

NZMFM Project Steering Group Terms of Reference June 2014

Role of the Group:

The MFM Steering Group is collectively responsible for the operational delivery of the project deliverables and process. This Terms of Reference (TOR) should be read in conjunction with the project charter for project background and context.

The steering group will have decision making responsibilities in respect of project charter development, agreeing the project plan and deliverables, and sign-off of final documentation for submission to project sponsors and then to MoH by 20 January 2015.

The purpose of the steering group is to manage and co-ordinate the work at each key stage.

Individual team members are each responsible for bringing to the project the (collective) perspective of their relevant groups – and being project champions for these groups. This will involve engagement and feedback with their peers.

In addition steering group members are responsible for:

- understanding the goals and objectives of the project
- contributing to the development of the project charter and project plan
- producing work to defined deadlines, costs and quality in order to achieve the objectives of the project
- being involved in evaluating the success of the project

Steering Group Membership

The Steering Group is comprised of the following members:

Role	Name
O&G Subspecialist (Clinical Lead)	Emma Parry
O&G Physician (tertiary)	Catherine Marnoch
O&G Generalist	Steven Grant
Midwife Specialist	Jeannie Matthews
Midwife (Primary or Secondary)	Juanita Ross
NICU Neonatologist (Tertiary)	Malcolm Battin
Radiology Lead	David Perry
Sonography Lead	Stuart McGregor
Maori Health Perspective	Lorraine Hetaraka-Stevens
Consumer Perspective	Vicky Culling
DHB Planning and Funding	Wayne Turp
GM Child Women's & Allied Health	Di Peers

The Steering Group is supported by Project Manager, Anne Davys and the NZ Maternal Fetal Medicine Network (NZMFMN) Support, Ata Mauigoa.

Accountability

Collective Steering Group accountability is for project outputs and deliverables.

There is individual accountability of project steering group members to ensure the respective professional/service-related groups they represent have been engaged in the work as appropriate.

Principles - Ways of Working

The following principles will guide our method of working:

We will endeavour to be inclusive, open, and honest in our approach to the project with a clear communication plan to share and disseminate the outcomes of the steering group's work in order to ensure the project deliverables provide a 'no surprises' approach.

The steering group will share the governance of this national project by being part of a team representing the perspective of members (as much as possible) from DHB regions across the country – and with the use of technology as much as practical to enable full participation (such as teleconferencing/videoconferencing/website communications media).

Frequency of Steering Group meetings

In the start-up phase of the project, meetings will be required more frequently (maybe fortnightly) to ensure new members are involved and the agreed detailed project plan and deliverables are developed in a timely manner.

Once a clear project plan and timetable have been agreed, meetings will be scheduled at points of milestone sign off.

Chairperson

The meeting will be chaired by the Clinical Leader for the project. In her absence, the Steering Group's Manager Women's Health service will chair the meeting.

Agenda and papers will be circulated with as much notice as possible but ideally 3 days before the meeting

Format of Steering Group Meetings

As much as practical, meetings will utilise technology for ease of attendance of people from wide geographical area. Teleconference and face-to-face will be offered for each meeting.

Quorum

A quorum will consist of half the membership plus 1.

Steering group members are not able to send an alternate person to the meeting in their stead.

Communication to Representative Groups and sharing of Information and Resources

- Steering Group (SG) members will be expected to share some project information with their peers (of their representative group) over the course of the project duration. The detailed project workplans will itemise specific tasks around sector engagement.
- Key messages will be identified at the end of each SG meeting for wider communication of project progress
- A detailed communication plan forms part of the project plan documentation.
- Any confidential or 'work in progress' papers will not be circulated outside of the project team until agreed by the steering group that they are ready for dissemination – else by the chairperson for distribution

Project Workstreams

The function of the workstreams is to plan and carry out the detailed activities on behalf of the Project Team. The Project Steering Group agrees each workstreams' deliverables and tracks them on a regular basis. Workstreams are added (or existing ones consolidated) as the project progresses, subject to the agreement of the Project Steering Group.

A member of the Project Steering Group will lead each work stream and each team will comprise of subject matter experts for that workstream. Stakeholder engagement will be part of each workstream's plan.