

INTERIM CONSUMER TRANSITION COMMITTEE TERMS OF REFERENCE

Effective from 1 August 2026

1. Establishment and status

1.1 The Interim Consumer Transition Committee is established by the Pharmac Board as an interim advisory committee to maintain continuity of Pharmac's consumer advisory function during the transition from the former Consumer Advisory Committee (CAC) to the new Community and Patient Advisory Committee (CPAC).

1.2 The Interim Consumer Transition Committee is established under the Board's committee powers and is intended to support Pharmac to continue meeting its requirements under the Pae Ora (Healthy Futures) Act 2022 to maintain a consumer advisory committee that provides input from a consumer or patient point of view.

1.3 The Interim Consumer Transition Committee will commence on 1 August 2026 following the termination of the CAC on 31 July 2026. The Consumer Transition Committee is expected to be approximately six months until the new Community and Patient Advisory Committee (CPAC) is in place or unless the Board determines otherwise.

1.4 The Interim Consumer Transition Committee is a temporary committee. It is not intended to replace the permanent future committee, but to provide continuity of consumer advice and support the transition to CPAC.

2. Purpose

2.1 The purpose of the Interim Consumer Transition Committee is to ensure that patient, whānau, and community voices continue to be meaningful, influential, and visible in Pharmac's work during the transition period.

2.2 In carrying out its purpose, the Interim Consumer Transition Committee will:

(a) provide continuity of consumer, patient, whānau, and community advice to Pharmac and the Board during the transition from CAC to the CPAC;

(b) support the Timely Assessment Improvement Programme and other related improvement work where consumer and patient advice is required;

(c) advise on the development and establishment of the CPAC, including its Terms of Reference, engagement approach, and implementation arrangements; and

(d) help ensure that consumer lived experience are appropriately reflected in Pharmac's work during the interim period as part of Pharmac's wider work to be transparent and accessible. .

3. Functions and scope

3.1 The Interim CPAC will provide independent advice to inform and influence Pharmac's strategic, policy, and operational planning and improvement work during the interim period.

3.2 Without limiting clause 3.1, the Interim Consumer Transition Committee may provide advice on:

- (a) how Pharmac's work affects patients, whānau, and communities, particularly those experiencing inequity or barriers to access;
- (b) ways to strengthen transparency, equity, accessibility, and trust in Pharmac's processes and decision-making.
- (c) priorities and design considerations relevant to the establishment of CPAC,

3.3 During the interim period, the Interim Consumer Transition Committee's primary work programme is expected to include:

- (a) advising on the Timely Assessment Improvement Programme and associated improvement work; and
- (b) leading or supporting development and engagement activity for the CPAC, as directed by the Board.

3.4 The Interim Consumer Transition Committee is an advisory body. It does not make decisions on behalf of Pharmac and has no delegated decision-making authority.

4. Relationship management

4.1 Relationship with the Pharmac Board

4.1.1 The Interim Consumer Transition Committee is appointed by, and reports to, the Pharmac Board.

4.1.2 Minutes or other formal records of each Interim Consumer Transition Committee meeting will be provided to the Pharmac Board for acknowledgement and discussion.

4.1.3 The Interim Consumer Transition Committee Chair, or where applicable one of the Co-Chairs, may attend meetings of the Pharmac Board as an observer and may participate in discussion at the invitation of the Board Chair, but may not vote on any matter before the Board.

4.1.4 Subject to confidentiality requirements, the Chair or Co-Chairs will report back to the Interim Consumer Transition Committee on relevant Board discussions, including how Interim Consumer Transition Committee advice was considered and any resulting decisions or actions.

4.1.5 Pharmac Board members may attend Interim Consumer Transition Committee meetings as observers where appropriate. Joint sessions between the Board and the Interim Consumer Transition Committee may also be arranged to support shared understanding and visibility during the transition period.

4.2 Relationship with Pharmac staff

4.2.1 Pharmac will provide administrative, secretariat, and organisational support to enable the Interim Consumer Transition Committee to carry out its functions effectively.

4.2.2 Two members of Pharmac's Senior Leadership Team (Director of Strategy, Policy and Performance and Director of Equity and Engagement) will attend Interim Consumer Transition Committee meetings (or

at least one of these Directors if one is unavailable) and support the committee to connect its advice to Pharmac's work programme. Other Pharmac staff may attend and contribute where appropriate.

4.3 Relationship with other advisory groups and future arrangements

4.3. The Interim Consumer Transition Committee will operate in a way that is complementary to Pharmac's wider advisory network and other engagement mechanisms.

4.3.2 The Interim transitional role includes advising on the design and establishment of the CPAC.

4.3.3 For clarity, the Interim Consumer Transition Committee will not duplicate the role of PTAC, Specialist Advisory Committees, or other technical advisory groups, and will not provide technical or clinical advice on the merits of individual medicines or medical devices. Where requested, it may provide advice on consumer, patient, whānau, and community perspectives relevant to Pharmac's processes and the impacts of those processes.

5. Te Tiriti o Waitangi and equity

5.1 As a Crown entity, Pharmac acknowledges and is committed to its obligations under te Tiriti o Waitangi, and those obligations are relevant to the work of the Interim Consumer Transition Committee

5.2 In conducting its role, the Interim Consumer Transition Committee will support advice that reflects equity, recognises the needs and experiences of priority populations, and helps strengthen visibility of the perspectives of people and communities who experience inequity or barriers to access.

6. Membership

6.1 The Interim Consumer Transition Committee will comprise eight members, comprised of:

- (a)** four remaining CAC members (or a lesser number should one or more of the remaining CAC members decline to join the Interim Consumer Transition Committee); and
- (b)** four members from the Consumer and Patient Working Group.

6.3 Membership is transitional and is established to support continuity of advice during the interim period. Recruitment for the permanent future committee will be addressed separately.

6.4 Members are appointed by the Pharmac Board for the interim period commencing on 1 August 2026 and ending when CPAC is established unless the Board resolves to extend or conclude the interim arrangement earlier.

7. Chairing arrangements

7.1 The Interim Consumer Transition Committee may operate with either:

- (a)** a single Chair; or

- (b) Co-Chairs (with one from CAC and one from the Consumer and Patient Working Group), if members and the Board agree that this best supports continuity and shared leadership during the transition period.

7.2 The chairing arrangement will be agreed by members and endorsed by the Pharmac Board.

7.3 The key responsibilities of the Chair or Co-Chairs are to:

- (a) liaise with Pharmac staff to finalise meeting schedules and agendas;
- (b) chair meetings of the Interim Consumer Transition Committee or arrange for another member to chair in their absence;
- (c) support inclusive, well-facilitated, and effective discussion;
- (d) represent the Interim Consumer Transition Committee in its relationship with the Pharmac Board and senior staff; and
- (e) help guide the Interim Consumer Transition Committee contribution to establishing CPAC.

8. Member responsibilities, and expectations

8.1 Responsibilities and expectations of members

8.2.1 Members are expected to:

- (a) attend meetings regularly and be sufficiently prepared to participate;
- (b) contribute actively, constructively, and respectfully;
- (c) act in good faith and support the purpose of the Interim Consumer Transition Committee
- (d) work in a manner that supports inclusive discussion and values diverse perspectives;
- (e) maintain confidentiality where required; and
- (f) comply with relevant legal obligations, including conflict of interest requirements.

8.1.2 Members have no financial delegation and cannot approve expenditure on behalf of Pharmac.

9. Pharmac support and secretariat

9.1 Pharmac will provide secretariat and administrative support to the Interim Consumer Transition Committee, including:

- (a) scheduling meetings;
- (b) preparing agendas in consultation with the Chair or Co-Chairs;
- (c) minute-taking and circulation of records;
- (d) coordinating papers and background information; and
- (e) arranging travel and accommodation where in-person meetings are required.

9.2 Pharmac will ensure the Interim Consumer Transition Committee has access to sufficient information and support to undertake its role effectively, including support for accessibility and participation needs where required.

10. Meetings and procedures

10.1 The Interim Consumer Transition Committee will meet monthly during the interim period. Additional meetings may be held where required.

10.2 Meetings will be virtual, unless by exception determined by the Chair or Co-Chairs in consultation with Pharmac staff.

10.3 Agendas and meeting papers should normally be circulated a week in advance of meetings to enable members to prepare.

10.4 A quorum will be five members. Where a member is excluded from part of a meeting because of a conflict of interest, quorum for that item will be assessed excluding that member, consistent with normal conflict management principles.

10.5 The Interim Consumer Transition Committee will seek to work by consensus wherever possible. Where there are differing views, the meeting record should fairly reflect the range of perspectives and any recommendations made.

10.6 Observers or invited guests may attend meetings where their contribution is relevant to the matters under discussion and where agreed by the Chair or Co-Chairs and Pharmac.

11. Conflicts of interest

11.1 Members must fully disclose and appropriately manage actual, potential, or perceived conflicts of interest.

11.2 An interests register will be maintained by Pharmac and reviewed at the start of each meeting.

11.3 Where a member has a conflict of interest in relation to a matter, the Chair or Co-Chairs, with Pharmac support as required, will determine the appropriate management approach. This may include the member not participating in discussion on that matter.

11.4 The Interim Consumer Transition Committee will follow Pharmac's conflict of interest policy and relevant legislative requirements.

12. Confidentiality, official information, and public communications

12.1 Members may receive confidential or sensitive information and must maintain confidentiality in accordance with Pharmac's requirements and applicable law. Members may be required to sign confidentiality undertakings.

12.2 All records and information held by or for the Interim Consumer Transition Committee are subject to the Official Information Act 1982. Requests will be managed by Pharmac in consultation with the Chair or Co-Chairs as appropriate.

12.3 Members will engage with the wider consumer community to facilitate a broad view of perspectives and insights. Pharmac will provide support and resources, so participation is accessible.

12.4 The Interim Consumer Transition Committee, collectively and individually, is not expected to make any public statements on its work. Any public or media requests will be managed through Pharmac and the Co-Chairs in the first instance.

12.5 Members may engage with their own networks or communities to inform their thinking, provided confidentiality requirements are respected, and members do not present themselves as speaking on behalf of the Interim Consumer Transition Committee or Pharmac unless authorised to do so.

12.6 Pharmac may publish the names of members and meeting records, subject to confidentiality and any withholding grounds under the Official Information Act 1982.

13. Fees and expenses

13.1 Members will be remunerated for the services they provide to Pharmac, including attending meetings, preparing for meetings, and any other agreed work related to the Interim Consumer Transition Committee role. Remuneration will be in line with the applicable Cabinet Fees Framework and Pharmac's delegated authority.

13.2 Members who are employees of a New Zealand public sector organisation are not entitled to claim fees where this is not permitted under the relevant public sector remuneration requirements.

13.3 Pharmac will meet actual and reasonable travel and accommodation costs for approved in-person meetings and other agreed committee business.

13.4 Expenses outside routine meeting attendance and preparation should be agreed in advance with Pharmac.

14. Cessation, variation, disputes, and review

14.1 The Interim Consumer Transition Committee will cease when the CPAC is established, expected to be approximately six months after commencement, unless the Pharmac Board resolves otherwise.

14.3 Any dispute or disagreement about the meaning or application of these Terms of Reference is to be determined by the Pharmac Board Chair or delegate, whose decision is final.

14.4 Given the temporary nature of the Interim Consumer Transition Committee these Terms of Reference should be reviewed only if a material change is required during the transition period.

Glossary

"Board" means the Pharmac Board.

"CAC" means the Consumer Advisory Committee.

"Chair" means the Chair of the Interim Consumer Transition Committee and, where applicable, includes a Co-Chair.

“Community” includes communities affected by Pharmac’s work, including communities experiencing inequity or barriers to access.

“Consumer” means any person who uses, or may use, health and disability services, including a patient, and may include their family, whānau, support people, or individuals and groups representing a health condition, community perspective, or world view.

“Consumer and Patient Working Group” means the time-limited working group established to support the Reset Programme with lived experience, insight, and practical advice.

“Interim Consumer Transition Committee” means the Interim Consumer Transition Committee established under these Terms of Reference.

“Member” means a member of the Interim Consumer Transition Committee

“Minutes” means the written record of discussion and recommendations arising from an Interim Consumer Transition Committee meeting.

“Pharmac” means the Pharmaceutical Management Agency, including its Board and staff.

“Permanent future committee” means the permanent consumer advisory committee intended to replace the Interim Consumer Transition Committee following the interim transition period.

“PTAC” means the Pharmacology and Therapeutics Advisory Committee.

“Terms of Reference” means these Terms of Reference for the Interim Consumer Transition Committee

Approval

Approved by: Pharmac Board

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