

In Attendance: <i>(Quorum is 7, must include chair or deputy chair)</i>	Cindy Farquhar (CF), Mollie Wilson (MW), Deborah Harris (DH), Dawn Elder (DE), Stephanie Palmer (SP), Vicki Culling (VC), Lesley McCowan (LM) Ted Hughes (TH)
Secretariat:	Faith Roberts (FR), Gillian Bohm (GB)
National Coordinator:	Vicki Masson (VM)
Apologies	Jane Zuccollo (JZ), Jacqueline Anderson (JA)



1. Confirmation of minutes	22 February 2006 No changes to be made Minutes of 31 October 2006 signed
2. Chair's report	<p><u>Neonatal Encephalopathy</u> Await Workplan Malcolm Battin agrees to chair Waiting for ACC reply to letter</p> <p><u>Recent article in Sunday Star Times</u> The article was misleading and it is far too early to be reporting the work of the Maternal Working Group Published without Chair's approval We do not know where the media obtained their information Reminder to all to respect confidentiality and be careful with information ACTION Will ensure there is a reminder of confidentiality at start of each meeting CF</p> <p><u>Enhanced Maternal and Newborn Information Advisory Group (eMNIS)</u> DH attended last meeting eMINS looking to incorporate information from midwifery databases Going to audit what information is already available (Lynn Sadler likely to be involved in this), aiming to have accessible, web based database. Appears long term goal may be perinatal epidemiology unit Ministry has also put out tender for Maternity Services Consumer Survey, has not been done since 2002, tenders close end of week</p> <p><u>Otago Database Group</u> Regular meetings established between Chair and Database Group</p>

Chief Coroner – Neil McClean

CF met with Neil, talked about new coronial system, death notification forms, hopes to establish a national coronial information system based on Australian model (NCIS), discussed maternal deaths. Expected to carry on the system of not undertaking post-mortem examination if cause of death is known. CF due to meet with Auckland Coroner. Neil keen to have CF present to new coroners.

Training in Perinatal Pathology

Need succession planning for JZ. There is an interested person in Christchurch but funding needs to be set aside for training.

Need support of College of Pathologists, DHBs and CTA
Need to identify what a training programme would consist of
Need to identify what kind of service is needed. Local service would be more suitable for families, but national expert(s) is(are) required, there are currently 4 people in NZ who can be contacted. As well as carrying out post-mortem examinations, supporting suitably qualified pathologists to undertake post-mortem examinations and reviewing notes of examinations the perinatal pathology roles also includes training, preparation for mortality meetings, teaching etc. Suggest a workshop to determine the issues and needs and contact the key stakeholders to raise awareness and elicit support.

ACTION: Write to Minister of Health, College of pathologists, DHBNZ, CTA. CF

ACTION: Ensure recommendation is in Annual Report. CF

ACTION: Convene national workshop – include in WorkPlan. CF

Draft tables of data from the mortality database

CF and VM have developed the proposed tables/figures (with Lynn Sadler) for future annual reports, these will be sent to Otago for filling in

Currently there are 61 tables (CYMRC report contains 44)

There needs to be further consideration about where to report termination of pregnancy deaths (includes termination for congenital abnormalities)

(We will not be reporting on all the information collected – because some is collected to support the determination of the cause of death)

Otago database Group has contract to undertake the statistical analysis of the data this will be available for the second Annual Report


Each figure/table will need to be reviewed by the Committee and decisions made about inclusion in the next Annual Report and who will write commentary associated with the table/figure

ACTION: Circulate to all the Committee VM

ACTION: PMMRC members need to review this document

	<p>and identify if these are the correct figures/table to report on and whether any are missing ALL</p>
<p>3. Correspondence</p>	<p>Correspondence in and out discussed ACTION: Check that Hawke's Bay Homebirth Group has PMMRC leaflets and knows how to submit data, offer that someone from the PMMRC make a presentation to the Group, add them to newsletter list. VC + VM</p>
<p>4. First Annual Report June 05-June 07</p>	<p>Discussed changes to be made Add Acknowledgements Add international links to Chair's intro. CF + DH Change to recommendations. CF Chapter 1 changed to Introduction and parts from Chapter 3 to be added. CF Changes to Chapter 3. SP Additions to Chapter 6. VC Add about funding of coordinators in Chapter 7. MW Use NE/HIE consistently in Chapter 8. DE Chapter 9 review content esp. Section 9.4. GB + FR Chapter 10 Put Group members as appendix and professional background Appendix –2 page summary of the current data not helpful without denominator to give rates. Classifications change to the NZ amended version. VM Delete Appendix regarding support questionnaire. ACTION: Make changes as discussed: FR + CF Add to next report potential research subjects</p>
<p>5. Maternal Mortality Working Group</p>	<p>A Guide Certifying Causes of Death (NZHIS, 2001) circulated English Death Certificate does not seem to include reference to pregnancy. May be in Scottish form. South African form includes about pregnancy within 42 days prior to death. Agree that this should be included in NZ form. ACTION: Follow up on this with NZHIS. GB Maternal Death Form finalised and to be sent out for manual completion. Acknowledge that completion is onerous but note that the Coordinators will only be facilitators so will not be expected to fill out the form. Likely to be only once a year at the most for a DHB. Need covering letter with form. Minister to be sent information from the Maternal Working Group (MWG) straight after meeting on 27 July 2007. MWG members that are not members of PMMRC need to be appointed as Agents of PMMRC. ACTION: Agenda report to Minister for next MWG meeting. FR ACTION: Process MWG as agents of PMMRC. FR ACTION: Draft Maternal Death form covering letter. VM</p>
<p>6. DHB Progress on Perinatal Data Collection</p>	<p>VM tabled data and reports The Rapid Reporting Form will be reviewed again in June 2008 – feedback has been welcomed from LMCs and local Coordinators on how these can be improved.</p>

<p>7. Sands – Stillborn and Newborn Death Support</p>	<p>Sands Conference in Christchurch, Sept 14 & 15th 2007 Sands Wgtn establishing young persons' group and resources VC has obtained funding from MSD for Community Initiatives to establish information about support organisations Article in NEXT magazine circulated The Invisible babies. Tina Rose. Next. May 2007. p.30-32 VC to attend ISA (International Stillbirth Alliance) meeting, hoping to present, funded from 2006 Vodafone funding</p>
<p>8. Work Plan 2007/08</p>	<p>Changes and additional comments discussed. Need to further discuss the role of consumers to provide input into PMMRC. PMMRC should have conference attendance protocol similar to QIC's. ACTION: Changes/additions to be made to work plan. FR ACTION: Put on agenda for meeting of 19 June that we consider role of consumer group. FR ACTION: Send conference attendance protocol to all on PMMRC. FR</p>
<p>9. Logo</p>	<p>Design is good The teal colour would not really represent meaning of the Committee to Māori ACTION: Need to follow up on colours SP Preference is for whole words not just initials. Grey and black colours work but put first three words in black and last 2 in grey. Consider whakatauki instead of Māori translation of the title Try a family grouping on cover of Annual Report.</p>
<p>10. Feedback from Coordinators meeting</p>	<p>Action list from meeting tabled. All DHBs represented except Waitemata. Issues include: Funding and resources for the coordinators Security of DHB IT systems to get the calculation software installed and access directly onto the website for data entry via intranet sites Perinatal post-mortem examination information Printing off copies of the forms Transfers from other DHBs Classification forms and guidelines Possibility of joint meetings for DHBs with smaller numbers Handbook for CYMRC to be adapted for PMMRC VC excellent presentation on work of Sands Handbook of information would be good for Co-ords ACTION: Still need Health Legal advice on whether PMMRC forms can be printed off and put in the notes and/or kept by the Local Coordinator. FR ACTION: Adapt CYMRC handbook for PMMRC Co-ordinators. VM + FR ACTION: Send Sands contact details to all DHB Co-ordinators. VC + VM</p>

11. Feedback from PSANZ Workshop	Report tabled. Meeting was very helpful and worth attending.
12. Next meetings	Need to plan a pathology workshop and arrange a Co-ordinators teleconference ACTION: remind Co-ordinators that there will not be a meeting in August. VM
13. Meeting Closed	3.45pm
[REDACTED]	
Minutes Approved:	Signature:  Date: 10/9/7