

14 - PROGRAM OBLIGATIONS

14.1 The PAD will attempt to identify inherent problems, root causes of deficiencies and potentially contentious issues revealed during the review processes. As requested by the Panel, the PAD will prepare a report for the Panel's consideration identifying these items and may make recommendations for action.

14.2 Practice Advisory Notices:

- Information leading to a request for a notice could come from the PAD, the Board, a member or group of members of the Association, or a member of the public or government.
- The proposed policy to deal with such a notice is for
 - the Practice Advisory Manager (PAM) to receive the information regarding the proposed notice
 - PAM is to review pertinent issues with respect to the information
 - PAM will then prepare a *proposed* Practice Advisory Notice (PAN)
 - PAM will present the proposed PAN to the PAP.
- PAP will review the proposed PAN and will instruct the PAM to make any required changes
- PAP will review the proposed PAN and will either approve the PAN for circulation to the Board or disapprove the PAN.
 - If the PAN is disapproved PAM will so advise the originator.
 - If approved the PAN will be forwarded to the Board.
- The Board may approve, amend, or disapprove the PAN.
 - If approved the Panel will publish the Notice on the web page.
 - If disapproved, PAM will so advise the originator.
- If amendments are requested, PAP will repeat the above process.

14.3 The Panel may publish and circulate **Interpretive Bulletins** on survey-related issues.

- the Manager may submit a recommendation for an Interpretive Bulletin to the Panel.
- an Interpretive Bulletin must receive unanimous approval of the Panel prior to publication and circulation.
- an approved Interpretive Bulletin is by the Panel as a whole.
- an approved Interpretive Bulletin will be circulated to the membership.
- the Panel will receive and consider membership comments regarding an Interpretive Bulletin.
- Interpretive Bulletins will be presented to the membership at the next General Meeting for discussion.
- no Interpretive Bulletin shall be published or circulated for a matter that is before the Complaint Inquiry Committee or before the Board.
- upon finalization of a matter that was before the Complaint Inquiry Committee or before the Board, the Board may request the Panel to issue an Interpretive Bulletin, and the Panel may:
 - publish and circulate the Interpretive Bulletin, or:
 - refer the request back to the Board with suggested changes, or with a rationale for not publishing and circulating the request.

14.4 **Educational articles and bulletins** prepared by the PAD are to be reviewed by the CPD Committee prior to publishing to ensure that the blend of material presented to the members fits within the objectives of the CPD Committee.

14.5 The Panel may instruct the PAD to work with appropriate committees to prepare such articles, bulletins, papers, and seminars as deemed appropriate to assist in developing educational programs for the members regarding identified inherent problems or root causes.

14.6 In the annual report to the membership, the PAD will report on trends in practice performance as identified by the statistical data collected during the review processes