

**CF FAMILY SERVICES  
ENHANCEMENT INITIATIVE  
KEY MESSAGES**

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The Canadian Forces (CF) Family Services Summit held May 2008 marked the beginning of working together with military and community leaders, service providers and CF family members to enhance the Military Family Services Program (MFSP).

Participants at the CF Family Services Summit tabled a series of recommendations to Chief Military Personnel (CMP) to evolve the MFSP. The main CF Family Service themes emerged as: child care; employment; education; mental health services and social supports; deployment and reunion; and access to medical care.

Secondary, “enabler” themes also surfaced. They include: pay, benefits and pension of Military Family Resource Centre staff; national and local governance (the voice of family); outreach; family communication, awareness and recognition; infrastructure; and relationships/protocols among local service providers. Please note: Each of the “enabler” themes will be addressed by Subject Matter Expert working groups convened by DMFS between October and December 2008.

As a result of the CF Family Service Summit’s outcomes, CMP directed the establishment of Advisory Committees and Working Groups to investigate and action the recommendations with the end goal of enhancing CF family services.

The timeline to complete this work, as established by CMP:

Advisory Committee and Working Groups established	September 2008
Advisory Committee / Working Groups begin activity	October 2008
Advisory Committee / Working Groups complete first round of recommendations	mid-November 2008
Advisory Committee / Working Groups present recommendations to CF family service stakeholders	January 2009
Advisory Committee / Working Groups formalize recommendations and begin drafting of policy and programs	January to March 2009
Advisory Committee / Working Groups finalize way-ahead approach to the enhancement of CF family services	April 2009

What are Advisory Committees and Working Groups, and what CF Family Services themes will be addressed?

CF Family Deployment & Reunion Advisory Committee	The CF Family Deployment & Reunion Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the deployment & reunion on the military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of
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deployment & reunion of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family  
Employment  
Advisory  
Committee

This CF Family Employment Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the transitory military lifestyle on the employment of military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of employment of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family  
Education  
Advisory  
Committee

The CF Family Education Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the transitory military lifestyle on the education of military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of education of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family  
Health Care  
Advisory  
Committee

This CF Family Health Care Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the military lifestyle on the health care of military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of health care of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family  
Mental Health  
and Social  
Support  
Advisory  
Committee

This CF Family Mental Health and Social Support Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the military lifestyle on the mental health and social support of military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of mental health and social support of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family Child  
Care Advisory  
Committee

This CF Family Child Care Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the military lifestyle on the child care needs of military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in

the area child care support of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family Health Care Working Group

The CF Family Working Group will be made up of a group of individuals who are stakeholders in the policy, programs and/or services in place for military families. Members will understand the impact of the health care of military family members. The Working Group will provide “hands on” contributions to the development of policy and programs to enhance support to military families in the area of health care. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family Mental Health and Social Supports Working Group

The CF Family Working Group will be made up of a group of individuals who are stakeholders in the policy, programs and/or services in place for military families. Members will understand the impact of the mental health of military family members. The Working Group will provide “hands on” contributions to the development of policy and programs to enhance support to military families in the area of mental health and social support. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

CF Family Employment Working Group

The CF Family Working Group will be made up of a group of individuals who are stakeholders in the policy, programs and/or services in place for military families. Members will understand the impact of the transitory military lifestyle on the employment of military family members. The Working Group will provide “hands on” contributions to the development of policy and programs to enhance support to military families in the area of employment. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

What is the difference between an Advisory Committee and a Working Group?

	Working Group	Advisory Committee
Composition	The CF Family Working Group will be made up of a group of individuals who are stakeholders in the policy, programs and/or services in place for military families.	The CF Family Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the military lifestyle and required supports for military family members.
Purpose	Provide “hands on” contributions to the development of policy and programs to enhance support to military families.	Provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development.
Mandate	The Working Group is established	The Committee is established to

	to develop appropriate policy and programs.	determine appropriate policy and program development. Review and validate existing CF family research and recommendations;
Objectives	Assess the recommendations provided by the Advisory Committee in order to determine effective development of CF family policy and/or programs; Develop policy and program scope, as applicable; Formulate fundamental components of policy and programs; and Prepare draft policy and program documentation.	Review recommendations provided to CMP on the 26 May 08 at the CF Family Services Summit; Formulate and prioritize recommendations; and Identify appropriate partners and recommend DND / CF / Government of Canada / civilian alliances to advance / implement the policy and program recommendations. Recommend (and where necessary present) a prioritized action plan for implementation of the draft policies, programs and initiatives as developed by the Working Group, through DMFS to DGPFS to CMP for approval/refusal Please note: final approval on the implementation of all policies, programs and initiatives rests with the CMP.
Outcomes	Provide policy and program options to the Advisory Committee Develop, as directed by the DMFS Project Manager and the Advisory Committee, drafts of policies and programs	

Key information for members participating on the Advisory Committee and Working Groups:

Travel	Travel costs for all participants will be borne by DMFS in accordance with Treasury Board Guidelines. Participants must make their travel arrangements through the DGPFS Travel Office. All participants must submit the Air Travel Request Form to the DGPFS Travel Coordinator. All participants are responsible for transportation to and from the Airport to the hotel/home, using the most economical means possible.
Accommodation	A block booking at a hotel has been made for Advisory Committee/Working Group members. All participants must confirm a room directly with the hotel. Participants will be responsible for the cost of their hotel rooms, to be reimbursed upon reception of the Travel Claim attached. Participants will be required to pay expenses related to their own purchases at the hotel (i.e. bar, snack bar, convenience shop, telephone calls etc).
Meals	Meals will be the responsibility of each participant and will be

Dress  
Language

reimbursed in accordance with Treasury Board Guidelines.  
Participants will be directed to nearby dining establishments.  
Business casual.

To ensure all members of the CF Family Service Advisory Committees / Working Groups (AC/WG) have the opportunity to participate actively in AC/WG discussions and activities, DMFS will assure the following accommodations will be available:

- a. face-to-face meetings : simultaneous translation services will be available at all face-to-face meetings / events / activities;
- b. teleconferences: all teleconferences will be scheduled using the DMFS teleconference service. Teleconferences will be held in both French and English. AC/WG members requiring translation services must:
  - book teleconference phone at the local MFRC;
  - hire local “elbow translation” services, the cost of which will be borne / reimbursed by DMFS;
- c. written materials: all non-DMFS produced materials will be available and distributed in the language in which it was originally penned, unless translation is requested. If requested, a translated version of the document will be made available within 7 to 10 working days. All DMFS materials will be available in a bilingual format.

Information about the activities and outcomes of the Advisory Committee and Workings Groups, and CF Family Services Enhancement initiatives will be available through:

- a. <http://www.cfpsa.com/en/psp/dmfs/enhancement.asp> will host a section for each Advisory Committee and Working Group. On a biweekly basis updates will be posted. Updates will include information on upcoming activities, summary notes from meetings/discussions, top-line recommendations, etc.; and
- b. [www.centrepointhe.info](http://www.centrepointhe.info) will also host a community forum where all interested parties are invited to provide input / comment on outcomes from the Advisory Committees and Working Groups. The Advisory Committee and Working Groups will use feedback collected through this forum to inform their work.