

**EASTERN REGION INJURY NETWORK
COORDINATING COMMITTEE
TERMS OF REFERENCE**

Vision

Communities in eastern Ontario will be safe places to live, work, and play. The Eastern Region Injury Network (ERIN) will be a recognized leader in injury prevention.

Mission

ERIN provides an opportunity for sharing information, building community capacity, identifying issues and confirming regional priorities regarding intentional and unintentional injury.

Terms of Reference

Purpose:

The purpose of ERIN is to facilitate collaboration and communication in order to maximize the effectiveness and efficiency of the injury prevention programs in Eastern Ontario. ERIN's function and activities are meant to enhance and/or facilitate the activities of members' organizations and do not preclude independent activities by its member organizations.

Timeframe:

February 2007 to February 2009

Structure and Membership:

ERIN is a network comprised of injury prevention stakeholders in Eastern Ontario. It is supported by a Partnership Agreement.

Membership in the broader network is open to individuals, businesses, agencies and groups who are interested in preventing injuries and share the goal of improved health outcomes in our communities.

Functions:

- Build consensus on consistent messages to be used in local programming
- Promote the use of best practices and evaluation
- Host an annual networking/education workshop
- Facilitate joint regional projects (e.g., annual injury prevention week, media campaign)
- Liaise with SmartRisk and the Ministry of Health Promotion
- Maintain regional communication
- Advocate for effective injury prevention strategies in our communities
- Support the work of the ERIN subgroups such as Eastern Ontario Substance Abuse

Roles and Responsibilities of Coordinating Partners:

The Coordinating Partners are the Public Health Units in Eastern Ontario and stakeholders with a regional presence and mandate for injury prevention (Plan-it-Safe, Ontario Ministry of Transportation, and The Ottawa Hospital) who have signed a partnership agreement to support ERIN.

The role of the Coordinating Partners is to ensure the realization of ERIN's vision, mission and purpose.

The Responsibilities of the Coordinating Partners include:

- Appoint at least one standing member and an alternate to the Coordinating Partners group,
- Each member will act as a liaison between ERIN and the appropriate Injury Prevention Stakeholders in their organization,
- Develop short and long-term action plans for ERIN,
- Plan the annual networking/educational workshop,
- Gather and disseminate information on best practices and evaluation,
- Establish and encourage use of a regional listserv for ERIN (open to anyone and hosted by SmartRisk),
- Establish and annually review content for ERIN website,
- Use own distribution channels to further broadens communication and dissemination,
- Identify appropriate community stakeholders for ERIN and encourage their participation,
- Facilitate mechanisms to build consensus on injury messaging in both official languages,
- Provide leadership in identifying and confirming regional priorities and emerging issues,
- Review Terms of Reference every 2 years and revise as necessary,
- Attend regular partnership meetings,
- Assign secretariat responsibilities and maintain ongoing administrative record.

Revised February 2007