

Content Portfolio Advisory Group (CPAG) Roles and Responsibilities

Approved April 2018; Amended December 2018

Mission: To support the AIHA Board in aligning content (both emerging priority and existing) to the needs of the profession.

Charter: To establish policy and procedures which drive three goals: (1) promotion of new content for future state; (2) maintenance and retirement of existing content; and (3) management of stakeholders through communication, documentation, and process execution.

Organization: CPAG shall provide guidance to the Board in assessing and prioritizing resource allocation to *Content Priorities* that provide value to the membership and profession as a whole. As a result, the Board, Volunteer Group Board liaisons, the AIHA staff, CPAG members, Volunteer Group leadership, and members responding to open calls for working group assignments will each have defined roles, responsibilities, accountabilities and authorities as stakeholders in the development and maintenance of content.

Processes and Procedures:

Attachment #1: Selection and maintenance of the Content Portfolio Advisory Group members

Attachment #2: Process for the evaluation of emerging (proposed) content from CPAG to Volunteer Groups (VGs); and for the promotion and evaluation of member generated proposed content

Attachment #3: Process for the evaluation of existing content

Attachment #4: Process to determine if product is in or out of the Content Portfolio processes

Stakeholders to the Charter:

AIHA Board Members

Role: Provide leadership and direction to the assigned Board liaison and CPAG Chair in execution of the CPAG duties.

Responsibilities:

- Approve CPAG recommendations and affirm CPAG activities are in alignment with AIHA Board direction
- Support CPAG initiatives through resource investment and priorities as recommended by CPAG chair, AIHA Managing Director of STI, and Director of Education

Accountabilities:

- Attendance at briefings and enthusiastic attention to CPAG efforts
- Promotion of CPAG concepts as outlined in CPAG Communication Plan

Authorities: Funding and management of the CPAG initiative in accordance with AIHA Bylaws

AIHA Board Liaison

Role: Act as eyes and ears of the AIHA Board

Responsibilities: Convey information between the AIHA Board and CPAG Chair and members

Accountabilities: As defined by the AIHA Board

Authorities: As defined by the AIHA Board

AIHA Staff

Role: Variable based upon business accountability of the various directors (education, eLearning, technical).

- Managing Director, Scientific and Technical Initiatives will review all proposals and documents.
- Director, Government Affairs will review government position statements.
- Director, Education serves as the CPAG Point of Contact and coordinates meeting content and activities with the Chair.

Responsibilities: Director, Education will support CPAG in fulfilling its mission and will maintain CPAG community site and update the board quarterly.

Accountabilities:

- Maintenance of the Content Priority dashboards for each of the active emerging content priorities with support from the CPAG members, engaged VG Chairs, and Board liaisons to those VGs
- Maintenance of Content priority initiatives and existing content review status
- Communication of these two perspectives (emerging content and current content status) to the AIHA Board on a regular basis

Authorities:

- Propose actions and budgets to advance content development in a timely fashion.
- Engage the AIHA staff (education, publications, STI, others) as appropriate in the content development and management process.
- Manage content progress (deliverables, schedule, budgets) as defined by the CPAG Chair in consultation with the AIHA Board liaison.

CPAG Chair

Role: Leads CPAG to effective content management as prescribed by the AIHA Board.

Responsibilities: Guides the performance of the CPAG team and promote collaboration between the Board liaison, staff and CPAG members.

Accountabilities:

- To the AIHA Board for execution and leadership of the mission of CPAG as defined by the charter and the communication of progress with respect to pursuit of content development through VGs and the membership.
- To the CPAG members for effective and efficient management of the CPAG.

Authorities: In accordance with guidance from the AIHA Board liaison, to represent CPAG in all matters of accountability back to the AIHA Board.

CPAG Members

Roles: CPAG provides input and advice to the AIHA Board and staff regarding the Association's body of content on industrial hygiene and occupational and environmental health and safety. Content may include documents, articles, white papers, fact sheets, and software applications.

CPAG has three primary roles:

1. Provides guidance on the content development agenda for AIHA, including:
 - Reviewing proposals for new content development initiatives in accordance with New Content Evaluation Procedure (#2)
 - Providing recommendations on funding requests for new content development
 - Suggesting topics for the AIHA Guideline Foundation's research agenda
2. Reviews maintenance determinations of VG existing content in accordance with the procedure outlined in Attachment #3.
3. Monitors industry landscape to identify emerging topics for which new content may be needed.

Responsibilities:

- Attend one (1) in-person Planning Workshop (for which AIHA will cover the cost), AIHce (for which CPAG members will cover their own costs), and participate in periodic conference calls throughout the year
- Put forth their best efforts to the collective effort of the CPAG and set aside historical promotion of specific volunteer group allegiances
- Support staff with promotion of collaborative efforts to engage the right VGs to create the best products possible
- Update *CPAG Roles and Responsibilities* document annually prior AIHce conference

Accountabilities:

- Attend meetings and phone calls regularly and seek updated information on progress on CPAG initiatives when such meetings are missed
- Follows timely execution of responsibilities as outlined in the Attachments #2, 3, 4
- Represents the interests of CPAG during collaborative efforts with AIHA staff, liaisons, and volunteer groups

Authorities: None

Volunteer Group Leadership

Role: Responsible for executing processes outlined by CPAG for evaluating new content needs, maintaining created content, and responding to requests for project considerations when emerging priorities are adopted that are best served by the mission of those VGs

Responsibilities: Put forth the best effort in the research, development, testing and maintenance of content for new, existing, or proposed content

Accountabilities: Timely response to Content initiatives or actions.

Authorities: Address tasks in response to Content Priority Assignments from CPAG, board Liaison or staff that satisfy consideration of assigned deliverables. Create Action Plans to the best of the VGs ability and faithful execution to meet schedule deliverables in a timely manner.

Open Call Respondents

There may be an opportunity for an open call to research and develop new content. Individuals selected will allocate sufficient time to fulfill the scope of the working group assignment as defined in the open call. The working group will develop metrics to discuss progress and communicate to CPAG and the board liaison.

Role: Members responding to and selected for discrete working groups to research, develop, or test content

Responsibilities: Allocate sufficient time to fulfill the scope of the working group assignment as defined in the open call

Accountabilities: Meet deliverables framed by CPAG for duration of the working group assignment

Authorities: Limited to the necessary and sufficient tasks that allow successful completion of the deliverables

Metrics:

Leading indicators of progress:

- Participation and feedback from the VGs and Board liaisons
- Communication Plan implementation and effectiveness
- Numbers of new content (webinar, white paper, position paper, fact sheets, others as previously discussed)
- Numbers of products proposed (from dashboard initiatives)
- Numbers of products evaluated (from VG business plan submittals)
- On time delivery of VG deliverables supporting Content management
- Other metrics as defined by the AIHA board and CPAG

Attachment #1: Selection and maintenance of CPAG members

Six (6) to ten (10) members of the AIHA General Membership will make up the CPAG; the number reflects the state of CPAG program development. The following steps are established as a general administrative procedure, but the CPAG Chair and / or AIHA Board is free to modify them at any time to serve the business needs of AIHA.

Step 1: AIHA Staff will annually (January) or as needed to replace vacated positions provide an “open call” to membership seeking volunteers to self-nominate. CPAG members will rotate on and off at AIHce conference.

Step 2: The CPAG chair, vice chair, and past chair will evaluate nominee demographics, experience and leadership capabilities. They will also consider the expertise and demographics of the current members of the CPAG to ensure the committee is diversified.

Step 3: The names of proposed new CPAG members are conveyed to the AIHA BOD for review and approval.

Step 3: New members will be notified of selection and the duration of their assignment.

Step 4: All members will confirm annually that they will be able to honor the obligations and commitments to the CPAG (meeting attendance, manhour contributions, etc.)

Step 5: Members will be assigned to a Content Priority as the CPAG Representative that shepherds that content development under the emerging content Process (see attachment that follows).

Step 6: Members will be assigned to an Content Review Group that peer reviews the decisions of the Volunteer Group Chair review of existing content as it comes in as part of VG Business Planning.

Step 7: Members will be assigned other duties as seen appropriate by the Chair.

Step 8: Members will self-identify if they are interested in being Vice Chair or Chair of the CPAG and communicate that information to the current CPAG Chair and Board Liaison assigned to the CPAG. After discussion by the chair, vice chair, and past chair, a recommendation will be provided for approval to the AIHA BOD for incoming vice chair

Step 9: AIHA Staff along with the CPAG Chair will maintain the roster of members, start and stop cycle dates, and Content Priority assignments.

Attachment #2: Process for the strategic identification of content priorities.

CPAG evaluates emerging priorities, discussing what projects are envisioned and should be considered that align with AIHA Emerging Priorities. If ideas are suggested, they should be discussed with relevant VG/WG. These ideas may take the form of new project submittal requests for the following calendar year (or current year if there is bandwidth and no substantial costs are involved).

Process for the strategic identification of content priorities

1. High level comprehensive scanning every 5 years
2. Evaluate candidate priorities
3. Choose & Define Priorities
 - a. What is it?
 - b. Why did we choose it?
4. Build a dashboard
 - a. Vision statements (What does our vision of success look like?)
 - b. Initiatives (both what we would like to see and those underway)
 - c. Action plan (what CPAG needs to do to promote development)
5. Promote the priorities, work on dashboard action items
6. Review of priorities annually for additions and retirees
7. Communicate our recommendations to the Board

Product Proposal and Development 1 and 2 cycle steps

Product Proposal and Development Plan - [Stage 1 Online Form](#)

Product Proposal and Development Plan - [Stage 2 Online Form](#) (if \$ is required)

Refer to *Emerging Content Development Process Flowsheet* on next page.

Proposal

Comments
from STI and
GR

CPAG

Review
proposal and
comments

Make
decision

Board

Review and
confirm CPAG
decision

Board Liaison

Communicat
e Decision

Decision

Yes – start
work

Proceed to
Stage 2 – for
funding
requests

Alternate
suggestion –
make
changes and
resubmit

Attachment #3 Process for the evaluation of existing content

The review of existing content (fact sheets, guidance documents, position statements and white papers) began in January of 2018 and moving forward will be conducted annually under the CPAG processes. The list of existing documents, and the proposed timeline for each document will be communicated to each responsible VG via Catalyst. The proposed timeline will include initial staff review, initial VG review, update by VG or other means, technical editing, peer review, Board review, and website update. The proposed timeline will be communicated to content authors and the leadership of the responsible VG via Catalyst, and VGs will be requested to commit to updating documents per the proposed timeline. If the VG does not have the expertise or resources to get the document published within the proposed timeline, AIHA will pursue other means to finalize these documents.

Step 1: Existing content will be reviewed by the VG, coordinated by staff. VGs/WGs will review content using [online form](#). Options for actions by the VG are to RETAIN without any updating, UPDATING REQUIRED, or ARCHIVE. Retained and updated content will be available and accessible via AIHA [webpage](#), while ARCHIVED content will not be visible. Archived data may be requested by volunteer groups from staff.

Step 2: The result of the VG evaluation will be reviewed by staff and peer reviewed by the CPAG assigned members as determined by the CPAG chair.

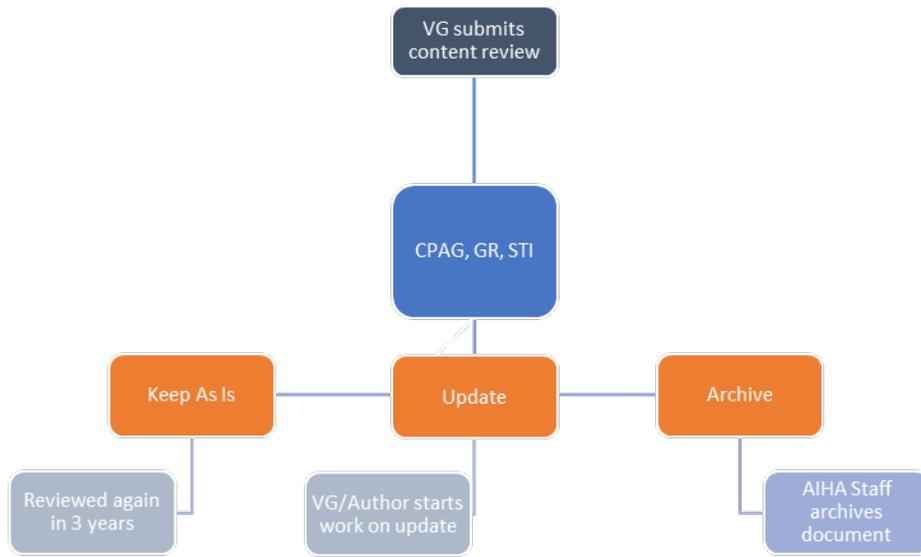
For VG decisions that CPAG concurs with, staff will retain documentation that the process was followed and a schedule of the next review.

For VG decisions that the CPAG does not concur with, the CPAG Review Members will identify in the matrix of review the reasons for the disagreement, and propose a direction to the VG chair, CPAG chair, CPAG Board Liaison and applicable VG Board liaison. No Stage 1 or 2 completion will be needed for content actions occurring through this process.

Resolution of the CPAG direction will occur between the VG chair, CPAG chair, CPAG Board Liaison and applicable VG board liaison. Appeals will be addressed to the Board.

Step 3: Authors will update content in 4 weeks; peer review will be completed in two weeks, technical editing will be completed in 2 weeks, Board review and approval will be completed in two weeks, and the content will be placed on the aiha.org within two weeks of Board approval. Timelines for publications will be developed by editors.

Refer to *Existing Content Flowsheet* for graphical representation of this process on next page.



Attachment #4 Process to determine if product is in or out of the Content Portfolio processes

The following process is used to determine if existing or new content is to be managed through the CPAG:

Any AIHA published book, application, webinar or tools managed by volunteer groups are considered content. The following content is exempted because it is under separate processes maintained by AIHA functions:

- 1) Professional development course content developed by authors. Though not “owned” by AIHA, the review processes of the Continuing Education Committee and Permanent Conference Committee assure that PDC selection aligns to the Content Portfolio objectives.
- 2) Conference education evaluated by CSC