

ASPHN Collaboration Committee Work Plan
August 1, 2019 – July 31, 2020
Updated 08/29/2019

SP Goal: Expand and deepen collaborations that maximize opportunities to address ASPHN priorities.					
SP Objective (2017 – 2022)	2020 Strategies	2020 Annual Tasks & Notes	Responsibility	Timeline	Updates & Progress
Administrative Tasks		1. Prepare and submit an annual work plan to the Board of Directors.	Co-Chairs, Committee and Consultant	Sept- Oct	
		2. Prepare board reports and submit to the Board of Directors.	Committee Co-Chairs and Consultant	Monthly	
		3. **Review the Partnership policy and recommend changes, if necessary. Workgroup # 4	Committee	PRN	
		4 Review partnership/collaboration list and revise as needed.	Consultant, Committee	Quarterly	
		5.Share list of partnerships annually with Committee and Board.	Consultant	Mid-year & Annual Meeting	
		Review and update the Committee's webpage.	Consultant	Quarterly	
2017 - 2022 Objectives 1. Increase the number of activities and projects with partners from 29 to 33.#	1A) Maintain existing collaborations through more effective relationship management processes.	**Review ASPHN Strategic Plan Goals and <u>Current</u> Collaboration List for gaps in partnerships and other deliverables Workgroup # 1 Workgroup # 2	Consultant and Committee	Sept. & June	
		Provide report to ASPHN Board to include suggestions for new projects and/or new levels of engagement with current projects.	Consultant and Committee	At least Mid-year & PRN	
		**Review <i>Partnership Review Documents</i> as they are submitted by	Committee, Co-Chairs,	Dec. - Jan	

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		liaisons and identify opportunities to engage with partners. Compile partner info Create Summary Report <u>Workgroup # 7</u>	Consultant	Report by Feb. 1st	
2. Create 3 new partnerships.	2A) Refine criteria for establishing new partnerships.	Strategically identify new groups for potential collaboration that align with the mission and strategic goals of ASPHN	Committee and Consultant	Ongoing	
	2B) Investigate emerging and innovative public health nutrition practices and identify prospective partners.	With ASPHN ED, review potential funding opportunities and make partnership recommendations if applicable	Co-Chairs Consultant & Committee	PRN	
		Review board reports and trainings (success stories) to identify emerging issues/partnerships	Committee and Consultant	Quarterly	
STRENGTHEN 3. Increase the number of partnerships functioning at level 3 or above on the level of collaboration scale.	3A) Train liaisons & members on types of collaboration.	**Hold 1 to 2 liaison update calls each year. Calls will be recorded. Work Group # 3	Committee Volunteer Lead	Jan/Feb & June	
		For new Liaisons: Review liaison responsibilities within 1 month of initial call and/or when a new liaison is identified.	Liaison Ambassadors	PRN	
		Liaisons will complete Partnership Reviews for all existing partners/collaborations by <u>First Friday in December</u>	Liaisons, Ambassadors	Dec. 5, 2019	
		Review partnership list for approved LOC movement and discuss/plan for next steps. Report to Board <ul style="list-style-type: none"> ● ASTHO Workforce Work Group 	Committee Chairs Committee & Consultant	By mid-year Board meeting	

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		<ul style="list-style-type: none"> ● National Assoc. Of Chronic Disease Directors ● National Fruit & Veg. Alliance Work Group # 1 Work Group # 2 Work Group # 7			
<p>4. Increase the number of partners who report a high-quality relationship with ASPHN.</p> <p>Note: "high quality" is defined within the ASPHN Partners Survey.</p>	<p>4A) Define, clarify and strengthen liaison work.</p> <p>4B) Recognize collaborations to promote visibility and value of mission.</p>	Administer "Quality of Partnership" survey. Every other year.	Consultant	2020	
		<p>** Review and update new liaison packet as needed.</p> <p>Review communication processes between ASPHN and liaisons.</p> <p>Work Group # 4</p>	Co-Chairs, Committee Volunteer	PRN	
		<p>**Offer specific opportunities for members to participate (See Annual Meeting Planning):</p> <ul style="list-style-type: none"> ● Invite members to be a liaison to a collaborating organization. ● Invite members to join committee. <p>Work Group # 6</p>	Committee	Ongoing	
		<p>**Develop recommendations for a process to recognize liaison work (may not be done every year)</p> <p>Work Group # 5</p>	Committee	May-June 2019 Or PRN	

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<u>Additional Tasks that can impact all Goal Areas</u>	**Annual Meeting Planning. Purpose is to inform both existing and potential liaisons. Goals: <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 ● Recruit committee members to serve on the ASPHN Annual Meeting planning committee. Work Group #5 Work Group # 6	Committee Volunteers	Dec – June	

- 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 - convened for a specific product completion

A - Active Partnership is defined as an entity that ASPHN Liaison(s) meet with regularly that may have projects that ASPHN is involved with PRN.

** - Has an associated Work Group Work Plan