

30 Days

Actions:

- ✓ Schedule meetings with JC Co-Chairs
- ✓ Prepare questionnaire / meeting protocol and share in advance
- ✓ Hold meetings and document
- ✓ Share summary back with JC Co-Chairs with recommended adaptation of workplan
- ✓ Discuss at JC Co-Chair Call and obtain feedback.
- ✓ Attend all working group, COP and Committee meetings

Deliverables:

- ✓ Summarized document with revised workplan shared with JC-Co-Chairs.



Meet with JC Co-Chairs understand priorities, goals observations and questions re: governance



Broadly define measures of success and frequency of contact



Confirm direction and priorities. Adapt workplan Document, summarize and share back



Attend all WG meetings. Observe and understand work, outputs, look for linkages and gaps.



Discuss at Joint Councils Co-Chair meeting for approval

60 Days

Actions:

- Develop and share revised workplan template
- ✓ • Develop meeting questionnaire/protocol
- ✓ • Schedule and meet Working Group Co-Chairs and members
- ✓ • Further define and discuss measures for priorities and goals
- ✓ • Discuss at (Co-Chair) JC-meeting for approval and direction

Deliverables:

- ✓ • Questionnaire prepared for meeting with Members/Co-Chairs
- ✓ • Documented meeting summarized and synthesized with recommendations (Insights and recommendations incorporated into presentation Winnipeg 2019 Natasha Clarke)



Develop questionnaire to meet with ~~members~~, working group co-chairs re: workplans alignment and gaps (**advised to meet with members at this time**)



Schedule and meet with ~~Members and~~ Working Group Co-Chairs



Develop and share revised workplan template to include alignment to the priorities and goals. (**learned through consults not a critical need**)



Further define Short Term Goals, Priorities and Measures



Summarize and share with JC Co-Chairs (report at telecon)

90 Days

Actions:

- ✓ Review terms of reference and revised workplans as needed
- ✓ Adapt the Logic Model as work aligns, highlighting gaps and opportunities
 - Develop roadmap with timelines and measures (Not feasible-key groups resetting/seeking Co-Chairs)
 - Discuss at JC meetings for approval and feedback

Deliverables:

- ✓ Documented meeting summarized and synthesized with recommendations
 - Revised TORs and Workplans
- ✓ Adapted Logic Model
 - Roadmap of Work
 - Communication Tool



Workplans / Terms of Reference



Review and align work to Logic Model
Highlight gaps and process to address



Begin to develop JC roadmap with timelines
and define measures and tracking methods



Develop Communications Tools

Additional, Not In Workplan – Completed (Pending Joint Council Approvals)

Actions:

- ✓ Analyze/Theme Information Sharing for PSSDC, Present and Solicit Feedback for Future
- ✓ Develop Short Term Goals for Logic Model
- ✓ Develop Process for New Groups
- ✓ Support Digital Strategy Working Group
 - Identify/Coordinate Speaker
 - Develop Pain Point Survey
 - Coordinate and Analyze Survey
 - Deck Preparation for Winnipeg
- ✓ Develop Requirements/Interface for Information Sharing Database /
Oversee Prototype for Approval

Deliverables:

- ✓ Documents for each of the above



Information Sharing Analysis of PSSDC
Submissions and Solicit Feedback to Optimize
and Leverage Themes/Priorities for Showcasing



Developed Short Term Goals for Logic Model



Developed Process for Establishment of New
Working Groups



Support Digital Strategy Working Group

Proposed Future Workplan

Actions:

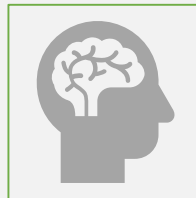
- Support Governance Work Pending Outcome of Strategic Discussion: Pending Discussion/Direction - Winnipeg 2019 Actions TBD
- Prioritize, Investigate and Implement Recommendations from *Joint Councils Strategic Policy Analyst Report* – e.g:
 - Consultation: A deeper conversation to understand goals, needs, priorities and interests of the membership.
 - Develop Orientation/Succession Program for new Co-Chairs, members and WG members.
 - Manage/maintain participation map to increase and celebrate member co-chair contribution and participation.
 - Review current process of recruitment and investigate ways to improve scoping e.g. required level authority and/or skills fit on working groups. More accurately describe the work, outcomes, skills and expectations vs. general callouts to all members. Consider how to engage outside of membership where feasible.
 - Understand barriers to tasking working groups and review tasks that are outstanding on workgroups. Determine if still critical in context of new priorities and workplans. Retire/revive/track.
 - Understand target users requirements for collaboration and other tools. Modernize wherever possible. e.g. Assess opportunities to pilot e.g. 365/Teams, Slack, e-voting, data collection etc.
 - Investigate /develop policy for member on WG. Recruit for existing working groups who do not have member. (see status) And/or bring working groups more closely into the JC and in-person meetings to expose them to Councils.
 - Measure usage and impact of playbooks in jurisdictions to ensure they are achieving intended results. Digitize, (allows for updating, promotion and analysis of usage) monitor and measure ongoing, vs. launch and leave.
 - Terms of Reference: Joint Councils
 - Analyze Information Sharing Submissions and Oversee Tool Implementation



Support Governance Work Resulting from *Joint Councils Strategic Policy Analyst Report to Joint Councils* - Pending Outcome of Strategic Discussion and Direction (Winnipeg 2019)



Prioritize Additional Recommendations included in *Joint Councils Strategic Policy Analyst Report Report to Joint Councils*



Continue to identify strategic opportunities to align Councils, and Working Groups to advance the Logic Model and improve operations of the Joint Councils Attend all Working Group meetings/workshops. Assist with Agenda Preparation and Meeting Design

Joint Councils Strategic Policy Analyst

Position Description

- Provides strategic advice and assists in the development and implementation of the Joint Councils' short and long-term goals and strategic objectives (Logic Model).
- Identifies, analyzes, and monitors issues that affects the priorities of the Joint Councils. Responsible for recommending strategic alternatives and maintaining alignment of work plans and Logic Model.
- Provides ongoing maintenance of Joint Councils Logic Model and undertake research and environmental scans to support the vision and Logic Model maintenance.
- Leads the development and implementation of Joint Councils work plans.
- Provides accurate, timely and appropriate responses to manage the changes needed to advance the Joint Councils Logic Model and work plans.
- Works collaboratively with all Councils' working groups co-chairs (enhanced liaison) to leverage opportunities within the Joint Councils and its working groups.
- Reports and follows-up on key discussions with Joint Councils, Working Groups co-chairs, and ICCS team.
- Implements the Gap Analysis recommendations, including new group structures and governance guidelines.
- Provides performance management monitoring and reporting against key objectives.
- Participates in all Joint Councils, PSSDC, PSCIOC and Working Group Meetings
- Works under the direction of ICCS Executive Director and Manager of the National Councils.