

**Advisory and Steering Committees**  
**TERMS OF REFERENCE**

*Approved October 20, 2004*

*Revised May 17, 2005 (to delete AICS Acronym)*

**A. INTRODUCTION AND BACKGROUND**

Unintentional and intentional injuries in Alberta are unacceptably high with Alberta having one of the highest rates in Canada. Many stakeholders have been addressing this problem over the years without a coordinated framework to guide effective planning and implementation of injury control initiatives among all stakeholders in the injury control field in Alberta. Given these concerns, and with direction from the Alberta Centre for Injury Control & Research (ACICR) Advisory Body and Alberta Health and Wellness, in the spring of 2002 ACICR initiated, facilitated, and funded a project to develop a provincial strategy for injury control. A consultant was hired to work with a Coordinating Team of ACICR representatives. An Advisory Committee comprised of key players in injury control in Alberta was also set up to guide the project. A broad range of injury control stakeholders from across the province provided input and feedback through a series of regional consultation sessions and a provincial summit. As a result, the **Alberta Injury Control Strategy** was completed and published in the spring of 2003.

The Alberta Injury Control Strategy identified five recommendations seen as key to the successful implementation of the strategy. They are summarized in the Executive Summary as the following “next steps”:

- **Enhance provincial coordination and collaboration.** Authorize and approve the Alberta Centre for Injury Control & Research (ACICR) with a broad provincial mandate and broad stakeholder endorsement for injury control coordination and collaboration support.
- **Develop and sell the business case.** Develop a compelling business case to reinforce the cost benefits of effective injury prevention programs, followed by effective treatment, management and rehabilitation services.
- **Develop an implementation plan.** Entrust the coordinating body of ACICR and a broadened advisory body of stakeholders to develop a plan for implementing the Alberta Injury Control Strategy.
- **Facilitate stakeholder development of injury control plans.** Stakeholders need to participate in, contribute to and collaborate on the development of provincial, regional, and local injury control initiatives.
- **Monitor implementation and report progress.** Stakeholders need to contribute annual information and data on their injury control programs as part of the overall monitoring of the strategy.

In order to fully and successfully implement the recommendations, the Advisory Committee and ACICR are seeking broad, high level, cross-ministerial, government acceptance, policy participation and implementation support for the Strategy. The Advisory Committee approved the recommendation that ACICR assume the coordination role in moving the strategy forward, within the limitations of current human and financial resources, while awaiting Government of Alberta acceptance and implementation support for the Strategy.

The Committee also agreed that new Terms of Reference should be developed for the Advisory Committee with the purpose of providing advice on moving the Strategy forward, since the original Terms of Reference related to developing the Strategy. Former Advisory Committee members were invited to remain on the Committee, to which others may be added. A Steering Committee was set up to guide and oversee the project and ACICR assigned a staff member to coordinate activities. Terms of Reference for the Advisory and Steering Committees follow.

## **B. ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

1.1 The Alberta Injury Control Strategy Advisory Committee (“the Advisory Committee”) serves in an advisory capacity offering perspectives from a range of constituencies to provide periodic conceptual or big picture input, observations and recommendations related to moving the Alberta Injury Control Strategy forward.

### **2. ROLES AND RESPONSIBILITIES**

2.1 The Advisory Committee approves ACICR to assume the coordinating role in moving the Alberta Injury Control Strategy forward within the limitations of current human and financial resources and until such time as a cross-ministerial committee takes over responsibility for the strategy or otherwise assigns that role. An Alberta Injury Control Strategy Steering Committee (the “Steering Committee”) shall guide and oversee the project and an ACICR staff member shall act as Project Coordinator.

2.2 The Advisory Committee shall draw upon its collective expertise to provide input, observations and recommendations to ACICR and the Steering Committee at key stages of their work in moving the Alberta Injury Control Strategy forward.

2.3 The Advisory Committee shall review and provide feedback on proposals, plans, and other conceptual or big picture documentation and materials related to moving the strategy forward.

### **3. MEMBERSHIP**

3.1 The Advisory Committee shall be comprised of 20 – 30 visionary, forward-thinking, team players who are familiar with and support the Alberta Injury Control Strategy; are committed to and enthusiastic about moving the Strategy forward; and are willing and available to commit to the terms of the Advisory Committee.

3.2 The Steering Committee members shall be members of the Advisory Committee.

3.3 Efforts shall be made to ensure Advisory Committee representation from a broad range of constituencies as related to injuries including the following areas or groups:

- Unintentional and intentional injuries
- Prevention
- Emergency response
- Acute care / trauma
- Rehabilitation
- Alberta Centre for Injury Control & Research (ACICR) Advisory Body and staff
- All levels of government, particularly departments with a significant role related to intentional or unintentional injuries
- Government-related/funded organizations, authorities, agencies and boards
- Rural, urban and Aboriginal
- Broad representation from across the province
- Representatives at community, regional and provincial levels
- Public, not-for-profit/NGO, and private sectors

3.4 Others may be invited by the Advisory Committee to participate as resource persons for certain meetings or periods of time to bring specific expertise or information to the Advisory Committee.

3.5 Requests to attend a meeting as a guest or observer by anyone outside the membership shall be considered on an individual basis. Such requests shall go to the Advisory Committee co-chairs.

### **4. TERM**

4.1 The term of the Advisory Committee shall be for two years from June 2004 – June 2006 after which a decision shall be made regarding the need to extend the term and revise the Terms of Reference.

## **5. CHAIR**

5.1 The Advisory Committee shall have two co-chairs. One co-chair shall be a representative of the ACICR Advisory Body. The other co-chair shall be a rotating position with a term of one year. The rotating co-chair shall be selected by the Advisory Committee from its membership.

## **6. SECRETARIAT AND COORDINATION**

6.1 ACICR shall provide coordination and secretariat services for the Advisory Committee including:

- preparing and distributing Advisory Committee meeting notices, agendas and minutes;
- ensuring records of meetings and other Advisory Committee activities are maintained in good order;
- coordinating communications with or about the Advisory Committee.

## **7. MEETINGS**

7.1 The Advisory Committee shall generally meet quarterly for a half-day meeting in Edmonton at the discretion of the co-chairs.

7.2 Members shall have the option of participating in meetings by teleconference.

## **8. SUB-COMMITTEES / TASK GROUPS**

8.1 Sub-committees or task groups may be struck at an Advisory Committee meeting with the approval of the attending members and shall report to the Advisory Committee. Sub-committees or task groups shall be for the time period of their specific task. Sub-committees or task groups shall be responsible for arranging administrative aspects related to their meetings or tasks.

## **9. COMMITTEE EXPENSES**

9.1 If specific funds or donations are not secured for meetings, ACICR shall provide or cover the costs associated with the meeting room, refreshments, teleconferences, and other miscellaneous expenses.

9.2 Members are responsible for their own travel and other arrangements and expenses to attend Advisory Committee meetings or other AICS-related events.

## **10. DECISION MAKING**

10.1 Decisions of the Advisory Committee regarding advice and recommendations shall generally be made by consensus, however, if necessary, decisions may be made by a majority vote (50% plus 1). For meetings, those members participating in person or by teleconference shall have the authority to make decisions. Between meetings, decisions may be requested and made by email.

10.2 In making decisions regarding advice and recommendations, the Advisory Committee shall recognize and respect the limitations in human and financial resources currently available for moving the strategy forward.

## **11. COMMUNICATION**

11.1 Members are encouraged to share information about the Advisory Committee and the Alberta Injury Control Strategy (both proactively and reactively) with their stakeholder groups and also to share with the Advisory Committee any relevant information of which they are aware.

11.2 ACICR and the Steering Committee shall keep the Advisory Committee informed about progress in general including major decisions and activities.

11.3 Email shall be the preferred method of communication among members between meetings.

## **12. REVISIONS**

12.1 These terms of reference may be reviewed and revised as appropriate by the Committee.

## **C. STEERING COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

1.1 The Alberta Injury Control Strategy Steering Committee (“the Steering Committee”) shall oversee and provide guidance to ACICR in moving the Alberta Injury Control Strategy forward.

### **2. ROLES AND RESPONSIBILITIES**

2.1 The Steering Committee shall provide guidance and direction to ACICR on the day to day activities associated with ACICR’s coordinating role in moving the Alberta Injury Control Strategy forward.

2.2 The Steering Committee shall review and provide feedback on proposals, plans, and other documentation and materials related to moving the strategy forward.

### **3. MEMBERSHIP**

3.1 The Steering Committee shall be comprised of the following five representatives:

- the ACICR Co-Director
- a representative of AB Health & Wellness
- the ACICR staff member acting as Project Coordinator
- an injury control practitioner with a regional health authority
- an injury control practitioner outside the health sector

3.2 All Steering Committee members shall automatically be members of the Advisory Committee.

3.3 Others may be invited by the Steering Committee to participate as resource persons for certain meetings or periods of time to bring specific expertise or information to the Steering Committee or to assist with certain aspects of moving the Strategy forward.

### **4. TERM**

4.1 The term of the Steering Committee shall be for two years from June 2004 – June 2006 after which a decision shall be made regarding the need to extend the term and revise the Terms of Reference.

### **5. CHAIR**

5.1 The Steering Committee shall be chaired by the Project Coordinator.

### **6. SECRETARIAT AND COORDINATION**

6.1 ACICR shall provide coordination and secretariat services for the Steering Committee including:

- preparing and distributing Steering Committee meeting notices, agendas and minutes;
- ensuring records of meetings and other Steering Committee activities are maintained in good order;
- coordinating communications with or about the Steering Committee.

### **7. MEETINGS**

7.1 The Steering Committee shall generally meet monthly by teleconference.

### **8. SUB-COMMITTEES / TASK GROUPS**

8.1 Sub-committees or task groups may be struck by the Steering Committee. Sub-committees or task groups shall report to the Steering Committee and shall be for the time period of their specific task. Sub-committees or task groups shall be responsible for arranging administrative aspects related to their meetings or tasks.

## **9. COMMITTEE EXPENSES**

9.1 ACICR shall cover costs associated with Steering Committee teleconference meetings and other miscellaneous expenses.

9.2 Members are responsible for their own travel and other arrangements and expenses to participate in any other Strategy-related meetings or events.

## **10. DECISION MAKING**

10.1 Decisions shall generally be made by consensus, however, if necessary, decisions may be made by a majority vote (50% plus 1). For meetings, those members participating in person or by teleconference shall have the authority to make decisions. Between meetings, decisions may be requested and made by email.

10.2 In making decisions, the Steering Committee shall recognize and respect the limitations in human and financial resources currently available for moving the strategy forward.

## **11. COMMUNICATION**

11.1 Members are encouraged to share information about the Steering Committee and the Alberta Injury Control Strategy (both proactively and reactively) with their stakeholder groups and also to share with the Committee any relevant information of which they are aware.

11.2 ACICR and the Steering Committee shall keep the Advisory Committee informed about progress in general including major decisions and activities.

11.3 Email shall be the preferred method of communication among members between meetings.

## **12. REPORTING**

12.1 The Steering Committee shall report on its activities to the Advisory Committee.

## **13. REVISIONS**

13.1 These terms of reference may be reviewed and revised as appropriate by the Steering Committee.