

BC Knowledge Translation Community of Practice (BC KT CoP)

Strategic Plan

2014 – 2017

Background

The BC Knowledge Translation Community of Practice (BC KT CoP) is a chapter of the national Canadian Knowledge Transfer and Exchange Community of Practice. For additional information on the organizational structure and background information on the national body, please refer to the KTECoP website. (<http://www.ktecop.ca/about/>)

The strategic plan for the BC KT CoP was informed by the following:

- 1) January 12, 2012 BC KT CoP membership needs assessment survey (total of 22 respondents, a response rate of 51.2%).
- 2) April 8, 2014 National KT CoP membership survey: “Looking Back and Moving Forward” (total of 107 respondents, a response rate of 12%).
- 3) September 2012 MSFHR provincial survey report: “Training and Resources to Support Research Use: A BC Needs Assessment” (over 1200 respondents, 1,071 used in analysis).
- 4) July 2014 BC KT CoP member feedback on relevance of major themes generated by above activities, gathered via email (total of 11 respondents, a response rate of 14%).

Mission

The BC KT CoP will provide a forum for a diverse network of researchers, managers, educators, clinicians, scientists, commercialization experts, university research administrators, policy makers, technology transfer office representatives, communications professionals, funders, knowledge translation specialists, and other interested stakeholders to develop, share, and enrich knowledge translation activities in BC. It will enable sharing of strategies, tools, practices, and experiences. For further information, please refer to the BC KT CoP Charter.

Vision

The vision of the BC KT CoP is to be a community of practice for knowledge exchange, learning, and knowledge translation activities in BC, where a vibrant community of knowledge workers live and work. As diverse members of a rapidly changing global society, CoP members want to become thoughtful, engaged citizens and leaders, able to have positive impacts on all British Columbians.

Principles

The BC KT CoP will be governed by four principles:

1. **Inclusiveness.** The BC KT CoP will enable participation by members across BC in all CoP activities, and will welcome a diverse membership in terms of background, role, skill level, and sector. Members of the CoP are those individuals who self-identify that they have an interest in the activities of the CoP.
2. **Engagement.** The BC KT CoP will maintain member interest in the CoP by ensuring relevant offerings and effective communication and by building a sense of community.
3. **Evidence-based.** The BC KT CoP will promote the use of up-to-date evidence and best practices in all CoP activities and in communication with members. Evidence is defined as including research and non-research data, can come from multiple sources, and includes different types of data such as tacit and explicit, quantitative and qualitative, process and outcome, intended and unintended outcome data, and adoption and sustainability.
4. **Sustainability.** The BC KT CoP will strive for the CoP and its activities to remain sustainable and in alignment with its strategic plan and goals.

Goals

To achieve its vision and mission, the BC KT CoP will focus on five goals:

1. **People:** Meet member needs and facilitate networking among members and stakeholders.
2. **KT Practice:** Promote KT practice, knowledge exchange, and learning in BC and strengthen a knowledge- and research-based culture in the province.
3. **Community:** Establish the BC KT CoP as a leading and recognized community network in knowledge translation that is committed to sustainable KT activities in BC.
4. **Evaluation:** Evaluate the success of the CoP; monitor the strategic plan on a regular basis; and establish methods to track, define, and promote knowledge translation activities in the province.
5. **Resources:** Generate and sustain the resources necessary to allow the BC KT CoP to achieve its objectives.

Chapter Activities

	Activities & Timing		
Goals	Year 1 (2014-2015) onwards	Year 2 (2015-2016) onwards	Year 3 (2016-2017) onwards
People	<ul style="list-style-type: none"> - Provide diverse ways for members to connect at meetings & events, using a mixture of in-person and virtual methods - Work with IT support in various member venues to enable virtual participation by members 	<ul style="list-style-type: none"> - Re-examine administrative roles in CoP: e.g., Create position of Social Coordinator to enable member interaction through 2 to 3 informal events per year - Appoint a member as Communications Coordinator to oversee all online material and disseminate information to 	

	<p>at meetings / events, including online and phone-in capacity.</p> <ul style="list-style-type: none"> - Provide a website for sharing of news, events, resources, and member information - Schedule meetings for a year in advance, planning a minimum of 4 activities/year. - Explore use of team building activities in meetings, incorporating members participating virtually. - Develop a communications plan 	<p>members so member engagement is maintained, and ensure membership is aware of the contact information for this person and the process for submitting material for dissemination.</p> <ul style="list-style-type: none"> o Appoint a member to oversee coordination of meetings and work with Communications Coordinator for communication with CoP membership. - Develop a networking plan for those who cannot travel to in-person events to facilitate a sense of community. 	
KT Practice	<ul style="list-style-type: none"> - In meetings, share KT knowledge gained from experience - Facilitate opportunities for stakeholders to learn about knowledge translation achievements across sectors. - Share KT tools and practices on website 	<ul style="list-style-type: none"> - Develop a training & professional development plan that delivers content by a mixture of methods, incorporating self-study, in-person and virtual access. Establish a working group to develop the plan and its coordination. Develop a process for gathering training and speaker ideas for meetings. - Develop a system for BC KT CoP members to effectively share KT success stories online. 	<ul style="list-style-type: none"> - Explore interest in and feasibility of hosting a KT conference. - Develop and strengthen strategic partnerships and research capacity of end-users (e.g., healthcare providers, policy-makers, industry, and society) who may participate in research processes (from forming research questions to interpret research findings or syntheses) and demand research evidence.
Community	<ul style="list-style-type: none"> - Liaise with interested stakeholders, including funders, university administrators and member organizations, to expand our community and plan professional 	<ul style="list-style-type: none"> - Identify and implement opportunities to expand the BC KT CoP community network through online activities 	

	<p>development, training, and networking opportunities.</p> <p>- Liaise with other KT chapters and explore feasibility of sharing resources and professional development opportunities</p>		
Evaluation	<p>- Establish a working group to track progress on strategic plan. Post regular progress reports on website. Assess whether CoP is meeting needs of its members * See note on next page.</p>	<p>- Identify methods to assess the impact of the BC KT CoP website on the community and beyond (e.g., user surveys, tracking downloads and evaluating community sharing practices).</p>	<p>- Explore interest in and feasibility of developing special interest groups.</p>
Resources	<p>- Identify technical needs, for effective collaboration, knowledge sharing, and training on the website.</p> <p>- Identify and share KT tools and resources by other organizations and make links available on the website</p>		

* Note: The data to be collected and used to evaluate the progress and success of the BC KT CoP in meeting its goals are:

- number and type of Chapter activities
- attendance at activities
- number of external speakers
- number of stakeholders engaged
- annual survey of member satisfaction / feedback

- member demographics: total number of members, sector, geographic location, etc.
- activity progress
- progress in forming various working groups / identification of individuals responsible for activities
- progress in developing additional supporting plans (eg. training plan)

Chapter Resources

The BC KT CoP has a limited operational budget. It is a voluntary organization without any fees. A small amount of funds are available from MSFHR until the end of 2014, which can be used for administrative purposes (or investigating virtual participation support).

The administration of the BC KT CoP is handled through a team of volunteers. Additional information on roles, terms, and contact info is available on the BC KT CoP website and in the Charter.

For the 2014-2015 year, the Rick Hansen Institute will provide in-person and virtual meeting space for CoP activities and meetings. Venue space and virtual meeting space for future years will be determined as needed.

Developed by:

The BC KT CoP Strategic Planning Committee

& the broader membership of the BC KT CoP