

**A Healthy Balance:
A Community Alliance for Health Research on
Women's Unpaid Caregiving**

**EQUITY REFERENCE GROUPS (ERG's)
Terms of Reference**

The Healthy Balance Research Program (HBRP)

The ultimate goal of the HBRP is to foster a “healthy balance” between women’s health and well-being, family life and earning a livelihood. The interrelated and dynamic program objectives include knowledge generation, knowledge transfer and transformation, uptake of new ideas and practices, and strengthening research capacity. To ensure active engagement of the research processes and products of the Healthy Balance Research Program, a number of advisory groups have been convened to assist in shaping the course of the HBRP. In order to accomplish this, the reference groups will provide advice into the research process, the most appropriate mechanisms by which to process findings, policy interventions, program designs, organizational practices, and other topics as deemed appropriate.

Membership

Each of the Four Equity Reference Groups will consist of a maximum of five members, and will represent one of the following groups: Black, Aboriginal, immigrant women, and individuals with disabilities. Equity Reference Group members may be appointed for a 2 year term renewable for 5 years.

Responsibilities

1. Participate in four meetings during the first year of the HBRP and two meetings per year during subsequent years.
2. Inform the HBRP about issues traditionally faced by their respective ethno-cultural group and how these issues should be incorporated into the HBRP.
3. Recommend and/or approve culturally appropriate means for circulating HBRP findings to audiences within Black, Aboriginal, immigrant and disabled communities.
4. Recommend and/or approve culturally appropriate methods of data collection, as well as recruitment strategies for research participants, interviewers and facilitators.
5. Recommend strategies that will enhance the likelihood of HBRP findings informing policy decisions, program designs, as well as organizational and individual practice.
6. Identify policy makers, institutions, agencies, groups, and individuals for whom HBRP findings

may be relevant.

Decisions

Decisions of the Equity Reference Groups will be confirmed by a simple majority.

Attendance

It is expected that all members will endeavour to participate in all meetings. If and when a scheduling conflict arises, committee members are kindly requested to advise the HBRP in advance. Those members who miss 2 or more consecutive meetings without prior notice may be requested to reassess their membership on the ERG and/or to resign their position.

Termination

If any member of an ERG is not able to continue the term of their membership, they are asked to provide advanced notice in writing to the HBRP.