

PPCC Meeting Process Protocol

One of the recommendations arising from the 2008 PPCC Review was to develop a process protocol for PPCC meetings. The recommendation was made to ensure that the PPCC remains a forum in which employers and workers are on even footing to learn about and provide feedback on WorkSafeBC's policies, regulations, guidelines, and other key issues. These functions are clearly defined in the Terms of Reference, which were finalized in November 2009.

The purpose of this document is to define the practices and procedures that are currently followed by WorkSafeBC and PPCC members in organizing and running the monthly meetings. The procedures ensure that the PPCC meetings provide an opportunity for both the worker and employer communities to participate fully in the meetings and have their respective opinions heard.

In addition, WorkSafeBC recognizes and appreciates that stakeholders provide their valuable time and expertise in preparing for and attending committee meetings. Therefore, an additional aim of setting out these procedures is to ensure the meetings continue to run smoothly and efficiently, and that the members' time is respected.

Pre-Meeting

WorkSafeBC will:

- send to members a request for agenda items two weeks prior to the meeting date.
- send to members the final agenda and reading materials no later than one week prior to the meeting. This will ensure members are given sufficient time to read the materials and prepare for the meeting.
- advise members if guests from either community have been invited to attend the meeting.

Members should:

- fully participate in setting the agenda by suggesting topics for discussion and requesting that issues be addressed. Requests should be submitted to WorkSafeBC as early as possible prior to the mailout deadline.
- advise WorkSafeBC if there is a potential for absence from a meeting at the earliest opportunity.
- advise WorkSafeBC if any guests are invited to attend to address a particular subject matter on which the guest has a special interest or expertise.

At the Meeting

PPCC meetings are run on an informal basis. All attendees, including members, the co-chairs and presenters, endeavour to follow a few principles, to ensure the orderly and efficient running of meetings.

1. Meetings begin promptly at the time indicated on the agenda. If members are running late and cannot arrive before the start time, they can call the Policy & Research Division at 604 276 5160.
2. Anyone wishing to speak on a subject is given adequate opportunity to do so.
3. Strict time limits are not imposed on topic discussions. However, speakers should remain aware of the time estimated on the agenda for each item and tailor their comments accordingly. This helps to ensure the meeting does not overshoot the 3 hours allotted.
4. WorkSafeBC staff attendance will be kept to a minimum to ensure that meetings do not become overcrowded, and that members are provided with the opportunity to be heard during discussions and presentations.

Post-Meeting

1. WorkSafeBC will maintain a status report and feedback calendar detailing the current status of all items presented at PPCC meetings. Consultation deadlines will also be noted on the report. The report will be published on the PPCC website.
2. Prior meeting agendas and materials will also be published on the PPCC website, together with approved meeting minutes.
3. Any questions or concerns regarding the organization or conduct of meetings can be raised directly with the co-chairs, or with the Manager, PPCC Support.