



Eastern Virginia Healthcare Coalition Communications Workgroup Charter

Overview

The Communications Workgroup is established as a standing workgroup of the Eastern Virginia Healthcare Coalition (EVHC).

Purpose and Duties

The EVHC Communications Workgroup provides guidance for the development, implementation and maintenance of interoperable communications capabilities for the Eastern region in support of a collaborative, all hazards and regional healthcare emergency management program including the Regional Healthcare Coordination Centers. The workgroup will address the challenges facing interdisciplinary communications across multiple organizations and will support the EVHC mission of promoting healthcare emergency preparedness, mitigation, response and recovery.

Membership and Voting

The EVHC Communications Workgroup will be comprised of Coalition members and subject matter experts. The workgroup members will select a Chair and Vice-Chairperson that will be approved by a majority vote of the workgroup members in January of each year. The EVHC RHCC Communications Coordinator will be a standing member of this workgroup. Any EVHC member or staff may attend workgroup meetings and participate in its deliberations, and upon request will be notified of meetings.

Meetings

The Workgroup will conduct meetings on a monthly basis, and as needed to conduct workgroup business and provide stability in scheduling. Meeting agendas, attendance and minutes will be maintained and made available to the Coalition Membership.

Deliverables

- Workgroup meeting schedules, agendas and minutes
- Recommendations for regional communication plans, projects, updates and modifications to systems
- Report outs to Coalition partners at group meetings and to the Coalition Executive Council upon request
- Monthly project updates
- Budget documents and justification for proposals and projects

Procedures

The Group will meet monthly or as convened by the Chairperson or the Executive Council, with minutes of discussions and decisions taken and reported to the EVHC members. Issues requiring permission/collaboration from other workgroups will be coordinated with the appropriate workgroup and changes in budget allocation will be brought to the EVHC Budget Workgroup for consideration in accordance with EVHC guidance and policy.

- Ensure all strategic initiatives of the communications workgroup are aligned with EVHC strategic initiatives
- Coordinate the Eastern Region's strategy and plans with the other VHHA regions interoperability strategies and plans

- Consider security concerns during the planning of future communications solutions
- Consider each EVHC member agencies unique needs—recognize and respect them, and attempt to address them if they negatively impact coalition wide communications interoperability capabilities
- Use a phased approach to initiate new, close old, or modify current projects or programs

Project Metrics & Documentation

A Project Dashboard will be maintained for communication projects and initiatives to monitor progress, completion and to meet ASPR and other reporting requirements. Unfunded projects may be added to the dashboard at the discretion of the workgroup.

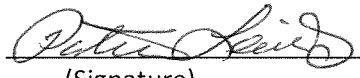
Fiscal Year Timeline

The Communications Workgroup will follow the Hospital Preparedness Program (HPP) fiscal year funding cycle which runs from July 1st though June 30th of each year.

Date Approved: 2/4/16

Chair: 
(Signature)

Name: John Cooke

Vice Chair: 
(Signature)

Name: Patrick Lewis