

EASTERN BORDER HEALTH INITIATIVE TERMS OF REFERENCE – FEBRUARY 2008

Overview

The Eastern Border Health Initiative (EBHI) Steering Committee is being struck jointly by the: Maine Department of Health and Human Services, New Brunswick Department of Health and Wellness, New Hampshire Department of Health and Human Services, New York State Department of Health, Nova Scotia Department of Health Promotion and Protection, Quebec Ministry of Health and Social Services and the Vermont Department of Health, to oversee the enhancement of collaborative early warning infectious disease surveillance and response between our jurisdictions, including at our international borders, and to develop a memorandum of understanding for cooperation between our jurisdictions.

1. Committee Mandate and Key Tasks

- (1) To identify opportunities to improve collaborative early warning infectious disease surveillance *and* surveillance information sharing between the above-mentioned states and above mentioned provinces.
- (2) To develop and agree upon a 24/7 response protocol between our jurisdictions for early warning infectious disease surveillance and information sharing that would include appropriate contacts, and their roles for all jurisdictions.
- (3) To explore development of a Memorandum of Understanding (MOU) for infectious disease surveillance information sharing [as appropriate] and to identify opportunities for collaboration¹ between the above mentioned states and above mentioned provinces.

2. Membership

Internal

- Steering Committee Co-Chair(s) – A U.S.State and Canadian Provincial Co-Lead
- Representative(s) from the Maine Department of Health and Human Services
- Representative(s) from the New Brunswick Department of Health and Wellness
- Representative(s) from the New Hampshire Department of Health & Human Services
- Representative(s) from the New York State Department of Health
- Representative(s) from the Nova Scotia Department of Health Promotion and Protection
- Representative(s) from the Quebec Ministry of Health & Social Services
- Representative(s) from the Vermont Department of Health

¹ The MOU should be general enough to provide a framework which will be applicable to the circumstances and needs of all jurisdictions. Specific considerations can be included in appendixes [or schedules] if required.

External

- Other key (US) & (CA) stakeholders as identified by steering committee members
- Representative(s) from the office of the Medical Officer of Health , Canadian provinces
- Representative(s) from the Public Health Agency of Canada (PHAC) to be identified by Canadian provincial representative
- Representative(s) from state departments of health
- Representative(s) from the Centers for Disease Control and Prevention (CDC) to be identified by state representatives

3. Structure

The Steering Committee (US) Chair will be responsible for coordinating activity reports to the Centers for Disease Control (CDC) – as required.

The Steering Committee (CA) Chair will be responsible for coordinating activity reports to the Public Health Agency of Canada (PHAC) – as required.

The Steering Committee Chairs (US/CA) will appoint or seek volunteers for the work groups.

Development of the membership for the workgroups and their work plans will be proposed by the Steering Committee and approved by a consensus of the members.

4. Administration

Primary administrative and logistical support will be provided by the New York State Department of Health.

Work plans for key tasks will be developed jointly by the state health departments and provincial ministry of health representatives with agreed upon deliverables and associated timelines.

Meetings will be in-person or by teleconference with frequency to be determined jointly by the involved state health departments and provincial ministry of health departments.

Sunset: This committee will complete its work after one calendar year and may be re-constituted, with re-negotiated Terms of Reference, with the agreement of involved state health departments and provincial ministries of health.

ORGINIZATIONAL STRUCTURE

