meeting coordination with the Minister's office, Director-General's office or other engagement parties as required.

6. Meetings

Meetings will be held either in-person or via video conferencing. The meetings will be up to two hours and held on a quarterly basis. Additional meetings will be discussed and agreed to by the chair and members under special circumstances such as a crisis or emergencies that impact the Pacific communities.

7. Decision-Making Process

The Committee will operate on a consensus-based decision-making model where possible. If consensus cannot be reached, decisions will be made by a majority vote.

- Quorum: A minimum of four members must be present for decisions to be valid.
- Voting: Each member has one vote, and decisions will be recorded in meeting minutes.
- Conflict of interest (COI): Members must declare any COI, and those with conflicts may be required to abstain from voting on certain matters.

8. Term of Membership

Term of the Chair

- The Chair will be appointed by the Ministry for a term of two years, which may be renewed.
- The Chair is responsible for leading the group, facilitating meetings, and ensuring the group fulfils its mandate effectively (refer to section 5 for roles and responsibilities).
- If the Chair resigns or is removed, the Ministry will appoint an interim Chair or a new Chair.

Term of Members

- Members will be appointed for a fixed term of two years, with the possibility of reappointment at the discretion of the Ministry
- A staggered appointment system may be used to ensure the continuity of expertise within the group.
- Members are expected to commit to active participation throughout their term (refer to section 5 for roles and responsibilities).

9. Remuneration

Eligible Committee members will be remunerated for their time attending Committee meetings and reviewing meeting papers at the rate in line with Cabinet Office Circular CO (25) 2: *Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest*, and the assessment of the Committee as a Group 4, Level 3 body.¹ Members are also entitled to be reimbursed for actual and reasonable travel, meal and accommodation expenses associated with Committee business. The expectation is that standards of travel, accommodation, meals, and other expenses are modest and appropriate to reflect public sector norms.

Note that all public sector employees appointed to statutory and other public bodies must be able to perform their primary role unhindered and without detriment to the public interest.

Ex-officio members will not receive remuneration for membership on this Committee as it will be undertaken as part of their current contracted role.

10. Time commitment

The Ministry recognises that members of the Committee have significant demands on their time. We will endeavour to send out an agenda, minutes and reading materials at least three days prior to the meeting. Reading time is expected to take no more than two hours.

11. Confidentiality

All PEAG meetings (including engagements with Officials), and meeting materials are confidential. The PEAG Chair and members are free to, and are expected to, express their own views in meetings, or the general business of the PEAG. It is the Ministry's expectation that any liaison with media is conducted through the Ministry, and that there will be no direct media contact between Committee Chair and members, relating to any of the work and activities of the Committee.

The PEAG members must ensure that all documents (electronic and paper) are kept secure to ensure that confidentiality is maintained. All agendas, minutes, emails, correspondence, meeting notes and other written communication are subject to release under the Official Information Act 1982 unless otherwise excluded from release under the provisions of that Act. Release of correspondence or papers can only be made with the approval of the Ministry. At the end of a member's term, all PEAG information must be returned to the Ministry.

12. Removal Process

The Ministry may remove a member before the end of their term if they:

- Fail to attend three meetings without reasonable cause.
- Found to have a COI that impacts their ability to contribute.
- Engage in misconduct or any action that undermines the integrity of the group.
- Resign or are otherwise unable to fulfil their duties.

¹ [Cabinet Office Circular CO \(25\) 2: Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest - July 2025 - Cabinet Office](#)

13. Resignation Process

Chair or members who wish to resign must submit a written notice to the Chair and Director Pacific Health.

- Notice Period: A minimum of two weeks is required.
- Exit Process: The resigning Chair or member may be asked to provide a handover of ongoing work or key insights to ensure continuity.
- Replacement: The Ministry may appoint a new member to fill the vacancy.

14. Code of Conduct

During PEAG meetings and in official and non-official communications pertaining to the PEAG, Chair and members must conduct themselves in a respectful manner with consideration of each other's perspectives and ethical values.

Chair and members are expected to perform their duties in an objective and lawful manner. They must remain impartial, providing robust and unbiased advice for the improvement of the health and disability sector.

Chair and members of the PEAG are expected to act in good faith and with integrity when performing their duties on behalf of the Committee.

15. Conflicts of interest (COI)

Members are responsible for declaring any real or potential COI to the Chair and Director Pacific Health, as and when conflicts arise. Simply declaring a COI in itself does not amount to the effective and appropriate management of that conflict. Members, the Chair and Director Pacific Health should discuss management plans for any conflict, and these should be held on a register maintained by the Secretariat. The Chair is also responsible for declaring real or potential COI to the members, the PEAG will decide the appropriate management of the conflict.

Interests can be both financial or non-financial. They can be a Chair or member's own interests or arise from close relationships such as a family relationship, friendship, or any other sort of personal relationship. Interests arising from relationships will depend on the closeness of the relationship and the degree to which the PEAG's decision or activity could directly or significantly affect them.

In addition to declaring interests through the interests register, there may be matters that arise at meetings where the Chair or member or a related party has an interest. In these cases, the Chair or member should declare to the meeting that they have an interest in the matter before it is discussed.