



CAT Knowledge Exchange – All You Need to Know!

This information package is intended for Community Action Team (CAT) Coordinators to plan for the CAT Knowledge Exchange. You will find information on the event, guidance for how to identify and support peers to attend and instructions for registering your CAT.

CAT Knowledge Exchange

What is it?

We had planned an in-person event for June 2020 to bring together CATs from all over BC, with a focus on peer leadership, knowledge sharing, networking and capacity building. With the onset of new public health guidelines around public gatherings and travel, we have adapted the event to be delivered virtually, and included extra training for peer facilitators.

The main portion of the Knowledge Exchange will consist of a three-hour virtual event on Thursday, October 29, 2020 that will include small group discussion and networking. Between November 2020 to February 2021, three one-hour webinars will offer continued learning and connection. A small group of peers (two per CAT) are invited to participate in Peer Virtual Facilitation training, which will happen before the Knowledge Exchange event.





WHAT	WHO	WHERE	WHEN	HOW LONG
Information Sessions	CAT coordinators, all CAT members	Zoom	October 8 October 14 October 21	Thirty minutes
Peer Facilitator Training	Peer Facilitators	Zoom	October 27 October 28	Two hours (attend one session)
CAT Knowledge Exchange	Peer Facilitators, all CAT members	Zoom	October 29	Three hours
Follow-Up Webinars	Peer Facilitators, all CAT members	Zoom	3 Sessions November – February 2021	One hour each

Peer Virtual Facilitation Training

What is it?

The Peer Virtual Facilitation Training refers to a two-hour session on Zoom that peers from each CAT will be invited to attend prior to the Knowledge Exchange event. By attending this virtual training, peer facilitators will be able to:

- 1) Create and strengthen connections with other peers in CATs.
- 2) Demonstrate ability to use Zoom to engage in online webinars.
- 3) Identify opportunities to apply [liberating structures](#) and enhanced Zoom facilitation structures in future CAT work.

Liberating Structures are a set of facilitation techniques that engage groups in unique ways to surface more voices and great ideas. Check out <http://www.liberatingstructures.com/> to learn more.

Why did we include it?

Through consultations, a request for capacity building, especially related to online technology, was voiced. We also heard about a desire to host meetings differently, in ways that hold space for conversation and allow different voices to come forward. To reflect this, we are offering a peer focused two-hour virtual facilitation training before the main Knowledge Exchange event.

In order to offer space for peer leadership and voices, we are offering a training session specifically for peer facilitators prior to the Knowledge Exchange. Moving to virtual meetings introduces a new set of



opportunities and challenges for CATs. Virtual meetings require a new skillset and can enhance opportunities to collaborate effectively.

Peer Facilitators

Participation and Compensation

Each CAT will be allocated funding to support two peers from their CAT for eight hours each.

Peer facilitators will be compensated for their participation. This can include participation across all parts of the Knowledge Exchange, and at rates according to the [BC Centre for Disease Control Peer Payment Standards](#) (\$25/hour).

Event	Date	Length	Compensation
Virtual Facilitation Training	Oct 27 or Oct 28*	Two hours	\$50
Knowledge Exchange	Oct 29	Three hours	\$75
Learning Session 1	Early December	One hour	\$25
Learning Session 2	Late January	One hour	\$25
Learning Session3	Late February	One hour	\$25
TOTAL		Eight hours	\$200

**Note: The same Virtual Peer Facilitation Training will be offered twice to support peers to attend. Each Peer Facilitator only needs to attend one of the two days.*

Funding letters will be provided to each CAT Coordinator, to distribute funds on behalf of the Knowledge Exchange. Once the CAT Coordinators register, the funding letters will be released. CAT Coordinators can then allocate and distribute the funds (we recommend cash or gift cards) to their CAT Virtual Peer Facilitators. We recommend providing compensation at the end of each session. This should be discussed and determined in conjunction with the CAT Coordinator on Peer Registration.

CATs will have discretion to decide how widely the funds are distributed. For example, you could use this funding to support fewer peers more intensely, or match funding with other existing resources within your CAT. Ultimately, it is the responsibility of the CAT coordinating team to make these decisions and account for how the funds are used.

We recommend that you consider including additional funding to support peer facilitators in the subsequent months. For example, this could include allocating funds from your existing budget to work with Peer Facilitators to help collaboratively plan and build activities into future agendas.



Recommendations for CATs to Identify Peer Facilitators

CATs need to identify a minimum of two peer facilitators. This will ensure mutual support for those going through the training.

The following are some considerations to help you identify peer facilitators from your CAT.

<input type="checkbox"/> Involvement in CAT	Peer facilitators need to be: <ul style="list-style-type: none">▪ Involved in their CAT.▪ Interested in continuing their involvement with their CAT moving forward (this could be through hosting or co-facilitating discussions and/or sharing back the learnings of the facilitation training with their community).▪ Ideally in a leadership role within their community/CAT.
<input type="checkbox"/> Technology Access & Familiarity	Peer facilitators need to: <ul style="list-style-type: none">▪ Have pre-existing familiarity/comfort using Zoom technology.▪ Have support through their CAT to become familiar with Zoom.▪ Have access to a computer with audio and webcam, either independently, or through the facilitated support of the CAT (e.g., space with Wi-Fi, access to a computer with microphone and screen, personal phone access with Zoom).
<input type="checkbox"/> Length of Commitment	It should be feasible for peer facilitators to engage over the full six-month period (October 2020 – February 2021).
<input type="checkbox"/> Opportunities to Share their Learning	Peer facilitators should have opportunities and support to share their learning back with their respective CATs (i.e., leading meetings/parts of meetings, using liberating structures, helping create agendas leveraging knowledge and skills).



Considerations for Engaging & Supporting Peer Facilitators

Meetings require people to have access to technology and good familiarity with new virtual meeting platforms. We know that there can be challenges around access to technology, limitations can arise around location, childcare, etc. There is limited funding available to help support participation of your peer facilitators.

If any of your peers require support with accessibility, please outline your needs and submit to our project team for consideration in our peer registration form (see below).

Here are some considerations to work through with your peer facilitators to ensure they can fully participate. Do your peer facilitators:

- Have access to technology prior to the meeting to preview materials?
- Have access to technology, ideally a computer with a camera and audio?
- Have space/time to practice connecting with Zoom, ideally on the same technology that will be used during the meetings/training?
- Have an accessible space that is private, or semi-private where they can participate in the training? *Note: Ideally, this will need to be individual spaces for each facilitator.*
- Need childcare or elder care?
- Need transportation to/from the location they will be participating from?
- Need food/water/coffee/other supports to enable participation?
- Have a safety plan? This should include considerations around what and who might help them feel comfortable – how and where they can access these supports. This could include speaking to you, as a trusted ally, a friend, family member or another peer during the event or afterwards, to debrief their thoughts and experiences and support them along the way. It could also include physical considerations (place to stretch, activities or support animal, etc.). Please refer to our website for more information.



Next steps

1. **Identify peer facilitators.** We hope that in the coming weeks you and your CAT will work together to identify good candidates to participate as peer facilitators!
2. **Register.** Once you've identified your peer facilitators and their needs, please work with them to complete our registration form. We ask that this registration form gets completed by one person per CAT.

Register Your CAT

3. **Questions?** We will be offering two free information sessions, where we can help with any questions you or your peer facilitators might have!

Information Session #1	Information Session #2	Information Session #3
Wednesday, October 7 1600-1630 PST Zoom	Friday, October 16 1230-1300 PST Zoom	Tuesday, October 20 1730-1800 Zoom

You can also reach the project team at substanceuse@bcpsqc.ca