

**WORKING GROUP ON DATA AND RESEARCH ON OFFICIAL LANGUAGE MINORITY COMMUNITIES  
AND HEALTH  
2020-2023**

**TERMS OF REFERENCE**

**Mandate**

The Working Group on Data and Research on Official Language Minority Communities (OLMCs) and Health (WG) reports to the Federal Health Portfolio Consultative Committee for Official Language Minority Communities in Canada (Advisory Committee).

The WG aims to better understand and coordinate the research and data collection efforts of its members regarding OLMCs and health, to support the Advisory Committee and to inform future decisions on research and data.

The WG focuses on issues related to access to health services in English and French - depending on the user's choice - and on the quality and safety of health care (from prevention to treatment) offered in a context of linguistic discrepancy between patient and caregiver. The activities of the WG are aligned with the priorities of the Federal Health Portfolio.

A detailed work plan presents the activities planned for the WG on an annual basis. The plan must be approved by the Advisory Committee. The activities' status will be presented to the Advisory Committee, and adjustments could be made, as needed.

The first mandate of the WG will be for 2020 to 2023 and could be renewed if necessary, after evaluation by the Advisory Committee.

**Chair**

The WG is co-chaired by a representative from the Health Portfolio and a community representative. The co-chairs' mandate is for one year, with the possibility of renewal.

**Secretariat functions**

The secretariat functions are provided by the Health Canada's Official Language Community Development Bureau (OLCDB).

**Members**

The WG membership comprises representatives from the targeted beneficiary organizations of the Official Languages Health Program (Community Health and Social Services Network; Société santé en français; Université McGill; Association des collèges et universités de la francophonie canadienne - Consortium national de formation en santé), the Canadian Institute for Research on Linguistic Minorities, the Social Sciences and Humanities Research Council, and the federal government organizations that are part of the Advisory Committee.

Other government institutions, community and academia stakeholders may be invited to join as members, as guests or observers, or as presenters to discuss issues of interest related to the mandate.

Each organization can designate a maximum of three representatives to participate to the WG.

The operating costs of the WG and the travel expenses of the members are covered by the OLCDB.

### **Reporting**

The WG reports to the Advisory Committee. The co-chairs provide updates at the Advisory Committee meetings.

### **Meetings**

Meetings will be held quarterly, but the frequency could be adjusted as needed. It will also be possible to add a limited number of "ad hoc" calls. Teleconferences or videoconferences are preferred. An annual face-to-face meeting could also be considered and would be combined with an Advisory Committee meeting.

### **Rules of procedure**

Members and guests are not paid for their participation in meetings. Travel expenses incurred by community members can be reimbursed according to Treasury Board guidelines.

Agendas and minutes must be available in both official languages. Discussions can take place in French or English, but the co-chairs must encourage the use of both official languages.