

2018-19 Work Plan Template

All fields with an * are mandatory

Project Description Summary			Co-Chairs Decision (March 8, 2018)	Co-Chairs Decision (June 18, 2018)
Date *	Project/Work Plan Identifier (if applicable)	Program Type and Strategic Alignment *	<p>* Decision Pool B: Workplan approved with contingency * Approved at \$1,500,000 with contingency</p> <p>* It is a requirement of funding that a Community Based Monitoring Task Group be established under the OSM Operational Framework Process. The Task Team is to be coordinated by Gleb Raygorodetsky (AEP) and Krista Tremblett. ECCC participation should also be considered. The role of the CBM Task Team is to identify the various options for managing and assessing CBM under the Oil Sands Monitoring Program. The Team is to recommend to the OSM Program Co-Chairs and Science-Co-Leads the preferred path forward. A preferred option is requested by May 31, 2018</p> <p>*Funding expectations: As a minimum, an annual progress report for this project is required by February 28, 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>	<p>Notification from OSM Science Co-Leads (June 11, 2018): AEP's Indigenous Knowledge, Community Monitoring and Citizen Science (IKCMCS) Branch submitted a proposed workplan to the OSM Program for 2018/19 called, New Project 3 Oil Sands Monitoring CBM Fund, requesting a budget of \$5,874,800. The proposal described an approach to explore options for mobilizing funds to support First Nation and Métis organizations in developing and/or implementing Community Based Monitoring (CBM) projects complimentary to existing long-term monitoring and focused studies in the oil sands region. Following review of the workplan by the OSM Interim Scientific Review Committee in February 2018, the workplan was conditionally approved at \$1.5M with the following requirements/conditions: *Community Based Monitoring Advisory Committee be established under the OSM Operational Framework Process. The Task Team is to be coordinated by Gleb Raygorodetsky and Krista Tremblett (AEP). ECCC participation should also be considered. The role of the CBM Task Team is to identify the various options for managing and assessing CBM under the Oil Sands Monitoring Program. The Team is to recommend to the OSM Program Co-Chairs and Science-Co-Leads the preferred path forward. A preferred option is requested by May 31, 2018.*</p> <p>These requirements were based on the need for the IKCMCS Branch and the proposed work to be aware of, sensitive to, and align with discussions concurrently underway with Indigenous communities in the oil sands region co-developing an OSM Operational Framework Agreement to define governance of the OSM Program including CBM. The Operational Framework Agreement Task Team has discussed the content and governance of CBM under the Oil Sands Monitoring program and expressed the following to the OSM Program Co-Chairs and Science Co-Leads: 1) A CBM Advisory Committee will be established under the OSM Operational Framework Agreement and under the umbrella of the governance structure for the OSM Program. 2) Indigenous representatives from the oil sands region will lead the CBM Advisory Committee; and, participants have been identified for initial development of the Committee. 3) The CBM Advisory Committee will determine all aspects of the governance structure and function of the Committee. 4) The CBM Advisory Committee will determine the terms of participation (role and timing) of the IKCMCS Branch in this effort.</p> <p>It is therefore essential that work proposed by the IKCMCS Branch under the OSM program consider the direction from the Operational Framework Task Team as outlined above. In view of the above, the scope of work and associated budget under New Project 3 Oil Sands Monitoring CBM Fund, is amended and approved at \$600,000.</p>
6/18/2018 (amended)	New Project 3 Oil Sands Monitoring CBM Fund	OSM - Focus Study		
Program Category *	Status *	Dept. ID		
Indigenous Knowledge, Community Based Monitoring	New Project			
Project Leadership / Contact information				
Project Title *	Key Words (max 10) *			
Oil Sands Monitoring Indigenous CBM Fund Program	Knowledge coproduction, Indigenous, community-based monitoring, Oil Sands, fund			
Surname *	Given Name *	Title *		
Raygorodetsky	Gleb	Executive Director		
Organization *	Department	Division		
Alberta Provincial	Alberta Environment and Parks	Environmental Monitoring and Science		
Branch *	Section/Unit (if applicable)	Phone *		
Indigenous Knowledge, Community Monitoring and Citizen Science				
Email *	Mailing Address	City		
gleb.raygorodetsky@gov.ab.ca	10th Floor, 9888 Jasper Avenue	Edmonton		
Postal Code	EMSD Executive Owner (if Applicable)			
T5J 5C6				
Project Information				
Project Objective(s) (Bullet Form) *	To establish an effective mechanism for empowering Indigenous peoples to become equal and respected partners in the design, implementation and governance of Indigenous Community Based Monitoring (ICBM) initiatives in Oil Sands Monitoring region.			
Plain Language Overview (100 words) *	The OSM Community Based Monitoring Fund (the Fund) is proposed as a mechanism to mobilize resources for empowering Indigenous peoples in the Oil Sands region to become equal and respected partners in the design, implementation and governance of Oil Sands Monitoring Program (OSM) activities. Through grant making and capacity building, the Fund will support the intent of the Memorandum of Understanding between the Government of Alberta and the Government of Canada to incorporate Indigenous designed and led community-based monitoring in the OSM program. Project activities will support the development of options for an OSM CBM funding mechanism (initiation), and an Indigenous CBM community of practice through knowledge exchange and capacity building (mobilization). Project activities and deliverables will support and inform the CBM Advisory Committee being established under the OSM Operational Framework Agreement.			
Project Duration *	Project Original Start Date *	Estimated Completion Date *		
Multi-Year	7/1/2018	3/31/2022		
Specify Objectives This Project Will Address in 2018/2019. *	In 2018-2019 this project will focus on: 1. Research and develop options for evaluating and funding Community Based Monitoring projects under the OSM governance process. 2. Establish the preferred option for evaluating and funding Community Based Monitoring projects (i.e. proposal application process, proposal selection criteria). 3. Support development of a CBM strategy that will guide funding decisions made by the CBM Advisory Committee. 4. Support an Indigenous community of practice in the Oil Sands region through knowledge exchange and capacity building activities.			
Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	Beyond 2018-2019 this project will: 1. Establish the process(es) and capacity required to evaluate and fund CBM projects within the OSM program. 2. Support implementation and evaluation of CBM workplans. 3. Support an Indigenous community of practice in the Oil Sands region through knowledge exchange and capacity building activities.			
List Key Questions/Hypotheses Related to Each Objective Stated Above. *	What are the best practices for evaluating and funding Indigenous CBM projects? What processes, infrastructure, capacity is required to establish a long-term, sustainable CBM program ?			
Main Assumptions, Constraints, Dependencies. *	- The project aligns with and supports the intent of the Memorandum of Understanding between the Government of Alberta and Government of Canada. - The project is expected to support, take direction from, and provide advice to the CBM Advisory Committee established under the OSM Operational Framework Agreement.			

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 type="checkbox"/> Another AEP Division <input type="checkbox"/> Another GoA Department <input type="checkbox"/> University/Academic Institution <input type="checkbox"/> Solely delivered by GoA <input type="checkbox"/> Citizen Science <input checked="" type="checkbox"/> Indigenous Community or Organization <input type="checkbox"/> ENGO <input type="checkbox"/> Other	Both	<input type="checkbox"/> Office or Laboratory <input type="checkbox"/> Sub-regional <input type="checkbox"/> Transboundary (provincial/territorial) <input checked="" type="checkbox"/> Lower Peace Region <input checked="" type="checkbox"/> Upper Peace Region <input checked="" type="checkbox"/> North Saskatchewan Region <input type="checkbox"/> Red Deer Region <input checked="" type="checkbox"/> Lower Athabasca Region <input checked="" type="checkbox"/> Upper Athabasca Region
AEP ONLY: Strategic Alignment to EMSD Outcomes		
AEP ONLY: Strategic Alignment to EMSD Science Plan, select 1-2 areas that apply (if Applicable)		
Ecosystems and Predicting Change		
Human Relationship with the Environment		
AEP ONLY: Strategic Alignment to AEP Departmental Outcomes		
AEP ONLY: Environmental and Ecosystem Health and Integrity	AEP ONLY: Sustainable Economic Diversity	AEP ONLY: Social Well-Being
Choose one	Yes	Yes
All of the above		
AEP ONLY: Protected Public Health and Safety from Environmental		
Choose one		
AEP ONLY: IMAG/IMSC Information Needs, Please Specify Which Need(s) is Being Addressed. File location M:\EMSD\Common\Portfolio Mgmt System Shared Docs	<p>This project will help create the foundation for a CBM program that complements existing long-term monitoring and focused studies in the oil sands region. A CBM program in the region will help address AEP information needs such as:</p> <p>Biodiversity: Provincial scale monitoring of Alberta's aquatic and terrestrial species (what is the current and historic condition or status of indicator x in region y? and is it changing over time?)</p> <p>Environmental Health Risk: What are the contaminants of concern that need to be monitored? What are the levels of contaminants in country foods? where are the contaminants coming from?</p> <p>Biodiversity Management Framework implementation: What is the abundance and distribution of species that are valued by Indigenous community members?</p>	
AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.	<p>As identified in the AEP Strategic Plan, establishing and implementing CBM is a departmental priority in the short (2017-2018) and medium (2018-2019) terms. Under the AEP's Business Plan (2018-2021) key approaches to achieving "Outcome One: Environment and ecosystem health and integrity" (AEP 2017) are "knowledge co-production between Indigenous and scientific knowledge systems; and developing, supporting, and growing Community-Based Monitoring and Citizen Science programs."</p> <p>As described in EMSD's draft Science Plan (2017-2021), Indigenous knowledge and CBM are critical to delivering on all key science directions – Ecosystems and Change; Climate Variability and Change; Sustainability of Water Resources for Human Use; and Human Relationship with the Environment.</p>	
Project Methodology		
List the Key Project Phases and Provide Bullets for Each Major Task Under Each Project Phase. *	<p>Phase 1. Initiation</p> <ul style="list-style-type: none"> - Research existing program models for evaluating and funding CBM projects. - Test the efficacy and suitability of Tracking Change as a potential model - Establish preferred model for evaluating and funding CBM projects under the OSM governance process. <p>Phase 2. Mobilization</p> <ul style="list-style-type: none"> - Convenings that bring together Indigenous knowledge holders, scientists and Principal Investigators to develop recommendations for Indigenous CBM programs. - Deliver training to Indigenous community members in a CBM technique called Participatory Video. <p>Phase 3. CBM Fund Implementation</p> <ul style="list-style-type: none"> - CBM Advisory Committee will facilitate and prioritize CBM workplans from and on behalf of First Nation and Metis communities in the oil sands region, identify delivery agents, direct analysis and provide ongoing evaluation. 	
Describe How Changes in Environmental Condition Will Be Assessed. *	N/A	
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". *	N/A	

Provide a Brief Description of the Methods By Project Phase. *	<p>Phase 1. Initiation <i>Activity 1: Explore models for evaluating and funding CBM Projects under the OSM Governance Process</i> Research existing funding programs and mechanisms in Alberta, Canada, and (if necessary) internationally to inform options for an OSM-CBM funding mechanism, including the placement and administration of the fund (e.g., AEP/ECCC, via an intermediary, stand-alone entity), options for developing proposal selection criteria, as well as approaches to community proposal development (written vs video submissions), project evaluation, and supporting processes. Product: Report to the CBM Advisory Committee and OSM Secretariat <i>Activity 2: Test the efficacy and suitability of Tracking Change as a funding model</i> Evaluate the efficacy and suitability of Tracking Change as a potential model for an OSM CBM fund mechanism. Product: Evaluation Report <i>Activity 3: Establish preferred model for evaluating and funding CBM Projects under the OSM Governance Process</i> Working with the OSM CBM Advisory Committee, support the development of the preferred option for an OSM CBM Fund mechanism and supporting processes. This will include: CBM priorities (e.g., long term rights-based monitoring, specific community driven questions), an outline of platform, governance, capacity requirements, fund application processes and proposal selection criteria. This activity will ensure alignment with the evaluation and funding approach of the OSM program. Product: Strategy and implementation plan developed with and for the CBM Advisory Committee and OSM Secretariat NOTE: Activities associated with Phase 1 (Initiation) are intended to support the CBM Advisory Committee being established under the OSM Operational Framework Agreement and under the umbrella of the governance structure for the OSM Program. The decision on the preferred model for an OSM CBM Fund rests with the CBM Advisory Committee.</p> <p>Phase 2. Mobilization <i>Activity 4. Convenings under the OSM Governance Process</i> Bring Indigenous Knowledge holders together with scientists and Principal Investigators and develop recommendations for Indigenous CBM programs. Will seek opportunities to coordinate efforts and leverage funds, expertise and capacity (e.g., Treaty 8, Métis Nation of Alberta). The outcomes of these convenings will inform the development of future CBM programming, including a CBM strategy. A portion of this funding is to support Indigenous participation on the CBM Advisory Committee including the possibility of hiring an Indigenous coordinator to support the administration of funding to support OSM CBM. Product: Summary of meetings <i>Activity 5. Deliver training to Indigenous community members in a CBM technique called Participatory Video.</i> Shaped and created by local communities, Participatory Video (PV) is used to enhance the capacity of local people to share their knowledge about the environment (e.g., of oil sands development). The PV methodology will be piloted as a tool to engage Indigenous communities in identifying key questions and culturally important indicators of environmental condition and chance that can inform the design and implementation of the oil sands monitoring program. Building community capacity in using techniques such as PV aligns with the Federal and Provincial commitment (as outlined in the MOU Respecting Environmental Monitoring of Oil Sands Development) to seek and integrate a multiple evidence based approach, inclusive of Indigenous knowledge, to inform monitoring program decisions. Product: PV products (e.g., videos)</p>
List the Key Indicators Measured. *	N/A
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. *	Indigenous Communities will be involved in a variety of ways depending on the project activity. For Phase 1 (Initiation) activities, communities will be engaged through the OSM Operational Framework Task Team members and the CBM Advisory Committee being established under the OSM Operational Framework Agreement. For Phase 2 (Mobilization), community engagement may be coordinated in conjunction with the CBM Advisory Committee, or other mechanisms to be determined (e.g., community of practice gatherings).
Components Delivered by Others	
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. *	<p>Phase 1 Initiation Activity 1: Explore models for evaluating and funding CBM Projects under the OSM Governance Process Delivered through external third party contract. Vendor TBD Activity 2: Test the efficacy and suitability of Tracking Change as a funding model Delivered by University of Alberta (Dr. Brenda Parlee)</p> <p>Phase 2 Mobilization Activity 5. Deliver training to Indigenous community members in a CBM technique called Participatory Video. Delivered by InsightShare - an expert in PV training.</p>
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. *	Explore models for evaluating and funding CBM Projects under the OSM Governance Process (contract - to be developed) Test the efficacy and suitability of Tracking Change as a funding model (grant to University of Alberta - business case submitted for approval in May 2018) Deliver training to Indigenous community members in a CBM technique called Participatory Video (contract - to be developed)
Monitoring Site Locations and Coordinates (for all sites, please add them to the Monitoring Site Location tab - a separate excel sheet)	
Attach Map of Locations. Distinguish Indicators by Station if Necessary. Distinguish Sampling Frequency by Station if Necessary.	
Project Schedule	

FOR OIL SANDS MONITORING PROJECTS ONLY: 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.	N/A	
FOR OIL SANDS MONITORING PROJECTS ONLY: Have You Coordinated With Other Project Leads On Field Logistics? If So, Please Specify. *	N/A	
Other		
Additional Details.	N/A	
Will Capacity Building and Training be a Component of the Project and If So, Explain How. If Not, State N/A.*	Yes. Training will be offered in Participatory Video - a CBM method for mobilizing Indigenous knowledge for oil sands monitoring.	
Environmental Impact and Considerations.	N/A	
Data Management and Digital Assets		
Will Data be Produced as a Result Of This Project? *	Type of Quantitative Data Variables	Frequency Of Collection
Choose One	Choose one	Choose one
Data Collection Period: Start Date - End Date	Start	Timeline For Upload Period: Start Date - End Date
Is There a Data Sharing Agreement? (Yes or No).	Yes. There will be agreements for communities participating in PV training.	
Will the Data Include Traditional Knowledge as Defined by and Provided by an Indigenous Representative, Community or Organization (Yes / No).	Yes.	
Platform/Location of Data Storage.	To be determined.	
Project Deliverables		
Proposed 2018-19 Deliverable Type (for each deliverable outline document, presentation, meeting, etc.)		
<input 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
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
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
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input checked="" 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.
		CBM Advisory Committee meeting summaries
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.
		CBM Advisory Committee meeting summaries
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.

		PV training workshop CBM Advisory Committee meeting summaries
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input checked="" type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	
	Report on models for evaluating and funding CBM Projects under the OSM Governance Process	
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	
	Evaluation report on the efficacy and suitability of Tracking Change as a potential funding model Recommendations to CBM Advisory Committee Strategy and implementation plan developed with and for the CBM Advisory Committee and OSM Secretariat	
Proposed Deliverables After 2018/2019 for the project funds received in 2018/2019		
<input 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
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document

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
<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.
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input checked="" type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
	PV products	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	

Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
All Completed Products	
Add rows as required. if a multi-year project, specify all completed products to date (consistent format for the fields below).	
Journal Paper	
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. American Journal of Political Science, 38(2), 336-361. Fearon, J. D., & Laitin, D. D. (2003). Ethnicity, Insurgency, and Civil War. American Political Science Review, 97(01), 75. doi: 10.1017/S0003055403000534	
1)	
2)	
3)	
4)	
5)	
Technical Report	
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Document Location	
Example: Author, F.M. (Publication Year). Title of Report (Report No. XXX). Publisher City, State: Publisher	
1)	
2)	
3)	
4)	
5)	
Book Chapter	
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.), The Best American Short Stories of the Century (pp.78-80). Boston, MA: Houghton Mifflin	
1)	
2)	
3)	
4)	
5)	
Conference Proceeding	
Required Format: Author, Year, Title of Paper, Editors, Title of Proceedings, Name of Conference Location of Conference, Publisher Location, Name of Publisher, Document Location	
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)	
Public Dissemination Document	
Required Format: Author, Year, Title, Journal / Report, Volume, Publisher, Page Number, Number of Pages, Document Location	

1)
2)
3)
4)
5)

AEP ONLY: EMSD Strategic and Operational Publication

Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location

1)
2)
3)
4)
5)

Other Documents

Detailed information of Other Documents

1)
2)
3)
4)
5)

Conference Presentation

Required Format: Presenter, Date, Location, Title, Platform or Poster, Conference Name

1)
2)
3)
4)
5)

Stakeholder Presentation

Required Format: Presenter, Date, Location, Title, Platform or Poster, Name of Meeting

1)
2)
3)
4)
5)

Key Engagement/Participation Meeting

Required Format: Meeting Host, Date, Location

1)
2)
3)
4)
5)

Human Resources / Staffing Plan (roles and responsibilities)

Name & Role	Organization	Responsibilities
Gleb Raygorodetsky	AEP	Project Sponsor
Krista Tremblett	AEP	Project Oversight
Tracy Howlett	AEP	Project Advisor
Justine Kummer	AEP	Project Support
OSM Program Coordinator	AEP	Project Coordination
OSM Interdisciplinary Social Scientist	AEP	Methodological support

AEP ONLY: Additional Human Resources Required from EMSD		
Name & Role	Branch - Section	Estimated time (% of annual FTE)
Krista Tremblett	IKCMCS Branch	20
Tracy Howlett	IKCMCS Branch	30
Justine Kummer	IKCMCS Branch	20
OSM Coordinator	IKCMCS Branch	70
OSM Interdisciplinary Social Scientist	IKCMCS Branch	40

0
0

Financial Details and Budget Request		
Source of Funding Requested Year 1 - 2018/19		
	AEP ONLY: EMSD	OSM
Salaries and Benefits	84,000	132000
Operations and Maintenance		
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		2000
Engagement		30000
Reporting		2000
External Contracts - Organization/Vendor/Suppliers		150000
Overhead		
Grants		200000
Capital		
Total budget request for the year	84,000	516000
Total budget approved		600,000

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		5000000
Capital		
Total budget request for the year	0	5000000
Total budget approved		

The amount of funding to support community-led and community-designed monitoring will ultimately be determined by the OSM Oversight Committee. Budgets for Years 2 and 3 of this multi-year work plan are proposed based on an estimate that 10% of OSM Program funding will be directed to the CBM projects

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		5000000
Capital		
Total budget request for the year	0	5000000
Total budget approved		

The amount of funding to support community-led and community-designed monitoring will ultimately be determined by the OSM Oversight Committee. Budgets for Years 2 and 3 of this multi-year work plan are proposed based on an estimate that 10% of OSM Program funding will be directed to the CBM projects.

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		
Total budget request for the year	0	0
Total budget approved		
Budget Request for the Entire Project	84,000	10,516,000

Project Approval(s)		
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Proposal Submitted by		
Surname	Given Name	Organization
Signature	Date	

Proposal for OSM Reviewed by		
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EMSD Executive Director	Signature	Date
AEP Administrator/Coordinator - Review	Signature	Date
ECCC Administrator/Coordinator - Review	Signature	Date

OSM Project Approved by		
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AEP Co-Lead for OSM	Signature	Date
ECCC Co-Lead for OSM	Signature	Date

AEP ONLY: Proposal for EMSD Reviewed by		
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EMSD Director	Signature	Date

AEP ONLY: EMSD Project Approved by		
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EMSD Executive Director	Signature	Date
EMSD Chief Scientist	Signature	Date

OSM / EMSD Project Has Not Been Approved		
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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

OSM / EMSD Approval Post Removal of Condition(s)		
Name & Title	Signature	Date