

**Terms of Reference of the  
Great Lakes and Mid-Atlantic (GLMA) Regional Network Coordinating Organization  
(RNCO)**

1. Vision: People living safely and to their full potential
2. Mission: Promote well-coordinated collaborative efforts, resource sharing and efficient exchange of information within the Great Lakes and Mid-Atlantic (GLMA) Regional Network Coordinating Organization (RNCO).

Goal: Provide structured assistance and peer learning opportunities to all states within the GLMA RNCO to build capacity through facilitated collaboration, clear communication and networking, and the provision of technical assistance and training to increase states' response to injury and violence.

**Preamble**

National data and statistics regarding injuries and violence in the United States illustrate a significant need for injury prevention and control. According to the Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, more than 199,000 deaths from injury occur each year. In 2014, over 2.5 million people were hospitalized and 26 million people were treated in Emergency Departments for injury. Violence and injuries cost more than \$406 billion in medical care and lost productivity annually.

In 2011, the Centers for Disease Control and Prevention (CDC) first established five Regional Network Leaders in injury prevention through a competitive process. In 2016, a second round of funding was awarded and the name was changed to Regional Network Coordinating Organizations to better reflect the role of the grant recipients. Health and Human Services Regions 3 and 5, now the Great Lakes and Mid-Atlantic Violence and Injury Prevention Regional Network is coordinated by the Maryland Department of Health and Mental Hygiene and includes the following states from Region III: Delaware, Maryland, Pennsylvania, Virginia, Washington, D.C., West Virginia and Region V: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. The purpose of the RNCO is to provide structured coordination to all states within the region, to increase competency, increase regional sharing of data and best practices, and increase research-practice collaboration to support and enhance resources for, and sustainability of injury prevention programs.

To facilitate national and regional cooperation, provide structure, define membership criteria and outline roles and responsibilities of participants in the regional network, GLMA has established the Terms of Reference Agreement set forth below. This Agreement serves as an operating framework in which to implement the objectives supported by the Strategic Advisory Board (SAB) and outlined for the GLMA RNCO.

3. Objectives

- To strengthen national and regional coordination of injury and violence prevention efforts through information exchange and multisectoral cooperation.

- To leverage resources for injury and violence prevention.
- To support assessment of the magnitude of injury and violence within states and the region and the development, implementation, and evaluation of data informed policy, programs, and organizational practices.
- To facilitate and support dissemination of best practices in injury and violence prevention.
- To promote State and regional capacity development in injury and violence prevention.

#### 4. Composition

The GLMA RNCO general membership shall be comprised of Region 3 and 5 injury and violence prevention organizations and individuals.

The RNCO shall be governed by a Strategic Advisory Board (SAB) comprised at a minimum of state health department injury directors (designees), Injury Control Research Center directors (designees), chairs of established Injury Community Implementation Groups (ICIG) (formerly ICPG) in the region, and the Midwest Injury Prevention Alliance (MIPA) president. The SAB may create ad hoc committees or project groups as necessary. The SAB will serve as an advisory and governing body for the RNCO.

Each agency represented on the SAB shall have a single voting member. Decisions will be made by majority vote of those present at the meeting. The voting member must be present at a meeting, if the matter being voted on regards that member's constituency.

The RNCO will develop a National Peer Learning Team (NPLT) and a Regional Peer Learning Team(s) (RPLT). The vision of the NPLT and RPLT is to move injury and violence prevention forward by informing and sharing best available evidence from science, program, practice, and policy.

#### 5. SAB Meetings

The SAB shall meet at least twice yearly via conference call.

The purpose of the meetings shall include:

- To serve as a forum for information exchange on progress, problems and challenges in relation to injury and violence prevention efforts in general and collaborative projects in particular.
- To review overall progress towards goals and objectives of the RNCO.

- To identify and plan for regional events and activities.
- To foster opportunities for networking and mentoring.

## 6. Network Meetings

The GLMA RNCO will meet monthly via conference call for NPLT and RPLT meetings and to participate in scheduled webinars. There will be a total of 4 NPLT meetings, 4 RPLT meetings and RNCO webinars, per year.

The purpose of the meetings shall include:

- To provide learning opportunities and a forum for the discussion of best practices and the latest available research relative to selected injury prevention topics.
- To foster peer to peer technical assistance and provide a medium for research to practice collaboration.

## 7. Project Groups

- Project groups will be developed as needed, and will work on specific issues as determined by the SAB.

## 8. Staff Support

Staff support for the SAB will be provided by the Maryland Department of Health and Mental Hygiene.

## 9. Regional and National Consultation

Injury and violence prevention is an issue of great concern for many different stakeholders in the region and nationally and there is a need for broad consultation and information sharing. Therefore, the RNCO will work closely with national and regional injury prevention networks such as the Safe States Alliance, Children's Safety Network (CSN) and the Society for Advancement of Violence and Injury Research (SAVIR), and seek opportunities to learn from and share with other CDC designated Regional Network Coordinators.

## 10. Publications

Any publications resulting from this collaboration may be issued by individual partner agencies or jointly by multiple agencies and must be approved by the agency representative(s) of collaborating agencies prior to printing.

## 11. Amendments

These Terms of Reference may be modified by a majority vote of all participating SAB members

**Approved on February 22<sup>nd</sup>, 2017.**