



## Policy Development Working Groups

### TERMS OF REFERENCE

#### Purpose Reporting

The Working Group is responsible for providing advice and feedback to the Kids Brain Health Network (KBHN) - CASDA policy practicum projects in the following ways:

- Identify Canadian policy levers related to the Canadian Academy of Health Sciences (CAHS) Working Group topics and then reviewing materials compiled and circulated by the KBHN-CASDA fellows in a timely fashion and providing feedback electronically;
- Providing other advice and input as might be required according to the individual expertise of members;
- Attending virtual meetings throughout the project as needed – July to September 2021.

#### Reporting

The Working Groups reports and makes recommendations to the KBHN-CASDA Policy Fellows. All recommendations by the group will be taken into consideration. The Executive Director of CASDA will approve the final decisions before submitting the policy briefs to the federal government.

#### Membership

The Working Group will consist of CASDA members who are representative of professional and consumer groups with expertise in the content and policies of their selected (CAHS) Working Group topics.

CASDA will appoint the members to represent key stakeholders from across the country who have expertise and experience in the content and policies for the (CAHS) Working Group topics (Autistic individuals, caregivers, service providers, researchers, policymakers). Additional appointments may be based on the recommendations of the CASDA board if representation is partial of the sector.

#### Chair

The Committee shall be co-chaired by a Board Member of CASDA (or designate) and a KBHN Policy Fellow, supported by CASDA staff.

#### Recommendations and Decision-making

Recommendations to CASDA will be made by consensus.

- It is desirable that recommendations are acceptable to all Working Group members;
- If a consensus in the Working Group cannot be reached on a topic, the KBHN and CASDA Supervisors will be advised and make a final decision as to the direction.

#### Meetings

Notice of each meeting will be provided three weeks in advance based on the majority of members' availability as determined by a Doodle poll. Members will be asked to notify the co-chairs of their intentions re attendance prior to the meeting.



Members agree to hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill obligations related to this Working Group, and shall not be used for any other purpose, or disclosed to any third party. Further, members understand that this undertaking survives the termination of the Working Group.

**Length of Term**

The project term is July 2021 through Sept 2021.

**Resignation and New Members**

The committee shall be notified when a member resigns or when a new member joins.

**Review of Terms of Reference**

The Terms of Reference for this committee shall be presented and voted on at the first meeting and will be subject to approval/amendment by a simple majority.