



Michael Smith Foundation for  
Health Research

## Health of Population Research Networks Progress Report Form

AWARD NUMBER:	IN NTG 102 045	PROJECT YEAR (Check one): <input checked="" type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> Final
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Leader Name:	Dr. Susan M. Kennedy, Scientific Director	
NAME OF NETWORK:	<b>BC Environmental and Occupational Health Research Network</b>	
HOST INSTITUTION:	University of Northern BC	
INDIVIDUAL FINANCIALLY ACCOUNTABLE FOR NETWORK FUNDS	Dr. Henry Harder, Associate Scientific Director	

INDIVIDUALS COMPLETING THIS REPORT: Dr. Susan Kennedy, Scientific Director; Pat Atherton, Executive Director

**This report covers the period 1 January 2005 - 31 March 2006**

**PART 1: Measurable Outcomes:**

The BCEOHRN Proposal includes the following key measurable outcomes to evaluate the Network's success in the first four years:

- Membership
  - Increasing membership over the course of 4 years
  - Full committees and working groups
  - Attendance at annual meetings and workshops meets planning committee expectations
  - Website actively used and positive feedback on other Network communications products
  - Regular growth of the inventory of researchers and infrastructure in BC plus evidence of members accessing this inventory
- Grant Success
  - Full allocation of research development grants to support research project development, collaborative research and capacity building initiatives
  - Increasing rate of success in funding of projects supported by Network development grants
- Collaboration
  - Steady annual increase in the number of new collaborations over 4 years
  - Evidence of sharing of expertise and infrastructure
- Training
  - Feedback from students receiving student fellowships
  - Rate of retention in BC of researchers and students supported by the Network
  - Regular and sufficient attendance of members at training workshops
  - Members involved in offering mentorship opportunities for students and junior researchers
- Knowledge transfer
  - Annual increase in use of knowledge transfer coordinator by Network members
  - Increasing rate of media stories of research success in EOH in BC
  - Creation of a Network website that acts as a clearinghouse for information on studentships, funding opportunities, searchable Network inventory, links to other environmental and occupational health websites, links to online datasets useful to Network members and recent research abstracts
  - Outreach and communication activities, for example research reports produced in lay language for easy reading by research users

**PART 2: Network Structure and Management**

**Governance:**

Following the not-for-profit governance model, BCEOHRN is overseen by a volunteer Board of Directors, which has overall responsibility for managing the Network. The Board develops Network priorities based on feedback from the membership and resolves conflicts that arise within the Network membership as a whole regarding network priorities and operations. The Board is comprised of members from across the province, including researchers, students and users of research. The Board serves in an advisory capacity with its members representing their constituents.

Board Terms of Reference, ratified by the membership at the inaugural Annual General Meeting held in Vancouver on November 4, 2005 are appended to this report as Appendix A. The Board membership and selection of the ongoing Scientific Director, Dr. Susan Kennedy, were also ratified at that meeting, with an election held to fill vacant positions. Minutes of the AGM are appended to this report as Appendix B.

BCEOHRN Board Members as of November 4, 2005:

- Susan Kennedy, University of BC (Scientific Director and Chair);
- Caroline Alexander, Northern Health Authority, Fort St. John;
- Ray Copes, BC Centre for Disease Control, Vancouver;
- Melissa Friesen, Student, University of BC, Vancouver;
- Richard Gallagher, BC Cancer Control Research Program, BC Cancer Agency, Vancouver;
- Henry Harder, University of Northern BC, Prince George (Associate Scientific Director);
- Gabrielle McHugh, Student, University of Northern BC, Prince George;
- Carla MacLean, Student, University of Victoria;
- Jack Nickel, Health Canada, Vancouver;
- Eleanor Setton, Student, University of Victoria;
- Craig Stephen, Centre for Coastal Health, Nanaimo (Immediate Past Scientific Director);
- Kay Teschke, University of BC, Vancouver
- Shannon Wagner, University of Northern BC, Prince George.

Prior to the AGM, the Interim Board which arose from the Task Force struck by MSFHR, was comprised of the same membership, with the following exceptions:

- Caroline Alexander, Northern Health Authority, Fort St. John (Elected at AGM);
- Susan Kennedy, University of BC (Elected and ratified as Scientific Director at AGM);
- Carla MacLean, Student, University of Victoria (Elected at AGM);
- Corrine Ong, Department of Pathology and Laboratory Medicine, University of BC (Resigned at AGM);
- Craig Stephen, Centre for Coastal Health, Nanaimo (Resigned as Interim Scientific Director, remains on Board);

#### **Leadership:**

The Interim Scientific Director, Dr. Craig Stephen, (term: January 2005-November 2005) resigned in the autumn. The search for the ongoing Scientific Director included advertising the opportunity broadly via email distribution lists and on the BCEOHRN website. In total, over 500 job ads were emailed to stakeholders around the province.

BCEOHRN's Management Committee meets regularly to discuss smaller policy issues that do not require decisions by the Board of Directors. The Management Committee is comprised of:

- Susan Kennedy, Scientific Director (Vancouver);
- Henry Harder, Associate Scientific Director (Prince George);
- Pat Atherton, Executive Director (Victoria).

#### **Accountability:**

Funds for BCEOHRN are managed through its financial secretariat, University of Northern BC, under the direction of Henry Harder, through University of Northern BC's office of Research Services. Spending authorities, approved by the Board of Directors at its June 23, 2005 meeting, are outlined in Appendix C: *Budget Management Policy*.

Board deliberations are shared with MSFHR through circulation of approved Board meeting minutes. Any changes to budget lines are presented to MSFHR in writing following Board discussion and approval. During the reporting period, the Board has met face to face or via teleconference on the following dates:

- 2005 Feb 11
- 2005 June 23
- 2005 October 21
- 2005 November 4 (AGM)
- 2005 December 8
- 2006 February 28

#### **Operations - Working Groups:**

BCEOHRN Board and Network members are encouraged to be actively involved in the operation of the Network. Over the reporting period a number of working groups have been established to develop and implement components of the Network's programs.

#### Workshop Working Group, 2005

This working group deliberated during the period August-November 2005 to develop the educational content for the workshop held in conjunction with the BCEOHRN's November 2005 AGM:

- Melissa Friesen, Student, School of Occupational and Environmental Hygiene, University of BC (Chair);
- Hugh Davies, School of Occupational and Environmental Hygiene, University of BC;
- Gabrielle McHugh, Student, Disability Management Program, University of Northern BC.

#### Mentorship Working Group

This working group, struck in November 2005, is currently developing the mentoring component of Network programming:

- Corrine Ong, Department of Pathology and Laboratory Medicine, University of BC (Chair);
- Eileen Owen-Williams, Nurse Practitioner Program, University of Northern BC;
- Cheryl Peters, Student, School of Occupational and Environmental Hygiene, University of BC;
- Eleanor Setton, Student, Department of Geography, UVic;
- Kay Teschke, Department of Health Care and Epidemiology, University of BC.

### Educational Programs Working Group

A new working group is currently being developed to identify and address members' needs with respect to educational programming in the upcoming year. To date the working group, which will include representation from the environmental and occupational health communities of researchers, research-users and students is comprised of:

- Caroline Alexander, Research user, Northern Health Authority, Fort St. John;
- Carla MacLean, Student, UVic.

### **Committees:**

#### Research Capacity Development Grant Evaluation Committee

The Evaluation Committee is a standing committee mandated to provide peer review of applications submitted in response to BCEOHRN's Research Capacity Development Grant calls:

- Craig Stephen, Centre for Coastal Health, Nanaimo (Chair);
- Tom Dickinson, Associate Vice-President Research, Thompson Rivers University, Kamloops;
- Shannon Wagner, University of Northern BC, Prince George.

## **PART 3: Participation**

Membership in BCEOHRN is limited to individuals involved in environmental/occupational health research who are based in British Columbia or who are linked to BC projects. A recruitment campaign was carried out in September 2005 with invitations being sent to over 400 individuals identified as prospective members, who are characterized as researchers, research-users, or students. During the reporting period, recruitment efforts also took the form of meetings. The Interim Scientific Director connected with Thompson Rivers University; the ongoing Scientific Director held information sessions with researchers at the BC Cancer Research Centre and in Prince George with University of Northern BC and Northern Health participants. Membership is comprised of individuals representing all BC universities from interdisciplinary backgrounds.

BCEOHRN's membership as at March 31, 2006 is 263 individuals, as described below.

<b>Members By Agency</b>			
<b>Colleges/Universities</b>	<b>Number</b>	<b>% of Sub-Total</b>	<b>% of Total</b>
UBC-V	96	52.7%	36.5%
UNBC	32	17.6%	12.2%
U Vic	18	9.9%	6.8%
SFU	11	6.0%	4.2%
BCIT	7	3.8%	2.7%
Malaspina University College	6	3.3%	2.3%
Other	4	2.2%	1.5%
TRU	2	1.1%	0.8%
UBC-O	2	1.1%	0.8%
Justice Institute of BC	1	0.5%	0.4%
Kwantlen University College	1	0.5%	0.4%
Selkirk College	1	0.5%	0.4%
Vancouver Community College	1	0.5%	0.4%
<b>Sub-Total Colleges/Universities</b>	<b>182</b>	<b>100.0%</b>	<b>69.2%</b>
<b>Others</b>	<b>Number</b>	<b>% of Sub-Total</b>	<b>% of Total</b>
Health Authorities	20	24.7%	7.6%
Research Institutes	20	24.7%	7.6%
NGOs, Unions	14	17.3%	5.3%
Government: Provincial	9	11.1%	3.4%
Other	7	8.6%	2.7%
Government: Federal	5	6.2%	1.9%
Industry	4	4.9%	1.5%
Government: Municipal	2	2.5%	0.8%
<b>Sub-Total Others</b>	<b>81</b>	<b>100.0%</b>	<b>30.8%</b>
<b>Total Members</b>	<b>263</b>		<b>100.0%</b>

Table 1: BCEOHRN Members By Agency describes the place of work or study of members.

<b>Members By Geographic Region</b>		
	<b>Number</b>	<b>% of Total</b>
Lower Mainland	170	64.6%
Vancouver Island/Islands	41	15.6%
North	38	14.4%
Interior	10	3.8%
Other	4	1.5%
<b>Total Members</b>	<b>263</b>	<b>100.0%</b>

Table 2: Members By Geographic Region describes the primary location of members.

<b>Members By Relationship to Health Research</b>		
Researchers	177	67.3%
Students	44	16.7%
Research Users	29	11.0%
Other	13	4.9%
<b>Total Members</b>	<b>263</b>	<b>100.0%</b>

Table 3: Members By Relationship to Health Research describes the primary affiliation members have with health research; there may be some cross-over between Researchers and Research Users.

<b>Membership Database Additions By Month</b>	
Pre-July 2005*	147
July 2005	3
August 2005	1
September 2005	26
October 2005	18
November 2005	16
December 2005	5
January 2006	7
February 2006	14
March 2006	26
<b>Total Members</b>	<b>263</b>

Table 4: Membership Database Additions By Month reflects the number of newly registered members by month.

\* Individuals identified through the Network planning process' environmental scan were registered as members.

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## **PART 4: Collaborations and partnerships:**

### **Local collaborations**

BCEOHRN facilitated teleconferencing for a team of researchers, initiated by UVic, interested in submitting a Phase II Platforms proposal to MSFHR on Health Geomatics. The Scientific Director entered into discussions with the manager of the University of BC's Facilities and Research Equipment Database (FRED) to determine if synergies could be developed to provide value-add to BCEOHRN members. Negotiations in this collaboration are ongoing. BCEOHRN collaborated with University of BC's School of Occupational and Environmental Hygiene and Department of Health Care and Epidemiology to promote participation in these units' weekly web-based seminars by BCEOHRN members, increasing the seminars' audiences and adding value to the BCEOHRN membership.

### **Collaborations with other networks**

The BCEOHRN Executive Director provided administrative support to the Child and Youth Health Research Network's workshop held in Victoria, in the form of conference hosting services. Collaboration commenced with the BC Rural and Remote Health Research Network to plan a "Coffee and Chocolate" research seminar at Selkirk College, Castlegar, on Health Geomatics. This seminar will be held in the next reporting period.

### **National collaborations**

BCEOHRN partnered with the Canadian Association for Research on Work and Health (CARWH) to help underwrite their bi-annual symposium being held in Vancouver May 15-17, 2005. This conference attracted over 200 participants from across Canada active in occupational health research (including 80 from BC), and included scientific presentations in 16 thematic sessions over 2 full days. The conference opening reception was an ideal opportunity to formally announce the launching of the BCEOHRN and to invite the large number of BC participants present to become active network members. The conference brochure is located in Appendix D.

Planning has commenced for the annual Canadian Rural Health Research Society conference, to be held in October in Prince George. The Associate Scientific Director has provided scientific guidance to the planning group. BCEOHRN has developed a program to provide financial support for students presenting environmental/occupational content at this conference.

### **Improved Communication:**

**August 2005:** A communications strategy was developed and implemented, sourcing email addresses for potential members through Board members and environmental scans. An informational email and invitation to join the Network was sent to over 400 recipients. Appendix E outlines this strategy. Board members were provided an informational PowerPoint presentation on BCEOHRN to deliver to colleagues at departmental meetings, with the goal to raise awareness of the Network.

**September 2005:** BCEOHRN negotiated and entered into a contract with a teleconference service provider in order to facilitate communications between members. The inaugural issue of *Network News*, the BCEOHRN newsletter was circulated to members and other stakeholders, which is contained in Appendix F. An informational brochure was developed and provided to Board members for circulating amongst colleagues. Copies of the brochure are sent to appropriate meetings to raise awareness of the Network. Appendix G contains a copy of this brochure.

**October 2005:** BCEOHRN.ca, the Network website, was launched. Since the site launch at the end of October, usage of BCEOHRN.ca has increased 98%. Appendix H reflects website usage for the months November 2005-March 2006.

**December 2005:** The practice of sending electronic weekly updates outlining new website content to members was introduced; new events and funding opportunities are updated weekly with other content being updated as needed. An example of this 'electronic update' is included in Appendix I.

**January 2006:** An electronic mailing list for use by members was launched. The Network is keen to reduce the amount of email generated by Network operations in order to keep members engaged; policy for its use appears in Appendix J. The Scientific Director embarked on a series of face to face meetings across the province to meet with members and recruit new members, seeking input on future directions for the Network. Meetings in the first quarter of 2006 include BC Cancer Agency, SFU, Prince George and plans for Victoria.

**March 2006:** BCEOHRN commenced development of an online members' database to improve capacity in networking. The Scientific Director and Executive Director began a pilot project to test the viability of desk-top web cameras for broader use in facilitating communications across the membership. The second issue of *Network News* was circulated to members and other stakeholders, located in Appendix J.

### **Shared Resources:**

BCEOHRN enjoys a collaborative relationship with the University of Northern BC and the University of BC by way of shared infrastructure delivered by existing administrative staff to support the Scientific Director and Associate Scientific Director.

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## **PART 5: Capacity Building:**

### **Research Capacity Development:**

During the reporting period, BCEOHRN has held two calls for Research Capacity Development Grants. Appendix L contains the application form used for these calls. The Evaluation Committee, outlined in Part 2 above, met via teleconference; CIHR practice was followed in that those perceived to be in a conflict of interest left the call for specific discussions, recused from deliberations about applications that may place committee members in a position of conflict. In September, two applications were received and approved by the Evaluation Committee. In February, nine applications were received: five were approved, two were provisionally approved pending additional information, subsequently received, and one was rejected due to lack of detail. Appendix M includes a summary of the recipients and their project titles.

### **Travel Bursaries:**

Travel bursaries were made available to members to attend the inaugural Annual General Meeting in November 2005. In total, 13 applications were received; 11 received approval by the Interim Scientific Director. These individuals would not have attended the AGM had they not had financial support.

### **Participation in Network Activities:**

Over 60 people attended the AGM from all regions of the province. Of these, 24 were researchers, 21 were students, four were research users, two were community researchers, and six were none of these. A complete registration list is located in Appendix N.

### **Student Participation:**

Students comprise over 15% of network members and they represent a good percentage of BCEOHRN activity participants. At the AGM, 34 percent of participants were students. A tally of participants on the Board and Working Groups reflects of a total of 23 volunteers; students hold nine of these seats, or 39 percent. The Workshop Working Group, which developed the educational component of the 2005 AGM, was student-directed with students filling two of the three member positions and the position of Chair.

### **Educational Events:**

While sponsorship of the CARWH conference in May predated a formal communication mechanism to increase membership participation in that event, a number of BC based occupational health researchers were in attendance and benefited from networking opportunities with colleagues from across the province.

The educational component of the AGM highlighted successful collaborative research projects directed by Dr. Bruce McManus, Dr. Michael Brauer, and Dr. Don Voaklander. See Appendix O for details. This event also included poster presentations by members; in total nine posters were presented by both students and researchers.

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### **Awards made January 1, 2005 - March 31, 2006:**

Travel Awards	Total number awarded # 11	Total dollar value of Awards \$ 7,250
Funding Awards: Research Capacity Development Grants	Total number awarded # 9	Total dollar value of awards \$ 89,453

## **PART 6: Knowledge Translation and Exchange:**

Knowledge translation and exchange, which is recognized as an important benefit to be developed by BCEOHRN, was removed from the Year 1 and Year 2 budgets in response to changes in funding allocations in Year 2 (see Part 7: Challenges). BCEOHRN's budget planning includes the hiring of a Knowledge Translation Coordinator in Year 3 and Year 4.

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## PART 7: LESSONS LEARNED

### Part A:

#### Network Successes

Feedback from members suggests that the face to face networking opportunity at the Annual General Meeting was extremely well received. Members have provided positive feedback on the Travel Bursaries to attend the AGM. Some participants' comments are appended in Appendix P. As expected, positive feedback has been received from members who are recipients of Research Capacity Development Grants. In addition, all participants at face-to-face meetings with the Scientific Director (regardless of whether they have applied for or received development funds) have emphasized the importance of continuing the development grant opportunity (or a similar mechanism) for assisting network members to 'kick-start' their research and to increase the likelihood of eventual national funding. Capacity is being built through this program with reports due back on applicants' successes one year after the award. Some recipients' comments are appended in Appendix Q. A number of individuals who expressed disinterest or opposition to the formation of the Network early in 2005 have now become members of BCEOHRN, suggesting broader buy-in by the community as the Network moves from development to implementation. As the Network's presence gains a higher profile across the province and its programs are fully implemented, it is anticipated that membership will increase and members' involvement will become stronger in the next reporting period.

#### Network Challenges

The Board of Directors responded with agility to the news in May 2005 that Year 2 funding would be at a level half that previously understood. The initial approved proposal from the BCEOHRN team included expenditures at \$300K in Year 1 and \$500K in subsequent years. Year 2 funding was subsequently decreased to \$250K, with an opportunity for uplift in January 2007. In response to this news, the Board realigned the budget to reduce a number of initiatives, including the elimination of the roles of regional liaison officers and a later start date for a knowledge transfer and exchange officer. The Board also made a conscious decision to re-allocate some of Year 1's funding to Year 2 to address the reduction in funding.

#### Network Change in Operation

Networking across the universities has been relatively smooth with mechanisms easy to develop; however, greater effort needs to be expended to connect with individuals at the smaller universities/university colleges and at all health authorities as they grow research capacity.

### Part B:

#### MSFHR's most helpful contribution

MSFHR's coordination of communication across the health of population networks has been of strategic value to the development of BCEOHRN. Co-leaders' meetings and administrators' meetings provide forums for information and idea-sharing, building relationship capacity across networks. Ideally these meetings would be held with somewhat greater regularity than in the past year with minutes as a permanent record of deliberations.

#### MSFHR's least helpful contribution

Although well meaning, the "business requirements" exercise resulted in considerable lost productivity and a final report that is of uncertain value at least to our network. BCEOHRN is keen to develop shared infrastructure with other networks and anticipates opportunities to do so in the future, and would value appropriate support and coordination by MSFHR.

#### Activities or services MSFHR could provide in future

A role in coordinating communications infrastructure in the future would be beneficial. All networks are interested in developing strategies for communication, supported by appropriate IT resources and support, to better connect geographically distributed members. Economies of scale would be enjoyed if MSFHR were able to provide both coordination and logistical support for enhanced communication. One example would be the development and ongoing support for dedicated videoconferencing facilities readily available to health of population network members, similar to the Telehealth network currently available mainly to health services providers. BCEOHRN would find it beneficial to have greater latitude to direct operations based on priorities determined by the Network with increased support from MSFHR.

#### Suggestions for MSFHR's improvements during the development phase

MSFHR's June '05 changes to the Year 2 financial plan generated a degree of challenge for the Network, especially given that it was announced 6 months into the first year funding period. The March '06 announcement that reporting periods would be based on a calendar year rather than a fiscal year created some confusion across the networks, and created some shifting due to the lateness of this announcement, three months into the next funding period, when it had been understood up to that point that March 31/06 was the end of the Year 1 reporting period. It would have been helpful in terms of strategic planning and developing operational work plans to have had these timelines sorted out at the beginning of the funding agreement, in January '05.

BCEOHRN appreciates the support provided by MSFHR to date and looks forward to a productive future, working in collaboration to develop research capacity in environmental/occupational health research.

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**PART 8: Other Activities:****Mentorship Program:**

The Mentorship Working Group is developing the BCEOHRN Mentoring Program, which will be launched in Year 2. The program will provide resources for: student members to locate mentors in grant and scholarship reviews; student members to locate mentoring programs in their home institutions; junior faculty members to locate career mentoring programs in their home institutions; members to develop new mentoring programs within their home institutions. A key component of this program is a robust members' database, which is under development in Year 2.

**Networking Facilitation Fund:**

In order to facilitate the networking of members working together on grant applications, BCEOHRN has introduced a new initiative. The details of the Networking Facilitation Fund, which has a quick application process and a \$2,500 spending cap, are located in Appendix R.

**Website Improvements:**

Since the launch of the website, six new web pages have been added, including: a page for the developing Mentorship Program; a page outlining available web-based seminars of interest to members; a page of BC universities' offices of research services links; a page including grant-writing tips links; a page providing details on the use of BCEOHRN members' electronic mailing list; and a page dedicated to the 2005 Annual General Meeting, including a photo gallery of the Meeting. The home page has become more dynamic than its static design at the launch of the site and includes a survey to provide members with a forum for providing direction to the Network. Further website improvements are planned to improve the robustness of the site as a communications tool for BCEOHRN members.

**Networking Infrastructure:**

Planning is underway at March 2005 to develop and populate databases for use by BCEOHRN members via password protection; design of these databases is currently being explored. These databases will include: members' contact information, research interests and grants received; grey literature produced in British Columbia by BCEOHRN members and others; and platforms that are shareable and managed by members, such as lab equipment, software and the expertise to operate these platforms. Students are being recruited to obtain the data to populate these databases over the summer months. This project will be fully undertaken in the next reporting period.

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## PART 9: Progress Against Measurable Outcomes:

Key measurable outcomes outlined in the BCEOHRN proposal covered four years of implementation of programs. In assessing performance of the Network outcomes must be realistic for its first year. A refinement of these outcomes based on the reporting period follows.

Performance Area/Indicator	Years	Achievements
<b>Membership</b>		
Increasing membership over the course of 4 years	1-4	Membership has grown to 263.
Full committees and working groups	1-4	Committees and working groups have been struck and are fully operational.
Attendance at annual meetings and workshops meets planning committee expectations	1-4	The AGM and workshop attracted over 60 people, in excess of expectations.
Website actively used and positive feedback on other Network communications products	1-4	Website use has increased 98% since its launch.
Regular growth of the inventory of researchers and infrastructure in BC plus evidence of members accessing this inventory	2-4	
<b>Grant Success</b>		
Full allocation of research development grants to support research project development, collaborative research and capacity building initiatives	1-4	Grant allocations for the reporting period were at 89.5% of budget allocation.
Increasing rate of success in funding of projects supported by Network development grants	2-4	
<b>Collaboration</b>		
Steady annual increase in the number of new collaborations over 4 years	2-4	
Evidence of sharing of expertise and infrastructure	2-4	
<b>Training</b>		
Feedback from students receiving student fellowships	N/A	This program was removed from the budget in the June 2005 realignment by the Board of Directors
Rate of retention in BC of researchers and students supported by the Network	3-4	
Regular and sufficient attendance of members at training workshops	2-4	
Members involved in offering mentorship opportunities for students and junior researchers	2-4	
<b>Knowledge Transfer</b>		
Annual increase in use of knowledge transfer coordinator by network members	3-4	
Increasing rate of media stories of research success in EOH in BC	3-4	
Creation of a network website that acts as a clearinghouse for information on studentships, funding opportunities, searchable network inventory, links to other environmental and occupational health websites, links to online datasets useful to network members and recent research abstracts	1-4	Website launched October 2005; database improvements under development
Outreach and communication activities, for example research reports produced in lay language for easy reading by research users	3-4	

## SECTION II – BUDGET UPDATE

Please see the attached financial report, which covers the period from 1 January 2005 – 31 December 2005.

### **SECTION III – NETWORK'S DEVELOPMENT PLAN AND MEASURABLE OUTCOMES**

#### **PART 10: Development Plan For Year 2**

Year 2's development is already underway. Three priority areas have been determined by the Scientific Director and approved by the Board of Directors, these being the development of capacity for online database searching on:

- BCEOHRN members;
- BC's environmental and occupational health-related grey literature;
- Shareable resources, such as facilities and equipment, available to researchers throughout the province.

A database designer has been contracted to assist with this initiative, which will be linked to BCEOHRN.ca. Summer students are being recruited to assist with data collection and entry.

A full Year 2 work plan, approved by the Board of Directors at its February 28 meeting, appears in Appendix S.

**PART 11: Measurable Outcomes For Year 2:**

<b>Performance Area/Indicator</b>	<b>Target</b>
<b>Membership</b>	
Increasing membership over the course of 4 years	Membership increases 20% over Year 1.
Full committees and working groups	At least three working groups/committees, comprised of both researchers and students.
Attendance at annual meetings and workshops meets planning committee expectations	At least 75 participants at AGM, a 23% increase over Year 1.
Website actively used and positive feedback on other Network communications products as determined by surveying participants at the AGM in November	At least a 10% increase in the number of hits over March 2005.
Regular growth of the inventory of researchers and infrastructure in BC plus evidence of members accessing this inventory	At least 40% of applicable researchers in members' database are fully listed.
Development of grey literature database has added value for members	At least 40% of applicable researchers in members' database have grey literature listed.
Evidence of use of grey literature database by members	At least 100 hits on the grey literature database.
<b>Grant Success</b>	
Full allocation of research development grants to support research project development, collaborative research and capacity building initiatives	Grant approvals are at least 80% of budget allocation.
Increasing rate of success in funding of projects supported by Network development grants	Benchmark for Years 3-4 reports; based on grant reports due one year after grant awarded.
<b>Collaboration</b>	
Steady annual increase in the number of new collaborations over 4 years	Benchmark for Years 3-4 reports; based on members' survey.
Evidence of sharing of expertise and infrastructure	At least 100 hits on the shared resources fields of the members' database.
Evidence of new collaborative efforts across geographical distances, institutional and departmental boundaries	Number of places, institutions and departments reflected in approved BCEOHRN Research Capacity Development Grants increases year over year.
<b>Training</b>	
Regular and sufficient attendance of members at training workshops	At least 75 participants at the 2006 educational event(s).
Members involved in offering mentorship opportunities for students and junior researchers	At least 10% of applicable researchers in members' database participate in Mentoring Program.
Develop and convene State of the Art and Grant writing workshops in the reporting period, or shortly thereafter.	Workshop development is clearly demonstrated.
<b>Knowledge Transfer</b>	
Creation of a network website that acts as a clearinghouse for information on studentships, funding opportunities, searchable network inventory, links to other environmental and occupational health websites, links to online datasets useful to network members and recent research abstracts	At least five new web pages added to BCEOHRN.ca.