

What is collaboration?

“**Collaboration** is a process of participation through which government and organizations work together to achieve desired results. It involves the sharing of resources and responsibilities to jointly plan, implement and evaluate programs to achieve common goals. Members of the collaboration must be willing to share vision, power, resources and goals, with a focus on increasing capacity, communication and efficiency while improving outcome.

”

What should we consider as we work on developing a collaborative relationship?

The Child and Youth Strategy is working towards creating a comprehensive continuum of supports that enable families, children, and youth to get the service they need, when they need it, and in ways that are user friendly, achieve desired results, and provide value for investments

Organizations are invited to use this Collaboration Checklist when entering into collaborative relationships and agreements. It is a tool to help you think of the many things you should consider.

This tool was developed by one of the Strategy's Focus Area Working Groups and accepted by the Child and Youth Strategy Committee in 2012.

Collaboration Checklist

1 Project Rationale

What are the main objectives in considering this collaborative project?

- Clear Goals Improved Services Cost Savings Increase efficiency / streamline services
 Other (specify) _____

2 Stakeholders

Have potential stakeholders been contacted? YES NO

3 Impact on Service

Will this arrangement result in an improvement in services? YES NO

How? _____

How will we measure the improvement / impact? _____

4 Is there an evaluation component? YES NO

5 Departmental Policy, Legislation, Regulations

Are there policies, legislation, regulations that support this collaborative project? YES NO

If not, is this a barrier to proceeding? YES NO

6 Accountability for Collaboration

Will the project include collaboration in performance appraisals of all staff? YES NO

Will the project include business plans in future? YES NO

7 Recognize and Value Collaborative Practices

- Include in staffs workplan Time allotted for participation Resources to support participation (e.g. travel)
- Other (specify) _____

8 Sustainability

- Is there a plan for sustaining members and resources? YES NO
- Replacement of members or backup for meetings Terms of Reference
- Strategic Planning / Multi Year funding Communications Plan

9 Resources

- Financial Staff In-kind
- Are there potential partners? YES NO

10 Risks

- Are there any political risks in collaborating on this project? YES NO
- Are new resources required? YES NO
- Will employees / unions support this project? YES NO
- Other (specify) _____

11 Collaborative Written Agreements YES NO

12 Other Considerations YES NO

13 Notes: