



The New Zealand
Cerebral Palsy
Register

Te Rēhita a
Hōkai Nukurangi
Aotearoa

Kua tawhiti kē to haerenga mai,
kia kore e haere tonu. He nui rawa
o mahi, kia kore e mahi tonu.

You have come too far not to go
further, you have done too much
not to do more. Sir James Hēnare

Te Rēhita a Hōkai Nukurangi Aotearoa
The New Zealand Cerebral Palsy (NZCPR)
Governance and Standard Operating Policies (updated)

September 2026

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Acknowledgment to members of the NZCPR Steering Committee 2011-2014: Professor Sue Stott (previously named ADHB); Harvey Brunt (CP Society); Dr Kathryn Edward (previously named ADHB); Dr Bobby Tsang (previously named WDH); Dr Richard Seemann (ABI Rehab); Dr Anna Mackey (previously named ADHB).

Acknowledgement to the expertise, knowledge and peer review provided from the Australian CP Register group, in particular Hayley Smithers-Sheedy and Andrew Meehan (CPA, NSW, Australia)

Last updated 2nd September 2026

Glossary:

<i>(A) HNZ</i>	<i>(Auckland) Health New Zealand- Te Whatu Ora where () indicates region</i>
<i>ACC</i>	<i>Accident Compensation Corporation (NZ)</i>
<i>CP</i>	<i>Cerebral Palsy</i>
<i>CPS</i>	<i>Cerebral Palsy Society</i>
<i>CPA</i>	<i>Cerebral Palsy Alliance Australia</i>
<i>FMHSc</i>	<i>Faculty of Medicine and Health Science, University of Auckland</i>
<i>HDEC</i>	<i>Health and Disability Ethics Committee</i>
<i>IWI</i>	<i>A Māori community or people</i>
<i>MAPAS</i>	<i>Māori and Pacific Student Association</i>
<i>MRI</i>	<i>Magnetic Resonance Image</i>
<i>NGOs</i>	<i>Non-Government Organisations</i>
<i>NZCPR</i>	<i>New Zealand Cerebral Palsy Register</i>
<i>NZCYCN CP</i>	<i>New Zealand Child Youth Clinical Networks – Cerebral Palsy Network</i>
<i>NZDep13</i>	<i>New Zealand Deprivation Index (a measure of socioeconomic deprivation)</i>
<i>PIS/CF</i>	<i>Participant Information Sheet / Consent Form</i>
<i>TKHM</i>	<i>Te Kupenga Hauora Māori</i>
<i>TMR</i>	<i>Te Mana Raraunga</i>

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1. NZCPR Vision and Purpose Statement

Cerebral Palsy- Hōkai Nukurangi (CP) is the most common cause of childhood physical disability in high income countries, occurring as a result of a non-progressive disturbance that occurred in the developing foetal or infant brain¹. This injury results in a disorder in the development of movement and posture that causes activity limitation. The rates of CP have started to show a decline primarily in the prenatal/perinatal group due to increased awareness of CP and scientific advances that have improved clinical care ². Population based CP Registers are the best mechanism to measure birth prevalence, accurately track trends and determine health service requirements for people living with CP ².

The New Zealand Cerebral Palsy Register's (NZCPR) vision is to be the source of accurate, consistent, relevant, and high-quality information to support positive health outcomes for all people in Aotearoa NZ with CP.

The purpose of the NZCPR is to:

- To collect, analyse and report high-quality health data, for all people with CP
- To describe, monitor and advocate across the life course, for all people with CP
- To support high quality research that addresses the priorities of people with CP
- To identify inequities and understand priorities for people with CP in Aotearoa NZ
- To support Māori health equity for people with CP and their whanau

1.1 Principles and Values guiding NZCPR activities

Following the NZCPR's collaboration with Te Kupenga Hauora Māori (2020-2021), The NZCPR is committed to adopt and implement the following principles which guide our actions:

- Whanaungatanga – creating spaces that allow for good relationships with our participants, health professional members and stakeholders
- Manaakitanga – nurture partnerships and respect to ensure Māori can have ongoing contribution to the Registers activities and its transformation
- Kaitiakitanga - work with Māori and act in ways that protect Māori whānau with lived experience of CP, in particular the way in which the NZCPR ensures privacy; collects; analyses and reports on health data

The NZCPR activities are founded in the following values:

- To be centred around and be accountable to all people with CP and their whānau in Aotearoa NZ
- To prioritise an equity focused approach
- To commit and be accountable to Te Tiriti o Waitangi
- To be ethically responsible

1.2 NZCPR Goals to be achieved in the next 5 years

1. To advocate for central leadership from the Ministry of Health/Health NZ to set and support NZ health quality registers to attain registry standards
2. To maintain high ethical and professional standards, accountable to the Auckland HNZ research office; national health and disability ethical committees of NZ and our obligations for Te Tiriti o Waitangi.
3. To communicate register outcomes with all people with CP, whānau, clinicians, HNZ regions and Stakeholders (including NGO's) in Aotearoa NZ, by:
 - i. Annual reporting
 - ii. Relevant information resources and formats for all communication
4. To have a high quality* dataset for at least 80% of the Register cohort by 2026
(* High quality = accurate, complete, reliable, relevant, and timely)
5. To have 85% participation on the Register across all ethnic groups for people with CP aged 0-21 years by 2026
6. To have meaningful partnerships with Māori (including mana whenua, Māori academics, health professionals, whānau and people with lived experience and interest in CP), aiming for co-governance across Register governance and advisory groups
7. To promote and support CP related research activities in Aotearoa NZ, with active participation in at least 3 research related projects annually
 - i. To have one of the research related activities to be directed to building and enabling Kaupapa Māori research capacity and capability by 2026

The NZCPR has set the following as priorities in order to achieve these goals:

Governance related:

- To complete annual ethic reports and requirements for HDEC (National) and District Health Board (Locality) groups
- To have a timeline to incorporate Māori data sovereignty principles by 2026
- To redefine governance structure to enable:
 - Māori participation across all NZCPR Governance groups
 - Health Equity: for Māori, as tangata whenua of Aotearoa NZ and other populations in Aotearoa NZ, namely Pacific peoples, with known potential inequities
 - Lived Experience: people with lived experience of CP, whānau and people with CP

- Data Management: representation from across NZ of relevant health professionals in field of CP care; with inclusion of Academic, Statistical, Epidemiological and Ethical knowledge skill sets.
- To build networks across NZ health registries to promote information sharing and advocate for national guidance in setting Health Quality registry standards for Aotearoa NZ.

Research and Data Quality related:

- To be an active member of the NZCYCN networks to help inform CP clinical practice, service delivery and promote research in Aotearoa NZ
- To increase the visibility of Register outcomes internationally and nationally, with participation and presentations at 2 relevant clinical conferences and workplaces annually
- To meet recommended international CP Register standards for CP prevalence reporting, with participation from 80% of CP population (5-21 years) in NZ by 2026
- To submit biennially research grant proposals to support CP research and Māori workforce development (summer studentships/RA/RF roles)
- Active promotion of Māori Summer studentships with the NZCPR (dependant on funding and appropriate supervision)

2. The NZCPR Governance Terms of Reference

2.1 Governance Committee:

2.1.1 Structure

Membership of the NZCPR Governance Group should comprise of individuals who have an interest and commitment to people with lived experience of cerebral palsy in Aotearoa NZ and be in keeping with the vision of the NZCPR. The Committee aspires for diverse representation from multiple health, cultural and community fields.

The NZCPR Governance Committee Membership aims to include:

- i. Māori stakeholders
- ii. People with lived experience of CP and / or their whanau.
- iii. Representatives from relevant professional membership bodies, societies and organisations or services within HNZ
- iv. Representatives from the CP Society of NZ
- v. Senior staff from the NZCPR Management Committee
- vi. The NZCPR Chair should typically be a senior and distinguished and independent clinician researcher

- vii. The presence of 50% of Governance committee members is required at a meeting to form a quorum
- viii. Formal minutes of meetings must be taken. Minutes will be distributed to members within 7 days of the meeting where possible. Members will have a further 7 days to comment on the draft minutes. If a member does not submit any comment by this time it will be assumed that the member is satisfied with the minutes as drafted

2.1.2 Purpose

- Provide strategic direction and oversight over all NZCPR activities
- To uphold and support the NZCPR's vision, purpose, aims, goals and priorities as outlined in NZCPR Operation Policy Chapter 1
- Provide advice on the NZCPR management, organisation, scope and funding
- Facilitate NZCPR to fulfil recommendations from the Māori Data Sovereignty audit (June 2022) see Appendix A.
- Provide support and regular review of all NZCPR policies, as determined by Management Committee
- Establish policies to address urgent issues of relevance, interest or significance, if required
- Participate in the development of NZCPR Research Priorities, with specific pro equity priority development
- To participate in review of applications for NZCPR research and data requests and / or to review publications arising from the NZCPR data, as requested by the Management Committee
- Formal minutes of meetings must be taken. Minutes will be distributed to members within 7 days of the meeting where possible. Members will have a further 7 days to comment on the draft minutes. If a member does not submit any comment by this time it will be assumed that the member is satisfied with the minutes as drafted

2.1.3 Member Obligations

- i. All members are required to sign the NZCPR Governance Committee Terms of Reference document (Appendix B)
- ii. Participate in twice yearly NZCPR Governance meetings (via ZOOM)
- iii. Provide guidance on NZCPR matters
- iv. Support and advocate for the work of the NZCPR
- v. Pre-read meeting documents as or if required
- vi. Assist the Management Committee, via email discussion, on an ad-hoc basis, between meetings if required
- vii. Maintain the confidentiality of the NZCPR business as advised by the Chair and not divulge the views expressed by individual members of the NZCPR to any person outside of the NZCPR or Governance group
- viii. Disclose conflicts of interest in their duties as a member of the Governance Committee
 - Where relevant, Governance Committee members will:
 - Review NZCPR activities from a Māori perspective.
 - Support the Governance Committees knowledge and understanding when dealing with the collection and use of Māori data; Māori health related concepts, tikanga, incorporating Te Ao Māori values.
 - Play an active role in policy development to promote health equity for Māori peoples with CP.
 - Advocate and promote NZCPR core business amongst relevant professional body i.e., distribute annual reports or promote NZCPR membership and research
 - Review NZCPR activities from the perspective of people with CP and their families

The level of commitment and type of involvement will be on a case-by-case basis, subject to the availability and interests of individual member, particularly for those with lived experience

Where possible, the NZCPR Management Committee will endeavour to actively support Committee members to fulfil their role on the NZCPR Governance Committee, for example sharing Cerebral Palsy related professional development activities.

The role may provide compensation for costs of participating on a discretionary basis. NZ Government rate sum of \$360 per day plus half day prep is recommended for members that provide specialist knowledge and expertise especially in respect to supporting NZCPR Māori Data Governance Framework.

2.1.4 Resignations, Termination

A Governance member term is for two years, where by new expression of interest will be sought or a new term negotiated with the chair.

- A member of Governance Committee may resign at any time by notifying the Chair in writing.
- The Chair of the Governance Committee may choose to remove a person from the committee if they decide it is not in the interests of the group, the Register or for the person to remain a member. If the Governance Committee intends to make such a decision, they must give the member written notice setting out the intended decision and the grounds on which it is based. These grounds include, though are not limited to:
 - The member failed to disclose a conflict of interest
 - The member failed to fulfil his/her obligations as Governance Committee member

2.1.5 Review of the Terms of Reference

The terms of reference will be reviewed and updated as required:

Review Date	Outcome	Comment on revised/review details

2.2 Management Team (Administration team)

2.2.1 Purpose

- Responsible for managing day-to-day aspects of the NZCPR
- Responsible for administration, staffing and budget
- Ensure that the data collection and data quality processes function effectively and that issues arising are dealt with in a timely and effective manner
- Arrange timely and appropriate statistical analysis, reporting and publication of NZCPR data
- Review NZCPR data regularly and undertake necessary follow-up in accordance with policies ratified by the Governance Committee
- Report to the Governance Committee at regular intervals to ensure suitable resources are provided to facilitate action on policy-related issues
- Ensure compliance with requirements of ethics committees and all relevant legislation

- Provide reports and liaise as necessary with bodies providing funds to the NZCPR
- Check and verify all NZCPR Health Professional membership requests and manage jurisdiction allocation
- Inform jurisdiction members of any NZCPR Governance Committee and/or Australian CPR Policy and Research meeting outcomes and provide training/support for any changes that may arise as a result
- Liaise regularly with the Australian CP Register Group

2.2.2 Structure

- The Management Committee should convene at least monthly and have provision for the calling of extra ordinary meetings as required
- Minutes of these meetings should be taken
- Meetings should comprise of, a minimum of 2 individuals, including
 - i. The NZCPR staff involved in day to day operations of NZCPR
 - ii. At least 1 representative from Governance group – ie. Chair or person with lived experience
 - iii. Representation from Australian CP Register and/or website administrator, as required
 - iv. Administration support, as required

2.3 Advisory Group

2.3.1 Purpose

- Provide feedback to the management team on national / local issues related to ascertainment, data entry and data reporting

2.3.2 Structure:

- Frequency to be determined by the NZCPR Governance committee and can be done in an informal capacity so the NZCPR can adjust its activities to meet the needs of local areas
- Membership
 1. All NZCPR health professional members are invited to be represented on the advisory group
 2. Representation from Pacific and Māori Stakeholder Groups and/or Iwi
 3. Members of the public or with lived experience (parent of a child with CP or person with CP)

3. NZCPR relationship with priority relationships

3.1 Australian CP Register (ACPR) relationship

- The online data collection platform (also referred to as website in this document) is generously shared with the NZCPR by the Cerebral Palsy Alliance Research Institute in Australia. The NZCPR and ACPR are committed to collecting the same CP related minimum dataset. This is a cloud-based platform and is securely hosted by Microsoft Azure (Australia) as outlined in section 4.2.3.1, „ The specifics of the NZCPR data lifecycle are described in more detail under the Data Management in chapter 4.4. It is important to note that:
 - NZCPR data is not visible to or used by any Cerebral Palsy Alliance and Australian CP Register staff

- A Cerebral Palsy Alliance Research Institute and NZCPR working guidelines agreement (2015) provides a framework for the registry partnership (Appendix C). (Please note the Appendix can be opened digitally by double-clicking on the front-page image).
- The NZCPR is viewed as a collaborative partner of the ACPR with shared common Register aims and as such participates in annual meetings, contributes to the NZ section of the bi-annual ACPR report (Appendix D 2018 example)

3.2 The Cerebral Palsy Society (CPS) relationship

A signed Memorandum of Understanding exists between the NZCPR and Cerebral Palsy Society of NZ Inc (CPS), recognising that there is a shared common interest and jointly recognise key strategic initiatives in support of CP children and their families. The purpose is to develop a strategic alliance between the NZCPR and CPS with the objective of:

1. Improving health literacy through the interpretation and use of high-quality health information, improving decisions for health and well-being within the CP population
2. To agree a joint interim steering committee to oversee key appointments and to initiate the alliance project

In April 2022 the CPS funded a full time project manager for 18 months to implement the relationship and achieve the following goals over a 5-year time frame:

- Prioritised health information collection
- Acknowledgement of Maori data sovereignty
- Shared and targeted operational and leadership roles
- Research trial funding strategy aligned to interests of CPS members
- Shared communication strategy
- Refreshed governance structure

Review April 2024

3.3 The Cerebral Palsy Clinical Network (CPCN) relationship (now replaced with the Neurodevelopmental Clinical Network)

The CPCN was part of the New Zealand Child Youth Clinical Network. The NZCPR was previously a work stream within the CPCN and the NZCPR management team and clinical director were members. Due to the restructuring of the Clinical Networks in 2025, the CPCN was amalgamated into the Neurodevelopmental Clinical Network, and a reference group was established. Prior to its dissolution The NZCPR was accountable to the CPCN by setting and reporting on key performance indicators and goals to be achieved within given time frames and involved in the publication of best practice guidelines for early diagnosis in CP and health transition (available on the Starship website)

3.4 Iwi and Māori Health Providers

The Māori Data Sovereignty audit (Appendix A) has identified that the NZCPR needs to establish relationships with Iwi to gain a mutual understanding of the benefits of the Register and how data could be used to advocacy purposes. As a longer-term goal, the NZCPR will look to building relationship with prominent Iwi within the Auckland area in the first instance within the next 3 years.

4. NZ Cerebral Palsy Register Standard Operational Procedures

4.1 NZCPR eligibility - Inclusion / exclusion criteria

- Inclusion criteria: People with a formal diagnosis of CP from a registered NZ medical professional are included in this project.
- Exclusion criteria: The Register will only keep health information about people with the formal description of cerebral palsy. People entered onto the register will be excluded from the register if, at the time of data entry it appears that the condition is progressive or the diagnosis of CP is in doubt
- The NZCPR accepts any definition of CP as long as it includes the following 5 key elements: CP is (1) a group of disorders i.e. it is an umbrella term; (2) it is permanent but not unchanging; (3) it involves a disorder of movement and/or posture and of motor function; (4) it is due to a non-progressive interference/lesion/abnormality; (5) this interference/lesion/abnormality arises in the developing brain^{3,4}.
- Note: People entered into the Register when < 5 years of age will be contacted via email or post at 5yrs by the NZCPR management team to confirm diagnosis and that their health information is recorded on the Register

4.2 Membership

- The NZCPR has a range of 'membership' options (with a person with lived experience ; Parent of person with CP; Health Professional). This is to facilitate inputting data and communication between individuals and the NZCPR.
- Membership is completed online via the NZCPR website and individuals are required to provide basic demographic and contact details. On submission, they will be asked to create a secure password and answer to a security question (to be used in the event of a password reset). The username is then automatically generated, usually consisting of the individual's initial and surname. Individuals are then asked to select the option that best describes their membership request (parent; health professional; researcher etc)
- The NZCPR receives a notification of a new membership request via the NZCPR email address

4.2.1 Parent / guardian or person with CP membership

- A parent/guardian or person with CP can create a secure username and password on the NZCPR website and progress to enter their own/child's data. By doing this it is assumed that consent to opt-in has been given.
- The NZCPR management team acknowledges that completion of the datasets requires a moderate level of health literacy and could be perceived as sensitive or "reliving a trauma" for the individual. As outlined in the Patient Information Sheet (PIS) the NZCPR management team are available to provide assistance with dataset completion or to listen to the individual if they have difficulty with the health information they are providing

- The NZCPR admin team are able to view the information as a “new” registration. The information provided is verified and approved using the clinical notes or contacting the nominated health professional using the details provided by the parent/person. The burden of dataset completion does not lie with individual and the preference is for the NZCPR management team to complete the datasets
- On completion of the datasets, the NZCPR management team will send a letter, via email or post, confirming that the registration is complete and thanking them for their participation (Appendix E)

4.2.2 Health professional membership

- Any Health Professional (HP) in NZ can apply to become a member of the NZCPR by following the process described under 4.2 .
- Health professional membership requests are required to provide additional information regarding their area of work and their manager/team leader contact details. On receipt of the notification email, the NZCPR management verify professional and personal details by contacting the manager/ team leader given in the online membership application. In some instances, the individual may already be known to the NZCPR management team and this step is not necessary. Once the HP details have been verified, the NZCPR administration change the HP membership from “public user” to “health professional”, enabling the HP to enter datasets on behalf of their patient provided the consent guidelines (4.3.1) have been followed
- On completion of HP membership, the NZCPR management team will send an email to the HP confirming their HP status, username and a link to the webinar/ YouTube video on important information pertaining to NZCPR ascertainment and data entry (insert link when available)
- The NZCPR administration team is able to allocate a “jurisdiction” rule to a health professional member, provided a Jurisdiction Agreement with the NZCPR has been signed (Appendix F). A Jurisdiction member is usually a single clinician within a HNZ regional catchment area who, in agreement with their colleagues, has taken on the responsibility of overseeing ascertainment (including the consent process) and data entry on behalf of the NZCPR within their HNZ region. They are also able to view all registrations within their HNZ region

4.3 Ascertainment procedures

- Multiple sources will be used for recruitment of individuals onto the NZCPR. All methods aim to ensure individuals with CP and families are fully informed about the NZCPR and we minimise the time burden for individuals with CP and health professionals in participating in the NZCPR. The main examples of ascertainment methods are detailed below.

4.3.1 Definition and process of opt-out consent

- Opt-out consent: Presuming that an individual, once fully informed, will be willing to be included on a Registry unless they lodge an objection (opt out) in a defined time. (From National Guidelines on Ethical Conduct www.nhmrc.gov.au/guidelines/publications/e72 Accessed August 2016)
- Potential NZCPR participants must be provided with clear and easily interpreted information detailing:
 - i. The purpose of the NZCPR

- ii. That their identity and some specific clinical information will be retained in the NZCPR unless they contact the NZCPR to 'opt-out' within the defined time period of 4 weeks from being informed of the NZCPR details.
 - iii. How information contributed to the NZCPR will be used, including how data may be linked and shared
 - iv. That a decision not to participate in the NZCPR will incur no penalty, either financially or in respect to the care they will receive
 - v. How they may lodge a complaint through an independent complaints process
- A range of options are made available by which people can easily and freely notify the NZCPR should they not wish to participate in the register. These include telephone number with an answer service; web-based systems (opt-out form can be downloaded from the NZCPR website and emailed to the NZCPR), completing the section at the bottom of the PIS; contacting the NZCPR and requesting an opt-out form and self-addressed stamped envelope.
 - A period of four weeks should lapse, from time of the individual being informed about NZCPR details, before the NZCPR is able to assume consent for the NZCPR and complete the required datasets. The individuals can choose to opt-off the NZCPR at any point in the future i.e. beyond the 4 weeks, at which time their CP data would be removed.
 - If the NZCPR management team is required to provide families or individuals, they will check the residential address of the participant ensure that the correct PIS and Ascent forms relevant to each HNZ region are sent/emailed to the family/ individual. The age of the child must also be checked to ensure the correct Ascent form is sent/emailed where appropriate
 - The NZCPR has 2 PIS (Parent and person aged 16+) and 2 Ascent forms (7-11 years; 12-15 years) (Appendix for (A) HNZ Parent PIS's)
 - Each letter or email that the NZCPR management team send must include the appropriate HNZ region PIS, Ascent forms, information flyer and cover letter

4.3.2 Face to face

- The Health Professional is responsible for providing the parent / person with CP with information on the NZCPR, including the Patient Information Sheet and Patient Information Flyer (available to download from the NZCPR website)
- The parent / person with CP must be made aware that their information will be made entered onto the NZCPR in 4 weeks' time unless they advise otherwise by contacting the NZCPR as outlined in the Patient Information Sheet and Flyer
- If no contact has been made, the HP or NZCPR staff are then able to create a "new case" on the register and proceed with completing the datasets.

4.3.3 Notification card

- The notification card (hardcopy or online) is to enable health professionals to easily inform the NZCPR team they have discussed the Register with a parent/person with CP and obtained their permission to be contacted by the NZCPR.
- The notification card can be completed via the website or manually using a pre-printed card and sent to the NZCPR administration team. The NZCPR administration team or jurisdiction holder (if available) are then able to pursue ascertainment following the guidelines

- It is desirable that the HP provide the parent/person with the PIS and information flyer, however the NZCPR management team will send the information to the family or person again if there is any uncertainty as to if this information has been provided by the HP
- The “date discussed” field on the notification card must be completed by the HP
- After 4 weeks, if no contact has been made by the parent/person, the NZCPR administration team will proceed with completing the datasets for the registrant
- In lieu of a notification card, The NZCPR management team will accept an email notification from a HP. In this instance the NZCPR management team will send the information to the family or person and manage the consent process. This is then considered to be the first step in starting the opt-out process and will be completed as described under section 4.3.1

4.3.4 Ascertainment via contact with Multiple Service Providers

- Children with CP have complex health needs and access multiple health care providers and services. The NZCPR will work collaboratively with HNZ regions, educational and community service providers to ensure their patients with CP receive NZCPR information and the registration process is followed according to the guidelines
- The letter/email accompanying the appropriate PIS’s and Ascent forms **must** include the name of the person or the service from which the patient’s details were obtained e.g *Dr ***** from the Child Development Service at ***** hospital has informed us you/ your child has cerebral palsy*
- This is then considered to be the first step in starting the opt-out process and will be completed as described under section 4.3.1.

4.3.5 Ascertainment using the MoH National Minimum (hospital admissions) Dataset

The NZCPR has HDEC approval (13/NTA/130/AM11) to use identifiable information from the National Minimum (Hospital admissions) Dataset. The following ascertainment process must be undertaken in keeping with ethical obligations:

- On a bi-annual basis, the NZCPR will request from the Information Analyst (Analytical Services, Ministry of Health), via email (data-enquiries@health.govt.nz), **all** hospital admissions coded for Cerebral Palsy (ICD10 G80-G83) for the preceding 2 years. This to include the person’s full name, DOB (to determine age and send out correct PIS’s and Ascent forms); full postal address, current HNZ region (to determine correct PIS’s and Ascent forms); prioritised ethnicity
 - HDEC approval letter (stored in L:\Groups\PAEDORTHOC\CP Register\Ethics\HDEC Post Approval\Amendment _11_NMDS(iii)\Oct_2018_NMDS Approval) and HDEC form (L:\Groups\PAEDORTHOC\CP Register\Ethics\HDEC Post Approval\Amendment _11_NMDS(ii)\May_April_2018_Resubmission) must be sent with the request
- Once the data has been received from MoH, the NZCPR management team must undertake take the following checks using the electronic medical record for the NHI. If there is no ability to check the NHI e.g., remote/ Citrix access isn’t available for the HNZ region, then the NHI is removed from the list and **NO** contact is to be made with the family or person.
 - Check the person is still alive. If the person is deceased not contact will be made
 - Check the residential address matches the information on the electronic record. If there is any uncertainty as to the current residential address, no contact is to be made

- Check the most recent or appropriate (e.g. Orthopaedic, Rehabilitation) clinic letter to ensure the person has a diagnosis of CP. If no CP is mentioned, then no contact is to be made with the person
- The letter accompanying the appropriate PIS's and Ascent forms for each HNZ region must state that their information was **obtained because they had a recent admission to hospital**. This is then considered to be the first step in starting the opt-out process and will be completed as described under section 4.3.1

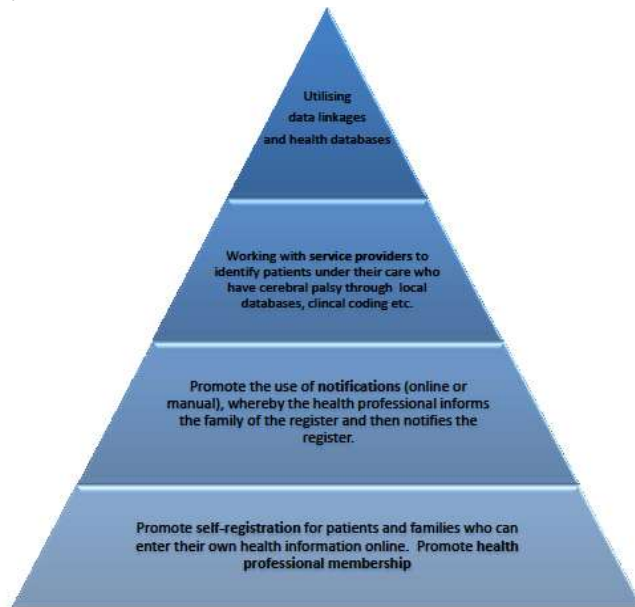


Figure 1: NZCPR methods for ascertainment preferences

4.4 Data Management

The NZCPR uses the NEAC guidelines for Life Cycle of Health Data (Figure 2) to guide data management

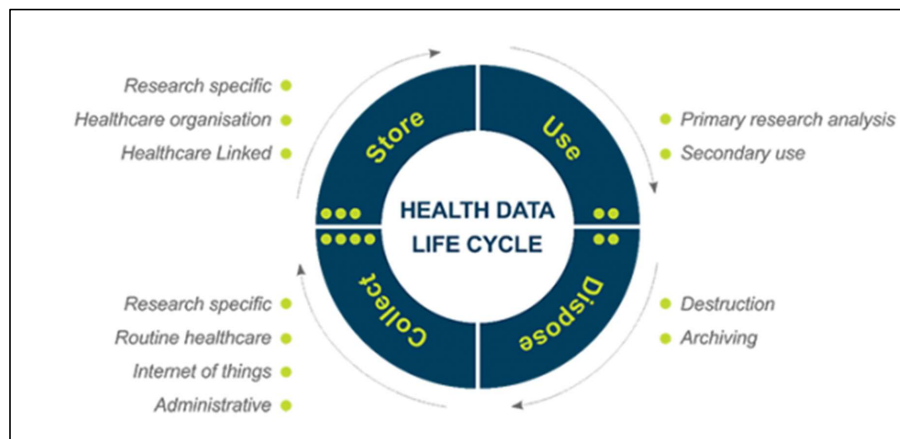


Figure 2: [NEAC Health Data Life Cycle](#)

4.4.1 Māori Data Definition

Māori data refers to data produced by Māori or that is about Māori and the environments Māori have relationships with. Māori Data includes but is not limited to:

- Data from organisations and businesses
- Data about Māori that is used to describe or compare Māori collectives
- Data about Te Ao Māori that emerges from research.

4.4.1.2 Establishing a Māori Data Governance Framework

To strengthen Māori Data Provisions, the NZCPR aims to work towards establishing a Māori Data Governance Framework with oversight from Māori Governance Committee member/s.

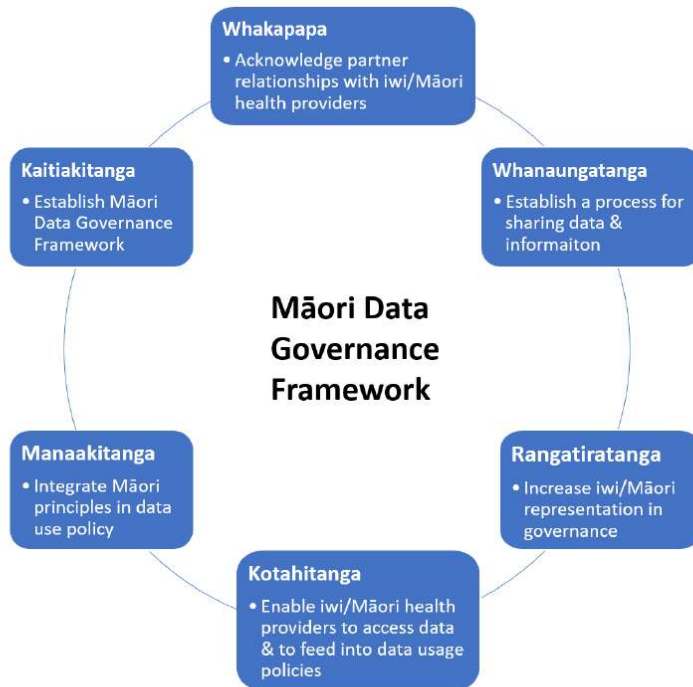


Figure 3: Māori Data Governance Framework

4.4.2 Data Collection

- The NZCPR administration team are responsible for checking and verifying **all** of the information for each case entered onto the register, irrespective of its origin
- Clinical Information must be accessed according to each individual HNZ region research policies and procedures (e.g. Auckland HNZ requires an email with the NHI of each person to be sent to clinical records requesting access to the Concerto and 3M for that NHI)
- Information can be collected and datasets are verified in the following way:
 - Searching through clinical notes
 - Contacting the nominated health care professional for more information
 - Contacting the parents/ person with CP for more information, usually pertaining to personal, birth and classification details
- Verification at aged 5 is done to confirm the clinical details and is required before any case is approved*
- An approved case is then eligible for statistical analysis and reporting
- A minimum of 80% of completed datasets for each case is required in order to be eligible for reporting purposes
- Jurisdiction members are able to verify and approve information for cases registered in their HNZ region

- NZCPR management participate in regular (every 2 months) ACPR Microsoft Teams meetings to discuss quality of data collection for minimum datasets and case reports

4.4.2.1 Minimum dataset

The same minimum dataset is collected by the ACPR and will be used when the NZCPR contributes a report to the ACPR bi-annual report.

- Demographic Data:
 - First, Middle and Last Name
 - Date of Birth
 - Gender
 - Residential Details at Time of Birth (HNZ region if born in NZ or Country of Birth)
 - Current Residential Address
 - Email address (preferable way of contacting participants)
- Birth Details:
 - Mother's age at time of birth
 - Mother's previous history of live births/ still births/ miscarriages
 - Birth order and plurality
 - Birth weight
 - Gestational age
 - Level of care required at the time of birth and time spent in neonatal unit if applicable
 - Birth defect
- Timing and Cause of CP
 - Timing and cause (pre/perinatal or postnatal)
 - Known pre/perinatal or postnatal cause
 - MRI or Cranial Ultrasound results < 2 years of age (as classified by SCPE⁵)
 - MRI > 2 years (MRICS as classified by Himmelman et al ⁶)
- Clinical Details
 - Initial Description of CP: Age, Type and GMFCS
 - Description of CP at age 5: Predominate Type, Secondary Type
 - Functional Classifications: GMFCS (essential); MACS, CFCS, EDACS (desirable)
 - Associated Impairments: Intellectual, Speech, Visual, Hearing, Epilepsy, Known Syndrome (POSSUM code)
- Mortality: The NZCPR has HDEC approval (insert #) to retrospectively link to MoH mortality data. The NZCPR management team will extract all NZCPR NHI in Excel format and send this to the Ministry of Health business analyst. This can be done in the same method and at the same time (biannual) as the NMDS linkage described under 4.3.5. The NZCPR management team will then update the online registration to reflect **date of death**. No future contact is to be made with the participant's family following their death
 - Cause of death ICD codes: This information can be obtained from the Mortality Collection database. There is a charge to access this data and it is not up-to date (in 2021 only data up to 2017 was available). At present the NZCPR is opting not to complete these datasets

4.4.2.2 NZCPR unique datasets

The NZCPR has unique datasets that is collected as follows:

- NHI
- NZ Ethnicity (Statistics New Zealand Level 2 collection). This is primarily obtained from the electronic medical record and where possible, prioritised ethnicity for Māori is used
- Deprivation Index (NZDep)
- Iwi (when this is linked to NHI and visible in the electronic health record or as determined by Iwi partners). As per the Māori Data Sovereignty audit, it is recommended that the NZCPR check Iwi affiliations with participants, where possible and contact details are available, a member of the management team will confirm Iwi affiliations with a new registrant
- Current District Health Board
- Specialist Service making the initial diagnosis
- Timing of first hip X-ray (for hip surveillance)
- Covered by ACC

4.4.2.3 Auditing of data entry

- On the 1st July biannually, the NZCPR management team will perform an audit on data entry for approved registrations. This will be done by:
 - Extracting all “approved” registrations from the NZCPR website in Microsoft Excel format
 - Using the Excel Randomise Tool to select random NHI’s (aiming for 3 NHI’s for each person to audit)
 - Two NZCPR staff (members of management team, with clinical note access) will audit 3 NHI’s, matching the datasets on the website against the electronic medical records for the NHI for completeness and accuracy
 - The audit outcome tool (Appendix G) must be completed (with no identifiable information included) and saved in the audit folder on the CP Register secure L: drive
 - Results of the audit can be included in the year appropriate HDEC progress report

4.4.2.4 Opportunity to opt-off at age 16

- When a child on the register reaches the age of 16 years, the NZCPR administration team contact the child and the parent/ caregiver by sending a letter (the most up-to-date address sourced from the medical records) and the child will be given the opportunity to opt-off having their health information stored on the register, based on the assumption of capacity. If the child does not have capacity to make decisions about their health information collection, the representative appearing to be acting on his/her behalf or in the best interest of the child will be able to determine if their health information is retained on the register ([NZ Health Information Privacy Code 1994](#)).
- Prior to making contact with the parent, the NHI number of the child should be checked against the address and details held in the electronic health record to ensure that the child is still living

4.4.2.5 Age 5 verification *

- If information is collected on the NZCPR before a child's 5th birthday the NZCPR team will reconfirm the clinical information at 5 years of age, through contact with the participant, health professional or medical notes.
- At present, age 5 verification is completed by the administration team or jurisdiction member
- Verification can be done by locating the letter/s from the last clinical assessment/s in the year that the child turned 5. Alternatively, the nominated health care professional can be contacted to verify the clinical information
- Once the clinical information is completed on the register, the case can be approved

4.4.2.6 Opting out after registration is complete

At any time, the parent/ person with CP can contact the NZCPR to opt-out of the research clause as outlined in the PIS. If the NZCPR receives a request to opt-out, the administrator will immediately "silence" the record. By silencing a record, the data is no longer visible and cannot be used for analysis or reporting purposes, both locally and for the ACPR report. The NZCPR will no longer make any contact with the person/ family. Where possible, a letter or email will be sent to the person or family to acknowledge their wishes and advise them that their information has been "silenced" on the Register.

4.4.3 Data Storage

4.2.3.1 Data Security and definition of roles

Cerebral Palsy Alliance (CPA) (Infrastructure Owner)

CPA retains ownership and control of the Azure infrastructure environment, including networking, subnets, identity management (Entra ID and Entra applications), and security configurations. CPA is responsible for governance, access control, and maintaining the foundational platform on which ACPR operates.

Azure (Cloud Platform): Microsoft Azure provides the underlying cloud infrastructure on which ACPR operates, including networking, identity, security, and core platform services. CPA maintains ownership and control of all Azure infrastructure resources and associated security configurations.

Nexon (Application Support Provider)

Nexon is responsible for the ongoing support, maintenance, enhancement, and operational management of the ACPR application. Nexon also manages the configuration and support of the YARP-based API gateway solution, which provides application routing and API management services.

Health data for all NZCPR participants is stored on Microsoft Azure, hosted in the **Australia East** region. All Azure resources for the platform — application services, databases, storage, and Key Vault — are provisioned in this single geo-region regardless of the logical region (AU/NZ/SL) the data pertains to.

Microsoft Azure is a hyperscale cloud provider that:

- Maintains ISO/IEC 27001:2013 certification for its information security management system, along with ISO/IEC 27018 and ISO/IEC 27701, covering the data centres and services underpinning the NZCPR platform.
- Holds SOC 1, SOC 2, and SOC 3 attestations covering security, availability, and confidentiality controls, audited annually by an independent third party.
- Publishes current compliance status and certificates via the Microsoft Trust Center / Service Trust Portal.
- Provides tamper-resistant, tamper-evident physical data centre facilities with layered physical access control, video surveillance, and intrusion detection.

Network security: Only the public-facing web application and the API gateway (API Management) are exposed to public network access. All backend components — the Web API, Function Apps, Azure SQL Database, Storage Accounts, and Key Vault — have public network access disabled and are reachable only via private endpoints on the internal virtual network, sitting behind a Fortinet firewall.

Access control: Access to Azure resource groups is controlled via Azure RBAC, with a dedicated administrative group granted the minimum necessary role at the resource-group level. Any additional privileged access (e.g. to API Management) is granted on a named, individual basis via Azure Privileged Identity Management (PIM), rather than standing access.

All data in transit uses TLS 1.2 or higher to ensure confidentiality of data moving between the application, storage, and end users. TLS certificates for CPA's platforms, including .cpreister.com, are issued by **GoDaddy**, CPA's standard certificate authority.

Data at rest in Azure SQL Database and Azure Storage is encrypted using Microsoft-managed keys, which Azure enables by default via Transparent Data Encryption (for SQL) and Storage Service Encryption (for Blob/Queue storage). Encryption and decryption are handled transparently by the platform, with Microsoft responsible for managing and rotating the underlying encryption keys.

Sensitive **application** secrets — including the database connection string, third-party API keys, and the token-signing key — are stored separately in Azure Key Vault, and are distinct from the platform-managed encryption keys above. These are accessed by the application via Managed Identity rather than being embedded in code or configuration files.

Two types of audit are to be performed annually as part of the annual security audit of the CP Register:

- Audit of the security plan and the procedures developed to support it
- Audit of the protective mechanisms employed, assessing whether they provide the level of security expected now and in the future, and correctly support the relevant policies

Key Compromise and Recovery: If keys are compromised or suspected of being compromised, the following compromise-recovery plan is to be put into effect:

- The following parties are to be informed as soon as possible:
 - Hayley Smithers-Sheedy, Principal Research Fellow, CP Research Institute
 - Nexon (Warren Turner), Development & Maintenance Contractor – CP Register
 - Andy Meehan, Technology Business Partner – Digital Services, Cerebral Palsy Alliance
 - Nexon (Warren Turner) or Hayley Smithers-Sheedy to immediately inform the NZCPR management team of the compromise, with Andy Meehan coordinating notification actions
- Nexon (Warren Turner), as Development & Maintenance Contractor, in conjunction with CPA IT, is to perform the following recovery actions for all affected keys/secrets:

- a. The application should be taken offline for a maintenance period
- b. Existing keys/certificates/secrets are to be revoked or rotated in Azure Key Vault
- c. Revocation to be confirmed with GoDaddy (for TLS certificates) or via Azure Key Vault access/audit logs (for application secrets)
- iii. Secrets are to be regenerated in Azure Key Vault and new TLS certificates issued by GoDaddy, CPA's standard certificate authority.
- iv. All information that may be compromised as a result of the incident is to be identified and reported to the Cerebral Palsy Alliance Research Institute Ethics Committee for further action.
- v. Andy Meehan is to coordinate notification actions, and together with Hayley Smithers-Sheedy is to immediately inform the NZCPR management team of the compromise. The NZCPR team are to bring this to the attention of the Auckland HNZ CIO and inform participants and HDEC of the implications and course of action taken.

When required, the NZCPR management team are responsible for extracting data from the NZCPR platform. Extraction uses Microsoft Excel™. Worksheets are saved onto the secure Auckland HNZ L: Drive (CP Register folder). This folder is password protected and only accessible by the NZCPR management team, and stored securely as per Auckland HNZ Health Alliance security and firewall protocols

4.4.4 Data Usage

Data released from the NZCPR will be in **de-identified** format for:

- Biannual Australian CP Register Report: NZ specific chapter for reporting
- NZCPR produced publications, annual reports
- HNZ region specific reports
- Researchers, on application with appropriate ethical consent

Data released from the NZCPR will be in identifiable form (using NHI) for: pre-identified HNZ regional contacts across NZ, to allow for regional service provision

4.4.4.1 NZCPR use of its own data

When there are sufficient national registrations to determine prevalence (is this 1.5 /1000 live births), the NZCPR would be in a position to contribute to the bi-annual ACPR report. Reporting would follow the same format as the ACPR.

The NZCPR will produce an annual report on its progress in relation to ascertainment and population description and/or prevalence.

- i. Every effort will be made to make reports and research publications (that have used the NZCPR data) available to view on the NZCPR and/or Starship website; via the CPS and NZCPR social media platforms
- ii. The NZCPR will send out an annual newsletter with relevant information and progress to all participants (preference is via email)

4.4.4.2 HNZ regional specific reporting (to be reviewed when new NZHB structure becomes clearer)

Once individual HNZ regions have sufficient ascertainment (70% of expected CP population <19 years as calculated using estimates from Health New Zealand or Statistics New Zealand population profiles) the NZCPR management team is able to produce a formal report, using de-identified data, and share this with Jurisdiction, HP members and clinicians. The NZCPR can also present the findings from the report in a more formal “training or in-service” setting at the request of the individual services.

Note: Upon request from an individual HNZ regions, a regional summary can be completed by the NZCPR, even if 70% ascertainment not yet achieved, i.e. for a funding application or business case development

The Working agreement between the NZCPR and HNZ regional jurisdiction holders stipulates that the NZCPR Governance Committee reviews individual requests from HNZ regions for teaching, presentation or publication purposes

4.4.4.3 Using the NZCPR for research purposes

The NZCPR will publish, via the Starship and NZCPR websites, research priorities for the forthcoming two years. Equity focussed research that aims to identify and eliminate inequities for Māori and Pasifika children and people with CP will always be a focus and preference will be given to research that supports this priority

- i) All applications to make use of or access NZCPR data for research purposes should be directed to the NZCPR Governance Committee (Appendix H). Application forms are made available to download from the NZCPR website and collated by the administration team to present at the Governance Committee meetings at the bi-annual meeting or via email and decisions will be minuted or collated if via email. All applications must be endorsed by the relevant Institutional Ethics Committee and the applicant must be aware of and compliant with national and institutional ethic processes and procedures.
 - Relevant documents that must be submitted with the application include Ethics approved Protocol, Data Management Protocol, Patient Information and Ascent forms (if applicable) and other forms relevant to the study e.g., Questionnaires
 - If the study includes equity focussed research, the NZCPR requires demonstration of consultation with or inclusion of Māori or Pasifika investigators on the research team
 - All applications will have to complete the Auckland HNZ locality approval process through the Auckland HNZ Research Office. The application is made through the online Auckland Health and Research Committee (AHREC) portal. The Research Office will verify with the NZCPR Governance Committee that the NZCPR have capacity and in principal support the research project prior to locality assessment being approved. The NZCPR reserves the right to decline an application based on staffing capacity.
- ii. Depending on the type of research project (e.g. secondary use of NZCPR data), a member of the NZCPR Governance Committee may be required to be on the

researcher's investigators team and a named author on any publications that result from the study

- iii. The NZCPR reserves the right to charge for the time required for NZCPR management staff to prepare data for a research study (POA)
- iv. Applicants will be advised in writing as to the outcome of the application and procedures on accessing the register

4.4.5 Data Disposal

Health Data is stored on the NZCPR cloud-based platform indefinitely or until the register ceases to exist, in which case all health information will be erased and participants informed.

5. NZCPR extracted data form the cloud-based platform and stored on the Auckland HNZ L: Drive will be stored for 10 years from the date of extraction. NZCPR Website

Cube Media (<https://cubemedia.nz/about-us/>) is the external digital agency responsible for the design, development, hosting, support, and ongoing maintenance of the NZCPR website (<https://nzcprregister.co.nz/>). As NZCPR's digital service provider, Cube Media manages the website platform and technical functionality, ensuring the site remains secure, accessible, and operational, while NZCPR retains ownership of the website content, data, governance, and business requirements.

The NZCPR management team has password-protected access to the website and is responsible for its content, research information, user communications, and overall governance, while Cube Media provides the technical expertise and digital services required to support and maintain the website's infrastructure and user experience.

Review date: September 2028

6. References:

- 1) Reddihough D. Cerebral palsy in childhood. Aust Fam Physician. 2011 Apr;40(4):192-6. PMID: 21597527
- 2) Badawi, N., McIntyre, S. and Hunt, R.W. (2021), Perinatal care with a view to preventing cerebral palsy. Dev Med Child Neurol, 63: 156-161. <https://doi.org/10.1111/dmcn.14754>
- 3) Surveillance of Cerebral Palsy in Europe. Surveillance of cerebral palsy in Europe: a collaboration of cerebral palsy surveys and registers. Surveillance of Cerebral Palsy in Europe (SCPE). Dev Med Child Neurol. 2000 Dec;42(12):816-24. doi: 10.1017/s0012162200001511. PMID: 11132255.
- 4) Smithers-Sheedy H, Badawi N, Blair E, Cans C, Himmelmann K, Krägeloh-Mann I, McIntyre S, Slee J, Uldall P, Watson L, Wilson M. What constitutes cerebral palsy in the twenty-first century? Dev Med Child Neurol. 2014 Apr;56(4):323-8. doi: 10.1111/dmcn.12262. Epub 2013 Sep 20. PMID: 24111874.
- 5) Neonatal neuroimaging classification system. <https://eu-rd-platform.jrc.ec.europa.eu/sites/default/files/SCPE%20Scientific%20report%201998-2018.pdf>
- 6) Himmelmann et al (2016) MRI classification system (MRICS) for children with cerebral palsy: development, reliability, and recommendations Dev Med Ch Neurol 2016, 59 (1) 57-64
- 7) National Statement on Ethical Conduct in Human Research 2007 (Updated May 2015). The National Health and Medical Research Council, the Australian Research Council and the Australian Vice-Chancellors' Committee. Commonwealth of Australia, Canberra. www.nhmrc.gov.au/guidelines/publications/e72
- 8) Operating Principles and Technical Standards for Australian Clinical Quality Registries. Nov 2008 Australian Commission on Safety and Quality in Health Care. <http://www.safetyandquality.gov.au/our-work/information-strategy/clinical-quality-registries/>

Appendix A: Te Kotahi Institute Review of Māori Data Sovereignty within the GSOPs of the New Zealand Cerebral Palsy Register



Māori DSov - NZ
Cerebral Palsy Regis

Appendix B: NZCPR Term of Reference Agreement with Governance Committee Member

The New Zealand Cerebral Palsy Register (NZCPR) Governance Committee

Te Rēhita a Hōkai Nukurangi Aotearoa

Expression of Interest (2022)

The NZCPR is calling for Expressions of Interest to join the NZCPR Governance Committee.

We are particularly seeking people to help provide oversight from the lived experience of Cerebral Palsy in Aotearoa NZ and on Māori Data and Hauora.

Please read [Terms of Reference](#) below for the position details and contact Alexandra Sorhage, for further details:

nzcprregister@adhb.govt.nz

Ngā mihi nui

Prof Susan Stott, Alexandra Sorhage, Dr Anna Mackey



NZCPR Governance Committee Terms of Reference (June 2022)

The New Zealand Cerebral Palsy Register's (NZCPR) vision is to be the source of high-quality information to support positive health outcomes for all people in Aotearoa NZ with CP.

Background	The NZCPR is a confidential database of relevant health information collected with consent from people with cerebral palsy living in Aotearoa NZ. It was established in 2015 and currently operates from the Paediatric Orthopaedic service, Starship Children's Health, ADHB. https://starship.org.nz/health-professionals/cerebral-palsy-research/ Membership of the NZCPR Governance Group should comprise of individuals who have an interest and commitment to people with lived experience of cerebral palsy in Aotearoa NZ and be in keeping with the vision of the NZCPR. The Committee aspires for diverse representation from multiple health, cultural and community fields.
Membership	The NZCPR Governance Committee Membership aims to include: - Māori stakeholders - People with lived experience of CP and / or their whānau. - Representatives from relevant health professional groups (Paediatric Society of NZ; NZ Orthopaedic Association; Perinatal Association of NZ; Australasian Faculty of Rehabilitation Medicine (NZ chapter) - Representatives from the CP Society of NZ

Appendix C: Contract with Australian CP Register

Commented [AS(1): This needs updating- new contract?

**The Cerebral Palsy Institute (CPI) and NZ CP
Register Agreement (NZCPR)**

&

**Working Guidelines
2015**

Appendix D: Australian Cerebral Palsy Register Report (2023)



Australian Cerebral Palsy Register Report 2023

BIRTH YEARS 1995-2016



Appendix E: Acknowledgement Letter for Self-Registration



Children's Health
Park Road
Private Bag 92024
Auckland 1
New Zealand
www.starship.org.nz

New Zealand Cerebral Palsy Register
Paediatric Orthopaedics
Starship Children's Health
Private Bag 92 024,
Auckland 1142
EMAIL: nzcpregister@adhb.govt.nz
www.starship.org.nz/NZCPregister

Parent / caregiver for XXXXX
Address

Email: (optional)

Date

Dear Parent / Caregiver,

Thank you for taking the time to register your child on the NZ Cerebral Palsy Register.

We can now work with you and your local health professionals to help fill in the information collected for the Register. I have enclosed our latest Participant Information Sheet and the form of the information collected for the Register.

(Optional) If you can let us know a **name of a local health professional** we can make contact with to begin completing the information required.

Thank you very much for your support in helping us have a better understanding of Cerebral Palsy in New Zealand.

Kind Regards

On behalf of The New Zealand Cerebral Palsy Register



The New Zealand
Cerebral Palsy
Register

Te Rāhita a
Hōkai Nukurangi
Aotearoa

Appendix F: The New Zealand Cerebral Palsy Register (NZCPR) and Health Professional (HP) Member Agreement

Working Guidelines 2016

Background

The NZCPR is an electronic database of identifiable (NHI) data. The NZCPR is a collaborative partner of the Australian Cerebral Palsy Register (ACPR) and is regarded as an independent contributor of CP data to the ACPR. The NZCPR remains the custodian of all the data contained within its own register. NZCPR de-identified data is shared with ACPR.

The NZCPR administration team are responsible for verifying and validating **all** entries on the register. Once a registration has been approved, the information contained within the entry cannot be modified unless directed by the administrator. The NZCPR encourages any health professional to become a member of the NZCPR by creating a login/ password on the NZCPR website, which will enable the health professional to enter registrations on behalf of their patients if written consent is in place.

The NZCPR administration team is able to allocate a “jurisdiction” rule to a health professional member. This is usually a single clinician within a HNZ region catchment area who, in agreement with their colleagues, has taken on the responsibility of overseeing ascertainment (including the consent process) and data entry on behalf of the NZCPR within their HNZ region.

Agreement

The jurisdiction holder is the custodian for the data held on the NZCPR for their HNZ region. The jurisdiction holder is accountable to the NZCPR. The jurisdiction holder agrees to:

- Ensure compliance with Health and Disability Ethics Committee and HNZ regional locality requirements pertaining to privacy so that CP data is used responsibly and respectfully and privacy is safeguarded
- Whilst written consent is a requirement, to ensure consent forms are stored securely and made accessible to the NZCPR if required
- Upload the minimum dataset onto the NZCPR as determined by the ACPR
- Advise the NZCPR of any technical/ IT issues arising from inputting data
- To consult with the NZCPR before any reports or data is used for teaching, presentation or publication purposes
- All applications to make use of or access NZCPR data should be directed to the NZCPR Governance Committee
- To keep local health professionals, consumer groups and interested parties informed of NZCPR progress or changes if appropriate

- To contribute to the NZCPR Advisory Board in the form of bi-annual meetings and emails as appropriate/ urgent matters

The NZCPR agrees to:

- Inform jurisdiction members of any NZCPR Governance Committee and ACPR Policy and Research meeting outcomes and provide training/ support for any changes that may arise as a result
- Invite jurisdiction members to participate as a representative on the NZCPR Advisory Board (refer to Appendix ? attached)
- Provide technical assistance and resolve technical issues arising from using the NZCPR website

NZCPR member	Jurisdiction member
	HNZ region:
Name:	Name:
Signature:	Signature:
Date:	Date:

Appendix G: Parent Patient Information Sheet (Auckland Health New Zealand)



Te Whatu Ora
Health New Zealand

Participant Information Sheet			
Study title:	The New Zealand Cerebral Palsy Register Te Rēhita a Hōkai Nukurangi Aotearoa		
Locality:	New Zealand	Ethics committee ref.:	13/NTA/130
Lead investigator:	Professor Susan Stott	Contact phone number:	0212242298

What is Te Rēhita a Hōkai Nukurangi Aotearoa or the NZ Cerebral Palsy Register?

The Register collects information about your child and their hōkai nukurangi or cerebral palsy (CP) as well as information about other people with CP in Aotearoa New Zealand. The information that is collected is confidential to the Register.

Why do we need the NZ Cerebral Palsy Register?

We know that CP is the most common cause of physical disability for children in Aotearoa New Zealand. We currently do not know how many people in Aotearoa New Zealand have CP and how CP affects people's everyday lives. The more people who join the Register, the more information we will have about people with CP in Aotearoa NZ. This information can help to seek further funding as well as guide and improve health services and future treatments for people with CP.

What are the aims of the NZ Cerebral Palsy Register?

The aim of the Register is to collect health information about:

- How many people have CP in Aotearoa New Zealand?
- How CP affects Māori and how are health outcomes for Māori with CP different from other groups?
- What can be changed to improve the future for people with CP and their whānau/families?

What are the benefits of the NZ Cerebral Palsy Register?

The Register is able to combine all the health information on people with CP in Aotearoa NZ, to help health services and disability groups to:

- Understand what living with CP means for different groups (such as Māori or people living in different parts of the country)
- Guide health planning staff, to make sure all people with CP can access the right health services when they are needed
- Promote research about CP so we can learn about what works in preventing and improving health for all people with CP in Aotearoa New Zealand
- Share important information with you and your whānau.

Who are the health professionals who run the Register?

The Register is based at Starship Children's Health, Auckland, led by Professor Susan Stott, Paediatric Orthopaedic Surgeon together with a team of health professionals from each DHB region in Aotearoa New Zealand. The Register team also includes Dr Anna Mackey and Alexandra Sorhage who are both based at Starship Hospital and work part-time for the Register. The Register team works closely with many health professionals from across all parts of the country.

NZCPR Participant Information Sheet 020926

Appendix H: Researchers Access to NZCPR Data Request Form

Te Rehita a Hōkai Nukurangi Aotearoa | The NZ Cerebral Palsy Register (NZCPR)

Guidelines for Researchers to Access NZCPR Data

NZCPR Summary

The NZCPR is a confidential database of health information on people with cerebral palsy in NZ. Please contact us (email: nzcoregister@adhb.govt.nz) and see our websites and latest report for further information, including what data is collected:

- [NZCPR Website](#)
- [Starship Children's Hospital - Information about NZCPR](#)
- [NZCPR Report 2022](#)

Prior to starting your research

If you are planning to use the NZCPR database for your research project, please contact us in your project planning stage. This will ensure the NZCPR can provide the information you require for your project. If required, a quote can be provided for any financial costs the NZCPR might incur, depending on your project requirements.

Helpful tips

Recruitment rates for projects that seek people with cerebral palsy to participate by completing a survey, participating in an interview or intervention, may vary. To optimise recruitment potential, it may be helpful to consider

- *Discussing your project with us in the planning stage*
- *Invitation to participate must be approved by the relevant ethics committee, but consider the following which we feel may improve participation rates:*
 - *If using an external form (e.g. a link for an interested participant to fill in contact details), keep the form to only 1 page if possible*
 - *Consider if the message can be communicated quickly, e.g. who is eligible and where to click*
 - *If offering koha, consider if it can be mentioned early in the invitation*

Role of NZCPR Governance Committee

The NZCPR Governance committee's research priorities is to utilise the NZCPR data to advocate and promote equitable health outcomes for all people living with CP in Aotearoa New Zealand across the lifespan ([Starship CP Research Page](#)). The data held in the register is a significant data-set for NZ and the Governance Committee may wish to have oversight or be consulted on how it is reported and used. We are mindful of protecting the privacy and rights of our NZCPR participants and thus ensuring the research we inform participants on is ethically and scientifically sound and relevant to our participants. We also do not wish to overburden participants with research invitations.

Access to the New Zealand Cerebral Palsy Register (NZCPR) Data Request Form

SECTION A: GENERAL SUMMARY

Date:

Full Project Title

	Person/s submitting	Position	Place of work / contact details
1			
2			
3			
4			

Are you requesting the NZCPR assistance with (tick which is applicable):

- ☐ Recruitment of participants for research purposes
- ☐ Access to data/ data linkages for reporting / research purposes

Please specify details of request (participant descriptors / inclusion criteria; time frame etc):

**Note: A financial fee may be charged for clinical / administrative time for large data recruitment projects and /or preparing data for data linkages.*

Briefly describe this project (in lay terms) including the potential benefits for people with cerebral palsy in NZ: (up to 200 words)