



HDRN Canada Executive

Terms of Reference



Background

Health Data Research Network Canada (HDRN Canada) is a pan-Canadian initiative to connect researchers, policymakers and decision-makers from across the country to use data and expertise effectively in multi-jurisdictional studies and initiatives, and to support international collaborations.

HDRN Canada Organizations are working together to advance priorities identified in our Strategic Plan. The mission of HDRN Canada is to bring together people and organizations across Canada for transformative and world-leading health data use.

Purpose

The HDRN Canada Executive Committee (the “Executive”) has been established to provide scientific and management oversight and responsibility for HDRN Canada, including for the initiatives developed through the CIHR grant. The Executive provides leadership and ensures excellence across HDRN Canada, focusing on priorities affirmed by the HDRN Canada Board of Directors.

Role

The Executive’s role is to provide general and active management of HDRN Canada, including through:

- Developing and implementing the scientific strategy of HDRN Canada under appropriate guidance from the Board; monitoring the network’s scientific performance and integrity
- Ensuring operational coordination of activities and issues across HDRN Canada Organizations, and overseeing development priorities and planning
- Having responsibility for FTEs funded through the grant
- Ensuring alignment of the above with the vision, mission and objectives of HDRN Canada
- Advising on the development of risk management documents and other policies and procedures including those requested by the Board of Directors
- Serving as the decision-making and approval body for items brought forward by Working Groups, Teams, and Committees and other strategic initiatives

Membership

Membership consists of a subset of the HDRN Canada’s Leads Team, with representation from Principal Applicants to the CIHR grant to develop the SPOR CDP, principal applicants on other large funded initiatives, and additional members who are leading priority streams of work. If an Executive Committee member’s role on the Leads Team ends, membership on the Executive will also end.

In the event of a vacancy, an advertisement for additional members will be circulated to the Leads Team.



New members of the Executive will be identified by nomination, which may occur either through self-nomination or nomination by another Leads Team member. The written nomination will consist of the name of the individual, their HDRN Canada member organization, and a rationale for membership. Nominations will be submitted to the Chair, who will make recommendations for approval by the rest of the Executive Committee.

If more applicants apply than there is space for new Executive members, both geographic and IDEA-based representation will be considered.

The Executive will be made up of no fewer than 8 and no more than 10 members. Members are listed in Appendix A.

The Chair of the Executive is the Scientific Director and CEO for HDRN Canada. The Director of Operations and other designated HDRN Canada staff participate as observers.

Where appropriate, and decided in conjunction with the Chair, select members of Working Groups and other invited guests may attend Executive meetings, for all or part of the agenda, as observers.

Executive Committee members serve for a twelve-month term which is renewable.

Accountability

The Executive is accountable to the Scientific Director and CEO. The Executive oversees the HDRN Canada Leads Team; the Chair of the SPOR CDP Advisory Committee is a member of the HDRN Canada Executive. The Executive also supports, guides, and responds to the Public Advisory Council.

Quorum

Quorum is set at half membership plus one. In the absence of quorum, it is at the Chair's discretion if the meeting should continue, with items for discussion, review and decision circulated to members who were unable to attend.

Decision Making

The Executive will make decisions by consensus, noting that in some cases members may abstain from a decision and that abstention does not constitute dissent. If consensus cannot be achieved, decisions will be made by majority vote. At the discretion of the Chair, decisions may be made based on the members contributing to quorum at a meeting. Members who are not able to attend a meeting may contribute to consensus or cast a vote in support of or against a decision prior to the meeting; after a vote and at the Chair's discretion, members unable to attend a meeting may be able to provide input on topics discussed.



In cases where neither consensus nor a majority vote can be achieved, a written summary of the views presented will be provided to the Scientific Director and CEO and if appropriate, Board of Directors, for consideration.

Member Responsibilities

- Foster and contribute to open, collaborative and respectful discussions
- Read and review all meeting materials and actively participate in all meetings, drawing on knowledge, expertise and experience to provide constructive advice to HDRN Canada. Members who are unable to attend a meeting will be provided with action items and any documented decisions and will be encouraged to provide written feedback and/or vote (see: Decision Making above).
- Members of the Executive may be asked to be involved in subgroups as appropriate, and communication between meetings is expected
- If a member cannot attend a meeting, they will notify the Chair and/or Secretariat
- If a member needs to withdraw from the Executive, the member will notify the Chair in writing

Meeting Frequency and Agenda

The Executive will generally meet every two weeks by teleconference or web meeting. Meetings will be planned by the Scientific Director and CEO in consultation with the Operations Director. Agenda and materials will be distributed to members at least two days in advance of the meeting, with requests for additions to the agenda provided to the Operations Director one week before the next meeting.

Ad hoc meetings of individual Executive members may occur on specific issues or projects to complement existing meetings. The Executive will strive to meet in-person on an annual basis, extenuating circumstances notwithstanding.

Conflict of Interest

Annually, Executive and Leads Team members must disclose to the Chair, in writing, any situation in which their personal interests or the interests of their host organization(s) are not compatible or aligned with the interests of HDRN Canada. Conflicts of interest will also be a standing agenda item at all Executive meetings. Every declaration of a conflict of interest arising at a meeting of the Executive will be recorded in the minutes of the meeting, along with the nature of the conflict.

It is understood that the host organization(s) of Executive members will have a direct interest in, and expect to benefit from, HDRN Canada operations; therefore, it is not necessary for Executive members to declare any real or perceived benefit that their host organization(s) may realize from advice provided unless the real or perceived benefit to their host organization(s) results in a risk or harm for HDRN Canada. Please refer to HDRN Canada's Conflict of Interest Policy for further details.



Confidentiality

Except in cases where materials are clearly marked or identified as being for public distribution, Executive members should treat materials they receive for Executive meetings as confidential, and request permission from the Scientific Director and CEO before sharing materials.

Administration and Review Frequency

Secretariat support for the Executive will be provided by HDRN Canada staff. Detailed minutes will not be recorded. Attendance, action items and decisions will be recorded in writing (votes will not be attributed to names) and shared with all members for review. The Chair and members shall serve without remuneration.

Membership of the Executive and this Terms of Reference will be reviewed on an annual basis. The review will be based on the skills matrix and other considerations noted in the membership section above.



Appendix A: List of Executive Members

Name	Jurisdiction	Organization	Rationale	Contact
Alan Katz	Manitoba	Manitoba Centre for Health Policy	Senior responsibility for IDEA, AHD	Alan.Katz@umanitoba.ca
Alison Paprica	Ontario	ICES	Chair of PEWG	alison.paprica@ices.on.ca
Brent Diverty	Federal	Canadian Institute for Health Information (CIHI)	Senior responsibility for DASH	BDiverty@cihi.ca
Frank Gavin	Ontario	HDRN Canada Public Advisory Council Chair	Chair of PAC	frankgavin@rogers.com
Jean-François Ethier	Quebec	Université de Sherbrooke	Chair of MIG	ethierj@gmail.com
Jennifer Walker	Ontario	ICES, McMaster University	Lead for Indigenous initiatives	jennifer.walker@mcmaster.ca
Kim McGrail*	British Columbia	Population Data BC	CEO / SD	kim.mcgrail@ubc.ca
Michael Schull	Ontario	ICES	Co-PI, Senior responsibility for Stakeholder Partnerships	michael.schull@ices.on.ca
Ted McDonald	New Brunswick	NB Institute for Research, Data and Training	Connection to CRDCN, Senior responsibility for Privacy Team	tedmcdon@unb.ca

*Chair