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| **DEVELOPING A TERMS OF REFERENCE** **FOR A HIFIS WORKING GROUP** |

This *HIFIS How To: Guidance* resource provides practical information on developing a Terms of Reference for setting up a HIFIS Working Group to support your implementation of HIFIS.

Whether your community is new to HIFIS or has fully implemented HIFIS, setting up a Working Group could be beneficial. A HIFIS Working Group can provide support to the HIFIS Lead, and provide a way for users to be involved in decision-making, planning and preparing for launch, testing HIFIS configuration, quality assurance and process improvements. To help your Working Group run smoothly, a Terms of Reference is an important document to develop. The Terms of Reference should clearly describe the purpose, structure and way the group will operate.

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| **SUGGESTED SECTIONS** |
| MISSION/MANDATE  | – A statement to reflect the vision for what the group will achieve/support.  |
| PURPOSE/RATIONALE  | – Include why you need a HIFIS Working Group and the groups work objectives.  |
| ROLES AND RESPONSIBLITIES | – Outlines who can hold the positions and what they can do: Chair, members, guests/observers.  |
| MEMBERSHIP  | – Include who is part of the working group.  |
| ACCOUNTABILITY  | – Consider including to whom and how the group will report. |
| MEETINGS | – Outline the frequency and other details about meetings. |

As you progress through HIFIS implementation, your Terms of Reference may need to be adapted to support the nature of the work as it evolves.

The questions below are a guide for developing your Terms of Reference document. Not every answer needs to be included in your document, but will help you organize the group and operate effectively.

**WHY DO WE NEED A HIFIS WORKING GROUP?**

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| [ ]  How can a HIFIS Working Group support the HIFIS Lead? |
| [ ]  What is the goal/vision/mandate/purpose/objectives of the HIFIS Working Group? |
| [ ]  Does the Community Advisory Board (CAB)/Leadership Group need to be involved in configuration decisions or simply have final approval of what the Working Group proposes?[ ]  Do I have approval and support to start a HIFIS Working Group?[ ]  Do we have time to start a HIFIS Working Group? (i.e. time for meetings and time to get the work done before deadlines) |

**WHO WILL BE PART OF THE WORKING GROUP?**

[ ]  Who will be invited to be part of the HIFIS Working Group?

[ ]  How will you ensure you have the right members?

[ ]  Will you require certain roles from certain organizations?

[ ]  Will Indigenous Groups sit on this committee?

[ ]  What will be the roles of the members?

[ ]  What will be the role of the HIFIS Lead?

[ ]  What will be the role of the Coordinated Access Lead/Coordinator?

**WHAT WILL THE WORKING GROUP DO?**

[ ]  Who will be the pen for developing the Terms of Reference?

[ ]  How much time are you asking people to invest?

[ ]  What frequency will the group meet? And for how long?

[ ]  How long will members be asked to commit to working with the Working Group?

[ ]  Are there any incentives that could be offered?

**HOW WILL THE WORKING GROUP OPERATE?**

[ ]  Will this group have a work plan or will they operate on an as needed / routine review basis?

[ ]  Will the group have a chair / coordinator?

[ ]  Will chairing rotate? Co-chairs? Is there a designated person/org to coordinate?

[ ]  How will the decision-making be done: with quorum? By consensus? Majority?

[ ]  Will you have an agenda and minutes taken for the meetings?

[ ]  Will the Terms of Reference be reviewed annually?

[ ]  Will there be processes outlined, such as review, approval, reporting processes, including standard number of days for review for example?

[ ]  How will this group coordinate with other groups (e.g. Coordinates Access Working Group, HIFIS Host)?

[ ]  How will this group report to others (e.g. CAB, Leadership Group)?