

COVID-19 Independent Continuous Review, Improvement and Advice Group Minutes

Date	13 July 2021	
Time	4.00-5.00pm	
Venue	TSB, Level 1 / Zoom	
Attendees	Sir Brian Roche Debbie Ryan Dale Bramley Philip Hill Rob Fyfe Louise Cox (DPMC) Amber Bill (DPMC)	<i>Item 3 only</i> Graham MacLean (DPMC) Emily Waterson (DPMC) Ella Jones (DPMC) Emma Broederlow (DPMC) Chris Hinchliffe (DPMC)
Chair	Sir Brian Roche	
Minute taker	Louise Cox	

Item 1: Apologies and disclosure of interests

1. No apologies or disclosure of interests.

Item 2: Agreement of minutes

2. The draft minutes from 29 June 2021 were agreed with no amendments required.

Item 3: Overview of the updated Response Plan and readiness planning events

3. Graham MacLean, Head of System Readiness and Planning (DPMC) and members of his team (the Team) attended to provide an overview of the updated Q3 Response Plan and readiness planning events in train.
4. Graham provided background to the evolution of the Response Plan and earlier planning exercises held to prepare for potential resurgences over summer. It was noted that the Team have built a scenario planning programme until the end of the year.

5. Graham noted that lessons had been taken from the Group's review of the Auckland February 2021 outbreak response. Some of these lessons have been woven into the updated Q3 Response Plan and the bulk of the lessons will be pulled into the Q4 plan in terms of doing the work.
6. There was a discussion on the Response Plan and the Group fed back that the plan could be clearer on what success looks like and what the plan is designed to deliver. The Group put forward that the definition of success may need to evolve from quarter to quarter. There was also discussion on the:
 - a. 'ownership' of the plan within the system
 - b. need for the plan to be more explicit on the trade-offs that are being made (which can then be tested in real time).
 - c. existence of the DPMC Response Plan and the Ministry of Health's (the Ministry) separate plan.
 - d. level of operational detail in the Plan around regional response. Graham noted that the next step is to do this planning at the regional level.
7. On point c. above, the Group's view is that it would be optimal for the plans to be integrated into a single plan. The Team noted that planning for the two plans is run concurrently and that they are working with the Ministry on the Q4 Response Plan to develop more of a cross-system plan.
8. On the whole, the Group fed back that the Q3 Response Plan is a good document and expressed that they are open to ongoing dialogue particularly around how the Group might best be deployed to support the work of the Team. Graham agreed to think about how and when the Group can engage again with the Team's work.

Item 4: Report back on Safe and Smart Borders hui

9. Rob, Philip and Brian attended the Border Executive Board's *Safe and Smart Border: Reconnecting New Zealanders* hui on 13 July and reported back to the Group.
10. Rob provided some context on the meeting highlighting that it was set up to bring the private sector and border agencies together. The focus of the meeting was to design a work programme to build processes to support reopening and to be prepared with a designed and ready toolkit by the end of September. The Group will remain actively involved.

Item 5: Work programme commissioning questions

11. The Group had a discussion on the four questions that the Minister for COVID-19 Response has commissioned the Group to consider and report back on. Brian noted that the questions are designed to provide the Group some focussed areas to explore but does not restrict the Group in providing continuous improvement advice outside of the scope of the questions where needed.
12. There was discussion on:

- a. what the outcome is that we are trying to design for
- b. the need to balance health, health system impacts, tourism, skills, and so forth and the trade-offs that may need to occur
- c. impacts on Pacific nations stemming from border restrictions (including healthcare workers entering Pacific nations)
- d. the preparedness of the health system for cases of COVID-19 to enter New Zealand (including the prerequisites of a highly functioning system).

Action register – Live actions

	Date of meeting	Action	Responsible owner	Comments
1	15 June 2021	Brian and the Secretariat will discuss the idea of inviting Dame Karen Poutasi to a future meeting to discuss the vaccine roll out in the context of equity.	DPMC Secretariat	On hold until it aligns with Group's work programme
2	15 June 2021	Follow up with the Ministry of Health on the use of the TAG for the Surveillance Strategy update	DPMC Secretariat	Completed
3	15 June 2021	Discuss with Sir David Skegg the proposed meeting with the Ministry	Brian Roche/DPMC Secretariat	No longer required at this stage.
4	15 June 2021	Write up the scope of the proposed NSW conversation and share with the Group	DPMC Secretariat	On hold while NSW are dealing with the current outbreak.
5	15 June 2021	Work with the Office of the Minister for COVID-19 Response to arrange a meeting with the members of the Group	DPMC Secretariat	Completed
6	29 June 2021	Update the A3 to: <ul style="list-style-type: none"> • align with the Strategic COVID-19 Public Health Advisory Group's description of system components • ensure impacts on the South Auckland community and Pacific lens is captured. 	DPMC Secretariat	Completed

	Date of meeting	Action	Responsible owner	Comments
7	29 June 2021	Invite DPMC's Head of System Readiness and Planning to the next meeting.	DPMC Secretariat	Completed
8	13 July 2021	Follow up with Graham MacLean on the Group's continued engagement with the System Readiness and Planning team's work.	DPMC Secretariat	

Proactively Released