

# Knowledge Mobilization Working Group



## Terms of Reference

Getting the right information to the right people in the right format at the right time, so as to influence decision-making.

### Context

This sub-committee completes work on behalf of the Peterborough Early Years Planning Network. Our vision, guiding principles, and other overarching aspects will be guided by the Planning Networks Terms of Reference.

### Goals

Members will work collaboratively to:

- Coordinate, support, and advise on research, evaluation, and data management activities relating to early childhood development and early years services.
- Establish methods and best practices for disseminating early years specific data and information to community partners and the public across the City and County of Peterborough.
- Improve community knowledge about specific topics relating to early childhood development and early years services.

### Guiding Principles

The following principles will guide our work:

- Children and families are our first priority.
- It is essential to demonstrate that we value all children and their families.
- Promote and foster collaboration, cooperation and integration of children's services by building community capacity to support children and families.
- Embrace and value Peterborough's indigenous, francophone, newcomers and other diverse communities.
- All child development supports will be equitable, accessible, inclusive and of high quality and based on current research and best practices.
- Promote and support maximizing effective use of resources.

### Membership

Membership is open to any staff member from an organization that is included on the Early Years Planning Network and will range from 6-12 members. To ensure that decisions are informed by a broad range of early years partners, the following sectors should be represented:

- School boards;
- Licensed child care providers;

- EarlyON Child and Family Centre service providers;
- Children's Service providers (e.g. Public Health, 5 Counties, etc.);
- City of Peterborough

### **Chair**

The Knowledge Mobilization sub-committee will have two co-chairs, one will be the Data Analysis Coordinator for the City of Peterborough's Children's Services program and the second co-chair will be a recognized leader in the community.

### **Accountability**

The co-chairs will report back to the Early Years Planning Network by providing updates at each meeting to ensure the community stays informed.

Minutes will be accessible to the Planning Network through the Children's Services website.

A committee self-assessment / evaluation regarding the committee's process and work will be completed as needed.

### **Decision Making**

Decisions will be made whenever possible by consensus. In the event that consensus cannot be achieved, the committee will design and then implement a voting process that is fair and equitable.

### **Meetings**

Meetings will be scheduled once a month during projects (otherwise as needed), for a duration of approximately 2 hours.

### **Agendas/Minutes**

Agendas and meeting materials will be prepared and circulated one week prior to each meeting. Minutes and presentation materials will be circulated following each meeting.