

## TERMS OF REFERENCE

### Consumer-Informed AOD Research and Analysis (CIARA) Working Group

<p><b>PURPOSE</b></p>	<p>The CAOD Consumer-Informed AOD Research and Analysis (CIARA) Working Group (WG) will work with the Centre for Alcohol and Other Drugs' Strategic Research and Evaluation team to ensure the team's research, evaluation and analysis activities support the delivery of high-quality evidence-based AOD services and programs that deliver outcomes that matter for people who experience, or are at risk of, AOD-related harms.</p> <p>Research and evaluation activities will reflect the five priorities identified in the <a href="#">NSW Ministry of Health's Strategic Prioritisation Framework for AOD Research and Evaluation: 2020-2024</a>, including:</p> <ul style="list-style-type: none"> <li>- <i>Evaluating Current Models of Care;</i></li> <li>- <i>Health System Access and Patient Journey;</i></li> <li>- <i>Improving AOD Services for Priority Populations;</i></li> <li>- <i>AOD-related Mortality; and</i></li> <li>- <i>Prevention and Early Intervention.</i></li> </ul>
<p><b>KEY OBJECTIVE</b></p>	<p>Provide consumers' experience-based advice and recommendations on conduct and interpretation of CAOD's research, evaluation, and analysis activities to ensure positive outcomes for people who experience AOD-related harms. In each case, this input will be sought at three stages:</p> <ul style="list-style-type: none"> <li>- As the research, evaluation and analysis questions are being developed;</li> <li>- As the project is being designed and methods considered; and</li> <li>- When outcomes are reported, and what they mean for consumers and carers.</li> </ul>
<p><b>VALUES</b></p>	<p>The Working Group and its members shall embrace and reflect the CAOD's Vision, Mission and Values, and the CORE values of the NSW Ministry of Health (MoH).</p> <p><u>CAOD Vision, Mission and Values:</u></p> <p><b>Vision:</b> improving the health and wellbeing of people at risk of, or experiencing harms, from AOD use.</p> <p><b>Mission:</b> to ensure access to AOD information, support, and high-quality care by providing strategic leadership in the evidence-based policies and programs which enhance prevention, harm reduction and treatment.</p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>- Empathy: we understand and value a person's lived experience</li> <li>- Equity: we place people and partnerships at the centre of our policies and programs and empower vulnerable populations across the health system</li> <li>- Expertise: we bring policy, clinical, academic and consumer experts together to solve problems, and support the continued skill development of the workforce</li> <li>- Evidence: we support research and translate data and insights into practice</li> </ul> <p><u>MoH CORE Values:</u></p> <ul style="list-style-type: none"> <li>• <b>Collaboration</b></li> <li>• <b>Openness</b></li> <li>• <b>Respect and</b></li> <li>• <b>Empowerment</b></li> </ul>

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<b>GOVERNANCE</b>	<p>The Director of AOD Clinical Programs and Services is the executive sponsor of the CIARA Working Group. The Manager, Strategic Research and Evaluation, has management responsibility for CIARA Working Group.</p> <p>One position on the CIARA Working Group will be reserved for a representative from the CAOD's Consumer Reference Committee (CRC). The CRC representative will provide feedback of working group outcomes to, and advice from the CRC.</p> <p>The CIARA Working Group reports directly to the CAOD's Strategic Research and Evaluation Steering Group. Advice and recommendations determined by the CIARA working group will be provided directly to the relevant governance groups, such as the priority area working groups. All agendas will include a standing item to discuss the advice provided by the CIARA Working Group. This will be presented by the CIARA representative if they are present, or by the Chair if not. The Strategic Research and Evaluation team will provide feedback to the CIARA Working Group at each meeting as to how their advice has been used.</p>
<b>CONFIDENTIALTY</b>	<p>CIARA members are expected to sign and adhere to the CIARA Working Group Code of Conduct, stating agreement to:</p> <ul style="list-style-type: none"> <li>• Maintain the security of confidential and / or sensitive official information;</li> <li>• Not use or release official information or comment without proper authority;</li> <li>• Not circulate documents or documents outside of the CIARA;</li> <li>• Not disclose, use, or take advantage of information obtained in the course of their duties as a CIARA member; and</li> <li>• Not share any personal or identifying information offered by other CIARA members.</li> </ul>
<b>SCHEDULE OF FEES</b>	<p>Working Group members will be remunerated in accordance with the NSW Public Service Commission Classification and Remuneration Framework for NSW Government Boards and Committees.</p> <p>Members who are not on the CRC will be remunerated for a half day fee of \$110 per quarter. This payment covers 3.5 hours, including quarterly meeting preparation and attendance and any out of session advice required. Members will receive an additional \$31.40 per hour where time exceeds the 3.5 hour allocation per quarter. Members who are also members of the CRC will record CIARA WG hours in Activity Logs and will be paid for any work that exceeds the 7 hours covered in the quarterly CRC sitting fee.</p> <p>Any future increases to remuneration rates will be directly applied to the CIARA Working Groups rate of remuneration.</p>
<b>FREQUENCY</b>	<p>The WG will meet every three months for the first 12 months for approximately 1.5 hours via Microsoft Teams and/or in-person as Public Health Orders allow.</p>
<b>CHAIRPERSON</b>	<p>Senior Project Officer (SRE).</p>
<b>QUORUM</b>	<p>Four of the six Working Group members (or a simple majority) must be present for Quorum. If three or more members cannot attend, the meeting will be rescheduled.</p>
<b>SECRETARIAT</b>	<p>Consumer Liaison Officer (Senior Project Officer, SRE). The Secretariat will:</p> <ul style="list-style-type: none"> <li>- Provide the WG meeting papers at least one week prior to a meeting;</li> </ul>

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	<ul style="list-style-type: none"> <li>- Record advice, and recommendations provided by WG members at the meetings; and</li> <li>- Provide detailed feedback to WG members as to how their advice has been used.</li> </ul>
<b>MEMBERSHIP</b>	Membership of the CIARA Working Group is for an initial period of twelve months.
<b>DATE FOR REVIEW</b>	Six months from finalisation

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