

Terms of reference

Chinese Medicine Reference Group

1.0 Purpose

The purpose of the Chinese Medicine Reference Group (Reference Group) is to engage stakeholders in order to achieve a common understanding of the National Registration and Accreditation Scheme and to assist the Chinese Medicine Board of Australia (CMBA or the Board) in progressing its core business.

The Reference Group:

- 1.1 Receives regular information about the progress of the Board's work when appropriate
- 1.2 Is advised of and asked for advice on any significant changes in the broader policy or legislative environment
- 1.3 Provides information on current or anticipated developments and issues
- 1.4 Provides advice on policy development or revisions
- 1.5 Reports on the impact of existing policies
- 1.6 Considers any issues arising from any other developments.

2.0 Accountability

- 2.1 The Reference Group has an advisory role to the CMBA.

3.0 Membership

- 3.1 The members of the Reference Group are selected through an expression of interest process and sector nominations and are appointed at the discretion of the CMBA
- 3.2 The Reference Group will comprise a minimum of at least 10 members and can include:
 - national professional association representatives
 - consumer representatives
 - educational institution representatives
 - representation from the Therapeutic Goods Administration
 - at least four registered individual Chinese medicine practitioners and **one** recently graduated Chinese medicine practitioner, selected on merit, based on published selection criteria
- 3.3 Members are appointed for two years.
- 3.4 CMBA members in attendance do so in an ex-officio capacity.
- 3.5 AHPRA staff may attend as observers at the discretion of the Chair.
- 3.6 Additional attendees may be invited from time to time.

4.0 Chair

- 4.1 The Reference Group meetings are chaired by the Board's Chair (or nominee).

5.0 Meetings

- 5.1 The Reference Group meets face to face or via teleconference
- 5.2 The Reference Group normally meets once per year.
- 5.3 Additional meetings may be called and may be conducted by teleconference as required.
- 5.4 Members are to be aware of and respect that some agenda items or discussion may be deemed confidential.
- 5.5 Members should feel free to express views within the context of meetings and reporting about the meetings should be respectful of others' views.

6.0 Quorum

- 6.1 A quorum is not required as the group is not a decision-making body.

7.0 Procedures

- 7.1 The Reference Group follows procedures consistent with the National Board, which includes declarations of any conflicts of interest.
- 7.2 The Chair provides an overview at the beginning of each meeting, ensures a strategic focus for discussions and prioritised agendas, and facilitates an evaluation of each meeting.

8.0 Communications

- 8.1 The Reference Group publishes a Communiqué agreed by members on the Board's website after each meeting.

9.0 Terms of reference review period

- 9.1 The Reference Group's terms of reference are reviewed every two years or as required.

10.0 Remuneration

- 10.1 The Reference Group members receive a sitting fee for attending meetings at the same rate as National Board members for special assignment except where attendance at the meeting is:
 - a function of the person's employment, or
 - as a professional association representative¹
- 10.2 Members eligible for sitting fees have reasonable travel and accommodation costs covered by the Board.
- 10.3 Other costs or situations are considered on a case-by-case basis.

11.0 Secretariat

- 11.1 The Secretariat is provided by the Australian Health Practitioner Agency.

¹ Consistent with *Professions Reference Group, Terms of Reference* which state 'Members will fund their own attendance at meetings'.