

# Terms of Reference

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DIGITAL INTEROPERABILITY  
INDUSTRY GROUP (DIIG)



**DHA** | TE RŌPŪ  
HAUORA  
MATIHIKO  
**Digital Health Association**

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## DIGITAL INTEROPERABILITY INDUSTRY GROUP

### PURPOSE

- These Terms of Reference (ToR) establishes the Digital Health Association (DHA) Digital Interoperability Industry Group (DIIG) and sets out its goals, role, and functions as well as its composition and administrative arrangements.

### BACKGROUND

- The membership of the DIIG is representative of the industry organisations who provide software solutions and services that fit the criteria of “digital interoperability enablers” in New Zealand’s health system.
- Digital interoperability enablers relate to software and services that are considered to be core and important to the operation of health information technology systems. This includes (but not limited to) digital identity, security, privacy, standards, data governance, API releases, and foundational systems (such as the NHI, HPI, etc.).
- Members of the DIIG can be providers of all or some of the above and can include (but not limited to) advisory, governance, and strategy services, cybersecurity and technical testing services, risk management and assessment, awareness training and education, and all information technology security related products.
- All members of the DIIG are committed to the digital transformation of New Zealand’s health system.
- The combined membership of the DIIG has considerable investment in the New Zealand market that support healthcare, employment, and the country’s social and economic growth.

### GOAL

#### To be an expert group that:

- Builds a community of industry-based, subject-matter experts providing leadership, functional mentoring, capability development, and strategic advice/guidance to New Zealand’s health system through partnership and collaboration.
- Advocates for the development of mature, stable, and secure solutions that enable the delivery of assured digital health and disability services in New Zealand.
- Informs and supports the development and implementation of related standards.
- Facilitates the exchange of information on best practices, collateral, and relevant content to create an open forum for knowledge-sharing.
- Represents the industry on expert advisory groups as required and where appropriate.

## ROLE AND FUNCTIONS

### The role of the DIIG is:

- To work collaboratively with other sector groups (government and non-government), and other interested communities beyond the sector, where applicable.
- To share a common narrative of assurance posture in the New Zealand health system and to advance collaborative approaches to providing relevant capabilities.
- To provide leadership and support on specific initiatives and issues that arise from time-to-time.
- To encourage and promote the understanding and uptake of advanced technological solutions that align with, and enables, the strategic direction of the New Zealand health system, related services, and models of care (e.g., virtual health, primary, secondary, and tertiary care, etc.).
- To promote and participate in a proactive co-design approach to system and solutions development.

### In doing this the DIIG will:

- Recognise the need for a collaborative approach across the sector that builds credibility for the DIIG and enables it to be involved in strategically important discussions and decisions.
- Be solutions-focused and recognise the importance of maintaining data governance principles that are essential for building and maintaining trust across individuals and stakeholders.
- Take a cross-party view to working with key stakeholders in the sector so that specific problems are identified, jointly worked on, and solutions developed that recognises a 'whole of system' approach.
- Through the DHA, actively engage with government and its agencies; to assist and implement key facets of any New Zealand Health Strategies and digital health related strategies where applicable. Note: associate members may be excluded from this activity depending on their individual and employer's status.
- Not be involved in discussions as a group that could be construed (real or perceived) as colluding to engineer contractual outcomes or pricing arrangements that benefit individual or collective members of the DIIG.

## COMPOSITION OF THE GROUP

- Membership is by invite or application. Any staff member of a member can sign-up via the online form on the DHA website. Approval will be based on the specified criteria being met for membership.
- Each member organisation can provide one or more designated people to represent it on the DIIG. This representative will be of sufficient seniority or have the delegated authority to make decisions on behalf of their organisation.
- This doesn't preclude more than one person from a single member organisation being involved in the DIIG or delegated to it by the designated representative

especially where that additional person can provide specific subject matter expertise.

- Members of the DIIG will also be members of the DHA, which is recognised as New Zealand's digital health peak industry body.
- Associate members – with particular skills or subject matter expertise – may be invited to join the DIIG. Associate members need not necessarily be members of the DHA, but they must agree with and abide by these Terms of Reference.

### ADMINISTRATION

- A Chairperson will be elected by the DIIG each year (or when required).
- The Chair will lead the meetings and be the main point of contact with the DHA.
- The DHA will provide the secretarial function for the DIIG.
- The DIIG will appoint one of its members to be a specific spokesperson to represent it on specific issues as these arise and are dealt with based on the majority decision of the DIIG.
- The DHA will provide support to the spokesperson as required and where applicable.
- Where the DHA incurs specific costs in providing its services to the DIIG then these will be reimbursed equally by the members of the DIIG by prior agreement. Examples of costs are – catering expenses, specified travel outside of the normal meeting pattern (e.g., to attend a meeting or similar on behalf of the DIIG).
- The DIIG will meet on a bi-monthly basis from March each year and can meet more often as required. Meetings can be in-person, by video or audioconference or a combination depending on the location of the members.
- Each member representative can be supported by a maximum of one (or more if necessary) other person at the DIIG meetings where that person provides subject matter expertise.
- Specific individuals or organisations (who are not DIIG members) can be invited to join meetings where this is appropriate for the sharing of information, discussions on topics, and for identified concerns to be raised.
- Where necessary, meeting venues will be shared by agreement amongst the DIIG members and costs associated with attendance is met by each of the participating members, where applicable.
- Meetings, including agenda material and minutes, are confidential. Members must ensure that the confidentiality of the DIIG business is maintained apart from specific items that will be determined by majority agreement of the members.
- Release of correspondence or papers can only be made with the majority approval of the DIIG members.
- The DIIG, or individuals in the DIIG, cannot claim to be making statements or claims on behalf of the DHA unless prior approval has been provided by the DHA representative (typically the DHA CEO or Chair). This includes the use of the DHA logo or other related images.