



Eastern Region Injury Network /
Réseau de l'est de l'Ontario pour
la prévention des traumatismes

**ERIN Co-ordinating Committee
Operating Guidelines**

Rotating list for responsibilities of co-ordinating partners (CP) to act as chair, recorder, and listserv promoter:	
Children's Hospital of Eastern Ontario	Corinne Langill Helen Parker (alternate)
Eastern Ontario Health Unit	Michel Blanchard Adrienne Wallace
Hastings & Prince Edward Counties Health Unit	Roberto Almedia Alt TBD
Kingston, Frontenac and Lennox & Addington Health Unit	Valerie Stenzl Cathy Edwards (alternate)
Leeds, Grenville and Lanark District Health Unit	Brent Dalgleish (alternate) Julie Bolton
Ontario Ministry of Transportation	Paul Allore
Ottawa Public Health	Linda Cove Terry-Lynne Marko Nancy Langdon (alternate)
The Ottawa Hospital – Trauma Program	Erica Battram
Renfrew County & District Health Unit	Liz McLaren Erin Robertson Cari Forteach (alternate)

Responsibilities:

Responsibilities will rotate by organization in the order listed above. Each representative will first act as recorder, then chair for the next meeting.

Chair

- When possible, the date of the next meeting will be determined at the current meeting. The chair of the next meeting will notify CP via the listserv regarding the date of the next meeting as soon as possible after it has been established.
- The chair is responsible for booking the meeting room, sending out a call for agenda items approximately three weeks before the meeting, and preparing and distributing the final agenda one week prior to the meeting.
- The decision to reschedule a meeting due to quorum issues or inclement weather rests with the chair. A decision to cancel the meeting will be made by noon the day before the scheduled meeting and the chair is responsible to notify members via e-mail and voice mail. The CP will not schedule meetings on Monday during the winter.
- The partner updates will be scheduled near the bottom of the agenda.
- The chair will review the meeting notes once they are prepared by the recorder, prior to them being posted to the CP listserv.

Recorder

- The recorder will take the minutes and forward to the chair of that meeting for review before

sending to the CP via the listserv.

- Once minutes are approved at the next meeting, the person who recorded those minutes will make any changes necessary and then post them to the broader ERIN listserv.

Listserv Members

- Will focus attention on promoting the listserv.
- Promoting the listserv includes such activities as: promoting to local partners who may benefit from joining, signing up new members within one's own organization, posting messages of interest to stimulate use of the listserv.
- CP members who are not attending will RSVP prior to the meeting.
- Members (or their alternate) are expected to attend regularly. If a member organization misses three meetings, the chair will contact the organization.
- Each CP will provide a brief "update" for each meeting and send this by e-mail to the recorder within one week following the meeting.
- Partner updates will be focused on "what's new" and "requests for help" rather than a description of programs that are ongoing.
- Partner updates will focus on any injury prevention topic, including Early Years injury prevention.
- Partners will limit their update to 2 - 3 items.

Ongoing record

- Member organizations will rotate responsibility for maintaining the ongoing record of ERIN, including partnership agreements, all approved minutes, and other administrative information. This includes a paper copy of all relevant documents, as well as an electronic copy of the current version of documents. The K, F, L, & A Public Health will be responsible for this task for the next two year period.

Smartrisk listserv liaison

- Plan-it Safe's representative will be the CP contact with Smartrisk regarding the listserv.
- There are two listservs:
 - for co-ordinating committee <ERIN.committee@lists.smartrisk.ca>
 - for the broader listserv ERIN@lists.smartrisk.ca

Web site

The Web site will be housed with Plan-It Safe, Children's Hospital of Eastern Ontario. The ERIN representative from Plan-it Safe will act as coordinator of the Web site. The address is www.plan-itsafe.com/ERIN

Liaison with Ministry of Health Promotion

- A CP member will be identified to act as contact person for ERIN with Joy Lang at the Ministry of Health Promotion. Injury Prevention, in the Public Health Branch. Joy is also on the ERIN listserv.
- Joy Lang from Ministry of Health Promotion will act as a link for ERIN with other Injury Prevention Program managers in health units. Joy is also a member of ERIN Listserv.

Treasurer

- For ERIN funds, CHEO will continue to keep the account. There is usually a small

amount of money left from the annual networking day. The lead organization will look after the flow of income and expenses. If funds are remaining, a cheque will be issued and deposited to the ERIN account at CHEO.

- With other joint projects, partners will manage small amounts of money and keep a record for the project. If a large grant is received, a separate account will be set up if necessary.
- An annual report of ERIN funds will be provided to the CP.

Reports

- A short report of each ERIN joint initiative, abstracts submitted for conferences, etc. will be sent to each Medical Officer of Health as a reminder of our success.
- In order to promote this partnership, the information sheet "What is ERIN?" should be included in each information package for all ERIN activities.

Annual Networking/Education Day

- The six Health Units rotate responsibility for this event. The past year, present year, and next year hosts are represented on the planning committee.

Other

- When a CP has prepared a letter on an injury prevention topic to advocate for some type of change, and the letter is being distributed to other health units/agencies, it would be helpful if a copy was sent to ERIN co-ordinating partners via the listserv, for information and so that opportunities to act collectively may be identified.
- Unless otherwise arranged for a specific meeting, each member will be responsible for providing their own lunch.
- For the most part decisions are made by consensus. If a vote is required, there will be one vote per organization.
- Number of meetings will be approximately 4 to 6 per year.

Revised: May 2008