

Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics Project Steering Committee (PSC) Terms of Reference

Purpose

The COPR Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics Project Steering Committee (PSC) acts as the main governance and process oversight body for the PERR project.

Accountability

The PSC will serve the term and purpose of the PERRs Paramedic Project and is accountable to the COPR Board of Directors.

Responsibilities Specific to the PERR Project

- Provide overall direction and decision-making.
- Approve the project plan including timelines, key milestones, and key points for decision-making.
- Recommend and approve membership of the committees.
- Facilitate effective linkages between this project and other related projects/work.
- Review activity reports/budget updates and provide input as required.
- Provide regular reports to member organizations.
- Assist in marketing/circulation of the consultation survey to their provincial registrants/stakeholders.
- Facilitate seeking approval in principle for the final document(s) from their member organizations.

Fiduciary Duties

- ***Diligence and Respect.*** PSC members are expected to be prepared for meetings and to participate in meetings. PSC members are expected to treat others with courtesy and civility and raise issues and concerns in a timely and respectful manner.
- ***Confidentiality.*** PSC members have an obligation to keep COPR's information confidential, unless permitted to disclose. PSC members will be required to sign a confidentiality agreement. Information may be shared with member organizations and stakeholders, in accordance with an agreed-upon framework.
- ***Conflict of Interest/Loyalty.*** PSC members must avoid participating in a decision where they are reasonably affected by a competing interest (such as a personal or financial interest). PSC members are expected to raise possible conflicts and consult as required; declare the conflict; not participate in the decision in issue; leave the meeting for the debate on the decision and not attempt to influence the decision.

Decision-Making

The PSC shall conduct its business using a consensus-building approach whenever possible. Unanimous approval is not required. Decisions will be reached by majority consensus (members may not all agree but are able to support the decision).

The final approval in principle of the essential regulatory requirements document(s) is the responsibility of the COPR Board of Directors.

Membership

The PSC shall consist of:

- One representative from each COPR Constituent Member. Each COPR member organization will confirm their representative to the PSC.
- The COPR Executive Director, Operational Consultant, and Content Consultant will be ex-officio non-voting members and provide support to the PSC.

Term of Office

Representatives appointed to the PSC shall serve until project completion or until the Content Consultant is notified that a representative has resigned.

The project plan anticipates the PSC member involvement will be required from August 2021 – April 2023 with attendance at approximately 10-12 meetings.

Officers of the PSC

A PSC Chair shall be appointed by COPR Executive.

Meeting Logistics

Business shall be conducted primarily via email and virtual meetings.

Quorum

A quorum of the PSC shall be 50% of representatives, plus one.