

Digital and Data Advisory Committee – Terms of Reference

Context

As articulated in our Strategic Plan, Asthma Australia is focused on delivering digital and data-enabled services as a key ingredient in delivering on our strategic ambitions to halve avoidable hospitalisation presentations by 2030.

Purpose

The purpose of the Digital and Data Advisory Committee (DDAC) is to provide advice, information and guidance to Asthma Australia's Board and Executive in relation to the digital and data landscape in Australia and beyond, relevant to the operations of Asthma Australia. This will result in improved health outcomes for people with asthma and may lead to commercial revenue generation opportunities. Guidance and advice from the DDAC will include, but is not limited to providing advice, information and guidance on:

- Asthma Australia's digital health interventions.
- Optimising data collection management and use.
- Creation of a technological infrastructure and digital and data capacity which enables optimal use of data to benefit people with asthma.
- Digital inclusion principles and practices.
- Building networks and connections with leaders in the digital health and technology space.
- Advising on advocacy and engagement within the digital health sector within the health industry.
- Provide specialised advice to the Professional Advisory Council and Research Advisory Committee

Role and responsibilities

The roles and responsibilities of DDAC are to:

- Advise on the digital health and technology landscape, and share best practice examples of products leading to improved health outcomes, digital inclusion, commercialisation models use of AI etc.
- Advise on the development of Asthma Australia's Digital Health strategy and implementation plans.
- Provide advice to Asthma Australia Board and Executive on skills and knowledge required to deliver on a digital health strategy.
- Advise on best practice data governance.
- Provide introductions to leaders in digital health and technology.
- Advise on how to optimise data for improved health outcomes and commercialisation opportunities that benefit people with asthma.
- Provide advice and direction on future technology, and the feasibility of Asthma Australia's digital commercial ventures.

Membership Composition

Members will be invited to join DDAC on the basis of diversity of thought, skills and experience, job roles and demographic backgrounds, which may include experience and knowledge of:

- Digital health strategy and planning

- Digital health delivery: mobile health and applications, electronic prescribing, electronic health records, telehealth, wearable devices, AI
- Interoperability of systems
- Consumer use and leadership of data and technology
- Digital models that drive engagement and scalability
- Governance including data compliance.
- Innovation, commercialisation, fundraising and marketing.

Chair

The Chair of the Committee must be non-executive and independent and must not be the Chair of the Board.

The responsibilities of the Chair are to:

- ensure adherence by the Committee to the Terms of Reference
- approve the agenda of the meeting.
- conduct the meeting according to the agenda.
- review and approve the draft Minutes of the meeting for distribution and confirmation at the next Committee meeting.

If the Chair is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act, then the Committee members involved may elect one of their number to be Chair of the meeting.

Meetings

The Committee will meet at least four times a year (via video conferencing) and hold extra meetings as required.

The notice and agenda of a meeting will include relevant supporting papers and must be made available to Committee members at least one week prior to the meeting date.

The Committee may invite other people to attend a meeting, consult other people or seek any information considered necessary to fulfil its responsibilities.

Asthma Australia will provide secretariat and coordination and support to the Committee.

Minutes must be prepared, approved by the Chair and circulated to the members within two weeks of a Committee meeting.

Quorum is achieved by at least 50% attendance of Members.

Conflicts of interest

All conflicts which arise during the terms of the Committee members must be declared as soon as practicable. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions about the issue where a conflict exists.

Confidentiality

Candid and open discussions will be encouraged within DDAC meetings and, therefore, all DDAC members must not disclose confidential information to which they are privy relating to Asthma

Australia to other persons outside DDAC, unless legally compelled to disclose information or otherwise agreed by the board.

Expense reimbursement

Where required, DDAC members will be reimbursed for reasonable travel, accommodation and other expenses incurred when travelling to or from face-to-face meetings of, or in relation to, the work of the DDAC.

Reviews

The performance of the DDAC should be reviewed annually by the Board.

These Terms of Reference may be amended by the Board as it thinks necessary.

Version Control

Version	Authorisation	Approval Date	Next Review Date
1.0	Board		
2.0	AA team edits with Board input		
3.0	Finalise copy from Louise	15 August 2024	