

Te Mahau Advisory for Young People with Disabilities (or AYPD)

Terms of Reference

The Term of Reference outlines the structure of the Advisory for Young People with Disabilities (AYPD). It helps everyone understand their roles and responsibilities.

People involved with the AYPD include:

- members of the AYPD
- the advisory Secretariat, and Facilitator
- Ministry of Education staff and officials
- people invited to the advisory from outside the Ministry.

Purpose of AYPD

The purpose of AYPD is to:

- provide a platform for staff and teams in Te Mahau to access the views, perspectives, and voices of young people with lived experiences of disability
- give disabled youth the opportunity to advise Te Mahau on important matters that affect them in education
- provide insights that can be integrated into the wider education system.

Membership

The AYPD is a group of up to 12 young people aged 18 – 26 who have a lived experience of disability. It aims to represent the diversity of all young New Zealanders. We strive for the AYPD to have:

- different lived experiences of disability
- different types of education experiences
- gender diversity
- age diversity
- ethnic diversity
- regional diversity across NZ
- different types of lived experience that impact on education (e.g. culture, immigration, LGBTQIA+).

Expectations

Members are supported and will learn new skills. But they need to be confident and comfortable:

- working with other people and in a team
- sharing their own perspectives
- communicating their ideas.

Members are expected to:

- attend all hui for the duration of their membership, which is two years
- receive and reply to emails or phone and video calls from the Secretariat and/or Facilitator
- complete any work set for them in between hui.

Meetings

There are two ways members meet:

1. Face-to-face: Members meet up to three times a year. These hui (or meetings) run over two days and will require members to stay in Wellington for two nights. We confirm the locations of hui closer to the time.
2. Online: members meet up to three times a year online.

Payment

Members are paid for each in-person hui they attend, and each online hui.

All member travel, accommodation, and food expenses are organised and provided for by the Ministry of Education.

Support

We will inform members of what to expect at each hui. And help them to understand the context of the kōrero, and their roles and responsibilities.

Members can seek approval from the General Manager to bring a support person. A support person may:

- help members travel to and from meetings
- attend meetings with members to assist with physical or communication needs
- act as a translator

The support person will not directly contribute to AYPD discussions.

Enabling environments

We'll make every effort to make reasonable accommodations for all members.

Candidates can share any specific requirements and considerations during recruitment or throughout their tenure on AYPD. We will address each of these to ensure any barriers to full participation are minimised.

Eligibility

During recruitment of new members, anyone can apply if they:

- are 18-26 years old
- have a lived experience of disability
- can work with other people and in a team
- can commit to the meeting schedule
- can travel to Wellington to attend in-person meetings.
- are not currently involved with another Ministry of Education advisory

During recruitment we accept applications via an Expressions of Interest form on the AYPD webpage

- <https://www.education.govt.nz/school/student-support/te-mahau-advisory-for-young-people-with-disabilities>

or via our advisory email youth.advisory@education.govt.nz

Criminal convictions

Members confirm they do not have any serious criminal convictions.

Terms of appointment and appointment process

Members are selected based on their lived experience, and their interest and ability to engage with Ministry officials and offer advice.

The standard term of appointment (or tenure) for each member is two years, or at the discretion of the General Manager.

Members can seek a leave of absence for three consecutive months from the Secretariat. For longer periods, leave must be sought from the General Manager through a letter or email.

Role description and Code of Conduct

The AYPD terms of reference also includes:

- role descriptions for the AYPD Secretariat, Facilitator, members, visiting presenters, and member-support people
- Code of Conduct

The Ministry's role

The Ministry of Education organises, manages, and convenes the AYPD. We organise the travel of members (including any costs), and chaperone members throughout the two-day hui.

We're committed to ensuring:

- the health, safety, security, and privacy of all AYPD participants

- an environment that is welcoming, safe, and inclusive for everyone

The role of all parties is listed in the attachments

- Annex 1: Role Descriptions
- Annex 2: Code of Conduct

Annex 1: Role descriptions

Secretariat's responsibilities

- Support the Facilitator and members to fulfil their roles to the fullest potential.
- Promote the AYPD internally as an effective mechanism for the Ministry to gain the advice, insights, and perspectives of young people with disabilities.
- Co-ordinate all AYPD hui, including:
 - jointly drafting meeting agendas with the Facilitator
 - communicate, delegate, and confirm all arrangements, including members' travel costs, dietary requirements, and accommodation
 - liaise with AYPD Ministry staff and teams to connect projects or work programmes that would benefit from working with the AYPD
 - arrange staff and teams to engage with the advisory work programme at in-person hui

- ensure that all reasonable accommodations are met, as agreed with individual members
- ensure all members are informed and prepared for each meeting
- ensure all feedback given by members is recorded, and members approve that feedback.
- Chaperone members overnight (at the same accommodation).
- Comply with the Code of Conduct.

Facilitator's responsibilities

- Plan and facilitate hui that allows the members to feel comfortable providing feedback.
- Consult with the Secretariat to:
 - understand key elements on which to seek feedback from AYPD members
 - jointly draft meeting agendas
 - design ways to engage members in the policy content
 - translate policy and service design concepts into jargon-free workshop materials
 - provide updates and resolve any issues as needed
 - provide a written briefing for the Secretariat after each meeting.
- Prepare meeting materials, resources, and activities.
- Address and (where possible) resolve pastoral issues and concerns of members as they arise.
- Chaperone members overnight (at the same accommodation).

- Comply with the Code of Conduct.

AYPD members responsibilities

- Work effectively and collaboratively with other people and give constructive advice.
- Be open-minded and empathetic towards other people's opinions and perspectives.
- Bring new issues and opportunities to the AYPD for consideration.
- Engage with and respond to the Facilitator, Secretariat, and other members in a timely fashion for all advisory correspondence and out-of-hui work.
- Arrive to all arranged travel and hui on time.
- Liaise with the Secretariat and/or Facilitator about any other issues and concerns as they arise, including any personal issues.
- Comply with the Code of Conduct.

Ministry staff and officials responsibilities

- Complete the Expression of Interest requesting to meet with the AYPD.
- Liaise with the Secretariat to understand the kaupapa of the advisory and considerations when working with members.
- Present at advisory hui, listening to members, engaging in dialogue, and answering questions about policy or design.
- Inspire and empower members by sharing knowledge, demonstrating skills, and delivering quality experiences.

- Advocate for dialogue with young people across their sphere of influence.
- Endorse the usable insights that arise out of any dialogue with members.
- Feed back to the AYPD and/or Secretariat and/or Ministry.
- Comply with the Code of Conduct.

Members' support person responsibilities

- Work effectively and collaboratively with other people.
- Engage with and respond to the Facilitator and Secretariat as and when needed.
- Arrive to all arranged travel and hui on time.
- Liaise with the Secretariat and/or Facilitator about any other issues and concerns as they arise.
- Remain neutral throughout all hui and refrain from contributing to the discussions unless to support a member's specific mode(s) of communication.
- Comply with the Code of Conduct.

Annex 2: Code of Conduct

The Secretariat, Facilitator and all members of AYPD must follow this Code of Conduct.

The Code of Conduct describes how we can all work together safely and respectfully.

Statement of commitment from Te Tāhuhu o te Mātauranga

The Ministry is committed to the safety and wellbeing of the participants in the AYPD. And providing an environment that is welcoming, safe, and inclusive for everyone.

Respecting the rights of others

Everyone is expected to recognise and respect the rights of anyone who participates in the AYPD. This includes members, Secretariat, Facilitator, and presenters/collaborators. We must show kindness, generosity, and support for others. To do this we:

- treat each other fairly and with respect
- respect other people's privacy, and their cultural or ethnic background
- always maintain confidentiality of information
- are role models for young people
- are kind, considerate, and look out for each other
- consider others' safety.

Contact with media

All media enquiries are to be redirected to the Secretariat in the first instance. They will work out the appropriate person to comment.

Any views expressed to the media on behalf of the group must have been previously agreed on by the group.

Members can express a personal view in the media. But they must make clear that it represents their private views as an individual.

Confidential information

There may be times when members receive information that needs to be treated as confidential. This includes information that is sensitive about the education system, of a personal nature, or to a particular individual or organisation.

As per the 'confidentiality agreement', you agree not to disclose, share, or use this information with people or in places outside of your role or work as an advisory group member.

Individual queries

Members will not bring personal education issues they are currently experiencing at their school to the group. These can best be dealt with by going through the Ministry of Education general enquiries.

Conflict resolution

If a conflict arises, the individuals or group will work with the facilitator or the secretariat to resolve the issue.

Members can raise issues with the:

- Facilitator, if there is an issue related to other group members.
- Facilitator and/or Secretariat if there is an issue that is of a personal nature that may impact their contribution to the group.
- Secretariat if concerns are about the Facilitator, other Ministry staff, or visiting presenters.
- Facilitator if there are concerns about the Secretariat.

If a member:

- fails to attend two consecutive meetings
- breaches the Code of Conduct, or
- underperforms in his/her duty as a member,

the facilitator or secretariat must first raise the issues directly with the member and try to resolve them by mutual agreement.

If underperformance continues, the Facilitator or Secretariat can recommend to the General Manager that the member be removed from the AYPD.

Drug and alcohol guidelines

- Intoxication or drunken behaviour will not be tolerated.
- Any form of unlawful drugs is prohibited.
- If you have issues or difficulties adhering to these guidelines, please discuss with the AYPD Facilitator or Secretariat.

Curfew requirements

We ask all members to be in the accommodation by 10:00pm each night. The group is always supported by the facilitator and secretariat and are expected to stay together throughout.

Breach of Code of Conduct

Where a participant's conduct or behaviour is considered unacceptable and/or unsafe, a verbal warning will be given. However, the Secretariat or Facilitator can remove a person from the group and send them home if a serious breach of this code of conduct happens.