

**Minutes of Meeting Monday, 4 May 2009
at Wellington Airport**

In attendance	Cindy Farquhar (CF) (Chair), Dawn Elder (DE), Jacqui Anderson (JA), Stephanie Palmer (SP), Ted Hughes (TH), Anja Hale (AH), Vicki Culling (VC)
Guests	Vicki Masson (VM) National Coordinator, Glenys Needs (GN) Mortality Database Manager, Claire McLintock (CM) Chair Maternal Working Group and Obstetric Physician, Lynn Sadler (LS), Epidemiologist
Secretariat	D Suzi Grindell (SG), Shelley Hanifan (SH) (part meeting) Brandy Griffin (BG), Emalene Pearson (EP), Deon York (DY) (part meeting)
Apologies	Deborah Harris, Jane Zucollo, Lesley McCowan
Time	Agenda Items
Welcome	<p>The Chair welcomed Dr McLintock and Lynn Sadler as guests of the meeting. The Secretariat introduced two new staff; Dr Brandy Griffin and Deon York.</p> <p>Apologies: Apologies were accepted from Deborah Harris, Jane Zucollo and Lesley McCowan.</p> <p>Chair's Report</p> <ul style="list-style-type: none"> ▪ The PMMRC's 2nd Report to the Minister (July 2007-June 2008) was presented to Minister Tony Ryall in mid March. The Chair took part in a media conference and made several press releases to support the report. ▪ Met with the Chief Coroner (with Vicki Masson) last week. It was agreed that all coroners should cooperate in passing on information to the PMMRC although it is noted that coroners are not obligated to do this. ▪ Working is continuing to have the 2007 report out by the end of the year. ▪ Noted a response is required to the 'Good Fight' website. ▪ Been in discussion with RANZCOG about the October 2008 letter and the errors in it. Understood that the Fellowship will receive a communication in the next few weeks. <p>Confirmation of minutes 11 March 2009</p> <p>There are two corrections:</p> <ol style="list-style-type: none"> i. change the date of the meeting at the head of the minutes from 'February' to 'March' ii. remove the last bullet point in the SANDS item. <p>Recommendation: That, subject to the two amendments above being made, the minutes are accepted as a true and correct record.</p> <p style="text-align: right;">Moved: Chair All agreed.</p>

	<p>Administration</p> <ul style="list-style-type: none"> ▪ Correspondence – Inwards <ul style="list-style-type: none"> • Dr P Tuohy, in regard to Dr Ngan Kee. 7/4/09 • Dr Ngan Kee, Figures in Annual report, 24/3/09 ▪ Correspondence – Outwards <ul style="list-style-type: none"> • Judge MacLean, Chief Coroner, Request for advice of any maternal deaths in 2007. 5/3/08 (?) • Rachel Taylor, ACC, Request for Information from ACC. 13/3/09 • VM to ACC 13/3/09 requesting information about the 16 maternal deaths in the serious and sentinel events report published in February 2009. <p>Action: VM to forward report to Chair.</p> <ul style="list-style-type: none"> • QIC Committee, Report on PMMRC. 16/3/09 • Dr Pat Tuohy 7/4/09 and Dr Ngan Kee, Figures in Annual Report. 8/4/09 <p>Noted: that the Committee has responded and not heard further.</p> <ul style="list-style-type: none"> • Hon Tony Ryall, Request for meeting. 16/4/09 <p>Noted: that the Chair will meet with the Hon Tony Ryall late afternoon on 6 May 2009.</p> <p>Other business</p> <p>There was no other business.</p>
<p>3rd Annual Report including discussion of Maternal working group report</p>	<p>LS spoke to her notes and tabled four draft pages of tables and graphs. The Committee provided feedback on the tables and/or graphs to enable LS to refine her work.</p> <p>Action: VM to make notes of Committee’s discussion, undertakings by individual members and guests, and recommendations arising from discussion to assist LS to redraft tables and graphs.</p>
<p>Report-back: National Coordinator</p>	<p>VM tabled her report.</p> <p>Action: The Chair to bring to the attention of NZHIS that the Minister of Health has said the recommendation ‘Assign all babies, regardless of whether stillborn or live-born, a National Health Index number at the time of birth’ should be implemented (in the 2nd Report to the Minister of Health).</p> <p>Noted: The table at the end of the report is confidential.</p>
<p>Report-back: Neonatal Encephalopathy</p>	<p>AH gave a report. The last meeting was on 25 February and the next meeting will be 22 July 2009. Ethics application is being submitted for review.</p>

Report-back: Maternal Working Group	<p>CM tabled a confidential report.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. CM to email the Chair and VM the final draft report of the Maternal Mortality Working Group report. 2. The Chair and VM are to finish and published the report.
Report-back: SANDs	<p>VC gave a report and showed examples of the ‘<i>Certificate of Life</i>’ certificate (for people whose babies die within 20 weeks of life and who do not otherwise receive documentation of birth).</p> <p>VC noted she has accepted the role of ‘Local Coordinator’ for the Capital and Coast Local Child and Youth Mortality Review Group. In this capacity she will be attending the CYMRC Chairs and Coordinators meeting on 13 May 2009.</p> <p>Noted a new website “Good Fight: a support network for families fighting against loss” has made contact but just by email so far. There was discussion about PMMRC responding.</p> <p>SP noted she had been approached to be a member of the CYMRC Māori Caucus that was to advise CYMRC SUDI working group on the Māori perspective. She hoped the Caucus could be expanded to include an advice role to all mortality review committees ie maintain a kaitiaki role.</p>
Australasian Maternal Outcomes Surveillance System (AMOSS)	<p>Committee noted AMOSS:</p> <ul style="list-style-type: none"> ▪ is based on UK system ▪ observes morbidity rather than mortality ▪ Australians have funding to set the system which is to be up and running in June 2009 ▪ has to define what severe morbidity is <p>The Chair and VM are attending a meeting on Wednesday to discuss New Zealand’s involvement.</p> <p>Action: Secretariat to make AMOSS a standard agenda item.</p>
Ed Mitchell Letter	<p>Ed Mitchell, Professor of Child Health Research and member of CYMRC SUDI working group, requested some general comments on Bed Sharing Deaths and on preventing such deaths in future.</p> <p>The SUDI pamphlet put out by the Ministry of Health (MOH) addresses these issues but not very strongly.</p> <p>Action: Secretariat to email the link to a copy of the SUDI pamphlet to PMMRC members.</p> <p>Action:</p> <ol style="list-style-type: none"> i. DE to do some preliminary work on what are the risks and to bring to the next PMMRC meeting ii. DE to offer to work with Prof. Mitchell to write guidelines for the DHBs and local mortality committees and if necessary, at the same time to review the MOH SUDI leaflet iii. the Chair of CYMRC to be requested to endorse the guidelines iv. the guidelines to be distributed to local coordinators v. the Work Programme for 2009-10 to recognise this work.

Work Programme 2009/2010	<ul style="list-style-type: none"> ▪ Has been developed around the objectives stated on page 3 of the Work Programme. ▪ Item 8, National Workshop; Committee agreed a obstetric theme, sometime in November, and probably in Auckland. ▪ Work Programme is to be discussed in detail at the next PMMRC meeting. <p>Action: Secretariat to check with the Waipuna Convention Centre, Auckland, which dates in November 2009 it has available.</p>
Other Business	<p>JA has been asked to talk to Canterbury DHB.</p> <p>Action: The Chair to send JA her set of slides to talk to.</p> <p>Fee claims</p> <p>Action: Secretariat to send members the fee claim form for fees and/or expenses.</p>
<p>Meeting Closed 4.10pm Next meeting date – 19 June 2009 at Wellington Airport</p>	

**Action Points
7 November 2008, 11 March 2009 and 4 May
2009.**

Agenda Items	Person	Action Point	Date due
Maternity Action Plan (7 Nov 08)	EP	Send Maternity Action Plan to Committee and Working Groups seeking comment.	When available
	AG	Collate comment for feedback to Maternity Team within the Ministry of Health.	Ongoing
	CF	<p>Action: Secretariat to complete compilation of comment.</p> <p>Action: SP to request Bronwen Pelvin MOH to draft objectives for letter.</p> <p>Approve final letter.</p>	Ongoing
Panui (7 Nov 08)	AG	Send Panui to plain English editors to have it edited for consideration at next Committee meeting.	Completed–Panui with typesetters
Maternal deaths in the serious and sentinel events ACC report (4 May 09)	VM	Forward report to Chair.	ASAP
3rd Annual Report including discussion of Maternal working group report (4 May 09)	VM	Make notes of Committee's discussion, undertakings by individual members and guests, and recommendations arising from discussion to assist LS to redraft tables and graphs.	ASAP
Report Back – Maternal Working Group (4 May 09)	CM CF and VM	Email the Chair and VM the final draft report of the Maternal Mortality Working Group report. finish and published the report.	ASAP When the above is completed
Report Back – SANDs (4 May 09)	CF	Respond on behalf of PMMRC to inaccuracies on the Website about PMMRC's 2 nd Report to the Minister.	ASAP
AMOSS	Secretariat	Make AMOSS a standard agenda item	By next meeting
Ed Mitchell Letter (4 May 09)	Secretariat DE	<p>i. Email the link to a copy of the SUDI pamphlet to PMMRC members.</p> <p>ii. Do some preliminary work on what are the risks and to bring to the next</p>	Agenda June

	DE	iii. PMMRC meeting Offer to work with Prof. Mitchell to write guidelines for the DHBs and local mortality committees and if necessary, at the same time to review the MOH SUDI leaflet	July onwards
	CF	iv. Chair of CYMRC to be requested to endorse the guidelines	
	Secretariat	v. Guidelines to be distributed to local coordinators	
	Secretariat	vi. Work Programme for 2009-10 to recognise this work.	
Other Business	CF	Chair to send JA her set of slides to talk to (Canterbury DHB).	
	Secretariat	send members the fee claim form for fees and/or expenses.	