

# Terms of Reference

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GLOBAL INNOVATORS HEALTH  
INDUSTRY GROUP (GIHIG)



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

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## GLOBAL INNOVATORS HEALTH INDUSTRY GROUP (GIHIG)

### PURPOSE

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

### BACKGROUND

- The GIHIG is representative of digital health companies and organisations that export digital health products and services overseas as well as those who wish to learn more about exporting.
- The GIHIG is also representative of digital health companies and organisations who wish to focus on and help improve procurement related matters and subsequent issues within the digital health industry.
- The GIHIG members have investment and presence in New Zealand and/or international markets. Its members wish to be involved in the changes occurring in the health sector by making it easier through procurement and exporting to provide technologies and software that enable effective models of patient care. The GIHIG members have financial commitments that support healthcare, employment, and/or the economic growth of New Zealand.

### GOAL

#### To be an expert group that:

- Provides an avenue for industry participants to engage with and contribute to the direction of exports and procurement activities, strategy and service developments that will enhance the provision of these services nationally, and internationally where appropriate.
- Provides leadership, strategic advice, and guidance on the exporting of digital health solutions to overseas markets.
- Provides leadership, strategic advice, and guidance on the development and implementation of procurement processes across the health sector especially pertaining to digital health.
- 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 GIHIG 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 GIHIG will:

- Recognise the need for a collaborative approach across the sector that builds credibility for the GIHIG 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 GIHIG.

## 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 GIHIG. 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 GIHIG or delegated to it by the designated representative

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

- Members of the GIHIG 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 GIHIG. 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 GIHIG 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 GIHIG.
- The GIHIG 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 GIHIG.
- 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 GIHIG then these will be reimbursed equally by the members of the GIHIG 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 GIHIG).
- The GIHIG 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 GIHIG meetings where that person provides subject matter expertise.
- Specific individuals or organisations (who are not GIHIG 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 GIHIG 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 GIHIG 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 GIHIG members.
- The GIHIG, or individuals in the GIHIG, 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.