

PAN-CANADIAN TASK FORCE ON PUBLIC HEALTH NUTRITION PRACTICE

TERMS OF REFERENCE

Purpose

The purpose of the Pan-Canadian Task Force on Public Health Nutrition Practice is to provide leadership, expertise and strategic counsel to enhance public health nutrition practice in Canada. This is achieved through collaboration, consultation and research.

Background

In early 2006, a Pan-Canadian Advisory Committee on Public Health Nutrition Competencies (now named the Pan-Canadian Task Force on Public Health Nutrition Practice) was formed in collaboration with the Public Health Agency of Canada (PHAC) to provide strategic guidance and expert advice on public health nutrition practice enhancement in Canada. The Task Force includes leaders in public health nutrition from across Canada and organization liaisons that bring a variety of perspectives related to public health nutrition education, training, regulation, practice, research, and workforce related issues. Since 2006 a number of documents have been produced by the Task Force and are available at www.dietitians.ca/publichealthnutrition.

Objectives

Task Force objectives, in order of priority for 2009-2011, include:

1. Design and implement a communication strategy to influence the implementation of the Recommendations for Action within the public health nutrition community. The strategy will include the development of case studies integrated into an online presentation.
2. Continue to influence and support the integration of public health nutrition practice concepts into the development and utilization of dietetic competencies.
3. Lead a process for exploring leadership and organizational structures for public health nutrition practice.
4. Facilitate discussions on the Task Force recommendations with the Education Sector to strengthen public health nutrition in dietetic education.
5. Influence the enumeration process for public health nutrition professionals.

Membership

The Pan-Canadian Task Force on Public Health Nutrition Practice will be comprised of 12 to 15 voting members. The Task Force will have broad geographical representation (including rural, remote, urban) and include individuals who bring one or more of the following to the Task Force:

- Senior level federal, provincial or territorial nutrition policy experience
- Public health management experience
- Public health nutrition practice experience (covering a variety of public health nutrition dimensions – food systems, food security and nutrition and diseases)
 - Work experience in public health nutrition (less than 5 years)
 - Work experience in public health nutrition (more than 5 years)
- Public health nutrition research and publishing experience
- First Nation/Inuit and other cultural group experience
- French-speaking community involvement
- Registered dietitian status
- Dietetic undergraduate program involvement (e.g. faculty member)
- Graduate program involvement in public health nutrition or related areas (e.g. faculty member)
- Dietetic internship training involvement (e.g. internship director)
- Involvement with various groups such as: Canadian Public Health Association, Dietitians of Canada, the Federal/Provincial/Territorial Group on Nutrition, the Partnership for Dietetic Education and Practice, the Alliance of Regulatory Bodies the ‘Deans and Directors’ and the Dietetic Educators Group.

In addition, the Task Force will include non-voting ex-officio representation from funding and contract management agencies where applicable as well as project managers/consultants. For example, while the Task Force operates with funding support from the PHAC through DC, a representative of the PHAC and DC will liaise with the group and provide guidance and support to ensure that the contract/project deliverables and timelines are met.

Appointments

Task Force appointments are made annually with the intention that there is never more than a 30% turnover. Task Force members acting as a liaison with another group will be appointed in consultation with that group.

Term

Members on the Task Force are encouraged to commit for a minimum of one year, renewable up to three years or more to ensure continuity of the work of the Task Force. It is appreciated if an exiting committee member can recommend and provide orientation for new members but it is not the role of outgoing members to recruit their replacement. This is a role of the full task force.

Working groups will be struck as needed. A Task Force member who is responsible for being the liaison between the working group and the Task Force will chair the Working

Group. Working group membership may be comprised of public health nutrition professionals and relevant others external to the Task Force membership.

Member Responsibilities

- Attend meetings (in-person; telephone) at the call of the chair.
- Actively participate during meetings of the Task Force.
- Contribute to the purpose of the Task Force which may include commenting on issues and reports between meetings.
- Provide timely input on key deliverables for contracts and grants.
- Contribute to the planning of meetings and help with the dissemination of the results, as required.
- Provide updates to organizations/groups to which a member is representing.
- Provide updates to the Task Force on the organization a member is representing.
- Seek input from organizations or group a member is representing.
- Take minutes as required (members act as recorders - alphabetically based on last name. If a member is unavailable, that member is requested to seek out a replacement prior to the meeting).

Chair Responsibilities

- Commit to the role of chair and past chair each for a minimum of one year. The term of chair is renewable for up to two years.
- Coordinate all meetings of the Task Force, including setting and distributing the agenda, chairing the meetings and ensuring a minute taker is designated and meeting minutes and other related reports are distributed to Task Force Members and others, as determined.
- Monitor member participation in Task Force.
- Provide reasonable notice of meetings with opportunity to participate.
- Oversee applications for new funds.
- Provide support to contract manager in interviewing and hiring contractors.
- Ensure a communication piece is regularly prepared that supports the Task Force members in consistent communication with those they represent.
- Guide the Task Force in addressing issues and concerns as they arise.
- Be the official spokesperson for the Task Force, unless otherwise delegated to other members.
- Help to secure resources to accomplish the work of the Task Force.

Funder and Grant Management Responsibility

It is the responsibility of the funding and management agencies to each appoint a non-voting ex-officio representative to the Task Force, to provide guidance and support, and to ensure the contract/project deliverables and timelines are met within budget.

Contracted project manager and/or consultants will be responsible for deliverables as outlined in their contract/terms of agreement with direction, guidance and support from the Task Force. Task Force members will have the opportunity to provide input into the development of position descriptions and hiring processes for contracted personnel.

Confidentiality

Each representative has a duty to keep confidential any information which is identified by the Task Force as such. Confidential information is to be discussed only within the Task Force.

Ethical Guidelines for Research, Funding and Sponsorship

The Task Force will consider funding and/or support from the following groups only:

- Government agencies
- Professional associations and groups

When participating in research activities, the Tri-Council Policy Statement will be followed: <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>.

The key statements are:

1. Respect for Human Dignity
2. Respect for Free and Informed Consent
3. Respect for Vulnerable Persons
4. Respect for Privacy and Confidentiality
5. Respect for Justice and Inclusiveness
6. Balancing Harms and Benefits
7. Minimizing Harm

Intellectual Property of Contract/Grant Deliverables

The intellectual property for all deliverables of contracts and grants will be as stated in the contract agreements. All proposals with external funding and support agencies will be reviewed by the Task Force.

Individual members of the Task Force who choose to work together to prepare manuscripts for submission to an appropriate peer-reviewed Journal, as approved by the Task Force, are encouraged to do so. Authorship will be dictated by the requirements of the journal chosen for submission. All members of the Task Force will be acknowledged for their participation and listed appropriately in the manuscript as will the support from the funding and management agencies. Members must be given the opportunity to review any articles prepared for publication.

Conflict of Interest

Conflict of interest occurs when a representative participates in discussion or decision-making about a matter that may result in financial or other benefit to: that member, their organization or someone with whom the member has a close personal or external professional relationship, regardless of the size of the benefit.

Prior to the commencement of any meeting or on the agenda, members will declare conflict of interest regarding specific agenda items. The member will then leave the meeting for the discussion of the identified agenda item and may return as the meeting

moves to the next agenda item. Departure and return of the member will be noted in the minutes of the meeting.

Remuneration

Committee representatives shall not be remunerated for serving on the committee. However, travel costs will be reimbursed.

Frequency of Meetings

The Task Force shall aim to meet in person at least annually with teleconference calls as needed or at the call of the Task Force Chair.

Quorum

The quorum for holding meetings is 50% plus 1 voting member.

Decision Making Process

A decision is simply made by a majority of voting members. The chair has the option to vote or not. If the voting members are having difficulty in reaching a decision, the following consensus model will be used (*from National Evaluation Team for Children Terms of Reference, Annex C and adapted from the BC Labour Force Development Board*):

The simplest and most basic definition of consensus is “**general agreement ... collective opinion**” (The Canadian Oxford Dictionary).

In this approach, people are not simply for or against the decision, but have the option to situate themselves on a scale that lets them express their individual opinion more clearly. This model is usually used with a round, so that everyone in the meeting is given the opportunity to state where they are according to the following six levels:

- 1) Fully support
- 2) Support with reservations
- 3) Acceptable
- 4) Will not block it, can live with it
- 5) Need more information or more discussion
- 6) No; cannot accept it

If someone is at level 2, 3 or 4, they have the option of explaining their reservations. These can be addressed by the meeting, if the group wishes to. This is not absolutely necessary for achieving consensus if everyone is already at 4 or higher, but it usually improves the recommendation or suggestion being discussed.

If someone is at level 5, they have the obligation to explain what information or discussion they require from the group. If someone is at level 6, it is important for them to try to offer a solution that can accommodate their needs and the needs of the rest of the group.

In addressing someone's reservations, it is important to ask:

1. Everyone for possible solutions (the person expressing the concern and the rest of the group both have a responsibility to find solutions); and
2. People to suggest improvements or alternatives that meet the objectives of the entire group.

▪ **Distant Participation**

A person so participating shall be deemed to be present at the meeting and shall be entitled to vote and be counted in the quorum accordingly.

Review of Terms of Reference

The terms of reference will be reviewed annually or at the call of the Chair.

Members and representation(2010-2011)

Kim Barro (Maritimes)

Farah Bandali (Alberta)

Sheryl Bates Dancho (Manitoba)

Jane Bellman Co-Chair (DC Representative)

Shawna Berenbaum (Public Health Nutritionists of Saskatchewan Working Group)

Tara Brown (Co-chair; plus Toronto Public Health Representative)

Elsie De Roose (Northwest Territories and FPTGN Representative)

Erica Di Ruggiero (CPHA Board Representative)

Mary Lou Gignac (Provincial Regulatory Body – Liaison to the Canadian Alliance of Dietetic Regulatory Bodies)

Nathalie Jobin, PH.D., Dt.P. (Quebec)

Pam Kheong (Community Nutritionists' Council, British Columbia)

Cindy Scythes (Ontario Society of Nutrition Professionals in Public Health)

Lysanne Trudeau (Eastern Ontario – Francophone)

Laurie A. Wadsworth (Academia)

Janine Woodrow (Newfoundland and Labrador)

Corresponding members (non-voting – will receive minutes of meetings):

Marlene Wyatt (Links to the Dietetic Educators Group as needed)

Ex-Officio (non-voting):

Janice Macdonald (DC Contract/Grant Manager)

Karen MacDougall (PHAC Liaison)

Sonya Kupka (Contractor)