

**Canada Northwest
Fetal Alcohol Spectrum Disorder
Partnership
(CNFASDP)**

TERMS OF REFERENCE

CANADA NORTHWEST FASD PARTNERSHIP
Approved as amended, January 23, 2009

FETAL ALCOHOL SPECTRUM DISORDER (FASD)¹ PARTNERSHIP

Terms of Reference

BACKGROUND:

- In March 1998, the Governments of Alberta, Manitoba, and Saskatchewan agreed to maximize the use of existing expertise and resources in order to develop joint strategies and initiatives that address Fetal Alcohol Spectrum Disorder (FASD) prevention and awareness across the prairie provinces. The Prairie Province Partnership on FAS was formed and each province agreed to take lead responsibility for one year, on a rotating basis.
- In November 1999, the Partnership was expanded to include the Northwest Territories, Nunavut and Yukon.
- The Partnership name was subsequently changed to *Prairie Northern Fetal Alcohol Syndrome Partnership* to better reflect the expansion of the Partnership.
- In December 2000 the Prairie Northern FAS Partnership Ministers made a commitment to renew the Partnership for another three-year term (2001-04).
- In November 2001, the Partnership expanded to include British Columbia and the Initiative's name changed to the *Prairie Northern Pacific Fetal Alcohol Syndrome Partnership*.
- In February 2003, to incorporate more inclusive terminology to describe the spectrum of fetal alcohol related disabilities and to be more internationally recognized, the Partnership's name changed to the *Canada Northwest Fetal Alcohol Spectrum Disorder Partnership* (CNFASDP).
- In the fall of 2004 the Partnership established the Canada Northwest FASD Research Network. The Partnership contracted with the Provincial Health Services Authority of BC to implement Phase 1 of the network and appointed a 15 member Board of Directors. Since this time, the Board of Directors has provided ongoing direction to the work of the Research Network.

¹ Fetal Alcohol Spectrum Disorder (FASD) is an umbrella term used to collectively refer to a range of disabilities caused by prenatal exposure to alcohol such as Fetal Alcohol Syndrome (FAS), Partial Fetal Alcohol Syndrome (pFAS), Alcohol Related Neurodevelopment Disorder (ARND), and Alcohol Related Birth Defects (ARBD). It is not a diagnostic term.

VISION, GOALS AND VALUES

Vision:

A society where people, their families and communities are free from FASD.

Goals:

1. Enhanced outcomes through partnership and leadership.
2. Expand the expertise of each partner to enhance activities for Prevention, Care, and Support of those affected.

Values:

- Inclusiveness
- Hope
- Compassion
- Cultural sensitivity
- Respect

PRINCIPLES:

- Recognize that FASD occurs in a broad societal context and is best addressed through a population health approach which links programs and is based on the involvement of individuals, families, communities and governments as partners.
- Recognize FASD as a life-long disability.
- Recognize the prevention of FASD is a long-term goal.
- Recognize that those affected by FASD may require supports at all life-stages.
- Support alcohol free pregnancy.

PURPOSE:

- To act as an alliance of partners in the development and promotion of an inter-provincial/territorial approach on the prevention, intervention, care and support of individuals affected by FASD.
- To work collaboratively in the prevention of FASD, using a common message that if you are pregnant or planning to become pregnant, no alcohol is best.
- To share expertise, best practises, and materials, thereby aiding effective and efficient use of resources.
- Liaison with federal Ministers and officials whose mandates involve FASD, with representation on an invitation basis.

MEMBERSHIP:

- Representatives from Alberta, Manitoba, Saskatchewan and British Columbia, Yukon, Northwest Territories and Nunavut.
- Premiers from each jurisdiction appoint the Minister that will represent the jurisdiction.

STEERING COMMITTEE

- The Steering Committee is comprised of Ministers' representatives identified by each of the Partnership jurisdictions.
 - There is a maximum of three ministries represented per jurisdiction.
 - Identified representatives will be from governmental agencies or ministries.
 - The Steering Committee will meet for a minimum of two times annually.
 - Each jurisdiction will identify a lead ministry.
 - The Steering Committee implements the direction of the Ministers

FINANCIAL COMMITMENT:

Partnership Activities including Conferences and Symposia

- Each province will contribute \$20,000 annually toward the Canada Northwest FASD Partnership.
- Each territory will contribute \$6,500 annually toward the Canada Northwest FASD Partnership.
- These contributions and surpluses will be used to support Partnership sponsored events (e.g. conferences, symposia, projects, and publications).
- The process for planning and implementing conferences and symposia will respect the contributions, including financial contributions, of other jurisdictions in the Partnership.

Research Network

- In addition to the amounts set out above, each province and territory will contribute an amount to support the Canada Northwest Research Network. The amounts to be contributed shall be determined by the Ministers.
- There will be an annual review of the finances and any surplus which may occur.
- A Partnership Trust Account will be maintained in accordance with the Partnership Trust Account Terms of Reference as set out in Appendix A of the CNFASDP Terms of Reference.
- Expenses for attendance at meetings are the responsibility of each jurisdiction.

- With the consensus of all partners, the Partnership may agree to fund strategic opportunities through the regular contributions by agreeing to make additional contributions.

Financial Administrator

The role of the financial administrator is to:

- Manage finances for the Partnership through the trust account (see Appendix A).
- Produce financial updates at Partnership meetings.
- The Financial Administrator role will be reviewed annually or as determined by the Partnership.

LEAD JURISDICTION:

- The lead jurisdiction will be determined by consensus of the Partnership no less than one year in advance.
- The mandate of the lead jurisdiction will extend for one fiscal year.
- The lead jurisdiction's responsibilities are to:
 - Co-ordinate, chair and provide secretariat support for the Canada Northwest FASD Partnership Ministers' and Steering Committee meetings.
 - Co-ordinate preparation of an annual Work Plan and an Annual Report.
 - Appoint an ex-officio board member to the Research Network Board of Directors for a two-year term to ensure continuity and support to the incoming lead jurisdiction.

FUTURE/CO-LEAD:

Upon the determination of the future lead jurisdiction the Partnership may establish a co-lead position for the steering committee. This position will be accessed at the request of the lead jurisdiction and will act as the vice-chair of the steering committee for the tenure of the lead jurisdiction.

SYMPOSIA AND CONFERENCES:

- Every three years, the Partnership will host a FASD conference which will be open for families, service providers, researchers, educators and government officials.
- A symposium on FASD will be hosted in at least one and possibly both of the off years in which a CNFASDP conference is not held. The purpose of symposia is to provide a smaller forum where professionals from across Partnership jurisdictions can come together to discuss issues specific to their area of practice and/or research.

- The host jurisdiction for the conference and symposia will be chosen by consensus of the Partnership at least one year in advance.

REPORTING RELATIONSHIP:

- Joint annual reports and annual work plans will be prepared by the Steering Committee for review by Ministers at their annual meeting.
- Ad Hoc committees may be formed to work on specific projects. Ad Hoc committees will report to the Steering Committee, which in turn will seek final approval from the Ministers.

RESEARCH NETWORK:

- A 15-member Board of Directors from all the Partnership's jurisdictions governs the Research Network.
- An ex-officio board member, from the Steering Committee, will be recommended to the Board of Directors for a two-year term on the Board.
- The Research Network has three phases.
 - Phase one: Consultation and Leadership Development, February 2005 – March 2006,
 - Phase two: Establishing the Network, April 2006 – March, 2009
 - Phase three: Implementing the Research Plan, April 2009 – March 2012

Appendix A

Canada Northwest FASD Partnership (CNFASDP)

Partnership Trust Account TERMS OF REFERENCE

Purpose

The purpose of the Terms of Reference document is to delineate the management responsibilities and administrative functions relative to the Partnership Trust Account, on behalf of the partner jurisdictions.

Membership

The CNFASDP is comprised of designated ministers from Alberta, Manitoba, Saskatchewan, British Columbia, Yukon, Northwest Territories and Nunavut.

The Steering Committee is comprised of Ministers' representatives identified by each of the Partnership jurisdictions.

Background

On February 23, 2003, Ministers of the Canada Northwest FASD Partnership approved changes to the Partnership's Terms of Reference to permit resources to be used for Partnership sponsored activities and initiatives, in addition to conferences and symposia.

The Steering Committee agreed to develop Terms of Reference to govern the administration of the Partnership funds.

Administration of Fund

Province of Manitoba, through Healthy Child Manitoba, is responsible for the administration of the Trust Account via direction provided through Manitoba's representative(s) on the Steering Committee. All financial commitments will be detailed in partnership meeting minutes.

Responsibility for the administration of the Trust Account will remain with Manitoba until such time as the Steering Committee, as representatives of Partnership Ministers, agrees to transfer responsibility to another jurisdiction. Such direction will be outlined in the Steering Committee's meeting minutes.

Manitoba will act in concert with the lead jurisdiction to ensure that annual financial contributions in the amounts specified in the CNFASDP Terms of Reference are received and receipted in a timely manner.

Access to Fund

Access to funds will be determined by the most expedient method in accordance with accounting procedures of the Province (Manitoba) managing the fund.

Responsibility for directions regarding deposit and disbursement of funds shall be vested with the lead Province or Territory of the Partnership and communicated to Healthy Child Manitoba via Manitoba's representative(s) on the Steering Committee.

Annual Review

Province of Manitoba, through Healthy Child Manitoba, will provide an annual financial report for the Steering Committee's review. This report will review the scope of the Trust Account fund, approved expenditures and proposals for revisions.

Any jurisdiction receiving partnership funds will be responsible for providing the partnership, through Healthy Child Manitoba, with proper documentation accounting for the expenditure of the funds.

Provincial / Territorial Contributions

The CNFASDP Terms of Reference outline the partners' financial commitments.