

5- YEAR LONG-TERM MONITORING OR OPERATIONAL ACTIVITY WORK PLAN

Changes to this Work Plan are only accepted via an Approved Addendum.

General Information	
Monitoring Category: <i>(From OSM long-term plan; choose from drop-down menu)</i>	OSM Program Office
Strategic Monitoring Objective: <i>(From OSM long-term plan; choose from drop-down menu)</i>	Objective: Administration Coordination of Oil Sands Monitoring Program Office
Work Plan Unique Identifier:	R-3-1718
Monitoring Activity Title:	Reporting Ambient Monitoring Results - General Audience
Geographic Location <i>(choose from drop-down menu, if Project Location is in more than one area choose from second drop-down)</i>	Province of Alberta
Monitoring Site(s) Coordinates <i>(latitude and longitude)</i>	N/A
Monitoring Organization and Responsible Manager:	Alberta Environment and Parks Donna Chaw
Date Activity initiated:	2017
Specific Project Objective: <i>(State the activity objective addressed through this monitoring)</i>	<p>Each year, the Oil Sands Monitoring program delivers between 50 -70 projects, monitoring a wide variety of ambient environmental variables. An integrated monitoring, evaluation, and reporting program can produce knowledge and scientific information of great value to many sectors of society. The hallmark of a successful program is its capacity not only to produce relevant science but also to share knowledge effectively with different user groups in the way most likely to inform their environmental decision-making.</p> <p>As a whole, the work undertaken through this work plan will provide important resources to support the mobilization and sharing of knowledge generated across the overall 2017/18 Oil Sands Monitoring Program. As part of the knowledge mobilization process the EMSD's science liaison unit will ensure clarity and ease of access and understanding in the reporting of all scientific communications to the public. Ensuring clear understanding includes the use of plain language in all reporting, as well as providing context for scientific results and conclusions.</p>

<p>Deliverables (Annual):</p> <p><i>What Data Reports will be produced and when?</i></p>	<ul style="list-style-type: none">• Science products (journals, technical reports, factsheets, synthesis reports, etc...) will be produced throughout the year. Timing of deliverables depend on status and schedule of individual projects.• Examples of deliverables:<ul style="list-style-type: none">○ Peer Reviewed Journal Reports○ Factsheets (minimum one each for the six themes)○ monitoring results summaries○ monitoring and science info brochures and materials○ data summaries○ digitized reports, and○ synthesis reports• Monitoring Results Summary for each themed area for previous year's data (16-17) – End of Sept 2017• Infographics – a minimum of 10 to be produced quarterly
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Project Plan Summary: *Please summarize the monitoring including relevant information such as background, objectives, monitoring area, methods/monitoring design, assumptions, outcomes, and references. These should align with the information provided in Appendix 1: Annual Monitoring Schedule.*

Development of Oil Sands Technical Series

Technical/scientific reports will be edited and designed as a series (i.e. same look and feel) and will be assigned ISSN numbers. Budget includes costs for:

- design of production templates which can be applied in-house and exported into accessible PDF and HTML formats (per ECCC and Government of Alberta corporate identify standards and requirements)
- Translation into French, where necessary
- additional publication/design (as needed)
- journal publication fees (if needed)
- printing

Production of Oil Sands Science Products for Knowledge Mobilization

Production of information materials to support science reports related to ambient environmental monitoring in the oil sands region. These information materials will provide stakeholders and general public with summary information about our overall program, integrated initiatives and highlight projects.

This includes the writing, design, translation into French and printing of various public reporting products including, but not limited to:

- plain language summary sheets for all peer reviewed publications
- factsheets (minimum one each for the six themes)
- monitoring results summaries
- monitoring and science info brochures and materials
- data summaries
- digitized reports, and
- synthesis reports

Infographics

Develop infographics to simplify and explain environmental monitoring work, results and data in the oil sands region. Infographics for the 17-18 year will be updated to the six themes and an additional 10 infographics can be produced to highlight particular programs or results based on interest/urgency. Each info graphic costs between \$500-\$1500 to produce.

Reporting Administration

Science Liaison Unit will coordinate the science product release approval requirements (including ECCC approvals) from all products originating from OSM projects with EMSD principal investigators. Science products that have received approval will be posted publically where desired and appropriate. The Science Liaison Unit together with the Oil Sands Secretariat will keep track of all published deliverables. EMSD website will be maintained and updated with OSM science products as needed.

Appendix 1 – Detailed Multi-Year Financial Breakdown: if changes are to be made then an Addendum must be Complete and Approved.

(Complete the following detailed financial breakdown; add or delete categories as required)



Budget requirements	Year 1 (2017- 2018)		Year 2 (2018- 2019)		Year 3 (2019- 2020)		Year 4 (2020- 2021)		Year 5 (2021- 2022)	
	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding
1) Salaries and benefits										
a) Appendix 2 - Totals	\$95,000									
2) Consumable Materials and Supplies										
a) Development of Technical Series	\$10,000									
b) Graphic design creation (printed materials)	\$15,000									
c) Creation of Infographics	\$20,000									
d) Website design and maintenance	\$10,000									
Grand Total	\$ 150,000									

Appendix 2 – Staffing Plan

(Complete the following detailed staffing plan; add or delete categories as required)

Responsible Role	Year 1 – Budget Allocation		Year 2 – Budget Allocation		Year 3 – Budget Allocation		Year 4 – Budget Allocation		Year 5 – Budget Allocation	
	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding
Science Liaison – Manager, Science Reporting (0.2 FTE)	\$20,000									
Science Liaison – Science Writer (0.4 FTE)	\$35,000									
Science Liaison – Reporting Coordinator (0.3 FTE)	\$30,000									
Science Liaison – Dir, Science Liaison (0.1 FTE)	\$10,000									
Grand Total <i>(inserted into Appendix 2)</i>	\$95,000	\$		\$		\$		\$		\$

Appendix 3 - Approvals

Project Submitted by:		
Name: Donna Chaw		
Organization: Alberta Environment and Parks	Signature:	Date: June 22, 2017
Project Approved by:		
Dr. Monique Dubé (AEP)		Dr. Kevin Cash (ECCC)
Signature 		Signature 
Date		Date