

# Canadian Alcohol Policy Evaluation (CAPE) Community of Practice (CoP)

## TERMS OF REFERENCE - 2021

### What is the CAPE CoP about?

The Canadian Alcohol Policy Evaluation (CAPE) Community of Practice (CoP) is hosted by the [Canadian Institute for Substance Use Research](#) (CISUR) at the [University of Victoria](#) in BC. The CoP was developed as an adjunct to the [CAPE project](#), which is an ongoing assessment of provincial, territorial, and federal alcohol policies in Canada. The CAPE CoP aims to establish a national alcohol policy community which builds and sustains long-term connections, collaborations, and professional development between stakeholders from a variety of government and non-government sectors with the shared goal of promoting healthy public policy. It also aims to increase both awareness and knowledge of emerging alcohol-related research and policies through a range of different mobilization events and activities. By incorporating diverse perspectives in the development of guiding principles to ensure that population-level policies and individual harm reduction strategies are aligned, the CAPE CoP aims to better address alcohol's impact and reduce alcohol-caused harms in the Canadian population.

### Territorial acknowledgment

We acknowledge and respect the ɫəkʷəŋən peoples on whose traditional territory CISUR and the University of Victoria stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day. We also acknowledge that the CAPE CoP membership represents individuals and organizations located in traditional territories and treaty groups from all across the country.

### Statement of intent

The aim of the CAPE CoP is to bring together stakeholders and experts in the realm of alcohol policy from all jurisdictions in Canada, who have a desire to network and work collaboratively in order to learn from one another, expand their shared interest and knowledge of effective, evidence-based alcohol policies in Canada, and build the capacity of its members.

### Objectives

- Build, activate and sustain professional connections among federal, provincial, territorial, and local government officials from all government sectors, and stakeholders and individuals from different fields with an interest in alcohol policy to promote prevention and harm reduction strategies.
- Promote exchange of dialogue and incorporate diverse perspectives in the development of solution-oriented strategies and recommendations for alcohol policies across Canada.
- Incorporate ideas and feedback from alcohol policy stakeholders and experts representing diverse groups to continually refine and improve the efficacy of the CAPE project.
- Increase engagement with government and non-government stakeholder groups who have been underrepresented in prior iterations of the CAPE project.

## Our goal for the group

The overall goal of the CAPE project is to increase awareness, uptake and implementation of alcohol policies proven to reduce the substantial levels of alcohol-caused harms in Canada. The national CoP will support this goal by helping build alcohol policy networks, where alcohol policy information will be disseminated, policy experiences will be shared, and a wide range of stakeholders will be engaged to increase policy knowledge and promote interest in alcohol policy adoption and implementation.

## Eligibility and membership

All individuals and stakeholders demonstrating an interest in Canadian alcohol policy and representing a range of different government and non-government perspectives are welcome to register as members of the CAPE CoP. We reserve the right to deny or terminate membership in instances where participation does not support the underlying spirit and intention of the group. **In accordance with CISUR's guiding principles of ensuring independent research activities to further promotion of public health, protection from vested interests is essential. Therefore, those who are representatives of, paid by, affiliated with, or have within the past five years received research funding from the alcohol, pharmaceutical, gambling, cannabis, or tobacco industries or their foundations, lobby groups, trade associations, or third-party social aspects/public relations organizations 'SAPROs' are NOT eligible for membership in the CAPE CoP.**

*Please note that government representatives involved in the regulation, financial oversight, retail or wholesale sale and distribution of alcohol, or those who have received research funding from government entities involved in the sale of alcohol, ARE eligible to be CAPE CoP members.*

## Equity, diversity, and inclusion

Consistent with the [University of Victoria's values](#), we are committed to upholding the values of equity, diversity, inclusion, and human rights within all activities of the CAPE CoP. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse, and inclusive community. In pursuit of these values, we welcome members who will work respectfully and constructively with differences and across levels of power. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community. We welcome and encourage feedback for ways to expand our inclusion of different voices and perspectives around alcohol policy and related issues within the CAPE CoP.

## Method and frequency of activities

- A format of virtual meetings and technologies will be utilized to facilitate CAPE CoP activities; meetings and events will be scheduled at different times throughout the year to cater for a variety of participant availabilities and time zone considerations.
- An interactive email listserv platform comprised of all CAPE CoP membership will be active to sustain ongoing network connections and provide an easily accessible method to share policy information across Canada and between various levels of government, academic disciplines, and community organizations both within and across jurisdictions.
- Virtual meetings will include a variety of public and member-only events including alcohol policy forums, roundtable discussions, research presentations, and capacity-building sessions. Event format may evolve based on input and priorities identified by CAPE CoP members. Speaker presentations will be recorded; member discussions will not be recorded but anonymized high-level summary notes will be circulated.

## Roles and responsibilities

Role in CAPE CoP	Responsibilities
<b>Principal Investigator</b>	<ul style="list-style-type: none"> <li>Oversees and ensures the CAPE CoP achieves its stated goals and objectives</li> <li>Participates in CoP activities and encourages discussion and critical thinking</li> </ul>
<b>Coordinating Committee</b>	<ul style="list-style-type: none"> <li>Undertakes a limited term position on the committee and attends quarterly meetings to ensure the goals of the CAPE CoP are being met</li> <li>Provides ongoing feedback, recommendations, and insight on how to improve CoP events and increase stakeholder engagement</li> <li>Conducts review of Terms of Reference in January of each year</li> </ul>
<b>CoP Coordinators</b>	<ul style="list-style-type: none"> <li>Support the principal investigator and complete administrative duties for CAPE CoP in pursuit of its purpose and objectives</li> <li>Manage the CAPE CoP membership and listserv; update CAPE project website</li> <li>Provide stakeholders with information about CAPE CoP activities and events and circulate relevant resources to CAPE CoP members</li> <li>Organize CAPE CoP activities and produce meeting and event summaries</li> </ul>
<b>CoP Membership</b>	<ul style="list-style-type: none"> <li>Shares a common area of practice related to alcohol policy at the provincial, territorial, federal, or local government level, and represents a diverse range of government and non-government stakeholder perspectives</li> <li>Participates in CAPE Cop activities and circulates event information to colleagues</li> <li>Promotes respectful exchange of dialogue and incorporates diverse perspectives and sharing of alcohol policy experiences to support the development of action-oriented policy recommendations and strategies across Canadian jurisdictions</li> <li>Provides additional comments or suggestions via polls, feedback surveys, or email to further strengthen the CAPE CoP stakeholder network and activities</li> </ul>

## Evaluation

The Terms of Reference will be reviewed by the CAPE CoP Coordinating Committee and circulated to members for feedback and approval on an annual basis. Effectiveness of the CAPE CoP’s engagement with stakeholders will be assessed through regular meeting polls and periodic feedback surveys following CoP events. The CAPE team will work rigorously to ensure feedback from stakeholders is incorporated into upcoming CoP events and activities. Feedback can also be submitted to the CAPE CoP coordinator via email at any time: [capecopcoord@uvic.ca](mailto:capecopcoord@uvic.ca).

### The CAPE CoP will be assessed overall by:

- The number and diversity of stakeholders participating from different jurisdictions
- Popular themes and topics of discussion at CAPE CoP events
- Level of attendance and participation at virtual events
- Feedback provided by stakeholders on CoP activities and events
- Listserv activity and annual number of members added or removed from the CoP listserv

