

TERMS OF REFERENCE FOR CPA WORKING GROUPS AND THE DEVELOPMENT OF PUBLIC POLICY

Approved by the CPA Board of Directors: October 2018

Objective

A working group is established to study a specific issue or need identified by the Board of Directors or the Chief Executive Officer. This study will yield a report in the form of a policy statement, position statement or discussion paper, as defined herein, to recommend for the Board's consideration. The study is usually a proactive study of a need or issue, in concert with the CPA's Strategic Plan, about which the discipline and profession wants to advance its expertise for the benefit of the public and other stakeholders. Reactive policy work, work that responds to time-sensitive issues or legislation of public concern about which psychology has some expertise, remains largely a function of CPA's leadership and senior staff in consultation with experts among the CPA community.

A working group's work is time-limited. When its study is completed, and its report given to the CPA Board, the working group automatically dissolves.

Working groups will be appointed by the Board of Directors and in so doing, the Board will:

- define the purpose and scope of work
- appoint the Chair or co-Chairs, one of whom may be a member of the Board of directors
- outline the process of appointing members (e.g. inviting the membership often through sections whose expertise is relevant to the issue or need identified) which includes no fewer than 3 members inclusive of the Chair
- ensure that working group members, inclusive of the Chair, have recognized expertise and interest in the issue or need under study
- ask the CEO to assign a staff member to support the working group (staff support defined below)
- set the budget in consultation with the appointed Chair
- determine timeline and set termination date

Staff role on working group committees

A CPA staff person will be assigned to each working group and will have a number of administrative responsibilities to help the committee function. These include:

- work with the Chair of the committee in establishing the meeting times using a scheduling software.
- set up a teleconference line that will be used exclusively by the working group. The staff person will solely be responsible for the moderator code.
- work with the Chair to develop and distribute the meeting agenda. The agenda format can be standardized across working groups.

- assist the working group by taking the minutes of every meeting and circulate these to the group.
- advise the group of any previous position or CPA policy that might be relevant to the current study
- advise the group of any issue in the broader stakeholder or policy environment that might be relevant to the current study
- take responsibility for the editing, formatting and translation of the report, seeking assistance and consultation as necessary, before the Chair submits the report to the Board for review and approval.

Role and deliverables of working groups

Under the leadership of the Chair or co-chairs, working group members will participate in the review of the literature relevant to the identified issue or need and the drafting of the report that results. The report will contain

- A review of the issue or need
- A review of the psychological literature relevant to the issue or need
- A policy statement, position statement or discussion of the issue or need that conforms to the guidelines below
- An executive summary
- A list of recommendations for CPA as an association, and/or for CPA to make to stakeholders and decision makers, relevant to the issue or need
- A recommended dissemination plan for the report (e.g. a list of stakeholders and decision-makers to whom the report should be sent, meetings or publications where the report might be presented).

Depending on budget, resources and need, CPA staff may be able to provide research assistance, or the working group may be able to secure research assistance elsewhere.

The working group will work collaboratively and generally by consensus. Decisions to recommend a policy statement, position paper or discussion paper to the CPA Board will be based on endorsement of the majority.

Once the working group produces its report, and the report has been edited and formatted, the Chair with the assistance of staff, will submit the report to the CPA Board for approval. The report must be approved by the CPA Board to become an official policy document of the CPA. All policy reports will be translated, posted on CPA's website and shared with relevant stakeholders as recommended by the working group and approved by the CPA Board.

Once the report has been received and approved by the CPA Board, the President or CEO may call upon the Chair (or in discussion with the Chair, another member of the working group) to speak to it on behalf of the working group – either with members, media or external stakeholders. CPA's by-laws require that only the President or CEO, or their designates, can officially represent the association so it is important that a working group Chair consults with the President and/or CEO before representing the work, and report of the working group to external

audiences. CPA staff will be available to the working group Chair if they need any assistance in speaking to the report, including but not limited to preparing a powerpoint presentation that describes the report.

Guidelines for the development of policy statements, position statements and discussion papers

Policy statements, position statements and discussion papers of the Canadian Psychological Association (CPA) reflect a public stance, taken by the association, on a given issue(s) and one that serves to guide the decisions and actions of the association.

Definitions of Policy Statement, Position Statements and Discussion Papers

A Policy statement is a straightforward declaration of a CPA policy on a topic or topics. Such statements are designed to clarify intent, to guide action, and to prevent misunderstandings that might lead to unauthorized or inappropriate conduct.

Policy statements are short and concise and dated. They contain the following elements:

- Why the policy was created
- To whom the policy applies
- How the policy is to be applied

A Position Paper sets out the opinion or stance of the CPA vis-à-vis an issue. A position statement is more comprehensive than a policy statement; it contains background information and examination/discussion to provide a more complete understanding of the issues involved and of the rationale for a position and perhaps a policy. A major purpose of a position statement is to highlight psychology's unique expertise.

As new evidence accrues, CPA may change its position on an issue, and thus, policy and position statements and discussion papers ought to be reviewed on a regular schedule by the PPC. Position papers typically include recommendations related to implementation of a position.

A Discussion Paper is produced to provide balanced information on a topic without espousing or advocating a particular CPA position. A discussion paper does not stand by itself as a statement of a CPA policy or position but may be used to formulate a policy statement or position paper.

	Length	Format	Review Frequency	Owner
Policy	Max 250 words	Point form; bullets	3 years	CPA
Position	No limit	Report format	3 years	CPA
Discussion	No limit	Report format	Archived after 3 years	Authors

1. Except as provided in 10 below, the development of policy statements, policy positions and discussion papers will be overseen by a working group as defined above.
2. Any member, Section, or Committee of the Association can make a recommendation for a policy statement, position paper or discussion paper to the CPA Board. Recommendations from CPA members, Sections or other Committees (i.e. other than the PPC), as well as those from any individual or group external to the CPA (e.g. other stakeholders or organizations), for the development of a policy statement, position paper or discussion paper by the CPA must be in the form of a written request and directed to the CPA Board of Directors through its Chief Executive Officer.
3. All recommendations for the development of policy statements, position papers and discussion papers must include:
 - information about the relevance of the issue to psychology in Canada as a profession and/or science;
 - documentation, based on facts and knowledge, in support of the need for the proposed policy statement/position;
 - the relevancy and consistency of the proposed statement/position with the CPA Code of Ethics.

The Board and its designated officers shall act expeditiously on all requests and recommendations.

4. All policy statements and position papers and discussion papers are in concert with the Strategic plan and goals of the Association and comply with the Canadian Code of Ethics.
5. The author and publisher of all policy statements and position papers will be the Association itself. The writers of a discussion paper will be listed as its authors. Policy statements, position papers, and discussion papers written for and disseminated by CPA must be approved by the CPA Board and CPA retains copyright over them.
6. Policy priorities identified and recommended to the CPA Board need to be timely, responsive and reflective of Canadian interests and concerns.
7. Any articulated policy must be based on sound empirical evidence within the science and practice of psychology.
8. In general, statements and positions should reflect the consensus views of the discipline and/or profession of psychology.
9. Any statement or paper must be useful in informing public debate and consideration of the issue(s).
10. If there is a time-sensitive need for CPA to take a position or make a statement that is not already an official CPA policy, or consistent with a statement or position previously made public by CPA, this can only be done by the CEO and President in concert.

11. All approved policy statements, position papers and discussion papers will be translated and disseminated via CPA's website and other means as determined by a working group and/or CPA's Board.

Work Plan Template: Working group Name

Date appointed by the Board of directors:	Termination date:		
Approved budget:			
Mandate as approved by the Board of directors:			
Scope of work:			
Tasks, outcomes and measures of success:	Task/activities:	Outcomes/measure of success:	Due date:
Chair:			
Board liaison (if not the Chair or co-Chair):			
Staff liaison:			
Membership:			
Additional information:			