



CIDR National Steering Committee Terms of Reference

Version 1.2

19th July 2023

Version Control

Version	Revised by	Review by	Amendments	Date
Version 0.1	Niamh Snyed	CIDR Steering Committee	Initial draft	17.07.2019
Version 0.2	Niamh Snyed	CIDR Steering Committee	Revised draft	04.10.2019
Version 1.0	Niamh Snyed	CIDR Steering Committee	Converted to version 1.0	04.10.2019
Version 1.1	Niamh Snyed	CIDR Steering Committee	Updated membership	23.07.2020
Version 1.2	Jennifer Doyle	CIDR National Steering Committee	Terms of Reference and membership updated	19.07.2023

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CIDR National Steering Committee

Terms of Reference

Version 1.2

19.07.2023

Aim of the Steering Committee

The Medical Officer of Health (MOH) has responsibility and authority to investigate and control notifiable infectious diseases and outbreaks, under the Health Acts 1947 and 1953; Infectious Disease Regulations 1981 and subsequent amendments to these regulations. The regulations set out a list of notifiable infectious diseases that all medical practitioners, including clinical directors of diagnostic laboratories, are required to notify to the MOH/ADPH. The MOH, in turn, must notify the Health Protection Surveillance Centre (HPSC). The regulations were most recently updated in May 2022 with the inclusion of Mpox (S.I. No. 252 of 2022 – Infectious Diseases (Amendment) Regulations 2022).

The Computerised Infectious Disease Reporting system (CIDR) is an information system developed to manage the surveillance and control of infectious diseases in Ireland. CIDR is a collaborative solution which the HPSC manage on behalf of programme stakeholders: the former health boards now Public Health Areas, the Food Safety Authority of Ireland, the Food Safety Promotion Board and the Department of Health.

CIDR is used by laboratories, Public Health Areas and HPSC to collect, analyse and interpret notification data in order to investigate cases, prevent spread of infection, identify potential outbreaks and provide evidence for public health policies and actions

The CIDR National Steering Committee is the governing body for the national Computerised Infectious Disease Reporting system (CIDR).

The committee was established initially to guide and monitor the national implementation of CIDR and to oversee the ongoing development and strategic management of the CIDR solution.

The national implementation of CIDR is complete. Therefore, the role of the CIDR National Steering Committee is to determine the strategic direction of the programme of work, review the rationale for system upgrades and enhancements and ensure the alignment of CIDR with national and organisational health policy and strategy.

The National Steering Committee will provide:

- Guidance on key technical, logistical, financial, ethical and resourcing matters.
- Expertise and advice that will contribute to and strengthen the design of the programme of work and will agree the work programme.
- Ensure that activities are being conducted in a manner consistent with agreed policies and procedures, legal and financial obligations and accepted norms of public health ethics.
- The National CIDR Steering Committee will work to ensure that the policies and procedures of the CIDR programme of work are systematic and fair and that decision-making mechanisms are accountable and transparent in order to build public trust and confidence.

- The National CIDR Steering Committee will guide the programme of work in order to enhance intelligence-led, evidence informed surveillance activities on behalf of the National Health Protection Service of Ireland.
- The National CIDR Steering Committee will provide expert advice on the co-design solution specifications, contribute to the development of data flows and inform requirements for the national Outbreak, Case and Incident Management System (OCIMS) and for the CIDR Replacement solution, as appropriate, in due course.
- The National CIDR Steering Committee will provide assurance of compliance with Information Governance and Data Quality standards ([Review of information management practices in the HSE CIDR system](#))

Role of the Steering Committee

- To provide strategic guidance for CIDR by approving short, medium and long-term projects
- Agree the annual and forward programme of work and oversee its delivery
- Review changes to the programme as it develops, including changes to current and future priorities, methodologies and budget
- Provide support, expertise and advice that will contribute to and strengthen the design of the CIDR solution and third-party applications in line with Public Health priorities
- Identify, monitor and propose solutions to potential risks to the programme of work, including any conflicts that may arise
- Encourage visibility, publication and use of the data from the CIDR solution to support public health policies and actions
- Oversee programme compliance with legal and ethical principles, in order to promote and maintain public confidence and trust
- Advise on financial matters, including audit requirements
- To promote collaboration and ownership of the CIDR system across the partner organisations.
- To ensure appropriate CIDR governance structures remain in place
- To evaluate key recommendations from and provide guidance to:
 1. National Director of Public Health
 2. Director of National Health Protection
 3. National Clinical Lead Surveillance
 4. HPSC CIDR Team
 5. CIDR National User Group
 6. National CIDR Business Rules Committee
 7. National CIDR Peer Review Group

Membership of the Steering Committee

The multidisciplinary group will be representative of the main stakeholders of the Programme and will include representatives from each of the following partner organisations.

- HSE Office of the Chief Information Officer
- HSE Health Protection Surveillance Centre
- HSE Public Health Areas
- HSE Acute Hospital Laboratories
- Irish Society of Clinical Microbiologists
- Safefood

Committee members are required to

- Participate sincerely and provide advice to the committee
- Support the strategic objectives of the programme of work
- Execute given tasks as per the meeting agreed actions
- Assist the chairperson in reaching decisions
- Avail themselves for committee meetings at all times, unless an apology is tendered in advance

See Appendix 2 for list of Committee members

Decision Making

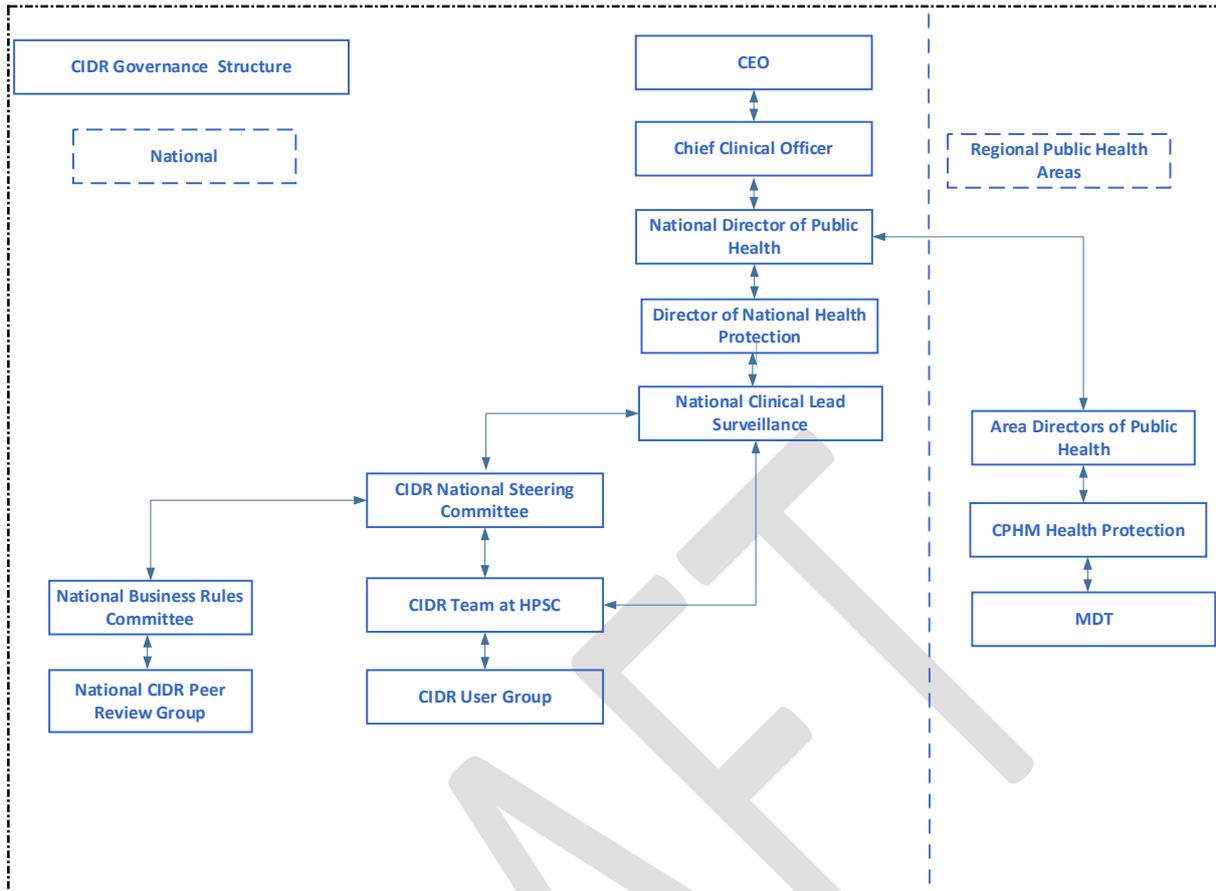
Decision-making must be done by means of a quorum. In the case of indecision, the matter will be referred to the National Director of Health Protection.

Quorum

A quorum will consist of four members, provided the Chairperson or delegated chairperson and a HPSC CIDR team representative is in attendance

Level of Authority

The Committee is the governing body for CIDR and has ultimate responsibility and authority for the management of CIDR.



Steering Committee operational procedures

Secretarial support for the Committee will be provided by the Surveillance Information Systems Unit (SISU) team in HPSC.

Frequency of meetings: It is envisaged that meetings will take place four times a year, over virtual platform. Calendar invitation will be issued by the National Clinical Lead Surveillance.

In advance of meetings: At least a week before the meeting the General Manager, SISU will circulate papers for the meeting to all Committee members. These will include:

- An agenda
- Minutes of the previous meeting
- A progress report
- Any other documents to be considered at the meeting

After meetings: As soon as possible following the meeting, and no later than one month, the draft minutes of the meeting will be circulated to all members.

Once signed off by the Steering Committee, minutes of meetings (or sub-sections of them), unless deemed exempt under the Freedom of Information Act 2014, will be published on www.hpsc.ie

Appendix 1 Membership as at 19th July 2023

Name	Position	Organisation
Dr Greg Martin	National Clinical Lead Surveillance, (Chair)	Health Protection Surveillance Centre, National Health Protection Service of Ireland, HSE
Dr Éamonn O'Moore	Director of National Health Protection Service	National Health Protection Service of Ireland, HSE
Dr John Cuddihy	National Director of Public Health	HSE
Dr Charmaine McGowan	Scientific Officer,	SafeFood
Ms Noreen Noonan	ICT Delivery Director for Public Health,	eHealth and Disruptive Technologies, HSE
Ms Helen Coughlan	Chief Technology Officer	eHealth and Disruptive Technologies, HSE
Dr Aine McNamara	Area Director of Public Health for Public Health Area F (West/North West)	HSE Public Health Area F
Dr Lois O'Connor	Consultant in Public Health Medicine	HSE Public Health Area A
Dr Rob Cunney Alternates: <ul style="list-style-type: none"> • Dr Niamh O' Sullivan – ISCM • Dr Maeve Doyle – ISCM 	Consultant Microbiologist	Irish Society of Clinical Microbiologists
Mr Steve Shawyer	A/C GM Information Architecture and Governance	HSE Health Protection Surveillance Centre
TBC	Consultant in Public Health Medicine, National Health Protection Service	National Health Protection Service of Ireland, HSE
Ms Louise Cullen	Principal Epidemiologist	HSE Health Protection Surveillance Centre
Mr Gareth Doherty	CIDR Technical Officer	HSE Health Protection Surveillance Centre
Mr Ian Fitzgerald	Chief Medical Scientist	HSE, St. James's Hospital
Ms Nicola Boran	Specialist Medical Scientist	HSE, Rotunda Hospital
Dr Donna Kilmartin	Epidemiologist	HSE Department of Public Health Area F
Dr Phil Downes	Senior Epidemiologist	HSE Department of Public Health Area B
Ms Jennifer Doyle	General Manager, Surveillance Information Systems Unit (SISU)	HSE Health Protection Surveillance Centre