



CANADIAN NETWORK FOR HEALTH IN ALL POLICIES (CNHiAP)

Réseau canadien sur la Santé dans toutes les politiques (RCSdTP)

GOVERNANCE STRUCTURE

BACKGROUND

As part of its mandate to support public health actors across Canada in developing and promoting healthy public policies, the National Collaborating Centre for Healthy Public Policy (NCCHPP) has launched the [Canadian Network for Health in All Policies \(CNHiAP\)](#). The goal of the CNHiAP is to facilitate, through knowledge mobilization, the uptake and implementation of Health in All Policies (HiAP) approaches in Canada. The Network's mission, objectives and governance structure are defined and regulated by its mandate.

HOST ORGANIZATION

The Network will be hosted by the NCCHPP. The Network's objectives are aligned with the Centre's expertise in developing, synthesizing and sharing knowledge and with its mandate, which includes fostering the development of networks connecting public health professionals, researchers and policy makers across Canada.

GOVERNANCE STRUCTURE

The following governance structure will support the Network:

I. Chairs

With the objective of fostering collaborative leadership, the Network has adopted a co-chair model. It will be presided over by an NCCHPP Chair and a member Co-Chair.

Role and Responsibilities

The Chairs will provide leadership to the Steering Committee and coordinate its work.

The Chair, as lead of the host organization, also holds management responsibilities including supervising the work of the Secretariat, ensuring the fulfillment of its mandate and ensuring oversight of financial planning.

Chairs are voting members of the Steering Committee.

Criteria

- The Chair will be the Scientific Lead of the NCCHPP.
- The Co-Chair must be a Network member and should have complementary expertise to that of the NCCHPP Chair.

Appointment Process

Initially, a member of the Steering Committee will be appointed as Co-Chair while the membership is formed. The nomination and appointment process will be reviewed and amended as necessary by the Steering Committee once the membership is in place.

Term of Service

There is a differential term of mandate for the two individual Chairs. The Chair's term will be maintained as long as the NCCHPP hosts the Network and provides the secretariat functions. The Co-Chair will have a two-year term with the possibility of a second term of one or two years, in order to ensure a progressive replacement of members and with a maximum period of four consecutive years.

II. Steering Committee

The Network will be guided by a Steering Committee, which will provide strategic direction for its activities. Its mandate will be defined by specific terms of reference.

Role and responsibilities

The role of the Steering Committee is to provide strategic direction, oversight and support to the development and activities of the CNHiAP.

It holds responsibility for providing strategic direction to the development and activities of the Network to achieve its mandate; ensuring governance oversight of the Network; overseeing and development of the Network's membership and representing and promoting the Network's work.

Criteria & Composition

The Committee should be composed of ten to twelve members in addition to the Chairs and its composition should be representative of the membership. The Steering Committee will be composed of:

- The Network Chairs
- members from:
- The Public Health Agency of Canada (PHAC)
 - The following levels of government: provincial, territorial and local/regional
 - First Nations, Métis and Inuit governments/organizations
 - Academia (research focus on HiAP, HiAP-related approaches, healthy public policy, health policy)
 - A sector other than public health (optional)

The Committee will be supported by the participation of:

NCCHPP representatives (Coordination/Secretariat)

Appointment process

The first Steering Committee was nominated and appointed by the Chair. A nomination and appointment process must be added to the terms of reference to select the new members.

Term of service

The first mandate is a two-year term with the possibility of an extension for a variable length of time, in order to ensure a progressive replacement of members with a maximum period of four years per member.

The list of Steering Committee members (2023-2025) can be found in the [Network pages](#).

III. Working groups

Implementation of the Network's specific projects will be led by working groups.

Role and responsibilities

The role of working groups will be to support the implementation of the work plan approved by the Steering Committee, to which they will be accountable.

They will hold responsibility for fostering collaboration to bring members' expertise to the implementation of the work plan; supporting the implementation of the Network activities or projects and advising the Secretariat on activity implementation when required.

Criteria & Composition

Members of working groups must be members of the Network. Specific composition and size, as well as its way of functioning, can be determined by the group.

Appointment Process

Members can request the establishment of a working group in line with the workplan to the Steering Committee. The working group will be endorsed by the Steering Committee and may be dissolved, if applicable, when the task is completed.

Term of Service

Working groups do not have a specific term of service. They can be dismantled once their objective is achieved or they can continue to operate if their work is still ongoing.

IV. Secretariat

Hosted by the NCCHPP, the Secretariat will coordinate the work of the Network.

Role and responsibilities

It holds responsibility for supporting the Chairs, the Steering Committee and the working groups; ensuring communication between members and the Steering Committee and among members; coordinating Network activities and projects; and managing external communications.

Term of Service

The Secretariat will be hosted by the NCCHPP for the first three years of the Network's life, depending on funding availability. The current term is from 2023 to 2026.

V. Membership

The Network's membership will be initially composed of public health actors working in or interested in working in HiAP from different jurisdictions in Canada, First Nations, Inuit and Métis governments or organizations, and academic researchers conducting HiAP or HiAP-related research.

Role and responsibilities

It is expected that members will have different levels of engagement, but their main responsibilities will be working collaboratively to support the Network's mandate, participating and contributing to the activities of the Network and supporting and fostering collaboration and partnership building.

Criteria

Members

- Can come from governments (FPT, local, regional), First Nations, Inuit and Métis governments and organizations, academia and non-governmental organizations;
- Are working in or interested in HiAP or HiAP-inspired approaches;
- Are able to actively contribute to the activities of the Network (time, in-kind support, etc.);
- Membership can be individual or organizational/institutional.

Recruitment

Membership recruitment will be by invitation only at the beginning, to evolve potentially into an open recruitment process, through which interested actors could apply for membership.

Term of Service

There is no specific term for the members and membership can be terminated at any point by contacting the Secretariat or the Chairs.

VI. Revision of Mandates

The mandate attached to each role is guided by specific terms of reference which can be reviewed and amended by the Steering Committee.

Date: April 16, 2024