

## November 14 & 15, 2007 The Yorkville Marriott Hotel, Toronto

### Agenda

Wednesday, November 14th, 2007

9:00am – 4:00pm

	ITEM	PURPOSE	TIME	PRESENTER
1.0	Greetings and Introductions		9:00-9:15	Richard Alvarez
2.0	Setting the stage	Information & approval	9:15-10:15	Joan Roch
	<b>BREAK</b>		10:15-10:30	
3.0	Jurisdiction Roundtable	Information	10:30-12:00	All
	<b>LUNCH</b>		12:00-12:30	
	Jurisdiction Roundtable continued	Information	12:30-1:30	All
4.0	Blueprint 101	Information & discussion	1:30-2:30	Ron Parker, Stanley Ratajczak
	<b>BREAK</b>		2:30-2:45	
	Blueprint 101 continued		2:45-3:45	Ron Parker, Stanley Ratajczak
	Meeting Adjourned		4:00	

	Cocktail Reception	High Park Foyer	6:00-7:00	
	Dinner	High Park Ball Room	7:00-9:00	
	Guest Speaker introduction		7:00-7:05	Dr. Mark Dermer
	Guest Speaker		7:05-7:35	Dr. Ian Kerr

## November 14 & 15, 2007 The Yorkville Marriott Hotel, Toronto

### Agenda

Thursday, November 15th, 2007

9:00am–2:30pm

	ITEM	PURPOSE	TIME	PRESENTER
5.0	Election of Co-Chair and continuation of Item 2	Decision	9:00-11:00	Joan Roch
	<b>BREAK</b>		11:00-11:15	
6.0	Forum work plan	Direction	11:15-12:15	Joan Roch, Brian Foran
	<b>LUNCH</b>		12:15-1:15	
7.0	Public Opinion Research	Information	1:15-2:15	Mary Lysyk
8.0	Date, location and format for future meetings	Decision	2:15-2:30	Joan Roch
	Reflection and evaluation		2:30- 3:00	
	Meeting adjourned		3:00	All

## Agenda Item 2

### Setting The Stage

#### PURPOSE

To consider the draft terms of reference, mission, processes and outputs of the Privacy Forum.

#### ACTION REQUIRED

1. Approval of the Privacy Forum's Terms of Reference.
2. Nomination of individuals to stand for election as co-chair.

#### BACKGROUND / DISCUSSION/ KEY QUESTIONS:

Draft Terms of Reference are attached. There will be an open discussion on the draft Terms of Reference at the meeting. In particular, feedback will be sought on the following topics:

##### The Mission Statement

The Mission Statement states that the Forum will not only provide a platform for sharing knowledge and experiences but that it will facilitate the development of common solutions related to information governance, and consider the structure for a pan-Canadian information governance framework.

Reference to 'solutions' was included in the Terms of Reference to reflect feedback received from stakeholders following release of the White Paper. Some jurisdictions are already facing issues outlined in the White Paper. It is recognized that ultimately the jurisdictions will determine their own solutions; however, the development of common solutions could reduce the effort required by individual jurisdictions to address the issues and could at the same time support the development of a pan-Canadian information governance framework.

##### Are the Members comfortable with the Mission Statement and goals as currently stated?

##### Definition of the term 'information governance'

The White Paper describes 'governance' as the mechanisms that are used to guide, steer or regulate the course of an organization. 'Information' governance is described as those matters involved in handling personal health information in a confidential and secure manner and in compliance with appropriate legal, ethical and quality standards. The White Paper also makes it clear that information governance is closely linked to clinical, IT and corporate governance.

Do members see a need to further refine the description of 'information governance' and its relationship to other types of governance, for the purpose of the Forum's work, or for broader purposes?

## Outputs

The Forum is intended to provide a platform for sharing information, discussing issues, creating common solutions and identifying best practices. Currently the Terms of Reference are silent on the manner in which meeting notes, information and possible solutions will be documented, reported or shared with others.

Do the members have thoughts regarding the outputs of the Forum? (e.g., what form the outputs should take, how they should be documented and shared ) Should these matters be included in the Terms of Reference?

## Membership

The Forum is structured to provide a unique and collegial context for one member from each jurisdiction's Ministry of Health and Oversight office to engage in frank and open discussion on information governance matters. Infoway will co-chair the Forum with a member elected by Forum participants.

Do the members have comments regarding the proposed membership or structure?  
Who do members wish to nominate to stand for election as co-chair of the Forum?

## Reporting relationships

Each member will be responsible for communicating as appropriate with their Ministry or Oversight Office as well as with stakeholder groups within their jurisdiction. The Chief Privacy Strategist is accountable through the Chief Operating Officer and Chief Executive Officer to the Infoway Board (which is comprised of Deputy Ministers of Health from each jurisdiction in Canada) and is responsible for reporting on the activity and outcomes of the Forum to the Board.

Do the members have any comments regarding the reporting relationships?

## DOCUMENTS

1. Draft Terms of Reference
2. [Pan Canadian Framework](#)

## PREPARED BY

Joan Roch

# Document 1

## **DRAFT TERMS OF REFERENCE FOR THE PRIVACY FORUM ON EHR INFORMATION GOVERNANCE**

### **INTRODUCTION**

The Privacy Forum on EHR Information Governance is a federal/provincial/territorial initiative sponsored by *Infoway* to consider solutions and associated non-technical tools that will address the information governance issues as identified in the “White Paper on Information Governance of the Interoperable Electronic Health Record (iEHR)”.

Governance relates to the various means that are used to guide, steer or regulate the course of an organization or system. In this context, it deals with the rules, requirements (legal, ethical, practical) and other mechanisms that are involved in handling personal health information in a pan-Canadian interoperable EHR environment, and in a secure and privacy-protective manner.

Stakeholders already face information sharing and transfer issues and are individually working towards solutions on common problems. There is a need to promote solutions that could be shared and applied consistently across jurisdictions and to consider information governance at an inter-jurisdictional level.

### **MISSION**

The Privacy Forum will provide jurisdictions and oversight bodies with the opportunity to meet in a collegial setting in which they can share knowledge and experiences and can leverage their collective wisdom to facilitate the development of common solutions to common problems related to the information governance issues of the interoperable EHR.

These solutions can then be considered by jurisdictions and stakeholders in making policy choices that reflect their jurisdictional needs and will support the Pan-Canadian transborder flow of data that underlies the iEHR vision.

The goals of the Forum are to:

- prioritize the governance issues identified in the White Paper
- identify additional critical issues
- share insights and information on the issues
- identify solutions, tools or templates that can address each issue and can be implemented or customized by jurisdictions
- identify policy gaps or policy imperatives in the form of legislative or technical requirements that need to be in place in order to implement any proposed solutions identified
- consider the structure for an information governance framework for the pan-Canadian interoperable EHR

## MEMBERSHIP

Each federal, provincial, and territorial Ministry of Health will be invited to nominate one individual to represent the Ministry at the Forum. This will ideally be a senior official with responsibility for privacy and governance initiatives, with knowledge of the EHR initiative in the jurisdiction and accountable to the Deputy, regardless of level.

Each jurisdiction's Privacy Oversight body will be invited to nominate one individual to represent the Office at the Forum.

The Chief Privacy Strategist for Canada Health Infoway Inc. (*Infoway*) will host the Privacy Forum.

The Forum will be co-chaired by Canada Health Infoway and an individual chosen by the members, at the first meeting of the Forum and annually thereafter.

### **Note:**

Membership does not extend to other health stakeholder groups. Each member is responsible for liaising with others within their jurisdictions as they deem necessary.

External experts may be invited to inform specific legal or technical questions, as required by the Forum.

## PROCESS

Travel expenses (transportation, accommodation and meals) for each member will be funded by *Infoway*.

Action items, positions and potential solutions made by the Privacy Forum will be based on consensus (generally-shared agreement).

The Privacy Forum will meet at least three times a year. Teleconference calls may be also be convened as necessary.

Secretariat services will be provided by the office of *Infoway's* Chief Privacy Strategist.

## Document 2

[Pan-Canadian Personal Health Information Privacy and Confidentiality Framework](#)

## Agenda Item 3

### Jurisdiction Roundtable

#### PURPOSE

To begin the information sharing process.

#### ACTION REQUIRED

A 5-7 minute presentation from each member.

#### BACKGROUND / DISCUSSION

One of the primary objectives of the Forum is to provide a platform for information sharing. To this end, each member will have 5-7 minutes to speak on key issues, objectives, interests or existing approaches that exist in their jurisdiction or whatever the member believes could be of value to the group and relevant to the Forum's mission.

Due to the limited time available, slide presentations will only be possible if they are sent in advance of the meeting for pre-loading onto the laptop.

Members are encouraged to share materials that could be of value to others. Please contact [Ktraboualy@infoway-inforoute.ca](mailto:Ktraboualy@infoway-inforoute.ca) by **November 5, 2007** for further information on distribution of the materials.

#### PREPARED BY

Joan Roch

## Agenda Item 4

### Blueprint 101

#### PURPOSE

To provide a common base and increased depth of understanding of the Electronic Health Record Solution (EHRS) Blueprint.

#### ACTION REQUIRED

None.

#### BACKGROUND

Ron Parker, Group Director, EHRS Architecture and Stanley Ratajczak, Group Director, IT Privacy and Security, who are both part of Canada Health Infoway's Solutions Architecture Group, will provide an in-depth session on the Blueprint. It will include a description of the privacy and security architecture.

Time will be provided for questions. If members wish to submit questions in advance, they are encouraged to do so. The questions will then be addressed at the session.

#### DOCUMENTS

1. The Electronic Health Record Solution (EHRS) Blueprint is attached
2. [An Overview of the Privacy and Security Architecture](#)
3. [Non-technical overview](#)
4. A CD of the Blueprint will be distributed at the meeting.

#### PREPARED BY

Joan Roch



## The Electronic Health Record Solution Blueprint: A roadmap for planning and implementation in Canada

The Electronic Health Record Solution (EHRS) Blueprint is a technology framework that is helping to guide the sustainable development of interoperable Electronic Health Record systems across Canada.

Initially released by Canada Health Infoway in 2003, the Blueprint was a high level vision for how EHR information could be securely and appropriately shared across Canada using information and communications technologies.

Revised in 2006, it now provides more detail on how standards-based technology can be used to support sharing of EHR information. The current version also integrates elements of the Privacy Security Architecture (see details below) and shows how areas such as Telehealth and Public Health Surveillance fit in with the Electronic Health Record.

The Blueprint is focused on interoperability - the capability of computer systems to seamlessly communicate with one another. It provides guidance for integrating the approximately 40,000 existing health information systems in use across the country, while remaining flexible to allow for incorporating new and better information systems and capabilities.

The Blueprint, based on extensive consultations and collaboration, is a useful tool for information technology professionals in governments, health regions and hospitals who plan to implement Electronic Health Record solutions. It is also valuable for technology vendors who want to align their products and services with the vision for the interoperable Electronic Health Record.

## Agenda Item 5

### Election of Co-Chair and continuation of Item 2

#### PURPOSE

To elect a co-chair for the Forum.

To complete discussions on the Terms of Reference and address outstanding items from Day 1.

#### ACTION REQUIRED

Election of a co-Chair.

Approval of the Terms of Reference for the Forum.

#### BACKGROUND

Members will select a co-Chair by ballot.

Any items deferred during the previous day's discussion will be revisited and either concluded or held over till next the meeting.

#### DOCUMENTS

No additional documents

#### PREPARED BY

Joan Roch

## Agenda Item 6

### The Forum work plan

#### PURPOSE

- To identify the order in which the information governance topics should be addressed
- To discuss how best to proceed with the work
- To discuss an inter-jurisdictional data flow project

#### ACTION REQUIRED

Decision respecting the Forum's work program and approach to the work.

#### BACKGROUND DISCUSSION

##### The overall workplan

- The White Paper identified 21 information governance topics.
- Members will be canvassed to identify those topics they believe should be addressed immediately and if there are any topics that should be removed from, or added to, the list.
- Members will be asked to identify those topics where considerable work may already have been done and could be shared.
- Members will be canvassed on approaches for proceeding with the work and on time horizons. The creation of subcommittees, work groups and the involvement of external subject matter experts will be discussed.

##### An inter-jurisdictional data flow project

The matter of inter-jurisdictional data flow has been highlighted by some jurisdictions as a matter that merits immediate attention. Consideration is being given to establishing a project specifically to address the topic. A brief presentation will be made at the meeting to describe options and considerations to date.

Members will be asked to provide input.

#### DOCUMENTS

[The White Paper on Information Governance of the interoperable Electronic Health Record](#)

#### PREPARED BY

Joan Roch

## Agenda Item 7

### Public Opinion Research

#### PURPOSE

To provide Members with an in-depth look at a recently completed public opinion survey conducted by EKOS on behalf of Infoway, Health Canada and the Office of the Privacy Commissioner of Canada.

#### ACTION REQUIRED

None.

#### BACKGROUND DISCUSSION

Canada Health Infoway, Health Canada and the Office of the Federal Privacy Commissioner of Canada jointly sponsored and funded a public opinion research survey intended to update the results of previous surveys, as well as provide additional content information on Canadians' broad perceptions of personal health information protection, safety and security of personal health information, and advantages and disadvantages of EHR's.

The key findings of this most recent survey reinforce and strengthen both the very favourable pro-EHR results of previous surveys and the expectation that privacy be protected in the process.

Mary Lysyk, Policy Analyst, Access to Information and Privacy Division, Health Canada, will provide an in-depth look at the research and its outcomes.

#### PREPARED BY

Joan Roch

## Agenda Item 8

### Future meetings and meeting evaluations

#### PURPOSE

To set dates and locations for the next 3 meetings.

To secure feedback on the meeting and suggestions for future meetings.

#### ACTION REQUIRED

Decision respecting the next meeting date and location.

Discussion respecting the meeting format.

#### BACKGROUND / DISCUSSION

The Privacy Forum is intended to provide an ongoing platform to consider information governance topics. It is expected that there will be approximately 3 meetings each year. It is also expected that the meetings will be held in different locations of the country.

To facilitate planning, dates and locations for future meetings will be discussed.

It is proposed that the second meeting of the Forum be held during the week of February 18, 2008 in Victoria, British Columbia.

Members will be canvassed regarding future meeting dates and locations.

To facilitate planning for the content of future meetings members will be canvassed as to the effectiveness of the session format and meeting materials.

#### DOCUMENTS

Meeting evaluation form.

#### PREPARED BY

J. Roch