

National Collaborating Centre Program

The National Collaborating Centres Program includes the following two components:

1. The National Collaborating Centres Contribution Program, a funding program to support the NCC infrastructure, core functions and initiatives; and
2. Program management, which includes resources for program staffing, secretariat support for the Advisory Council, funding for program development and promotion, liaison with PHAC and the health portfolio and project monitoring.

The Secretariat, based within Office of Public Health Practice at the Public Health Agency of Canada, is responsible for providing leadership and guidance for the development, implementation, operations and promotion of the National Collaborating Centre Program.

The Secretariat supports and facilitates the establishment and operation of the National Collaborating Centres as a best practice in inter-sectoral collaboration, networking, and innovative knowledge translation management. The Secretariat will work with the Advisory Committee to provide the NCC's with advice and guidance regarding the validity and relevance of their initiatives. The Secretariat facilitates linkages between the NCCs and the AC in identifying opportunities to align with national initiatives such as public health goals and strategies and the Public Health Network (PHN), connect with public health at the provincial, national and international levels, and serve as a resource to public health to strengthen policy and program development. The Secretariat assists the NCCs in their efforts to put information into the hands of those who need it most, and to contribute to informed policy making, program development, and health practice decision making.

The NCC Program Secretariat is responsible for overall program accountability and the ongoing development of the program.

Monitoring & Reporting

It will oversee the solicitation and review of proposals and ensure the program meets its requirements in terms of the program's Results-based Management and Accountability Framework (RMAF) and the Risk-based Accountability Framework (RBAF) (*ANNEX B*). The Secretariat will manage the program respecting all pertinent laws and policies governing the administration of federal programs and in accordance with Terms and Conditions for Promotion of Population Health.

The Secretariat serves as the liaison among the NCCs, the Advisory Council and the Agency in establishing, reviewing and reporting on NCC accountability frameworks and evaluation plans, and on executing program evaluations as per a further submission by the program to Treasury Board.

The Secretariat serves as the liaison ensuring that the NCC program is relevant, effective and addresses national priorities. Key activities include:

- establishment and maintenance of the NCC Program financial and administrative records according to Treasury Board standards and departmental policies on grants and contributions;

- develop priority setting mechanisms, in consultation with the Advisory Council and the NCC's. The priorities for the first three years will reflect the public health goals. As the priorities evolve over time, the NCC may support the work of the Public Health Network and align with the Pan Canadian Public Health Strategy, as appropriate;
- work with the NCCs to monitor work plans that reflect approved NCC program priorities and objectives;
- develop solicitations for proposals, screen, review, and recommend support for responses to the Minister;
- develop and monitor contribution agreements. As the Program develops, this function may be shared with one or more PHAC Regional Offices where there is mutual agreement to do so;
- establishing and monitoring accountability and evaluation frameworks with the NCCs;
- conducting regular program evaluations; and
- fulfill reporting obligations to Treasury Board, parliament and provide information to stakeholders and the public.

Facilitation & Coordination

An overall coordination function will be an important ingredient in the success of this program. The Secretariat will fulfill a range of facilitation and coordination needs, including preparation for national meetings and workshops, and extending as well into areas of information sharing and exchange of best practices between the NCCs, with the AC, and with PHAC. Activities will include:

- coordinating and facilitating meetings with NCC, Advisory Council, and other stakeholders;
- promote collaboration among the NCC's by facilitating the development of its network, and networking with others;
- facilitating the development of strategic linkages among stakeholders within the Public Health Agency of Canada, Health Portfolio and between other government departments, as appropriate; and
- developing approaches for uptake of NCC products within the Health Portfolio and other government departments.

Program Promotion

The Program Secretariat ensures communication mechanisms are in place within PHAC to inform PHAC and staff across the Health Portfolio about the program and knowledge products developed by the NCC's. This includes:

- acting as the central point for communication for the program - preparing briefing materials for the Minister and for the CPHO;
- facilitate the development of general program materials for use by the National Collaborating Centres, for public consumption, which may include newsletters, generic media kits, etc. This is a limited function and refers to the general program as a whole. The NCCs will be responsible for promoting their individual NCC and their network of NCCs to external stakeholder groups.
- NCCs program materials (e.g. Program, Communications and Financial Management Guides, Risk Assessment Plans); and
- presentations to the Health Portfolio or other government departments.

Identification of Strategic Opportunities

The Secretariat is committed to identifying opportunities to maximize the efforts and/or profile the work of individual NCCs in areas such as policy, research, dissemination, and communication. Supporting activities will include:

- identifying communication, promotion and media opportunities, as well as additional¹ avenues for dissemination of NCCs' products;
- identifying opportunities to link research and policy development in a way that is meaningful for PHAC policy makers and program managers and NCCs;
- identifying upcoming events, meetings, symposia and workshops relevant to the work of the NCCs; and
- identifying opportunities to support NCCs' work and activities, within the federal government, using information and communication technologies.

CONTACT INFORMATION:

<p>Ms. Barbara Medlar Program Manager Office of Public Health Practice Public Health Agency of Canada 130 Colonnade Road Address Locator: 6503D Ottawa, Ontario K1A 0K9 Tel.: 613-957-4162 Fax: 613-952-3196 barbara_medlar@hc-sc.gc.ca</p>	<p>Ms. Maria A. Carvalho Senior Program Officer - Agente principale de programme Office of Public Health Practice - Bureau de la pratique en santé publique Public Health Agency of Canada - Agence de santé publique du Canada 130 chemin Colonnade Road Address Locator/Indice de l'adresse: 503D Ottawa, Ontario K1A 0K9 Tel.: 613-946-8833 Fax : 613-952-3196 maria_carvalho@hc-sc.gc.ca</p>
<p>Ms. Heather A. Robertson Project Officer Office of Public Health Practice Public Health Agency of Canada 130 Colonnade Road Address Locator: 6503D Ottawa, Ontario K1A 0K9 Tel.: 613-946-8800 Fax: 613-952-3196 heather_a_robertson@hc-sc.gc.ca</p>	
