

Minutes of National Kaitiaki Group Workshop

Date: 21 February 2022

Time: 10.00 am – 02.00 pm

Location: Zoom

Convenor: Dr Helen Wihongi

Attendees: Ebony Duff
Sandra Corbett
Tasha Wharerau
Dr Teah Carlson

S9(2)(a)

In attendance:

S9(2)(a)

S9(2)(a)

Apologies:

Item	Notes	Actions
1	The meeting opened with a karakia	
2	Whanaungatanga	
3	Conflict of interest See #4.1 below.	
4	Matters arising 1. S9(2)(a) will circulate the health report to the Minister to request seeking expressions of interest for a new NKG member. 2. Helen recommended Sandra Corbett would be best to represent the NKG at the Mana Wāhine hui moving forward. 3. The group considered using Google Docs as an online portal to store all NKG documents.	KEEP OPEN S9(2)(a) to circulate Health Report to seek EOI for new NKG member

	<p>4. S9(2)(a) will follow up with Nicki Martin and Stephanie Chapman to check whether there were any responses to the apology letter to past NKG members and progress with a hui for current and past NKG members.</p> <p>5. Sandra will link with MMEG, keep action open.</p> <p>6. Pae Ora Bill: Helen will get a contact to discuss the Pae Ora Bill and update the NKG on this at the next meeting.</p>	<p>NEW ACTION S9(2)(a) to follow up with Nicki and Steph about apology hui</p> <p>KEEP OPEN Sandra to link in with MMEG</p>
4.1	<p>Response from S9(2)(a) Out of Scope</p> <p>Teah will draft a response. NKG advice has been considered and there is nothing in S9(2)(a) article that wouldn't serve Maori wāhine.</p> <p>The convenor declared a conflict of interest for this work. Teah Carlson is point of contact for this application.</p>	<p>NEW ACTION Teah Carlson to draft a letter back to S9(2)(a)</p>
5	Open meeting	
5.1	<p>Updates (marker only)</p> <p>Nicki did not attend the meeting and will provide an update at the next NKG hui.</p>	
5.2	<p>Data and Digital Lead</p> <p>S9(2)(a) gave a review of the mahi being undertaken in his space at the Ministry of Health, including aiding the Ministry of Health in establishing true partnerships with Māori.</p>	S9(2)(a)
5.3	<p>Data management (Te Ahu o Te Kahu, Cancer Control Network)</p> <p>S9(2)(a) shared the mahi with the ropu on an electronic solution for a pathology database integrated with clinicians and laboratories.</p> <p>S9(2)(a) will return and present on their progress in response to the NKG's feedback on approach.</p>	S9(2)(a)
6	Closed meeting	
6.1	<p>HPV strategy update</p> <p>Tash and Sandra are attending the working groups for the implementation of HPV. The mahi is progressing and the group is</p>	Sandra Corbett

	aiming to have a strong whānau voice to guide and inform the approach.	
6.2	<p>S9(2)(f)(iv)</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Ebony Duff
6.3	<p>Maori Health Authority</p> <p>The NKG is preparing for the vision moving forward with the Māori Health Authority.</p> <p>S9(2)(a) to seek S9(2)(a) availability to attend an NKG meeting to talk about future state of the NKG within the Māori Health Authority.</p> <p>NKG members will email Helen about any other training/workshop opportunities to better understand where the NKG can connect and add value in the wider context, as well as opportunities to educate others on the role of NKG moving forward.</p> <p>The NKG will arrange for a colleague to attend the next meeting to workshop visioning and team building.</p>	<p>Helen Wihongi</p> <p>NEW ACTION S9(2)(a) to seek S9(2)(a) availability to attend NKG hui</p> <p>NEW ACTION The NKG will arrange for someone to attend the next NKG meeting to workshop visioning and team building</p>
6.4	<p>General business</p> <ul style="list-style-type: none"> shared chairing <p>Helen will continue to do the planning and agendas prior to the NKG meeting, but the group will support in chairing for future meetings.</p> <p>The group agrees to have a Zoom meeting for the next quarterly meeting in May due to the current COVID-19 climate.</p> <p>S9(2)(a) to put a standing item on the agenda to discuss the current COVID-19 climate and travel arrangements if the NKG would like to meet in person.</p>	
7	Next meeting will occur Monday 21 March 2022.	
8	The meeting closed with a karakia.	

Minutes of National Kaitiaki Group

Date:	21 March 2022
Time:	10.00 am – 12.00 pm
Location:	Zoom
Convenor:	Dr Helen Wihongi
Attendees:	Ebony Duff Sandra Corbett Tasha Wharerau Dr Teah Carlson S9(2)(a)
In attendance:	Nicki Martin, NCSP Manager, NSU Dr Jane O'Hallahan, Clinical Director, NSU

Apologies:

Item	Notes	
1	The meeting opened with a karakia.	
2	Whanaungatanga	
3	Conflicts of interest No conflicts of interest have been identified.	
4	Matters arising S9(2)(a) will update the Health Report to seek EOI for a new NKG member and extend the memberships of all members through the transition.	<p>ACTION S9(2)(a) will update and circulate health report</p> <p>ACTION S9(2)(a) to check availability with MMEG Chair to attend an NKG hui in the near future.</p>

	<p>The NKG will draft a quote for visioning and team-building workshops and send to the NCSP. The NKG will also discuss where to hold the workshops to arrange travel and accommodation. Final details to be confirmed at the April hui.</p> <p>Teah Carlson has agreed to chair the April hui.</p>	<p>KEEP OPEN S9(2)(a) will continue to reach out to the Transition Unit to connect with the NKG</p> <p>ACTION NKG to send quote for training workshops to the NCSP</p>
5	Open meeting	
5.1	<p>HPV project update (standing item)</p> <p>Nicki Martin gave an update on the HPV primary screening project at the NCSP.</p> <p>The NSU is establishing a Data Governance Group, led by public health physicians including S9(2)(a) and S9(2)(a). This will help support the HPV project on data governance and inform the approach of the new establishments as a result of the health reforms.</p>	<p>ACTION Nicki will speak to S9(2)(a) to add a NKG representative on the Data Governance Group.</p> <p>ACTION Nicki will follow up with Health Legal on data access, reporting and analytics and where that sits within Kaitiaki regulations.</p> <p>ACTION Sandra and Nicki will progress with Stephanie Chapman the organisation of an apology hui between past and current NKG members.</p>
5.2	<p>Letter from S9(2)(a), data sharing between FPA and NCSP Out of Scope</p> <p>The NCSP is investigating this concern. Nicki will provide an update on this at the next hui.</p>	<p>ACTION Nicki to provide an update at the next NKG hui.</p>

5.3	<p>Prospective ICC (Invasive Cancer Case) Audit presentation</p> <p>Jane O’Hallahan gave a presentation on the proof of concept for the prospective ICC audit, which will involve the use of sensitive data that will require Māori data governance.</p> <p>Interim data governance is key to the success of this audit, and [redacted] will present on this at the next NKG hui.</p>	<p>ACTION</p> <p>[redacted] will circulate Jane’s slides to the rest of the NKG</p> <p>ACTION</p> <p>The NKG will invite Jane to the next NKG hui to discuss further</p>
6	Closed meeting	
6.1	<p>General business</p> <p>Tash and Sandra have attended the hui with the NCSP Kaiminaki group, who are keen to have a close working relationship with the NKG.</p>	<p>ACTION</p> <p>[redacted] will add to the next agenda a discussion about NKG representation on NCSP working groups</p>
7	<p>Next meeting and travel arrangements</p> <p>The NKG meeting in May will be a face-to-face hui. Details for travel and accommodation will be added to discuss at the next agenda.</p>	
8	The meeting closed with a karakia.	

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Minutes: National Kaitiaki Group

Date:	19 April 2022
Time:	10.00 am – 12.00 pm
Location:	Zoom
Attendees:	Dr Helen Wihongi Ebony Duff Sandra Corbett Tasha Wharerau Dr Teah Carlson (Chair) S9(2)(a)
In attendance:	None
Apologies:	None

Item	Notes	
1	The meeting opened with Karakia timatanga.	
2	Conflicts of interest The group agrees to keep a conflict of interest register for all members to fill in their current memberships.	ACTION The NKG will start a list of group memberships as a conflict of interest register
3	Matters arising S9(2)(a) will progress the Health Report to recruit an additional member and extend NKG membership to July 2024. NKG training budget: S9(2)(a) is progressing internally.	ACTION S9(2)(a) will progress the Health Report ACTION S9(2)(a) to progress the invoice for NKG training KEEP OPEN The NSU will add an NKG representative on the NSU Data Governance Group KEEP OPEN

	<p>Apology hui: S9(2)(a) will send out a survey to understand people's availability and organise the apology hui.</p> <p>S9(2)(a) will check where the NSU could source kaumatua for cultural support for the apology hui.</p> <p>People can have direct lookup access to data, we're just providing a mechanism now to do that to keep people clinically safe</p>	<p>S9(2)(a) will progress the legal request on data access, reporting and analytics and where that sits within Kaitiaki regulations</p> <p>ACTION S9(2)(a) will progress organisation of apology hui, including sourcing Kaumatua</p> <p>ACTION Nicki to provide an update about data sharing with Family Planning</p>
4	Open meeting	
4.1	MMEG: S9(2)(a) was unable to attend. Will reschedule for May hui.	
5	Closed meeting	
5.1	HPV strategy update No further meetings with working groups have taken place but members of the NKG are still in contact with S9(2)(a).	
5.2	S9(2)(f)(iv) [Redacted]	
5.3	Māori Health Authority Helen will organise someone to attend the NKG hui to talk about Pae Ora Bill.	ACTION Helen to organise someone to attend to speak on Pae Ora Bill
5.4	General business <ul style="list-style-type: none"> NKG representation on other rōpu <p>If matters concerning the NKG arise in other hui, they will be tabled with the rest of the NKG.</p> <p>Discuss S9(2)(a) request at the next hui.</p>	
6	Next meeting: kanohi ki te kanohi in Auckland for 16 May hui	

7	The meeting closed with Karakia Whakamutunga.	
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Minutes of National Kaitiaki Group Workshop

Date:	16 May 2022
Time:	10.00 am – 02.00 pm
Location:	<i>Kanohi ki te Kanohi</i> 650 Great South Road Ellerslie, Auckland 1051 Level 3: room Rangitoto
Convenor:	Dr Helen Wihongi
Attendees:	Ebony Duff Sandra Corbett Tasha Wharerau (Chair) Dr Teah Carlson S9(2)(a)
In attendance:	S9(2)(a) Dr Jane O’Hallahan, Clinical Director, NSU S9(2)(a) Nicki Martin, Manager NCSP
Apologies:	

Item	Notes	Actions
1	The meeting opened with a karakia	
2	Conflicts of interest Members will complete the Conflicts of Interest register, send to Helen to finalise, then send to S9(2)(a) to keep updated. The sheet will cover all the mahi of members.	ACTION Members will complete the Conflict of Interest Register
3	Matters arising: <ul style="list-style-type: none"> Apology hui: S9(2)(a) to organise meeting between NKG and S9(2)(b)(ii). The NSU is progressing the apology hui at a higher level with cultural support. 	

	<ul style="list-style-type: none"> Out of Scope 	<p>KEEP OPEN S9(2)(a) will progress the legal request on data access, reporting and analytics and where that sits within Kaitiaki regulations</p> <p>KEEP OPEN The NSU will progress organisation of apology hui</p> <p>KEEP OPEN Helen to organise someone to attend to speak on Pae Ora Bill</p>
4	Open meeting (2 hours only)	
4.1	<p>S9(2)(a) presented on:</p> <ul style="list-style-type: none"> COVID impact monitoring (initial discussion, report to be circulated at a later date for your approval) NSU-wide Data Governance (informal discussion, no report provided) <p>S9(2)(a) to circulate S9(2)(a) slides to the NKG members. Members will come back to S9(2)(a) with any questions or comments, if any.</p>	<p>ACTION S9(2)(a) to circulate S9(2)(a) slides to the NKG</p>
4.2	MMEG: S9(2)(a) attended to meet the NKG.	
4.3	<p>Jane O'Hallahan answered NKG questions regarding the proof of concept for the S9(2)(ba)(ii)</p> <p>Out of Scope</p>	
5	Closed meeting	
5.1	<p>NKG applications</p> <ul style="list-style-type: none"> S9(2)(a): a response has been sent from the NKG <p>Out of Scope</p>	<p>ACTION The NKG to draft a response back to S9(2)(a)</p>

	<p>Out of Scope</p>  <p>The NKG will send a response to S9(2)(a) .</p>	
5.2	<p>General business</p> <p>The group agreed to have the closed meeting first moving forward.</p> <p>The group agreed that all papers/slide packs should be provided to the NKG two weeks prior to the hui, and will be invited to present only if it warrants a conversation.</p> <p>S9(2)(a) will inquire if Health NZ's migration to Sharepoint will offer a secure online solution for all NKG documents</p> <p>The NKG raised that the quarterly data report has gone up on the NSU website without NKG approval. S9(2)(a) to inquire internally.</p> <p>The NKG would like to table some literature that is relevant to the upcoming work of the NSU about screening impacts and indigenous people of the land</p>	<p>ACTION</p> <p>S9(2)(a) to inquire about the option of a secure online portal with Health NZ's migration to Sharepoint</p> <p>ACTION</p> <p>S9(2)(a) to inquire with the NSU about the published quarterly report without NKG approval</p>
6	<p>The meeting closed with a karakia.</p>	

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Agenda of National Kaitiaki Group hui

Date:	20 Jun 2022
Time:	9.30 am – 11.30 am
Location:	Zoom
Attendees:	Ebony Duff (Chair) Sandra Corbett Tasha Wharerau Dr Teah Carlson S9(2)(a)
In attendance:	Nicki Martin, Manager, NCSP Jane O'Hallahan, Clinical Director, NSU
Apologies:	Dr Helen Wihongi

Item	Notes	Actions
1	The meeting opened with a karakia	
2	Closed meeting	
2.1	Conflicts of interest The group agreed that the Conflict of Interest Register will accompany the meeting minutes moving forward. A copy of the Register will be held and maintained by the Secretariat.	ACTION Members will send to S9(2)(a) any updates to the Conflict of Interest register
2.2	Matters arising The group needs to confirm whether the meeting minutes from the April hui have been passed. S9(2)(a) will send through minutes from April and May 2022, along with these minutes from June 2022. <ul style="list-style-type: none"> Response to S9(2)(a) Out of Scope 	ACTION S9(2)(a) will circulate the minutes from Apr, May, and Jun for the group to review and approve.

	<p>Out of Scope</p> <p>The group noted S9(2)(a) application form is not complete.</p> <p>The NKG will respond to S9(2)(a) and request a response about how each concern raised by the NKG will be addressed.</p> <p>The group will decide on a standardised process to request a response about how the submitter directly addressed concerns raised by the NKG. The group will review a draft by next week.</p>	<p>ACTION</p> <p>The NKG will respond S9(2)(a)</p> <p>ACTION</p> <p>The NKG will draft a standardised process to submitters.</p>
2.3	<p>HPV strategy update</p> <p>Sandra and Tash gave the group an update on the work happening within the HPV project.</p> <p>S9(2)(a) will circulate the latest sector update from the NSU with the group.</p>	<p>ACTION</p> <p>S9(2)(a) will circulate the most recent sector update to the group.</p>
3	<p>Open meeting</p>	
3.1	<p>Apology hui</p> <p>Nicki Martin and Jane O'Hallahan gave an update on the apology hui. Support has been sought from S9(2)(b)(ii) to coordinate the hui as tangata whenua.</p> <p>With Deborah Woodley's support, this matter will be escalated to John Whaanga (DDG Māori Health) and Ashley Bloomfield (DG) to give this process the mana it needs to give the apology full effect.</p> <p>The NKG requests visibility on a timeframe, and to keep the group informed as this kaupapa progresses.</p>	
3.2	<p>NCSP update</p> <p>Out of Scope</p> <p>S9(2)(ba)(i)</p> <p>Nicki gave an update on the NSU process to enhance education within the internal teams regarding the Kaitiaki regulations and publications. Steps have been taken to ensure this is incorporated into the orientation process. Additionally the Screening Insights and Analytics team (SIA) have now developed a checklist to ensure all appropriate</p>	

	<p>steps are being taken in line with the Kaitiaki regulations prior to publication, including to establish a data source for all reporting.</p> <p>Nicki will work with SIA to sync up quarterly reporting to NKG regular meeting time.</p> <p>S9(2)(a) will send through the list of NKG dates to help draft a calendar of all upcoming requests and publications over the next 6 months.</p>	<p>ACTION</p> <p>Nicki and SIA will aim to sync up quarterly reporting with NKG meeting times</p> <p>ACTION</p> <p>S9(2)(a) will circulate a list of NKG meeting dates</p>
3.3	<p>MHA</p> <p>The NKG has been unsuccessful in contacting the Māori Health Authority to discuss where the NKG will sit within the health reforms.</p> <p>S9(2)(a) will send the S9(2)(f)(iv) to Jane to help aid discussions regarding the future state of the NKG within the MHA.</p>	<p>ACTION</p> <p>S9(2)(a) will send the NKG business case to Jane</p>
4	<p>The meeting closed with a karakia.</p>	

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Minutes of National Kaitiaki Group hui

Date:	18 July 2022
Time:	10.00 am – 12.00 pm
Location:	Zoom
Convenor:	Dr Helen Wihongi (Chair)
Attendees:	Ebony Duff Sandra Corbett Tasha Wharerau Dr Teah Carlson S9(2)(a)
In attendance:	Jane O'Hallahan, Clinical Director, NSU Nicki Martin, Manager, NCSP
Apologies:	

Item	Notes	Actions
1	The meeting opened with karakia timatanga	
2	<p>Conflicts of interest</p> <p>The group made a decision that the Interests Register will be managed by the Secreteriat. The group will update the Secreteriat as applicable of any changes.</p>	
3	<p>Matters arising:</p> <ul style="list-style-type: none"> Training The group will organise a date that works for everyone to begin the training sessions. S9(2)(a) application <p>S9(2)(a) has not yet responded to the NKG letter. Helen will draft a response to address S9(2)(a) and circulate to the group for confirmation to send.</p> <p>The NKG approved the minutes from April, May and June 2022.</p> <p>Helen will be resigning from the NKG. The group noted that the workload will increase moving forward. S9(2)(a) will look into who can</p>	<p>NEW ACTION The group will decide a date for training</p> <p>NEW ACTION Helen will draft a letter to S9(2)(a) and send to the group for confirmation</p>

	<p>give advice into the NKG without being a member. Helen's last convenor role will be August hui.</p> <ul style="list-style-type: none"> • NSU reporting <p>Nicki Martin updated the group that IMR reporting is delayed due to Cancer Council of New South Wales (CCNSW) staffing capacity issues.</p> <p>Prior to the legislation changes coming into place, IMR52 was finished and ready for publication and the data for IMR53 had already been provided to the CCNSW, which was why no NKG approval process was undertaken.</p> <p>A request (memo and reports) will come to the NKG acknowledging that 2020 data was released as part of the regular process prior to the process being put in place due to the legislation change.</p> <p>The clinical team within the NSU decided that 2020 and 2021 data will be published together in one report due to the pandemic impacting indicators, to show a complete picture over two years.</p> <p>The NSU will be continuing with the CCNSW monitoring within the current programme. CCNSW will produce the next IMR for 2022 data and will be speaking to the NKG for advice on Māori data sovereignty to provide monitoring and reporting on indicators for the new HPV primary screening programme. The NSU has not yet commenced this work.</p>	
4	<p>Preparation for hui in Te Whanganui a Tara</p> <p>Travel plans for the hui are placed on hold until a venue can be decided that would work best for the group.</p> <p>Agenda items</p> <ul style="list-style-type: none"> • S9(2)(a) will attend to talk about the apology process • The agenda may also include the quarterly reporting (the team will provide a memo and full report) • Jane O'Hallahan and S9(2)(a) will attend to speak on data governance • S9(2)(a) /Nicki will invite an MHA contact to attend if they are available • Helen will invite someone to talk about the Pae Ora bill • Helen notes the NKG needs to plan for a meeting with the Minister, talk through business case, and change the TOR and remuneration to reflect legislation changes. 	
5	<p>S9(2)(ba)(i)</p> <p>[Redacted]</p> <p>Out of Scope</p>	<p>NEW ACTION</p> <p>Jane will return an updated memo to the NKG for approval</p>

	The group gave feedback on the memo provided, including terminology used. Jane will return an updated memo to the NKG for approval.	
6	<p>Connecting with MHA</p> <p>Nicki provided a contact for the NKG to connect with the MHA. The group asked that this contact be invited to the next NKG hui as available to meet the group and discuss.</p>	<p>NEW ACTION</p> <p>Nicki/^{S9(2)(a)} to invite MHA contact to the next NKG hui</p>
7	The meeting closed with karakia whakamutunga	

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Agenda of National Kaitiaki Group hui

Date:	15 Aug 2022
Time:	10.00 am – 2.00 pm
Location:	<i>Kanohi ki te Kanohi</i> 650 Great South Road Ellerslie, Auckland 1051 Level 3: room Rangitoto
Convenor:	Dr Helen Wihongi (Chair)
Attendees:	Ebony Duff (online) Sandra Corbett Tasha Wharerau (online) Dr Teah Carlson
In attendance:	None
Apologies:	S9(2)(a) [redacted]

Item	Notes	Actions
1	The meeting opened with karakia timatanga	
2	<ul style="list-style-type: none"> Conflicts of interest The group requests to move this item to the open meeting	
3	<p>Matters arising</p> <ul style="list-style-type: none"> Training – the group will fly to Gisborne on 13 October and the training will take place on 14 October. S9(2)(a) will make sure there's funding for travel and accommodation for two nights. Helen will continue trying to reach a contact to come speak to the NKG about the Pae Ora Bill... will delegate the thread to Ebony NCSP quarterly reports <p>Out of Scope</p> <p>The group requests a response from the NSU on how Te Tiriti o Waitangi will be honoured in this work and the NSU's commitments to</p>	<p>ACTION</p> <p>S9(2)(a) to organise flights and accommodation for two nights for the October training</p> <p>ACTION</p> <p>S9(2)(a) to request a response from the NSU</p>

	it. Request to add a paragraph to conceptualise the Māori experience as to why they are less engaged in screening services.	
4	<ul style="list-style-type: none"> • S9(2)(a) application <p>The group requests a response from S9(2)(a) on how every recommendation will be addressed. Helen will send a letter outlining this as a legislative requirement to S9(2)(a).</p>	<p>ACTION</p> <p>Helen to send NKG response letter to S9(2)(a)</p>
5	<ul style="list-style-type: none"> • Parliamentary Review Committee application <p>The NKG approved the request from the Parliamentary Review Committee to access wāhine Māori's colposcopy data</p>	
6	<ul style="list-style-type: none"> • Māori data governance data system <p>S9(2)(a) to stay in contact with Teah Carlson: a data management system between the Māori Health Authority, Health New Zealand and the Ministry of Health lacks monitoring of Māori data sovereignty.</p>	
7	<ul style="list-style-type: none"> • Administration <p>NKG requests all bookings (flights, venue, taxi chits) are finalised two weeks prior to the set hui.</p>	
8	<ul style="list-style-type: none"> • Connecting with MHA <p>Nicki Martin has connected with a contact at the Māori Health Authority and will connect with the NKG</p>	<p>ACTION</p> <p>Nicki to connect MHA contact with the NKG</p>
8	The meeting closed with karakia whakamutunga	

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Minutes of National Kaitiaki Group hui

Date:	19 Sep 2022
Time:	10.00 am – 12.00 pm
Location:	Teams
Convenor:	Ebony Duff
Attendees:	Sandra Corbett Tasha Wharerau Dr Teah Carlson S9(2)(a)
In attendance:	Nicki Martin, Manager, NCSP Jane O'Hallahan, Clinical Director NSU S9(2)(a)
Apologies:	Dr Helen Wihongi

Item	Notes	Actions
1	The meeting opened with karakia timatanga	
2	Whanaungatanga <ul style="list-style-type: none"> Catch up 	
3	Open meeting	
3.1	Apologies The group acknowledges apologies from Helen Wihongi.	
3.2	Declaration of interest The group has no new declarations of interest to declare.	All
3.3	<ul style="list-style-type: none"> Apology hui <p>Following a meeting with the Deputy Director General Māori Health, he has advised that the current NSU-level of involvement is appropriate to give full effect to the apology.</p> <p>The NSU has the support of Graham Cameron, Transitional Chief Advisor Māori Health, Public Health Agency, who is very supportive of the need to do an authentic apology to past members of the NKG, and S9(2)(a), Māori Public Health Medicine Specialist. The apology will be made by Dr Jane O'Hallahan, Clinical Director, NSU and Astrid Koorneeff, Interim Director, Prevention, Te Whatu Ora.</p>	<p><u>ACTION</u></p> <p>Jane will put together bullet points on this to circulate to the NKG.</p>

	<p>S9(2)(f)(iv) [REDACTED]</p> <p>S9(2)(a) [REDACTED] wrote a briefing to Nick Chamberlain, National Director, National Public Health Service, who may wish to support the NSU in the apology.</p> <ul style="list-style-type: none"> • S9(2)(f)(iv) [REDACTED] <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p><u>ACTION</u> S9(2)(a) [REDACTED] will keep this as a standing agenda item</p>
3.4	<p>Next meeting: 17 October 2022</p> <p>Upcoming reports:</p> <ol style="list-style-type: none"> 1. NCSP to respond to NKG's feedback on the DHB quarterly reports 2. Independent Monitoring Report <p>Update on the report to the Minister to add a member to the NKG: The NCSP is connecting with Te Aka Whai Ora to get endorsement of the approach taken to source an additional member to the NKG</p>	<p><u>ACTION</u> S9(2)(a) [REDACTED] and Nicki will meet with Te Aka Whai Ora to get endorsement</p>
4	Closed meeting	
4.1	<p>The group met with S9(2)(b)(ii) [REDACTED], to discuss the apology hui.</p>	Ebony

Minutes

National Kaitiaki Group (NKG)

Date:	17 Apr 2023		
Start Time:	10:00 am	Finish Time:	11:50 am
Location:	Zoom		

Members: Dr Helen Wihongi (Convenor)

Ebony Duff

Sandra Corbett

Tasha Wharerau

Dr Teah Carlson

In attendance:

S9(2)(a)

Anne Stewart, Manager, National Cervical Screening Programme

Stephanie Chapman, Group Manager, National Screening Unit

Apologies:

Time	Item	Actions
10:00 am	The hui opened with karakia timatanga	
10:15 am	Declarations of interest	ACTION: S9(2)(a) will follow up with the group on updates to their interests
10:30 am	<p>New correspondence in Out of Scope</p> <p>[Redacted]</p> <p>The group noted that most of the content of the memos was irrelevant to the Kaitiaki Regulations.</p> <p>NKG support and approve the use and release of information on primary care enrolment status and cervical screening status.</p> <p>Access to Māori womens de-identified data for funding allocation purposes</p> <ul style="list-style-type: none"> NKG approval not required, the NSU already have the information in the June 2022 reports There is enough information out there already about what is required to 	<p>ACTION: S9(2)(a) will share NKG feedback with the NSU.</p> <p>ACTION: S9(2)(a) will send through S9(2)(a) contact details for Helen to discuss the applications.</p> <p>S9(2)(f)(iv)</p> <p>[Redacted]</p> <p>ACTION: Teah Carlson will send her feedback on the outstanding items to S9(2)(a).</p>

improve Māori women's cervical screening rates. **The NKG recommended that the NSU speak to the providers.** S9(2)(b)(ii) would be a good place to start.

ACTION: any outstanding applications will be tabled at the next NKG hui.

Access to Māori women's identifiable data for health promotion purposes: **the NSU needs to address this and resubmit.**

Access to Māori women's un-identifiable data for planning and commissioning purposes: the NKG recommends that the NSU:

- **see information in the June reports 2022**
- **talk to Māori providers**
- **talk to kaimahi Māori in cervical screening services – look at the many reports**

S9(2)(f)(iv)

The NKG support and approval for release of Test of Cure data.

Outstanding items for next hui:

- Independent Monitoring Report

Out of Scope

Applications

S9(2)(a)

Correspondence

- S9(2)(a): HPV self-test Auckland study progress update

	Out of Scope A	
Open meeting		
11:00 am	The group welcomed Anne Stewart, NCSP Manager.	
11:05 am	<p><u>Update on the apology process</u></p> <p>The NSU have a clear direction and leadership of Nick Chamberlain, National Director NPHS, and Graham Cameron, Director Public Health. S9(2)(g)(i)</p> <p>Graham's advice is that the apology is the end of the process. S9(2)(g)(i)</p> <p>The group commented it is important that the NSU and NKG do this process with past and current NKG members.</p> <p>S9(2)(f)(iv)</p> <p>The NKG commented that transparency and communication will be key moving forward.</p> <p>S9(2)(g)(i)</p>	<p>ACTION: the NSU will write a memo to Nick Chamberlain and the NKG around the restorative process and the apology and get Graham's endorsement.</p> <p>ACTION: the NSU will send an invite to Graham Cameron to attend the kanohi-ki-te-kanohi in May.</p> <p>ACTION: the group agreed that Ebony can help facilitate this process along by reaching out to Graham in the first instance.</p>
11:25 am	<p>Anne provided an <u>HPV project update</u>. Key pieces of work include:</p> <ol style="list-style-type: none"> 1. Implementation of a new Register: a repository for information which has enhanced features and better controls. It was agreed that a Register demo will be shown at the kanohi-ki-te-kanohi in May. It was flagged that some additional reporting will need to be set up, which would come back through the NKG for approval as appropriate. 	<p>ACTION: the NSU will prepare to do a demo of the Register, Whaihua and S9(2)(f)(iv) at the kanohi-ki-te-kanohi in May. The NSU will submit all papers a fortnight prior to the hui.</p>

	<p>2. S9(2)(f)(iv) [Redacted]</p> <p>3. New IT system called Whaihua: portal for providers to have access to information they need for their role.</p>	
11:35 am	<p>S9(2)(ba)(i) [Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>S9(2)(ba)(i) [Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
11:45 am	Kanohi ki te kanohi – 15 May 2023	ACTION: S9(2)(a) [Redacted] will work with Helen on the agenda and ensure all papers are submitted to the NKG by 1 May.
11:50 am	The hui closed with karakia whakamutunga.	
Next meeting: 15 May 2023 in Auckland		

Minutes

Kanohi ki te kanohi National Kaitiaki Group (NKG) hui

Date:	15 May 2023		
Start Time:	10:00 am	Finish Time:	3:00 pm
Location:	Rimu Room, Jetpark Hotel & Conference Centre, 63 Westney Road, Mangere, Auckland 2022 Zoom		

Members: Dr Helen Wihongi (Convenor)
Ebony Duff
Sandra Corbett
Tasha Wharerau
Dr Teah Carlson

In attendance: S9(2)(a)
Anne Stewart, Manager, National Cervical Screening Programme
Stephanie Chapman, Group Manager, National Screening Unit
Graham Cameron, Lead Chief Advisor, Māori Health, Te Whatu Ora
Lisa Te Paiho, Programme Manager, Pae Ora, Public and Population Health, Te Aka Whai Ora
Rachel MacKay, Manager HPV Primary Screening Project, Te Whatu Ora
S9(2)(a), Senior Manager Products - National Digital Services, Te Whatu Ora

Apologies:

Item	Actions
The hui opened with karakia timatanga	
Declarations of interest Changes have been sent through to S9(2)(a) and the Interests Register is now up to date.	
Actions from the last meeting The NKG ran through the last hui's actions and approved the last set of minutes, from 17 April 2023.	
Outstanding items <ul style="list-style-type: none"> Independent Monitoring Report Out of Scope Applications <ul style="list-style-type: none"> S9(2)(a) application Out of Scope 	<p>ACTION: S9(2)(a) will send through past examples of NKG letters/feedback letters</p> <p>ACTION: The group will draft a response to S9(2)(a)</p>

<p>Correspondence</p> <ul style="list-style-type: none"> • S9(2)(a) HPV self-test Auckland study progress update <p>Out of Scope</p> <p>Moving forward, the NKG requests bullet points from the NSU for the NCSP/HPV update so they have time to review prior.</p>	<p>ACTION: S9(2)(a) will send the NKG's response letter to S9(2)(a)</p> <p>ACTION: S9(2)(a) will respond to S9(2)(a) inviting her to the next NKG hui.</p> <p>ACTION: S9(2)(a) to send through the Service Design Team's work on workforce role definitions</p>
<p>NKG Memberships</p> <p>The group identified a need for a phased exit plan to ensure business continuity and S9(2)(g)(i).</p> <p>The group agreed to add this as an action item on the agenda moving forward.</p>	<p>ACTION: S9(2)(a) will add a standing item on the agenda called "Te Ao Hou" (15 min)</p>
<p>11:30 am - Open meeting</p>	
<p>NKG Apology</p> <p>Graham Cameron, Ringatohu, Hauora Māori Tūmatanui, NPHS, and Lisa Te Paiho, Programme Manager – Pae Ora, Public and Population Health, Te Aka Whai Ora, attended the session.</p> <p>Stephanie Chapman provided an update on the NKG apology: Dates of 15 June and 21 June will be presented to past NKG members, and the NSU will be booking a venue. S9(2)(g)(i)</p> <p>Nick Chamberlain and Graham Cameron are supporting the apology. Astrid Koornneef, Interim Director, Prevention and Jane O'Hallahan, Director, NSU will also be part of the apology.</p> <p>S9(2)(g)(i)</p> <p>S9(2)(g)(i)</p> <p>The date and venue are welcomed as long as it's in the hearts and minds of the hosting marae, and that the NKG feel supported to follow their tikanga as manuhiri. This needs to be worked through.</p> <p>S9(2)(g)(i)</p>	<p>ACTION: The NSU will progress planning of the Hohou Te Rongo</p>

S9(2)(g)(i)

The current NKG Convenor is a good starting point to reach out to start assembling the past members.

S9(2)(g)(i)

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S9(2)(f)(v)

Te Aka Whai Ora update

Te Aka Whai Ora is working in partnership with the NCSP to lead the implementation of the Parliamentary Review Committee's recommendations. The key focus is to try to make cervical screening free and achieve equitable outcomes.

In terms of the HPV implementation project, the new option of self-screening is more acceptable to people and work is underway to make sure the equity gap doesn't grow. Monitoring will be important, along with implementing new initiatives to ensure equitable participation, expanding the scope of kaimahi, increasing screening services, and supporting access to unenrolled people. Te Aka Whai Ora has a focus on reciprocity and giving back to the community, to seek and uplift whānau voices, prioritise community-led activities, ensure equitable support and resourcing, and implement a holistic approach.

S9(2)(g)(i)

S9(2)(f)(iv)

ACTION: S9(2)(a) will add Lisa Te Paiho to NKG hui moving forward

NCSP/HPV update

S9(2)(f)(iv)

ACTION: S9(2)(f)(iv)

S9(2)(g)(i)

<p>S9(2)(g)(i)</p> <p>[Redacted]</p>	
<p>S9(2)(b)(ii)</p> <p>[Redacted]</p> <p>The group comments that Te Tiriti o Waitangi should be front-facing in all NSU documents, followed by how equity is being practiced. Te Tiriti o Waitangi is a foundational piece that should be front and centre, as it puts into force a commitment toward actionable accountability.</p>	
<p>Demonstration: the new NCSP-Register</p> <p>S9(2)(a) [Redacted] and S9(2)(a) [Redacted] gave a presentation and demonstration of the new NCSP-Register. The session was recorded.</p> <p><u>How will the new Register protect Māori women's data?</u></p> <p>Where someone has access to the Register, there are the right controls around that process so they can only access the data needed to do their job. There are also controls around what you can do with that data, for example extraction, reports you can run, reports you can see, etc.</p> <p>A user can see individuals they will need to work with but the Register will limit the system so they can't pull out a report of aggregate data within their region or the motu.</p> <p>Reporting will come back to the NKG in June, on what is the right level of reporting for certain organisations to be able to perform their work and still protect Māori women's data.</p>	<p>RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982</p>
<p>The hui closed with karakia whakamutunga</p>	
<p>Next meetings:</p> <ul style="list-style-type: none"> • 19 June 2023 (virtual) • 17 July 2023 (virtual) • 21 Aug 2023 (kanohi ki te kanohi) 	

Minutes

National Kaitiaki Group (NKG)

Date:	19 Jun 2023		
Start Time:	10:00 am	Finish Time:	12:30 pm
Location:	Zoom		

Members: Dr Helen Wihongi (Convenor)

Ebony Duff

Sandra Corbett

Tasha Wharerau

Dr Teah Carlson

In attendance:

S9(2)(a)

Lisa Te Paiho, Programme Manager – Pae Ora, Public and Population Health

Anne Stewart, Manager, National Cervical Screening Programme

Rachel Mackay, Implementation Manager, HPV Primary Screening project

Stephanie Chapman, Group Manager, National Screening Unit

Apologies:

Time	Item	Actions
10:00 am	The hui opened with karakia timatanga Tash Wharerau chaired the hui.	
10:05 am	Whanaungatanga The group had a debrief on the apology last Thursday, 15 June. S9(2)(g)(i) everyone pleased with how it went.	Action: The group will discuss with the NSU another opportunity to meet with the past and current NKG members in the future.
10:15 am	Declarations of interest Mapped into National GM Māori at Te Whatu Ora, joint role with Te Aka Whai Ora. Helen's role has been mapped into National Māori Research as a joint role with Te Whatu Ora and Te Aka Whai Ora. Tash has now joined the Breast Screening Action and Advisory group.	Action: S9(2)(a) will update the interests register.

	The group will decide what information about the NKG to share with their respective groups.	
10:20 am	<p>New correspondence in</p> <p>Out of Scope</p> <p>Helen has approved by email and S9(2)(a) passed this on to the internal team.</p> <p>Outstanding items</p> <p>Out of Scope</p> <p>NSU staff are going through NKG feedback. S9(2)(a) will follow up on this.</p> <p>Applications</p> <ul style="list-style-type: none"> S9(2)(a) application <p>Out of Scope</p> <p>S9(2)(a) has sent a letter of response to S9(2)(a) on behalf of the NKG.</p> <p>Correspondence</p> <ul style="list-style-type: none"> S9(2)(a): HPV self-test Auckland study progress update <p>Out of Scope</p> <p>S9(2)(a) presented some slides (S9(2)(a) will get a copy of these). Objectives of the research is designing what equity looks like, how that works in a real-world context and how to ensure women are followed up on HPV tests. S9(2)(a) gave a summary of all studies of the HPV test over the last few years. The current studies (2021-current) are implementation science studies with an equity focus testing different options that might work to address common issues, alternate models of delivery, giving options that suit women and what they prefer and strengthening the evidence base for what works for different groups.</p> <p>It was agreed that S9(2)(a) will return in a year's time to present a progress update.</p>	<p>Action: S9(2)(a) will follow up on the NSU's progress on addressing the NKG's feedback on the IMRs.</p>
	The new database: the group ran out of time to discuss.	
	Te Ao Hou: the group ran out of time to discuss.	

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Open meeting

11:55 am	<p>Te Aka Whai Ora update</p> <p>Lisa Te Paiho joined the call and presented the organisation structure at Te Aka Whai Ora.</p> <p>Māori data sovereignty group at Te Aka Whai Ora can provide good advice to the NKG and are keen to connect. Te Aka Whai Ora are looking at how to use the NKG as a model for Māori data sovereignty. Lisa will invite Kim Dougall and ^{S9(2)(a)} [redacted] to the next NKG hui to discuss.</p> <p>Lisa gave an update on the NCSP's progress on responding to the Parliamentary Review Committee's report:</p> <p align="center">Out of Scope</p> <p>Te Aka Whai Ora and Te Whatu Ora are looking at engaging community services to start implementing some of the report recommendations. In the 2021 report, there were 31 recommendations, and 10 from the 2018 that are not yet actioned. Te Aka Whai Ora will make a good effort to implement the recommendations which will follow through the HPV programme. Some of these recommendations are relevant to the NKG and many more will require consultations.</p> <p>The NKG will get back to Lisa on how to be engaged in the implementation of the PRC recommendations.</p>	
12:00 pm	<p>Anne Stewart and Stephanie Chapman joined the call.</p> <ul style="list-style-type: none"> - The NKG requests an update on the Register and the online portal. The NSU will present on this at the next hui. - The NSU is undergoing a privacy impact assessment and will keep the NKG updated. 	<p>Action: the NSU will provide an update on the Register and Whaihua at the next NKG hui.</p>
12:30 pm	Karakia whakamutunga	
<p>Next meetings:</p> <ul style="list-style-type: none"> • 17 July 2023 (virtual) • 21 Aug 2023 (kanohi ki te kanohi) 		

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Agenda

National Kaitiaki Group (NKG)

Date:	17 July 2023		
Start Time:	10:00 am	Finish Time:	1:00 pm
Location:	Zoom		

Members: Dr Helen Wihongi (Convenor)

Ebony Duff

Sandra Corbett (Chair)

Tasha Wharerau

Dr Teah Carlson

In attendance:

S9(2)(a)

Lisa Te Paiho, Programme Manager – Pae Ora, Public and Population Health

Anne Stewart, Manager, National Cervical Screening Programme

Rachel Mackay, Implementation Manager, HPV Primary Screening project

Stephanie Chapman, Group Manager, National Screening Unit

Apologies:

Time	Item	Actions
10:00 am	The hui opened with karakia timatanga. Sandra Corbett chaired the hui.	
10:15 am	Declarations of interest S9(2)(a) updated the Interests Register per the newest changes. Minutes from the last hui are approved by the group.	
10:30 am	Outstanding items <ul style="list-style-type: none"> Independent Monitoring Report <p>Out of Scope</p> <p>S9(2)(a) has connected with Teah Carlson regarding NKG feedback on the IMRs. A meeting will be scheduled to run through this together.</p> <p>The group agreed that all correspondence to NKG should have S9(2)(a) copied in.</p>	<p>Action: S9(2)(a) will request that S9(2)(a) share the final TOC report with the NKG before it is circulated.</p> <p>Action: Helen will reply to the letter from Nick Chamberlain regarding the path forward after the apology.</p>

- Test of cure: approved with conditions

Out of Scope

Chairing was transferred to Helen to discuss this item.

S9(2)(g)(i)

S9(2)(a) has responded to the NKG's feedback and S9(2)(a) sent this back to Helen and Sandra on 11 July. This email was missed.

S9(2)(a) will request from S9(2)(a) the final report before it is circulated.

- Letter from Nick Chamberlain

Helen will respond to the letter from Nick Chamberlain regarding next steps after the apology.

S9(2)(g)(i)

In the response, the NKG will also outline their expectations moving forward.

- NKG branding

A brand and logo for the NKG was not discussed with the group. However it was the NSU's intention that this is offered as a symbol of the NKG's independence.

The group agreed to set a day aside to discuss this in the new year.

10:45 am

Meeting with the Minister

Ebony is leading this.

The NKG's purpose with the Minister is to talk through the mana of being a Ministerial group, S9(2)(f)(iv)

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	<p>S9(2)(f)(iv)</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>S9(2)(b)(ii)</p> <p>[Redacted]</p> <p>The NKG request an update from the NSU on how they're putting the Kaitiaki Regulations into practice, with support from Te Aka Whai Ora. S9(2)(a) will pass this on to the NSU and there are plans to address this at the upcoming kanohi ki te kanohi with a workshop.</p>	
11:00 am	<p>Other business</p> <p>The NKG need minutes and draft agendas two weeks prior to a hui. S9(2)(a) also requests to meet with Convenor or Chair prior to the hui to run through the agenda.</p>	
Open meeting		
11:30 am	<p>Debrief on the apology</p> <p>The NSU will be working with the NKG on next steps following the apology, and per Nick Chamberlain's letter.</p> <p>It was restated in the letter the commitment that Nick made at Kōkiri marae, including: an independent NKG secretariat, a committed Māori data analyst, a meeting with the Minister, appropriate funding to do the mahi, and commitment from Te Whatu Ora and Te Aka Whai Ora to respect the NKG's mana and implementing processes to ensures this never happens again.</p> <p>S9(2)(f)(iv)</p> <p>[Redacted]</p>	<p>Action: Anne will get in touch with the reappointments panel to discuss next steps, introduce S9(2)(a), and move the mahi forward.</p>

	<p>This discussion will be tabled at the face-to-face NKG hui on 21 August.</p> <p>The reappointments process is also underway. NKG members continue to be active members until the reappointments are confirmed. An additional new member is also being appointed. The NSU is working through that process with the Ministerial Appointments team at the Ministry of Health and how this is managed as the House is about to rise.</p> <p>S9(2)(i)(iv)</p> <p>Some changes in Prevention at Te Whatu Ora: Astrid Koornneef has resigned, the new Interim Director is Matt Hannant (Director of the COVID-19 Outbreak Response). The NSU is writing a briefing to Matt and Nick about the NKG to outline the history and facilitate understanding of the kaupapa.</p> <p>The NSU is also currently doing an Aide Memoire for the Minister for the meeting with the NKG on 1st of August.</p> <p>S9(2)(a) will be leading the reappointments process as well as the Aide Memoire for the Minister.</p>	
12:00 pm	<p>Te Aka Whai Ora update</p> <p>Kim Dougall attended the hui and the group did a whakawhanaungatanga. Kim Dougall is the General Manager, Public and Population Health, Te Aka Whai Ora.</p> <p>Lisa gave a few updates in cervical screening: funding of \$7.3M was announced for free screening for all priority groups including those with a CSC, and the funding is across the whole pathway, including follow-up. This funding should take us through to the end of June 2024. S9(2)(j)</p> <p>Another celebration is the Kaimahi /SSS conference earlier in July; kaimahi came together and celebrated successes in cervical screening and where challenges remain.</p> <p>The delay in the programme launch date to 12 September has received a positive reaction with agreement to make sure it is a safe programme and that all systems are ready.</p>	<p>Action: Te Aka Whai Ora will prepare agenda items for the upcoming kanohi ki te kanohi.</p> <p>Action: Lisa will talk to BSA about linking to the NKG.</p>

	<p>S9(2)(f)(iv) [Redacted]</p> <p>[Redacted]</p> <p>Not much progress has been made on the Parliamentary Review recommendations since last month but a few recommendations from the BSA review and NCSP review were similar so Lisa is reconciling these so that when the co-design starts with whānau, they can address both at the same time, as well as consolidate funding to enable this.</p> <p>S9(2)(f)(iv) [Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>It was acknowledged that the NKG is already overwhelmed with NCSP work with low resources [Redacted] so the idea of adding BSA work is overwhelming. It should be on the pathway forward but acknowledging that the NKG do not have the capacity to take on more mahi in their current state.</p> <p>The NKG ask whether the Immunisation Register will be linked to the NCSP Register. S9(2)(a) [Redacted] will see if this can be tabled at the kanohi ki te kanohi hui in August.</p>	
12:30 am	<p>NCSP/HPV update</p> <ul style="list-style-type: none"> • Register/Whaihua • Training module 	

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	<p>Rachel gave an update on the change of the launch date to 12 September and the \$7.3M funding to provide free cervical screening for priority groups. The NSU is working through the mechanism of how we get that money out the door.</p> <p>The clinical guidelines are now available, and the first and second online training packs have been circulated with good uptake from the sector. The HPV project is also sending out communications packs: the first went out on what to expect for go-live, the second is due to go out later in July which will be more relevant to different roles and what to expect.</p> <p>The NKG is looking at the training module which gives the history of the NCSP and the role of the NKG. The HPV project also asked for support from the NKG on training modules regarding the Register and Whaihua and access to data.</p> <p>The HPV project also offered to work with the NKG to develop a training module specifically on the Kaitiaki Regulations.</p>	
12:45 pm	<p>Any other business</p> <ul style="list-style-type: none"> - Next meeting: kanohi ki te kanohi <p>It will be in Auckland. S9(2)(a) will send request for travel details. Group agrees to stay in same hotel as venue.</p> <p>The NKG will meet on 26 July at 2:30p to discuss the upcoming meeting with the Minister.</p>	
1:00 pm	The hui closed with karakia whakamutunga.	
<p>Next meeting:</p> <ul style="list-style-type: none"> • 21 Aug 2023 (kanohi ki te kanohi) 		

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Minutes

Kanohi ki te kanohi National Kaitiaki Group (NKG) hui

Date:	21 August 2023		
Start Time:	9:00 am	Finish Time:	3:00 pm
Location:	Jetpark Hotel & Conference Centre, 63 Westney Road, Mangere, Auckland 2022 Zoom		

Members: Dr Helen Wihongi (Convenor)
Ebony Duff
Sandra Corbett
Tasha Wharerau
Dr Teah Carlson

In attendance: S9(2)(a)
Anne Stewart, Manager, National Cervical Screening Programme
Stephanie Chapman, Group Manager, National Screening Unit
Lisa Te Paiho, Programme Manager, Pae Ora, Public and Population Health, Te Aka Whai Ora
Rachel MacKay, Manager HPV Primary Screening Project, Te Whatu Ora
S9(2)(a)
Jane O'Hallahan, Clinical Director, National Screening Unit
S9(2)(a)
S9(2)(a)

Apologies: Graham Cameron, Lead Chief Advisor, Māori Health, Te Whatu Ora

Time	Item	Action
9:00 am	The hui opened with karakia timatanga	
9:05 am	The roopu held a closed caucus.	
9:40 am	Declarations of interest There are updates to the Interests Register: <ul style="list-style-type: none">• Ebony is no longer on Te Pukenga.• Helen is resigning from the National Kaitiaki Group. Her current role sits across Te Aka Whai Ora and Te Whatu Ora as the GM Māori Research. The group agreed to share the role of Convenor among the remaining members.	ACTION: S9(2)(a) will update the Interests register.
	Reappointments	

	<p>The members agreed not to appoint an additional member to the National Kaitiaki Group at this time.</p> <p>Given the NKG is in a transitional phase without a clear home, it doesn't make sense to add an additional member. If the scope of the NKG will widen, then the NKG needs to advertise based on updated Terms of Reference and role descriptions. This will also enable the NKG to seek someone with the relevant skillset.</p>	
10:00 am – Morning tea		
10:00 am	<p>Minutes and actions from the last meeting</p> <p>Minutes are approved.</p> <p>Sandra confirms she worked with the NCSP on the training module for the sector on the Kaitiaki Regulations. But this is only the beginning: further materials need to be developed to educate internal staff on the purpose and historical context of the NKG.</p>	<p>Outstanding action: the NKG will write a letter to Dr Nick Chamberlain that the NKG is still working through how to operate moving forward and that work is needed on the TOR.</p>
10:30 am	<p>Meeting with the Minister</p> <p>The NKG met virtually with the Minister on 1 August 2023. The Minister indicated she would be happy to have ongoing communication with the NKG. The members found out later that they could have met in person... the NKG would like to meet in person in the future. The NKG would like to explore the S9(2)(j) with the Minister and progress this piece of work.</p> <p>The scope of the NKG has broadened. The NKG now meet monthly and are being consulted with as a partner over Māori data governance. S9(2)(i)(iv)</p>	<p>ACTION: NKG to contact the Minister's Office to ask for feedback and any briefing papers from the Minister since the meeting.</p> <p>ACTION: the NKG will each review the Terms of Reference and discuss at the next hui including the role of Convenor.</p>
11:00 am - Open meeting		
<p>Reappointments of current members</p> <p>All members are still officially in their roles and will remain so until the NSU works through the reappointment process.</p> <p>The NSU provides advice to the Minister to retain the knowledge and expertise of the current group.</p> <p>S9(2)(g)(i)</p>		

Stephanie Chapman updated the group on the structure changes at Te Whatu Ora. The NSU no longer exists, but screening programmes are sitting in Prevention Directorate, NPHS. Antenatal Newborn screening will move into the immunisation and childhood screening programmes. The remaining three cancer screening programmes will move across to the new group manager, who will report to Director, Prevention (currently being recruited, acting Matt Hannant). Stephanie Chapman has been disestablished.

The SIA team will now be reporting to Dan Hearst, reporting to National Director of Intelligence. The Clinical team will work for the Clinical Director, Prevention.

Workshop on the path forward after the apology

Stephanie acknowledges and thanks the group for the apology process and recommendations given. It is the NSU's priority to move through this process in conversation with the NKG, what the ideas are, what they'd like to achieve, and how. It may be that there are interim solutions before the end goal.

S9(2)(f)(iv) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

ACTION: the group will progress with a Secretariat and data analyst from Graham's team: S9(2)(a) [Redacted] to follow up.

ACTION: S9(2)(b)(ii) [Redacted]

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<p>S9(2)(f)(iv)</p> <p>[Redacted]</p> <p>S9(2)(b)(ii), S9(2)(f)(iv)</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>On protecting the group's mana: The group reiterates the need for an internal process to build an educational piece to ensure harm doesn't happen again, to ensure everyone is aware of the responsibilities of the NKG to respect and protect Māori women's data and that this is centred around the sacredness of Te Whare Tangata. This should include ongoing training for kaimahi around evaluation and ability to put forth their own applications and some guidance on the scope of the NKG in terms of receiving data and applying for data that paints a picture of a wider evaluation that might be useful for regional/national workshops.</p>	
12:00 pm - Lunch	
<p>12:30 pm</p>	<p>Te Aka Whai Ora: Parliamentary Review action plan</p> <p>Lisa Te Paiho updated the group on the progress of the Parliamentary Review. Te Aka Whai Ora and Te Whatu Ora have consulted with various groups, including the NKG. Various groups would like to meet again and discuss feedback.</p> <p>S9(2)(g)(i)</p> <p>[Redacted]</p> <p>ACTION: the programme will take the NKG's feedback to S9(2)(a) regarding Māori data governance and sovereignty across programmes.</p>

	<p>The group also asks for an interpretation of what a Māori evaluation entails.</p> <p>S9(2)(f)(iv) [Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>There is importance around the recognition of a Kaupapa Māori evaluation and contribution. How does whakapapa fit into the criteria of monitoring? How does it fit into processes? What are the core values of a Kaupapa Māori evaluation and how are these incorporated? There is a need for cultural and anti-racism shifts. This is an amazing opportunity to work in partnership with the NKG because the group's mandate is the sacredness of Te Whare Tangata.</p> <p>S9(2)(f)(iv) [Redacted]</p> <p>[Redacted]</p>	
1:00 pm	<p>HPV Monitoring</p> <p>The NSU presented slides around sharing wāhine Māori's cervical screening data for monitoring and evaluation purposes as the new programme rolls out. The NSU is looking for direction from the NKG on what they're comfortable sharing. There will be sharing of data with the NCSP Action and Advisory Group, MMEG, NSAC, and the Australian Quality & Safety Monitoring Committee.</p>	<p>ACTION: S9(2)(a) will put through the first application with list of indicators regarding Māori women's data and send through slides from this hui.</p>

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How do we go about reviewing monitoring data with advisory groups? What is an appropriate and acceptable process?

Priority groups assessed by the various indicators will include wāhine Māori. For specific issues where we need specialist advice on how to interpret the indicators and how to respond, we may call on the Australian Quality & Safety Monitoring (as needed, potentially with quick turnaround).

The NKG's mandate is the sacredness of Te Whare Tangata. The NKG has an application form.

For ease of process, the group agreed on the following process:

- a broad application to cover the overarching process and,
- based on how NKG views the overarching processes, they will advise re whether further shortened applications (e.g. by email) for sharing programme monitoring data with advisory groups are needed (for example where there is something different or additional that is not covered by the broad application).

Having the most updated information is of benefit to wāhine Māori. This is about protecting their privacy, but also their dignity so that the data is used in a mana-enhancing way.

While the NSU is focused on clinical safety, the NKG's mandate is te whare tangata. The NKG prompts the following questions to guide the process:

- Are we monitoring the advice that Māori women are getting and how supported they are to make informed decisions?
- Where are they accessing services so that resources can follow?
- Are there any Māori specific outcomes?
- Are there questions not answered by the current programme indicators?
- What is the quality of the information that services are providing to wahine, and is it effective? This would be a good evaluation question.
- What does a Kaupapa Māori evaluation entail to answer these questions?

S9(2)(ba)(i)

	<p>S9(2)(ba)(i)</p> <p>[Redacted]</p> <p>[Redacted]</p>	
<p>1:45 pm</p>	<p><u>The new NCSP-Register and Whaihua</u></p> <p>The programme presented slides on Register and Whaihua access as part of the new programme.</p> <p>Part 4A of the Health Act is applied to the Register, Whaihua, and Snowflake. There are also training requirements across sensitive health data management, the history of cervical screening in Aotearoa, and Māori data governance/sovereignty (still being refined, currently delivered in live sessions via Whakarongorau).</p> <p>Access to the information is based on role and what is appropriate for that person to access based on that role.</p> <p>Bias in the system: there are NSU-wide processes around trying to implement anti-racist reporting standards within Snowflake and referring to Māori data sovereignty and governance guidelines. For Whaihua/Register, it is less clear. This is being looked into with various Māori groups and Rainbow groups.</p> <p>The NKG asks: is there a way for different entry points, allowing different opinions regarding data? For instance, when two different providers are looking at the same data point, is there room for diversity?</p> <p>There is history when someone changes a data point to have an audit trail. For things with a more subjective input, this is still being worked through and the NSU can provide an update once this process is more established. There is a certain structure to what a profile should look like, but this will not always be comprehensive to what each provider wants to provide.</p> <p>There is manual medical history where SSS can input information and the clinical team can locate the clinical</p>	<p>RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982</p>

	<p>files to provide this rationale. If the medical files are there, that can change the screening pathway to reflect this information (for example, a hysterectomy status to mean they are no longer getting screened).</p> <p>The group asks: are we gathering iwi data? The way ethnicity is recorded now in the health sector, iwi information can be collected. It is reliant on what's happening in the NHI system and how this feeds into the Register, and there's a mandate through the Ministry of Health on this. Register data comes straight from the NHI. There's currently no Iwi field in the Register, but it will be put in the pipeline to be added.</p> <p>NHI allows for gender-diverse options. The four gender options are male/female/other/unspecified.</p> <p>The intention of Part 4A of the Health Act is that we have a very safe place to store data with strong controls.</p> <p>Slides from this session outlined all controls around accessing Māori data using the Māori Data Governance Model with values to enable the vision of Tuia to korowai o Hine-Rauranga – Data for self-determination.</p>	
2:30 pm	The hui closed with karakia whakamutunga.	
<p>Next meetings:</p> <ul style="list-style-type: none"> • 18 Sept 2023 (virtual) • 16 Oct 2023 (virtual) • 20 Nov 2023 (kanohi ki te kanohi) • 18 Dec 2023 (virtual) 		

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Agenda

National Kaitiaki Group (NKG)

Date:	16 October 2023		
Start Time:	10:00 am	Finish Time:	1:00 pm
Location:	Zoom		

Members:

- Dr Teah Carlson (Chair)
- Ebony Duff
- Sandra Corbett
- Tasha Wharerau

Apologies: S9(2)(a)

Time	Item	Actions
10:00 am	The hui opened with karakia timatanga.	
10:05 am	The rōpu held a closed caucus for the first two hours of the hui.	
Open Meeting		
12:00 pm	<p>The rōpu agrees to offer a verbal tautoko to confirm decisions moving forward. If a verbal tautoko is not offered during the hui, it will be noted in the minutes.</p> <p>The rōpu agrees to appoint Dr Teah Carlson as Convenor of the National Kaitiaki Group.</p>	ACTION: S9(2)(a) will notify the relevant kaimahi at Te Whatu Ora of the new NKG convenor, Dr Teah Carlson.
12:05 pm	<p><u>Interests Register</u></p> <p>Ebony is no longer on Te Pukenga.</p> <p>Tash is on the Integrated Cancer Services Government Board, Te Whatu Ora. HPV Kaimana'aki Working Group should be removed.</p> <p>It is confirmed that S9(2)(a) maintains the Interests Register and will share that at the next hui.</p>	
12:10 pm	<p><u>Next hui</u></p> <p>Teams is agreed for meetings moving forward. S9(2)(a) will organise the invites.</p> <p>The next NKG hui is a kanohi-ki-te-kanohi on 20 November in Wellington. S9(2)(g)(i) and for the hui to start at 8:30am the next day and finish at 1:00pm. The rōpu invites Graham</p>	

	<p>Cameron to attend the hui, Anne Stewart to give a collated update, Lisa Te Paiho, and ^{S9(2)(a)} [REDACTED].</p>	
12:20 pm	<p><u>Minutes from the last hui</u></p> <p>The NKG request that the Terms of Reference (ToR) mahi becomes a contracted piece of work with a specialised resource to lead. ^{S9(2)(b)(ii)} [REDACTED]</p> <p>Teah will organise a hui with Graham Cameron to discuss the Secretariat role and future state of the NKG, and invite him to the next NKG hui.</p> <p>^{S9(2)(f)(iv)} [REDACTED]</p> <p>The NKG request an update at the next hui.</p> <p>^{S9(2)(f)(iv)} [REDACTED]</p> <p>^{S9(2)(f)(iv)} [REDACTED]</p> <p>The rōpu approves the 21 August minutes and confirm they reflect the day's discussions.</p>	<p>Outstanding action: the NKG will write a letter to Dr Nick Chamberlain that the NKG is still working through how to operate moving forward and that work is needed on the ToR.</p> <p>Outstanding action: NKG to contact the Minister's Office to ask for feedback and any briefing papers from the Minister since the meeting.</p> <p>ACTION: ^{S9(2)(b)(ii)} [REDACTED]</p> <p>ACTION: Teah will organise a hui with Graham Cameron to discuss the Secretariat role and future state, and invite him to the next NKG hui.</p> <p>ACTION: ^{S9(2)(f)(iv)} [REDACTED]</p>
12:30 pm	<p><u>Applications</u></p> <p>Teah will draft response letters to the below applications. Moving forward, the rōpu would like this to be a Secretariat function where letters are drafted by the Secretariat and approved by the rōpu in between hui.</p> <p>The rōpu will prioritise applications prior to memos in their reviews.</p> <ul style="list-style-type: none"> • Cervical Cancer Audit 	<p>ACTION: Dr Teah Carlson will draft response letters to each application for ^{S9(2)(a)} [REDACTED] to circulate to the relevant kaimahi.</p>

Out of Scope

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S9(2)(g)(i)

ACTION: S9(2)(a) to send the “mana-mahi framework” mentioned in the cancer case audit application to the NKG.

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	<p>S9(2)(g)(i)</p> <p>[Redacted]</p> <ul style="list-style-type: none"> • Future state of independent monitoring <p>Out of Scope</p> <p>[Redacted]</p> <ul style="list-style-type: none"> • S9(2)(b)(ii) application <p>S9(2)(b)(ii)</p> <p>[Redacted]</p> <p>The NKG ran out of time to review the last two items. Teah will draft response letters and circulate via email.</p> <p>Tash requests whether the NKG hui and application reviews moving forward can be structured around the navigation (Te Whitu?) wānanga that the rōpu held last year. Teah will consider how to integrate this moving forward.</p>	
1:00 pm	The hui closed with karakia whakamutunga.	
<p>Next meetings:</p> <ul style="list-style-type: none"> • 20 Nov 2023 (kanohi ki te kanohi) • 18 Dec 2023 (virtual) 		

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