

## Terms of reference for Advisory Group – Sex and gender identity standard review

### Purpose

This document describes the background of the project to review the statistical standards for sex and gender identity, and the purpose of the Advisory Group. It then outlines why the group is needed, composition of the group, chair and group responsibilities, decision making, and how group members are remunerated.

### Background

Information about many aspects of New Zealander's lives is collected across the data system to provide an evidence base by which government, other agencies, iwi, businesses, and communities can make more informed decisions on policy, resource allocation and service provision.

Data collection which reflects the diversity of the population in terms of sex and gender identity is limited and inconsistent across the system – not only in New Zealand, but internationally. Many agencies are seeking guidance to ensure their practices are inclusive, while meeting the information needs of the collection. Stats NZ has also heard from non-government organisations and community advocates that this is an important part of improving interactions for LGBTQI+ people with government.

This is a role other National Statistics Offices such as Statistics Canada have taken, in supporting the modernization of collection of these variables across government. In New Zealand, there has also been a recognised need for consistency in approach across the data system in this area. As data system lead, Stats NZ is the natural lead to facilitate accurate collection of this data, notwithstanding that we already provide guidance for the sex and gender identity topics.

To achieve this aim, Stats NZ will:

- Assess whether existing concepts, standards and classifications meet current needs.
- Determine what changes can be made if the standards and classifications do not meet current needs.
- Ensure consistent use of agreed standard concept definitions and classifications.
- Assist users in implementing any changes/introducing new collections where appropriate.

Partnership and co-design are key to achieving an outcome that aligns with this aim. Accordingly, Stats NZ has convened the advisory group to bring together people with relevant knowledge and expertise to help lead and provide recommendations on changes to the statistical standards for sex and gender.

## Composition

Individuals have been asked to sit on the advisory group for their:

- Deep, broad, and substantial knowledge in the field; and/or
- Wide respect as a subject matter expert or authority in the field, with broad community support;

In practical terms, this means individuals who:

- Hold senior level functional or technical leadership roles related to the subject matter;
- Have ties to a non-government group working in this area;
- Have ties to a significant user of the data;
- Have experience in social research specific to this subject matter.

However, members are appointed to the advisory group to provide expert impartial advice based on their own knowledge and expertise. They are not appointed to represent the interests of any specific sector, stakeholder, or special interest group, unless explicitly provided for when appointed.

Representatives from government agencies other than Stats NZ will also be involved in providing feedback to this group from time to time, to ensure that recommendations from the group are well understood and widely supported across the government data system.

The following individuals have agreed to become members of the group:

| Name                   | Organisation/Work  | Location     |
|------------------------|--|--------------|
| Phylesha Brown-Acton   | F'INE  | Auckland     |
| Jack Byrne             | Trans-Action NZ; Waikato University                          | Auckland     |
| Moira Clunie           | Ara Taiohi Rainbow Project Lead, Te Ngākau Kahukura; OUTLine | Auckland     |
| Gloria Fraser          | Victoria University  | Wellington   |
| Kevin Haunui           | Tiwhanawhana Trust   | Wellington   |
| Dr. Elizabeth Kerekere | Tiwhanawhana Trust   | Gisborne     |
| Joey MacDonald         | Ara Taiohi Project Lead, Te Ngākau Kahukura                  | Auckland     |
| Mani Mitchell*         | ITANZ  | Wellington   |
| Jelly O'Shea           | ITANZ  | Wellington   |
| Taine Polkinghorne     | NZ Human Rights Commission                                   | Auckland     |
| Dr. Rogena Sterling*   | ITANZ  | Hamilton     |
| Ester Vallero          | Pegasus Health   | Christchurch |

|                  |                    |          |
|------------------|--------------------|----------|
| Dr. Jaimie Veale | Waikato University | Hamilton |
|------------------|--------------------|----------|

The commitment of advisory group members started in September 2019 and ends in December 2020\*\*. This period may be extended if needed, particularly if the advisory group is involved with other work associated with Stats NZ such as the next census.

Meetings will be held at significant points of the project. It is expected there will be three to five advisory group meetings in total.

## Roles and responsibilities

Advisory group members will have a range of roles and responsibilities. Stats NZ has convened a group that bring different areas of expertise, and in turn, members will fulfil different roles throughout the course of the work.

We will ask members to participate in the group through fulfilment of two key roles:

- 1) Attendance at meetings
- 2) Review of materials

In preparation for meetings, advisory group members are responsible for attending meetings (in person, by telephone, or by video conference), reading pre-meeting papers, raising issues, contributing to discussions of issues, and developing robust recommendations.

For reviewing of materials, advisory group members are responsible for reading documents, raising issues, and developing robust recommendations.

When meetings are scheduled, and/or documents become available for review, individual group members may opt out of taking on work in the particular instance with prior warning (for example, availability may be a factor in being unable to attend a meeting).

Stats NZ will chair each meeting and will set the agenda. Relevant information will be distributed to advisory group members at least 10 working days in advance of each meeting.

## Decision making

Consensus on matters discussed by the advisory group will be sought, and recommendations will be highly influential. Stats NZ will have responsibility for all final decisions on any guidance, papers, standards and classifications produced as a result of this work because of the Government Statistician's legislative duty "to define, lay down, and promote standard concepts, procedures, definitions, and classifications for use in official statistics" (Statistics Act 1975, s 14(i)).

## Remuneration of members

The remuneration of advisory group members will be determined by guidance from the State Services Commission and the Cabinet Fees Framework. The Cabinet Office Circular CO (19) 1: [Fees framework for members appointed to bodies in which the Crown has an interest](#) provides the specific mechanism that will be used. The interim group is classified under 'Group 4' in this document.

Members will be remunerated at a rate of \$425 per meeting. This fee would include payment for a half day meeting, preparation for the meeting, and travel time when travelling on the same day.

Members may be paid extra fees when significant preparation and/or travel time is required prior to meetings.

Members who are employees of the wider State Sector are not entitled to be paid fees for group business if this is conducted during regular paid work time (that is, members cannot be paid twice by the Crown for the same hours).

Stats NZ will book travel and accommodation on behalf of members and will not reimburse members for travel or accommodation booked without prior approval.

Stats NZ will reimburse members for incidental costs directly incurred as part of performing their duties as a member of the group, provided these have prior approval.

Note that Pegasus Health has agreed to fund Ester Vallero for time on this work. Stats NZ will cover other expenses as detailed in this section.

## **Acknowledgement**

Stats NZ wishes to acknowledge the commitment of group members. Their willingness to contribute time, expertise and insight is what makes it possible to achieve the aims of this work.

## **Additional notes as of April 2020**

\*Mani Mitchell and Dr. Rogena Sterling have been added as members as of April 2020. Representation for ITANZ will revolve around availability of the three members from ITANZ listed. Stats NZ has agreed to fund meeting attendance for two members from ITANZ at any given meeting.

\*\*The term of the advisory group has been extended to December 2020 (from April 2020).