

# Terms of Reference Heads of Health Sub Committee

## 1. Introduction

The Terms of Reference (ToR) sets out guiding principles for the establishment of the Heads of Health (HoH) Sub Committee.

The establishment of the Sub Committee falls under the HoH Terms of Reference that was endorsed at the 2<sup>nd</sup> HoH meeting in April 2014 in Fiji.

## 2. Objectives of the Sub Committee

In line with the recognition Pacific Island Countries and Territories (PICTs) health sector leaders must take a greater role in shaping the regional health agenda, lead its implementation and reporting, it is proposed a HoH Sub Committee be established as a mechanism to further engage key HoH members in this process.

The Sub Committee will;

- a. review the outcomes of previous HoH annual meeting;
- b. provide guidance between the annual HoH meeting and the biennial Pacific Health Ministers Meeting;
- c. provide input to the agenda setting, planning and delivery of the annual HoH meeting and biennial Pacific Health Ministers Meeting; and
- d. monitor and discuss the progress and development of HoH and PHMM activities.

## 3. Meetings

The Sub Committee will meet at a minimum of once a year via teleconference or face to face. Opportunities such as meeting at the margins of the Regional Committee Meeting or World Health Assembly may be utilised to decrease costs of convening meetings.

The HoH Secretariat, located in the Public Health Division, Secretariat of the Pacific Community will provide secretariat support for these meetings.

## 4. Membership

Membership of the Sub Committee will comprised

- a. the co-chairs of the HoH (current and next chair of PHMM)
- b. four nominated PICTs CEO/Director of Health/Director General of Health/Permanent Secretary for Health/Secretary for Health.

It is recommended wherever possible membership of the Sub Committee reflects the PICTs grouping (Micronesia, Melanesia, Polynesia and the French territories).

Sub Committee members will serve a 2 year term.

Nominations for the Sub Committee will be sought from members well in advance of the annual HoH meeting.

In the event a Sub Committee member leaves the Committee mid-term the Sub Committee is able to appoint a new member for the remainder of the term.