Legend:

Action Number – References Activity number on Work Plan spreadsheet

Responsibility – First name represents lead, decisions; Subsequent represent support/feedback

Comments – Provides updates; Ensures ‘so what?’ is answered

| **Action** | **Lead** | **Comments** |
| --- | --- | --- |
| ***1) Letter to ACDME, DMoH***Write a letter from co-chairs of the Management Committee to ACDME and FPT DMoH/Health Promotion, advising of priorities of the JCSH 2020-2025 mandate, and suggesting collaborations on overlapping priority areas | - Management Committee Co-Chairs- Secretariat | - Draft Letter developed- What is needed: Review by SHCC, MC Chair |
| ***2) CMEC, Health /Health Promotion Priorities***Develop evergreen list of CMEC and Health/Health Promotion priorities | - Secretariat- SHCC | - Draft Table of Priorities developed- What is needed: Review by SHCC |
| ***3) CMEC Rep***Invite CMEC to have a representative sit on the Management Committee | - Management Committee Co-Chairs  | - What is needed: Letter of invitation; document outlining overlap of priorities/mandates |
| **Action** | **Lead** | **Comments** |
| ***13) PT Reps, FPT Tables***Determine and document PT representatives on FPT tables that relate to JCSH priorities | - Management Committee- School Health Coordinators’ Committee | - What is Needed: To know what are the other FPT Tables; To know who in each PT are part of them- To what Purpose: In order to make within PT connections to align mandates and increase awareness of JCSH work |
| ***14) FPT Tables Connections***Clarify how JCSH makes connections with FPT tables | - Management Committee- School Health Coordinators’ Committee | - What is Needed: Resource with background in FPT tables- To what Purpose: Ensure JCSH is able to provide, and benefit from, contribution re mandates |
| ***39) HBSC Relationship***Continue relationship with the HBSC team, to support surveys and continued evidence | - SHCC- Management Committee- Secretariat  | - What has been completed: Report Webinar, Common Briefing Note- What is needed: Task group of 3-4 SHCC members to determine greatest benefits of between surveys collaboration with HBSC team- To what Purpose: To optimize research-practice benefits  |
| ***24) CSH-Diversity Resource***Develop 1-2 pager on how to use CSH to address (in)equity / diversity issues | - Secretariat- SHCC | - What is needed: Commitment from SHCC of 3-4 participants in task group |
| **Action** | **Lead** | **Comments** |
| **7) *Evergreen Scans, Resources***Ensure all resource and environmental scans (e.g. vaping) are evergreen documents | - Secretariat- SHCC | - What is Needed: Decisions on when, how, who will be in charge of carrying these out |
| ***8) Workplan, Budget Timelines***Develop timelines for annual workplan and budgets | -MC-SHCC | - What is needed: MC needs to set timelines and budgets before annual work plan items related to JCSH resources may proceed- To what Purpose: Efficient use of resources; Plans that will engage members moving forward; elicit interest in benefits of JCSH for member provinces and territories |
| ***9) Review 2019 Evaluation***Review 2019 JCSH Evaluation report | - MC- SHCC- Secretariat | - What is needed: Complete by August, 2020- To what Purpose: To determine Evaluation Framework: Decision required on maintaining current or replacing with new by September 2020 |