

Regional Industry Advisory Board

TERMS OF REFERENCE

Date: 28-Nov-2023	Review Date: 30-Sep-2024	Version: 2.0
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1. PURPOSE

- 1.1. The Regional Industry Advisory Board (RIAB) was established to provide oversight, technical expertise, and guidance of the Northern Australian Regional Digital Health Collaborative (NARDHC).
- 1.2. NARDHC brings together the health sector, digital/technology industry partners, and James Cook University in co-designing and implementing digital health solutions for Northern Australia.
- 1.3. The RIAB will consist of representatives of key stakeholders including James Cook University (JCU), Tropical Australian Academic Health Centre (TAAHC), Optus, CSIRO, Northern Queensland primary Health Network (NQPPHN), the Cooperative Research Centre for Developing Northern Australia (CRCNA), and others working in the domain.

2. ROLE AND FUNCTIONS

- 2.1. The RIAB has the following core objectives:
 - 2.1.1. provide strategic oversight and guidance for the NARDHC;
 - 2.1.2. identify and nurture existing and new partnerships / stakeholders who bring value to the NARDHC;
 - 2.1.3. provide technical guidance to the Leadership Team and Operational Team to ensure digital innovation projects relate to health care needs and timely collection of and access to appropriate data;
 - 2.1.4. address key governance and risk parameters related to the program;
 - 2.1.5. contribute to the NARDHC strategy, implementation plan and interoperability framework; and
 - 2.1.6. make recommendations on appropriate processes and people / groups to assist in selecting sites for project pilot implementation.

3. TERM

- 3.1. This Term and Reference is effective from [date of acceptance] and is ongoing until 30 September 2024.

4. MEMBERSHIP

- 4.1. The RIAB is comprised of:
 - 4.1.1. one (1) Chairperson;
 - 4.1.2. one (1) Co-Chairperson to act as Chairperson if they are unavailable, or as requested; and
 - 4.1.3. a number of members including a representative from each of the NARDHC partner organisations.
- 4.2. If a member is unable to attend a meeting, they should nominate a proxy, with prior approval from the Chairperson.
- 4.3. Additional members may be recommended / considered by the Chairperson.
- 4.4. Additional attendees may be invited on an ad hoc basis where appropriate, with prior approval from the Chairperson.
- 4.5. As far as possible, there should be gender balance.

5. MEETINGS

- 5.1. All meetings will be Chaired by the Chairperson.
- 5.2. Secretarial support will be provided by the NARDHC Operational Team.
- 5.3. Meetings are expected to be held quarterly on dates to be decided at the first meeting of the year.
- 5.4. Extraordinary out-of-session meetings may be called to resolve issues outside of the ordinary meeting schedule where required.
- 5.5. Members may be asked to provide comment, by email, on specific issues outside of scheduled meeting times.
- 5.6. Meetings will normally be held online and will be set for a minimum of one and a half (1.5) hours.
- 5.7. Meeting protocol:
 - 5.7.1. no quorum for RIAB meetings is required;
 - 5.7.2. all members shall declare any potential conflict of interest at the beginning of each meeting;
 - 5.7.3. any additional observers or participants (including for presentations) will be agreed to by the Chairperson prior to the meeting;
 - 5.7.4. proxies are not permitted without the prior approval from the Chairperson;
 - 5.7.5. in general, decisions of the RIAB will be reached by general agreement and consensus; and
 - 5.7.6. for significant decisions (i.e., related to funding allocation) a quorum of half (50%) of the membership plus one (1), including either the Chairperson or Co-Chairperson needs to be obtained either at the meeting or via electronic means.

5.8. Agenda items:

- 5.8.1. agenda items may be submitted to the Secretariat ideally with a lead time of ten (10) days prior to a scheduled meeting;
- 5.8.2. the agenda and meeting papers will be distributed to all members no later than one (1) week prior to the meeting; and
- 5.8.3. reporting of minutes will occur by email no later than two (2) weeks after each meeting.

6. ACCESS TO INFORMATION / CONFIDENTIALITY

- 6.1. Members of the RIAB may need to have access to information and documents relevant to issues being considered within the Terms of Reference.
- 6.2. It is acknowledged that certain issues being examined / discussed may be of confidential and / or sensitive nature, which will require members, and the Secretariat, to exercise utmost discretion to ensure any confidential information will remain confidential. Members may need to sign a confidentiality agreement, where deemed appropriate by the Chairperson.

7. AMENDMENT, MODIFICATION OR VARIATION

7.1. These Terms of Reference may be amended by the procedure below:

- 7.1.1. the proposal must be in writing and circulated to members for their consideration;
- 7.1.2. the views of members should be discussed at the next scheduled meeting, and a vote taken at that meeting. Any member unable to attend may register their views in writing; and
- 7.1.3. the proposal shall be ratified if two thirds (2/3) of the members agree to the amendment.