

KDE Hub Monthly Log of Activities

Last updated, Sept 14, 2020

This log lists main Hub activities for each month starting in July 2019, when the Hub was re-launched in its new organizational home at Renison University College. Other early developmental activities were carried out for the previous six months.

Month	Main Activities
August 2020	<ul style="list-style-type: none"> - Hired a new Hub Evaluation and Research Manager, Dr. Renata Valaitis (start date: Sept 2020) - Formalized a new part time Hub position for a Strategy and System Development Specialist (Mari Alice Jolin) - A report of the Hub's needs assessment was completed and translated (with plans to post on the Hub website in early September) - Templates and other resources were shared in the Public announcements online forum to support any announcement plans of MHP-IF projects - A first pandemic adaptations study team meeting was held (with 2 projects, 2 Hub Resource Collaborative and the Hub Secretariat) and resulted in a working document intended to facilitate sharing and opportunities for input from others - Hub website login removed for ease of access for the MHP-IF community (projects, Hub Resource Collaborative and PHAC MHP-IF team) and in preparation for a public launch in September - August's webinar provided an opportunity for project to project small group discussion of four topics of shared interest: 1) Experiences working with Indigenous populations, 2) Experiences working with refugee, immigrant, and newcomer populations, 3) Ways to use the Hub's Project Management Tool, 4) Strengthening project partnerships: who, when, how, why - Members of the Hub Secretariat attended the virtual Atlantic Policy Forum on Mental Health Promotion - A standard template for project infographics is under development and intended to add to the project descriptions on the Hub website and support project communications - Early planning for a virtual MHP-IF symposium with dates tentatively scheduled for late January 2020 - Development and refinement of the child and youth mental health promotion system engagement pilot protocol
July 2020	<ul style="list-style-type: none"> - A blog was posted on the Hub website (July 8th) with guidance on why and how to use the new project management tool (introduced at the June 2020 webinar) - A new online forum was added to the Hub's website where projects can access the project management tool and share their experiences with using it - Renamed the Hub Resource Collaborative (formerly called the Hub's Leadership Team) to accurately reflect this team's important and unique role within the Hub

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	<ul style="list-style-type: none"> - July's webinar focused on new knowledge development within the MHP-IF and two cross project studies currently in the works: a pandemic adaptations study and a study that will seek to describe and understand the emerging community of MHP-IF projects. Projects also shared and discussed ways in which they're using storytelling as both a research and engagement tool - Three members of the Hub Secretariat team completed the online San'yas Indigenous Cultural Safety Training Program - Ongoing refinements to the Hub website were made to prepare for a public launch - Ongoing development of Hub social media, scanning and public announcement plans
June 2020	<ul style="list-style-type: none"> - A draft Hub social media strategy was developed as part of emerging plans for a public announcement and launch of the Hub website - A scanning protocol is under development to inform the Hub's social media strategy, as well as broader engagement with child and youth mental health promotion system actors, and Hub supports (e.g., website content, blogs) - A cross-project analysis of new knowledge development opportunities and Hub supports is underway as part of the needs assessment - A bi-weekly webinar highlighted new features and content on the Hub's website in anticipation of the public launch, and provided space for project sharing of their adaptations in response to COVID-19 (June 12th) - The June 24th webinar shared a new project management tool developed by the Hub, and co-designed some initial plans for coordinating public announcement plans for the MHP-IF projects and Hub (audiences, main messages, etc.) - A blog with insights from Jamie Gamble on what developmental evaluation might look like for MHP-IF projects was posted on the Hub website (June 19th) - A set of annotated resources on developmental evaluation was added to the Hub's website - New online forums focused on developmental evaluation, navigating ethics review, pandemic pivots, and MHP-IF public announcements were launched on the Hub website - Initial shaping of a Hub practicum with an incoming Renison MSW student (starting Sept 2020) - A new Hub Secretariat position for an Evaluation Manager was posted and distributed within relevant networks - An ethics application for a study focused on describing and examining the emerging MHP-IF project community was submitted for review
May 2020	<ul style="list-style-type: none"> - Project-specific discussions of needs assessment findings were completed in early May - A blog on the Indigenous COVID-19 context and some potentially helpful resources was posted to the Hub website (May 6th) - A bi-weekly webinar shared preliminary findings from the needs assessment and provided an open space for project sharing and discussion (May 8th) - The first Hub update was sent via email and posted to the Hub website - Preparation for a public announcement of the Hub, and launch of the Hub website - A joint meeting of the MHP-IF and Hub teams to provide an orientation to the Hub website - A project webinar focused on developmental evaluation (featuring Jamie Gamble) (May 27th)

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	<ul style="list-style-type: none"> - Development of a systems engagement and evaluation protocol with initial plans for engaging with child and youth mental health promotion sub-systems relevant to the MHP-IF (e.g., school based, early years, Indigenous mental health)
Apr 2020	<ul style="list-style-type: none"> - A new online discussion forum was launched on the Hub website with a first thread related to ways to move towards virtual engagement of target audience and partners during the COVID-19 pandemic - Bi-weekly webinars were postponed in April due to a sensitivity to the COVID-19 environment and heavy administrative demands for projects - Event briefs from March bi-weekly webinars were posted to the Hub website - A blog post on tools for virtual collaboration was posted to the Hub website - 12 of the 20 project-specific discussions of needs assessment findings were completed in April - The 20th and final MHP-IF project was oriented to the Hub and completed their needs assessment conversation with the Hub Secretariat - A updated theory of change for the Hub was developed, with plans for seeking input from stakeholders and refining over time - A draft study protocol was developed for examining an emerging MHP-IF community (with an initial focus on MHP-IF projects) - The Hub's annual report was submitted to PHAC (including financial, narrative, and detailed reporting against the Hub's work plan and performance measurement plan)
Mar 2020	<ul style="list-style-type: none"> - A bi-weekly webinar (Mar 13th) with projects to co-design the annual symposium, with a focus on shaping the objectives, topics and format - An event brief from February's bi-weekly webinar was posted to the Hub website - 1:1 needs assessment conversations completed with all projects with signed contribution agreements (19 of 20 projects) - A brand strategy for the Hub was finalized and will be applied to all Hub products, processes, and events, including the Hub website - MHP-IF project landing pages on the Hub website were expanded and refined with input from projects - The Hub website was updated with additional content and to reflect the Hub brand strategy - Plans were developed for project-specific discussions about needs assessment findings to identify new knowledge development opportunities, and what those may mean for Hub supports - The Hub in-person symposium scheduled for May 2020 was postponed due to the COVID-19 situation; aiming to re-schedule for later in the 2020/21 fiscal year - An open space webinar created space for projects to connect on highest priority topics for them (March 25th)
Feb 2020	<ul style="list-style-type: none"> - Hub orientation calls completed with all projects that have signed their contribution agreement (19 of 20) - First all-project webinar was hosted by PHAC and the KDE Hub on Feb 11th to introduce all the projects to each other, as well as provide more information about subsequent phases of the MHP-IF and ways of working together - The Hub's website was soft launched within the MHP-IF community (February 11th) - The first bi-weekly project webinar focused on a tour of the Hub website and early findings from the needs assessment (Feb 26th) - Planning of the annual symposium program and format

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	<ul style="list-style-type: none"> - The Hub responded to early project requests for support, including for scientific review of evaluation plans (as part of an ethics review process) and guidance on evaluation of a coaching model - Design of analysis plans and supporting materials for the needs assessment
Jan 2020	<ul style="list-style-type: none"> - Five Hub orientation calls were completed with groups of up to four projects at a time (15 projects oriented) - Annotations of resources in selective topic areas relevant to project start-up were developed and posted on the Hub website - The Hub orientation video (French and English versions) describing who we are, what we do and why was finalized and linked on the Hub website - The need assessment conversation guide was developed, pilot tested and refined - Ethics clearance for the needs assessment was received - Planning of annual symposium logistics, including timing and venue
Dec 2019	<ul style="list-style-type: none"> - Participated in a decolonization experience at the Centre for Indigegogy located at Wilfrid Laurier University (see event brief on the event page for more details) - Submission of an ethics application for the project needs assessment - Data extractions from project proposals were completed to inform Hub orientation calls and 1:1 conversations with projects - A new Hub position for an Implementation Manager, with a cultural specialization was posted, and distributed within relevant networks
Nov 2019	<ul style="list-style-type: none"> - Review of project documents (proposal narrative, work plans and draft performance measurement and evaluation plans) - Plans for Hub orientation calls and a slide deck were developed - Initial communication and scheduling of Hub orientation calls - A Hub Secretariat hosted webinar to discuss observations and reflections on readings amongst those attending the decolonization experience at the Centre for Indigegogy - Planning for and shooting the Hub's short orientation video - A new Hub position for an Implementation Manager, with a cultural specialization was posted, and distributed within relevant networks
Oct 2019	<ul style="list-style-type: none"> - Initial meetings with the Public Health Agency of Canada Mental Health Promotion Innovation Fund (MHP-IF) team in Ottawa to envision what success looks like, clarify roles and responsibilities of each team, and coordinate our engagement with the funded projects - Planning for early Hub engagement with the projects including learning about their contexts, needs and capacities related to KDE; helping them understand the focus and foundations for the Hub and our participatory way of working; and how we might provide some early supports - The Hub held an Open House to introduce ourselves and the Hub to the Renison Community at our new organizational home - Developed plans and a template for 'event briefs' to be developed for all Hub events, and created event briefs for Hub activities to date - French translation of Hub website content
Sep 2019	<ul style="list-style-type: none"> - A presentation about the Hub, and our role within the MHP-IF for the PHAC president and other senior administrators at PHAC - Two social work students started their practicum with the Hub, with initial orientation and shaping of their roles

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	<ul style="list-style-type: none"> - A workshop with Overlap Associates focused on designing early engagement between the KDE Hub and the newly funded projects, and engaged diverse perspectives (e.g., previously and currently funded projects, Leadership Team members, consultants)
Aug 2019	<ul style="list-style-type: none"> - Further development of the Hub website - Consolidating Hub literature reviews and scans completed early in 2019 to inform pre-project work plans, with a focus on project tools/ resources - Agreements initiated with 3 personnel with specialized expertise to help develop project tools/resources (e.g., arts-based methods; research design & measurement for child & youth mental health promotion)
Jul 2019	<ul style="list-style-type: none"> - Orientation to Renison University College, a new organizational home for the Hub (as of July 15, 2019) - In-person meetings in Waterloo with members of the Leadership and evaluation teams to give shape to early evaluation activities - Members of the Secretariat and Leadership Team received training in co-design facilitated by Overlap Associates