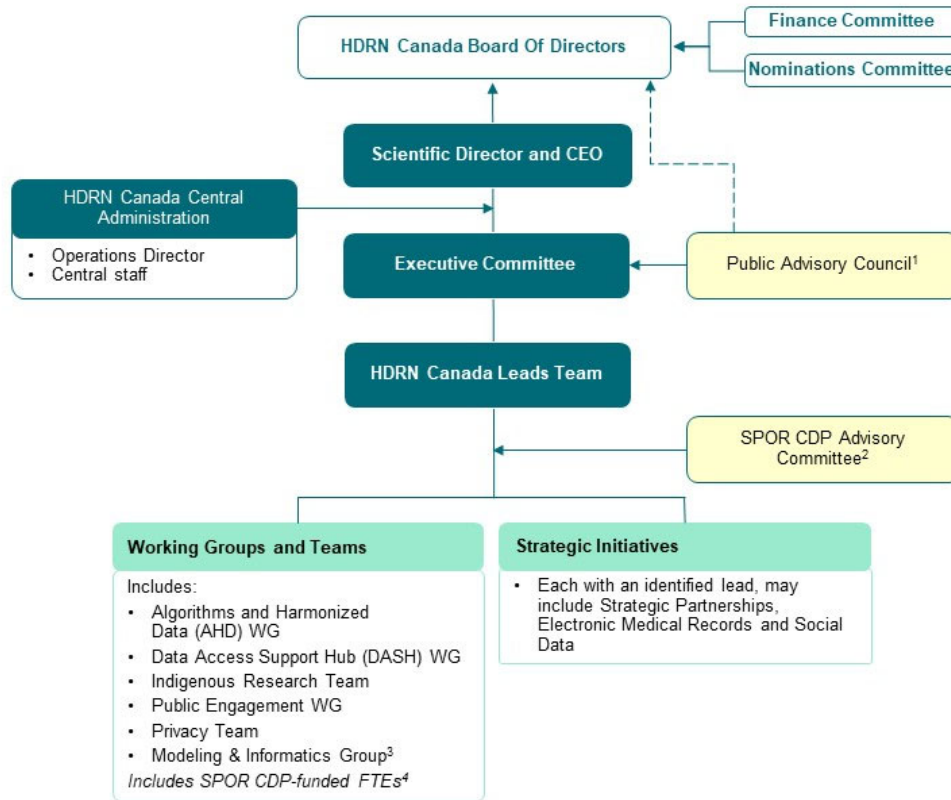


# Governance and Management Structure

Management Organogram  
(Last updated: February 2021)

# HDRN Canada Governance and Management

Last updated February 2021



<sup>1</sup>**Public Advisory Council:** In addition to providing advice directly to the HDRN Canada Executive Committee (the "Executive"), provides advice directly to the Public Engagement WG. The Chair of the Public Advisory Council is a member of the Public Engagement WG and the Executive and will interact directly with the HDRN Canada Board.

<sup>2</sup>**SPOR CDP Advisory Committee:** Chaired by a member of HDRN Canada Executive; in addition to providing advice to Leads (and through it to the Executive and Scientific Director and CEO), it provides advice on priorities directly to Algorithms WG and potentially other WGs.

<sup>3</sup>**Modeling & Informatics Group:** Supports all WGs and funded Strategic Initiatives

<sup>4</sup>**Network-funded Full Time Equivalents (FTEs):** Report (directly or indirectly) into one of the Leads Team members AND meet regularly as a group with, and report progress to, the HDRN Canada Operations Director.

LEGEND

Direct reporting

Regular feedback mechanisms established, including for providing advice

Advisory body that includes members external to HDRN Canada Organizations

Internal resources and decision-making bodies responsible for supporting HDRN Canada management and operations

Standing Committees of the Board

## Overview of HDRN Canada Governance and Management Bodies

<b>Name</b>	<b>Mandate and Function</b>	<b>Position within Reporting Structure</b>
<p>Board of Directors <i>Decision-Making</i></p>	<p>Provide overall guidance to Health Data Research Network Canada (“the Corporation”). The role of the Board is to act in the best interests of the corporation as a whole through the effective use of good governance practices. The Board will oversee the business and affairs of the Corporation in accordance with applicable legislation and corporate policies.</p> <p>According to the Bylaws the Board will have, at a minimum, two committees: the Finance Committee and the Nominations Committee. Additional ad hoc or standing committees of the Board may be established.</p>	<p>Highest level of accountability. The Scientific Director/CEO (SD/CEO) and all other individuals/bodies report directly or indirectly into the Board of Directors.</p>
<p>Finance Committee <i>Advisory</i></p>	<p>Oversees and prepares reports on the financial position of the Corporation on a regular basis; liaises with the public accountant appointed to audit or review the Corporation; and oversees and ensure compliance with all reporting obligations that may be imposed on the Corporation by funders or any funding agreement or arrangement.</p>	<p>Reports into the Board of Directors.</p>
<p>Nominations Committee <i>Advisory</i></p>	<p>Facilitates the election or acclamation of the directors at the annual general meeting of members.</p>	<p>Reports into the Board of Directors.</p>

<b>Name</b>	<b>Mandate and Function</b>	<b>Position within Reporting Structure</b>
Secretary	In accordance with the Corporation's Bylaws, the Secretary is responsible for the conduct and correspondence of the Corporation and serves as the custodian of all books, papers, records, documents and other instruments belonging to the Corporation. The Secretary oversees the recording of all Board meeting minutes and those of meetings of the members. The Secretary, or other director appointed in their place, serves as chair of the Nominations Committee.	Reports into the Board of Directors.
Scientific Director and CEO (SD/CEO) <i>Decision-Making</i>	Accountable for overall management and fiscal responsibility of HDRN Canada; serves as the point person for any scientific matters. Holds ultimate responsibility and ability to make decisions where consensus amongst HDRN Canada organizations cannot be reached.	Accountable to the Board and serves as Chair for the HDRN Canada Executive Committee and Leads Teams.
Operations Director <i>Advisory</i>	Responsible for ensuring HDRN Canada meets its planned goals and day-to-day management of the organization; serves as the point person for all operational decisions and has oversight of all funded FTEs.	Accountable to the Scientific Director and CEO.

<b>Name</b>	<b>Mandate and Function</b>	<b>Position within Reporting Structure</b>
<p>Strategic Advisory Council (Strategic Council) <i>Advisory</i></p> <p><i>Note: Not yet established</i></p>	<p>Provides advice on strategic risks and opportunities on topics identified by the Strategic Council or by HDRN Canada leadership. Includes diverse perspectives of people who are not directly involved in either the operations or governance of HDRN Canada and by extension, the SPOR Canadian Data Platform (SPOR CDP). Items discussed by the Strategic Council may include:</p> <ul style="list-style-type: none"> <li>• Matters for which the Board requires additional input on to advance decision making and planning, including on development priorities, ranging from algorithm topics to desired supports for innovative research</li> <li>• The scientific performance of HDRN Canada, including quantity and quality of research activities and outputs, such as publications and presentations in response to questions and requests from health system stakeholders</li> <li>• Making recommendations to the Board on priorities for the coming year</li> </ul>	<p>Advises the Board of Directors (TBC).</p> <p>Scientific Director and CEO participates as Observer.</p>
<p>HDRN Canada Executive Committee <i>Decision-Making</i></p>	<p>Subset of the HDRN Canada Leads Team with scientific and management oversight and responsibility for the CIHR grant.</p> <p>The Executive Committee provides scientific leadership and ensures excellence across HDRN Canada, focusing on priorities recommended by the Strategic Advisory Council. The Executive Committee ensures operational coordination of activities and issues across HDRN Canada organizations.</p>	<p>Accountable to the Scientific Director and CEO; oversees the HDRN Canada Leads Team.</p>

<b>Name</b>	<b>Mandate and Function</b>	<b>Position within Reporting Structure</b>
HDRN Canada Leads Team <i>Advisory</i>	Includes distributed sites across the country, including all data centres. Serves as a community of practice for the SPOR data centres and provides input to the Executive Committee. Ensures effective communications across the Network and ongoing commitment to the work of the SPOR Canadian Data Platform. Members of the HDRN Canada Leads Team manage the distributed resources that will carry out the work of the HDRN Canada.	Accountable to the HDRN Canada Executive Committee; Oversees the SPOR CDP Advisory Committee and Working Groups.
Public Advisory Council (PAC) <i>Advisory</i>	Provide strategic advice and appropriate public perspectives on processes for research uses of complex linked data, how to further engage with patients and the public on these issues, and how to reflect the results of our engagement in HDRN Canada activities and communications.  The PAC is supported by the Public Engagement Working Group whose purpose is to develop and deliver HDRN Canada’s public engagement strategy.	Reports into the HDRN Canada Executive Committee and Board of Directors.

<b>Name</b>	<b>Mandate and Function</b>	<b>Position within Reporting Structure</b>
<p>Strategy for Patient-Oriented Research Canadian Data Platform (SPOR CDP) Advisory Committee <i>Advisory</i></p>	<ol style="list-style-type: none"> <li>1. Advises HRDN Canada on data and analytic infrastructure development and priorities for the SPOR CDP, such as identifying priority algorithms/measures that would benefit from development, review and endorse recommendations about the Data Assets Inventory and Algorithms Inventory and provide advice to the Algorithms and Harmonized Data Working Group and other SPOR CDP working groups as appropriate; and</li> <li>2. Serves as a mechanism through which multiple SPOR entities: <ul style="list-style-type: none"> <li>• Bring forward data and information needs from their respective entities, advise on strategic opportunities and risks for the SPOR CDP to consider, including strategic alignment of objectives and research activities between entities and the SPOR CDP, and identify opportunities for collaboration in support of mutual goals; and</li> <li>• Receive updates and information on SPOR CDP development and operations to be shared back with each member's respective entity/organization of which they are representing.</li> </ul> </li> </ol>	<p>Reports into the HDRN Canada Leads team; provides advice to the Algorithms and Data Harmonization Working Group. Chaired by member of HDRN Canada Executive Committee; Scientific Director and CEO participates as Observer.</p>

## HDRN Canada Organizations

As defined in the Bylaws, the organizations are prescribed in a list maintained by the Nominations Committee and includes those that manage the distributed resources that carry out the work of the Corporation.

- Alberta SPOR SUPPORT Unit
- Canadian Institute for Health Information (CIHI)
- Centre for Health and Community Research, University of PEI
- George and Fay Yee Centre for Healthcare Innovation (CHI), University of Manitoba
- Groupe de recherche interdisciplinaire en informatique de la santé (GRIIS)
- Health Data Nova Scotia (HDNS), Dalhousie University
- Hotii ts'eeda: Northwest Territories SPOR SUPPORT Unit
- ICES
- Institut national d'excellence en santé et en services sociaux (INESSS)
- Maelstrom Research
- Manitoba Centre for Health Policy (MCHP), University of Manitoba
- New Brunswick Institute for Research, Data and Training (NB-IRDT)
- Newfoundland & Labrador Centre for Health Information (NLCHI)
- Newfoundland & Labrador SUPPORT Unit (NL SUPPORT)
- Québec SPOR SUPPORT Unit
- Population Data BC, University of British Columbia
- Saskatchewan Health Quality Council (HQC)
- Statistics Canada (StatCan)



## HDRN Canada Executive Committee

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