



APPRISE

AUSTRALIAN PARTNERSHIP FOR
PREPAREDNESS RESEARCH ON
INFECTIOUS DISEASE EMERGENCIES

First Nations pandemic Research preparedness network (FIRST)

TERMS OF REFERENCE	
Committee Name	FIRST Governance Group
Reports to	APPRISE Executive
Chairperson	<p>Co-Chairs will be First Nations members drawn from the Governance Group; preferably one female and one male chair. Co-Chairs will be elected by the Group (every 12-24 months).</p> <p>The role of the Co-Chairs is to prepare for, Chair and oversee Governance Group meeting processes, and engage with APPRISE and other APPRISE working groups.</p>
Secretariat	A Project Officer will provide administration assistance and will organise meetings, agendas, accept apologies, take and distribute minutes, maintain action plans and distribute meeting material as requested by the Co-Chairs.
Values	Collaboration; openness; respect; empowerment; commitment, self-determination, shared decision-making; strengths-based approach; equity; community governance; reciprocity
Vision	APPRISE is culturally informed, and competent to plan and deliver public health research with and for the benefit of First Nations communities
Purpose	This First Nations-led Governance Group will provide overarching strategic advice and guidance to APPRISE and the wider APPRISE network and will facilitate inclusion of other public health leaders across local, state and national bodies.
Objectives	<ul style="list-style-type: none"> • Determine and monitor APPRISE research, strategies, that facilitate excellence in public health research and training. • Provide cultural guidance and advice regarding APPRISE research projects • Oversee First Nations Community Panels work • Contribute to strengthening communication channels between APPRISE research teams • Advocate for translation of First Nations community priorities and preferences and research findings into policy and action • Monitor budget allocation for FIRST Network activities and Community Panels.
Membership	First Nations peoples on the GG are drawn from the FIRST Network.
Responsibilities of members	<ul style="list-style-type: none"> • Identify and communicate cultural safety risks within the policies, practices and governance of the APPRISE projects for escalation to APPRISE executive • Identify professional development and program opportunities • Bring expertise related to cultural knowledge and its implementation in a national public health network • Support and empower First Nations members within a culturally safe space • Contribute to FIRST Working Groups/Sub-Committees • Engage other First Nations peoples in FIRST working groups/sub-committees
Decision making	Decisions, recommendations and actions will be made by majority consensus.



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Communication	<p>Engaging with and providing network updates to external groups/bodies, including:</p> <ul style="list-style-type: none"> • FIRST Network • APPRISE Executive • APPRISE project teams • National Aboriginal Community Controlled Health Organisation (NACCHO) • Department of Health and Aged Care • National Aboriginal and Torres Strait Islander Health Protection AHPPC Sub-Committee (NATSIHP) • Australian Centre for Disease Control (ACDC) • National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners (NAATSIHWP) • National Centre for Immunisation Research and Surveillance (NCIRS) • Australian Indigenous Doctors Association (AIDA) • Public Health Association of Australia (PHAA) • International bodies and groups where relevant
Meetings	Meetings will be held monthly and when necessary
Meetings venue	Videoconference arrangements will be made available at each meeting.
Minutes	Minutes of each meeting will be distributed to all members via email by the Secretariat. If administration assistant is unavailable, co-chairs will arrange for a replacement.
Agenda & Meeting Papers	An agenda will be developed and distributed via email, with agenda documents one week before the meeting,
Confidentiality	All meeting content is confidential unless otherwise indicated
Quorum	5 members, including both Co-Chairs (or delegate from current membership).
Apologies	To be sent to GG Co-Chairs via email at least two days prior to the meeting.
Acknowledgement of country	An Acknowledgement of Country will be undertaken at the commencement of each meeting by members in turn.
Review	October 2024