

## **Certifying Centre: Safe Communities Canada**

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## **Safe Communities Canada: The International Designation Process Flow Chart**

### **1. Application to the Certifying Centre**

As a Certifying Centre for The World Health Organization Collaborating Centre on Community Safety Promotion, Safe Communities Canada can review any community in the world that applies to it, and designate it as an International Safe Community. Applications to the Certifying Centre can come in two forms:

- A referral from: The WHO Collaborating Centre on Community Safety Promotion, another Certifying Centre, or an Affiliate Support Centre. As a follow up to the referral, the certifying centre will request:
- A completed formal application demonstrating the community's readiness for designation as an International Safe Community accompanied by a formal letter of request which invites Safe Communities Canada, as the Certifying Centre, to commence the review process. Upon receipt of the application, Safe Communities Canada will invoice the community for prepayment of the designation fees required to complete the process.

### **2. Starting the Review Process**

- Safe Communities Canada will formally acknowledge receipt of community's application and send the invoice for the designation fees within ten working days of its receipt. Upon receipt of payment, the Certifying Center will immediately appoint a Site Visit and Peer Review team to conduct a preliminary assessment of the application
- If the Peer Review team deems the application not to be ready for peer review, it will inform the Certifying Center and outline the deficiencies. The Certifying Centre will then return it to the applicant community with a notification of deficiencies (Indicators not covered or not adequately documented etc).
- If the Peer Review team is satisfied that the application is ready for review, it will inform the Certifying Centre of this decision and commence the formal review of the application. The Certifying Centre will then notify the community that the application is going forward. It will also inform the Collaborating Centre of the application so that the international web site can be updated.
- The preliminary review process will be completed within three weeks of the date of the original letter of acknowledgment.

### **3. The Peer Review Team**

- Upon receipt of the application documents from the Certifying Centre, the peer review team will have three weeks to study and assess them.
- At a mutually agreed time the Certifying Centre will host a teleconference with the peer reviewers. The call will identify the strengths and weaknesses in the application. The most important outcome of this teleconference is to determine whether the community is ready for a site visit. If the answer is yes, the Certifying Centre will notify the applicant community and inform them of next steps. This call should take place within a week of the completion of the formal review.
- If the team deems that community not to be ready for a site visit, the Certifying Centre will inform the community of this decision and outline the steps it must take in order to become ready.

### **4. The Site Visit**

- In recognition of the extraordinary economic turbulence communities around the world are facing, and as a means for controlling the applicant community's expenses, there will only be one site visitor assigned to visit and review the community during 2009. This policy and the associated cost reductions it permits will be reviewed in November 2009 and, if conditions permit, the preferred practice of assigning two site visitors to each community will be reinstated.
- If the community is ready, the peer review team will arrange and host a second conference call with the applicant community. The call should involve as many members of the Reference Group of the applicant community as possible. This call should take place within two weeks of the completion of the formal review.
- During this teleconference, the peer review team will share with the community its response to each indicator, and will also request any supplemental information it requires either prior to or during the site visit.
- The applicant community will provide the Certifying Centre with two sets of dates for the site visit which should last a minimum of one and half days. This visit should take place within two months of the teleconference. The travel and accommodation costs for the site visitor are the responsibility of the applicant community.
- The purpose of the site visit is to verify that the community has fulfilled all the requirements for each indicator and that it is ready for designation.
- At the end of the site visit, the site visitor will inform the community as to what its recommendation to the Certifying Centre will be.
- Within two weeks of the site visit, the site visitor will submit a formal report to the Certifying Centre which will outline the highlights of the site visit, demonstrate that the community has met each indicator and recommend that it be designated as an International Safe Community. The final report will be vetted by the peer reviewer in advance of its submission to the Certifying Centre.

### **5. Designation Logistics**

- Upon its ratification of the peer review team's recommendation, the Certifying Centre will formally notify both the Collaborating Centre and the community that its application has been approved and that it is ready for designation as an International Safe Community.

- Working with the community, the Certifying Centre will arrange a date for a public and celebratory designation ceremony.
- All costs for this ceremony—the travel costs for a rep from the certifying centre, and/ or the peer review and site visit team will be the responsibility of the community. Financial support for representatives from other Safe Communities, both domestic and international is at the discretion of the host community.
- For the designation ceremony, the Certifying Centre will supply the following: Certificates of Agreement to be signed by the community, the Collaborating Centre and Safe Communities Canada as the Certifying Centre, a Safe Community Plaque and a Safe Community Flag. The costs for the certificates, the plaque and the flag are covered in the application fee.

#### 6. After Designation

- The Certifying Centre will ensure that the formal application document and the web site summary are sent to the Collaborating Centre for posting on the International Web Site.
- The Certifying Centre will ensure that a write up and photo of the ceremony is sent to Safe Community News, the international newsletter of the organization.
- The Certifying Centre will be responsible for collecting the annual reports of communities it designates and forwarding them to the Collaborating Centre.

#### Designation Flow Chart Time Line

1. Acknowledgement of Letter of Intent		10 days
2. Assign review team and preliminary review		21 days
3. Formal review of application completed		21 days
4. Conference call with CC and reviewers		7 days
5. Conference call Reviewers and Reference group		14 days
6. Site visit completed		60 days
7. Review Team's Final Report		14 days
8. Designation Ceremony	after.....	<b>147 days 21 weeks</b>

#### Designation Fee Schedule 2009

The fee for designation in 2009 will be **\$2300.00 Canadian Dollars**

This fee includes:

- The Certifying Centre's oversight of the designation process
- The professional services of two peer reviewers, one of whom will also be the site visitor.
- Upon designation, a WHO Safe Community Plaque and a Safe Community Flag.

The fee does not include:

- Travel and accommodation expenses for the Site visitor
- Travel, accommodation, and other direct costs associated with the designation ceremony.

