



Australian Multicultural
Health Collaborative
OUR CULTURES OUR LANGUAGES OUR HEALTH

**ENHANCED COMMUNICATIONS FOR CULTURALLY AND LINGUISTICALLY DIVERSE
(CALD) COMMUNITIES-
PREVENTION AND MANAGEMENT OF CHRONIC CONDITIONS
COMMUNITY-LED CAMPAIGN
2024**

**REVIEW PANEL
TERMS OF REFERENCE**

ABOUT THE COLLABORATIVE

1. The Australian Multicultural Health Collaborative (the Collaborative) is the national peak body that gives voice to the broad health and wellbeing needs of Australia's multicultural communities. The Collaborative represents the voices of wide-ranging multicultural health and wellbeing issues at the national level through a formal membership structure which includes multicultural consumers and carers, together with health and wellbeing services, health and social care practitioners, researchers, and organisations and institutions for whom the primary focus is health for multicultural populations.
2. The Collaborative welcomes as members 'mainstream' services and organisations with a significant commitment to multicultural health and wellbeing and partner with relevant national organisations.
3. The title 'Collaborative' is significant as an indication as to how members will work – that is, in genuine collaboration on agreed priority areas, drawing on each other's areas of focus and expertise on particular issues.
4. The approach and work of the Collaborative is based on a commitment to:
 - The lived experience of multicultural health care consumers and carers
 - A strengths-based approach
 - Translation of evidence into policy and practice
 - A holistic view of health, including mental health
 - Integration of health and social care
 - Health promotion and preventive health
 - Social determinants of health
5. The Collaborative's Foundation document can be found [here](#).



ENHANCED COMMUNICATIONS FOR CULTURALLY AND LINGUISTICALLY DIVERSE (CALD) COMMUNITIES- PREVENTION AND MANAGEMENT OF CHRONIC CONDITIONS COMMUNITY EMPOWERMENT INITIATIVE

6. The Collaborative is being supported by the Department of Health and Aged Care to develop and implement the **Enhanced Communications for Culturally and Linguistically Diverse (CALD) Communities-Prevention and Management of Chronic Conditions Campaign (the Community-led campaign) on Breast, Bowel and cervical Health screening**. The Collaborative will administer this Community Initiative to support multicultural community groups to lead and undertake targeted grass roots activities amongst multicultural communities.
7. The Collaborative believes that culture-centred and community-driven participatory approaches have well-established impacts on understanding problems, for prioritizing solutions, for developing solutions, and for implementing them (Basu & Dutta, 2009; Dutta, 2008). They help create communication infrastructures that are meaningful to culturally, ethnically and linguistically diverse communities thereby building their capability as 'sites of active health promotion' (Dutta, 2008).
8. The Community-led campaign will contribute to national efforts to increase rates of cancer screening uptake among multicultural communities, through placing local communities at the core of decision-making for this important public health intervention. By co-producing with multicultural communities, it is hoped that these groups will not only make final recommendations but deliver meaningful programs that are effectively evaluated.

REVIEW PANEL PURPOSE

9. The purpose of the Review Panel is to evaluate initiative proposals and recommend potential recipients.
10. The Panel will:
 - Select programs and projects that benefit targeted communities and demonstrate public value according to agreed selection criteria.
 - Ensure that the proposed allocation of funding aligns with the Collaborative and the Department of Health and Aged Care's strategic priorities.
 - Ensure that the Community Initiative guidelines and assessment criteria endorsed by the Collaborative are applied consistently in the review of the Community Initiative proposals.
11. The proposals for the Community -led Campaign will be assessed against the following criteria:
 - Clearly identified community need



- Relevance to the objectives
 - Creative and strategic approach
 - Planning, partnerships, and capacity to deliver
 - Community support for the organisation and the project or activities planned
 - Potential to apply the program to other communities
 - Effectiveness of monitoring and evaluation measures
12. This Review Panel is an opportunity for people looking for opportunities to make a positive contribution to multicultural communities, especially in increasing rates of breast, bowel and cervical screening uptake among multicultural communities, and more broadly improving the health and well-being of multicultural communities. Members of the Review Panel will also gain a platform to interact and network with like-minded people and gain knowledge on how to conduct similar initiatives within an innovative co-production/empowerment framework.

MEMBERSHIP APPOINTMENT

13. The Collaborative will put out a call for Expressions of Interest (EOI) to organise a pool of reviewers. The Review Panel will be composed of 4-7 people with a preference given to organizations with experience with - bowel, breast, and/or cervical screening programs and/or technical knowledge of 1 or all of the 3 Cancers.
14. Review Panel EOIs will be open from 28 May 2024 – 11 June 2024. The Collaborative will review applications and will send a letter of invitation to confirm members of the Review Panel.
15. The Review Panel will be comprised of three (3) Collaborative staff and three to four (3-4) Panel Members from the Collaborative membership and partners.
16. The proposed composition of the Review Panel includes:
1. Omar Al-Ani – The Collaborative Director
 2. Nidia Raya Martinez – The Collaborative Cervical Screening Senior Program Manager (Chair)
 3. Mariane Elias – The Collaborative Cervical Screening Program Manager (member and Secretariat support)
 4. Consumer and/or Carer member
 5. Health and Wellbeing Service member
 6. Health and social care practitioner member
 7. Research member



DUTIES

17. The Chair's responsibilities will be as follows:

- Chair meetings
- Assist with agenda/meeting preparation in conjunction with the panel secretariat
- Monitor attendance; contact members as necessary re absences
- Vote in the case of a tie
- Represent the Review Panel when presenting recommendations to the Project Advisory Group
- Present a written and verbal report to the Federal Department of Health on outcomes from the Review Panel

18. The Review Panel Members' responsibilities will be as follows:

- To review all Community-led campaign proposals
- To attend all meetings of the Review Panel
- To discuss issues pertaining to the Review Panel without breach of confidentiality
- To make recommendations, reached by the majority to the Project Advisory Group

REVIEW PROCESS

19. The Review Panel will be emailed proposals and depending on the volume of proposals, at a minimum 2 weeks before the assessment due date.

20. Review of proposals will occur during June 2024. A link to an online marking sheet will be sent to the reviewers to enter their comments and recommendations for each proposal. It will be important for detailed feedback to be provided to help provide feedback to the applicants and facilitate discussion at the review session.

21. The review session will be held in June 2024. It will be scheduled on a day and time determined by the Collaborative, in consultation with the Panel members. Meetings will be conducted online.

22. Special meetings of the Review Panel may be called at the request of the Chair.

23. A quorum of the Review Panel shall consist of a majority of the Members.

PANEL ADMINISTRATION

24. The Collaborative Secretariat will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions:



- The Panel meeting agenda will be circulated to Panel members a minimum of seven (7) days prior to the date of the meeting.
 - A conflict of interest declaration will be included, Panel members will need to complete the declaration and notify the Chair of any conflicts relating to the application or applicant organisation.
25. Draft minutes of the Panel Review meeting will be circulated to Panel members for confirmation within two weeks of the meeting.
26. Recommendations to the Project Advisory Group: When Panel meeting minutes are confirmed, a formal report with recommendations will be drafted by the Collaborative secretariat and tabled at the next meeting for endorsement.
27. Any questions from the Project Advisory Group in relation to a specific application will be directed to the Panel for consideration. An investigation will be conducted by the Panel and the outcome will be reported to the Project Advisory Group.
28. Review outcomes will be published on the Collaborative's website and social media platforms.

MEMBERSHIP RESPONSIBILITIES

29. The Review Panel does not include making decisions on the design, development and implementation of the Initiative. It is an independent panel to the Project Advisory Group.
30. The Panel does not have power, authority or delegated financial responsibility.

COMMUNICATIONS

31. All communications from the Review Panel in relation to communications, such as but not limited to media releases, shall be reviewed by the Chair and forwarded to the Collaborative Communications Department prior to being published or released.

CONFLICT OF INTEREST

32. Members of the Review Panel will declare all existing or potential conflicts of interest in their application and at time of review. They will be asked not to participate in the assessment of proposals where they have conflicts of interest with the applications on review.

CONFIDENTIALITY



33. Review Panel members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a panel member.

REVIEW

34. The Review Panel may review its Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Collaborative for approval.

TIMELINE

35. This is a panel associated with the Prevention and Management of Chronic Conditions Campaign due for completion in October 2024. It is expected that with current funding the work of the Review Panel will be completed by end of July 2024. This may be subject to change.

RENUMERATION

36. Remuneration is only for community organisations, carers and consumers at 89.6/hr, excluding Collaborative staff.

TERMINATION

37. The Review Panel shall be considered dissolved upon completion of their task, upon the termination or expiry of the Review Panel, or being otherwise dissolved by resolution of the Collaborative.

FURTHER INFORMATION

38. For further information on this Terms of Reference or the operations of the Review Panel, please contact:

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