

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

AWCBC Committee Work Plan

Executive Sponsor: Sophie Genest QC	Committee Co-Chair(s): 2024 Rachel Silver (PE) 2024/2025 Shawn Rodgerson and Stephen Carpenter (PE)	Date: May 16, 2024
Mandate <i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>		
To support Interjurisdictional co-operation and awareness on Workers' Compensation matters through monitoring evaluating, upholding and improving the IJA and its application		
Goals Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
Goal #1	Facilitate consistent understanding and application of IJA.	
Measures #1	Succession planning is a large part of the committees planning going forward. It is imperative to the success of this committee that members have a good understanding of the IJA (which can be complex). This will require education, good communication as well as the current, ongoing review (sub-committee) of the Agreement to ensure we are fulfilling the purpose of the agreement (ie. equity for workers and employers).	
Goal #2	Administer the Alternative Assessment Procedure (AAP) effectively.	
Measures #2	The committee members are agreeing to a schedule (3 year mailouts) which will be consistent across all jurisdictions (to streamline the process for employers). The committee is also having discussions around situations such as AAP & Personal Coverage to ensure consistent coverage across all Boards, while keeping in mind the differing legislations and policies. The AAP will be reviewed during the overall review.	
Goal #3	Improve election process for IJA claims.	

Measures #3	This will continue to be measured by each jurisdiction ensuring that staff are well educated on the election process and making workers aware of their rights to file in more than one jurisdiction.
Goal #4	Monitor national/international issues to determine whether they fall within the IJA mandate.
Measures #4	Specific issues will be brought to the annual committee meetings as they arise.
Goal #5	Evaluate the effectiveness of general cost reimbursement guidelines of the IJA
Measures #5	Each jurisdiction monitors the effectiveness of the reimbursement process. Situations that require discussions between Boards will happen individually, and some may be brought to the committee meetings for discussion and input. Jurisdictions will also ensure that Employers are only being charged for claims in one jurisdiction.
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
	<p>The Committee discussed the importance of staffing and succession planning for the future of the IJA Committee. This would include educating the successors in our own jurisdictions and passing along the knowledge that would ultimately be lost with retiring knowledgeable members. Keeping this knowledge will be crucial to the success of the IJA Committee.</p> <p>The Committee also continues to work closely with other committees like the National Assessment Committee on topics that overlap our agendas (such as AAP and Personal Coverage, AAP Centralized Database, etc).</p> <p>The Committee continues to look into new ways of working (ie. flying workers in from other provinces) and how this impacts our process when trying to implement the IJA/AAP consistently across all jurisdictions.</p>
Objectives	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>
#1	<ol style="list-style-type: none"> 1. ● Develop standardized IJA training materials/best practices guide. <ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Identify triggers that will assist front-line staff in recognizing potential IJA claims.

	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Examine the benefits/drawbacks of current general cost reimbursement guidelines and as required, amend to improve administrative efficiency. 		
Activities	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."</i>		
Activities	Target Date(s)	Status	Member and other resources required
1) Translation Services for Benefits in Kind	June 31, 2024	i. Sophie Genest (QC) to provide note to IJA Committee Chairs to Shawn Rogerson (PE) and Stephen Carpenter (PE)	Sophie Genest (QC)
	July 1, 2024	ii. Incoming Chairs, Shawn Rogerson (PE) and Stephen Carpenter (PE) to circulate to IJA Coordinators for feedback.	Shawn Rodgerson and Stephen Carpenter (PE)
	July 30, 2024	iii. IJA coordinators to provide feedback if necessary.	IJA Coordinators
	August 31, 2024	iv. Sophie (QC) to submit note to the AWCBC Executive Committee for their fall meeting	Sophie Genest (QC)
2) AAP Central Repository	July 15, 2024	i Assessment Committee to take this item to their meeting in June meeting and provide update to Shawn Rogerson (PE) and Stephen Carpenter (PE)	Sophie Genest (QC) and National Assessment Committee
	May 2025	ii Assessment Committee will also update IJA Committee annually on progress on this project	National Assessment Committee

3) AAP Effective Dates following 3-year Review	December 31, 2024	i. Luisa (AB) and Theresa (NWT) to confirm with National Assessment Committee that all boards have completed review in 2024	Luisa Leonardo (AB) and Theresa Wolfe (NWT)
4) File Transfer Protocol Sites for File Exchange	September 1, 2024	i. Sophie will notify Rhonda Dean (AB) and Shawn Rogerson (PE) and Stephen Carpenter (PE) once Sharepoint is up and running	Sophie Genest (QC)
	December 31, 2024	ii. Rhonda will update PPP with Sharepoint site once confirmed by Sophie (QC)	Rhonda Dean (AB)
5) Shortfalls in Reimbursement Requests and Impact to Employer Experience Rating	June 1, 2024	i. Lori Williams (NL) to let Shawn Rogerson (PE) and Stephen Carpenter (PE) and Rhonda (AB) how they will handle shortfalls	Lori Willimas (NL)
	December 31, 2024	ii. Rhonda Dean (AB) to update the PPP and BPG.	Rhonda Dean (AB)
6) AAP & PC – Coverage and Limitations	May 31, 2024	i) Report to Rachel/Shawn/Stephen (PE) the numbers (%) of AAP/Personal Coverage holders	All committee members
	May 31, 2024	ii) Rhonda (AB) and Jan (AB) will provide scenarios to Rachel (PE) for the National Assessment Committee meeting in June	Rhonda Dean (AB) and Jan Glemba (AB)
	June 3, 2024	iii) Shawn (PE) and Stephen (PE) to forward scenarios and number of these AAP/PC holders onto Kim Karunaratne (BC) for National Assessment Meeting	Shawn Rodgerson and Stephen Carpenter (PE)

7) Sub-committee re: Amending IJA	May 2025	i. Standing item: Sub-Committee to provide annual update	Bill Ostapek (AB), Glenn Jones (MB), Kathleen Avery (YK), Sophie Genest (QC) and designated Assessment representatives
8) Dollar for Dollar Agreements	May 2025	i. Standing item: Update at annual meetings, any new Dollar for Dollar agreements so that PPP can be updated	All Committee Members
9) Shortfalls on Medical Aid/Health Care Payments	September 1, 2024	i. Rhonda (AB) to add conclusion to the PPP	Rhonda Dean (AB)
10) Terms of Reference Review	May 22, 2024 May 27, 2024	i. IJA Coordinators to report back to Rachel (PE) with any feedback on Terms of Reference ii. Rachel (PE) to report back to Cheryl AWCBC	IJA Coordinators Rachel (PE)
11) Update and Circulate BPG and PPP	May 30 th , 2024 June 1 st , 2024 September 1, 2024	i. Rhonda Dean (AB) to send clean BPG (as discussed in 2023 and approved in 2024) to Shawn (PE and Stephen (PE) ii. Shawn Rodgerson (PE) & Stephen Carpenter (PE) to send clean PPP to AWCBC for their website. iii. Rhonda Dean (AB) to forward updated BPG as discussed in 2024 (and to be approved at the 2025 meeting) to IJA Committee members.	Rhonda Dean (AB) Shawn Rodgerson and Stephen Carpenter (PE) Rhonda Dean (AB)
12) 2023 AWCBC All Committee Meeting Minutes	May 28 th , 2024 May 31 st , 2024	i. Rachel (PE) to send approved 2023 meeting Minutes and 2024 Workplan to AWCBC and IJA Committee ii. Rachel Silver (PEI) to circulate draft 2024 Minutes to the IJA Committee members	Rachel Silver (PE) Rachel Silver (PE)

Opportunities for Cross-Collaboration with other Committees	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
AWCBC Support Required	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		