

# Terms of Reference

## COUNCIL OF AUSTRALIAN THERAPEUTIC ADVISORY GROUPS

### 1. Purpose

The Council of Australian Therapeutic Advisory Groups (CATAG) aims to improve medicines management and use within the framework of the National Medicines Policy as it applies to clinical practice in Australian public hospitals and at the interface of care. CATAG will promote the equitable, safe, cost-effective and quality use of medicines, to optimise medicines management and use in the public hospital sector and wider community, with the objective of realising the best possible health outcomes for all Australians.

### 2. Accountability

Although CATAG is an independent entity, its current funding is provided by NPS MedicineWise and managed by NSW Therapeutic Advisory Group (TAG) (due to its status as incorporated entity able to receive funds). As such, CATAG is required to report quarterly to NPS MedicineWise on performance according to its Services Agreement and to periodically report to the Management Committee of NSW TAG regarding its performance and associated finances.

### 3. Goals

The Goals of the Council of Australian Therapeutic Advisory Groups are:

- To promote standardisation of medicines management and use in hospitals
- To identify areas of common interest and mutual concern related to medicines management and use in hospitals
- To work collaboratively in the development and introduction of evidence based strategies and methods to influence medicines management, practice and systems in hospitals
- To communicate and share information between CATAG and other organisations with a similar purpose/s. This may include, but is not limited to, government bodies, safety and quality organisations, consumer organisations or industry
- Gather data and evidence related to medicines management issues to inform itself and other organisations of areas of concern and/or improvement
- To provide expert information and advice to relevant stakeholders
- To develop and maintain an information exchange network

## 4. Membership

CATAG is a collaborative national organisation made up of representatives from all Australian State and Territory Therapeutics Advisory Groups or equivalents (TAGs). The CATAG committee comprises representatives from the following organisations:

- Australian Capital Territory Health
- New South Wales Therapeutic Advisory Group (NSWTAG)
- Northern Territory Drugs and Therapeutics Committee (NTDTC)
- Queensland Health Medicines Advisory Committee (QHMAC)
- Statewide Therapeutic Drug Committee (Tasmania) (STDC)
- South Australian Medicines Advisory Committee (SAMAC)
- Victorian Therapeutics Advisory Group (VicTAG)
- Western Australian Therapeutics Advisory Group (WATAG)

The State and Territory Advisory Groups or equivalents are responsible for their representation. Ideally, at least two representatives from each State and Territory advisory group or equivalent will attend CATAG meetings.

### 4.1 Appointments

The Chairperson is appointed through a nomination process by members of CATAG for a two-year term. An additional year may supplement this two-year term (2 years + 1 additional year) when agreed by the majority of members. With the approval of the CATAG membership, chairing may be shared within a jurisdiction. Where possible, chairing should be rotated through all jurisdictions.

### 4.2 Appointment of proxies

Members are able to nominate a proxy with knowledge of medicines issues within their jurisdiction to attend CATAG meetings in their absence. Proxies are appointed by, and at the discretion of, the State and Territory Advisory Group or equivalent.

### 4.3 Length of membership

Jurisdictional representation on CATAG and the duration thereof is determined by the respective jurisdiction.

### 4.4 Temporary Vacancies

Temporary vacancies may be filled at the discretion of the Chairperson.

### 4.5 CATAG Executive Committee

The Executive consists of three members: the current Chair, the previous Chair and a representative from NSWTAG. The Executive will meet to discuss CATAG management issues out of session when deemed necessary.

## 5. Secretariat

The Coordinator and the Chairperson are responsible for the management of the Secretariat and coordination of CATAG's activities. Further, the CATAG Executive Committee is expected to provide leadership to the Secretariat.

The Coordinator shall be an *ex-officio* member of the CATAG committee. The Coordinator shall be entitled to receive notice of and to attend CATAG meetings, and be heard at such meetings, but not entitled to vote. The Coordinator shall act as CATAG Committee Secretary and record and prepare minutes of meetings. CATAG Committee shall delegate the day-to-day functions of the committee to the Coordinator, who shall report regularly to the Chairperson.

## 6. Management arrangements

CATAG's Coordinator is responsible to the CATAG Chairperson on operational matters, and to NSW Therapeutic Advisory Group on administrative matters. When required, management of CATAG and the CATAG Coordinator may be referred to and considered by the Executive Committee (see 3.5).

## 7. Funding

Current funding is provided by the NPS MedicineWise on a financial year basis (1 July to 30 June), subject to a Services Agreement in which CATAG funds are managed and held by the NSW Therapeutic Advisory Group

## 8. Meetings

### 8.1 Regular Meetings

CATAG meets triannually, or as determined by the Secretariat and meetings typically last 7 hours. A schedule of meetings is prepared by the Coordinator for each new calendar year, and tabled for adoption at the last meeting of the financial year. Members will be advised by the Coordinator of any variation from the approved schedule at least one month in advance of the scheduled meeting.

### 8.2 Other meetings

Additional meetings may be convened, or scheduled meetings may be cancelled, deferred or rescheduled at the discretion of the Chairperson and Coordinator. Members will be advised in advance by the Coordinator of any variation from the approved schedule.

### 8.3 Attendance

Up to two members from each jurisdiction are supported to attend CATAG meetings. If more than two persons from a jurisdiction wish to attend the meeting, that jurisdiction will fund meeting attendance by those persons.

It is expected that CATAG members attend in person at least two of the three CATAG meetings in each calendar year. Members unable to attend a meeting should send a proxy to attend the meeting and table an apology.

Guest speakers may be invited as necessary.

A senior representative/s from NPS MedicineWise shall be invited to attend, observe and participate in proceeding of a CATAG meeting in a non-voting capacity. If required, the Chairperson may request the NPS MedicineWise representative/s to leave the meeting room during confidential discussion or voting. Attendance at meetings is at the discretion of NPS MedicineWise.

#### **8.4 Conflicts of Interest**

Each member of CATAG shall declare any perceived, potential or actual conflict or duality of interest in matters of concern to the committee (or sub-committee). CATAG members shall:

- complete and sign a Declaration of Conflicts of Interest at the beginning of every meeting;
- alert the Chairperson of any other conflicts of interest that may arise during the course of a meeting.

Invited guests or attendees shall complete and sign a Declaration of Conflicts of Interest at the commencement of any meeting attended.

Where a perceived, potential or actual conflict of interest has been declared, the Chairperson shall determine how to proceed and advise the meeting accordingly.

#### **8.5 Quorum**

The quorum exists when five jurisdictions have at least one representative present, including the Chairperson or their delegate.

#### **8.6 Chairing of Meeting**

The nominated Chairperson will chair CATAG meetings. If the Chairperson is unable to attend a meeting, they will nominate an Acting Chairperson from the CATAG membership.

#### **8.7 Resolutions**

Wherever possible, all jurisdictions should be represented when resolutions are to be taken. There must be an opportunity for discussion by all jurisdictions for any matters requiring resolution. Resolutions will generally be reached by consensus. When necessary, a vote may be taken (see 8.8). When a quorum is not present (see 8.5), decisions shall not be final but will require confirmation at a later meeting or by email (see 8.9) at which a quorum is present.

#### **8.8 Voting**

The Chairperson may call for a vote on any matter requiring resolution, and may have the vote taken again if there is doubt as to the result, or to have the vote counted. Voting will normally be by voice or show of hands, but may be by secret ballot if requested by any member. Each jurisdiction has one vote and resolutions will be passed if more than four votes are counted in the affirmative. In the case of an equality of votes, the Chairperson shall have a casting vote, which shall be cast in favour of the *status quo ante*.

#### **8.9 Out-of-session Resolutions**

To resolve some matters in a timely manner, the Chairperson may elect to determine the CATAG committee's position by way of out-of-session vote. A written proposal(s) will be circulated to members, usually by email and a time and date will be specified for responses to be returned. A resolution shall only be made if supported by a majority of responding jurisdictions. Voting will be valid only if a minimum of five jurisdictions respond. In case of an equality of votes, the Chairperson may have a casting vote which shall be cast in favour of the

*status quo ante*, or the Chairperson may elect to defer the matter for full discussion at the next regular meeting. Members will be advised promptly of the outcome of any out-of-session voting and consequent resolutions.

## **9. Agenda and Minutes**

### **9.1 Agenda**

Preparation of the Agenda for each meeting shall be prepared by the Coordinator and Chairperson. Any member may submit items of business to be placed on the agenda. The agenda of regular meetings shall include business requiring discussion or action, including new and unfinished business, subcommittee reports including minutes and other information, any other business, correspondence, and other items for information or noting. The agenda for regular meetings shall be made available to members by e-mail at least seven days before each meeting.

Copies of all documents associated with a meeting shall accompany the agenda or be tabled at the meeting. Documents for information or noting may be circulated to members upon receipt and in advance of a meeting, to be noted during the meeting proceedings.

### **9.2 Minutes**

Draft Minutes shall be distributed to members no later than ten working days after the meeting for which they were recorded. Minutes must include the date, time and place of meeting. Details of attendance and apologies must be recorded accurately. Items will be written in the order in which they appear in the Agenda, irrespective of the order in which they were discussed during a meeting.

Resolutions shall be recorded accurately and numbered sequentially for each calendar year. Any actions to be taken shall also be recorded, together with the initials of the member(s) responsible for completing the action.

Minutes shall be confirmed at the next scheduled CATAG meeting with a quorum, filed in the record of CATAG Minutes and confirmed minutes are published on the CATAG website.

Minutes of all Committee meetings will be recorded, and kept at the NSWTAG office. Other CATAG documents, including accounting records will be maintained at the NSWTAG office.

### **For more information**

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## **10. Communication**

Usually, committee correspondence will be by electronic means. A database of CATAG members'

contact details shall be maintained by the Coordinator.

### **11. Confidentiality**

Non-ratified working documents or papers marked 'confidential' are for the exclusive use of the CATAG committee members and are not to be copied or circulated unless authorisation is provided by the Secretariat.

### **12. Annual Report**

The Coordinator shall prepare an Annual Report with the Chairperson. The Annual Report shall be provided each year to CATAG members and published on the CATAG website. This, along with annual financial reporting, will also be published in the NSW Therapeutic Advisory Group's Annual Report.

### **13. Review**

The committee shall review its performance and Terms of Reference at least biennially; otherwise, as deemed necessary. Review and changes to the Terms of Reference shall be considered and endorsed by the CATAG membership prior to adoption.

[CATAG Terms of Reference, Final endorsed version 5, 13 May 2014]