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# PUBLIC HEALTH HUMAN RESOURCES TASK GROUP (PHHRTG)

## TERMS OF REFERENCE

The Pan-Canadian Public Health Network (the Network) will provide policy advice to the Conference of F/P/T Deputy Ministers of Health on public health matters. The Task Groups within the Network will receive their respective mandates and roles from the Network's Council. The Council will hold all Task Groups accountable for the deliverables and performance of their respective Task Group.

### 1.0 MANDATE

To advance the implementation of the Public Health Human Resources Planning Framework, entitled *Building the Public Health Workforce for the 21<sup>st</sup> Century; A Pan-Canadian Framework for Public Health Human Resources Planning*; and to make recommendations to the Pan-Canadian Public Health Network Council with regards to Public Health Human Resources in the context of the Canadian Health System.

### 2.0 GOALS AND STRATEGIC PRIORITIES

- Identify strategic priorities to implement the Public Health Human Resources Planning Framework, entitled *Building the Public Health Workforce for the 21<sup>st</sup> Century - A Pan-Canadian Framework for Public Health Human Resources Planning*
- Identify level of resources required for successful implementation.
- Facilitate and coordinate activities for the implementation of the identified strategic priorities.
- Collaborate with other organizations involved in Health Human Resources related to the delivery of public health services.
- Provide advice and recommendations to the Public Health Network and other pertinent organizations related to Health Human Resources.

### 3.0 GOVERNANCE

#### 3.1 ACCOUNTABILITY

- The PHHRTG is accountable to the Public Health Network Council.
- The PHHRTG will have authority to implement decisions that promote convergence and collaboration on public health issues of mutual interest where participating members voluntarily agree to joint actions.

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3.2 MEMBERSHIP AND PARTICIPATION

The Task Group will be chaired by one non-government member and a vice-chair from the federal government.

Other members may be drawn from provincial and/or local public health agencies, academia, NGOs, aboriginal communities, and other bodies, such as Canadian Institute for Health Information and Statistics Canada, with an interest in public health human resources, information and knowledge, and will reflect different public health fields and geographic perspectives.

3.3 MEETINGS, QUORUM AND DECISIONS

The Public Health Human Resources Task Group meetings will be held a minimum of 3 times per year. Additional meetings will be held as required. Records of Decisions will be recorded by the Secretariat and distributed to members.

Quorum for Public Health Human Resources Group meetings shall be attendance by a simple majority of members.

Decisions shall be made by consensus where consensus is defined as general agreement.

3.4 CHANGES TO THE TERMS OF REFERENCE

Changes to the Public Health Human Resources Group Terms of Reference require approval by the Network Council.

**4.0 SUPPORT**

4.1 SECRETARIAT

The Government of Canada, through the Public Health Agency of Canada, provides the Secretariat for the PHHRTG. The secretariat is responsible for facilitating information sharing between the Council and other Public Health Network components.

4.2 RESOURCING

The Office of Public Health Practice of the Public Health Agency of Canada will provide the resources necessary for the management of the PHHR Task Group. Resourcing for discrete project elements may come from other sources.