JCSH End-of-Year Annual Workplan Review 2021-2022

Status Color Legend & Toggle							
Not Started	In Progress	Delayed	Complete	2022-2023	Unclear Activity	~80%	Partial Completion
ON	ON	ON	ON	ON	ON	ON	ON

Task	Status	Owner	Assigned to	Anticipated Start Date	Anticipated End Date	Actual Start Date	Actual End Date	Estimated Cost	Actual Cost
Annual Financial Statement (Budget) 2022-2023	Complete	PEI	PEI	3/31/2022	5/30/2022	3/31/2022	5/10/2022		
Annual Workplan 2021-2022	Complete	Task Group A	Task Group A	5/20/2021	9/9/2021	5/20/2021	9/29/2021		
Annual Report 2021-2022	Complete	Secretariat	Secretariat	6/16/2021	9/30/2021	6/16/2021	9/28/2021		
List CMEC, Health Ministers School Health Priorities	Complete	Secretariat	Secretariat	5/1/2021	7/1/2021	6/1/2021	7/1/2021		
Number of requests for input in priority focus area planning by JCSH membership.	Unclear Activity	Task Group A							
Feedback from JCSH Membership to monitor work	2022-2023	Task Group B							
12 SHCC Meetings Completed (Actual: 11)	~80%	SHCC+Sect	SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022	?	?
6 MC Meetings Completed (Actual: 3)	Partial Completion	MC+Sect	MC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022	?	?
4 Joint (MC+SHCC) Meetings Completed (Actual: 2)	Partial Completion	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022	?	?
Members from MC and SHCC are invited to provide feedback on committee meeting structure/content	Complete	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
80% Participation in Meetings (Actual: 70% MC; 80% SHCC)	~80%	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022	?	?
80% of jurisdictions participate on at least one working group (Actual: 100% of jurisdictions participate in 1 or more TGs)	Complete	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
4 Environmental Scans Completed (Actual: 8)	Complete	MC,SHCC+Sect	SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
100% of jurisdictions respond to Environmental Scan request (Actual <20%)	Partial Completion	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
All final scans shared with jurisdictions and posted to the JCSH private website	In Progress	Secretariat	Secretariat	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Receipt of Canadian Standards, Indicators Report	In Progress	Task Group C	Task Group C	4/1/2021	3/31/2022	1/26/2022	7/26/2022	50,000.00	49,935.00
Receipt of Wise Practices for Health Promoting Schools in Canada	Delayed	Task Group C	Task Group D	4/1/2021	3/31/2022			50,000.00	

Task	Status	Owner	Assigned to	Anticipated Start Date	Anticipated End Date	Actual Start Date	Actual End Date	Estimated Cost	Actual Cost
Healthy School Planner revision plan created	Delayed	Task Group C	Task Group C	4/1/2021	3/31/2022			50,000.00	
4 CSH focused subject matter summaries created per year (Actual: 1-3)	Unclear Activity	MC,SHCC+Sect	Task Group A	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Number of newsletters disseminated to members (Actual: 29)	Complete	Secretariat	Secretariat	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
# of multi-media assets / products developed each year on priority areas (Actual 3 videos)	Unclear Activity	Task Group E	Task Group E	4/1/2021	3/31/2022	5/19/2021	3/31/2022	50,000.00	48,000.00
# of adult influencers identified	Unclear Activity	Task Group A	Task Group A						
# of products disseminated to JCSH members	Unclear Activity	Task Group A	Task Group A						
Indigenous Module of PMH Toolkit RFP Developed	Delayed	Task Group D	Task Group D	4/1/2021	3/31/2022				
Develop Equity Task Group	Complete	Task Group F	Task Group F	4/1/2021	3/31/2022	1/12/2021	3/31/2022		
ID, Undertake Priority Equity Scans	Complete	Task Group F	Task Group F	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Share research on the emerging needs of children and youth in the school setting in response to COVID-19.	Not Started	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Identify trends, issues, future priorities and bring together Provincial and Territorial representatives with similar issues to share (G3S1).	Complete	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Revise, update, and support the use of JCSH website.	Complete	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022	3,202.75	3,202.75
4 meetings with webmaster	Unclear Activity								
4 website updates performed	Unclear Activity								
Quarterly review of website by MC and SHCC members	Not Started	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
100% of SHCC and 80% of MC members access the private side of JCSH website	Not Started	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Develop a strategic process to outline the engagement process with partners to support identified priority areas	Not Started	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Spreadsheet of partners and their affiliations created	Not Started	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Partner with PHAC and Queens University to support HBSC survey (G1S3).	Complete	Task Group G	Task Group G	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Participate on CHEO's Healthy Active Living and Obesity Research Group to support the Sedentary Behaviour Research Network	Complete	Secretariat	Secretariat	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Number of meetings attended with CHEO (Actual: 5 +emails)	Complete	Secretariat	Secretariat	4/1/2021	3/31/2022	4/1/2021	3/31/2022		

Task	Status	Owner	Assigned to	Anticipated Start Date	Anticipated End Date	Actual Start Date	Actual End Date	Estimated Cost	Actual Cost
Number of updates given to JCSH committee regarding work conducted by SBRN (Actual: 4)	Complete	Secretariat	Secretariat	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Dissemination of final SBRN products / documents to JCSH members.	Complete	Secretariat	Secretariat	2/1/2022	3/31/2022	4/5/2022	4/6/2022		
Engage with partners to deliver 6 presentations to support JCSH priority areas and other relevant topic areas	Complete	SHCC+Sect	SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
25% of presentations given for each priority area (Actual: 8 of 12 on a priority)	Partial Completion	SHCC+Sect	SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
75-80% level of satisfaction with presentations among MC and SHCC (Actual: 90%)	Complete	SHCC+Sect	SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Master list of partners created	Unclear Activity								
Invite international partners to present to JCSH committees-1 presentation	Not Started	MC,SHCC+Sect	MC,SHCC+Sect	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Number of international partners contacted (Actual: 1)	Unclear Activity								
Task Group developed to establish JCSH research council to collaborate and advise on latest research to support youth wellness in JCSH priority areas.	Complete	Task Group H	Task Group H	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Research Council Task Group Terms of Reference developed	Complete	Task Group H	Task Group H	4/1/2021	3/31/2022	4/1/2021	3/31/2022		
Research council established with 20 researchers in the field of youth research	Not Started	Task Group H	Task Group H	4/1/2021	3/31/2022	4/1/2021	3/31/2022		

Name	Title
PEI	Lead Jurisdiction
Secretariat	Lead Coordination
SHCC+Sect	Co-chairs plus Secretariat
MC+Sect	Co-chairs plus Secretariat
MC,SHCC+Sect	Co-chairs plus Secretariat
Task Group A	Annual Workplan
Task Group B	Evaluation
Task Group C	Healthy School Planner
Task Group D	Reconciliation
Task Group E	Preventing Substance Use Harms in Youth
Task Group F	Equity
Task Group G	HBSC Research Advisory Committee
Task Group H	Research Council