



01 June 2023

Andrew Lesa

By email: **WITHHELD 9(2)a**

Tēnā koe Andrew

**Invitation to be a Subject Matter Expert – Child and Youth Mortality Review**

I am writing to invite you to be a Subject Matter Expert (SME) for the specialist area of Child and Youth Mortality Review from 1 July 2023 to 30 June 2024. Attached to this letter is the SME Terms of Reference for Child and Youth Mortality Review.

As you know, the National Mortality Review Function was established in 2022 and from 1 July 2023 will consist of the National Mortality Review Committee (NMRC), the National Mortality Review Management Group (a division of Te Tāhū Hauora HQSC (the Commission)), and SMEs appointed to provide expert advice on mortality review workstreams and issues.

The contribution of people appointed as SMEs is fundamental to the new National Mortality Review Function. SMEs for Child and Youth Mortality Review will support the NMRC and the Commission to provide advice, monitor the progress and report on the child and youth mortality components of the NMRC's 2023/2024 work plan.

For the purposes of the child and youth mortality review workstream, deaths of children and young people are defined as the range from 28 days to 24 years.

The work to be undertaken by the SMEs for Child and Youth Mortality Review in 2023/2024 financial year includes, but is not limited to, contributing to the following child and youth mortality review activities:

- a. Research and report on the risk of mortality for children and young people with neurodevelopmental conditions using the child and youth database matched with other administrative health and disability datasets.
- b. Report on analysis of data from the child and youth database on children who died by sepsis to identify what could have been done to prevent the deaths.
- c. Local mortality review toolkit developed with training and support for Local Child and Youth Mortality Review Group Coordinators to assist local communities to learn about and prevent local mortalities.
- d. Investigate improved coding of sudden unexpected death in infancy (SUDI) with Manatu Hauora coders, regional pathologists and coroners.

SMEs for Child and Youth Mortality Review will meet as a group, as and when required. Meeting fees will be set with reference to the *Cabinet Fees Framework CO (22) 2 Revised Fees Framework*<sup>2</sup> and the Commission's *Financial Policy Manual 2020*. SMEs for Child and Youth Mortality Review, who are not ex-officio SMEs, will be paid a fee of \$330 for a full day meeting or \$165 for a half day meeting, and an hourly pro-rata rate may be paid for short meetings.

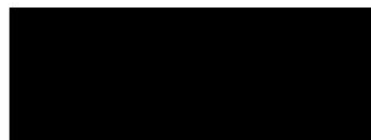
From the 1 July 2024, SMEs will be appointed to work with the Commission to respond to and progress work on the priority areas that NMRC determines. Depending on the work involved in the priority areas, it's likely that most previous SMEs will continue to be involved due to their considerable expertise.

Regardless of whether you choose to accept this appointment, I would like to extend my gratitude to you for the important contribution you have already made to the work of the Child and Youth Mortality Review Committee, and will continue to make, to this significant work.

Thank you for considering this offer. If you have any questions, please contact me directly.

To accept or decline this appointment, please sign and email or post the attached Acceptance Form to [REDACTED]

Ngā mihi nui,



WITHHELD 9(2)a

Don Matheson  
**Director National Mortality Review**

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<sup>2</sup> <https://www.dpmc.govt.nz/sites/default/files/2022-10/co-22-2-revised-fees-framework.pdf>

