



GOVERNANCE REPORT

2014

*Defining the CART-GRAC organization structure:
Governing Council, Officers, Membership, and
Membership Privileges and Obligations.*

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CART-GRAC GOVERNANCE

Executive Summary

GOVERNING COUNCIL

The Contraception Access Research Team-Groupe de recherche sur l'accessibilité à la contraception (CART-GRAC) network will be managed by a Governing Council of 7-10 members, including 4 officers: The Director, The Associate Director, Research; The Associate Director, Policy, and The Membership Chair

CORE VALUES

CART-GRAC is a network whose members share not only the aims and goals of the organization, but also in its core values, the "CART-Heart" or "Cœur de GRAC":

"CART-GRAC is a network that aims to support women to time and space their pregnancies. Through research and evidence-based advocacy CART-GRAC works to increase equitable access to high quality family planning knowledge, services, and methods. CART-GRAC connects collaborators, fosters the sharing of ideas and supports new interdisciplinary and cross-sectoral collaborations with a potential for health policy/healthcare change toward the organization aim. CART-GRAC as an organization maintains independence from industry sponsored research."

MEMBERSHIP

Membership in two categories (Full Member and Trainee Member) is available through an online application and requires references from two Full Members in good standing. Applications are reviewed by the Membership Chair and/or a committee of her choosing; information about nominated applicants is then circulated to all Full members in good standing for review. Membership is approved for two years, and renewable upon application.

MEMBERSHIP BENEFITS

Members will have access to a variety of networking opportunities, resources, and support through the following (depending on CART-GRAC resources):

- 1) A members-only website, that includes publications, study instruments, and other resources;
- 2) Online discussion fora and List-serves ; *and*
- 3) Eligibility to apply for letters of support from CART-GRAC and/or permission to use the CART-GRAC logo.

Governance Working Group

Dr. Lorraine Ferris, BA, MA, PhD, CPsych, LLM

Dr. Angel M. Foster, DPhil, MD, AM

Dr. Sheila Dunn, MD, MSc.

Dr. Wendy Norman, MD, MHSc.

January 20, 2014

Introduction

The Contraception Access Research Team-Group Research de l'Accessibilite sur la Contraception (CART-GRAC) was founded in 2011 as an initiative of the BC Contraception & Abortion Research Team (BC-CART) of the Women's Health Research Institute of BC Women's Hospital and Health Centre. BC-CART, founded in 2009, had engaged provincial health system decision makers, researchers, clinicians, advocates, and trainees to successfully identify priority family planning health care issues and barriers that could be addressed through collaborative research. CART-GRAC was founded to apply the same model in a national context.

With growth of the CART-GRAC network to over 100 individual and organizational collaborators over the first two years, it is time to articulate the structure, process, and definition of membership and benefits.

On December 2, 2013, the Governance Working Group met in Toronto, Ontario to define a governance structure for CART-GRAC. As a result of that discussions, Drs. Lorraine Ferris, Angel Foster, Sheila Dunn, Shireen Mansouri and Wendy Norman developed the governance framework outlined in this document.

What is CART-GRAC?

For the purpose of a discussion on governance, the following features of CART-GRAC were agreed:

1. Although named a “team” in fact this organization functions as a “network.”
2. The network is comprised of three main sectors (with trainees in each sector):
 - a. Health system leadership, policy decision makers, and knowledge users;
 - b. Academic, applied, and clinical researchers from a wide range of disciplines; and
 - c. Healthcare providers, health and women’s advocacy organizations, professional organizations and societies.
3. CART-GRAC’s activities are comprised of:
 - a. Research
 - b. Health advocacy
 - c. Training

What Does CART-GRAC Offer to Members ?

CART- HEART! CŒUR DE GRAC!

CART-GRAC is an organization of members who share not only in the aim and goals, but also in the values, the “CART-Heart” or “Cœur de GRAC”:

CART-GRAC is a network that aims to support women to time and space their pregnancies. Through research and evidence-based advocacy CART-GRAC works to increase equitable access to high quality family planning knowledge, services, and methods. CART-GRAC connects collaborators, fosters the sharing of ideas, and supports new interdisciplinary and cross-sectoral collaborations with a potential for health policy/healthcare change toward the organization aim. CART-GRAC as an organization maintains independence from industry sponsored research.

Thus the network will expand offerings to members to provide opportunities for members to collaborate, train, share and develop creative ideas for research, policy and advocacy to improve the reproductive health of Canadians (depending on CART-GRAC resources):

1. CART-GRAC will create a members-only; password protected section of the website which will include free access to:
 - a. Reports, articles, and other publications. These materials will be available for online viewing and download.
 - b. Study instruments. A list and brief description of study materials will be included on the website and will be available by request from the individual investigators (contact information will be provided).

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- c. Data from members' studies. Members of the network will be encouraged to share original data.
2. CART-GRAC will create opportunities for networking including:
 - a. Convening provincial and national meetings, hosting List-serves and discussion fora on issues of interest to members.
 - b. Developing (over time) newsletters, scientific statements, and/or policy briefs.
3. CART-GRAC will support individual members through:
 - a. Issuing letter of Support for members to use with grant applications, academic recognition, or in support of suitable policy or advocacy proposals as deemed appropriate by the Governing Council.
 - b. Permitting the use of the CART-GRAC logo by members (and their research teams) as appropriate for uses consistent with the "CART-Heart/Cœur de GRAC" values.

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Governing Council

WHAT EXISTED BEFORE

Currently no official governing structure exists within CART-GRAC, although variably Wendy Norman, Sheila Dunn, Shireen Mansouri, and Edith Guilbert have taken leadership roles.

GOVERNANCE STRUCTURE

A governing council of 7 to 10 members will be formed including officer positions. The council will be chaired by the Director.

Officer Positions (including inaugural executive):

- Director (Wendy V. Norman)
- Associate Director, Research (Sheila Dunn)
- Associate Director, Policy (Shireen Mansouri)
- Membership Chair (Angel M. Foster)

Council Members (inaugural members for 2014-2016 term);

- Public Health (Dr. Edith Guilbert)
- Health System Leadership & International Reproductive Health (Dr. Dorothy Shaw)
- Sociology, Methodology (Dr. Janusz Kaczorowski)
- Trainee Member (Dr. Christina Nowik)

TERMS OF REFERENCE FOR GOVERNING COUNCIL

- Members of the Governing Council are recruited and nominated by the Membership Chair, in consultation with the Officers, and appointed by the Governing Council.
- The term for a Council Member is two years and is renewable twice.
- The term for an Officer is three years and is renewable three times.
- Council meetings will be virtual and/or in person and largely asynchronous dealing with the business of the organization as needs arise.

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- Consensus decision making will be the preferred model, with voting by simple majority when consensus is not possible. The Director may vote only when consensus, or a majority vote, is not otherwise possible.

Policies and Procedures

- Membership
- Support from CART-GRAC
- Use of CART-GRAC logo

Membership

Membership categories will be as follows:

1. Full Member
 - a. Membership in CART-GRAC is open to any qualified individual in Canada who is in good professional standing and has an interest in family planning, including contraception and abortion. The governing council will determine a definition for a qualified individual.
 - b. Members may be individuals, or individuals on behalf of an organization.
2. Trainee Member
 - a. A Trainee member is any individual currently enrolled in an academic or training program at a recognized¹ educational or academic institution.

Membership in CART-GRAC is currently free.

Establishing the Membership:

1. The CART-GRAC network currently encompass over a hundred individuals or representatives of member organizations.
2. Those currently actively engaged within the network will be invited to be Full Members or Trainee Members. An email from CART-GRAC explaining the consolidation of governance principles and inviting a confirmation of their intention to remain as a member for two years, will be sent.
3. Those affiliated but not currently understood to be engaged will receive an email explaining the new membership and a link to the membership application
4. Membership applications and instructions for applying will be available from the public section of the CART-GRAC website.
5. Membership renewal will be required every two years.

¹ Recognized institutions include those in Canada currently listed within the “Directory of Universities, Colleges and Schools in the Provinces and Territories of Canada” of the Canadian Information Centre for International Credentials (CICIC). <http://cicic.ca/664/directory-of-universities-colleges-and-schools.canada>, or an equivalent institution in the Trainee Member’s current country of residence.

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- a. A “assumed default continued membership” email may be sent to engaged members.
- b. Members will be asked to confirm contact information and membership category as part of the renewal process.

Privileges of Membership:

1. Access to the members-only website, List-serves, and discussion fora.
2. Notification of network activities and conferences.
3. Eligibility to apply for a letter of support for projects, grants, or academic evaluation.
4. Potential to apply to use CART-GRAC logo
5. Ability to acknowledge CART-GRAC where appropriate in knowledge translation activities and output
6. The privilege of CART-GRAC membership may be removed by the Governing Council by a majority vote. Any 5 members may bring a proposal to the Governing Council for this purpose.

Support from CART-GRAC

A Letter of Support from CART-GRAC may be requested by any member.

1. Letter in support of a research proposal, grant application, or similar activity.
 - a. Requests for such letters will be considered by the Associate Director, Research, and/or a committee of her choosing.
 - b. Submission of a draft outlining the suggested letter, in addition to a one page description of the Research Proposal or project is required before a request can be considered.
 - c. Requests should be submitted at least one month in advance of need. Applicants submitting requests after that time run the risk of not hearing back in time.

2. Letter in support of academic review
 - a. Members may request a letter indicating their role or degree of involvement in the organization.
 - b. Requests for such letters will be considered by the Associate Director, Research, and/or a committee of her choosing.
 - c. Submission of a draft outlining the suggested letter, in addition to a paragraph describing the Member's involvement in CART-GRAC related activities, and the timing, is required
 - d. Requests should be submitted at least one month in advance of need. Applicants submitting requests after that time run the risk of not hearing back in time.

3. Letter in support of a policy or advocacy proposal
 - a. Requests for such letters will be considered by the Associate Director, Policy, and/or a committee of her choosing.
 - b. Submission of a draft outlining the suggested letter, in addition to a one page description of the policy or advocacy proposal in question is required.
 - c. Requests should ideally be submitted at least one month in advance of need. Applicants submitting requests after that time run the risk of not hearing back in time.

Use of CART-GRAC Logo

1. Members may apply to use the CART-GRAC logo in association with their individual or team research projects
2. Permission to use the logo may accompany a Letter of Support, but not necessarily so.
3. If granted, the terms of use of the Logo will be stated in writing to the Member by a CART-GRAC Officer.
 - a. Logo use would normally be considered appropriate on knowledge translation and exchange materials.
 - b. Logo use would normally be considered appropriate in an acknowledgments section of a presentation or report, and would normally be accompanied by a disclaimer that the views/finding presented are those of the authors and do not necessarily reflect those of the officers or the network as a whole.
 - c. Logo use will not ordinarily be allowed on research participant facing materials. (e.g., consent forms)

Acknowledgment of CART-GRAC affiliation or support:

The CART-GRAC network encourages all members to acknowledge the organization appropriately in the knowledge translation and exchange materials produced related to collaborations and ideas generated within the network. This may include listing CART-GRAC in the acknowledgements section of a manuscript and/or listing CART-GRAC as part of an author's affiliation. All acknowledgements should include a disclaimer that the views/findings presented are those of the authors and do not necessarily reflect those of the officers or network as a whole.

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Conflict of Interest

Governing Council will be responsible for establishing rules for dealing with real or perceived conflict of interest situations. These rules will include the procedure to be used if a decision-maker is in a real or perceived conflict of interest situation.

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Summary

The Governance Working Group has developed a proposed framework of governance, including policies and procedures, for the CART-GRAC network. The Governance Working Group will initiate the formation of an inaugural Governing Council in 2014. Part of the remit of the Governing Council will be to review this proposal and determine a governance framework for the organization.

Contact Information

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