

GUIDELINE CRITERIA FOR REVIEWING OPHA POLICY STATEMENTS: RESOLUTIONS, POSITION PAPERS AND MOTIONS

OVERALL FORMATTING

- Resolutions and position paper are submitted using the OPHA Resolution and Position Paper Submission Form
- Resolutions and position paper are accompanied by sufficient supporting documentation, including executive summaries, background documents and implementation plans.
- Acronyms are avoided; if used accompanying definitions are provided

COMMENTS:

FORMATTING FOR POSITION PAPERS

- Submitted electronically in either plain text or Microsoft Word formats.
- An executive summary is submitted with the position paper that is no more than 1 single-spaced, typed page, using 12-point font.
- All margins are at least one inch on standard 8 ½ x 11" paper.
- Each position paper consists of no more than 15 single-spaced, typed pages, using 12-point font.

COMMENTS:

FORMATTING FOR RESOLUTIONS

- Resolutions are accompanied by a concise summary of background information and supporting documentation consisting of no more than 5 single-spaced, typed pages, using 12-point font.
- All margins are at least one inch on standard 8 ½ x 11" paper
- Each resolution consists of no more than one single-spaced, typed page, using 12-point font.
- One issue is addressed per resolution. If more than one issue is addressed, the linkages must be specific, clear and necessary to taking effective action.
- An implementation strategy outlining who (e.g. sponsor, OPHA, etc.) will undertake the actions needed to carry out the implementation strategy accompanies each resolution.
- "Whereas" clauses are used to outline the principal points supporting or explaining the resolution.

COMMENTS:

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FORMATTING FOR MOTIONS

- Each motion consists of no more than one single-spaced page, using 12-point font.
- All margins are at least one inch on standard 8 ½ x 11" paper.
- Only one issue is addressed per motion.

COMMENTS

CONTENT FOR MOTIONS

- Is a late-breaking issue put forward for discussion and debate at the Annual General Meeting that may require response from or action by OPHA

COMMENTS

CONTENT FOR POSITION PAPERS:

- The topic concerns the health of one or more identifiable groups or the public at large
- The topic concerns public health policy, healthy public policy, programming or practice, and health care
- The topic concerns the service delivery system or public health practitioners as an interest group
- The topic concerns existing OPHA resolutions, position papers or motions that may require follow-up action, revision (updating and/or re-targeting), or deletion because they are obsolete
- The topic concerns emerging issues not well known
- The topic concerns issues of public discussion that can be made topical by OPHA action

COMMENTS

CONTENT FOR RESOLUTIONS

- Falls within the OPHA mission statement
- Action taken after the Annual General Meeting will be relevant and/or effective (The Meeting is held in November; implementation usually begins the following January.)

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- The scope of the issue or concern is local, provincial or national
- OPHA will have to refer the matter to some other agent or body
- It has been or is currently being addressed by OPHA
- OPHA can directly or indirectly influence the issue or problem
- OPHA has the resources to carry out the proposed action. If not, the necessary resources can be assembled in time to make a difference.
- The concern is shared by other OPHA members, workgroups or constituent societies or external organizations
- Identifies what, if anything, other OPHA members, workgroups or constituent societies or external organizations are doing or planning to do
- Can be referred to the Board, a workgroup or committee for action
- Can be addressed by some other means, e.g., a brief, deputation or letter from the Board

COMMENTS

IMPLEMENTATION STRATEGIES

- Identifies where and how the matter is to be decided, implemented and/or enforced
- Identifies key decision-maker(s) that must be informed and influenced
- Identifies the opportunities that exist for OPHA advocacy or action (public hearings, meetings, consultations, etc.).
- Includes a strategy that takes maximum advantage of the opportunities
- Identifies that sponsors are willing to work to implement the resolution

COMMENTS

For a policy statement on a topic for which there are existing statements:

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- ❑ Includes a justification as to why submission is needed to enhance the existing policy statement.
- ❑ Indicates whether the submission is meant to incorporate and complement or replace current OPHA policy statement.