



Community of Practice Zoom Meeting

November 22, 2023, 1:00-2:15

“Needs Assessments”

Welcome

Ajirioghene Evi opened the meeting with a land acknowledgement and welcomed everyone. The area of focus for the meeting was needs assessments. Needs assessments are sometimes conducted as part of research projects to learn more about how to implement a specific program, or how to modify a program to meet the needs of a particular audience.

Katreena emphasized that, concerning PHAC requirements, the needs assessment was not an obligation for projects to undertake. The purpose of addressing this topic within a CoP Meeting was to support members conducting needs assessments and foster social learning through presentations and discussions.

Sabry introduced and welcomed the new CoP members:

- Julio Macario de Medeiros, is a PhD Research advisor for the *Parent Initiative Effect* projects with Sarah Dufour.
- Mélanie Murphy, Prevention Manager, joined the *Boussole* project with Jessica Martin
- Melissa Foong replaced Bari Knopf for the *Sharing the Healing Journey* project. We welcomed Maria Palma as well.
- Khadija Baig joined the *MODELLS* project with Kara Boivin-Brisson (Media Smarts).

Sabry provided a very brief overview of the purpose and the “how’s” and “why’s” of needs assessments:

- Need assessments serve as a compass, guiding us through the complex landscape of identifying gaps and requirements. Whether in health, education, social work or community development, the main goal is to uncover challenges, opportunities and priorities. This process lays the foundation for effective planning, resource allocation and strategy development.
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- The methodology involves a systematic approach, often including questionnaire surveys, interviews, focus groups, data analysis and collaboration with stakeholders. This structured process guarantees complete information on the current situation, allowing informed decision-making for the further implementation of your projects.
- Needs assessments are not just about identifying problems, but, more importantly, creating solutions. They are a proactive tool for improvement, ensuring that resources are directed where they are most needed, promoting growth and improving the overall well-being of individuals, organizations, or communities.

Presentations by CoP Members:

- Lianne Lee – AOTN and Connected Parents
- Jacinthe and Mireille – Kaskinomatasowin
- Jessica et Mélanie – Effet de l'Initiative Espace Parents

The presentation slides and recording are available in the CoP portal in [English](#) and [French](#).

Small Group Discussions

Meeting participants were put into small group discussions, with about 6 members per group plus two Knowledge Hub team members. We provided four broad questions to guide the discussions. However, as we did not have much time, facilitators asked the groups to pick one question to discuss.

Discussion Questions:

1. Based on what you have heard and learned today, how does this impact how you conduct your project using TVI (Trauma and Violence Informed) principles? (co-construction, co-creation, consulting experts, advisory groups, potential participants, etc.)
2. When you have conducted needs assessments in your projects, what did you learn? Has this changed how you developed or delivered your project?
3. If you conducted your needs assessment online, what measures did you take to address safety, confidentiality, trust, etc.?
4. How are intersectional identities and experiences considered when conducting and planning needs assessments?

Discussion Notes

- CoP members are collecting data with participants in terms of needs, but they are not conducting a systematic needs assessment.

- In the context of needs assessments, involving men can pose a unique challenge, as societal perceptions often cast them in the role of perpetrators. This prevailing stance can create a significant obstacle to the effective execution of a needs assessment.
- Program facilitators must be sensitized to the paramount importance of cultural sensitivity when engaging with newcomers and individuals from diverse cultural backgrounds.
- Tensions between caregivers and children may arise, and the interplay of dynamics, particularly the influence of culture, becomes pivotal in understanding and addressing these challenges during a needs assessment.

Additional Resources

The KH team provided a few resources that may prove helpful for members:

1. Toward a trauma-informed qualitative research approach: Guidelines for ensuring the safety and promoting the resilience of research participants (Alessi & Khan, 2023)
<https://doi.org/10.1080/14780887.2022.2107967>
2. Seven steps for conducting a successful needs assessment - [Seven Steps for Conducting a Successful Needs Assessment \(nichq.org\)](#)
3. Needs Assessment Handbook (UNHCR) [2017-05 NAH BOOK NEW.pdf \(unhcr.org\)](#)

Updates

Anna-Lee provided the following important updates.

- Knowledge Exchange
 - o At the time of the meeting, we were concerned that booking a venue in Montreal would not be possible due to the Formula One Grand Prix is in Montreal on the week of June 4-7, 2024. However, since then we have received confirmation that we can book the Delta Marriot for June 4-5. **So, save the date!**
- RISE project launched a new Twitter/X account. Please give them a follow!
- The folks with iHEAL are presenting their project at the end of November in webinar hosted by WAGE and PHAC. Please consider attending.

Polls

We posted two questions in the form of a poll: 1) Is your project doing anything to accommodate deaf and/or hard of hearing participants; and 2) Does your project include the development of facilitator training?

We asked the first question because we have been doing some work related to accessibility for our webinars. We are hoping to present a webinar next year on *working with deaf and hard of hearing people* and would like to hear and learn from you if you are doing this work. Also, we have made some

connections with organizations in Québec, but would also like to connect with other organizations across Canada. Any contacts you can provide will be extremely helpful.

We asked the second question because the topic of our January 17th, 2024, CoP Meeting is facilitator training, and we are looking to identify potential speakers. Sabry and Jessica will connect with those of you who have indicated you are working on facilitator training. If you missed the meeting and are interested in presenting, please contact Jessica or Sabry by December 11th.

As mentioned, our **next meeting is January 17, 2024**, and we wish the entire Community of Practice and their families all the best over the holidays and into the New Year.