



Association of Workers' Compensation Boards of Canada Association des commissions des accidents du travail du Canada

Interjurisdictional Agreement (IJA) Committee - AWCBC Workplan

Executive Sponsor: Sharon Cameron	Committee Chair(s): Ann Martin	Date Updated: May 4, 2015
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Mandate	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
To support Interjurisdictional co-operation and awareness on Workers' Compensation matters through monitoring evaluating, upholding and improving the IJA and its application.	

Goals	<i>Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?</i>
1. Facilitate consistent understanding and application of IJA.	
2. Administer the Alternative Assessment Procedure (AAP) effectively.	
3. Improve election process for IJA claims.	
4. Monitor national/international issues to determine whether they fall within the IJA mandate.	
5. Evaluate the effectiveness of general cost reimbursement guidelines of the IJA	

Objectives	<i>Set objectives that define the results/outcomes expected. Objectives must be: focused on a result, not an activity; specific; related to time; consistent; measurable; attainable</i>
1. ● Develop standardized IJA training materials/best practices guide.	
● Regularly review and communicate protocols, processes and procedures for IJA Representatives and front line staff handling IJA claims.	
● Review and enhance jurisdictional and national communication vehicles, e.g. website materials, written materials and hyperlinks.	
● Identify information sharing measures between jurisdictions to facilitate administration of IJA claims.	
2. ● Review/revise as required, the application, registration and notification process for applicable interjurisdictional trucking & transport employers.	
● Consider employer requests for expansion of the AAP.	
3. ● Identify triggers that will assist front-line staff in recognizing potential IJA claims.	
● Encourage use and distribution of election forms so workers are appropriately informed of their rights of election and double compensation for the same injury is avoided.	
4. ● Examine the benefits/drawbacks of current general cost reimbursement guidelines and as required, amend to improve administrative efficiency.	

	Activities	Target Date(s)	Status	Resources	Budget
1	Alternative Assessment Procedure	TBD	To be completed- AAP procedures to be reviewed for redraft once approval to expand AAP to industries outside trucking	TBD	
		TBD	To be completed- Jurisdictions to review/edit draft Best Practices Training Guide (including Elections, Cost Reimbursement, AAP and Dispute Resolution) Pending AAP Expansion	TBD	
		TBD	To be completed- Finalize draft Best Practices Training Guide and communicate/distribute guide post-AAP Expansion	TBD	
		May 2015	To be completed – case scenario discussion (Alberta).	Alberta	
		May 2015	To be completed – discussion of potential further expansion of the AAP.	All	
2	AWCBC IJA Repository Clean-up	TBD	To be completed- All jurisdictions to review IJA document repository and provide any feedback/recommendations to Mark (BC).	All	
		TBD	To be completed- Review and make necessary changes to IJA document repository.	Mark (BC) Cheryl(AWCBC)	
3	Create IJA Committee Task List Template	Completed	Completed - Chair provided reminders of tasks throughout the year to all Committee members	Ann (NL)	

	Activities	Target Date(s)	Status	Resources	Budget
4	Benefits In Kind Contact List	Completed	Completed -All jurisdictions to provide updated contacts for their jurisdiction with respect to independent medical examinations, rehabilitation programs and vocational services to Kate	All	
		TBD	To be completed - All jurisdictions to provide updated contact list to AWCBC for IJA repository, contact list. This is a repeating activity.	All	
		TBD	To be completed -All jurisdictions to share contact list to internal staff. This is a repeating activity.	All	

	Activities	Target Date(s)	Status	Resources	Budget
5	Appendix D Revision	Completed	Completed -Deepak to review Appendix D with Assessment Committee and provide revised Appendix	Deepak (BC)	
		Completed	Completed -Deepak to provide the revised document to Chair	Deepak (BC)	
		Completed	Completed -Chair to circulate revised document to all committee members to review and approve.	Ann (NL) All	
		Completed	Completed -Sophie to translate revised document to French	Sophie (QC)	
		Completed	Completed -All jurisdictions to provide approval to Chair.	Ann (NL) All	
		Completed	Completed -Chair to provide approved Appendix D to AWCBC for posting on website	Ann (NL) AWCBC	

	Activities	Target Date(s)	Status	Resources	Budget
6	Revise IJA Section 3.2 (d) and (e)	TBD	<p>To be completed-Bill to provide document with proposed changes to all committee members for review and feedback.</p> <p>To be completed-All jurisdiction to provide feedback</p> <p>To be completed-Bill to provide final draft of revised section to Chair.</p> <p>To be completed-All jurisdictions to discuss the final draft at 2015 AWCBC IJA Committee meeting for any further feedback.</p>	<p>Bill (AB)</p> <p>All</p> <p>Ann (NL)</p> <p>All</p>	
7	Update BPG	TBD	<p>To be completed- Need a volunteer to provide updates to BPG based on updated PPP and circulate to all committee members</p> <p>To be completed-All committee members to provide further review and comment.</p> <p>To be completed-Committee members are to approve BPG draft</p>	<p>TBD</p> <p>All</p> <p>All</p>	

	Activities	Target Date(s)	Status	Resources	Budget
8	Update PPP	Completed	Completed -Caroline to provide Chair with SK's position on reimbursement when 2 different employers exist	Caroline (SK)	
		Completed	Completed -Chair to provide information to Rhonda to update PPP	Ann (NL) Rhonda (AB)	
		Completed	Completed -Rhonda to provide updates to PPP based on discussions at 2014 AWCBC meetings.	Rhonda (AB)	
		May 2015	To be completed -All committee members to provide further review and comment. Review minor changes for approval.	All	
		May 2015	To be completed – correction required to fatality statistics reference in 2008/2009 meeting minutes	Alberta	
		May 2015	To be completed – discussion of Disclosure of Information request when requesting information from another board.	Alberta	

	Activities	Target Date(s)	Status	Resources	Budget
9	Election Notification Requirements	Completed	Completed -All committee members to report to Sophie (QC) as to the minimum information required for election notification to jurisdictions	All Sophie (QC)	
		Completed	Completed -Sophie to circulate information to all committee members.	All	
		May 2015	To be completed - all committee members discuss the minimum requirements.	All	
10	Appendix A translation and revision	May 2015	To be completed - all committee members to review circulated documents for approval at the meeting.	All	
11	Confidentiality of Information	May 2015	To be completed – discussion of authority to share information prior to claim cost reaching the minimum threshold.	All	
12	Occupational disease provisions in Section 7	May 2015	To be completed – discussion of level of usage of these provisions between the boards	All	