

# Terms of Reference for the Endoscopy Guidance Group National Bowel Screening Programme Advisory Committee

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## 1. Background and context

In 2013 the National Endoscopy Quality Improvement Programme (NEQIP) was established to address identified endoscopy quality related concerns, in preparation for a national bowel screening programme (NBSP). NEQIP's mandate was to embed the New Zealand Global Rating Scale (NZGRS) into all district health board endoscopy units and develop a national endoscopy governance structure. However, sector ownership and funding for a governance group proved challenging due to constrained resources.

In the interim, the Ministry of Health (the Ministry) agreed to provide three years' seed funding for the establishment of Endoscopy Governance Group New Zealand to enable clinical oversight and guidance to NEQIP and more broadly to conduct the wider endoscopy work the sector requested.

The group was renamed Endoscopy Guidance Group New Zealand (EGGNZ) to better reflect its purpose and funding was extended to June 2021. The role and function of EGGNZ transitioned to an advisory capacity from 1 July 2021 with funding in line with other ministry advisory groups for example, the Bowel Screening Advisory Group and the National Bowel Cancer Working Group.

In consultation with EGGNZ, the NBSP agreed to a new EGGNZ advisory group structure comprised of two committees:

- EGG NBSP Advisory Committee (EGG NBSPAC) is the subject of this Terms of Reference.
- EGGNZ Steering Committee (EGGNZSC) is the second committee which will operate with the core EGG NBSPAC membership plus five additional members nominated independently of EGG NBSPAC processes. The details that relate to the EGGNZSC are as recorded in Appendix 2 of this Terms of Reference. This structure enables the EGGNZSC an opportunity to support wider endoscopy work outside the remit of the EGG NBSPAC and operate and advise on matters not covered by the EGG NBSPAC remit under this Terms of Reference.

These groups bring together an appropriate range of relevant experience in relation to provision and performance of quality colonoscopy in New Zealand.

## 2. Te Tiriti o Waitangi and achieving equity

2.1 Te Tiriti o Waitangi [Whakamaua: Māori Health Action Plan 2020-2025](#) sets out the health system intentions for the implementation of Te Tiriti o Waitangi, set out in terms of mana:

- **Mana whakahaere:** effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- **Mana motuhake:** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

- **Mana tangata:** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- **Mana Māori:** Enabling Ritenga Māori (Māori customary rituals) which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge)

The EGG NBSPAC recognises the central importance of Te Tiriti o Waitangi and will support the NBSP/Te Whatu Ora/HNZ to uphold their obligations, including through working in partnership with Māori with a clear focus on achieving equity for Māori in terms of bowel screening outcomes.

The EGG NBSPAC also recognises their responsibilities under the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). Article 24 of the Declaration states:

- Indigenous peoples have the right to their traditional medicines and to maintain their health practices, including the conservation of their vital medicinal plants, animals and minerals. Indigenous individuals also have the right to access, without any discrimination, all social and health services.
- Indigenous individuals have an equal right to the enjoyment of the highest attainable standard of physical and mental health. States shall take the necessary steps with a view to achieving progressively the full realization of this right.

Section 7 of the Pae Ora (Healthy Futures) Act 2022 establishes health sector principles to support Health New Zealand to give effect to the principles of Te Tiriti o Waitangi. The EGG NBSPAC will support the NBSP/Te Whatu Ora/HNZ to work in partnership with Māori and ensure Māori are actively involved in developing and determining healthcare approaches with respect to Māori people and culture.

The NBSP/Te Whatu Ora/HNZ will support the EGG NBSPAC with achieving the above by:

- Providing data that will support the group to consider how advice may impact Māori bowel screening outcomes.
- Ensuring the requirement to consider this is built into agendas; and
- Ensuring that the EGG NBSPAC includes at least two Māori members.

## 2.2 Achieving equity

It is a priority for the government to deliver equitable health outcomes for all New Zealanders. In Aotearoa, people have differences in health that are not only avoidable, but unfair and unjust. Equity recognises that different people with different levels of advantage require different approaches and resources to get equitable health outcomes.

Achieving equity is a central goal of the NBSP/Te Whatu Ora/HNZ and the EGG NBSPAC.

## 3. Membership and roles and responsibilities

### 3.1 EGG NBSPAC (Total membership up to 19 members)

Core membership will include one member from each of the following groups or roles. The EGG NBSPAC will aim to have at least two Māori members and at least one Pacific peoples' member, noting that an additional appointment may be made during the membership appointment process under clause 3.4 to reflect this intent.

- Royal Australasian College of Surgeons (RACS)
- NZAGS (New Zealand Association of General Surgeons)
- Aotearoa New Zealand Advanced Training Subcommittee in General Surgery (AoNZTSC)
- Royal Australasian College of Physicians (RACP)
- Aotearoa New Zealand Advanced Training Subcommittee in Gastroenterology (AoNZATSCRACP)
- New Zealand Society of Gastroenterology (NZSG)
- NZNO Gastroenterology Nurses' College
- NZ Conjoint Committee for Recognition of Training in Endoscopy (NZCCRTGE)
- National Endoscopy Quality Improvement Programme (NEQIP)
- Colorectal Surgical Society of Australia and New Zealand (CSSANZ)
- National Bowel Screening Programme (NBSP)/Te Whatu Ora/Health NZ (HNZ)
- Health Workforce NZ
- NZ Society of Anesthetists / Australian and New Zealand College of Anesthetists New Zealand -
- Nurse Endoscopy Training Programme
- National Endoscopy Data Standardization (NEDS) group
- NBSP Endoscopy Nurse representative
- Consumer/equity advocate

### 3.2 Additional co-opted members

- The EGG NBSPAC may need to co-opt additional advice on specific pieces of work to ensure that all perspectives are represented appropriately.
- If working groups are formed to complete discrete pieces of work (such as reviewing standards), a small sub-committee will be formed. The sub-committees will be accountable to and require sign-off from the EGG NBSPAC and the NBSP.

### 3.3 Purpose of EGG NBSPAC

1. Providing guidance to NEQIP
2. Supporting the NBSP/Te Whatu Ora/HNZ Endoscopy Capacity & Capability Plan
3. Supporting NBSP Quality Assurance processes as subject matter experts
4. Providing mutually agreed advice on emerging colonoscopy related issues
5. Support and advice to NEDS

### 3.4 EGG NBSPAC membership appointment process

NBSP/ Te Whatu Ora – Health New Zealand will confirm membership of the EGG NBSPAC after considering the Conflict of Interest Declaration Form from each nominee, the mix of skills and experience required, and the Māori and Pacifica representation within the nominees.

- In determining the membership for the EGG NBSPAC committee, due consideration will be given to previous EGGNZ members to provide the mix of skills and experience required to advise on the range of areas within this committee's remit.
- Nominees for EGG NBSPAC members, or confirmation of continued representation, will be sought from the relevant professional bodies.
- If the outgoing EGG NBSPAC chair (or previous EGGNZ chair) is not nominated by a professional body, they may be asked to continue their membership to provide continuity and support to the newly elected chair; this will be at the discretion of the incoming EGG NBSPAC chair and the NBSP.
- If the NBSP considers it necessary it may appoint an additional member (making the total EGG NBSPAC membership 19); to represent Māori and Pacifica interests, it will consult with Te Aka Whai Ora – the Māori Health Authority, Te Aho o Te Kahu – the Cancer Control Agency and the National Pacific Network to identify an appropriate representative.
- Initial EGG NBSPAC membership will be for two years, and nominees may include previous EGGNZ members. There is an option for reappointment for a further two-year term, or until the member chooses to step down (whichever is the lesser term).
- If an EGG NBSPAC member is absent from three consecutive meetings, the chair will ask the member to reconfirm their commitment to the group. If appropriate that member can be removed with agreement from the NBSP/Te Whatu Ora/HNZ, and another elected/appointed in their place.
- Breaches of this TOR may result in termination of membership by the NBSP/Te Whatu Ora/HNZ in conjunction with the chair. Notification of termination will be done in writing, citing the reason/rationale. Prior to termination the NBSP/Te Whatu Ora/HNZ will attempt to resolve the issue(s) with the member in consultation with the chair and wider membership as appropriate.

### 3.5 Role and responsibility of EGG NBSPAC members

- The members agree to provide relevant viewpoints and opinions of their respective organisations and present them to the EGG NBSPAC.
- The members agree to share the work, discussions, and decisions of the EGG NBSPAC with their stakeholder groups in accordance with the requirements stated under 6.1 and 6.2.
- Stakeholder group representatives agree to read all briefing material and minutes before each EGG NBSPAC meeting and any relevant work streams they are participating in.
- Stakeholder group representatives agree to attend all scheduled EGG NBSPAC meetings and appropriate work stream meetings.
- The members agree to notify the secretariat and chair as soon as possible if they are unable to attend a meeting and nominate a deputy.
- Stakeholder group representatives must attend a minimum of 3 of 4 meetings during their 2-year appointment; the chair retains the right to approach the relevant stakeholder group to nominate an alternative representative if the representative does not maintain regular attendance.

## 4. NBSPAC chair appointment, roles and responsibilities and decisions

### 4.1 Chair appointment

- The same person will be appointed to chair both groups: the EGG NBSPAC and EGGNZ SC.

- The NBSP will seek nominations for chair prior to the inaugural meeting. Nominees must be previous EGGNZ/EGG NBSPAC members.
- The chair will be appointed by EGG NBSPAC members at the inaugural meeting and subsequently approved by the NBSP/Te Whatu Ora/HNZ.
- The chair will hold office for a two-year term or until the members choose to step down (whichever is the lesser term), with the option for a further two-year term by agreement.
- In appointing the chair, it should be recognised that endoscopy in New Zealand is provided by a range of specialists and health professionals and if possible, the specialty of the appointed chairs should rotate to reflect this.
- The chair will relinquish representative membership for their stakeholder organisation once elected, to allow them to act independently. The organisation that the chair represented will then appoint a replacement member.

#### 4.2 Role and responsibilities of the chair

- Chair facilitates each meeting, ensuring the aims and objectives of the meetings are achieved.
- Ensures all group members are given an opportunity to present their view(s).
- Facilitates discussion and a shared understanding of aims and objectives among group members.
- Represents the interests of the EGG NBSPAC at stakeholder meetings (by invitation) in accordance with the requirements in 6.1 and 6.2.

#### 4.4 Decisions of the EGG NBSPAC

- Where substantive decisions or recommendations are required, all members will be encouraged to contribute by email either in advance or after the meeting.
- Decisions as to the advice to be provided by the EGG NBSPAC and the NBSP will be made by consensus.

## 5. Meetings, secretariat, quorum and fees

### 5.1 Meeting frequency

- The NBSP/Te Whatu Ora/HNZ will provide secretariat support for the EGG NBSPAC to meet six-monthly.

### 5.2 Secretariat support

- Secretariat support will be provided by the NBSP for a maximum of two meetings per year.
- Secretariat support includes agenda setting; minute taking; meeting room bookings and/or provision of teleconferencing support, managing correspondence for the EGG NBSPAC, supporting the advisory group chair to maintain EGG NBSPAC workplans and supporting the NBSPAC to report against its high-level work plan outlined in 6.2.
- The EGG NBSPAC meeting agenda must be agreed by the chair and the nominated NBSP lead.
- Draft minutes will be provided to committee members within one month of a meeting. Final minutes must be approved by EGG NBSPAC members after discussion and incorporation of change requests at a subsequent EGG NBSPAC meeting.
- The secretariat will arrange all meetings via Zoom or Teams.

### 5.3 Adhoc working groups

- At the request of the NBSP, adhoc working groups may be formed to complete discrete pieces of work such as reviewing Standards. These groups will be accountable to the NBSP who will endeavor to support the group within the parameters of the secretariat resource.

### 5.4 Quorum

- The EGGNZ NBSPAC quorum will consist of nine representatives plus the chair and must include a minimum of one gastroenterologist, one surgeon, one Māori member and the NBSP representative per meeting.
- If an EGG NBSPAC quorum cannot be achieved, a new meeting date will be scheduled.

### 5.5 Fees

If applicable, fees may be claimed by EGG NBSPAC members for a maximum of two meetings per year as set out below:

Members who are staff of a New Zealand public sector organisation including public service departments, state-owned enterprises or crown entities are not permitted to claim a fee to attend meetings.

The NBSP has fees frameworks' that apply to members who are not included in the above groupings. These frameworks match the updated requirements set by the Department of the Prime Minister and Cabinet in June 2019. Stakeholders for whom the fees framework is relevant, should discuss this with the NBSP/Te Whatu Ora/HNZ prior to accepting the offer of membership.

If the fees' framework applies, where meetings are for less than a half day, members will be paid by the hour (i.e.,  $\$325/8 = \$40.60$  per hour or  $\$450/8 = \$56.25$ ).

Further information about the fees' framework can be found here:

<https://dpmc.govt.nz/publications/co-19-1-fees-framework-members-appointed-bodies-which-crown-has-interest-html#section-6>.

Payments for meeting attendance and preparation are considered taxable income by the IRD. Members are responsible for their own tax arrangements.

The NBSP/Te Whatu Ora/HNZ expect that members that are staff of a New Zealand public sector organisation, including public service departments, state-owned enterprises or crown entities, will seek their employer's support to attend/participate in the meetings. This support should include allowing staff the time needed to participate fully, both in preparation for meetings and at meetings, and meeting the costs of participation.

## 6. EGG NBSPAC work programme and reporting

6.1 A *high-level* NBSPAC annual work plan will be discussed and agreed at the first EGG NBSPAC meeting. This draft work plan will be submitted to the nominated NBSP lead for mutual approval, preferably within one month of the inaugural meeting.

### 6.2 Reporting

The EGG NBSPAC will be accountable to the NBSP/Te Whatu Ora/HNZ for advice on the NBSP. Progress against the agreed *high-level* work plan will be reported to the nominated NBSP lead six-monthly, preferably by the end of the month following meetings.

## 7. Communication, conflicts of interest, confidentiality

### 7.1 Communication

The chair will provide the NBSP/Te Whatu Ora/HNZ with advance notice of any media statements or interview requests regarding the work of the EGG NBSPAC and the EGGNZSC within one working day of being advised of such enquiry. All media queries/requests must go through Te Whatu Ora/HNZ's media team and follow the approval process.

### 7.2 Conflicts of interest

To ensure the EGG NBSPAC can act with integrity and transparency, all members are required to identify and declare any actual, potential, or perceived conflicts of interest that may impact on their role by completing Te Whatu Ora/HNZ's interests' declaration form' (see Appendix 1) and submitting it with their nomination.

In addition to completing the declaration form, when members believe that they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the EGG NBSPAC functions, they must declare a conflict of interest at the beginning of the meeting and withdraw themselves from the discussion and/or activity. The committees will then decide what part the member may take in any relevant discussion.

Conflicts of interest will be documented in minutes.

### 7.3 Confidentiality

EGG NBSPAC minutes and relevant documents will be available to EGG NBSPAC members on the EGGNZ website <https://eggnz.endoscopyquality.co.nz>. Access will be password protected.

EGG NBSPAC members are expected to maintain confidentiality of agenda material, documents and other matters forwarded to them, unless otherwise specified.

Members are not to represent themselves as agents of the NBSP/Te Whatu Ora/HNZ or speak on behalf of the EGG NBSPAC/NBSP without express written permission from the NBSP/Te Whatu Ora/HNZ.

The above requirement does not restrict members from making media statements relating to their personal expertise or to other roles they hold.

If a member receives a media request or enquiry relating to the NBSP or EGG NBSPAC, they must direct the enquiry to the chair, who must inform the NBSP/Te Whatu Ora/HNZ clinical lead and/or manager, in each case within 1 working day of being advised of such enquiry.

All media queries/requests must go through Te Whatu Ora/HNZ's media team and follow the approval process.

## 8. Review of Terms of Reference (TOR)

The TOR will be reviewed every two years by the EGG NBSPAC, with changes and/or updates made by the NBSP in consultation with the chair and members as required.

This Terms of Reference is dated 7 December 2022. are required to identify and declare any actual, potential, or perceived conflicts of interest that may impact on their role.