

**ASPHN Collaboration Committee Work Plan
August 1, 2017 – July 31, 2018**

SP Goal: Expand and deepen collaborations that maximize opportunities to address ASPHN priorities.				
New SP Objective (2017 – 2022)	2018 Strategies	2018 Annual Tasks	Responsibility	Timeline/completion
Administrative Tasks		1. Prepare and submit an annual work plan to the Board of Directors.	Committee and Consultant	Sept – Dec Done – Feb.
		2. Prepare board reports and submit to the Board of Directors.	Committee Chair and Consultant	Monthly
		3. Review the Partnership policy and recommend changes, if necessary.	Committee	Jan – TBD Fall 2018
		4. Review partnership/collaboration list and revise as needed.	Committee	Quarterly
		5. Share list of consultants' partnerships annually with Committee and Board.	Consultant	Jan – at April mid-year Board
		Review and update the Committee's webpage.	Consultant	Quarterly
2017 - 2022 Objectives 1. Increase the number of projects with existing partners from 14 to 18 [#]	1A) Maintain existing collaborations through more effective relationship management processes.	1.a. Review ASPHN Strategic Plan for gaps in partnerships and other deliverables. (Relevant to both new and existing partnerships)	Consultant and Committee	February – April – April mid-year Board
		1.b. Provide "gaps" report to ASPHN Board to include suggestions for new projects or new levels of engagement with current projects.	Consultant and Committee	April - April mid-year Board
		1.c. Review Partnership (current) Review Documents as they are submitted by liaisons and identify opportunities to engage with partners (e.g., provide more ASPHN updates,	Committee	2017 Reviews are complete
2. Create 3 new partnerships.	2A) Refine criteria for establishing new partnerships.	Identify strategically-important new groups for potential collaboration (i.e. child care).	Committee and Consultant	Ongoing
		Update documents to reflect LOC: 1) Existing Partnership Review, 2) New Partnership Review, 3) Partnership Policy	Committee and Consultant	July 2018

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	2B) Investigate emerging and innovative public health nutrition practices and identify prospective partners.	Create a document that uses ASPHN Key Messages specific to the CC to assist with conversations about potential collaboration (consider: adding points to the ASPHN Key Messages?)	Jennifer Young	Defer to 2018
		Review board reports and trainings (success stories) to identify emerging issues/partnerships (DNPAO, other listservs, etc.)	Committee (volunteers) and Consultant	Quarterly
STRENGTHEN 3. Increase the number of partnerships functioning at level 3 or above on the level of collaboration scale². Language approved at June Board meeting ¹	3A) Train on types of collaboration.	Hold 1 to 2 liaison update calls each year. Calls will be recorded. Note: Add aspects of what types of LOC as they relate to liaisons...	Committee Volunteer Lead	November/June – Save the date 6-27
		Liaison <i>Ambassadors</i> (CC members assigned to Liaisons) will review training call agendas, action items and liaison responsibilities within 1 month of calls and/or when a new liaison is identified.	Liaison Ambassadors	December/July and ongoing as needed
		All Liaisons will complete Partnership Reviews for all existing partners/collaborations.	Ambassadors as assigned and Consultant	Jan
		Compile a baseline data document to reflect all current partnerships' LOC. Send baseline doc to Board.	Committee Chair and Liaison Ambassadors	April - April mid-year Board
		Review communication processes between ASPHN and liaisons.	Committee and Consultant	Ongoing-thru liaison calls
4. Increase the number of partners who report a high-quality relationship with ASPHN.	4A) Define, clarify and strengthen liaison work.	Revise and update new liaison packet.	Committee Volunteer	October & prior to June 30 th --done
	4B) Recognize collaborations to promote visibility and value of mission.	Offer specific opportunities for members to participate: <ul style="list-style-type: none"> ● Invite members to be a liaison to a collaborating organization. ● Invite members to join committee. 	Committee	Ongoing

¹ Edited 06/25/2018

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	Promote recorded liaison training on key messages.	Committee	Ongoing
	Create one-pager highlights of Collaborations. Work with PR to design;	Committee (Shana)	Done
	Consider an award at ASPHN Meeting (or some kind of recognition)	Committee	Prior to Annual Meeting (deferred to 2018)
#5. Increase the number of partnerships from 32 to 39 (Added to SP at June Board meeting)			
<u>Additional Tasks that can impact all Goal Areas</u>	<p>Annual Meeting Planning. Goal is to inform for both existing and potential liaisons. Goals:</p> <ul style="list-style-type: none"> ● Inform all ASPHN members about the efforts of the Collaboration Committee ● Educate ASPHN members about the function of partnerships ● Review our current partnerships ● Identify other organizations that ASPHN members are also members of in order to maintain a potential list of liaisons ● Sponsor a session on effective communication skills <p>Have a committee member serve on the Annual Meeting planning committee.</p>	<p>Committee Volunteers</p> <p>Jennifer and Carolyn</p>	<p>Dec – June – done; held lunch and presented poster at AM</p>

- These projects are defined as related to partnerships:

T - True/Working Project is defined as a project that requires ongoing work on a specific product/project

A - Active Partnership is defined as a group that ASPHN Representatives meet with regularly that has short-term projects ASPHN is involved with PRN.

The designation of the these partnerships can be found on the 2017 Partnership Review & Board Report Spreadsheet.