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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)?