

Agenda (Draft)
CBR in BC Quarterly
February 27, 2018
9:30 am - 12:30 pm

Location: McLaren Housing (1249 Howe Street)

Teleconference call-in details:

Toll Free Dial-in Number: (+1) 888 884 4539

Guest Code: 1061180 #

1. Welcome & Check-in

2. Approval of Previous Minutes

3. Approval of Agenda

4. CAHR 2018 Ancillary Event

- *Update:* An ancillary event proposal to host a demo participant-observation CBR Quarterly Meeting as a CHAR 2018 ancillary event was submitted and approved. Please see below for the event details:

Title: The BC CBR Quarterly Meeting at CAHR 2018: Knowledge to action through collaboration – How a community of practice facilitates the uptake and integration of research findings

When: 9pm – 12pm on Thursday, April 26

Host(s): BC CBR Quarterly Group

Attendance / Registration: We want to hold 12-15 seats for the BC CBR Quarterly Group and open about 25-35 seats to folks outside of this group who are attending CAHR 2018. For the folks outside of the BC CBR Quarterly Group, we would like to target researchers and community members interested in discussing successes and challenges in the uptake of research findings: What successes have research projects achieved in implementing their findings into organization programs, policies and practices, and what made these successes possible? Conversely, what challenges to the uptake and integration of findings have research projects experienced and what are some lessons learned for mitigating these challenges?

****NOTE by CAHR: Ancillary event organizers are required to manage their own registration so please set up your own registration link and send me the link which will be posted on the CAHR website. Generally speaking, ancillary events are limited to registered CAHR delegates, however some exceptions can be made upon request. Please send me the details of who and how many people who anticipate to attend that are likely not to be registered delegates.*

Description: The Community-Based Research (CBR) in BC Quarterly Meetings (called the CBR Quarterly Meetings hereon) are organized by Pacific AIDS Network (PAN) staff, hosted by McLaren Housing Society, and attended by community members and researchers, community-based organizations, students and academic researchers. This diverse group has become a community of practice that gathers approximately four times a year to share learnings, challenges and best practices related to CBR, evaluation and knowledge translation/sharing initiatives. At CAHR 2018, we are hosting a demo participant-observation CBR Quarterly Meeting as an ancillary event, where attendees are welcome to

join as active participants or as passive observers. There will also be a dedicated time for networking after the meeting.

The theme of this meeting is to explore how the findings from CBR projects by and with the CBR Quarterly group members have been put into action by various organizations and how the uptake of these research findings have influenced programming at organizations. By focusing on concrete examples of 'knowledge to action' initiatives, the discussions will focus on new and established methods for research uptake and integration, and related challenges.

Demonstrating the value and successes of peer work through their roles in research, evaluation and knowledge translation is integral to the CBR Quarterly Meetings. Peers living with HIV have engaged and participated in these meetings from day one. Thus, ancillary event participants will be encouraged to share peer work experiences related to 'knowledge to action' initiatives, and how to best embody GIPA/MIPA principles and support peers in research.

- *To be discussed at today's CBR Quarterly Meeting:*

- Registration (link through Eventbrite or PAN; who do we invite; how do we manage)
- Meeting room structure (theatre style is free vs. U-shape costs \$150)
- Budget (food and beverages through Bayshore; room set up)

Note: Food and beverage orders must be placed and finalized no later than 30 days in advance of the event.

- Who will chair/facilitate the meeting?
- Who will note take?
- Meeting format (breakout sessions for program updates?)
- Meeting agenda (figure out here or via working group?)
- Any audio visual needs?

Note: Audio Visual equipment and labour orders must be placed no later than 30 days in advance.

5. Break

6. Program & Project Updates

- Please provide a short summary of each project and consider these three points: one success, one problem encountered, and one lesson learned

7. Meeting Adjourned