

## National coordination and executive support

National agreements in health, housing and community services and the processes established under those agreements are fundamental to the AIHW's achieving its mission. The Corporate Plan identifies that the Institute's objective in its relationship with its partners is to 'strengthen and build partnerships and provide leadership to achieve best results'. The Executive Unit helps the AIHW achieve its mission by providing support for the processes of the National Health Information Agreement and the National Community Services Information Agreement. In moving towards a coordinated approach, the consistency and compatibility of health, housing and community services information are high priorities.

The Executive Unit supports the Board, the Executive, and the Health and Welfare Ethics Committees. The Head of the Executive Unit is Secretary to the Board.

The Executive Unit also supports the Director's activities in various health and welfare forums, including in his role as Head of the WHO Collaborating Centre for the Western Pacific for the International Classification of Diseases (ICD) and for the International Classification of Impairments, Disabilities and Handicaps (ICIDH). Secretariat services are provided to support the ICD Links with Other Classifications Subcommittee that the Director chairs.

The Unit is responsible for ensuring that the Board's decisions regarding confidentiality of information held by the Institute are followed, and is the point of contact for privacy matters both across the Institute and in its collaborating units. The Unit worked closely with the Executive, Unit Heads (including collaborating unit heads) who are custodians of AIHW data, and staff of the Data Management, Information Technology, Business Planning and Management, and Library and Information Services Units to develop *Guidelines for the Custody of AIHW Data*. The Institute's Board endorsed those guidelines, together with the *AIHW Information Security and Privacy Policy and Procedures*, also prepared by the Executive Unit in consultation with staff from across the Institute.

The Unit coordinates the production of corporate publications: the Annual Report, the Work Program and, in association with the Media and Publishing Unit, the AIHW's quarterly newsletter, *AIHW Access*. During the year, the Executive Unit coordinated the preparation and publication of the *1999–2002 Corporate Plan*.