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| **Date** | 18 December 2024 |
| **Committee meeting** | NEAC meeting |
| **Location** | Online zoom meetingLink: <https://mohnz.zoom.us/j/87884021998> |
| **Meeting time** | 9:00am – 12.00pm  | 10.30am morning break |
| **Attendees**  | **NEAC members**Dr Elizabeth Fenton (Chair)Dr Lindsey Te Ata o TūMacDonald (Deputy Chair)Julia BlackMaree CandishEdmond CarrucanAssociate Professor Vanessa JordanDr Filipo Katavake-McGrathDr Fiona MilesDr Tania MoerenhoutDr Hansa PatelDr Karaitiana TaiuruNEAC SecretariatManager, Ethics**Apologies** |

1. **Welcome (9:00am-10:30am)** (opened by Chair)
	1. Karakia
	2. Opening Comments

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| **KARAKIA**  |   |
| **He Karakia Whakatuwheratia** **Whiti ora ki te whai ao** **ki te ao mārama.** **Whiti ki runga, whiti ki raro.** **E ngunguru ki te pōhatu** **E ngunguru ki te rākau** **tītaha ki tēnei taha** **tītaha ki tērā taha** **Tihei mauriora**  | Cross over to life in the changing world in the world of light and understanding Cross upwards, cross downwards. Turn to the rock turn to the tree leaning to this side leaning to that side   |

## **Apologies**

## **Chairs update**

## Welcome new members and whakawhanaungatanga

1. **Approval of the day’s agenda** (presented by the Chair)
2. **Declarations of interest** (opened by the Chair)
	1. Review declarations of interest
	2. Declare any conflicts of interest/role regarding the agenda and determine how to manage any conflict

***Conflict of interest section from NEAC Terms of Reference***

1. Members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. They must also be, and be seen to be, independent of the Minister of Health and the Ministry of Health. Proper observation of these principles will protect the National Ethics Advisory Committee and its members and will ensure it retains public confidence.
2. Members attend meetings and undertake Committee activities as independent persons responsible to the Committee as a whole. Members are not appointed as representatives of professional organisations and groups. The Committee should not, therefore, assume that a particular group’s interests have been taken into account because a member is associated with a particular group.
3. Members are required to declare any actual or perceived interests to the full Committee. The Committee will then determine whether or not the interest represents a conflict, and if so, what action will be taken.
4. The Chairperson will ask members to declare any actual or perceived interests at the start of each meeting.
5. **Minutes of NEAC’s 24 October 2024 meeting: for committee approval** (opened by the Chair)
	* Paper 1 – NEAC meeting minutes 24.10.2024 - DRAFT
6. **Actions arising from the 24 October 2024 meeting: for noting** (opened by the Chair)
	* Paper 2 – Actions arising

## **Secretariat’s Update** (presented by the Manager, Ethics)

**Short break (10:30am-10:45am)**

1. **NEAC meeting dates 2025 (10:45am-10:55am)** (led by the Secretariat)
* Agree meeting schedule for 2025
* Paper 3 – Proposed NEAC meeting dates 2025
1. **Clinical ethics scoping (10:55-11:35)** (opened by the Secretariat)
* The secretariat is currently scoping this work and identifying and engaging with key stakeholders
* Paper 4 – Clinical Ethics Scoping
* Paper 4a – Letter from Minister Reti regarding clinical ethical decision-making (for noting)
* Paper 4b – Government Response to Referral of the Petition (for noting)
* Paper 4c – Letter to of response to Minister Reti regarding clinical ethical decision-making - DRAFT (for noting)
* Paper 4d – Letter to HNZ regarding request for advice - DRAFT (for noting)
* Paper 4e – Clinical ethics project 24 October 2024

1. **Correspondence (11:35am-11:45pm)** (opened by the Secretariat)
* Paper for noting, letter sent on 26 November 2024:
* Paper 5 – Letter to New Zealand Blood Service regarding ADD
* Paper for noting, Secretariat responded to HRC EC on 10 December 2024 to say this issue has been noted and will be addressed as part of the NEAC Standards update work when that is progressed:
* Paper 6 – Letter from HRC EC regarding review of NEAC Standards

## **Any other business (11:45pm-12:00pm)**

* N/A

**Karakia (provided at item 1)**

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| **Member** | **Declarations of interests** |
| **Julia Black** | * Member of the Dunedin Colorectal Cohort governance committee (DNCRC)
* Discretionary Beneficiary of a Trust, which holds shares in some pharmaceutical and health care companies. No equities held personally
* Co-founder of 'Hope Without Fear’, a charitable organisation with a focus on helping to raise funds for research and development for the early detection of bowel cancer in New Zealand
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| **Maree Candish** | * Board member of Science for ME, an international forum for the advancement of knowledge of post-infection conditions including ME/CFS (unpaid)
* Other unpaid international advocacy work related to post-infection conditions including ME/CFS and Long Covid
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| **Edmond Carrucan** | * Former Lecturer in Te Piringa – Faculty of Law at the University of Waikato
* Former Rōia Rangatahi for Te Hunga Rōia Māori o Aotearoa
* Member of the Rotorua District Licensing Committee
* Waikato Local Advisory Committee Member (Fire and Emergency New Zealand)
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| **Vanessa Jordan** | * Senior Research Fellow, University of Auckland
* New Zealand Cochrane Fellow
* Associate Director Cochrane New Zealand
* Member Cochrane Council
* Member and Chair of Cochrane Conflict of Interest Panel
* Expert reviewer NZ Heart Foundation
* Director MSDocs Ltd (owns a primary care practice)
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| **Hansa Patel** | * Research applicant for study approved by HDECs (18/CEN/18)
* Ministry of Education
* Visiting Scholar, Victoria University of Wellington
* Volunteer client interviewer, Citizens Advice Bureau, Lower Hutt
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| **Lindsey Te Ata o Tū MacDonald** | * Research Fellow at Ngāi Tahu Research Centre
* Senior Lecturer in the Department of Political Science and International Relations at the University of Canterbury
* Co-Chair of Aotearoa Research Ethics Trust
* Member of Health Research Council
* Co-Chair, University of Canterbury Human Research Ethics Committee
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| **Tania Morenhout** | * Lecturer at Bioethics Centre, University of Otago, Ōtepoti Dunedin
* Chair of the WONCA (World Organisation of Family Doctors) Working Party on Ethics and Professionalism
* Member of the NZTHF Working Group on Research, Audit and Evaluation
* GP at Broadway Medical Centre, Ōtepoti Dunedin (employee)
* Consultancy work for King Baudouin Foundation Belgium (in position of Lecturer)
* Member GP Aotearoa, NZ Women in Medicine, PATHA
* Member of the Ethics Committee of the Royal Australasian College of Physicians
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