

To: Leadership Council Members

From: National Conversation Staff

Re: Plans for Community Conversation Toolkit

Date: January 27, 2010

Overview

National Conversation partners are developing a community conversation toolkit to assist community leaders in convening local meetings on public health and chemical exposure issues. The goal of this effort is to gain community-level input into the National Conversation project.

The toolkit will include:

- A brief background paper on the issue of public health and chemical exposures
- A set of discussion questions with associated view points to prompt conversations
- Instructions for convening and facilitating a community conversation
- Instructions and materials for providing a summary of the major outcomes of the conversation back to the National Conversation

The results of each community conversation will be posted on the National Conversation website. NCEH/ATSDR National Conversation staff will synthesize the results of community conversations into a single report for the Leadership Council and work groups. The Leadership Council will have primary responsibility for considering and utilizing the input from community conversations. Work groups will receive the results of community conversations just before their draft reports are due and may find them helpful in prioritizing recommendations and flagging gaps in their report. The National Conversation will offer a limited number of small grants to support organizations in organizing these conversations.

National Conversation Public Involvement Subcommittee

In order to ensure the success of this initiative, we plan to form a public involvement subcommittee to provide feedback and advice to the National Conversation staff team and partner groups as we develop and implement (1) the community conversation toolkit and (2) web dialogues.¹ This committee will be comprised approximately 10 interested, volunteer LC/WG members, chosen to reflect a diversity of perspectives. This subcommittee will provide an important link between the LC/WGs and the community conversation process, ensuring that the materials and process generate information that will be useful to LC/WG deliberations and also that LC/WG members are investing in utilizing the input that is generated. This subcommittee

¹ Plans for the web-dialogue component of this project will be relayed to the Leadership Council in a future memo.

will be active for the length of the National Conversation, with its activities focused on the development of the toolkit and plans for each of the web-dialogues.

Community Conversation Funding Subcommittee

National Conversation partners are exploring options for providing \$500 mini-grants to community-based groups to help defray the costs of holding these events. We will establish a funding subcommittee of 5-10 interested LC/WG members to make decisions related to this process. This group will develop a grant application procedure, determine grantee selection criteria, and award mini-grants to a limited number of community conversation conveners. We anticipate awarding \$20,000 - \$25,000 in mini-grants to support 40-50 community conversations. The funding subcommittee will be active from February - April 2010.

Your Involvement

If you are interested in serving on one of these subcommittees, please respond to the email request we will send out next week. If you have ideas for recruiting conveners or are interested in hosting a community conversation, please email Kim DeFeo at kdefeo@cdc.gov.

Timeline

February 2010	<ul style="list-style-type: none">• Develop and vet materials• Establish public involvement and funding subcommittees• Begin recruitment
March 2010	<ul style="list-style-type: none">• Pilot final draft toolkit• Begin accepting applications for mini-grants• Finalize toolkit• Hold webinar(s) on the use of the toolkit
April – June 2010	<ul style="list-style-type: none">• Community conversations convened• Results posted on website
July 2010	<ul style="list-style-type: none">• Results synthesized by NCEH/ATSDR staff into report
August 2010	<ul style="list-style-type: none">• Community conversation report made available to WGs, LC, and public

Any input received from community conversations held after June 2010 will be directed to the Leadership Council.