

Professional Community Engagement Framework

PURPOSE:

To describe a framework by faculty members, researchers, students, and members of the University of Manitoba (U of M) community when they engage or consult with the community in educational and community service activities. The faculty members, researchers, students, and members of the University of Manitoba (U of M) community will be referred to as the UM representative.

GENERAL DESCRIPTION:

Faculty members, researchers, students, and members of the University of Manitoba (U of M) community often engage or consult with the community in educational and community service activities. These guidelines are to clarify the role of the UM Representative when engaged in public educational or consultative activities. *Such activities do not include unapproved research activities.*

DEFINITIONS:

Community engagement refers to values, strategies, and actions that support authentic partnerships, including mutual respect and active, inclusive participation; power sharing and equity; mutual benefit or finding the “win-win” possibility; and flexibility in pursuing goals, methods, and time frames to fit the priorities, needs, and capacities of communities. (Jones L, Wells K. Strategies for Academic and Clinician Engagement in Community-Participatory Partnered Research. JAMA. 2007;297(4):407-410. doi:10.1001/jama.297.4.407.)

RESOURCES:

The community engagement activity is to be conducted in accordance with, as applicable, [The U of M Vice-President \(External\) Government and Community Engagement office](#), [U of M Community Engagement website information](#), [Enterprise Risk Management Policy](#), [Tri-Council Policy Statement Ethical Conduct for Research Involving Humans 2nd Edition \(TCPS 2\)](#), University of Manitoba policies [The Ethics of Research Involving Humans](#), and all other applicable University policies and rules.

GUIDELINES and PROCEDURES:

1. A thorough review of the event and activity, including consideration of the age and community population, will be conducted by the UM representative.
2. The UM representative will advise and seek permission from his/her supervisor (including the Dean, if appropriate, the Director, or Department Head, if applicable) regarding the planned community activity. *If uncertain regarding whether or not a planned or potential activity will be appropriate or allowed, the UM representative is to consult with his/her supervisor. This review may also involve consultation with a community representative and the REB, to determine*

whether activities related to the event involve an intervention and/or research with humans. If so, appropriate community and REB approval will be required.

3. The educational or consultative event will not involve any intervention or invasive (physical or psychological) activity unless the activity has undergone the appropriate review and approval process (Administrative, REB, or other). *Consent must be sought from the appropriate community representative prior to the event and from participants in attendance prior to initiating the intervention or activity.*
4. No photos, videos, or audio recordings are to be taken without (participant) permission. Photographing of people at the educational or consultative event is not permitted unless consent is obtained from those to be photographed. Although wide angle shots where people are not easily identifiable are at times taken without permission, photography of the event setting/site must not be undertaken without permission.
5. No confidential information will be shared with participants. There may be situations where confidential information is collected, with permission, and shared internally within the University.
6. The appropriate administrative office (VP External, Academic, or other) will oversee/delegate inquiry into issues that involve UM representation in an educational or consultative event.

If the educational/consultation activity involves (collaborative or other) research with human participants:

7. A description of the activity (including informed consent procedures) will be submitted to the appropriate [REB for application for review and approval](#) (example, [participatory research](#)).
8. The [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2nd Edition \(TCPS2\)](#) will be an appropriate resource.
 - *TCPS2 Article 3.5 reads “Research shall begin only after the participants, or their authorized third parties, have provided their consent”, and,*
 - *TCPS2 Article 9.12 reads “As part of the community engagement process, researchers and communities should consider applying a collaborative and participatory approach as appropriate to the nature of the research, and the level of ongoing engagement desired by the community.”*
9. It is intended that the UM representative will work cooperatively and collaboratively in the design, implementation, analysis, interpretation, conclusion, reporting and (academic and program related) publication of the project.
10. The AVP (Research) will oversee/delegate inquiry into issues that involve UM representation in an educational or consultative event that involves research with humans.