

National HSPnet Alliance Steering Committee - Terms of Reference

Updated: March 30, 2007

Purpose

The HSPnet Steering Committee represents all participating jurisdictions¹ in the National HSPnet Alliance, and ensures the ongoing success of the Alliance through financial sustainability and achievement of mutual goals.

Key Responsibilities

- To guide the strategic direction of HSPnet in Canada through annual planning and prioritization of activities for ongoing system expansion and improvement;
- To determine policies and processes for HSPnet operations that are common across jurisdictions, in order to ensure the effective operation of the shared infrastructure;
- To oversee evaluation of HSPnet operations and infrastructure, and Alliance outcomes;
- To ensure the financial sustainability of the Alliance through annual budget development, review and monitoring of the cost sharing formula, and support of initiatives to seek external funding.

Membership and Decision Making

- Each jurisdiction will have a minimum of two representatives on the Steering Committee, with representation from both the Placing and Receiving side of the educational relationship. If a jurisdiction contributes more than 20% to the total annual Alliance budget, that jurisdiction may send up to two voting Committee members for every 20% of their total contribution, to a maximum of four representatives for any jurisdiction.
- Decision making will be based, when possible, on consensus of Steering Committee members. In the event that consensus is not achieved, a decision would be made based on a simple majority vote by members present at the meeting. Regardless of the number of individuals present from each jurisdiction, the total weight of votes from each jurisdiction would not exceed their share of the total annual Alliance budget.
- A meeting quorum is defined as a minimum of one representative from each jurisdiction, to be present in person or via teleconference.

Non-voting members of the Steering Committee will include:

- CEO, BCAHC (as contract administrator for the HSPnet Team)
- HSPnet Director
- HSPnet Manager, Documentation and Training

Two Co-Chairs will be appointed from among voting members, each to serve for up to two years and with staggered term end dates staggered to ensure continuity. Co-Chairs will be chosen from different jurisdictions and will represent both the Placing and Receiving sides of the educational relationship. Co-Chairs may participate in decision making or voting.

Facilitation and Support

Administrative support to the Steering Committee will be provided by the BCAHC, including preparation and distribution of agendas, minutes, and handouts; and arrangement of meeting logistics including facilities and teleconferencing.

¹ As defined by a Memorandum of Agreement between the Alliance jurisdiction and the BCAHC regarding HSPnet licensing and participation in the Alliance.

Semi-Annual Meeting Schedule and Key Deliverables

Spring Meeting (February/March):

- Review the upcoming year's annual Alliance budget
- Review and approve HSPnet Policies
- Review results of monitoring activities as required by Policies

Fall Meeting (October/November):

- Review the upcoming year's Operating plan
- Review annual evaluation activities (User Satisfaction Survey, other evaluation activities)
- Review results of monitoring activities as required by Policies
- Set development priorities for the upcoming year (per recommendations from local HSPnet User Groups)
- Annual review of the Steering Committee Terms of Reference

Relationship to Committees and Task Groups (see Appendix 1)

Each jurisdiction will maintain a standing **HSPnet-xx Management Committee**, with the following responsibilities:

- Set expansion priorities for their jurisdiction, within their share of the annual Alliance budget;
- Receive and review status reports from the jurisdiction's HSPnet Coordinator and/or national HSPnet Director;
- Receive and review results of monitoring as required by HSPnet policies within their jurisdiction, and create or revise jurisdiction-specific procedures as necessary to facilitate or enforce compliance;
- Advise the national Steering Committee on issues requiring new or revised national policy;
- Provide advice to guide the participation of their jurisdiction's representatives on the national Steering Committee, with particular regard to enhancement priorities from the perspective of management.

Each jurisdiction will establish a standing **HSPnet-xx Data Stewardship Committee**, accountable to HSPnet-xx user agencies for the operation of HSPnet-xx within the requirements of provincial privacy legislation. Data Stewardship Committees will have no formal reporting relationship to the National Steering Committee, but will provide an annual report of their activities for review by the National Steering Committee regarding data access trends, policy or system functionality gaps, etc.

Each jurisdiction will maintain a standing **HSPnet-xx User Group**, with the following responsibilities:

- Review and address user issues through training, HSPnet fixes and minor enhancements, local procedure changes, and/or recommendations for changes to HSPnet policy;
- Generate enhancement requests, and participate in an annual process for prioritization of requests within the annual Alliance operating budget; and
- Identify special enhancements to be funded directly by one or more jurisdictions or through external funding sources, and participate in user input into design and implementation of special enhancements.

Task Groups may be established as required, responsible for specified deliverables and to function within a limited time frame, to address policy or other issues of the Steering Committee. Task Groups may be jurisdiction-specific or cross-jurisdictional in membership and scope.

Appendix 1

