

Maine Worksite Wellness Initiative (MWWI) Charter, draft 15 July 2010

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Definition: The MWWI is a serious, results-oriented, working collaboration of Maine-based worksite health promotion (WHP), occupational health and safety (OHS), community or public health (CPH), health care services (HCS), health policy science (HPS) and other professionals—practitioners, providers, researchers—from industry, business, government, education, community agency or coalition, and foundation settings, bent on working together to understand each others' crafts and to generate distinct sponsored research and program development projects.

Purpose: MWWI purpose is to acquaint Maine-based occupational health practitioners, providers, and researchers with each other's work and to generate funded projects exactly focused on occupational health promotion and health protection, disease, accident, and injury prevention, and disease, accident, and injury treatment and treatment improvement.

Project work: MWWI-generated research and program development projects typically are sponsored by a federal or a state agency (e.g. NIH, CDC, Maine CDC), national or local private foundation (e.g. RWJF, MeHAF, New Balance), health care payer or provider (e.g. Anthem, Harvard Pilgrim), or Maine-based employer or employer consortium. Following the rule of three—three proposals equal one acceptance—members will work to co-submit at least one competitive bid three times a year, by December 15, March 15, and June 15.

Structure: For 2010-11, the MWWI will be composed of 20-25 active members who meet every six weeks for 90 minutes face-to-face or wired in (webinar-assisted). Meetings will alternate across the Augusta, Portland, Bangor, and Lewiston locations of members and require webinar capacity so that those at greatest distance (think winter) may attend. Meetings, depending on the agenda, may involve invited associates for the briefing or presentation components. Associates lend their expertise to MWWI for 35 minutes and may subsequently collaborate on project work.

Meetings: MWWI meetings have three components. Each will entail timely pre-meeting circulation and require member review of an agenda and one or more documents.

- **roundtable** (20 min): where members report projects-in-planning, in-progress, and in-conclusion, raise issues, think out-loud, trace lessons, seek partners, collect comments.
- **briefing** (35 min): where an associate (or member) briefs the group on a current or emerging occupational health, public health, health services, or policy science topic of substantive (e.g. clinical, epidemiologic, organizational, environmental, ergonomic, policy) or methodologic (e.g. biometric, econometric, informatic, geographic-informatic) import.
- **presentation** (35 min): where a member (or associate) presents an early/mid/end-stage project proposal (e.g. to be submitted to a funder, client, board, journal, or meeting) or project report (e.g. preliminary data, final outcomes, article) for constructive comment.

Bottom line, we aim to be a project-generating collaboration, not just a seminar, hence the meeting briefing and presentation format.