|  |  |
| --- | --- |
| Pacific Steering Group (PSG) |  |
| Terms of Reference | |

**Introduction**

The Ministry of Social Development (MSD) is establishing a Pacific Steering Group (PSG) to provide sound and robust guidance regarding the development of an MSD strategy and action plan for working with Pacific people. The strategy and action plan will:

* be external facing to show MSD’s transparency to all New Zealanders regarding its commitment to Pacific people
* require all parts of MSD to participate and contribute to its implementation
* have a life expectancy of four years alongside internal work streams that will be reviewed every year
* ensure Pacific clients and communities are central to its success.

**Role and Responsibilities**

The purpose of the Pacific Steering Group is to:

* provide strategic guidance and support to the development of an MSD strategy and action plan for working with Pacific people
* champion change through the endorsement of activities that drive value for Pacific people (both internal and external to MSD)
* provide direction, guidance and oversight of activities that are targeted towards Pacific people
* monitor progress against key deliverables
* make timely decisions whilst keeping the ‘best interests’ of Pacific at the forefront
* lead the change thinking and quality of practice required for realising an MSD strategy and action plan for working with Pacific people
* commissioning and de-commissioning and prioritising Pacific related activities/projects as appropriate to reflect the involvement of MSD’s responsiveness to Pacific
* provide advice for briefing papers intended for the Minister/s as appropriate and required.

All members must take individual responsibility for:

* maintaining regular attendance at scheduled meetings
* reviewing and confirming minutes
* responding to communications promptly
* contributing constructively and openly to the work of the project team
* being involved in evaluating the success of the project.

**Working Relationships**

The PSG Group will share expertise and predominantly liaise with MSD’s:

* Pacific Advisory Group
* Pacific Talanoa Group
* Principal Advisor – Pacific, Community Partnerships and Programmes, MSD
* Director, Māori and Pacific, Community Partnerships and Programmes, MSD
* Group General Manager, Community Partnerships and Programmes, MSD.

**Membership**

The PSG will comprise of twelve members which will be a combination of up to six MSD senior staff members in areas with high impact and six external Pacific leaders who have credibility within the social services sector and the ability to operate at a strategic level. Members also need to be in a position of influence to enable strong leadership of the strategy and action plan within their respective business groups, affiliations and communities. Together this will reflect diversity across Pacific communities, NGO’s and the business, industry and employer sectors.

Specifically membership will consist of Pacific individuals who collectively:

* have experience to operate at a strategic and governance level
* sector knowledge and experience
* have skills, knowledge and experience in working with Pacific people
* have an understanding of the challenges which Pacific people face in terms of hardship and adversity
* are forward thinking, innovative and challenge the status quo to reach positive solutions
* have credibility and are recognised as leaders within the Pacific communities they serve
* are well-connected within Pacific communities and are able to act as conduits for sharing and relaying information in relation to strategy and action plan development (as agreed by PRG)
* are committed to the successful implementation of an MSD strategy and action plan for working with Pacific people.

A member may:

* resign from the PSG at any time by giving written notice to the Chair
* be removed from the PSG under exceptional circumstances where their behaviour is considered detrimental to the effective operation of the group
* be approached by the Chair to discuss the viability of their on-going membership where the member has missed two meetings in a row.

**Term of Appointment**

Appointment to the PSG will be for a period of 12 months or until strategy and action plan development and implementation processes are completed. MSD aims to complete this work by 30 September 2019.

**Meetings**

The PSG will meet every quarter (for up to three hours) or as determined necessary by members, at a time and place agreed by the meeting Chair. Each meeting will be guided by an agenda which has been set by the Chair.

An agenda and any pre-meeting reading material will be supplied at least one week prior to each meeting so that members can prepare and be ready to present their views from the meeting onset. Meeting attendance may be face-to-face or via video or teleconference. From time to time members may be called on to provide further insights and advice on strategy and action plan matters outside of scheduled meeting times. This will conducted via email and telephone.

A meeting quorum will consist of five members (which must include the Chair). However there is an expectation that members will attend all meetings and devote sufficient time to become familiar with the affairs of the PSL Group and the wider environment it operates within.

Meetings will be:

* semi-formal
* interactive
* outcomes focused
* consensus driven
* constructive
* open, honest and respectful and acknowledge cultural diversity
* structured to achieve key actions and decisions.

**Reporting**

The overall responsibility of the PSG sits with the Group General Manager, Community Partnerships and Programmes, MSD who retains line accountability over all aspects of the development and implementation of MSD’s strategy and action plan for working with Pacific people.

**Resourcing**

The PSG will be serviced and supported by the Community Partnerships and Programmes unit at MSD.

**Remuneration and Expenses**

All fees are set in accordance with the Cabinet Fees Framework. In line with this framework, Government employees will not receive fees for participating in the PAG.

All travel and accommodation expenses to attend meetings will be met by MSD provided all arrangements are booked by MSD. To enable this, members will be required to submit a travel and accommodation request to a nominated member of MSD’s Community Partnerships and Programmes unit, who will then make all necessary arrangements.

MSD will not reimburse any travel or accommodation expenses that are not booked by MSD (unless prior approval by MSD has been granted). Members should discuss with MSD any specific requirements they have.

**Conflicts of Interest**

Members are required to perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

If members have any perceived or potential conflict of interest on a subject that will prevent them undertaking an activity consistent with the PSG’s function, then they must declare a conflict of interest to the Chair and if the conflict is unable to be suitably managed, absent themselves from the discussion and/or activity.

**Confidentiality**

Unless it is explicitly agreed that information cannot be shared, members can share and discuss information acquired or received in the course of their role on the PSG. However members must not attribute any comments or views they share, to individual members.

Information marked as confidential must not be shared. All confidential information shall remain confidential until otherwise notified by the Chair, and shall therefore not be divulged in any way to any person without the prior approval of the Chair.

The provisions of the Privacy Act 1993 and Official Information Act 1982 will also apply without exception to the activities of the PSG.