

## Minutes

### Gender-Affirming Primary Care Advisory Group Meeting

<b>Date:</b>	28 March 2024		
<b>Start Time:</b>	9.00 am	<b>Finish Time:</b>	11.30 am
<b>Location:</b>	Teams		
<b>Chair</b>	s 9(2)(a)		

**Attendees:** s 9(2)(g)(ii), s 9(2)(a)  
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**Guests:** s 9(2)(g)(ii) (10.00 am to 10.30)

**Apologies:** s9(2)(a)

<b>1. Welcome and karakia</b>
The Chair welcomed everyone to the meeting, followed by karakia.
<b>2. Introductions</b>
s 9(2)(g)(ii) introduced themselves to the members of the group that were not at the last meeting.
<b>3. Previous meeting minutes and actions s 9(2) )</b>
The minutes from the meeting held on 15 February 2024 were accepted as an accurate record. The actions from the previous meeting were reviewed and updated as per the action table.
<b>4. Māori and Pacific caucus s 9(2)(a)</b>
The Māori and Pacific caucus met the previous day (Wednesday 27 March). The discussion included the changes to s 9(2)(g) role which moves on 2 April to Health New Zealand   Te Whatu Ora following the disestablishment of Te Akai Whai Ora from June 2024. s 9(2) assured the Group that the mahi will continue as part of the newly formed Hauora Māori Services Group in Health New Zealand   Te Whatu Ora.
<b>5. OIA</b>
s 9(2) updated the group on the series of OIA requests that have been received requesting information on the membership of the GAPC advisory group. OIA request relating the composition of the advisory group will be responded to with the terms of reference of the Group. It was noted that sector organisations are also receiving OIA requests. s 9(2)(g) is supporting the development of OIA responses. Discussion covered how best to coordinate responses, how to support and share expertise and resources with sector organisations. The discussion also covered how the organisation responds to repeat requests for the same information from the same requestor. It was noted that the OIA team have a standard line that

can be included in the response to the writer outlining that the request has been previously answered and will no longer be answered in future requests.

The Group agreed that communication to the sector and Health New Zealand | Te Whatu Ora that gender affirming care work is continuing would be worthwhile.

#### 6. Procurement update s 9(2)

The procurement panel selected four preferred providers for next funded community driven models of care. Currently the contracts are being drafted and once completed an announcement can be made. It is expected an announcement can be made in May. These will cover a variety of gender-affirming care needs across the country.

#### 7. Guidelines content review s 9(2)

s 9(2) had circulated to the Group some of the non-clinical draft documents for the Guidelines, including content for Māori, Pacific and disabled people, asylum seekers and refugees. s 9(2) has asked the Group to provide suggestions and comments. A second draft will be available for peer-review early May.

The Health New Zealand | Te Whatu Ora sign out process for the Guidelines includes clinical sign-out and the Guidelines will go to National Clinical Governance Group. Sign out between PATHA and Health New Zealand would ensure that the right people have been consulted to ensure that the process is evidence based and follows best practice standards.

The Health Pathways work will commence once the Guidelines have been completed.

The Group commented that Health Pathways are different depending on where you are in the country, services differ in different regions, sometimes the differences are warranted / unwarranted.

#### 8. Update on provider hui s 9(2)(a)

s 9(2)(a) are working through the details of what that the hui may look like. Options for organising the hui are still being investigated.

#### 9. Terms of Reference review s 9(2)

The Terms of Reference (TOR) are now outdated. s 9(2) will recirculate the TOR to the Group to review and provide comment back to s 9(2) before the next meeting (18 April) on any suggested changes / updates.

#### 10. Update from s 9(2)(a)

The Group received the update from s 9(2), key messages included that the Government in Iceland is progressive in the approach to gender affirming care and s 9(2) has been enabled to travel in Europe to visit centres of excellence.

#### 11. Organisational structure s 9(2)

The Group has previously commented that it would be helpful to have context on how decisions are made, and information of the functions that remain with Manatū Hauora | Ministry of Health and the functions that sit with Health New Zealand. As the organisation structure for Health New Zealand is now clearer, s 9(2) asked how the group would like to receive this information and there was comment that visual would be helpful.

#### 12. Standing items s 9(2)

OIA – covered under item 3.

**Sex and gender work** – this is still work in progress.

- looking at what can realistically be done
- looked at what has happened overseas and still consulting with people, community safety
- looking at what can be done in the short term.

### Any other business

- **Resignation**

s 9(2) advised the Group that he is leaving Health New Zealand | Te Whatu Ora, his last day will be 24 May. The Group acknowledged s 9(2) for the great work that he has done while in the role. There will be an opportunity to acknowledge s 9(2) before he leaves at a future meeting. (g)(ii)

- **Changes to the Gender Affirming Primary Care Programme Manager role**

- The Programme Manager GAPC role will not be recruited to following s 9(2) resignation. (g)(ii)

- **Rainbow System Design Manager role**

This role will be advertised week of 2 April 2024. The continued implementation of the Gender Affirming Primary Care work programme will be the responsibility of the Rainbow System Design Manager.

### 13. Closing karakia (All)

Meeting closed with karakia at 11.30 am.

Next meeting: 18 April 2024

### Meeting actions

Action no:	Item / action	Status	Action lead
5.12.23-1	<b>Update on procurement and evaluation panel</b> Look into the possibility of organising an in-person hui.	In progress	
5.12.23-4	<b>Other items</b> GAPCAG hui dates to be reset for 2024, likely to be 9am on a Thursday.	<b>Closed 28.3.</b> Invites sent.	
15.2.24-1	<b>Update on procurement for Community Driven Models of Care</b> Provide a written update on the learnings from conditional grants once the procurement process has been completed.	In progress	
15.2.24-2	<b>In person hui/provider forum</b> Discuss options for arranging a hui.	In progress	s 9(2)
28.3.24-1	<b>Guidelines content review</b> Send feedback and comment to [redacted] before 18 April.	In progress	
28.3.24-2	<b>Terms of reference review</b> Circulate terms of reference for Group to provided comments/amendments before 18 April.	In progress	

### Closed actions

Action no:	Item / action	Status	Action lead
5.12.23-2	<b>Update on procurement and evaluation panel</b> Invite Auckland PHO to attend a GAPCAG hui early next year.	<b>Closed (15.2)</b> on agenda – item 3.	
5.12.23-3	<b>Gap register</b> Share the gap register with the GAPCAG as a Google document.	<b>Closed (15.2)</b> Document has been circulated.	s 9(2) (a)
5.12.23-3	<b>Other items</b> Set time near the end of each agenda for Sarah to attend.	<b>Closed (15.2)</b> Sarah invited to GAPCAG mtgs.	
15.2.24-3	<b>OIA Update</b> Circulate practitioner privacy document.	<b>Closed (28.3)</b> Completed	

# Minutes

## Gender-Affirming Primary Care Advisory Group Meeting

<b>Date:</b>	18 April 2024		
<b>Start Time:</b>	9.00 am	<b>Finish Time:</b>	10.50 am
<b>Location:</b>	Teams		
<b>Chair</b>	s 9(2)(a)		

**Attendees:** s 9(2)(a), s 9(2)(g)(ii)

**Guests:**

**Apologies:** s 9(2)(a)

<b>1. Welcome and karakia</b>
The Chair welcomed everyone to the meeting, followed by karakia.
<b>2. Previous meeting minutes and actions</b> s 9(2)(g)(ii)
The minutes from the meeting held on 28 March 2024 were accepted as an accurate record. The actions from the previous meeting were reviewed.
<b>3. Conflict of interest review</b>
Conflict of interest will be included as a standard item on the agenda for members to declare any perceived or potential conflicts related to the meeting agenda items.  There were no conflicts of interest noted for this meeting.
<b>4. Māori and Pacific caucus</b> s 9(2)(a)
There is no update from the meeting held on 17 April 2024.
<b>5. Procurement update</b> s 9(2)(g)(ii)
The contracts the four additional community driven models of care are in progress, s 9(2)(g)(ii) will provide an update once the contracts are in place. The Group noted that funding for the last two providers will be available from the financial year 1 July 2025 to 30 June 2026 <b>Action for next meeting:</b> s 9(2)(a) to give an update on the workforce project.
<b>6. Update on provider hui</b> s 9(2)(a), s 9(2)(g)(ii)
The Group discussed linking the provider hui to the Education programme sessions run for primary care. <b>Action:</b> s 9(2)(g)(ii) to follow up with s 9(2)(g)(ii)
<b>7. Terms of reference review</b> s 9(2)(g)(ii)

The Group reviewed the terms of reference and provided feedback.

**Action:** s 9(2)(g)(ii) to update and circulate to the group for any further changes. If all members are happy with this, the updated ToR will be approved at the next meeting.

**8. Organisational structure** s 9(2)(g)(ii)

s 9(2)(g)(ii) shared a presentation of the Te Whatu Ora structure and where the Gender Affirming Primary Care work sits.

**Action:** Presentation to be circulated to the Group.

**9. Standing items** s 9(2)(g)(ii)

**OIAs**

No additional OIAs have been received since the last meeting.

**Sex and gender work** – this is still work in progress. Drawing on international work to inform the approach.

The Group asked if Te Whatu Ora are being upskilled in this area. This can be picked up by the Rainbow System Design Manager to progress.

**10. Closing karakia (All)**

Meeting closed with karakia at 10.50 am.

**Next meeting: 24 May 2024**

#### Meeting actions

Action no:	Item / action	Status	Action lead
5.12.23-1	<b>Update on procurement and evaluation panel</b> Look into the possibility of organising an in-person hui.	In progress	
15.2.24-1	<b>Update on procurement for Community Driven Models of Care</b> Provide a written update on the learnings from conditional grants once the procurement process has been completed.	In progress	
15.2.24-2	<b>In person hui/provider forum</b> Discuss options for arranging a hui. <b>18.4</b> to look at the hui being included in the education sessions run for primary care.	In progress	
28.3.24-2	<b>Terms of reference (ToR) review</b> Circulate terms of reference for Group to provide comments/amendments before 18 April. <b>18.4</b> Reviewed and feedback provided. to circulate the updated ToR for approval.	In progress	All
18.4.24-1	<b>Procurement update</b> Provide an update on the workforce project.	24.5.24	

#### Closed actions

Action no:	Item / action	Status	Action lead
5.12.23-2	<b>Update on procurement and evaluation panel</b> Invite Auckland PHO to attend a GAPCAG hui early next year.	Closed (15.2) on agenda – item 3.	
5.12.23-3	<b>Gap register</b> Share the gap register with the GAPCAG as a Google document.	Closed (15.2) Document has been circulated.	
5.12.23-3	<b>Other items</b> Set time near the end of each agenda for Sarah to attend.	Closed (15.2) Sarah invited to GAPCAG mtgs.	

15.2.24-3	<b>OIA Update</b> Circulate practitioner privacy document.	Closed (28.3) Completed	█
5.12.23-4	<b>Other items</b> GAPCAG hui dates to be reset for 2024, likely to be 9am on a Thursday.	Closed 28.3. Invites sent.	█
28.3.24-1	<b>Guidelines content review</b> Send feedback and comment to █ before 18 April.	Closed	All

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# Organisational Structure

For Gender-Affirming Primary Care

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# Health Ministers

- Minister of Health  
Shane Reti
- Associate Minister of  
Health Matt Doocey
- Associate Minister of  
Health Casey Costello
- Associate Minister of  
Health David Seymour



# Health Ministers

- Minister of Health Shane Reti
- **Associate Minister of Health Matt Doocey**
- Associate Minister of Health Casey Costello
- Associate Minister of Health David Seymour



Hon Matt Doocey's delegations include:

- Rainbow Health
- mental health and addictions
  - rural health
  - disability ethics

# Ministerial Portfolio: Health

## Crown Entities

### Ministry of Health | Manatū Hauora

- Director-General of Health and Chief Executive: Diana Sarfarti
- Approx 730 FTE for the time being
- Important role in monitoring and regulating performance of health system
- Advise Government on health, priority setting, policy and system performance

### Health New Zealand | Te Whatu Ora

- CEO: Fepulea'i Margie Apa
- Approx 80,000-100,000 staff
- Leads day-to-day running of the health system across Aotearoa
- Includes what used to be DHBs: frontline services, hospitals
- Former Te Aka Whai Ora staff now within Te Whatu Ora

### Also includes:

- Te Aka Whai Ora/Māori Health Authority
- Health and Disability Commissioner
- Health Quality and Safety Commission
- Health Research Council of New Zealand
- New Zealand Blood Service
- Pharmaceutical Management Agency (Pharmac)

# Within Te Whatu Ora:

Finance

Infrastructure  
and Investment

Office of the  
Chief Executive

People and  
Communications

Procurement  
and Supply  
Chain

Hospital and  
Specialist  
Services

Service  
Improvement  
and Innovation

National Public  
Health Service

Pacific Health

Hauora Māori  
Services

Commissioning

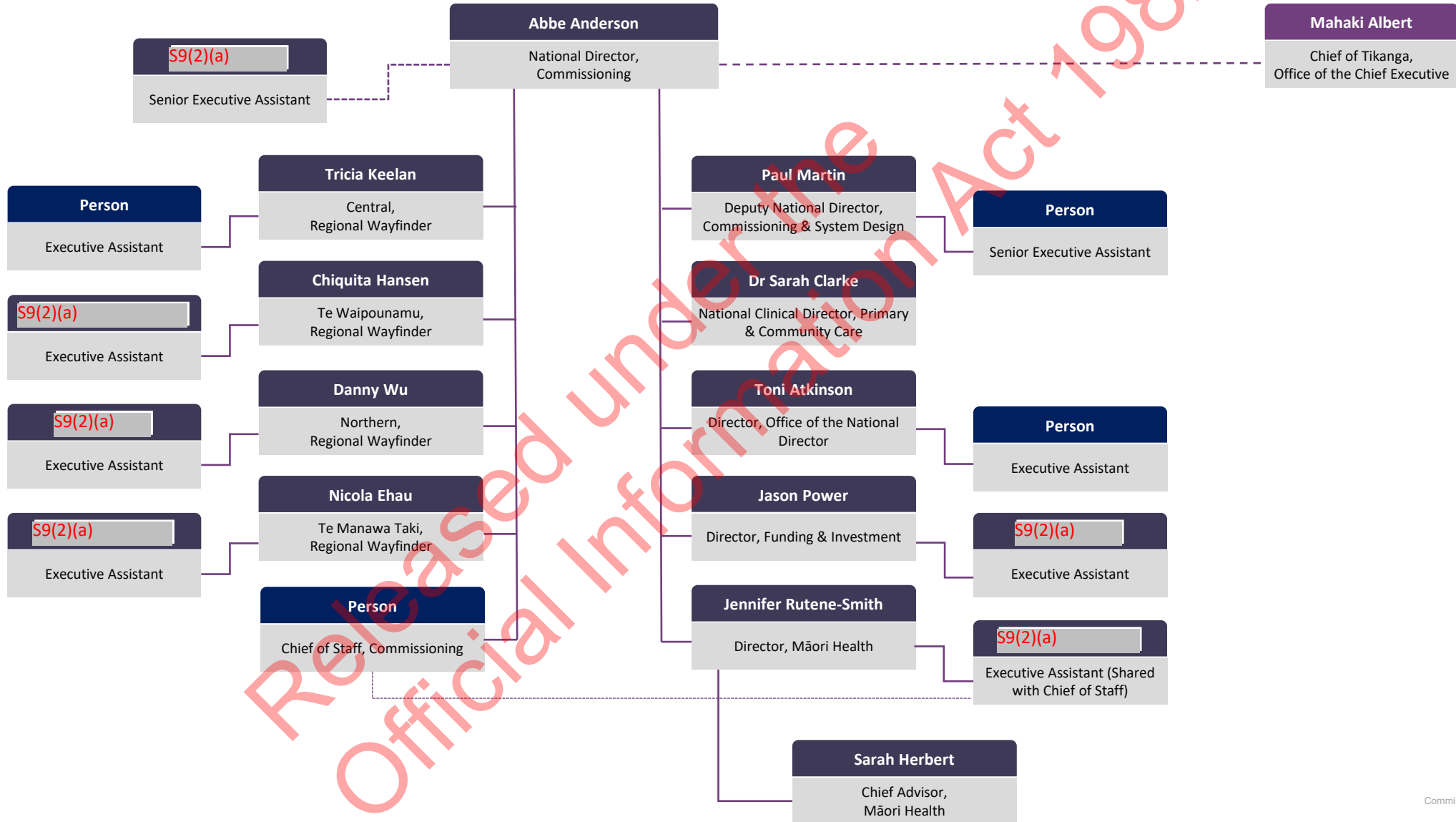
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# Within Te Whatu Ora:



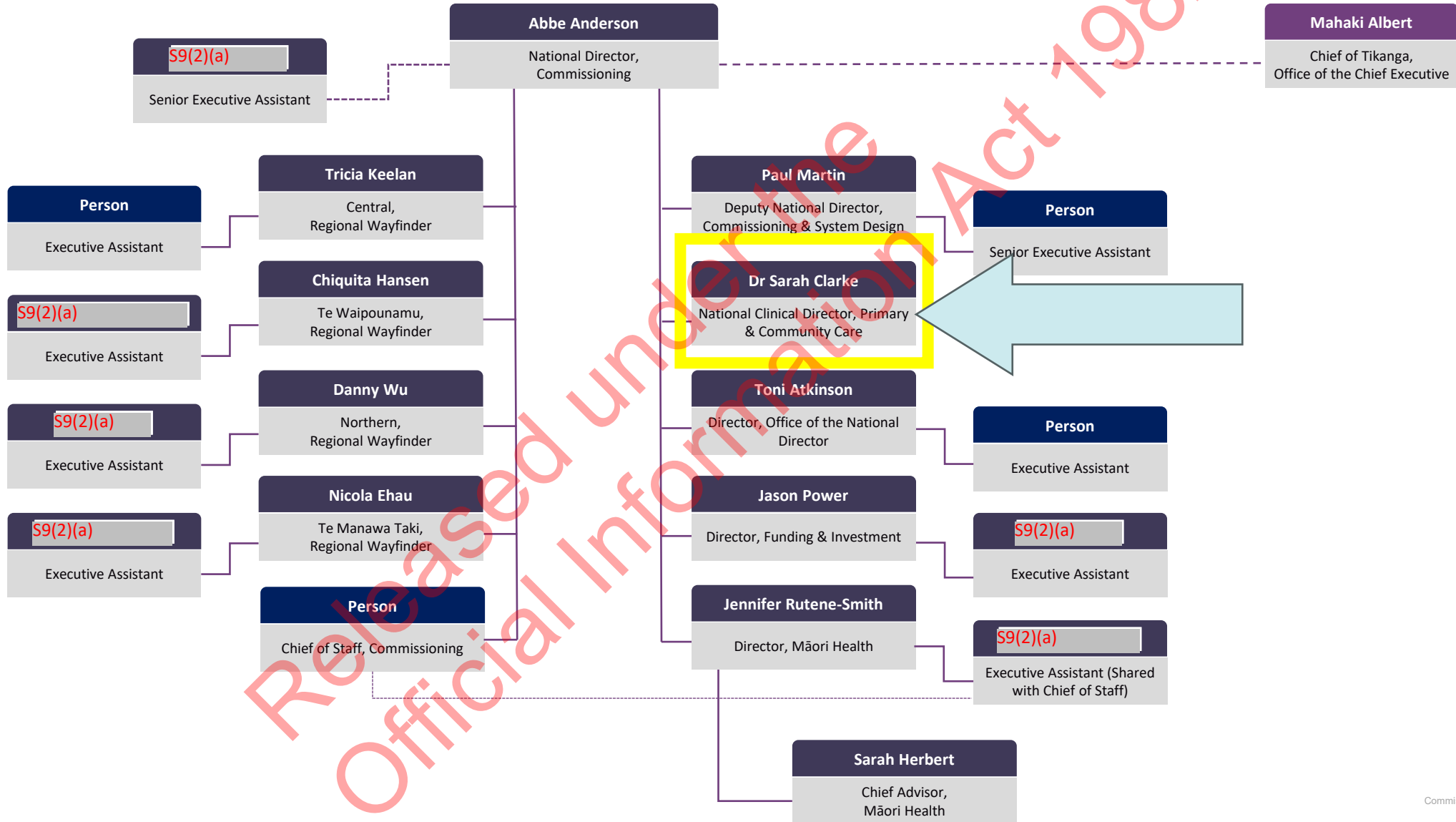
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# Senior Leadership Commissioning Team



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# Senior Leadership Commissioning Team



# Commissioning

## Life course teams:

- Starting Well
- Living Well
- Ageing Well
- Mentally Well

## National & regional teams:

- Northern
- Te Manawa Taki
- Central
- Te Wai Pounamu

**Commissioning**



**National System  
Design Team**

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**Commissioning**

**National System  
Design Team**



**Starting Well**

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**Commissioning**

**National System  
Design Team**

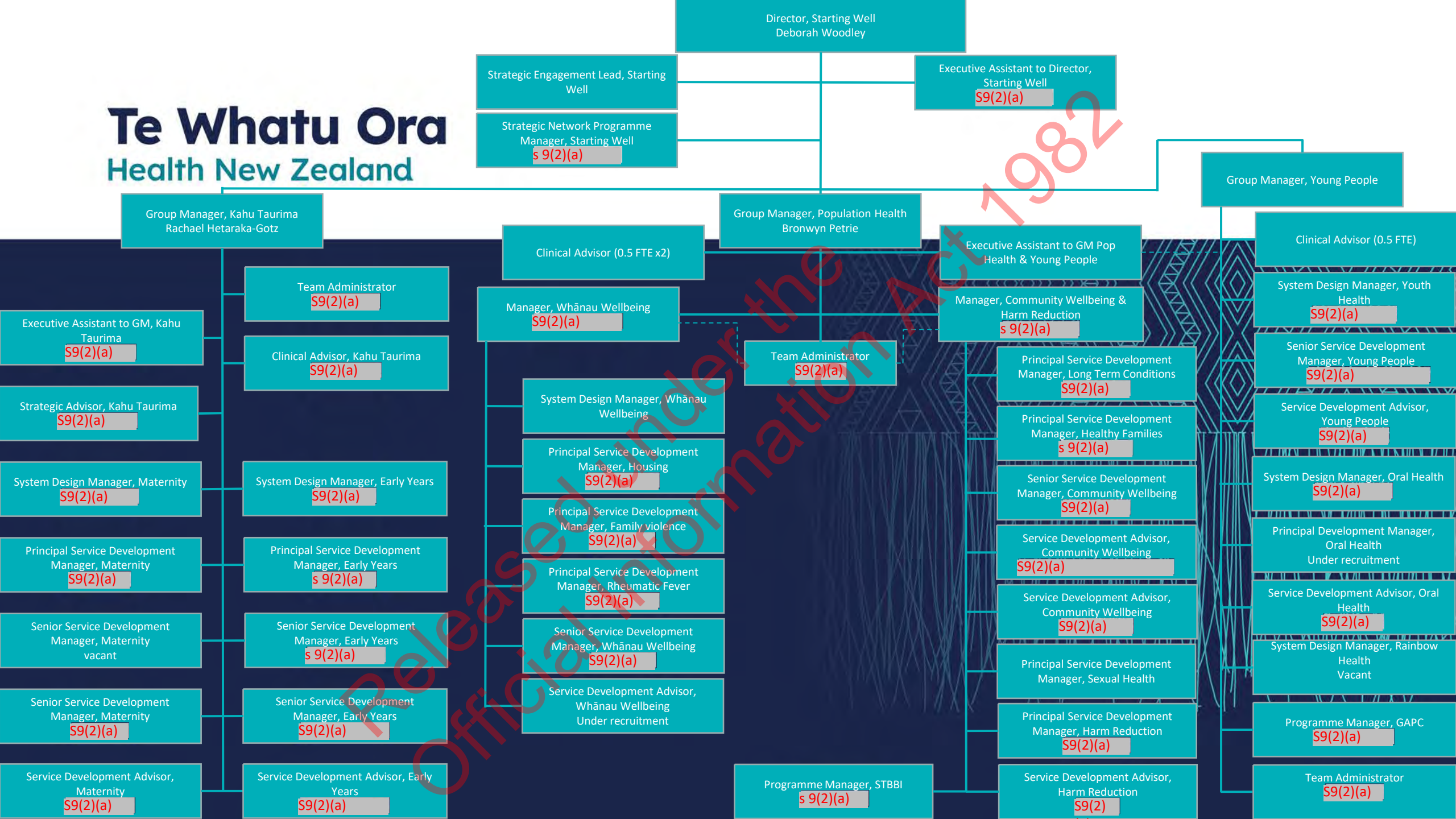
**Starting Well**



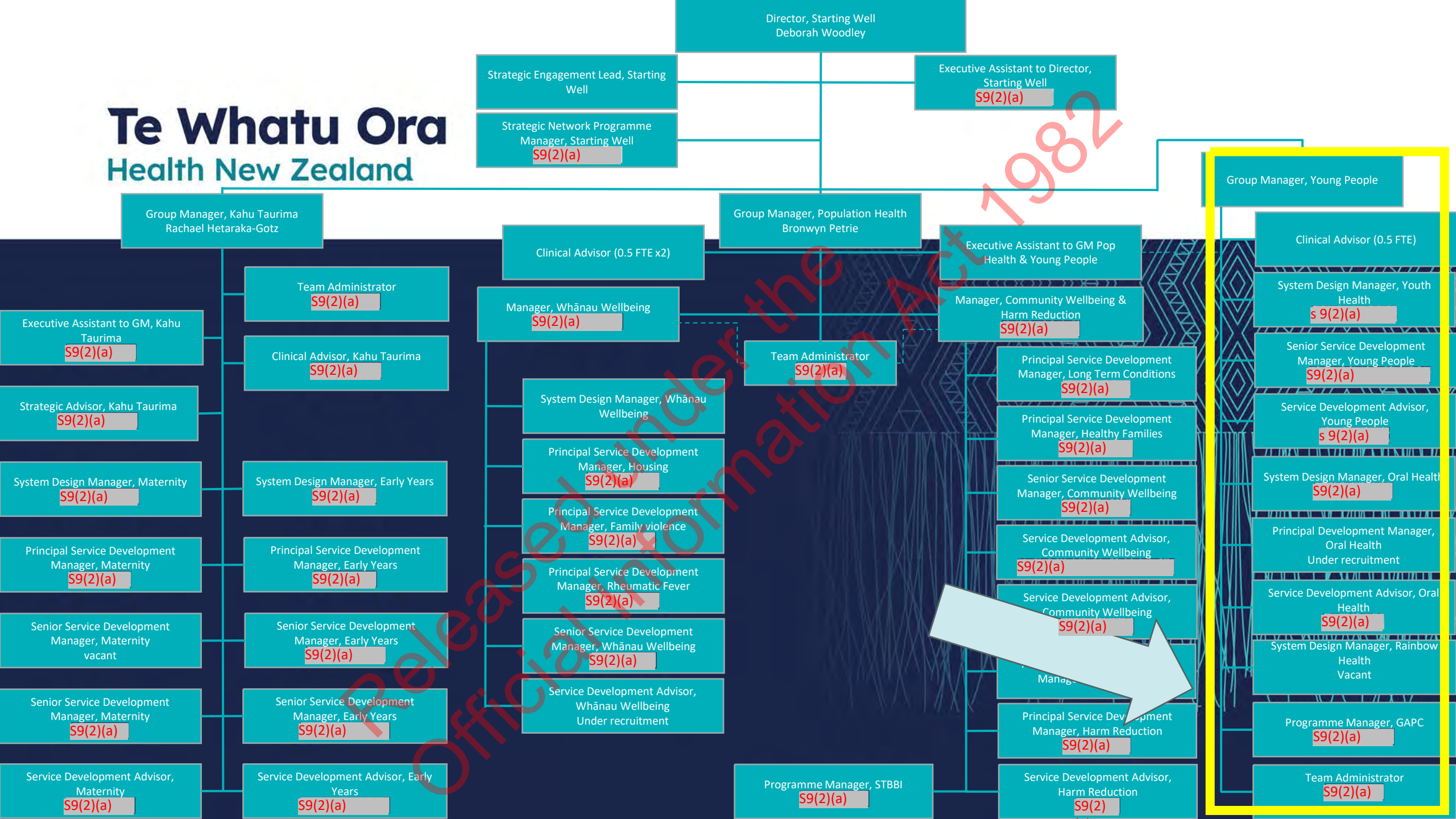
**Young People**

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# Te Whatu Ora Health New Zealand



# Te Whatu Ora Health New Zealand



# Minutes

## Gender-Affirming Primary Care Advisory Group (GAPCAG) Meeting

<b>Date:</b>	23 May 2024		
<b>Start Time:</b>	9.00 am	<b>Finish Time:</b>	11.30 am
<b>Location:</b>	Teams		
<b>Chair</b>	s 9(2)(a)		

**Attendees:** s 9(2)(g)(ii), s 9(2)(a)

**Apologies:** s 9(2)(g)(ii), s 9(2)(a)

<b>1. Welcome and karakia</b>
The Chair welcomed everyone to the meeting, followed by karakia.
<b>2. Previous meeting minutes and actions</b> s 9(2)(g)(ii)
The minutes from the meeting held on 18 April 2024 were accepted as an accurate record. The actions from the previous meeting were reviewed.
<b>3. Conflict of interest review</b> s 9(2)(g)(ii)
There were no conflicts of interest noted for this meeting.
<b>4. Māori and Pacific caucus</b> s 9(2)(a)
There caucus met on 22 May 2024. The GAPC AG noted the recent HRC funding announcement which will support future development of the Manalagi project and Pacific providers.
<b>5. Procurement update</b> s 9(2)(g)(ii)
There are a further 4 Community Driven Models of Care in place: <ul style="list-style-type: none"> <li>• s 9(2)(a)</li> <li>• s 9(2)(a)</li> <li>• s 9(2)(a)</li> <li>• s 9(2)(a)</li> </ul> There is one further round of procurement which will commence later in 2024.
<b>6. Workforce development update</b> s 9(2)(a)
s 9(2)(a) provided an update on the workforce development contract that started September 2023. The team worked with Deloitte to scope the work, develop an evaluation framework, survey primary care providers and put together education blue prints based on Te Whare Takatāpui. Both prescriber and foundation courses have been set up, there is a mix of face-to-face courses and eLearning, which will be hosted by Te Whatu Ora. The evaluation framework covers pre and post evaluation.
<b>7. Update on provider hui</b> s 9(2)(g)(ii)

An Investment funding memo is currently progressing through the Commissioning sign out process to fund Qtopia to host and arrange the hui. The funding for the hui will come out of the next budget allocation from 1 July 2024.

**Action:** Inform group of hui progress § 9(2)(a), § 9(2)(g)(ii)

**8. Terms of reference review** § 9(2)(g)(ii)

The GAPCAG terms of reference were agreed as per the version circulated with the agenda. An updated version will be circulated with the minutes.

The GAPCAG noted that § 9(2)(a) is no longer able to attend GAPCAG meetings and acknowledged § 9(2)(a) contribution.

The GAPCAG discussed the process to replace § 9(2)(a), § 9(2)(g)(ii) will meet to review the role description of the Group and the process to find a suitable replacement, noting that § 9(2)(a) holds a specific skillset that is key to the delivery of the initiative, and so similar skills will need to be sought.

**Action:** Review role description of the group and options for sourcing a replacement § 9(2)(a), § 9(2)(g)(ii)

**9. Standing items** § 9(2)(g)(ii)

**OIAs : There is currently a high volume of OIA requests** around gender-affirming care. The guidance of the Ombudsman and OIA advisory team is involved in these responses to ensure they adhere with the Act.

**Sex and gender work / data standards**

Work continues on interim guidance for the sector.

The working group presented to the Primary Care Clinical Leaders hui, the presentation was well received and attendees agreed that privacy is very important and it is a complex environment.

**Current environment:**

There is an upcoming meeting with the MoH Chief Medical Officer.

The group acknowledge the work that § 9(2)(g)(ii) has done and achieved while in the role. § 9(2)(g)(ii) will cover until the new persons starts on 8 July.

**10. Closing karakia (All) at 11.15**

**Next meeting: 27 June 2024**

**Meeting actions**

Action no:	Item / action	Status	Action lead
5.12.23-1	<b>Update on procurement and evaluation panel</b> Look into the possibility of organising an in-person hui.	In progress	<span style="background-color: #cccccc;"> </span>
15.2.24-1	<b>Update on procurement for Community Driven Models of Care</b> Provide a written update on the learnings from conditional grants once the procurement process has been completed.	Closed, circulated with the agenda 23.5.24	<span style="background-color: #cccccc;"> </span>
15.2.24-2	<b>In person hui/provider forum</b> Discuss options for arranging a hui. <b>18.4</b> <span style="background-color: #cccccc;"> </span> to look at the hui being included in the education sessions run for primary care.	On agenda 25.3.25	<span style="background-color: #cccccc;"> </span>
28.3.24-2	<b>Terms of reference (ToR) review</b> Circulate terms of reference for Group to provide comments/amendments before 18 April.	Closed, on the agenda, 23.5.24	All

	<b>18.4</b> Reviewed and feedback provided. [redacted] to circulate the updated ToR for approval.		
18.4.24-1	<b>Procurement update</b> Provide an update on the workforce project.	Closed on agenda 23.5.24	[redacted]

#### Closed actions

Action no:	Item / action	Status	Action lead
5.12.23-2	<b>Update on procurement and evaluation panel</b> Invite Auckland PHO to attend a GAPCAG hui early next year.	<b>Closed</b> (15.2) on agenda – item 3.	[redacted]
5.12.23-3	<b>Gap register</b> Share the gap register with the GAPCAG as a Google document.	<b>Closed</b> (15.2) Document has been circulated.	[redacted]
5.12.23-3	<b>Other items</b> Set time near the end of each agenda for Sarah to attend.	<b>Closed</b> (15.2) Sarah invited to GAPCAG mtgs.	[redacted]
15.2.24-3	<b>OIA Update</b> Circulate practitioner privacy document.	<b>Closed</b> (28.3) Completed	[redacted]
5.12.23-4	<b>Other items</b> GAPCAG hui dates to be reset for 2024, likely to be 9am on a Thursday.	<b>Closed 28.3.</b> Invites sent.	[redacted]
28.3.24-1	<b>Guidelines content review</b> Send feedback and comment to [redacted] before 18 April.	<b>Closed</b>	All

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# Minutes

## Gender-Affirming Primary Care Advisory Group (GAPCAG) Meeting

<b>Date:</b>	27 June 2024		
<b>Start Time:</b>	9.00 am	<b>Finish Time:</b>	9.35 am
<b>Location:</b>	Teams		
<b>Chair</b>	s 9(2)(a)		

**Attendees:** s 9(2)(a), s 9(2)(g)(ii)

**Apologies:** s 9(2)(a), s 9(2)(g)(ii)

<b>1. Welcome and karakia</b>
The Chair welcomed everyone to the meeting, followed by karakia.
<b>2. Previous meeting minutes and actions</b> s 9(2)(g)(ii)
The minutes from the meeting held on 23 May 2024 were accepted as an accurate record.  The actions from the previous meeting were reviewed.
<b>3. Conflict of interest review</b>
There were no conflicts of interest noted for this meeting.
<b>4. Māori and Pacific caucus</b> s 9(2)(a)
The caucus met on 26 June 2024.  The group discussed finding a new member for the GAPC Advisory Group to replace s 9(2)(a) s 9(2)(g)(ii) will look at the people that applied / expressed interest last time and let s 9(2)(a) know if there are any others who may be appropriate.  <b>Action:</b> s 9(2)(g)(ii) to review previous applications and let s 9(2)(a) know of potentially suitable applicants.
<b>5. Procurement update</b> s 9(2)(g)(ii)
The next round of procurement will start once the Rainbow System Design Manager starts (8 July).
<b>6. Update on provider hui</b> s 9(2)(g)(ii)
Funding for the provider hui has been approved. Qtopia will lead arranging the hui. Further updates will be provided once the Rainbow System Design Manager is in place.
<b>7. Update from</b> s 9(2)(a)
No update for this meeting this month.
<b>8. Standing items</b> s 9(2)(g)(ii)
<b>OIAs :</b> There are currently two active OIAs. A draft OIA guidance document is being developed to help people that are responding to OIAs. It will be available as a cross-agency document once approved.



<p><b>Sex and gender work / data standards</b></p> <p>Meetings continue with the data team that are working on the standards. The team are reviewing international standards and what is relevant in New Zealand. A draft document will be shared once available. Potentially a draft for Minister Doocey in October. A list of quick wins are being identified. Conversations happening with software providers to identify problem points and develop national guidance to get some consistency.</p>
<p><b>9. Closing karakia (All) at 9.35</b></p>
<p><b>Any other business</b></p> <p>The media team at Health NZ   Te Whatu Ora have been approached seeking a spokesperson(s) for a series of videos for YouTube. [redacted] checking to see if anyone from GAPCAG had been approached.</p>
<p><b>Next meeting: 25 July 2024</b></p>

### Meeting actions

Action no:	Item / action	Status	Action lead
23.5.24-1	<p><b>Terms of Reference (replacement process for members)</b> Review role description of the group and options for sourcing a replacement.</p> <p><b>27.6</b> – Review previous applications and identify any that may be appropriate to contact about continuing interest in joining the group.</p>	In progress	[redacted] / [redacted]
15.2.24-2	<p><b>In person hui/provider forum</b> Discuss options for arranging a hui.</p> <p><b>18.4</b> [redacted] to look at the hui being included in the education sessions run for primary care.</p> <p><b>23.5:</b> [redacted] and [redacted] to provide a progress update at 28.6.24 meeting.</p> <p><b>27.6:</b> Funding with provider to arrange the hui.</p>	Closed, add to standing items.	[redacted]

### Closed actions – for reference only

Action no:	Item / action	Status	Action lead
5.12.23-2	<p><b>Update on procurement and evaluation panel</b> Invite Auckland PHO to attend a GAPCAG hui early next year.</p>	Closed (15.2) on agenda – item 3.	[redacted]
5.12.23-3	<p><b>Gap register</b> Share the gap register with the GAPCAG as a Google document.</p>	Closed (15.2) Document has been circulated.	[redacted]
5.12.23-3	<p><b>Other items</b> Set time near the end of each agenda for Sarah to attend.</p>	Closed (15.2) Sarah invited to GAPCAG mtgs.	[redacted]
15.2.24-3	<p><b>OIA Update</b> Circulate practitioner privacy document.</p>	Closed (28.3) Completed	[redacted]
5.12.23-4	<p><b>Other items</b> GAPCAG hui dates to be reset for 2024, likely to be 9am on a Thursday.</p>	Closed 28.3. Invites sent.	[redacted]
28.3.24-1	<p><b>Guidelines content review</b> Send feedback and comment to [redacted] before 18 April.</p>	Closed	All
15.2.24-1	<p><b>Update on procurement for Community Driven Models of Care</b> Provide a written update on the learnings from conditional grants once the procurement process has been completed.</p>	Closed, circulated with the agenda 23.5.24	[redacted]

18.4.24-1	<b>Procurement update</b> Provide an update on the workforce project.	Closed on agenda 23.5.24	S9(2)(a)
5.12.23-1	<b>Update on procurement and evaluation panel</b> Look into the possibility of organising an in-person hui.	Closed covered by action 15.2.24-2.	
28.3.24-2	<b>Terms of reference (ToR) review</b> Circulate terms of reference for Group to provide comments/amendments before 18 April. <b>18.4</b> Reviewed and feedback provided. [redacted] to circulate the updated ToR for approval. <b>23.5:</b> TOR agreed final version to be circulated with minutes.	Completed	

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## Minutes

### Gender-Affirming Primary Care Advisory Group (GAPCAG) Meeting

<b>Date:</b>	25 July 2024		
<b>Start Time:</b>	9.00 am	<b>Finish Time:</b>	10.10 am
<b>Location:</b>	Teams		
<b>Chair</b>	s 9(2)(a)		

**Attendees:** s 9(2)(g)(ii), s 9(2)(a)

**Apologies:** s 9(2)(g)(ii), s 9(2)(a)

<b>1. Welcome and karakia</b>
The Chair welcomed everyone to the meeting, followed by karakia. The Group was introduced to s 9(2)(g)(ii)
<b>2. Previous meeting minutes and actions</b> s 9(2)(g)(ii)
The minutes from the meeting held on 27 June 2024 were accepted as an accurate record. The actions from the previous meeting were reviewed.
<b>3. Conflict of interest review</b>
There were no conflicts of interest noted for this meeting.
<b>4. Māori and Pacific caucus</b> s 9(2)(a)
The caucus met on 24 July 2024. Discussion included the process to bring on a new member to the GAPCAG that has Māori perspective and service provision experience. <b>Action:</b> s 9(2)(a), s 9(2)(g)(ii) to discuss options for sourcing a new member. Any names of potential members can be sent to s 9(2)(g)(ii), s 9(2)(a)
<b>5. Procurement update</b> s 9(2)(g)(ii), s 9(2)(a)
The uplift letters have been sent to providers. Procurement for the last two community driven models of care will commence later in the year.
<b>6. Update on provider hui</b> s 9(2)(g)(ii), s 9(2)(a)
Planning for the provider hui continues.
<b>7. Standing items</b>
<b>OIAs</b> s 9(2)(g)(ii) : 1 current active OIA. Responses to two OIAs have been released to the requestors. There has been some cross-party questions asking what advice different Ministers have received. <b>Sex and gender work / data standards</b> Work continues, working group looking at developing a standard for sex and gender, a draft document should be ready by October.

There has been discussion with the Innate Variation in Sex Characteristics team looking at the gaps, challenges and issues.

## 8. Closing karakia (All) at 10.10

### Any other business:

#### Hemisphere (Evaluation Provider) survey

§ 9(2)(g)(iii) asked the group if they would be happy to review a draft community consumer survey that is being prepared by Hemisphere. It will be an anonymous survey passed on to providers. Comments are due back to § 9(2)(g)(iii) by morning of 30 July 2024.

The group discussed that a session on Evaluation could be included in the provider hui to give an opportunity for providers to discuss what works well and what doesn't.

#### Evidence brief update:

Health NZ | Te Whatu Ora updated that the External Advisory Group is being led by Manatū Hauora has invited Health NZ to speak to the group on how gender affirming care services are provided in New Zealand.

**Next meeting: 22 August 2024**

### Meeting actions

Action no:	Item / action	Status	Action lead
25.7.24-1	<b>Terms of Reference (replacement process for members)</b> Review role description of the group and options for sourcing a replacement.  Review previous applications and identify any that may be appropriate to contact about continuing interest in joining the group.	In progress	§ 9(2)(g)(iii)
25.7.24-2	Share draft consumer survey for Evaluation with GAPCAG for feedback	Actioned	§ 9(2)(g)(iii)

### Closed actions – for reference only

Action no:	Item / action	Status	Action lead
5.12.23-2	<b>Update on procurement and evaluation panel</b> Invite Auckland PHO to attend a GAPCAG hui early next year.	<b>Closed</b> (15.2) on agenda – item 3.	§ 9(2)(g)(iii)
5.12.23-3	<b>Gap register</b> Share the gap register with the GAPCAG as a Google document.	<b>Closed</b> (15.2) Document has been circulated.	§ 9(2)(g)(iii)
5.12.23-3	<b>Other items</b> Set time near the end of each agenda for Sarah to attend.	<b>Closed</b> (15.2) Sarah invited to GAPCAG mtgs.	§ 9(2)(g)(iii)
15.2.24-3	<b>OIA Update</b> Circulate practitioner privacy document.	<b>Closed</b> (28.3) Completed	§ 9(2)(g)(iii)
5.12.23-4	<b>Other items</b> GAPCAG hui dates to be reset for 2024, likely to be 9am on a Thursday.	<b>Closed</b> 28.3. Invites sent.	§ 9(2)(g)(iii)
28.3.24-1	<b>Guidelines content review</b> Send feedback and comment to § 9(2)(g)(iii) before 18 April.	<b>Closed</b>	All
15.2.24-1	<b>Update on procurement for Community Driven Models of Care</b> Provide a written update on the learnings from conditional grants once the procurement process has been completed.	Closed, circulated with the agenda 23.5.24	§ 9(2)(g)(iii)

18.4.24-1	<b>Procurement update</b> Provide an update on the workforce project.	Closed on agenda 23.5.24	
5.12.23-1	<b>Update on procurement and evaluation panel</b> Look into the possibility of organising an in-person hui.	Closed covered by action 15.2.24-2.	
28.3.24-2	<b>Terms of reference (ToR) review</b> Circulate terms of reference for Group to provide comments/amendments before 18 April. <b>18.4</b> Reviewed and feedback provided. to circulate the updated ToR for approval. <b>23.5:</b> TOR agreed final version to be circulated with minutes.	Completed	
15.2.24-2	<b>In person hui/provider forum</b> Discuss options for arranging a hui. <b>18.4</b> to look at the hui being included in the education sessions run for primary care. <b>23.5:</b> to provide a progress update at 28.6.24 meeting. <b>27.6:</b> Funding with provider to arrange the hui.	<b>Closed</b> added to standard item.	

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