

DRAFT

ASPH/CDC Project Examining Community Partnerships for Prevention Research

In-Person Meeting Objectives

Deadline for first deliverable: March 3, 2003

Each partner will use the agreed upon Report Outline to complete their summaries. Send completed summary via email attachment to Stacy and Sarena at SLHOLMES@U.WASHINGTON.EDU. We will make hard copies and send via fedex to each partner for review prior to the meeting.

Date/Time of in-person meetings:

Meeting #1: March 17-18, 2003 in Detroit, Michigan.

Meeting #2: June 17-18, 2003 in New York City, New York

Purpose of In-Person Meeting(s)

Meeting #1

- to discuss the previously submitted summary reports based on guiding questions
- to synthesize the summary reports into a unified set of findings
- to develop a preliminary set of key cross-cutting issues and factors that can impact the success of community-institutional partnerships in prevention research
- to develop a preliminary set of recommendations for building community and institutional capacity for participatory approaches to prevention research

Meeting #2

- to discuss and approve a report of findings and recommendations
- to shape findings and recommendations into a strategic plan of priority strategies for building community and institutional capacity for participatory approaches to prevention research
- to determine which strategies to implement with project funding in year 2
- to develop a preliminary work plan for year 2

Facilitator job description and possible candidates

Each in-person meeting will be facilitated by an expert facilitator (same facilitator for both meetings) to ensure the full participation of all partners and to help achieve the meeting objectives. As the lead partner, CCPH will work closely with the facilitator on logistics and meeting preparation.

Desired facilitator characteristics include:

- Ability to review proposal and partner summaries and assist large group to move forward in tasks.
- Ability to listen for and encourage a diverse range of opinions.
- Familiarity with public health, population health, community-academic research partnerships and, ideally, community-based participatory research methods.
- Ability to find balance among different view points and support group in coming to consensus on preliminary set of recommendations and future actions.