

# 2018-19 Work Plan Template

All fields with an \* are mandatory

Project Description Summary			Co-Chair Decision
Date *	Project/Work Plan Identifier (if applicable)	Program Type and Strategic Alignment *	<p><b>* Decision Pool A: Workplan approved.</b></p> <p><b>* Approved at \$180,000</b></p> <p>* Remove "Technical Audience" from the project title</p> <p>* Revise the work plan, and associated obligations, to reflect integration and coordination of air component, including synthesis reports. The amended workplan is to be submitted before March 23, 2018 to the Oil Sands Monitoring Secretariat.</p> <p>* This will be the last year of funding for this project; project leads should consider adopting the OSM Water Synthesis model rather than the proposed multi-year reporting approach.</p> <p>* The synthesis report should consider the model of the water synthesis reports and also be published under the Oil Sands Monitoring Technical Report Series as informed by the Oil Sands Monitoring Program Secretariat</p> <p>*Funding expectations: as a minimum a final report is required by March 31, 2019. All publications or products resulting from this work requires acknowledgement of funding from the Oil Sands Monitoring Program and are to be provided to the Oil Sands Monitoring Secretariat for tracking and any programmatic communications purposes. Work funded through the Oil Sands Program will be available for public dissemination.</p>
6/15/2018	R-1-1819	OSM - Long Term Monitoring	
Program Category *	Status *	Dept. ID	
Air/Atmosphere/Climate	Existing Project		
Project Leadership / Contact information			
Project Title *	Key Words (max 10) *		
Reporting Ambient Monitoring Results – Air Evaluation Integration Synthesis and Reporting - Technical Audience	Synthesis report, air monitoring, Polycyclic aromatic compounds, PACs, Mercury, Hg, Criteria Air Contaminants, remote sensing, aircraft study, emission, deposition, transformation, atmospheric modelling, network analysis		
Surname *	Given Name *	Title *	
Cober	Stewart	Section Manager	
Organization *	Department	Division	
ECCC			
Branch *	Section/Unit (if applicable)	Phone *	
ASTD		(416) 739-4618	
Email *	Mailing Address	City	
stewart.cober@canada.ca	4095 Dufferin St	Toronto	
Postal Code	EMSD Executive Owner (If Applicable)		
M3H 5T4			
Project Information			
Project Objective(s) (Bullet Form) *	<p>* To summarize activities and report on results from OSM (Oil Sands Monitoring) air component activities.</p> <p>* A series of synthesis reports will be produced, at a rate of 1-2 per year, with each focusing on a specific priority theme (e.g., polycyclic aromatic compounds (PACs), criteria air contaminants (CACs), remote sensing, mercury, aircraft study results, etc.) with consideration to the evaluation, integration and synthesis of published results and reports.</p>		
Plain Language Overview (100 words) *	Working collaboratively under the leadership of a designated coordinating scientist, a team of experts from Environment and Climate Change Canada (ECCC), Alberta Environment and Parks (AEP), and other partners will produce synthesis reports focused on a specific air component priority theme.		
Project Duration *	Project Original Start Date *	Estimated Completion Date *	
Multi-Year	4/1/2018	3/31/2022	
Specify Objectives This Project Will Address in 2018/2019. *	Production of Synthesis report #2 – 2018/2019: Criteria Air Contaminants (CACs) emission and transformation as determined from 2013 aircraft study measurements This synthesis report will be prepared during 2018-19 to summarize activities carried out to assess emissions of CACs from the major surface mining operations, their atmospheric transport and transformation, and deposition.		
Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	Production of Synthesis reports #3 - #8 Synthesis report #3 – 2019/2020: Remote Sensing – ground- and satellite-based Synthesis report #4 – 2019/2020: Mercury Synthesis report #5 – 2020/2021: Atmospheric Modelling and Network Analysis Synthesis report #6 – 2020/2021: Analysis of trends of CAC from long-term and focused studies Synthesis report #7 – 2020/21: Causes and effects of atmospheric deposition of multiple pollutants		
List Key Questions/Hypotheses Related to Each Objective Stated Above. *	To contribute to the broader understanding of the contribution of emissions from oil sands activities to local and regional air quality and atmospheric deposition both now and in the future, and the integration of this understanding across other components.		
Main Assumptions, Constraints, Dependencies. *	N/A		
Partner Categories (select all that apply) * A partner is an individual, group, agency, community etc. that is an active participant in the project and in achieving the project deliverables.	Knowledge System *	Location (select all that apply) *	

<input checked="" type="checkbox"/> Federal Government <input checked="" type="checkbox"/> Another AEP Division <input type="checkbox"/> Another GoA Department <input checked="" type="checkbox"/> University/Academic Institution <input type="checkbox"/> Solely delivered by GoA <input type="checkbox"/> Citizen Science <input type="checkbox"/> Indigenous Community or Organization <input type="checkbox"/> ENGO <input checked="" type="checkbox"/> Other	Classical Science	<input checked="" type="checkbox"/> Office or Laboratory <input type="checkbox"/> Sub-regional <input type="checkbox"/> Transboundary (provincial/territorial) <input type="checkbox"/> Lower Peace Region <input type="checkbox"/> Upper Peace Region <input type="checkbox"/> North Saskatchewan Region <input type="checkbox"/> Red Deer Region <input type="checkbox"/> Lower Athabasca Region <input type="checkbox"/> Upper Athabasca Region
<b>AEP ONLY: Strategic Alignment to EMSD Outcomes</b>		
<b>AEP ONLY: Strategic Alignment to EMSD Science Plan, select 1-2 areas that apply (if Applicable)</b> Choose one Choose one		
<b>AEP ONLY: Strategic Alignment to AEP Departmental Outcomes</b>		
<b>AEP ONLY: Environmental and Ecosystem Health and Integrity</b> Choose one	<b>AEP ONLY: Sustainable Economic Diversity</b> Choose one	<b>AEP ONLY: Social Well-Being</b> Choose one
<b>AEP ONLY: Protected Public Health and Safety from Environmental</b> Choose one		
<b>AEP ONLY: IMAG/IMSC Information Needs, Please Specify Which Need(s) is Being Addressed. File location M:\EMSD\Common\Portfolio Mgmt System Shared Docs</b>		
<b>AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.</b>		
<b>Project Methodology</b>		
List the Key Project Phases and Provide Bullets for Each Major Task Under Each Project Phase. *	Working collaboratively under the leadership of a designated coordinating scientist, a team of experts from Environment and Climate Change Canada (ECCC), Alberta Environment and Parks (AEP), and other partners will produce synthesis reports focused on a specific air component priority theme	
Describe How Changes in Environmental Condition Will Be Assessed. *	These synthesis reports will contribute to the broader understanding of the contribution of emissions from oil sands activities to local and regional air quality and atmospheric deposition both now and in the future, and the integration of this understanding across other components.	
Are There Benchmarks (e.g., objectives, tiers, triggers, limits, reference conditions, thresholds, etc.) Being Used to Assess Changes in Environmental Condition? If So, Please Describe, If Not, State "NONE". *	NONE	
Provide a Brief Description of the Methods By Project Phase. *	Synthesis report #2 – 2018/2019: Criteria Air Contaminants (CACs) emission and transformation as determined from 2013 aircraft study measurements. This synthesis report has been delegated to a senior scientist in ECCC. * The production of the synthesis report will be organized by a designated coordinating scientist who will work with a team of experts (normally up to 10 scientists/staff) responsible for drafting their individual sections. * The report structure will include a high level summary of approximately 25 pages of the key studies and their outcomes, followed by an annex that includes the peer-reviewed publications and/or reports containing the detailed and technical information that was used to support the summary. * Where required, the planning and production of each synthesis report will normally be facilitated by two face-to-face workshops (approximately 1.5 days each), one at the beginning of the process and one during the process. * The report compilation, editing, formatting, note taking and reporting will be supported by the senior staff officer (PC04) for the air component in ECCC.	
List the Key Indicators Measured. *	Criteria Air Contaminants (CACs)	
Describe Sample Handling Procedures, If Not Applicable, State N/A. *	N/A	
List SOPs that Will Be Used, If Not Applicable, State N/A.*	N/A	

Describe the QA/QC Plan, if Not Applicable, State N/A. *	N/A	
Describe How Indigenous Communities are Involved in the Project Design, Data Collection, and Analysis (Knowledge Co-creation) and How is their Consent Sought. If Not Applicable, State N/A. *	N/A	
<b>Components Delivered by Others</b>		
List by Project or Project Phase Each Component That Will Be Delivered by An External Party (including analytical laboratories) and Name the Party. State None if Not Required. *	The synthesis reports will be a collaboration of representatives from ECCC, AEP, and other partners as relevant to the priority theme.	
Will These Components be Delivered Under Grant or Contract or Both? Please Describe and Name the Associate Work Plan/Grant/Contract for These Services if Not Included Within This Work Plan. *	Not Required	
<b>Monitoring Site Locations and Coordinates (for all sites, please add them to the Monitoring Site Location tab - a separate excel sheet)</b>		
Attach Map of Locations. Distinguish Indicators by Station if Necessary. Distinguish Sampling Frequency by Station if Necessary.	Not Required	
<b>Project Schedule</b>		
<b>FOR OIL SANDS MONITORING PROJECTS ONLY:</b> A coordinated field monitoring schedule for the OSM Program is required. Please complete the attached document named "OSM Program Field Monitoring Schedule" in addition to this work plan. Fill as much as you can recognizing that scheduling changes will occur and the scheduling document will be updated regularly. Please note the scheduling document will be shared with stakeholders.	Not Required	
<b>FOR OIL SANDS MONITORING PROJECTS ONLY:</b> Have You Coordinated With Other Project Leads On Field Logistics? If So, Please Specify. *	Not Required	
<b>Other</b>		
Additional Details.		
Will Capacity Building and Training be a Component of the Project and If So, Explain How. If Not, State N/A. *	N/A	
Environmental Impact and Considerations.	N/A	
<b>Data Management and Digital Assets</b>		
Will Data be Produced as a Result Of This Project? *	Type of Quantitative Data Variables	Frequency Of Collection
No	Other	Other
Data Collection Period: Start Date - End Date	Timeline For Upload Period: Start Date - End Date	
N/A	N/A	
Is There a Data Sharing Agreement? (Yes or No).	No	
Will the Data Include Traditional Knowledge as Defined by and Provided by an Indigenous Representative, Community or Organization (Yes / No).	No	

Platform/Location of Data Storage.	N/A
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**Project Deliverables**

**Proposed 2018-19 Deliverable Type (for each deliverable outline document, presentation, meeting, etc.)**

<input checked="" type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments Synthesis report #1 (Air Synthesis Review: Polycyclic Aromatic Compounds in the Oil Sands Region) will be published in 2018	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments

<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments Choose one	Q4 - Deliverable, Comments Choose one	Q4 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.

**Proposed Deliverables After 2018/2019 for the project funds received in 2018/2019**

<input checked="" type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments

Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
Synthesis report #2 (Criteria Air Contaminants (CACs) emission and transformation as determined from aircraft measurements) expected to be published in 2019		
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<b>All Completed Products</b>		
If a multi-year project, specify all completed products to date (consistent format for the fields below). Add rows as required.		
<b>Journal Paper</b>		
Required Format: Author (follow APA citation format), Year, Title, Journal, Volume, Page Numbers, Open or Closed and Document Location		
Example: Jacoby, W. G. (1994). Public Attitudes Toward Government Spending. <i>American Journal of Political Science</i> , 38(2), 336-361.		
Fearon, J. D., & Laitin, D. D. (2003). Ethnicity, Insurgency, and Civil War. <i>American Political Science Review</i> , 97(01), 75. doi: 10.1017/S0003055403000534		
1) Harner et al. 2018, Air Synthesis Review on Polycyclic Aromatic Compounds in the Oil Sands Region, <i>Environmental Reviews</i> , In press		
2)		
3)		
4)		
5)		
<b>Technical Report</b>		
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location		
Example: Author, F.M. (Publication Year). Title of Report (Report No. XXX). Publisher City, State: Publisher		
1)		
2)		
3)		
4)		
5)		
<b>Book Chapter</b>		
Required Format: Author, Year, Title of Paper, Editors, Title of Book, Page Numbers, Location of Publisher, Name of Publisher, Document Location		
Example: Hemingway, E. (1999). The Killers. In J. Updike & K. Kenison (Eds.), <i>The Best American Short Stories of the Century</i> (pp.78-80). Boston, MA: Houghton Mifflin)		

1)
2)
3)
4)
5)
<b>Conference Proceeding</b>
<b>Required Format: Author, Year, Title of Paper, Editors, Title of Proceedings, Name of Conference Location of Conference, Publisher Location, Name of</b>
Example: Author of Paper, A., & Author of Paper, B. (Year, Month date). Title of Paper. In A. Editor, B. Editor, & C. Editor. Title of Published Proceedings. Paper Presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of Publication: Publisher.)
1)
2)
3)
4)
5)
<b>Public Dissemination Document</b>
<b>Required Format: Author, Year, Title, Journal / Report, Volume, Publisher, Page Number, Number of Pages, Document Location</b>
1)
2)
3)
4)
5)
<b>AEP ONLY: EMSD Strategic and Operational Publication</b>
<b>Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location</b>
1)
2)
3)
4)
5)
<b>Other Documents</b>
<b>Detailed Information of Other Documents</b>
1)
2)
3)
4)
5)
<b>Conference Presentation</b>
<b>Required Format: Presenter, Date, Location, Title, Platform or Poster, Conference Name</b>
1)
2)
3)
4)
5)
<b>Stakeholder Presentation</b>
<b>Required Format: Presenter, Date, Location, Title, Platform or Poster, Name of Meeting</b>
1)
2)
3)
4)
5)
<b>Key Engagement/Participation Meeting</b>
<b>Required Format: Meeting Host, Date, Location</b>
1)
2)
3)
4)
5)

Name & Role	Organization	Responsibilities
Co-Project Lead/PI	ECCC	Science Expertise
Administrative Support	ECCC	Administrative and Program Coordination

**AEP ONLY: Additional Human Resources Required from EMSD**

Name & Role	Branch - Section	Estimated time (% of annual FTE)	Salary Estimate Range

**Financial Details and Budget Request**

Source of Funding Requested Year 1 - 2018/19		
	AEP ONLY: EMSD	OSM
Salaries and Benefits		150765
Operations and Maintenance		29235
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>180000</b>
<b>Total budget approved</b>		

Approved at:  
180,000

**Source of Funding Requested Year 2 - 2019/20**

	AEP ONLY: EMSD	OSM
Salaries and Benefits		
Operations and Maintenance		
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>0</b>
<b>Total budget approved</b>		

**Source of Funding Requested Year 3 - 2020/21**

	AEP ONLY: EMSD	OSM
Salaries and Benefits		
Operations and Maintenance		
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>0</b>
<b>Total budget approved</b>		

**Source of Funding Requested Year 4 - 2021/22**

	AEP ONLY: EMSD	OSM
Salaries and Benefits		
Operations and Maintenance		
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>0</b>

Total budget approved		
<b>Budget Request for the Entire Project</b>		0 180,000
<b>Project Approval(s)</b>		
<b>Proposal Submitted by</b>		
Surname	Given Name	Organization
Cober	Stewart	ECCC
Signature	Date	
<b>Proposal for OSM Reviewed by</b>		
EMSD Executive Director	Signature	Date
AEP Administrator/Coordinator - Review	Signature	Date
ECCC Administrator/Coordinator - Review	Signature	Date
<b>OSM Project Approved by</b>		
AEP Co-Lead for OSM	Signature	Date
ECCC Co-Lead for OSM	Signature	Date
<b>AEP ONLY: Proposal for EMSD Reviewed by</b>		
EMSD Director	Signature	Date
<b>AEP ONLY: EMSD Project Approved by</b>		
EMSD Executive Director	Signature	Date
EMSD Chief Scientist	Signature	Date
<b>OSM / EMSD Project Has Not Been Approved</b>		
Project Status	Date Notified	Date Required
The project is conditionally approved. The following conditions are required before approval is granted.		
List the Condition(s)		
Condition(s) Addressed / Approval Granted		
Choose one		
<b>OSM / EMSD Approval Post Removal of Condition(s)</b>		
Name & Title	Signature	Date