



## **Terms of Reference (ToR)**

### **PrimPallCare SIG (APHN)**

#### **1. Name of the special interest group:**

Primary Palliative Care Special Interest Group of the Asia Pacific Hospice Palliative Care Network.

#### **2. Standard abbreviation:**

PrimPallCare SIG (APHN)

#### **3. Organisational location:**

- The PrimPallCare SIG will be affiliated within Asia Pacific Hospice Network (APHN)
- The work of the group will be supported and coordinated by the APHN Secretariat – Email:[secretariat@aphn.org](mailto:secretariat@aphn.org)

#### **4. Core committee:**

There will be a core committee comprising a minimum of five (5) members from the region which will serve for three (3) years. Each core committee member will have an assigned responsibility and may recruit members from the broader group depending on the need and work demands.

The members of the core committee to be involved in at least one key ongoing areas/ activities of focus of the PrimPallCare SIG (APHN). The advisors to the committee are to be consulted for direction and guidance as required. Major decisions to be made following APHN council approvals as per the direction of the APHN Executive Director.

#### **5. Committee Composition:**

The committee comprises of a chairperson, a secretary, advisory committee, a coordinator and fellow members of the region.

##### **Office Bearers: Term 2023 – 2025**

Dr Chamath Fernando (Chair, Sri Lanka)

Dr Karin Estapa-Garcia (Secretary, The Philippines)

Dr Ednin Hamzah (Advisor to the SIG, Chairperson APHN, Malaysia)

Dr Daniel Munday (Advisor to the SIG, Nepal/ United Kingdom)

Professor Scott Murray (International Advisor to the SIG, United Kingdom)

Dr Maria Witjaksono (Indonesia)

Dr Agnes Bausa-Claudio (The Philippines)

Dr Jenifer Jeba S. (India)

Dr Sylvia McCarthy (Malaysia)

Dr Teguh Kristian Perdamaian (Indonesia)

Dr Shrikant Atreya (India)

Dr Attakorn Raksasataya (Thailand)

Dr Kinley Bhuti (Bhutan)



Mr Cheng Tah Nern (Coordinator, Singapore)

## **6. Broader Membership:**

Membership is open to any health or social care professional or policymaker working in any country or sector within the WHO's SEAR and WPR. Members of the group agree to join the APHN. Associate membership will be open to any palliative or primary care professional who is working outside of the above region and who wishes to support the development of primary palliative care within the area.

## **7. Purpose:**

The purpose of the PrimPallCare SIG (APHN) is to bring together colleagues from the World Health Organization's (WHO) Southeast Asian and Western Pacific Regions (SEAR and WPR) who are working in primary care and/or palliative care who have a vision for the delivery of palliative care in the community within primary care.

## **8. Aim:**

The PrimPallCare SIG (APHN) strives to attain Universal Health Coverage (UHC) for palliative care by promoting the integration of policies, educating primary healthcare professionals, developing healthcare infrastructure and ensuring medicine availability through regional and global collaborations and advocacy, while also extending its efforts beyond the Asian region.

## **9. Objectives:**

- a. To encourage primary palliative care development with the region
- b. To advocate for and develop primary palliative care policy, education, service structure and medicine availability at the national and regional level.
- c. To share good practice in the delivery of primary palliative care
- d. To liaise with other primary care and palliative care professional and/ or academic groups at the regional level (e.g., Primary Palliative Care Special Interest Groups of the EAPC (European Association for Palliative Care), APCA (African Palliative Care Association), ALCP (Asociación Latinoamericana de Cuidados Paliativos), IPPCN (International Primary Palliative Care Network) and the Cancer and Palliative Care Special Interest Group of WONCA (World Family Doctors' Organization).
- e. To provide expert advice in primary palliative care as required to the APHN or other organisations/ governments.

## **10. Deliverables:**

- a. To map primary palliative care service delivery within the region
- b. To define 'primary palliative care' within the Asian context.
- c. To ensure ongoing educational opportunities for healthcare professionals engaged or interested in primary palliative care provision.



- d. To advance the evidence base on primary palliative care within the region through collaborative regional and international research and development initiatives.
- e. To develop evidence-based frameworks for policy, education and clinical management for member nations to adopt and adapt in a contextually appropriate manner.
- f. To provide ongoing support for governments, organisations and academia at national and regional levels to advocate for policy reforms, educational initiatives, service structure and palliative care resource enhancement.

**11. Frequency of meetings:**

- a. The core committee will meet at a minimum frequency of once in three months to discuss on the progress of ongoing initiatives or new initiatives. The frequency will be increased to accommodate urgent, time-bound tasks and increasing workloads, as necessary.
- b. Each core-committee member, pertaining to their assigned area of responsibility, will decide on the frequency of sub-committee meetings based on the work demands.

**12. Revision of ToR:**

The ToR will be revised and forwarded to the APHN Chairperson for approval no later than three weeks from the date of the date of the annual council meeting.