



INSTITUTE OF  
HEALTH ECONOMICS  
ALBERTA CANADA

# **IHE LAY ADVISORY COMMITTEE**

## **Terms of Reference**

Revised as of October 16, 2014

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# TERMS OF REFERENCE

## 1. Background

The Institute of Health Economics (IHE) is an Alberta-based non-profit organization. The IHE conducts collaborative work amongst researchers, clinicians, industry, and decision-makers in support of evidence-informed policy and practice in health care.

One of the IHE's core objectives is to facilitate discussions and partnerships among government, academia, industry, and health care providers to address important issues in health. The IHE Lay Advisory Committee (LAC) is a formal mechanism for obtaining public perspective on these issues.

The LAC was initially conceived in the fall of 2009 with the inaugural meeting in April 2010.

## 2. Purpose

The IHE LAC primarily functions at a “consult” level but can, on occasion, also perform at the “inform” and “involve” levels according to the Spectrum of Public Participation, developed by the International Association of Public Participation (IAP2).

Generally, the public participation goal related to “consult” is to “obtain public feedback on analysis, alternatives and/or decisions”. The goal of “inform” is “to provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solution” and the goal of “involve” is “to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.”<sup>1</sup>

While LAC contributions are primarily to assist the IHE in meeting its organizational objectives, as of April 2014, LAC consultations are available to other organizations including government, academia, industry, and the health sector.

The primary purposes of the IHE LAC are to:

1. Reflect and provide feedback on IHE programs, reports, and products;
2. Reflect on IHE research priorities and identify relevant public priorities through understanding of the problem, alternatives, opportunities, and/or solutions; and
3. Provide a public perspective on ideas, products, and/or approaches to external organizations within Alberta who have a public participation mandate.

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<sup>1</sup> International Association for Public Participation. (2007). *IAP2 spectrum of public participation*. Retrieved from [http://www.iap2.org/associations/4748/files/IAP2%20Spectrum\\_vertical.pdf](http://www.iap2.org/associations/4748/files/IAP2%20Spectrum_vertical.pdf)

### 3. Core Values

IAP2 has developed a set of core values for public participation, for use in the development and implementation of processes that span national, cultural, and religious boundaries. The IHE LAC adheres to these values related to public participation:

- Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- Public participation includes the promise that the public's contribution will influence the decision.
- Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers.
- Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- Public participation seeks input from participants in designing how they participate.
- Public participation provides participants with the information they need to participate in a meaningful way.
- Public participation communicates to participants how their input affected the decision.

### 4. Governance

The LAC reports to the IHE Executive Director and CEO and indirectly to the IHE Management Research Committee.

The IHE Manager responsible for stakeholder outreach has formal responsibility for the LAC and, as such, ensures that the committee is accessed appropriately and to its fullest capabilities and is awarded the priority the LAC deserves. This person is a member of the IHE Management Research Committee.

Results of consultations conducted on behalf of external organizations will adhere to the format desired by the requesting organization.

### 5. Membership

The LAC is comprised of 10 to 12 citizens from across Alberta who:

- Bring diversity to the LAC with respect to their location, age, gender, background, culture, political background, and experiences that reflects the population of Alberta. Those individuals employed by the health system or involved with university research, as well as members of advocacy groups, will not be eligible;
- Bring other skills, abilities, experiences, and opinions to help advance the work of the LAC;

- Have a desire to work collaboratively with IHE and partner organizations to ensure the public perspective in service delivery is considered;
- Are 21 years of age and older. Where applicable and desirable, others may be invited to participate in meetings on an ad hoc basis or recommendations may be made by the LAC for additional focus groups with target populations; and
- Commit to two regular face-to-face meetings per year and up to two additional meetings outside of the regular meetings should the timing of topics require immediate input.

The responsibilities of all parties can be seen in Appendix 1.

The LAC is chaired by the LAC Chair, though it is the IHE Manager who will invite individuals to attend and/or present to the LAC at their meetings.

## **6. Terms of Office**

### **6.1 Length of Term**

- Members agree to serve as advisors on the LAC up to three years with possibility of renewal.
- Members can serve two terms of three years each (six years in total). A term commences in April and ends with the meeting prior to this time.
- Incoming LAC Chair will be appointed one meeting in advance of end of term of the outgoing LAC Chair to allow for shadowing of the position. At that meeting, the incoming LAC Chair will have observer status only.

### **6.2 Renewal**

- Members have the opportunity to serve a second term after self-reflection and in discussion with the LAC Chair.

### **6.3 Step Down**

- Members wishing to step down from the LAC during their term should communicate this intention, in writing, to the LAC Chair in a timely manner (e.g., to allow for recruitment of their replacement prior to the next meeting).

### **6.4 Recruitment**

- Recruit no more than a third of the membership in any one year; that is, no more than three or four new advisors in one year as a result of members resigning or retiring. The intent is to have staggered numbers of members coming in and going out of the LAC, so that there is some continuity established between the old and new advisors to foster positive and strong relationship building. Term start for new advisors is April.
- Recruitment shall be done by the LAC Chair, utilizing personal networks including, but not limited to, current and outgoing LAC members. Recruitment will be targeted and through personal referrals.

## **6.5 Meetings**

The LAC will establish a meeting schedule at the beginning of each year (April). At a minimum, LAC members will attend two face-to-face meetings per year, at the IHE office in Edmonton; additional meetings may be required should demand warrant. Where members are unable or where necessary, participation can occur through teleconference as long as all members have met face-to-face on at least one prior occasion. Meetings in other communities may be desirable, though LAC members acknowledge the benefit to close proximity to IHE staff and researchers.

The current meeting schedule is April and October with Friday (followed by Monday) being the preferential day of the week. Weekend and evening sessions are not options at this time.

Agendas and meeting minutes are prepared through collaboration of the IHE Manager and LAC Chair, with assistance from IHE staff. Agendas and meeting materials are distributed to LAC members in advance of meetings. On occasion, members may be required to review documents/reports/supporting material prior to the meeting to ensure consultations can proceed from a common understanding of the issue and context.

The IHE Manager does not attend nor participate in the actual consultation (in-camera) discussions that occur.

Meetings of the LAC are not open to the public.

## **6.6 Consultations**

Input from all LAC members is valued and will be received by the IHE and requesting external organizations. Consensus of ideas, input, and feedback is not required of the LAC.

## **6.7 Remuneration**

The LAC Chair and members will be remunerated in a timely manner for preparation/attendance at meetings and for approved travel and accommodation expenses incurred for LAC related work, per established IHE guidelines.

The IHE will provide all financial and administrative support for the LAC except in unusual and extraordinary circumstances where external organizations will be responsible.

## **6.8 LAC Support**

The IHE will provide direct administrative support and coordination to the LAC. This includes: ensuring agendas and meeting materials are distributed in a timely manner; meeting logistics including meals and accommodation; and maintenance of LAC records. Standard templates will be developed and revised as needed, to meet the needs of the IHE and requesting organizations. Where requested, the IHE will provide support to take meeting notes in order that all members can actively and fully participate in discussions. Presenters may, with the assistance of IHE staff, provide information on the topics to be discussed that will help LAC members participate in a meaningful way.

## **6.9 Conflict of Interest**

It is acknowledged that topic under consultation could potentially result in a conflict of interest situation on the part of a LAC member. Should this occur, the LAC member will advise the LAC Chair who will ask the member to sign a conflict of interest statement and withdraw from the consultation under question.

## **6.10 Confidentiality**

Topics brought to the LAC for consultation may be determined by the requesting party to be of a confidential nature. Should this occur, LAC members will be asked to sign a confidentiality agreement.

## **7. Quality Improvement**

Members will participate in quality improvement activities that enhance effectiveness of the LAC and contribute to the body of knowledge about public participation. At a minimum, yearly reviews of process and meeting format will be conducted at the October meeting.

## **8. Review of Terms of Reference**

This is a living document and will be revised, as required, in consultation with all parties.

## APPENDIX 1: RESPONSIBILITIES

The IHE Management Research Committee shall:

- Ensure the IHE Strategic Plan reflects the role of the LAC as supporting IHE programs and services to solicit public engagement, where desirable;
- Appoint the LAC Chair for a term of three years, with possibility for renewal;
- Profile LAC members, their role, and contributions on the IHE website and in other appropriate venues, in a manner consistent with other IHE committees; and
- Develop and share communication materials geared to increasing awareness of the LAC (i.e., its purpose and processes) and the potential for consultations by external organizations.

The IHE Manager responsible for the LAC shall:

- Be the point person for all internal and external communications responding to any requests for access to the IHE LAC;
- Determine the appropriateness of a request to be submitted to the LAC and level of participation required;
- Participate in a pre-meeting review of topics under consideration to ensure the LAC Chair/Vice Chair are clear on the topic and questions to be discussed;
- Develop meeting agendas in consultation with the IHE Management Research Committee and LAC Chair;
- Provide relevant LAC meeting templates (e.g., LAC consultation discussions; conflict of interest statements; confidentiality agreements);
- Prepare the LAC for emerging topics of interest through regular presentations of IHE projects and ideas;
- Maintain relationships with the LAC ensuring the IHE values of trust, independence, quality, and partnership are respected; and
- Update the IHE Management Research Committee on reported outputs/outcomes of all discussions.

The LAC Chair shall:

- Identify the need for and recruit new members, in collaboration with the IHE Manager, ensuring a full complement of members is in place;
- Develop meeting agendas in consultation with the IHE Manager;
- Participate in a pre-meeting review of topics under consideration to ensure topics and questions to be discussed are clear and understood;
- Chair LAC meetings through facilitating discussions amongst members;

- Solicit/appoint responsibility for taking notes of consultations within member ranks;
- Ensure formal notes of consultations are documented, circulated, approved by participating members, and provided to the IHE Manager, using a standardized reporting template (or others, as provided);
- Report the results of consultations to the IHE CEO and senior management and/or those requesting consultations both formally, through meeting notes and informally, through face to face discussion of summary of consultation(s) conducted at the end of each meeting;
- Maintain contact with members between meetings and ensure any issues or concerns are discussed with the IHE Manager (and an action plan determined) in a timely fashion; and
- Facilitate transition to incoming chair.

The LAC Vice-Chair shall:

- Be chosen by LAC members from within their membership and appointed for a one-year term, with possibility for renewal; and
- Assume the duties of the LAC Chair where/when the Chair is unable to perform their duties for any reason.
  - Be copied on all email communications between the LAC Chair and the IHE manager in order to be kept informed of LAC activities and concerns; and
  - Participate in a pre-meeting review of topics under consideration to ensure topics and questions to be discussed are clear and understood.

Members shall:

- Commit to a three-year term with the possibility of renewal;
- Prepare for meetings by reviewing all meeting materials provided and responding to any requests for information;
- Attend all meetings (preferably in person);
- Actively participate in discussions about programs, reports, and products where a public perspective is desired;
- Review, in a timely fashion, draft meeting notes to ensure they fully and accurately reflect their perspective on the topic(s);
- Broaden their perspectives on public engagement and the broader determinants of health facing Albertans by considering attendance at events sponsored by both the IHE (e.g., Consensus Conferences, Forums) and others (e.g., Alberta government ministries, NGOs).