

Terms of Reference for the Collective Impact Network (CIN2.0)

1. Project Overview and Purpose

Building on previous work conducted in partnership with the PHSA, PAN members and allied community-based organizations, the purpose of the CIN2.0 is to foster collaboration and collective action, share knowledge and identify capacity building opportunities, all directed at **the long-standing inequities in accessing health care and/or harm reduction services in small urban, rural, and remote (SURR) communities**. Our efforts will be focussed on addressing inequities experienced by people living with, or at risk of, HIV, hepatitis C, and those at risk of overdose due to the drug poisoning crisis.

PAN will expand representation at this table by developing and implementing a strategy to better engage peers and PAN members (especially Indigenous members) in SURR communities, and respectfully approach new strategic relationships with community-based organizations (CBOs).

To further the aims of this project, we will also leverage PAN's capacity building initiatives, community engagement, advocacy, research and evaluation, relationships, and partnerships.

In all PAN's work, we are committed to being culturally agile, and to addressing the ongoing impacts of colonialism, racism, and discrimination.

2. Membership

2.1 Invitees

- PAN members, allied organizations and peers from SURR communities working to address STBBIs and/or promoting access to harm reduction and/or challenging stigma.
- CBOs with provincial scope, BCCDC (BC Centre for Disease Control), BCWH (BC Women's Hospital) and the FNHA. Later, the invitation may be expanded to regional health authorities that include SURR regions.
- To help guide our work in a good way, we will invite an Elder or Knowledge Keeper or Indigenous Consultant to join our circle.

2.2 Roles and Responsibilities

- **Members:** All members should have a genuine and active interest in the CIN2.0 purpose and objectives, but we recognize there are varying capacities to act.
 - Attend meetings when able or pass on regrets, keep PAN updated on changes to contact information.
 - Adhere to PAN's [Group Guidelines and Responsibilities](#).

- Actively participate, share insights, and contribute, as able, to build community capacity and achieve collective action.
- Inform PAN if they cannot continue in the role, and if possible, give recommendations for a suitable replacement.
- **PAN:** CIN2.0 will be directly supported by PAN’s Executive Director; the Community Engagement and Collective Action Manager; and the Evaluation and Research Specialist.
 - PAN will convene meetings to share wise practices, hear successes and challenges and create an environment for knowledge exchange.
 - PAN will provide leadership and “backbone support” for a Collective Impact¹ approach to implementing the purpose, using a strengths-based approach. PAN will facilitate all meetings, coordinate activities, and ensure smooth communication.
 - PAN commits to provide fast payment and fair compensation, in line with PAN’s policies and updated procedures, to peers and the Elder/ Knowledge Keeper or Indigenous consultant engaged in the project.
 - PAN will work with members to identify capacity-building priorities and emerging needs and provide programming to address those needs. This may include webinars, organizational development/health, peer work, fund development, evaluation framework, logic models and evaluation or other coaching.
 - PAN will celebrate the ongoing work of members by co-creating and promoting online profiles of members’ work on our website and through our e-news and sharing at relevant events and meetings.
 - PAN will leverage related work/projects where appropriate.
 - E.g. knowledge mobilization of the “[Embedding Peer-Delivered Services in Community-Based Organizations](#)” resource.
 - PAN will support advocacy at the regional or provincial level where indicated.
 - PAN will work to increase the engagement of existing PAN members, and reach out to non-PAN members, identified as potential contributors.

3. Meetings and Communication

- Regular virtual meetings will be held bi-monthly (5-6 per year).
- Further collective action work would take place virtually between meetings, by those who have the capacity to carry that forward.
- In-person regional meetings will augment the work (up to 2 per year), likely as a part of other PAN events. Costs of local travel and accommodation will be covered by PAN.

¹ Kania and Kramer. "Collective Impact." Stanford Social Innovation Review 9, no. 1 (Winter 2011): 36–41.

- *Ad-hoc* CBO engagement meetings.
- Communication channels include email, Zoom, Microsoft Planner, and the PAN website.

4. Compensation

- We are grateful to participants from PAN members and allies, peers, and Health Authorities, who can include this as part of their paid work.
- For peers, whose participation is not already covered by their organization, we will compensate at \$30 per hour, as laid out in the *Job Description: Peer Consultant (CIN2.0)*.

5. Activities and Initiatives

- Identify, prioritize and carry out collective action work aligned with the purpose CIN2.0.
- Encourage knowledge exchange, workshops, webinars, and collaborative projects.

6. Decision-Making Process

- Decisions related to CIN2.0 activities will be made by consensus or, if that is not achieved, by PAN in role as project leader.

7. Evaluation and Reporting

- Regularly assess progress toward the objectives.
- Prepare periodic reports summarizing achievements, challenges, and next steps.

8. Duration

- The CIN2.0 will operate until March 31st, 2027.