

From: s 47E(d)
To: MCNALLY, Dave; GARRETT, Trish; JORDAN, Kayla; RINGWOOD, Leanne; Rocks, Martin; s 22
RODDAM, Mark; DONNELLY, Genevieve; HASSAN, Samira; "de Burgh, Russell"; MUDALIAR, Ben; LARTER,
Claire; s 22; s 22
Cc: s 22; s 47E(d); s 22; DAVIS, Rachelle; s 22
Subject: OUT OF SESSION & CALL FOR AGENDA ITEMS : The National Immunisation Program Board meeting
[SEC=OFFICIAL]
Date: Wednesday, 18 September 2024 3:40:48 PM
Attachments: [image003.png](#)
[National Immunisation Program Board ToR - May 2024 \(1\).pdf](#)
[National COVID-19 Vaccine Program \(NCVP\) - Program Management Plan - V4.DOCX](#)

Dear Board members

You would have received a meeting invitation to attend the National Immunisation Program Board scheduled for Wednesday, 16 October 2024.

A formal agenda and papers will be circulated closer to the meeting, with the agenda currently including the following items:

- Welcome (10 mins)
- National COVID-19 Vaccine Program update (20 mins)
- National Immunisation Program update (20 mins)
- Childhood Immunisation Campaign update (15 mins)
- Moderna onshore manufacturing facility update (15 mins)
- Other business (10 mins)

If you would like any other agenda items included, could you please reply to this email with your items by **COB Monday, 23 September 2024**.

Reviewer roles

As outlined in the Program Board Terms of Reference (attached again for your reference), a reviewer will be assigned to each agenda item. When the reviewers have been determined we'll be in touch with relevant support offices to ensure you are made aware, and to offer any support if needed.

If you have any questions please do not hesitate to contact s 47E(d) [@Health.gov.au](mailto:s 47E(d)@Health.gov.au).

Additionally, if you would like to review any documents in relation to the program please follow link - [NIPB SharePoint site](#). If you have any issues accessing the site please let us know.

Out of Session update

Please find attached version 4 of the Program Management Plan (PMP) for the National COVID-19 Vaccine Program. The PMP has been updated to reflect changes following Budget 2023-24.

Member updates

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- Russell de Burgh will replace Lee Steel as PM&C representative.

Regards

**Program Management Office
Vaccine Policy Branch**

National COVID-19 Vaccine Program Division | Health Resourcing Group
Australian Government Department of Health and Aged Care
Location: Scarborough House Lvl 10
GPO Box 9848, Canberra ACT 2601, Australia

The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.

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Australian Government
Department of Health and Aged Care

National Immunisation Program Board

Terms of Reference

This document defines the membership, purpose, responsibilities, and operation of the National Immunisation Program Board (the Board).

Description and Scope

The role of the Board is to ensure all national immunisation programs are supported by:

- Driving strategic level discussions, and identifying opportunities for improved design, implementation and focus of benefits to national immunisation programs.
- Making informed decisions to enable key objectives and milestones for national immunisation programs to be met.
- Deliberating on policy and future reform.
- Considering and agreeing on an approach for matters that require shared commitment or resolution.
- Enabling coordination across different areas of the department to support the sharing of information and resources to enhance the success of each immunisation program.
- Discussing benefits realisation, risk and issues management, and assurance as they apply to each immunisation program.
- Support consistency and effectiveness of communication regarding delivery of immunisation programs to the public.
- Future program planning including alignment of national immunisation programs wherever possible.
- Planning and discussion for Budget processes.

Authority

The existence of this Board does not replace the obligations and accountabilities of Senior Project Executives in governing their projects effectively. The Board will provide visibility of decisions made and key risks with respect to relevant change projects and portfolios of work to the Executive Committee.

All members and advisers must declare any conflicts of interest at the beginning of each Board meeting.

The Board reports to Deputy Secretary, Primary and Community Care Group, and has no legal status.

Accountability

Ultimate accountability for performance and compliance resides with the Secretary under relevant legislation, including the:

- *Public Governance, Performance and Accountability Act 2013*
- *Public Service Act 1999*.

The Secretary is accountable for ensuring that portfolio legislation is administered in accordance with all relevant statutory and common law requirements.

Membership

Membership is based on roles not individuals. As such, a person officially acting in a position with appropriate delegations may attend in that role.

All Members agree to be present at each meeting or arrange to be represented by a proxy. Proxies must have similar decision-making authority as the member.

Role	Title of Role Holder
Chair	First Assistant Secretary National Immunisation Division
Member	First Assistant Secretary Primary Care Division
Member	First Assistant Secretary Service Delivery Division
Member	Assistant Secretary, Immunisation Program Policy National Immunisation Division
Member	Assistant Secretary, Supply and Distribution National Immunisation Division
Member	Assistant Secretary, Access, Engagement & Compliance National Immunisation Division
Member	Assistant Secretary, Immunisation Reform National Immunisation Division
Member	Assistant Secretary, Health Protection & Workforce First Nations Health Division
Member	Assistant Secretary, National Medical Stockpile Interim CDC Health Security and Emergency Management Division
Member	Assistant Secretary, Data and Analytics Health Economics & Research Division
Member	Assistant Secretary, Pharmacovigilance Medicines Regulation Division
Member	Assistant Secretary, Communication People, Communication & Parliamentary Division
Member	Assistant Secretary, Health and Aged Care Intergovernmental Relations & Reform Division Department of the Prime Minister & Cabinet
Member	Assistant Secretary, Health Social Policy Division Department of Finance

Other executive may be invited to attend meetings on an ad hoc basis.

For additional detail regarding Board members' influence and interest for the National Immunisation Program Board, please refer to the National Immunisation Division Program Management Office (PMO).

Duties

Chair

The Chair:

- Approves agendas for meetings, including late agenda items.
- Opens and closes meetings.
- Ensures a quorum of members is present at all times during meetings.
- Directs the business of meetings.
- Promotes full participation by all members during meetings.
- Leads discussions and manages meeting in an efficient and effective manner.
- May invite additional attendees to support discussion of an agenda item.
- Ensures the Board focuses on key risks and strategic challenges.
- Will seek members' endorsement on key decisions.
- In conjunction with the Secretariat, is responsible for implementing the Board agenda, work program deliverables, leadership, culture, and behaviour of the Board.

Where the Chair is to be absent, the Chair will pre-determine if a meeting will proceed and identify a member to act as Chair.

Members and Advisers

Members are required to:

- Actively engage in discussion during meetings, including reviewing and discussing papers. All members are expected to communicate openly and constructively. The Board provides the opportunity for risks and issues to be raised and worked through collaboratively.
- Acknowledge the role of the Board as outlined in the Description and Scope, and actively contribute to achieving these objectives.
- Understand and observe the legal requirements under the *Public Governance, Performance and Accountability Act 2013* and the *Public Service Act 1999*.
- Exercise due diligence and good faith by acting in the best interest of the department, rather than advocating for individual business areas.
- Be aware that any papers presented at the meeting will be taken as read.
- Provide notice, as soon as practicable, to the Secretariat and Chair when unable to attend a scheduled meeting.
- Raise and clarify any cross-departmental concerns or queries in respect of the matters raised at meetings and out of session.
- Contribute to the active mitigation and resolution of cross-departmental risks, issues and dependencies relating to national immunisation programs.

Operation

Meetings

Meetings will be held approximately every eight weeks; the Secretariat may reschedule meetings to align with other departmental reporting cadences.

Quorum

Meetings may only be held when a quorum of members are present. A quorum consists of the majority of members (eight), including the Chair or acting Chair.

Agenda Items

The Secretariat will prepare meeting agendas and papers.

Senior executive or other staff may be invited to attend for specific agenda items and respond to any questions raised by members.

The Secretariat will forecast agenda items through a forward work plan.

Secretariat

The National Immunisation Division PMO will undertake Secretariat functions unless otherwise directed by the Chair.

- The Secretariat will coordinate each meeting, based on advice from the Chair.
- The Secretariat will prepare meeting agendas and coordinate meeting papers to circulate to members before meetings.
- Minutes will take the form of recording decisions and associated actions to be undertaken.
- Minutes will be approved by the chair and endorsed by members.
- A copy of the minutes will be provided to Deputy Secretary, Primary and Community Care Group, for visibility and noting.

Amendments to the Terms of Reference

Any proposed amendments to these Terms of Reference must be circulated to all members for consultation and approved by the Chair. The Board and its membership will be reviewed annually or as required.

Date of last review: 21 May 2024



Australian Government

**Department of Health
and Aged Care**

Program Management Plan

National COVID-19 Vaccine Program (NCVP)

National COVID-19 Vaccine Program (NCVP) - Program Management Plan (PMP) – V4

Appendix A: Continued

Internal Stakeholders – In alignment with the Divisional Stakeholder Engagement Plan, the NCVP's internal stakeholders are:

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National COVID-19 Vaccine Program (NCVP) - Program Management Plan (PMP) – V4

DIVISION	STAKEHOLDER POSITION	ROLE	INTEREST, OR IMPACT ON THE NCVP
	s 22		
Emergency Management Division (EMD)			
	AS, National Medical Stockpile (NMS)	Enabler	<ul style="list-style-type: none">Enables Accountable Officers on <u>logistics</u> elements of the program for:<ul style="list-style-type: none">Storage and distribution requirements of Commonwealth vaccinesProcurement of Commonwealth vaccines
	s 22		

Appendix B: Benefit Analysis

Benefit Number	Benefit	Measure	Source	Benchmark	Target
[Redacted]					
2	Supply: Ease of access to COVID-19 vaccines for eligible Australians.	Number of vaccination sites.	Register of vaccination sites.	TBC	TBC
[Redacted]					

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