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PO Box 5013
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T+64 4 496 2000

16 December 2024

John Luke

By email: fyi-request-29226-2d0befb2@requests.fyi.org.nz
Ref: H2024056201

Tēnā koe John,

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to the Ministry of Health – Manatū Hauora (the Ministry) on 17 November 2024 regarding appointments to the Expert Advisory Committee on Drugs. You requested:

“May I ask how you called for public nomination and on what platform you have call for public nominations e.g. govt.jobs website.

Also, how many applications you have received from the public and how many you have received from other nominating agencies such as TPK or Ministry of women etc for your role. How many you have shortlisted and how many you have interviewed in this recruitment round. May I also seek a copy of the ad went out to public and the appointment letter sent to the appointee, feel free to redact any personal information.”

Due to a number of vacancies, the EACD Secretariat advertised for applicants to become members of the EACD in the areas of pharmacology, toxicology and community medicine.

The advertisement was posted on the Ministry of Health careers website and circulated to a range of relevant stakeholders, including the Ministry for Pacific Peoples, Ministry of Māori Development, Ministry for Ethnic Communities, Health New Zealand - Te Whatu Ora, Medical Council of New Zealand, University of Auckland, University of Otago, Victoria University of Wellington, Pharmaceutical Society of New Zealand, Royal New Zealand College of General Practitioners, and Institute of Environmental Science and Research.

A total of 20 applications were received. Whilst some applicants are employed by the above listed agencies, their application was primarily considered on the basis of their expertise.

3 were shortlisted and subsequently appointed by the acting Director-General of Health (as delegated by the Minister of Health).

All relevant documents are itemised in Appendix 1 and copies of the documents are enclosed. Where information is withheld under section 9 of the Act, I have considered the countervailing public interest in release in making this decision and consider that it does not outweigh the need to withhold at this time.

I trust this information fulfils your request. If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact the OIA Services Team on: oiagr@health.govt.nz.

Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: info@ombudsman.parliament.nz or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Manatū Hauora website at: www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests.

Nāku noa, nā



Chris James
Group Manager
Medsafe

Appendix 1: List of documents for release

#	Date	Document details	Decision on release
1	N/A	Vacancies on the Expert Advisory Committee on Drugs	Released in full.
2	30 August 2024	Letter: Appointment of Professor Michelle Glass for expertise in pharmacology and position of chair of the EACD	
3	30 August 2024	Letter: Appointment of Dr Sharon Kletchko to the EACD committee for expertise in community medicine	Some information withheld under section 9(2)(a) of the Act to protect the privacy of natural persons.
4	30 August 2024	Letter: Appointment of Dr Helen Poulsen to the EACD committee for expertise in toxicology	Released in full.

Vacancies on the Expert Advisory Committee on Drugs

The Ministry of Health | Manatū Hauora is seeking candidates who wish to be considered for three member roles on the [Expert Advisory Committee on Drugs](#) (the EACD).

The role of chair will also be available, if this would be of interest to you, please indicate so in your application, with a short explanation why you feel you would suit this role.

The EACD was established under the Misuse of Drugs Amendment Act 2000 to provide expert advice to the Minister of Health regarding drug classification issues.

Section 5AA(2) of the Misuse of Drugs Act 1975 specifies that the functions of the EACD are:

- (a) to carry out medical and scientific evaluations of controlled drugs, and any other narcotic or psychotropic substances, preparations, mixtures, or articles; and
- (b) to make recommendations to the Minister about —
 - i. whether and how controlled drugs or other substances, preparations, mixtures, or articles should be classified; and
 - ii. the amount, level, or quantity at and over which any substance, preparation, mixture, or article that is a controlled drug (or is proposed to be classified as a controlled drug), and that is to be specified or described in clause 1 of Schedule 5, is to be presumed to be for supply; and
 - iii. the level at and over which controlled drugs to which clause 2 of Schedule 5 applies are presumed to be for supply; and
- (c) to increase public awareness of the Committee's work, by (for instance) the timely release of papers, reports, and recommendations.

Members are appointed by the Minister of Health for a term of 3 years but can be reappointed. Generally, members will serve one or two terms.

It is envisaged that the EACD will meet at least twice a year, although more meetings may be held if required. These may be held online or face-to-face. The time required by members is variable but will not likely exceed a few days a year.

The Ministry of Health is currently seeking applications from potential candidates with appropriate expertise in one or more of the following areas:

- Pharmacology
- Toxicology
- Community medicine

Knowledge / expertise of the following would be advantageous: controlled drugs and other narcotic or psychotropic substances, and the classification of such substances based on the risk of harm they pose to individuals or to society by their misuse (under the Misuse of Drugs Act 1975).

Chairperson role: it is the responsibility of the Chairperson to ensure that discussions are on topic, within discussion time, and that all votes are accounted for. The Chairperson does not have the right of a casting vote to break deadlocked decisions.

Applications should be sent to eacd@health.govt.nz. Please include 'EACD appointment' in the subject. Applications close on **6 May 2024**.

Please provide:

- a covering letter, detailing your knowledge / expertise in the field(s) mentioned above, that is relevant to the Committee and why the position is of interest to you
- a current curriculum vitae
- a completed declaration form (attached).

The outcome of the recruitment process will be confirmed after it has been considered by Cabinet's [Appointments and Honours Committee](#).

For more information on the EACD or if you have any questions about the appointment process, please email the Committee Secretariat at eacd@health.govt.nz.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982

133 Molesworth Street
PO Box 5013
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Professor Michelle Glass
Department of Pharmacology and Toxicology
University of Otago
18 Frederick Street
Dunedin

Dear Professor Glass

Application to the Expert Advisory Committee on Drugs (EACD)

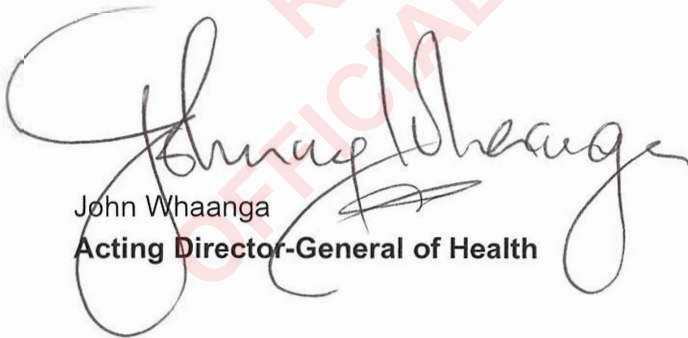
I am pleased to inform you that your application has been successful, and I hereby appoint you as chair of the EACD, pursuant to section 5AA of the Misuse of Drugs Act 1975.

You have been appointed for your leadership skills as well as your expertise in pharmacology, for a term of three years which will commence on the date of this letter.

Please formally acknowledge your appointment by signing the attached memorandum and returning it to: eacd@health.govt.nz.

Thank you for your willingness to serve on the EACD, I am confident that you will make a valuable contribution.

Yours sincerely


John Whaanga
Acting Director-General of Health

Date: 30/08/24

133 Molesworth Street
PO Box 5013
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New Zealand
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Dr Sharon Kletchko

s 9(2)(a)

Dear Dr Kletchko

Application to the Expert Advisory Committee on Drugs (EACD)

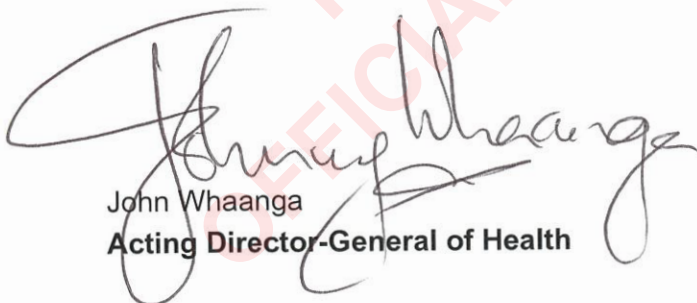
I am pleased to inform you that your application has been successful, and I hereby appoint you as a member of the EACD, pursuant to section 5AA of the Misuse of Drugs Act 1975.

You have been appointed as an expert in community medicine for a term of three years which will commence on the date of this letter.

Please formally acknowledge your appointment by signing the attached memorandum and returning it to: eacd@health.govt.nz.

Thank you for your willingness to serve on the EACD, I am confident that you will make a valuable contribution.

Yours sincerely


John Whaanga
Acting Director-General of Health

Date: 30/08/24

133 Molesworth Street
PO Box 5013
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New Zealand
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Dr Helen Poulsen
34 Kenepuru Drive
Porirua 5022

Dear Dr Poulsen

Application to the Expert Advisory Committee on Drugs (EACD)

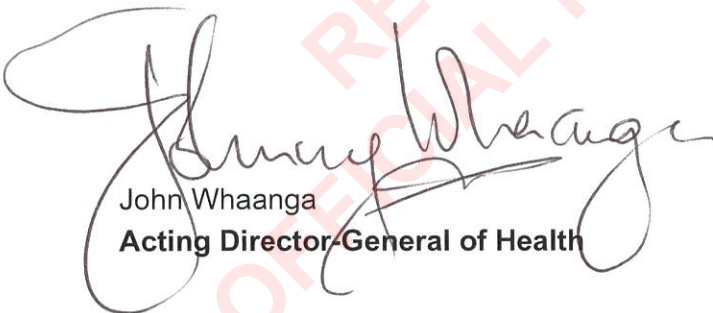
I am pleased to inform you that your application has been successful, and I hereby appoint you as a member of the EACD, pursuant to section 5AA of the Misuse of Drugs Act 1975.

You have been appointed as an expert in toxicology for a term of three years which will commence on the date of this letter.

Please formally acknowledge your appointment by signing the attached memorandum and returning it to: eacd@health.govt.nz.

Thank you for your willingness to serve on the EACD, I am confident that you will make a valuable contribution.

Yours sincerely


John Whaanga
Acting Director-General of Health

Date:

30/08/24