

## BC SUPPORT Unit Advisory Council

### Minutes

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February 28, 2020 at 2:30pm – 4:00pm

**Attendees:** Lynn Stevenson (chair), Gregory Haljan, Bev Holmes, David Ostrow, Martha MacLeod, Anni Rychtera, Swapnil Shah, Anne-Marie Visockas, Martin Wright

**Ex-officio:** Minnie Downey, Stirling Bryan, Terri Fleming, Kelly Moran, Victoria Schuckel

**Tentative:**

**Regrets:** Ellen Chesney, Stephanie Irlbacher-Fox, Bernie Pauly

**Guests:** Dan Enjo, Justin Otteson

**Secretariat:** Sara Lima Branco

### **1. Call the Meeting to Order**

L. Stevenson welcomed all members to this meeting of the BC SUPPORT Unit Advisory Council and brought the meeting to order at 2:36pm.

### **2. Territorial Acknowledgement**

L. Stevenson acknowledged that this meeting is being hosted from within the ancestral, traditional, and unceded territory of the Coast Salish Peoples, including the territories of the Esquimalt, Songhees, Tsawout, WJOLELP, Pauquachin, MÁLEXEŁ (Malahat), and Tseycum First Nations, and of the Metis people.

### **3. Action items review**

There were 2 action items from the previous meeting:

- The ToR will be corrected and recirculated; the Council will then be able to sign and return it.
  - **UPDATE:** The ToR was updated, and re-circulated.
    - Request was posed to the group that those that haven't yet returned the ToR to do so. **This item will be closed.**
- Based on feedback provided regarding what 'consider' means as pertains to OLMC (Official languages minority communities), the SUPPORT Unit will reach out to CIHR for more clarification on this, as in some situations there may be many other languages spoken (i.e., 5).
  - **UPDATE:** This has been included in the planning process, in working with our partners and CIHR. **This item will be closed.**

### **4. Approval of Minutes**

The minutes were presented to the group. It was moved to approve the minutes, and then seconded. The minutes were approved.

### **5. Council membership update**

B. Pomeroy has accepted a position at the BC SUPPORT Unit Fraser Regional Centre and has stepped down from the Council.

T. Fleming, Unit Director of Research Ethics BC (REBC) has joined the Council as an ex-officio member. She will provide relevant updates to this group about REBC going forward.

### **6. SUPPORT Unit Update**

- a. Governance review

The SPOR SUPPORT Unit Phase II grant application has outlined specific roles that must be represented within the governance structure. Additionally, some individuals wear different hats / their roles have changed (i.e., volunteers that transition to paid roles, or individuals may sit on more than one board). An

external group with experience will be retained to aid in this process. This group will be an organization or consulting firm that has conducted governance reviews (especially those with volunteer populations).

b. 2018/19 annual report CIHR feedback

In June of each year, reports are provided to CIHR. The feedback received from CIHR from our last report was positive. The report will soon be shared with our partners and stakeholders.

c. Phase I completion status

Work is ongoing with partners, as pertains to the anticipated end date, and completion of projects.

A discussion occurred, as to whether the goal should be to try to complete the projects and agreements by March 31<sup>st</sup>, 2021, or if new agreements should be created, to consider the changed landscape.

One potential option was a transition plan; focus on Phase II planning, continue the operational work, and create an operational transition plan to work within the greater transition plan.

d. Addition to the agenda:

Research, Academics, Data framework from V. Schuckel

V. Schuckel provided an overview of the original plans for, and accomplishments achieved in, Phase I.

A discussion occurred regarding data, and how can the momentum built in BC (as pertains to the data system and the benefits to researchers, Health Authorities, and the Ministry of Health) be continued?

## **7. Phase II Planning**

a. Engagement Plan

The application will be high level (only 20 pages are permitted). The implementation plan for 2021/2022 will be significantly more detailed.

A discussion occurred regarding the outlined engagement activities planned with the stakeholder groups, and the Regional Centres. A suggestion was made to remain in close contact with the MSFHR as pertains to Capacity Development in Phase II, and opportunities for synergy with MSFHR.

**ACTION ITEM:** K. Moran will touch base with P. Atherton, re: potential synergies between the MSFHR and the SUPPORT Unit, on the topic of Capacity Development in Phase II.

**ACTION ITEM:** K. Moran will add an additional step to the process, share the Phase II application again with the Advisory Council, after additional feedback from the Council, Ministry and BC AHSN BoD has been incorporated, per a request from the Council.

b. Communications Plan

D. Enjo (Communication Lead, BC AHSN) and J. Otteson (Communication Coordinator, BC SUPPORT Unit) presented a slide deck to the group, providing background on the communications plan for Phase II.

Inquiry was posed as to whether the indigenous community / First Nations Health Authority were being consulted in this process. C. Loppie is joining as the Indigenous Health Researcher Applicant and has received a CIHR award for supporting Indigenous Health Research in BC.

A discussion occurred regarding further engagement with the Regional Centres, Health authorities (regional and provincial), which would be embedded within the 2021/2022 Implementation Plan, versus the Phase II application.

**8. Next steps / last thoughts**

CIHR has provided expectations on what needs to be addressed in Phase II. The Council is asked to consider these expectations when reviewing the Phase II application.

**9. Group adjourned at 4:01pm.**