

# Terms of Reference

## National Advisory Group on Workforce Development

### **Mandate:**

To provide federal/provincial/territorial/organizational representation and leadership in the development, implementation and on-going evaluation of a broad national strategy on workforce development across the continuum of services related to substance use. This work will be based on:

- the recommendations arising from the National Survey of Service Providers (Canadian Centre on Substance Abuse, 2005)
- the thematic round-table on Workforce Development held in Ottawa on March 2005
- ongoing workforce development initiatives in the provinces and territories as well as provincial / territorial / organizational priorities
- and the National Framework for Action on Substance Use and Abuse.

### **Objectives:**

To identify key issues related to workforce development that would benefit from national leadership

To make recommendations regarding those areas identified by the committee for attention

To make high level recommendations concerning the mechanisms necessary to support these recommendations [e.g. communities of practice]

To develop a list of guiding principals for Workforce Development that would inform the development of a national conceptual framework

### **Anticipated Outcomes:**

Federal/provincial/territorial/organizational systems addressing workforce development plans/strategies would have access to resources and guiding principles that are meaningful, flexible and supportive to them within their diverse jurisdictions, as evidenced by the successful completion and endorsement of the above-noted objectives.

### **Chair:**

The group will be governed by co-chairs: one permanent co-chair will represent the Canadian Centre on Substance Abuse (CCSA); the other will be selected from the federal/provincial/territorial/organizational representatives and will serve for a term of no more than two years.

### **Membership:**

The Advisory Group will be made up of federal/provincial/territorial/organizational representatives and ex-officio representatives from other organizations (provincial, territorial or national).

Additional membership will be considered by the Advisory Group as gaps/omissions are identified for action.

### **Decision Making:**

The Advisory Group will strive for consensus-based decisions.

### **Meetings:**

The National Advisory Group on Workforce Development will meet at least twice a year. Meetings should be planned around other events to minimize travel costs. The 'next' meeting dates should be determined at the previous session. Additional meetings, held by way of teleconference, will be conducted between face-to-face meetings.

### **Reporting Structure:**

CCSA has the lead responsibility for moving forward the workforce development strategy. The Committee will report through CCSA to the Secretariat of the National Framework.

### **Duration**

A sunset review evaluating the terms of reference, including membership, will be conducted by the Advisory Group after three years of operation.

Objectives will be reviewed on an annual basis.