



# AWCBC NWISP (National Work Injury Statistics Program) Committee

## Terms of Reference

Document Version:

Version #	Date	Prepared By	Comments
1.0	Feb 20, 2016	Pieter Lambooy	Initial draft: Supported by 5 year (2014-18) plan for NWISP and to replace the “NWISP: Succession Planning Guide” authored in February 2014
1.1	Feb 26, 2016	Pieter Lambooy	Revised draft based on feedback from Cheryl Tucker
1.2	May 28, 2018	Pieter Lambooy	Revised: Add in governance on external requests for NWISP committee effort
1.3	Dec 28, 2018	Pieter Lambooy	Revised: To clarify the relationship and responsibilities of the AWCBC in comparison to the NWISP
1.4	Apr 5, 2019	Pieter Lambooy	Final version inclusive of feedback received from NWISP members based on Feb note to them

# AWCBC NWISP Committee Terms of Reference

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## Committee Name

National Work Injury Statistics Program (NWISP)

## Definitions

- 1.1 “AWCBC” means the Association of Workers’ Compensation Boards of Canada.
- 1.2 “AWCBC Board of Directors” means the board of directors of the Corporation as defined in AWCBC’s By-law.
- 1.3 “Committee” means the National Work Injury Statistics Program Committee to whom these Terms of Reference apply.
- 1.4 “Committee Member” means the representative appointed by a jurisdiction.
- 1.5 “Executive Committee” means the Executive Committee of the AWCBC.
- 1.6 “CEO” means the Chief Executive Officer of the AWCBC.
- 1.7 “Executive Sponsor” means the person selected to be the Executive Sponsor of the Committee by the AWCBC Board of Directors.
- 1.8 “Jurisdiction” means one of the Boards/Commissions that are members of the AWCBC.

## Role / Purpose

### Committee Mandate

The AWCBC creates NWISPs mandate and provides NWISP with direction, data infrastructure and the ability to disseminate information – the NWISP committee supports that national direction and will achieve success by assisting boards and commissions to gather and disseminate high quality work injury data.

High quality work injury data is information that is consistent across all jurisdictions. NWISP can facilitate processes that improve consistency and data gathering processes such as a national coding calibration process, national standard development and national learning tools. AWCBC will, in addition to providing direction, collect data submitted by jurisdictions, create process to disseminate data, maintain and develop appropriate data infrastructure and monitor submitted data for trends and areas where national awareness needs to be highlighted. AWCBC will also be the sole contact for external requests for data or information and may, where appropriate, involve NWISP membership to assist with efforts that may evolve from these requests.

It is primarily AWCBC that will determine areas of focus and discussion for NWISP at our annual national meeting – NWISP will utilize its meetings for purposes of maintaining its core functions

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and any new topics for discussion beyond those stated in the 5 year plan document will be brought forward by AWCBC. NWISP has within it, three key functional areas:

1. Data Submission and Analytics Committee (DSAC) will assist the AWCBC with data submission process as well as any assistance AWCBC would require regarding analytics. The committee will garner national agreement on data formats (such as NOC versions) for data submission purposes.
2. Coding Technical Committee (CTC) will assist the AWCBC with process regarding the national standardization of work injury data. The primary function of TCC is to identify and resolve technical coding questions and facilitate a national definition calibration process to provide assurance each jurisdiction views specific coding requirements in a similar fashion.
3. Ongoing education, NWISP committee member orientation and long term planning initiatives as identified by AWCBC.

### Committee Goals

- 2.1. The goals of the Committee are:
  - a) to have an engaged committee and develop strong peer relationships to ensure that outcomes are achieved as outlined in the Committee work plan;
  - b) to act on national issues and opportunities identified by the AWCBC and/or by NWISP membership and related to the work injury statistics gathering process and the ongoing national work injury statistics coding manual upon which national NWISP data relies; and
  - c) to create learning opportunities that would stimulate discussion and real learning on NWISP strategies from both internal and external resources; and
  - d) develop and maintain the NWISP five year plan and the annual workplans that support the five year plan that align with the long term goals AWCBC has mandated for the committee.

### Membership

#### Executive Sponsor

##### Appointment

3.1. The Executive Sponsor is appointed by and is a member of AWCBC's Board of Directors.

##### Role

- 3.2. The role of the Executive Sponsor is to:
  - a) provide leadership, support, guidance and advice to the Committee;
  - b) attend committee meetings as required;
  - c) act as liaison between the Committee, the Executive Committee and AWCBC Board of Directors;

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- d) review the 5 year plan and Committee work plan and reports with the Committee Chair;
- e) present Committee work plans and reports to the Executive Committee and/or AWCBC Board of Directors as required; and
- f) report on Committee activities to the AWCBC Board of Directors.

### Chair

#### **Appointment (draft: for discussion in our May meeting)**

4.1. With approval/acceptance of the Executive Sponsor, the Committee Members shall elect one Committee Member to serve as Chair for a two-year renewable term.

#### **Role**

4.2. The role of the Chair is to:

- a) schedule meetings, prepare and distribute Committee meeting agendas and minutes, or delegate these functions as required;
- b) chair Committee meetings, ensuring that all Committee members are given an opportunity to actively participate, that discussions are kept on track, and that meetings begin and end on time;
- c) coordinate, in conjunction with AWCBC's identified priorities, the development and maintenance of an annual work plan with Committee Members;
- d) present the annual work plan to Executive Committee at the AWCBC All Committees Meeting;
- e) prepare semi-annual work plans, budgets, and status reports as appropriate and review with the Executive Sponsor;
- f) confirm jurisdictional representation on the Committee;
- g) provide orientation for new Committee Members;
- h) at the request of the AWCBC (CEO or designate), will assist with assessing requests from external individuals or agencies for work to be undertaken by NWISP in terms of whether the work falls within NWISPs mandate and how that works falls within NWISP and AWCBC priority. .
- i) liaise with AWCBC's CEO, or designate, to align with ongoing initiatives and support the cross-pollination of work between committees as appropriate;
- j) act as liaison with other AWCBC Committee Chairs/Committees;
- k) upon request, attend meetings of the Executive Committee; and
- l) prepare reports and/or recommendations as required.

### Vice-chair or Co-chair

#### **Appointment**

5.1. The Committee Members shall elect one Committee Member to serve as Vice-chair for a two-year renewable term.

5.2. In order to provide continuity, the Vice-chair's term shall commence at the one-year point of the Chair's term.

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5.3. If approved by the Executive Sponsor, the Vice-chair shall assume the role of Chair at the end of the Chair's term.

5.4. The Chair and Vice-chair may serve as Co-chairs with the agreement of the Committee.

### Role

5.5. The role of the Vice-chair is to:

- a) assist the Chair in the performance of his or her role as required; and
- b) chair Committee meetings in the absence of the Chair.

5.6. When the Chair and Vice-chair agree to act as Co-chairs, the duties of the Chair set out in [section 4 \(Chair\)](#) will be shared by the Co-chairs in a mutually agreeable way.

## Committee Members

### Appointment

6.1. For each jurisdiction that desires to participate in the Committee, that jurisdiction will appoint one or more of its employees to be members of the Committee. The members, so appointed, shall collectively comprise the Committee.

6.2. Other committee members external to Boards/Commissions can be included if approved by the Executive Sponsor (for example CCOHS or Government bodies).

### Role

6.3. The role of individual Committee Members is to:

- a) follow through on commitments made at Committee meetings;
- b) be adequately prepared for Committee meetings, and actively participate in discussions;
- c) participate in Committee evaluation activities, including expressing opinions about whether or not the Committee is providing value;
- d) represent his or her respective jurisdiction in discussions which includes an information sharing role the committee member accepts to share committee concerns, issues and opportunities from their jurisdiction to the committee and from the committee to their jurisdiction;
- e) bring subject matter knowledge to committee discussions; and
- f) attend Committee meetings or, if unable to attend personally, send a substitute who is prepared and empowered to participate.

## CEO

### Role

7.1. The role of the CEO, or designate, of the AWCBC is to:

- a) Develop and manage the overall vision and strategic plan for the NWISP committee. AWCBC will manage and coordinate the plan and, where

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appropriate, collaborate with the NWISP Executive Sponsor and/or Chair to develop ongoing NWISP priorities.

- b) attend Committee meetings as required;
- c) update key contact information;
- d) in conjunction with the Executive Sponsor, facilitate the presentation of Committee business at meetings of the AWCBC Board of Directors and Executive Committee;
- e) facilitate information sharing among jurisdictions and act as a central information resource for jurisdictions and Committee Members; and
- f) ensure that Committee presentations, minutes, contact lists and work plans are updated on AWCBC's Collaboration Forum.

### Meetings

#### AWCBC Annual All Committees Meeting

8.1. All formal AWCBC Committees meet annually each spring as part of AWCBC's All Committees Meeting.

8.2. Committee responsibilities at this meeting are outlined in [section 9.1](#) below.

#### Other Meetings

8.3. This Committee shall meet in person at least once per year. The committee will meet in the Spring (at the All Committees Meeting outlined [above](#)) and there will be the option to facilitate further teleconference meetings with the Committee and/or members of the Committee throughout the year as needed.

#### Meeting Protocol

8.4. The Committee Members agree to be bound by these rules in the conduct of Committee meetings.

8.5. The AWCBC shall provide the Chair with any agenda items and supporting material for the annual committee meeting.

8.6. All further agenda items, with supporting material, should be submitted to the Chair with reasonable notice prior to the meeting date.

8.7. The Chair will distribute the agenda and all agenda material to Committee Members at a reasonable time prior to the meeting date.

8.8. Committee Members who are unable to attend a meeting will signify this with reasonable notice prior to the meeting date.

8.9. Any Committee Member may submit an agenda item to the Chair.

8.10. The basis for decision-making at the Committee meetings is informed consensus.

8.11. The Chair will make rulings regarding procedure when required.

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8.12. The draft minutes of the meeting will be distributed to participants within a reasonable time after the meeting.

### **Reporting**

9.1. At the AWCBC Annual All Committees Meeting, the Chair reports to Executive Committee. The purpose of this report out is to:

- a) update work plans for the coming year;
- b) identify ongoing or emerging issues and offer possible responses/feedback to AWCBC Executive when required or requested;
- c) explore crossover issues as well as areas of common interest with other committees;
- d) suggest likely topics for the Staff Learning Symposium and Governance Summit;
- e) highlight potential budgetary considerations; and
- f) address any issues referred by the Executive Committee.

### **Review of Terms of Reference**

10.1. Review of the Terms of Reference is to be an annual standing item on this Committee's agenda at the AWCBC Annual All Committees Meeting.