

Health Sector Co-design Group – Terms of Reference

Purpose

The role of the Health Sector Co-Design Group (HSCG) is to work collaboratively with the team undertaking the Evaluation of the Australian Government's Investment in Aboriginal and Torres Strait Islander Primary Health Care through the Indigenous Australians' Health Programme (IAHP Yarnes) to help facilitate a robust, high-quality, and influential evaluation. This role will extend through the evaluation design and implementation phases.

Document status

These Terms of Reference (TOR) were originally prepared during the design phase of the evaluation (July 2018), updated in June 2019 (confirmed Sept 2019) in the early stages of the evaluation implementation phase. This latest update (March 2021) reflects the addition of key evaluation question 5 and changes in the evaluation relationships.

Should the functions of the HSCG change again, these TOR will be updated in agreement with the HSCG.

Key evaluation questions

The evaluation is framed by five key evaluation questions:

1. How well is the Indigenous Australians' Health Programme (IAHP) enabling the PHC system to work for Aboriginal and Torres Strait Islander people?
2. What difference is the IAHP making to the PHC system?
3. What difference is the IAHP making to the health and wellbeing of Aboriginal and Torres Strait Islander people?
4. How can faster progress be made towards improving the health and wellbeing of Aboriginal and Torres Strait Islander people?
5. How well are the methodological approaches used in the evaluation achieving its aims?

Functions and commitments

The HSCG will co-design the evaluation in the following ways:

1. As **collaborators** through:
 - providing a sounding board and forum for the evaluation team to develop and test ideas and products on the evaluation design and implementation.
2. As **navigators** through:
 - Advising on wider co-design and stakeholder engagement processes to ensure effective participation.
 - Providing advice, guidance, and leadership in relation to the implementation of the evaluation, including on identifying priorities.

- Providing updates and guidance on significant policy, implementation, and sector changes, including jurisdictional reforms.
 - Advising on the implications of other research and evaluation findings external to this evaluation.
 - Identifying opportunities to influence decision-making on other policy development and reform processes.
3. As **advisors** through:
- Providing advice and feedback on key deliverables.
 - Advising the Department of Health (the Department) on the progress and implementation of the evaluation to support informed advice to the Minister with Portfolio responsibility for Indigenous Health.
4. As **communicators** by:
- Assisting in disseminating information to, and championing the evaluation within, their communities and networks.
 - Informing the HSCG and the evaluation team of relevant information and feedback received via their communities and networks.
 - Approving draft communiqué and other key resources as agreed.
 - Articulating the independence of this evaluation from concurrent work (e.g., development of a new PHC funding model under the IAHP).

The evaluation team will develop and maintain a workplan that clearly indicates the function it would like the HSCG to perform (i.e., co-design, navigate, advise, communicate) on aspects of the evaluation for HSCG's agreement. It will also indicate where materials or products are being provided to the HSCG for information only. The workplan is appended to this Terms of Reference to provide transparency and accountability regarding opportunities for the HSCG to undertake its functions. The workplan will be revisited annually and updated as required.

Perspectives

Members of the HSCG are not expected to 'represent' specific agencies or organisations, geographic areas, or population groups. The aim is for members to advise based on their expertise, experience, and 'place' within the health system, or on their knowledge of evaluation and research with Aboriginal and Torres Strait Islander people.

Co-chairs and members

The HSCG is to be co-chaired, with one co-chair from the government sector and the other in a non-government role, and for at least one of the co-chairs to be an Aboriginal or Torres Strait Islander person. The HSCG may agree to rotate the co-chair roles at intervals throughout the evaluation period.

The co-chairs do not have different powers to other members of the HSCG. They are to be the key point of contact for the evaluation team and for the Department and will help the evaluation team to facilitate strong input from all other members of the HSCG. The co-chairs own advice on key deliverables will be considered as equal to other members of the HSCG.

The current membership of the HSCG is appended to this Terms of Reference.

Acceptance of deliverables

The Department remains responsible for accepting reports and other deliverables and making related payments to *Allen + Clarke* as the lead contracting agency.

Secretariat

Secretariat support will be provided by the evaluation team. This support includes:

- arranging meetings of the HSCG, including arranging for and paying the costs of members' travel for face-to-face meetings
- circulating meeting agenda and papers in advance of meeting
- taking comprehensive minutes and circulating these within two weeks of each meeting
- producing and disseminating a public Communiqué within two to three weeks of each meeting
- ensuring action points are followed up and information is circulated in a timely manner.

Confidentiality and conflicts of interest

The evaluation team and the Department are to highlight any information that is shared confidentially and to remain in confidence within the HSCG. Members will be asked to declare any actual, potential, or perceived conflicts of interest at each meeting.

Proxies

Ideally no proxies (stand-ins for members) are to be used, but the HSCG will also be respectful of, and flexible regarding, members' circumstances. By exception, the HSCG will decide if it is agreeable for a stand-in at a particular meeting. Part of the process for accepting a proxy is that the proxy member will be fully briefed in advance of the meeting.

Remote attendance will also be utilised where possible, when members are unable to attend in person.

Use of videos and photographs

Permission will be sought from the HSCG or members as appropriate, when videos of activities and/or photographs are taken during the meeting. These are not to be used for purposes other than recording events and information for the evaluation team to use in designing and implementing the evaluation, unless permission is sought and given. If other uses are proposed (e.g., for public communications about the HSCG and the evaluation), permission will be sought from the HSCG and/or affected members as appropriate.

Inclusion of HSCG membership in communications

The HSCG has given permission to share the names of HSCG members in communications about the evaluation on the proviso the wording is checked with the HSCG beforehand.

Fees and expenses

Members will not receive sitting fees, but travel and accommodation expenses will be provided as appropriate.

Appendix A: HSCG Membership

Name	Role and organisation
Kate Thomann (Co-chair)	Assistant Secretary, Primary Health Data and Evidence Branch, Indigenous Health Division, Department of Health
Dr Mark Wenitong (Co-chair)	Strategic Advisor
Dr Dawn Casey	Deputy Chief Executive Officer, National Aboriginal Community Controlled Health Organisation
Angela Young	Director Aboriginal & Torres Strait Islander Engagement, Children's Health Queensland
Karl Briscoe	Chief Executive Officer, National Aboriginal and Torres Strait Islander Health Worker Association
Dr Chris Bourke	Strategic Programs Director, Australian Healthcare and Hospitals Association
Rob McPhee	Deputy Chief Executive Officer, Kimberly Aboriginal Medical Services
Dr Mike Mays	Director, Primary Health System Improvement, Primary Health, Data and Evaluation Branch, Indigenous Health Division, Department of Health
Kim Grey	Senior Adviser, Information and Evaluation Branch, Indigenous Affairs, Department of the Prime Minister and Cabinet
Jessica Watson	Adviser, Information and Evaluation Branch, Indigenous Affairs, Department of the Prime Minister and Cabinet
Dr Fadwa Al Yaman	Head, Indigenous and Children's Group, Australian Institute of Health and Welfare
Professor Jeanette Ward	Nulungu Research Institute, Nirrumbuk Aboriginal Corporation and Health Perspectives
(Proposed) Sandy Gillies	Chief Executive Officer, Western Queensland PHN
Janine Mohamed	Chief Executive Officer, Lowitja Institute

Appendix B: HSCG Workplan April 2021 – June 2023

The focus of virtual meetings proposed between face-to-face meetings will be decided on a case-by-case basis with the topic being decided at least 6 weeks ahead of the scheduled meeting.

Date	Collaborate	Navigate	Advise	Communicate	FYI
April 2021 (out of session engagement)			HSCG new member and HSCG TOR update for approval		Confirming final evaluation sites
May 2021 (HSCG 6)	Structure of Annual Interim Report (Cycle 1)	State/territory and National engagement - stakeholder identification Cross-cutting collaboratives Cycle 1 topic identification and process	HSCG workplan update IAHP Yarnes evaluation as a systems evaluation	Communiqué 6	Site studies data gathering update and challenges
July 2021 (virtual)					
Oct. 2021 (HSCG 7)	Co-design of Cycle 2 – informed by findings from cycle 1	Discuss Cycle 1 findings and their implications at different levels	Feedback on draft Annual Interim Evaluation Report (Cycle 1)	Communiqué 7	
December 2021 (virtual)					
Feb/March 2022 (virtual)					
April/ May 2022 (HSCG 8)			Discussion of cross-cutting collaboratives findings	Communiqué 8	
August 2022 (virtual)					

Date	Collaborate	Navigate	Advise	Communicate	FYI
Oct. 2022 (HSCG 9)	Informing Cycle 3	Discuss Cycle 2 findings, their significance and meaning	Feedback on draft Annual Interim Evaluation Report	Communiqué 9	
December 2022 (virtual)					
Feb/March 2023 (virtual)			Discussion of cross-cutting collaboratives findings		
May 2023 (HSCG 10)		Discuss evaluation findings, their significance and meaning	Feedback on draft Final Evaluation Report and M&E Framework	Communiqué 10	
30 June 2023	Expected end date for the IAHP Yarnes evaluation				

Appendix C: HSCG work undertaken December 2017 – December 2020

Date	Collaborate	Navigate	Advise	Communicate	FYI
Dec. 2017 (HSCG 1)		<p>Defining the design challenge or problem.</p> <p>Role and function of the HSCG.</p> <p>Evaluation parameters – what is being evaluated, what else is occurring in sector, who are intended users.</p> <p>How evaluation engages with wider community in design phase.</p>		Communiqué 1	Project plan
Apr. 2018 (HSCG 2)	<p>Evaluation framing – evaluation scope, KEQs</p> <p>Site selection criteria and principles</p>	Evaluation framing –methodological approach	<p>HSCG TOR for approval.</p> <p>Stakeholder and community engagement strategies for feedback.</p>	Communiqué 2	<p>Update on stakeholder engagement, communications, economic evaluation.</p> <p>IAHP theory of change.</p>
May 2018			Feedback on M&E Design report		
Jun. 2018			Advise on approval of M&E Design report		
Feb. 2019 (HSCG 3)		<p>Evaluation framework – discussion on high level approach.</p> <p>Reflection of HSCG role and functioning.</p> <p>DFA – input on approach and metrics.</p> <p>Guidance on site selection and site engagement processes.</p>		Communiqué 3	Update on strategic policy context, planning for Phase 2, ethics, site selection process
Apr. 2019					Phase 1 ethics application

Date	Collaborate	Navigate	Advise	Communicate	FYI
Jun. 2019		Feedback and guidance on approach to evaluation framework			Six-month report
Jun. 2019 (HSCG 4)	Framework table – what matters, why, indicators, priorities	Guidance on site Participation Agreements and communications materials. Guidance on community co-design.	HSCG TOR for approval Evaluation framework	Communiqué 4	Update on strategic policy context and evaluation workstreams
Aug. 2019			Evaluation framework, v1		
Oct. 2019 (HSCG 5)	Economic evaluation data feasibility assessment			Communiqué 5	Productivity Commission presentation on the Draft Indigenous Evaluation Strategy
Apr 2020 (virtual)	HSCG engagement while the Yarnes evaluation is paused	Decision to pause the Yarnes Evaluation in response to COVID-19 epidemic	Feedback on Year One Report		
May 2020 (virtual)			IAHP Yarnes Draft Quantitative Data Feasibility Report		
June 2020 (virtual)	IAHP Yarnes scope and focus		Return of Investment of IAHP draft DFA and options paper		
July 2020 (virtual)	Co-design of Site Engagement Virtual Webinars				
October 2020 (virtual)		Decision to restart the evaluation		Newsletter informing decision to restart	Project Protocol prepared for ethics

Date	Collaborate	Navigate	Advise	Communicate	FYI
December 2020 (virtual)	Proposed approach to IAHP Yarnes data gathering				Participation Agreements and Ethics update