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## Interjurisdictional Agreement (IJA) Committee - AWCBC Work Plan

<b>Executive Sponsor: Sophie Genest QC</b>	<b>Committee Chair(s): Paula Arab (2022-2023)</b>	<b>Date Updated: April 6, 2022</b>
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<b>Mandate</b>	<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.	

<b>Goals</b>	<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	

<b>Objectives</b>	<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
1a	Alternative Assessment Procedure – Central Repository for AAP Firms	April 8, 2022	i. <b>COMPLETED</b> - Sophie (QC) to circulate proposal to all committee members	Sophie (QC)	
		May 1, 2022	ii. All committee members to review proposal and send responses to Sophie (QC)	All	
			iii. Sophie (QC) to recirculate proposal with feedback to all committee members	Sophie (QC)	
		June 1, 2022	iv. All committee members to review proposal with feedback and provide final responses to Howard (BC)	All	
		June 7, 2022	v. Howard (BC) to share outcome with the Assessments Committee, and then provide feedback to Sophie (QC)	Howard (BC)	
		July 1, 2022	vi. Sophie (QC) to reach out liaise to AWCBC/IT Committee	Sophie (QC)	
		Before or on May, 2023	vii. Sophie (QC)/Howard (BC) to provide a status update to Committee members	Sophie (QC)/Howard(BC)	

	Activities	Target Date(s)	Status	Resources	Budget
1b	Alternative Assessment Procedure – Effective Dates following 3 year review	May 1, 2022	i. Robert (ON) to confirm ON position on effective date	Robert (ON)	
		June 7, 2022	ii. Howard (BC) to discuss and update Assessments Committee	Howard (BC)	
		October 1, 2022	iii. Rhonda (AB) to update the PPP indicating the topic is still under discussion	Rhonda (AB)	
1c	Alternative Assessment Procedure – Labour Supply Companies	April 5, 2022	i. <b>COMPLETED</b> - Howard (BC) to provide Rhonda (AB) with proposed amendment to the suggested wording in the PPP	Howard (BC)	
		October 1, 2022	ii. Rhonda (AB) to update the PPP accordingly	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
2.	AWCBC IJA Repository	June 1, 2022	i. All jurisdictions to review and provide changes to AWCBC with copy to Chair and Rhonda (AB) (with changes).	All	
		June 1, 2022	ii. All jurisdictions to review and confirm, or update the contact information in the BPG by email to Rhonda (AB) with copy to Chair.	Rhonda (AB)	
		June 1, 2022	iii. All jurisdictions to review Schedule P (maximum compensation rates) in the BPG and let Rhonda (AB) know if the information is inaccurate.	All	
		June 15, 2022	iv. Rhonda (AB) to forward the versions of the PPP and BPG discussed in 2021 and approved at 2022 meeting to AWCBC to be uploaded to the repository.	Rhonda (AB)	
		July 1, 2022	v. All jurisdictions to share contact list with internal staff.	All	
3a	Benefits in Kind – Contact List	June 1, 2022	i. All jurisdictions to provide updated contact list to Rhonda (AB) for update to BPG, and to Paula (NS) for update of AWCBC IJA repository.	All	
		June 15, 2022	ii. Rhonda (AB) to update contact list in BPG	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
3b	Benefits In Kind - Cost for Translation Services	July 1, 2022  May, 2023	<ul style="list-style-type: none"> <li>i. All jurisdictions to seek confirmation on proposal to accept translation costs up to a maximum of \$5K per year. Responses to be sent to Rhonda (AB)</li> <li>ii. Rhonda to advise committee member via email if consensus has been reached</li> <li>iii. Rhonda (AB) to share outcome of responses with committee members</li> </ul>	All  Rhonda (AB)  Rhonda (AB)	
4	File Transfer Protocol (FTP) sites for file exchange	May 20, 2022  July 1, 2022  October 1, 2022	<ul style="list-style-type: none"> <li>i. Terry (BC) to share with Rhonda (AB) when BC has implemented their site (OneDrive)</li> <li>ii. Jeremy (SK) to follow-up internally regarding SK's position</li> <li>iii. Rhonda (AB) to update the PPP accordingly</li> </ul>	Terry (BC)  Jeremy (SK)  Rhonda (AB)	
5	Meeting Minutes	April 11, 2022  April 31, 2022	<ul style="list-style-type: none"> <li>i. Chair to send finalized 2021 meeting minutes to AWCBC and IJA Committee</li> <li>ii. Chair to send draft 2022 meeting minutes to IJA Committee</li> </ul>	Paula (NS)  Paula (NS)	
6	Occupational Disease – Section 7 of the IJA	October 1, 2022	<ul style="list-style-type: none"> <li>i. Rhonda (AB) to update BPG/PPP</li> </ul>	Rhonda (AB)	

	Activities	Target Date(s)	Status	Resources	Budget
7	Platform for Secure Information Exchange	April 8, 2022  April 14, 2022	i. <b>COMPLETED</b> – Sophie (QC) to circulate list of individuals who have been designated to access their secure platform (SharePoint)  ii. All committee members to review the list and to let Sophie (QC) know who will be registering on the platform for (i) reimbursement requests and (ii) benefits in kind	Sophie (QC)  All	
8	Reimbursement Requests – amendment to section 9.5 of the IJA	October 1, 2022	i. Rhonda (AB) to update PPP/BPG that no amendment to section 9.5 of the IJA is proposed at this time	Rhonda (AB)	
10	Update and Circulate BPG and PPP	December 31, 2022	i. Feedback to Rhonda (AB) as appropriate  ii. Rhonda to forward updated PPP and BPG as discussed in 2022 (and to be approved at the 2023 meeting) to Chair and IJA Committee members.	All  Rhonda (AB)	
11	IJA Agreement		i. Internal discussion to commence in 2022 to create a subgroup to review provisions of the IJA agreement for future amendment	All	