

National Asthma and Allergy Network Terms of Reference

1. Background

The National Asthma and Allergy Network (the Network) is a community of people who have asthma or who live with or care for someone with asthma and want to help improve the resources and services of the National Asthma Council Australia (NAC).

The NAC recognises the importance of considering the experiences of people with asthma and allergies when planning changes to health services or resources. Community involvement helps improve the understanding and effectiveness of asthma care in Australia for both the community and health professionals.

The Network allows the NAC to consult the community for input and feedback to ensure the patient perspective is included throughout NAC projects.

2. Purpose

- To actively consider and understand the experience of people with asthma and allergies and their carers across NAC projects and services.
- To provide a platform for engagement between community members and the NAC.
- To develop a network of community members with a special interest in asthma and allergy.

3. Roles and responsibilities

- The Network will provide advice to assist in the planning, delivery and/or evaluation of NAC projects, services and resources.
- Network members will provide information that is true and accurate of their experience.
- By registering, members give permission for the NAC to email them when community engagement opportunities are available.
- There is no obligation for members to participate in any of the community engagement opportunities; members may participate in as many or as few opportunities as they wish.
- The NAC will inform the Network of the outcome of community engagement opportunities.
- Feedback collected in community engagement opportunities will be considered by the NAC, however there is no guarantee that it will be implemented.
- The NAC will ensure that members' personal information remains confidential and only used by authorised staff for appropriate purposes. The full NAC Privacy Policy can be viewed at nationalasthma.org.au/privacy.

- The NAC will ensure data collected during engagement opportunities is de-identified prior to any publication. In circumstances where identification of data is appropriate, the NAC will only do so if permission is explicitly granted by affected members.

4. Membership

Members of the Network are people who have an interest in asthma care in Australia.

Membership is open to people with asthma or allergies, their families, carers and other supporters. Members must currently live in Australia and use the health care system. Members under the age of 18 must have the permission of their parent/guardian to register.

Registration is via the online form at nationalasthma.org.au/living-with-asthma/naan.

5. Conflict of interest

People who meet the membership criteria but who have a conflict of interest are still welcome to join the Network, however these members must declare their conflict of interest in writing to communications@nationalasthma.org.au and must contribute to the Network as an individual and not as a representative for any third party.

A conflict of interest can occur when a member has a relationship with any entity that could improperly influence, or be seen to influence, their decisions or involvement in the Network. Conflicts can be actual, potential or perceived and can be financial or non-financial in nature.

Examples of conflicts of interest for the Network include, but are not limited to, working for a pharmaceutical company, knowingly holding shares in the tobacco industry, or being otherwise affiliated with a group or organisation that may benefit financially from a member's involvement in the Network.

Some conflicts of interest may result in the member's involvement in engagement opportunities being restricted or excluded.

6. Expense reimbursement

Most engagement opportunities will be online but some may require in-person attendance. Members may be entitled to reimbursement of reasonable travel and other expenses incurred for an in-person Network event.

The NAC will notify members if reimbursement is available for an engagement opportunity.

7. Reporting

The NAC Communications Manager will report to the NAC Board on behalf of the Network.