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| **Date** | 29 February 2024 | |
| **Committee meeting** | NEAC meeting | |
| **Location** | Online zoom meeting | |
| **Meeting time** | 9:00am – 1:15pm | 10.30am morning tea break  12:00pm lunch break |
| **Attendees** | **NEAC members**  Professor John McMillan (Chair)  Shannon Hanrahan (Deputy Chair)  Associate Professor Vanessa Jordan  Nora Parore  Rochelle Style  Edmond Carrucan  Maree Candish  Julia Black  NEAC Secretariat, Manager Ethics  **Apologies**  Dr Lindsey Te Ata o TūMacDonald  Dr Tania Moerenhout  Dr Hansa Patel | |
| **Guests** |  | |

## **Welcome (9.00am)**

* 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**

1. **Approval of the day’s agenda** (opened 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 23 November 2023 meeting: for approval** (opened by the Chair)
   1. Paper 1
6. **Actions arising from the 23 November 2023 meeting: for noting** (opened by the Chair)
   1. Paper 2

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

* Introduction from new Manager, Ethics
* Ministerial portfolios
* The year ahead and budget processes

## **Chair’s Update (10:00am)** (presented by the Chair)

## **Rangatiratanga Roopu Update (10.15am)** (presented by the Deputy Chair)

* Update on developing Terms of Reference for the Roopu
* Update on Roopu mahi and progress on Finding Balance and Standards work

**Morning tea break (10:30am-10.45am)**

1. **Work programme (10.45am-11:30pm)**

* Paper 3 NEAC work programme 2023-24
* Paper 4 NEAC’s work programme – cover paper

1. **Review of the National Ethical Standards for Research (11.30am-12.00pm)**

* Paper 5 Update on progress

**Lunch (12.00pm-12.30pm)**

## **Finding Balance update (12.30pm-1.15pm)**

* Paper 6 Update on finalisation of report and publication process

**14. Correspondence**

* N/A

## **15. Any other business**

* N/A

**16. Work between meetings**

* NEAC to confirm any in-between meetings or working groups to progress NEAC work programme.
* Karakia (provided at item 1)

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| **Member** | **Declarations of interests** |
| **John McMillan** | * Member of the National Screening Advisory Committee * Editor in Chief of The Journal of Medical Ethics * Professor at the Bioethics Centre, Dunedin School of Medicine, University of Otago |
| **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) |
| **Penny Haworth** | * Honorary Research Fellow (Institute of Education, Massey University) – Appointed for 3 years from June 2019 * Member of TESOLANZ (Teachers of English to Speakers of Other Languages) * Volunteer with ELP (English Language Partners), providing English assistance to new migrants and refugees * Member of NZ Property Investors |
| **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 |
| **Shannon Hanrahan** | * Member of the New Zealand Health Practitioners Disciplinary Tribunal * Member of the Faculty of Public Health (United Kingdom) * Director of Praxis Health Limited * Chair of KŌ Kollective Trust * Chair of Moetangi Land Trusts * Member of the New Zealand Mental Health Review Tribunal * Member of the Advisory Committee on Assisted Reproductive Technology |
| **Nora-Jayne Parore** | * Research Fellow – Health Services Research Centre, Victoria University of Wellington * Health Research Council NZ Clinical Research Training Fellow funded for thesis. Title “He Tono Whakapiki Ora: Whānau and Pharmacists’ knowledge exchange” * Research Team Member – ‘Te Puna Rongoā: Achieving Medicines Access Equity for Māori – Pharmacists' role’ (funded by PHARMAC and HRC) * Member – Ngā Kaitiaki o Te Puna Rongoā o Aotearoa, The Māori Pharmacists’ Assn Inc * Member – Inaugural Te Pātaka Whaioranga PHARMAC Māori Advisory Rōpū |
| **Rochelle Style** | * Member of the Artificial Intelligence Governance Group, Waitematā District Health Board (July 2021 – present) * Discretionary Beneficiary of a Trust, which holds shares in some pharmaceutical and health care companies. (Further details available on request). No equities held personally * Member of the National AI and Algorithm Expert Advisory Group for Te Whatu Ora * Legal and ethical consultant on several projects in the fields of genetics/genomics and digital pathology and Hepatitis C |
| **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 |
| **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 |
| **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 |
| **Seini Taufa** | * + Requested |
| **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 |
| **Julia Black** | * Member of the Dunedin Colorectal Cohort governance committee (DNCRC). |