

COVID-19 First Nations, Inuit and Métis in Urban and Related Homelands

TERMS OF REFERENCE

DRAFT 2020.12.14

Approved: XX, 2020

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Preamble

In recognition that

- A majority of First Nations, Inuit and Métis reside in communities located in urban location or other related homelands;
- Externally imposed jurisdiction divides and policy/funding gaps may present barriers to First Nations, Inuit and Métis to have timely access to COVID-19 vaccines;
- There are distinct and proven approaches required to engage and provide culturally safe access to health services including COVID-19 vaccination;
- Indigenous Services Canada, provincial and territorial and municipal health services have gaps in their expertise and knowledge of these distinct approaches
- First Nations, Inuit and Métis service providers in urban and related homelands have long track records of successful engagement and service;

a COVID-19 Vaccine Planning Task Group: Urban Settings and Related Homelands is to be established for the following Purpose.

1.0 Purpose

- The purpose of the COVID-19 Vaccine Planning Task Group: Urban Settings and Related Homelands is to work collaboratively at F/P/T/I/L (Federal, Provincial, Territorial, Indigenous and Local) levels to share information and coordinate approaches in order to facilitate timely and culturally safe access, including the unique planning and delivery processes of COVID-19 vaccination specifically for First Nations, Inuit and Métis living in urban settings.
- This body will work in relationship with the Indigenous Services Canada COVID-19 Vaccine Planning Working Group.

2.0 Objectives

- To facilitate timely and culturally safe access to COVID-19 vaccine for First Nations, Inuit, and Métis living in urban and related homelands
- To track and respond to gaps in provincial/territorial implementation of NACI's recommendation that First Nations, Inuit, and Métis be prioritized for the vaccine, with a focus on FNIM populations in urban and related homelands.
- Create materials and communicate to F/P/T/I/L at all levels that encourage governments, organizations and people to consider the realities and perspectives of First Nations, Inuit and Métis people living in urban settings and to appropriately consider those realities and perspectives into COVID-19 vaccine strategies;
- To rapidly facilitate allocation of required financial and human resource supports to achieve these objectives in an expedited manner

3.0 Activities

In meeting its purpose, the COVID-19 Vaccine Planning Task Group: Urban Settings and Related Homelands undertakes activities broadly outlined as follows:

- Compile, share information and work towards supporting the administration of COVID-19 vaccine to First Nations, Inuit and Métis individuals living in urban settings by considering topics including, but not limited to: access to the vaccine through

provincial and territorial allocations, cold chain management, training, administrating following the recommended public health guidelines, reviewing vaccine safety and efficacy, inventory management, ensuring availability of necessary supplies and personal protective equipment, promoting uptake, developing communications, surge human health resource requirements, regional/community capacity, and data and reporting processes;

- Provide strategic advice and direction to federal, provincial and municipal bodies responsible for vaccination services, including COVID-19 vaccination, on emerging issues and identified priorities related to a range of COVID-19 vaccine considerations including but not limited to access, implementation, and quality assurance considerations;
- Establish linkages with internal and external program partners and stakeholders;
- Collaborate with the following groups for interest in membership, but not limited to:
 - Communicable Disease Control Division (CDCD ISC)
 - Office of Populations and Public Health (OPPH ISC)
 - National Association of Friendship Centres
 - Halifax Friendship Centre
 - Labrador Friendship Centre
 - Manitoba Friendship Centre
 - First Light Friendship Centre
 - People of Darn Friendship Centre
 - Inuit Tapiriit Kanatami (ITK)
 - Akausivik Inuit Family Health Team
 - Atelihai Inuit
 - Inuit Edmontonmiut Working Group
 - Inuuqatigiit Centre for Children and Families
 - Manitoba Inuit Association
 - Pauktuutit Inuit Women of Canada
 - Southern Quebec Inuit Association
 - Toronto Inuit Association
 - Tunngasugit Inc
 - Yellowknifemiut Inuit Kattujiqatuguut
 - Assembly of First Nations (AFN)
 - Chiefs of Ontario
 - Manitoba Métis Federation
 - Métis Nation of Alberta
 - Métis Nation of Ontario
 - Métis Nation of Saskatchewan
 - Public Health Agency of Canada (PHAC)
 - Health Canada (HC)
 - Indigenous Physicians Association of Canada (IPAC)
 - First Nations Health Authority (FNHA)
 - Northern Inter-tribal Health Authority (NITHA)
 - Sioux Lookout First Nations Health Authority (SLFNHA)
 - First Nations Health Managers Association (FNHMA)
 - Provincial and Territorial Government Representatives
 - Winnipeg Regional Health Authority
- Provide input into the COVID-19 vaccine roll-out communications strategy, developed by the ISC-led COVID-19 Vaccine Planning Working Group, to ensure it is inclusive of the experiences of First Nations, Inuit and Métis individuals living in urban settings;
- Work collaboratively to identify unique challenges and find the best solutions to administering COVID-19 vaccines;
- Provide insight for the planning of the administration of COVID-19 vaccines;

- Share expert opinions/views that are informed by professional or jurisdictional association;
- Document challenges and opportunities for improved public health services for Indigenous urban communities.

4.0 Membership

- FNIHB's Office of Population and Public Health and the Communicable Disease Control Division will jointly hold the primary secretariat role for the COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban Settings and Related Homelands.
- Co-Chairs will initially identify potential members for invitation to participate subject to criteria identified below. Subsequently, Task Group members may identify other potential members who meet the criteria below who wish to contribute to meeting the Objectives of the Task Group.
- Members must be knowledgeable in the field of immunization practices and be aware of the operational issues of vaccine administration specific to Indigenous peoples living in urban areas.
- Members must be involved in the COVID-19 response.
- Membership will be comprised of key Indigenous partners, FNIHB colleagues, the Public Health Agency of Canada, and provincial and territorial governmental representatives.
- All members are expected to brief their managers/leadership on a regular basis.
- Regional members and partners will engage their region/leadership so decisions taken reflect collective engagement.
- Regional members and partners will provide input and data on behalf of their directorate/region/populations where applicable .
- Delegates must be sent when a member is unable to attend, however, consistent participation by the lead member is strongly recommended. Delegates must assume the full responsibility of the regular member in their place.
- Ad-hoc participants will be invited based on identified need. Any member can request an individual to attend a meeting as an ad-hoc participant, subject to approval of the co-chairs.
- Matters discussed at the meeting and teleconferences are confidential and should not be discussed with members of the public.

5.0 Co-Chairs

- The Co-Chairs will consist of one member from one member from the National Association of Friendship Centres (NAFC), one member from FNIHB's Office of Population and Public Health and one member of the Public Health Agency of Canada and
 - The NAFC Co-Chair position will be the Executive Director of NAFC or, alternatively, designated by the Executive Director of NAFC
 - The FNIHB Co-Chair position will be designated by the Director General, OPPH.
 - The PHAC Co-Chair position will be designated by _____
- Responsibilities of Co-Chairs:
 - Work with fellow Co-chairs on preparing agenda and reviewing records of decisions prior to presenting to membership;
 - Convene and lead meetings in partnership with Co-Chairs (lead will rotate between meetings);
 - Call ad hoc task groups as needed;
 - Brief respective senior management of their organizations on the Task groups's progress, issues and recommendations in collaboration with their fellow co-chairs
 - Assume Co-Chair's responsibilities in their absence; and

- Maintain effective communication with co-chairs and Task group members.

6.0 Meeting Governance

- The COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban and Related Homelands will operate in respectful relationship and co-operation with the ISC COVID-19 Vaccine Planning Working Group.

Principles

- The respective chairs and co-chairs will work cooperatively for sharing of relevant information and materials for mutual benefit and knowledge.
- Respect Indigenous governance structures and welcome the voices of other groups and organizations to provide valued perspectives on COVID-19 vaccination for urban Indigenous communities
- Respect the provincial and territorial vaccine administration context, in which each region ensures COVID-19 vaccination to Indigenous populations and communities, while facilitating collaboration amongst F/P/T/I/L partners to provide equitable access to COVID-19 vaccines for First Nations, Inuit, and Métis people living in urban settings.

Reporting:

- The COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban Settings and Related Homelands will be accountable to their respective organizations through their co-chairs and responsible for briefing their organizations accordingly per their own policies and procedures.
- Meeting minutes will document key information, decisions and recommendations as approved by the membership.
- No formal reporting, such as an annual report, is required of this body at this time.

Meeting Frequency:

- The frequency of teleconferences or video conferences is weekly unless there is an identified need for either more frequent or less frequent meetings due to availability of members or immediate needs to address emerging issues and priorities.
- Any member can request a special meeting if an urgent matter arises.

7.0 Networks

- The COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban Settings and Related Homelands will collaborate with the following networks, committees and groups:
 - Friendship Centres and Indigenous or Community organizations in urban settings to set an inclusive space for vaccinations because Indigenous Peoples' often experience racism and develop a mistrust for western medical institutions

8.0 Secretariat

- The Secretariat function will be provided by FNIHB's Office of Population and Public Health and the National Office of FNIHB's Communicable Disease Control Division.
- The Secretariat is responsible for providing policy, administrative, logistical and functional support to the co-chairs and members of the COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban Settings and Related Homelands.

9.0 Duration

- The COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban Settings and Related Homelands is to be established in December 2020 and will

continue for one year, unless deemed necessary to continue longer by the group and the Co-Chair organizations, or conversely, may be ended sooner if mutually agreed by membership and Co-Chairs.

- The Terms of Reference may be amended at any meeting by consensus for subsequent approval by the COVID-19 Vaccine Planning Task Group: First Nations, Inuit and Métis in Urban Settings and Related Homelands. Minor changes can be made by the Secretariat in consultation with the Co-Chairs.