

ELIP Advisory Council

Summary of Meeting Notes

Monday, November 14, 2016

5-7pm

LECAE, La Cite Francophone

In attendance: Jennifer Fowler, Sanjay Shahani, Bukola Salami, Idowu Ohioze, Nathalie Beauregard, Liz O'Neill, Alice Wong, Lisa Rochman, Chrissy Hodgins, Eun-Jun Kim, Sharon Yeo, Rick Enns, Elisha Astles, Beda Kaji-Ngulu (designate for Georges Bahaya)

Regrets: Niga Jalal

1. Terms of Reference

- [Terms of Reference](#) adopted by ELIP Advisory Council

2. Research Project

- IRCC has asked ELIP to prioritize and narrow down to at most two research projects in the current funding cycle (ending March 2017)
- Potential option is to survey what is currently available in terms of research and programming, and identify two or three key areas from this that will also inform the next funding cycles
- Lots of research is already available - best to harness what has already been done and be able to capture/categorize. For example, research undertaken by EMCN recently that looked into who is/is not accessing services and why - do not want to duplicate our work, but rather use and make more widely available the work that has already been done within Edmonton
- Any research that is conducted must be community-based research and must build capacity within the community at the same time
- Model for completing research: align with IRCC requirements on fair and transparent selection of researchers, design a request for proposals (RFP) that can be disseminated to community members, academic institutions, professors, and graduate students.
- The research working group will be asked to find who is already working on what within Edmonton - for example Community University Partnership (CUP), End Poverty Edmonton, Coalition on Social Inclusion (COSI), etc.
- Ask research group to complete a draft RFP to present to the Advisory Council, and then the council can collaborate online, provide any changes or recommendations

- RFP draft will need to include
 - Criteria for selection and selection committee process (can be based on other LIPs processes)
 - Number of people suggested on research team (to ensure scope of project is manageable)
 - Edmonton-focused scope is necessary given timeline
 - How the research group can demonstrate that they will build the capacity of immigrant communities and/or how they are connected and involved with the community
- Work will have to begin by focusing on the key priorities identified by the working groups, determine the overlaps, and then attempt to take on 1 priority per group. ELIP Project Coordinator can begin by identifying overarching themes across working groups
- From this, a matrix/framework will need to be developed that outlines exactly what research will be undertaken. This should also outline the longer-term work longer beyond this current funding cycle, into Year 2 and 3.
- The RFP could include this and request that the research be a continuing dialogue with feedback on what has been found and whether there are Edmonton-specific gaps

2. Immigrant Advisory Body

- ELIP should focus on convening agencies that are already convening together people
- Potential: Community dialogues convened on multiple issues, with multiple groups, ongoing
- More important for the voice of immigrants and newcomers to be integrated throughout, by being on the council and working groups, than to have a separate advisory table
- Must be intentional: have to ensure that dialogue is happening, reach out to communities who have not yet been part of the conversation, and ensure that ELIP has voices of lived experience
- Formal motion for IAT at the next council meeting - can consult with working groups on what this will look like as well
- Standing agenda item for advisory council: evaluate how effective the IAT process is working

3. Group Norms/Protocol

- Jennifer will continue to act as de facto chair until the end of this term, with Noelle providing support in logistics, agenda, minutes, etc.
- Designates: decision-making within ELIP is dependent upon consensus - need to ensure that the process is respected and focused around discussion and consensus building. As such, sending designates should be limited if at all possible
- Phoning in, sending a designate, giving input over email afterwards all are appropriate

4. Action Items

- ELIP Project Coordinator and City of Edmonton Multicultural Relations Office (MRO) to outline themes across working group research priorities with intention of narrowing down research scope

- ELIP Project Coordinator and MRO office to work with Research Working Group to draft RFP and selection criteria, based on other LIPs processes, and then present to Advisory Council
- Research Working Group to collaborate on providing information on what research partnerships exist and are currently working in the community
- Consult with working groups at their next meetings on the Immigrant Advisory Table, in order to provide advice for next ELIP Advisory Council motion
- Standing agenda item for Advisory Council: evaluate how effective the IAT process is working