
ACHN DECISION MAKING FRAMEWORK

OVERVIEW

In order to be transparent in decisions and actions taken by the coordinator and Table of Partners the following decision making tree and matrix are presented for inclusion in the ToP handbook as well as for use in communicating with community partners when necessary.

These tools are representations of the process and lens by which decisions are made for the ACHN. This tool has been created to increase transparency, the matrix itself is a visual tool to communicate overall processes developed to inform and validate actions rather than complicate processes. This empowers the coordinator, Table of Partners and community partners while ensuring consistent practices.

REQUESTS AND OPPORTUNITIES

Access to the ACHN Table of Partners for information provision as well as to source support from the ACHN or individual partners is a powerful output of a multidisciplinary network. As the network progresses in community building activities so will opportunities to support. Community partners can access the ACHN through the requests for agenda time, through communication with the coordinator or ACHN Chairs. Requests can be received by:

1. Written communication in the form of a letter or email outlining need, timeline and opportunity
2. Community partner presentations to the Table of Partners
3. Opportunities sourced through the ACHN Coordinator and/or presented to the Table of Partners for further planning/support

Supports to community programs can take a variety of forms, for simplicity three main types of requests have been outlined below. Requests will be approved, discussed based on the decision making framework outlined. The following information will assist in outlining mechanisms for requests to be presented as well as decision making authorities to ensure consistency.

- 1. One time supports** – small contributions coordinator time or small monetary contribution to community events and initiatives which mutually increase capacity.
 - Opportunities must have a strong tie to ACHN strategic plan, terms of reference and budget and be part of ongoing activities
 - Purchase of supports (snacks, resources or services with mutual value to the initiative and ACHN) up to \$250 may be approved by the Coordinator
 - Information will be presented to Table of Partners in monthly report
- 2. Request for non-monetary support** – letter of support in principle, request for coordinator time over 8 hours and other requests which involve accessing the ACHN collective voice.
 - Received two weeks in advance preferably – requests with shorter timelines may not be approved
 - Coordinator will present as information item or email for decision based on timeline
 - Community partners can request/be invited to present to the Table of Partners for information provision
- 3. Request for partnership or monetary support** – opportunities presented to the ACHN or sourced through exploration with ACHN Coordinator and/or Table of Partners involving monetary support, formal partnership or ongoing coordinator participation.
 - Plan presented to Table of Partners via presentation or Coordinator report
 - Will be brought to Table of Partners for discussion
 - Approved commitments and acknowledgments will be outlined in planning and approved by the Table of Partners

KEY QUESTIONS

When an opportunity is presented to the ACHN Table of Partners the following key questions should be addressed to assess alignment to the ACHN mechanisms. When information is presented but incomplete the coordinator will work with stakeholders to further define the opportunity and its relevance to the work of the ACHN before presenting back to the group at a future meeting.

Description of the opportunity:

What resource(s) does this require?

What stakeholders are involved?

How will this benefit/align with the work of the ACHN?

What is the impact of not participating?

ACHN Decision Making Matrix					
Score Card	Does not align	1	2	3	Notes
Type of Request					
ACHN Purpose					
ACHN Values and Guiding Principals					
Strategic Priorities					
Budget					
Approved Work Plan					
ToP Discussion					
ToP Decision					

