



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

2012-2013

ANNUAL REPORT TO MEMBERS

presented at

Annual General Meeting

September 18, 2013
Wendake, Quebec



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MESSAGE FROM FNIGC'S BOARD OF DIRECTORS

Greetings to the Member Organizations of the First Nations Information Governance Centre (FNIGC)!

The Executive Officers of FNIGC's Board of Directors are pleased to present FNIGC's 2012 – 2013 Annual Report. This report represents an overview of the work that has been accomplished by the FNIGC since our last Annual General Meeting in Yellowknife, Northwest Territories in September 2012.

Now in its third year as an incorporated non-profit organization operating with a special mandate from the Assembly of First Nations' Chiefs in Assembly (Resolution #48, December 2009), FNIGC has progressively grown into its mandate to become a recognized and respected First Nations organization dedicated to serving the research and information needs of First Nations communities.

In the past 12 months FNIGC and its network of Regional Partners across Canada have carried out a wide range of initiatives that serve this mandate. It published the **Phase Two report of the First Nations Regional Health Survey** (see Page 18), successfully launched a brand new survey – the **First Nations Regional Early Childhood, Education and Employment Survey, or FNREEES** – (see Page 21), established a **Communications Office** (Page 12), forged **important partnerships** with various organizations (Page 8) moved ahead with our **OCAP™ Certification initiative** (Page 10), organized the **OCAP™ in Action National Workshop** (Page 16) and are putting the final touches on our **Online Data Tool and Research Data Centre** (Page 24), two critical pieces of our efforts at knowledge translation.

This is a long list of diverse accomplishments, yet they all serve one goal: to improve the health and well-being of First Nations people living in our 633 communities across the country.

We're proud to say that through the hard work of our staff and Regional Partners over the past year that FNIGC can confidently be called Canada's premier source of information about First Nations people living on reserve and in northern communities.

Respectfully submitted by,

Ceal Tournier, Chair

Sonia Isaac Mann, Co-Chair

Nancy Gros-Mc Hugh, Treasurer

Sarah "Sally" Johnson, Secretary



VISION STATEMENT

Founded on First Nations Principles, the First Nations Information Governance Centre is a premier Indigenous model of research and data excellence for the well-being of our Peoples and communities.



REPORT FROM FNIGC'S OPERATIONS MANAGER

Statement of Operations

Staffing

The FNIGC has always been fortunate to have a skilled and competent workforce. In the past year we have seen our human resources capacity expand to meet the requirements of increased projects and initiatives. We have also welcomed specialized temporary assistance from contractors who offered expertise in questionnaire design and technical development. This assistance has been invaluable.

In addition, we have experienced some human resource challenges in terms of finding and retaining staff and addressing disciplinary actions.

I would like to acknowledge the following employees who have worked diligently and conscientiously over the past year to help FNIGC fulfill our organizational mandate and objectives:

- Gail Mc Donald, Operations Manager
- Derek Thompson, FNREEES National Coordinator
- Albert Armieri, Senior Projects Analyst
- Fei Xu, Statistical Data Analyst
- Hilary Lafrance, Bookkeeper/Payroll Administrator
- Lyndsy Gracie, RHS Administrative Assistant
- Lorraine Cheechoo, FNREEES Administrative Assistant
- Brad Mackay, Communications Coordinator
- Clarissa Kelly, Research Assistant
- Jerry Lanouette, Training & Development Coordinator
- Katie Wood, FNREEES Technical Coordinator
- Kyla Marcoux, Statistical Data Analyst
- Maria Santos, Research Data Centre Coordinator



I would also like to recognise FNIGC staff that have left the organization in the past year:

- Kate Raspopow, FNREEES Data Analyst (February, 2013)
- Chantal Martin, FNREEES Administrative Assistant (March 2013)
- Jane Gray, RHS National Coordinator (April 2013)
- Genevieve Prudhomme, FNREEES Data Analyst (May 2013)
- Jennifer Thake, RHS Data Analyst (July 2013)

Work Plan 2013-2014

The FNIGC Work Plan is a living document and identifies key objectives and activities that build upon the FNIGC Strategic Plan (July 2011) mandate and objectives of the organization – and now also encompasses directions set at the Joint Board and Staff Strategic Planning sessions held in July 2013.

A copy of the FNIGC Work Plan for 2013-2014 is provided in the Annual General Meeting kits for your review.



Hilary Lafrance

Operational budget 2013-2014

The FNIGC Operational Budget is presented to the FNIGC Finance Committee and Board of Directors each year for their approval. The annual budget identifies revenues received, revenues deferred, and illustrates the budget requirements for staff, operations and to meet contractual obligations and deliverables.

FNIGC revenues are derived primarily through contracts with the Federal Government for our two national survey initiatives. **The First Nations Regional Health Survey (FNRHS)** is funded through an agreement with Health Canada and the **First Nations Regional Early Childhood, Education and Employment Survey (FNREEES)** is funded through an agreement with Aboriginal Affairs and Northern Development (AANDC).

Additional revenue is generated through contracts for data access and data services. These include special projects with federal departments and from cost recovery for data requests completed through the FNIGC **Research Data Centre (RDC)** and through tabulation requests.

This year FNIGC negotiated a four-year service contract with AANDC for access to the RHS data. The negotiation process took several months of drafts and careful legal consultation and resulted in a contract that preserves and protects FNIGC's ownership, intellectual property and moral rights to the data. It also determines a process for what can and cannot be done with data within AANDC once it has been provided under the service contract. This is a first for AANDC and FNIGC and we are proud of the progress we have made in this effort and how we integrated OCAP™ into a governmental bureaucratic structure.

Aboriginal Procurement

This year FNIGC successfully registered as an "Aboriginal Business" under AANDC's Procurement Strategy for Aboriginal Business. This will increase procurement opportunities, promote the FNIGC and increase the visibility of our business.

The 2013-2014 Operational Budget has seen an increase from 2012-2013 primarily due to the multi-year funding agreements FNIGC has signed with Health Canada (for the FNRHS) and AANDC

(for the FNREEES). The deferred funding (funding for the FNREEES and the 15 percent administrative fee that has been charged against the various funding sources as per the FNIGC financial policy) has provided the FNIGC with a funding source that will allow for unfunded or underfunded activities to be developed and implemented while meeting our contractual obligations and deliverables.

In April 2013 FNIGC established a restricted reserve fund to cover operational costs and expenses for up to three months, if required. This restricted reserve fund is established in a cashable interest bearing account that is renewable every 90 days.

The 2013-2014 Operational Budget will be reviewed by the Finance & Audit Committee in September 2013, after which it will be reviewed and approved by the FNIGC Board of Directors during the September 17, 2013 Board meeting.

Strategic planning

FNIGC's Strategic Plan is designed to assist the organization in developing its specific operational plans through which it will: implement the mandate established by AFN's Chiefs in Assembly, operate consistent with its articles of incorporation as a non-profit organization, fulfill its Mission Statement, and achieve its Vision.

The objects of the FNIGC Corporation are:

- to promote, protect and advance the First Nations principles of **Ownership, Control, Access and Possession (OCAP™)**,
- to provide for the informational needs of First Nations by collecting, storing, analyzing, interpreting and returning results with the highest standards of data collection and protection,
- to act as custodian and steward of First Nations' data in a manner that is accountable and respectful of First Nations' governance and processes,
- to build research and information management capacity of First Nations, serve as a training centre, support knowledge transfer, and be the premier source of relevant, quality information and data on the holistic well-being of First Nations, and
- to support knowledge transfer of First Nations information governance.

A review of the progress report on the 2011 Strategic Plan and the interview matrix results from the 2013 strategic planning session provide insight into the complex and dynamic environment in which the FNIGC operates. A SWOT analysis was undertaken which highlighted a number of key areas that the FNIGC can use to explore specific strategies and implementation activities that could be undertaken within each of the emerging core strategic directions.

The core strategic directions identified for this Strategic Plan during the July 2-4, 2013 session are:

1. continuing focus on sustainability,
2. fully implement First Nations regional data centres/hubs,
3. ensuring compliance with FNIGC's OCAP™ trademark,
4. maintain standards of excellence within an expanding scope of work,
5. demonstrate the impact of information governance, and
6. build and maintain appropriate partnerships and relationships.

The Strategic Planning report was provided to the Board of Directors on September 17, 2013 and provides a number of graphics, goals and objectives which expand on how these core strategic directions can be pursued over the next five years. The graphics in particular contain many specific tasks and activities that the FNIGC could pursue as it implements these priorities, strategies, goals and objectives within its overall operational and project specific work plans.

A draft copy of the FNIGC Strategic Plan 2013/14 to 2017/18, prepared by Harold Tarbell, is provided with this Annual Report.

Insurance coverage

Insurance coverage continues for Commercial Property and General Liability Coverage through Intact Insurance and for Directors Errors and Omissions through Encon Insurance. We have renewed our policy for another three-year term. Annual meetings are held with our Brokers, Pentagon Insurance based in Orleans, Ontario, to review our insurance requirements. A meeting was held on August 1, 2013 (our 3rd anniversary) and we decided to increase property coverage for the new equipment

and additional protection for full replacement coverage on equipment and furnishings.

Facility and capital improvements

The FNIGC leases office space in Ottawa, Ontario at 170 Laurier Avenue West, Suite 904. We signed a new five (5) year lease at this location on June 22, 2012. We also renewed our lease for the Akwesasne Head Office located at 49 Ford Lane. There was no rent increase in Akwesasne and only a slight increase for the Ottawa office based on our larger square footage.

Our office spaces are well-maintained and secured with camera surveillance, keyed locked entry and restricted locked entry for our server room.

We have now fully settled into our expanded and renovated Ottawa office space as of July 2012. The RDC section is now preparing for full operations and we have prepped some of the offices to accommodate new staff. Some upgrades/computer replacements have been made for some of the older systems. Our office remains safe, comfortable, organized, clean and efficient and is a good working environment for all staff.

Data protection and security

Several initiatives were undertaken this year to improve and enhance our data protections and security operations. Those improvements included:

1. A new high-speed internet fibre connection was implemented on October 5, 2012 when we switched to the Rogers Business Solutions (RBS) Fibre Service. This enabled us to provide a faster and more reliable internet network and allowed us a more reliable way of backing up data through our redundant server in Akwesasne. It also allows us to provide a more effective service for uploading data files via Entryware for our survey data collection processes.
2. IT support was transferred from TechSupport to TUC Managed IT Solutions effective October 1, 2012, after TUC acquired TechSupport. TUC is based in Ottawa and is recognized as an industry leader in the delivery of Managed IT Service and Cloud Computing. This acquisition provided FNIGC

with many benefits including a greatly enhanced Help Desk, improved efficiencies, and upgraded technical support.

3. A SMART Board and Bridgit Collaboration Software were both purchased this year. The SMART Board allows us to enhance our on-going communications with our Board, regional partners and committees which are spread out geographically. FNIGC continues to encourage the use of it whenever possible to reduce travel and enable more productive meetings. To date this tool and its software has not been used to its full capacity due to the comfort of participants with the more traditional teleconferencing. Internally, we need to utilize the system more often to gain a greater confidence with the SMART Board and its many features. More training on the system is required for existing and new employees.
4. In March 2013 FNIGC contracted the company Answermen, Inc. to develop a secure collaboration site dedicated to the use of our Regional Partners. FNIGC integrated an "Open Atrium" project within our existing Web resources. The Open Atrium site features all of the tools we require for our groups and allows us to benefit from this tool to share, discuss and collaborate on projects and issues with the regions with ease.
5. The firm of Biotika, specialists in privacy, ethics and data protections, was contracted to undertake an organizational Privacy Review of the FNIGC along with a Privacy Issues Identification Report on the FNREEES. The Privacy Review focused on the FNIGC privacy and security policies and procedures which would be in place during the execution of the survey across Canada. The key findings of the report provided recommendations for policy development, SOPS, best practices for privacy, security and training. These recommendations will be developed and implemented over the 2013-2014 period.

Partnerships

In FNIGC's 2012-2013 Work Plan partnership development was identified as a key activity. In

keeping with this goal we have developed several strategic partnerships with external organizations that will further the goals and objective of the FNIGC. Over the course of the past fiscal year FNIGC has established the following strategic partnerships:

1. **Public Safety Canada** – In June 2012 the FNIGC sat down with members of the **Aboriginal Policing Directorate** to discuss future collaborations. To this end, **Public Safety Canada** (PSC) is currently working with FNIGC to develop a service contract to purchase tabulations from the *RHS Community Survey* to assist in the evaluation of their community policing programs. Moreover, PSC has expressed interest in contributing content in the upcoming RHS Phase 3 with the intent of enacting a longer term service contract or license-to-use agreement with the FNIGC.
2. **National Collaborating Centre on Aboriginal Health** – In 2012 FNIGC held several teleconferences with the **National Collaborating Centre on Aboriginal Health** (NCCAHA) to discuss using RHS data for their Social Determinants of Health (SDOH) project. This project had been presented to the Board originally in June 2011 by Margo Greenwood. Recent discussions focused on the need to capture variation across regions with respect to determinants and health outcomes. A funding agreement was signed with the **University of Northern British Columbia** (UNBC) which provides funding to support the **Research Data Centre Coordinator**, Maria Santos, who will also fulfil the role of data analyst on the SDOH project. A research agreement has been developed with NCCAHA which outlines the terms of the research relationship for the SDOH project, how publications will be reviewed by the FNIGC and our right to dissent. A specific non-disclosure agreement has also been prepared by our legal advisor. FNIGC ownership and intellectual property of our data will be protected and respected through this agreement.
3. **Canadian Institutes of Health Research and the Institute of Aboriginal Peoples' Health** – FNIGC has partnered with the **Canadian Institutes of Health Research** (CIHR) and the **Institute of Aboriginal Peoples' Health**

(IAPH) to provide an opportunity for secondary analysis using the RHS database. Secondary analysis grants are intended to provide an opportunity for expert analysis of existing data sets and, by doing so, improve the availability of evidence for decision-making. This program is intended to achieve a balanced and comprehensive set of analyses that will create new knowledge in the areas of maternal and child population health and health care. In addition to maternal health a focus on aging, neurosciences, mental health and addiction, First Nations' health, and health services and policy research will be incorporated into this project. This project will grant access to RHS Phase 2 data through the **FNIGC Research Data Centre** to complete analyses for a research proposal entitled Intergenerational impacts of Indian Residential Schools (IRS) across generations. The paper will assess whether there is a cumulative risk associated with familial IRS attendance at a national level in relation to mental and physical health outcomes, as well as in relation to exposure to certain social stressors. It is anticipated that the findings will be presented at the remaining **Truth and Reconciliation Commission** national events, as well as shared with the **IRS Health Support Program** funded by Health Canada.

4. **First Nations Inuit Health** (Health Canada) – The FNIGC and **First Nations Inuit Health** (FNIH) have collaborated over the years to help foster the growth of the FNRHS process, and to establish the FNIGC as Canada's premier source of information and data about First Nations communities. In this regard, FNIH has graciously assisted us via the secondment of **Dr. Esther Usborne**. Over the past two years Dr. Usborne has worked with us on a part-time basis to assist us in the completion of the *RHS Phase 2 National Report*, as well as facilitating interdepartmental data requests, and helping to develop the FNREEES for its fall 2013 launch. An MOU has been signed with Health Canada to support seconded federal employees working within the FNIGC.
5. **Assembly of First Nations – The Assembly of First Nations** (AFN) expressed interest in working

with the FNIGC to collaborate and pursue funding to administer the RHS Community Survey to all First Nations communities across Canada. To this effect, FNIGC worked with our network of Regional Partners to conduct a feasibility study in order to determine the resources that would be involved in such an initiative. The results of this study were shared with the AFN in an effort to better inform their funding proposal to AANDC. Feedback from this proposal are expected in the coming months. The results of this submission are anticipated in the coming months.

In addition, we worked with the AFN, **Canada Mortgage Housing Corporation** (CMHC) and **Health Canada's First Nations and Inuit Health Branch** (FNIHB), to develop an **Electronic Community Self-Assessment Tool** (E-CSAT) as part of an effort to obtain mould information from First Nations homes. This tablet-based application promised to help communities better understand the extent and causes of mould problems in individual homes and across the country. Unfortunately, due to internal funding constraints CMHC and FNIHB are no longer able to support the initiative. However the AFN expressed interest in leveraging FNIGC's data storage capacity. To this effect, FNIGC submitted a proposal to the AFN which outlined the costs involved with warehousing E-CSAT data. We are currently waiting for next steps from the AFN.

Meetings and accountability

The Board of Directors held the following 13 meetings over the 2012–2013 fiscal year:

- September 11, 2012 (Yellowknife, NWT)
- September 28, 2012 (teleconference)
- November 14-15, 2012 (Ottawa, ON)
- December 4, 2012 (Ottawa, ON)
- January 24, 2013 (teleconference)
- March 4, 2013 (Ottawa, ON)
- April 11, 2013 (teleconference)
- May 1, 2013 (teleconference)
- May 15, 2013 (teleconference)
- May 22-23, 2013 (Ottawa, ON)
- September 4, 2013 (teleconference)
- September 6, 2013 (teleconference)
- September 17, 2013 (Wendake, QC)

Per Article 9 of our Bylaws relating to our accountability and consultation to First Nations leadership, FNIGC presented an Annual Report at the AFN's 34th Annual General Assembly held in Whitehorse, Yukon. A presentation was not accommodated on this year's agenda, however Board Members **Tracy Antone** and **Lori Duncan** and Operations Manager **Gail Mc Donald** were on hand should space on the agenda be opened.



OCAP™ developments

OCAP™ trademark and copyright-amended application

The FNIGC continues to pursue final steps in copyright application for the OCAP™ trademark. Communications was received from our trademark lawyers (Osler, Hoskin & Harcourt LLP) indicating we required further clarification on the wares and services in which the trademark would be applied. We provided this justification and an amendment application was submitted on January 31, 2013. The copyright approval should be received by the end of 2013.

FNIGC continues to apply the OCAP™ logo to all its products and services and displays the following message on our website and email communications: "OCAP™ is a trademark of the First Nations Information Governance Centre, used under license/ or used with permission." We have also submitted an amended OCAP™ logo with our application to reflect the new FNIGC logo developed last July.

The definition contained in FNIGC's amended trademark application is as follows:

- The applicant by itself or through a licensee, or by itself and through a licensee intends to use the trademark in Canada in association with

print publication such as reports, brochures, workbooks, electronic publication such as reports, brochures, posters, workbooks, training books and manuals, graphic presentations, promotional items and requests registration of the trademark in respect of such wares.

- The application by itself or through a licensee or by itself and through a licensee intends to use the trademark in Canada in association with education and training services in the field of First Nations communities and their knowledge, data and information; educational, research and training services for First Nations communities and their members in relation to data, information governance, privacy rights and health and social policy; conducting surveys of First Nations people, their communities and representative bodies; consulting with ethics committees and ethics boards concerning the collection and use of First Nations data for research and educational purposes; administration and operation of a certification program certifying the compliance of third party individuals, organizations and entities whose research and data collection practices have been found to meet the applicant's prescribed standards.

OCAP™ Permission to Use Term

During the past year several requests have been received from organizations and individuals looking to properly cite and refer to the term OCAP™ in their publications, as the word has spread regarding the FNIGC trademark. To assist in this request information is requested from the project to provide context as to how the term OCAP™ is being proposed to be referenced. Following a review and assessment a letter is provided to the organization or individual containing the following information:

We have received your email request requesting permission of the First Nations Information Governance Centre to make reference to OCAP™ in an xxx Project and using the term "OCAP" in various project documents (reference document here). You understand that the OCAP™ logo is trademarked.

Thank you for respecting OCAP™ and including it within your work. One of the goals of the FNIGC is to broaden public knowledge about the First Nations Principles of OCAP™ and this type of work can be very helpful.

The trademark certification is very recent and FNIGC has not yet developed a policy regarding use of OCAP™ that is publicly available. As well, FNIGC will be developing a certification process for OCAP™-compliant projects; however, the process has not yet been finalized.

Therefore, at this point FNIGC would be pleased to provide its permission to xxx Project if all of the following conditions are met:

- A. *Include a "Trademark" reference next to OCAP™ or as a footnote.*
- B. *Include a reference (which can be in-line text, or as a footnote or endnote) that more information about First Nations Principles of OCAP™ can be found through the FNIGC.*
- C. *Refrain from stating that any particular existing or proposed project is "OCAP™ Compliant" or that it meets the criteria for OCAP™.*

The FNIGC would also be pleased to receive a copy of your publication(s) for our information.

OCAP™ Certification; OCAMP training

The other project that we are moving forward with is the "OCAP™ Certified" logo which will be granted through an OCAP™ certification process to research projects or processes that meet our compliance standards. This process has been under development for a while, and we will need to have it completed before we proceed with the copyright application that will allow us to grant external organizations to use the OCAP™ Certified logo. We have several projects to consider and will soon be ready to proceed. The Board of Directors reviewed a draft certification process in December 2012 and will review and approve the final process in September 2013.

We are also developing an OCAP™ Training Program called "OCAMP" that will be targeted at First Nations as per our Strategic Plan key direction.

OCAP™ Publications

FNIGC commissioned two OCAP™-related papers during the past year from our legal advisor **Krista Yao**, of the Nadjiwan Law Office: **"OCAP™ – The Path to First Nations Information Governance"** (March 2013) and **"Barriers and Levers for the**

Implementation of OCAP™" (February 2013). Both documents are high-quality and must-reads.

The first speaks to current issues in the operationalizing of OCAP™ principles in First Nations communities and explores issues of data protection, examining data leakages, legal perspectives and case studies. The second document examines elements of OCAP™ where First Nations are able to express their values related to community privacy and information governance.

While the RHS is the leading example of how OCAP™ can be operationalized, there are many other examples in First Nations across Canada, such as eHealth record systems, research agreements, health surveillance, education reporting systems and the FNREES. This publication did not define OCAP™ or to discuss OCAP™ criteria. Rather, it is specifically intended to discuss the barriers and levers for the management and governance of First Nations information or data generally, and specifically in the context of shared data systems within AANDC and the Government of Canada.

Repatriation of OCAP™ from NAHO

When the announcement was made on June 29, 2011 that the **National Aboriginal Health Organization** (NAHO) would close, FNIGC sent a letter to NAHO's Executive Director requesting that all publications produced under the direction of the FNIG Committee by the First Nations Centre of NAHO, be repatriated to FNIGC. As per the transfer agreement between the AFN and the FNIGC, in June 2010, the AFN rightfully assigned all such intellectual property rights to the FNIGC. It had been noted that NAHO had always and continued to publish a number of documents that are now subject to FNIGC's copyright.

Neither the AFN nor the FNIGC have ever licensed or consented to NAHO's use and publication of the above documents, or any other documents covered by the above-described instruments. NAHO's continued publication of these documents was in breach of FNIGC's copyright. NAHO was asked to cease and desist publishing the above documents and any other documents that NAHO continues to publish, in breach of FNIGC's copyright. Some of those documents included: **OCAP: Ownership, Control, Access and Possession; Research Toolkit:**

Understanding Research; Health Surveillance Toolkit – The Basics; Ethics Tool Kit; Privacy Tool Kit.

NAHO complied with this request prior to the organization's closing, returning a file containing the documents. However, NAHO's website will remain online until 2017 and it still contains references to some of the contested documents. We have contacted the website hosting company to advise them to cease and desist. We are also rebranding the documents under the FNIGC name and will obtain new ISBN numbers to register them.

OACAP™ chapter in 2013 COACH Guidelines for the Protection of Health Information

The FNIGC assisted in the development of a chapter devoted to the First Nations OACAP™ principles and the protection of health information in the *2013 COACH Guidelines for the Protection of Health Information* published by COACH Canada's Health Informatics Association. This chapter was prepared by a writer who prepared the section with consultation from FNIGC. The draft was reviewed by Board members and was published in the COACH Guidelines in July 2013.

The chapter (Chapter 19) provides a description of the federal health care system and an explanation of the First Nations jurisdiction. The Principles of OACAP™ of data are reviewed and a recommended approach to applying these principles to First Nations community level health information within an electronic format. The chapter also provided recommendations for health information/trustees/stewards to apply OACAP™ to health information about First Nations. This collaborative effort provided an opportunity to advance and promote the Principles of OACAP™ and reach new audiences in the health care sector.

FNIGC publications

FNIGC commissioned and produced 12 documents in 2012 – 2013. These include:

- OACAP™ – The Path to First Nations Information Governance
- OACAP™ – Barriers and Levers
- RHS Phase 2 People's Report
- RHS Phase 2 French National Report

- RHS Phase 1 Synthesis Report
- Placing Individual Health in Context: Report of the 2008/10 RHS Community Survey Report
- A Cultural Thread of Hope: Special Topics Paper
- Feasibility Assessment – RHS Phase 3 as a Vehicle for Assessing First Nations Infant Mortality and Resiliency
- An Assets Based Analysis of Community Resiliency and the Role of Traditional Parenting as a Protective Factor for Infant Mortality
- Factors Associated with Physical Activity Among First Nations Youth
- Factors Associated with Physical Activity Among First Nations Children
- RHS Phase 2 Technical Assessment

Following final review and formal Board approval, FNIGC will publish these on our website for public access.

Communications

On February 7, 2013 FNIGC hired a full-time Communications Coordinator who was tasked with building FNIGC's Communications capacities to support the organization's vision, mission, goals and objectives.

Over the course of six months, we have made significant progress towards this end. We have:

- 1) Re-launched FNIGC's website
- 2) Launched a monthly FNIGC Newsletter
- 3) Developed a social media strategy and raised FNIGC's social media profile
- 4) Launched a TV and radio campaign for the FNREEES
- 5) Developed communications products for the FNREEES
- 6) Developing a media and communications strategy with the Assembly of First Nations
- 7) Streamlined the production process for printed materials

FNIGC website development

After several months of planning and development, FNIGC re-launched a new and improved website in July 2013. The site reconstruction was contracted to an external company and was built by Ottawa's Answermen, Inc. Under our direction Answermen, Inc. removed a significant amount of visual clutter from the home page and introduced a rotating slider that features top news stories and articles of interest and a website that is easier to navigate and download publications.

The re-launch also gave FNIGC the chance to rethink how we present our information, leading to a re-shuffle of how our products are organized. The new site features: at-your-fingertips access to published reports, information on OCAP™, Press Releases, links to our Twitter, Facebook and YouTube accounts (including a live Twitter feed) and a new Media Room section which offers a quick "Who, What, Where and When" break-down of FNIGC.

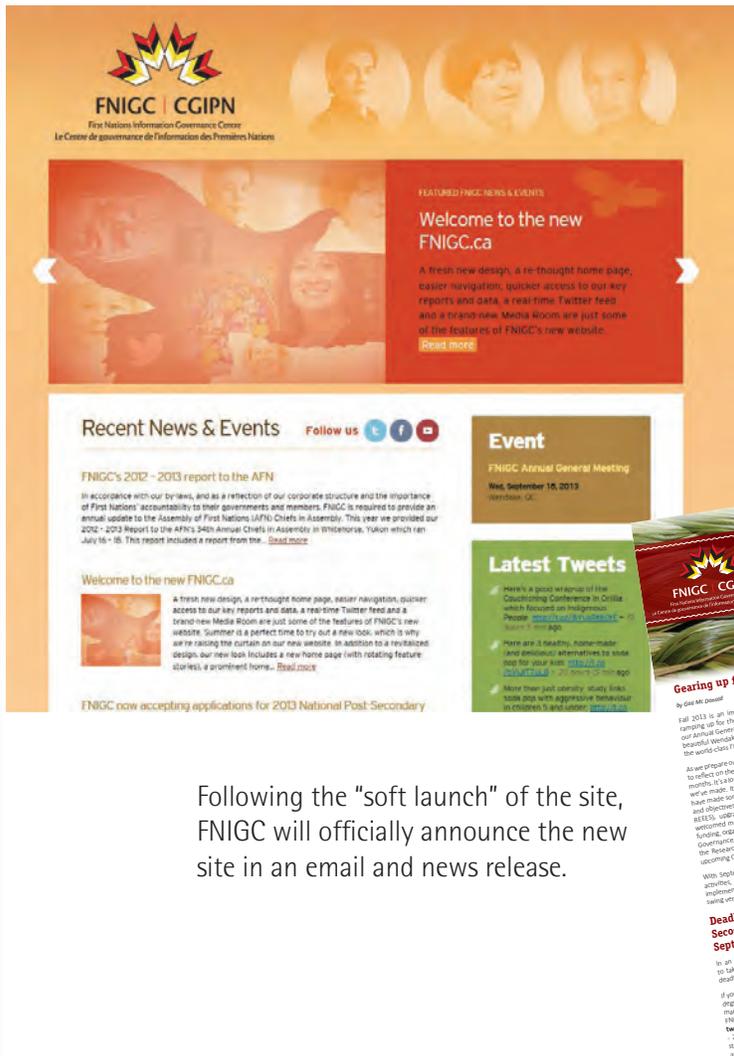
FNIGC newsletter

Given the size and scope of FNIGC's national network (including Regional Partners, Board and Committee members), it was determined that the organization would benefit from a regularly published internal newsletter that served as a platform for news and information – and a "gathering place" for FNIGC colleagues to share and celebrate each other's successes.

The first issue of the monthly *FNIGC Newsletter* arrived in the inboxes of FNIGC staff, Regional Partners, Board Members and NAC Members in June 2013. So far feedback has been positive, with contributions from the national office and across our network. Regular features include updates on the REES and RHS, a column by Operation Manger Gail Mc Donald, "Announcements and Appointments," "Out and About" (featuring extracurricular activities), and a "Regional Spotlight" feature.

Social Media

Given the increasingly critical role that social media is playing in First Nations communities and culture (i.e. Idle No More) FNIGC Communications decided to better harness social media platforms to help forward our Mission. In March we began using **HootSuite**, a social media management application that allows users to schedule tweets and status updates, coordinate multi-platform communications and track engagement. We began using HootSuite at FNIGC's OCAP™ in Action 2013 National Workshop,



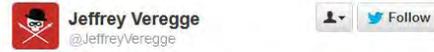
Following the "soft launch" of the site, FNIGC will officially announce the new site in an email and news release.



which allowed us to send out news announcements, photos and raise awareness about the event.

In the months since, we have continued to use the application to help develop and grow our social media presence in exciting ways: **the number of people who "Like" our Facebook group ([Facebook.com/fnigc](https://www.facebook.com/fnigc)) has more than doubled (from 165 to 258)** while our Twitter account ([Twitter.com/fnigc](https://twitter.com/fnigc)) **has more than five times the followers than it did in February 2013, growing from 63 followers to 361 in six months.** (More recently, we established a YouTube channel ([YouTube.com/FNIGC](https://www.youtube.com/FNIGC)) which hosts our videos, photo-galleries and commercials for the REEES.)

The success of this social media strategy can be credited to a regular schedule of updates, retweets and shares that focus on First Nations cultural, social and intellectual issues along with FNIGC news and updates – while steering clear of controversial topic or overtly political issues. The overarching goal is to gain credibility with First Nations users of social media by spreading news and information that



@fnigc Thank you for you sharing & kind words! Appreciate the support, stay tuned, ready to reveal new Salish Geek art very, very soon

8:24 PM - 28 Jun 13



@fnigc This is a great Twitter account to follow- great resources and links Support communities and indigenize curriculum!

02:38 PM - 26 Aug 13

they are interested in – as opposed to sending out corporate press releases.

All in all, we believe that this strategy has proven effective and will pay off in the months and years ahead as we begin to release important reports (like the REEES and RHS Phase 3).

FNREEES ad campaign

In June, we successfully negotiated important edits to the existing REEES TV and radio ads featuring actor Stan Wesley's popular comedic character "Bunnuck Klikman." The new ads were distributed via our regional partners to First Nations community TV and radio stations and nationally on APTN as a Public Service Announcement. They were also posted on FNIGC's YouTube channel, on FNIGC.ca, APTN's Digital Drum website and Wesley's website. In addition, they were slated to screen at the **Cinéfest Sudbury International Film Festival** in September 2013.

FNREEES Communications

Communications is currently putting the finishing touches on a series of communications products for the Regions to use during the 12-month REEES



implementation period. This will include brochures, a poster and a print ad featuring a series of taglines that play off the REEES acronym such as "First Nations Early Childhood Development, Education and Employment Survey: Good things come in thREEES." These tools are designed to be modified by the regions to add their own information and identity.

Communications strategy with the Assembly of First Nations

We are currently in the first stage of setting up a new partnership with the **Assembly of First Nations** (AFN) that would provide an avenue for AFN to call upon the FNIGC for their data needs. Currently, we are collaborating on a series of infographics that would spotlight specific issues relating to First Nation communities. These products would be assembled using FNIGC data and would be released by the AFN and also posted on the FNIGC website and disseminated via our social media networks.

This relationship will benefit both organizations greatly, providing an opportunity for the AFN to draw on reliable data to help inform its audience and stakeholders while furthering FNIGC's commitment to knowledge exchange and translation and outreach to First Nations.

Streamlined production process

Since February, we have updated and streamlined the coordination and development of FNIGC publications and editing processes. All Communications products are now saved in a central folder on FNIGC's Shared Drive. Publications and related material is channeled to the Communications Coordinator, who provides oversight to the editing, translation, revision and final layout stages.

Overall FNIGC's new Communications office has made good progress in setting and maintaining high standards for written communications, whether that means media releases, articles, Op-Eds, brochures or online. This is a key part of FNIGC's strategic plan for the next few years, as it will allow the organization to present itself professionally to stakeholders, the media and the general public. The Communications office also liaises and interfaces with Regional Coordinators who may require assistance with publications or local outreach.

FNIGC Bursary 2013

In January 2011 the Board of Directors approved the implementation of the FNIGC Annual Scholarship, since aptly renamed to the **National Post-Secondary Student Bursary**. This bursary gives First Nation PSE students who are pursuing a degree in the field of Epidemiology, Population Health, Statistics or Information Management Technology an opportunity to apply for one of two \$1,000 bursaries.

In 2012 two bursaries were awarded, through an application and essay competition in the amount of \$1,000, to **Ms. Christi-Ann Poulette**, a member of the Oneida Nation of the Thames First Nation in Ontario, who is completing her Bachelor of Science in Nursing degree at Laurentian University; and **Ms. Johanna Sam**, a member of the Tl'etinqox T'in First Nation in British Columbia, who is completing her Master of Science Degree at the University of British Columbia.

For 2013, FNIGC will again grant two \$1,000 bursaries to aid students in their education endeavours in these specialized fields. The deadline for applications is Monday, September 16, 2013 at 4:00 p.m. EST. An extension was provided from the original deadline of August 19 as some applicants reported having difficulties with downloading the application.

Outreach and capacity building

The FNIGC continues to develop and implement workshops and training sessions that will focus on building capacity, promoting the understanding and implementation of OCAP™, information governance and privacy and data protections. In addition, the FNIGC continues to find innovative ways to get expand access to FNIGC data by the public and have that knowledge used to inform effective decision-making, policy change and further means to improve the lives of First Nations.

First Nations Information Governance National Workshop: OCAP™ in Action

This past spring 2013 FNIGC held a national capacity building initiative on March 5 – 7, 2013, at the Delta Ottawa City Centre entitled **First Nations Information Governance National Workshop:**

OCAP™ in Action. The Workshop goal was to engage regional First Nations and communities to provide an opportunity to learn and discuss areas affecting research and data at the national, regional and grassroots level and to develop new or enhance skills in such areas as privacy, data protection, facilitation and training, understanding statistical sampling and OCAP™.

Some topics covered in the 22 workshops sessions included: the First Nations Principles of OCAP™; the Highlights of the new FNIGC OCAP™ Paper; Data Stewardship; Privacy and respect in Research; Furthering OCAP™ in Our Communities; FNIGC's OCAP™ Certification Process; E-Health and Considerations; Technical Data Information Technology Requirements and Considerations; Best Practices for Privacy, Data Security and Respect in Research; Train the Trainer; First Nations Privacy Laws; Effective Use of Data: Creating the Stories and Informing Policy Development; Understanding Surveillance and Information Governance; Facilitating Skills: Tools for Effective Meetings; Developing an Assessment and Privacy Tool Kit for First Nations; Social Media and Other Communication Tools for Effective Outreach and Knowledge translation; and How to Develop and Deliver a Holistic Education Assessment.

Participants provided feedback through a conference evaluation form to help FNIGC assess our effectiveness in the delivery of the workshop and relevance to them. Overall the majority indicated that the Workshops were "Excellent," with special mentions offered for specific workshops and facilitators.

Suggestions for new topics for future workshops were also offered. These included: how OCAP™ relates to and works with universities; What is First Nations knowledge?; How does OCAP™ fit with



world views; Policy-making and ethical research and; How we can use data to tell our story. The majority were enthusiastic and would like to see another similar themed workshop and more information around OCAP™ and that OCAP™ accreditation training needs to be communicated "louder" to non-FN Organizations and that this compliance and understanding should be practiced.

"OCAMP" training

In March 2013, FNIGC sponsored a National Workshop at the Delta Ottawa City Centre called "First Nations Information Governance: OCAP™ in Action". It included a session called "Furthering OCAP™ in our Communities" which served as a pilot for our "OCAMP" training curriculum. The OCAMP name was coined at the 2011 FNIGC Board of Directors Strategic Planning Session as a way to identify training by FNIGC about the First Nations principles of OCAP™ and how they can be utilized by First Nations people and communities.

FNIGC is currently finalizing the materials for the inaugural OCAMP training workshop to be held in fall 2013 which will focus on four key objectives:

1. To facilitate a comprehensive understanding of OCAP™
2. To demonstrate how a community can manage their information in order to protect their data
3. To provide knowledge and useful tools to help a community incorporate OCAP™ principles
4. To provide examples and models in developing a mutually respectful research agreement that protects a community's data and ensures compliance to OCAP™ principles.

We are currently revising the OCAMP curriculum and the Instructors and Participants Guides in preparation

of this fall's launch. Regions and communities will be informed as more information becomes available.

Staff training and development

It has always been a goal of the FNIGC to support professional development and training for our staff. Several staff undertook training this year in Adobe Photoshop and InDesign in an effort to support over internal capacity to develop and layout our own reports and publications. Staff also received on-site training for Microsoft Project, Bridgit Collaboration software and the SMART Board.

Individual staff training requirements are also being documented and efforts being made to book

and schedule some specific training that has been identified in the annual performance reviews.

Several team-building sessions were also held with a company that worked with staff in building communication and listening skills and to help re-energize the staff to face our workload and upcoming challenges. The workshops also provided an opportunity for the staff to develop and nurture an environment where staff would feel confident to address concerns and issues strategically, constructively and openly. There is still work to be done in building and maintaining a strong and healthy work force, particularly given our fast-paced work environment – however we remain committed to this on-going process of improvement.



2012-2013 ANNUAL FINANCIAL AUDIT REPORT

The FNIGC Board of Directors and Members approved by resolution our accounting services with BDO Canada LLP. BDO Canada completed the *2012-2013 Financial Audit Report* and it was presented to – and approved by – the Board of Directors on July 4, 2013. The report (dated June 10, 2013) expressed an unqualified opinion on the financial statements. There were no significant deficiencies disclosed during the audit. The organization is presently in a positive cash and positive net asset position. There are no liabilities to Governmental Agencies. Revenues are from two major sources: Health Canada and AANDC.

Supplemental work was provided by BDO Canada LLC this past year in working with AANDC to reconcile our financial reporting to their year-end reporting requirements with respect to not-for-profit organizations and how we report expenses. The following notes identify what has been agreed to and how our reporting for year-end March 31 reflects this:

- Part III – Accounting Standards for Not-for-profit Organizations (ASNPO) is the most appropriate framework to be used by FNIGC.
- Approval of the annual budget is included in the Funding Agreement between AANDC and FNIGC. Through this approval of the budget, the funding provided for capital expenditures are approved. This will provide sufficient evidence for the restriction of the capital funding to allow the deferral and amortization of the capital contribution.
- The Revenue section of the Schedule of Project Revenues and Expenses would be revised so that the entity will not show a surplus (deficit) in the fund until the final year of the agreement.
- We also agree that the expenses on the schedule will be grouped in accordance with the budget line items for ease of reconciliation at year-end.
- We believe that this is consistent with what AANDC would like to see in the schedule of Project Revenues and Expenses and also complies with ASNPO.

The Audited Financial Report and Management Letter are presented to the Members at the Annual Meeting for approval and are included in the meeting package.

REPORT ON THE FIRST NATIONS REGIONAL HEALTH SURVEY

Activities Report (2012–2013)

Over the course of the last year coordination of the RHS has continued at a steady pace. Following a very successful process evaluation conducted by **Johns Hopkins University**, the RHS process has continued to progress producing new materials, publications, and embracing new technological innovations. Furthermore, great strides have been made in preparing for the third phase of the RHS.

In preparation for RHS Phase 3 in 2013-2014 the Regions, in conjunction with their appointed advisory committees, have begun the review process on content considerations for the survey with a September 30 deadline for input. As well a series of meetings have occurred between FNIGC and federal stakeholders to discuss potential mechanisms for contribution to the latest phase of RHS. In fact, the **First Nations and Inuit Health Branch** (Health Canada) has created an **RHS Working Committee** made up of representatives of various departments, internal and external, with a vested interest in the RHS process. To this end FNIGC presented to the Working Group in July 2013 on the process for submitting content feedback and on the process for review. Following the September deadline, the FNIGC RHS team will begin revising the survey in anticipation of a spring 2014 deployment. A two-day training session will take place in late October for RHS and REEES Regional Coordinators.

Johns Hopkins evaluation

As was undertaken by Harvard University in 2002/03, FNIGC commissioned a full-scale independent review of RHS Phase 2 by **Johns Hopkins University**. Specifically a process evaluation was conducted which consisted of a combination of qualitative and quantitative research methods. The RHS process was praised in terms of its fidelity to its original design. Moreover, procedures for staff recruitment, staff training, and recruitment of communities and participants, and data analysis were judged as being first-rate.

Although some recommendations were made regarding the sampling procedure and technology utilized it was noted that the RHS is an invaluable resource for Canada and a model for other countries to use to assess the health of their Indigenous populations.

Technical evaluation

In preparation for the next phase of the RHS, FNIGC contracted **Goss Gilroy Consultants Inc.** to undertake a technical assessment of the RHS Phase 2 questionnaire and response data. The primary purpose of this evaluation was to determine specific amendments to be made, in an effort to enhance the validity and precision of subsequent data collected through RHS Phase 3.

The final report indicated that although there are some areas for which improvements can be made (e.g. question wording, revisions of some response categories, verification of conditional skip logic) RHS Phase 2 was a solid survey with sound comparison to Statistics Canada's *Canadian Community Health Survey* (CCHS).

Online data tool

The final RHS Phase 2 National Report was officially released in June 2012, consisting of 37 chapters and over 450 pages. A wide variety of content areas were covered across adult, youth, and children. Where appropriate, comparisons were made to the 2002/03 RHS results as well as to other data sources such as the CCHS.

In an effort to make RHS National Results more accessible, **Northern Recorders Multimedia Production & Post Production Services** was contracted to create an on-line interactive data tool for the FNIGC website. This tool allows users to query already published RHS data and easily create data outputs (e.g. graphs, tables). The Data Tool will be available free on FNIGC's website.

Content development

In an effort to prepare for RHS Phase 3 a content development feedback form was developed and circulated to the regions. The Regional Coordinators in conjunction with Regional Advisory Committees and Data Analysts have been asked to provide content feedback by September 30th 2013.

Input is also being received from the First Nations Inuit Health Branch at Health Canada who have established an RHS Working Group, made up of

various governmental departments. This group has expressed an interest in contributing content suggestions for RHS Phase 3. Feedback through this mechanism is similarly anticipated for September 30. Also, the AFN has provided important feedback to the RHS Survey and Community Survey content.

The above reviews and input will prove invaluable in taking the RHS Survey to the next level of meeting the important information needs of First Nations and our funding partners.

RHS feasibility assessment

Dr. Rose-Alma J. Mc Donald of Katenies Research and Management Services, was commissioned by the FNIGC to produce a report on the feasibility of adding a module to future cycles of the RHS that measures infant mortality and related issues such as: maternal health, infant resiliency, positive outcomes to traditional parenting, language and culture, child rearing and community health and well-being. Her 104-page report contains a comprehensive review of literature to gather relevant background information, as well as recommendations and next steps.

Publications

Following the RHS Phase 2 National Report, FNIGC embarked upon a series of special publications in an effort to increase the utility of RHS results. These publications are:

RHS Phase 2: Community Survey Report

A Community Survey Report was produced which provided a snapshot of community health indicators within 236 First Nations communities, including: information on the external environment, housing and infrastructure, food and nutrition, employment and economic development, education, justice, safety and security, health services, social services, identity, and governance. The full report can be accessed on FNIGC's website.

RHS Phase 2: People's Report

The purpose of the People's Report, conducted for each survey cycle, is to provide an overview of the information collected for community workers. The report acts as a summary document and is not

intended to provide a comprehensive nor a detailed account of all the information collected. The People's Report uses the RHS Holistic Framework to present an interconnected portrait of health and social well-being. In turn, the information is grouped into four quadrants, (Action, Reason, Relationships and Vision) with each quadrant representing a number of topics covered in the survey. Information from the adults, youth and children surveys are then integrated into this holistic framework and presented under the various thematic areas covered in the survey. **Red Willow Consulting** was contracted to produce the report which is currently being reviewed and formatted. Once finalized it will be made available on FNIGC's website.

A Cultural Thread of Hope

Dr. Rose-Alma J. McDonald, of Katenies Research and Management Services, was commissioned by the FNIGC to produce a research paper examining the role of First Nations traditional cultural and language as protective factors against negative health and wellness outcomes. A 37-page report was produced which examined this relationship in great detail. The report will undergo a final proof before formatting and release on FNIGC's website.

Determinants of Physical Activity among First Nations Children and Youth (Under development)

Dr. Ian Janssen and **Dr. Lucie Levesque** of Queens University, were contracted by FNIGC to produce two separate academic manuscripts exploring the independent associations between intrapersonal factors, family factors, and community factors with moderate to vigorous physical activity within First Nations school-aged children (6-11 years) and youth (12-17 years). Analyses for these manuscripts were based on 2008/10 Regional Health Survey data.

RHS Phase 1 (2002/03): Synthesis Report

FNIGC contracted **Red Willow Consulting** to develop the First Nations Regional Health Survey (RHS) Phase 1 (2002/03): Analytical Synthesis Report. The purpose of this report is to provide a synthesis of the qualitative (and some quantitative) information in 10 RHS reports based on the 2002/03

(Phase 1) data collection. The report highlights key findings, common priorities, action plans, and recommendations. More specifically, the report provides a wealth of information that demonstrates the value of both the RHS process and the resulting data for communities, regions and all stakeholders. The final report was circulated to and approved by the FNIGC Board of Directors. The report will be made available on FNIGC's website.

Upcoming Activities (2013–2014)

As part of the RHS process, FNIGC strives to provide transparent technical documentation, detailing the process and methods surrounding the RHS survey. To this end, the First Nations Regional Health Survey (2008/10): Report on Process and Methods serves as a key document. In light of FNREEEES development, and given the highly technical nature of this report, its completion has been slower than anticipated. However, FNIGC is on track to complete a draft of this report by late fall 2013.

Further, as noted below, FNIGC has made great strides in developing service contracts that abide by OCAP principles. Most notably, significant work has been undertaken in working with AANDC to develop not only a mutually satisfactory service contract, but also to pave the way for future dealings with federal entities when it comes to data access. The FNIGC has worked diligently to engrain OCAP™ within the federal landscape.

Upcoming Projects and Publications

First Nations Regional Health Survey (2008/10): Report on Process and Methods

The FNIGC has begun preliminary work on the RHS Report on Process and Methods for 2008/10. The intent of this document is to provide in greater detail, the methods used throughout the 2008/10 survey cycle. As was done in 2002/03, the report will begin by providing a general overview of the RHS Phase 2 project origins, including references to the 1997 pilot survey and the RHS Phase 1 (2002/03) survey. Moreover, the procedures and methods utilized during survey development will be documented to provide readers with a better understanding of how content was derived.

Field procedures, including recruitment, informed consent, interviewing, connectivity, and syncing, will also be examined to provide insight into how the RHS Phase 2 was carried out on the ground. More technically, the Computer Assisted Personal Interviewing System (CAPI) utilized to capture the survey data, will be presented and evaluated as a critical part of the RHS process.

The report will also provide a comprehensive look of the sampling methodology (i.e. sample design, frame, site selection, community and individual allocations, adjustments, replacements, top-up, etc.) used in the RH Phase 2. Moreover, the report will outline procedures adopted for national level data processing. Processing, often referred to as "data cleaning," includes variable recoding and renaming, correcting for faulty skip patterns, preliminary outlier analysis, assessment of item non-response, consent verification, post-stratification weighting, etc. Each of these techniques will be addressed in great detail within the report.

Finally, the report will touch upon the analysis process involved in the production of the *RHS Phase 2 National Report*. More specifically, this component will include information regarding the software utilized for analyses, types of analyses undertaken, data release criteria, request for writers, and the production of the final report. It is anticipated that a first draft of the First Nations Regional Health Survey (2008/10): Report on Process and Method will be completed in late fall 2013.

Negotiating service contracts with Health Canada and Aboriginal Affairs and Northern Development Canada

Over the course of the last year FNIGC has worked closely with AANDC and Health Canada to establish a service agreement that would replace the current "License to Use Agreement" that had been identified in FNIGC's contract deliverables and had been used in the RHS Phase 2 process via AFN with Health Canada. The tabulations purchased through the service agreement would be used to support research and evidence based decision-making for policy and program development. The tables would also be used in in-house research projects which could be published or made available to departmental clients and complement established data sources used by

AANDC or HC. After a rigorous review an agreement was signed that respects the First Nations principles of OCAP™. Going forward, we expect that this service contract will be used as a template in negotiations with other federal departments.

REPORT ON THE FIRST NATIONS REGIONAL EARLY CHILDHOOD, EDUCATION AND EMPLOYMENT SURVEY

In July 2011 AFN's Chiefs in Assembly passed a formal resolution directing the FNIGC to implement a survey on education and employment for on-reserve and northern First Nation communities, to be called the **First Nations Regional Early Childhood, Education and Employment Survey (FNREEES)**. Since then the FNIGC has been working in cooperation with the FNREEES Regional Coordinators across the country to implement the national survey.

Data collection for the FNREEES is scheduled to begin on September 9, 2013 and is expected to last in the regions for approximately one year, ending in September 2014. All interviews will be conducted in-person using the CAPI (Computer-assisted personal interviewing) technique, and will involve answers from some 30,000 respondents. National preliminary results are expected to be released in 2015.

FNIGC worked with a National Advisory Committee to consider content and themes for the survey, and to determine a framework, indicators and item development. The First Nations Holistic Lifelong Learning Model (developed by the Canadian Council on Learning) serves as the cultural framework for the survey. The FNREEES Regional Coordinators and Data Analysts also met with the FNIGC to review and provide technical feedback on survey items and components. The FNREEES questionnaire design and process all have critical dependencies on other critical big-moving factors such as: regional preparedness, national technical and process issues and the forthcoming RHS Phase 3 deployment.

The design of the FNREEES questionnaire has continued simultaneous to regional preparedness including NAC meetings, regional coordination, and technical reviews of the questionnaire (such as the Privacy Issues Identification and the consent form

work). The FNREEES process has been fortunate to undertake entirely new infrastructure to support the survey development and implementation. This has been an exciting new addition to the national and regional resources and processes and has allowed us to define roles, responsibilities, communications, implementation readiness, and the ability to work together on a vast range of organizational and technical issues.

Amidst a number of key challenges, the FNIGC Board of Directors had to readjust the survey implementation dates to September 2013 and the Regions along with the FNIGC staff have been committed to ensuring that the survey is a great success.

Since April we have been testing the survey internally, and in cooperation with the computer programmers we've made changes to the overall structure. As of September 2013 we have completed the FNREEES components in CAPI programming and will continue implementation over the coming year. In the past few months, we have been working with the Regions Coordinators in Nova Scotia, Manitoba and Quebec to conduct field testing of the survey components. This process provided us with excellent qualitative feedback to improve the survey in the areas of structure, duration and interaction.

FNREEES Themes and Indicators

In 2012 the Board of Directors appointed regional experts in early childhood development, education and employment to a National Advisory Committee (NAC). The NAC provided important information that formed the content and themes of the FNREEES. Over the course of the development of the survey components the content and themes provided the foundation for the survey in a final version. This process was unique in that the NAC provided a First Nations cultural lens that considered the specific context of First Nations on-reserve and northern communities. You can find all of the themes and indicators of the survey components of early childhood, education and employment in your kit.

FNREEES Achievements

The implementation process for a new national survey is difficult and rewarding. This contrasting experience brings together a combination of many people that all have a vested interest in the overall success of the FNREEES. Central to the successful outcome of the survey is the process of collaboration, understanding and influence. The foundation on which this process takes shape is the firm belief in the Ownership, Control, Access, and Possession (OCAP™) of data coming from First Nation communities. These processes are what make the FNIGC, the Regional Member Organizations, and the FNREEES truly unique, valuable and recognizably First Nations.

We owe a great deal of gratitude to the people in each of the regions that carry out this important survey in their communities. Thank you to all of the many individuals that carry out the everyday work in the regions, and keep up the great good effort!

Some of the achievements worth noting with the FNREEES during the 2012-2013 fiscal year include:

- Targeted preparations for a September 9th FNREEES implementation
- Successful process for internal, field and pilot-testing of the FNREEES
- Successful CAPI programming and French translation in working in close collaboration with the Quebec Regional Coordinator and Data Analyst.
- Valuable lessons learned on the FNREEES research ethics review and process including:
 - the consultative FNREEES ethics review,
 - successful completion of the Privacy Issues Identification Report for the FNREEES,
 - all recommendations were incorporated into the FNREEES coming from the ethics processes (it is worth noting that the process for research ethics review was not a requirement as far as the funding is concerned but was in line with the OCAP™ principles),
 - the continuing work to develop the FNIGC ethics review function within the organization over the long term

- Successful dissemination of the laptops to the Regional Coordinators including the accomplishment of downloading the survey itself
- Thorough collaboration with the Regional Coordinators to develop FNREEES deployment plans
- Regular bi-weekly teleconferences with the FNREEES Regional Coordinators to ensure that information and support is provided
- Successful completion of the FNREEES Field Worker Manual including the new development of adding the consent form tab and utilization of the secure, dedicated Regional Coordinator web-based portal
- Successful national sessions for the Regional Coordinators to work on themes of regional preparedness and implementation, strategic planning, communications, and developing a process to work together. FNIGC and the Regional Coordinators will be meeting for a national session in Ottawa on October 22-24, 2013
- Successful completion of the FNREEES radio and TV ads to regional and local radio stations, including a national spot airing on APTN
- Many of the regions have appointed a coordinator and a data analyst to work specifically on the FNREEES (in addition to existing RHS personnel)
- Successful review of the FNREEES by AANDC.

FNREEES Key Activities for 2013-2014

The key to the overall success of the FNREEES will be to maintain steady data collection over the next year, from September 2013 to September 2014. To this extent the regions are completing sessions for field worker training in September, coordinating interviews in the communities identified in the sample plan, and implementing regional deployment plans to ensure timelines and objectives are achieved. Official implementation of the FNREEES was September 9 with the successful coordination of regional deployment plans, and we are now in data collection.

In March 2014 the FNIGC will begin the initial process to begin data cleaning and simultaneously ensure that all of the regions are preparing to finalize data collection. The FNIGC and the FNREEES Regional Coordinators have established a technical

and reporting relationship to ensure consistent data collection and to ensure that deliverables are met. This is important because the RHS Phase 3 is gearing up to begin regional implementation in 2014.

The FNIGC will be meeting with all of the Regional Coordinators (FNREEES and RHS) in October 2013 with the objective to plan post-FNREEES implementation and pre-RHS implementation. At this national session the Regional Coordinators and FNIGC will be provided a global overview of data collection in the regions as well as a review of the RHS and FNREEES objectives, and the next steps to come in the short-, medium- and long-term. We will also discuss a national and regional analysis strategy and how we plan to work together to develop the necessary tools and information over the next two years of data collection, cleaning and analysis.

We will also plan to talk about the FNREEES process in terms of experience, coordination and working together and this will provide useful information to improve national and regional processes. This session will provide an opportunity for all of us to discuss ways to support the forthcoming RHS Phase 3, and how we can improve planning and communications. The FNIGC will continue to work in a collaborative effort with the Board of Directors and the Regional Coordinators to ensure that survey objectives are being met, and that we stay on track over the next year in data collection and over the next three years in data cleaning and analysis. All of this is being done in unison to ensure that we are well prepared to potentially begin the FNREEES Phase 2 in 2016.

Next Steps

FNIGC operates under a mandate to "build capacity and provide credible and relevant information on First Nations using the highest standards of data research practices, while respecting the rights of First Nations self-determination for research and information management and in true compliance with the First Nations principles of Ownership, Control, Access and Possession (OCAP™)."

We are very aware of this mandate, and to ensure that the standards and practices established by the great good work of the RHS and the work of the regions are respected. At the FNIGC we all engage in this work because we collectively believe in the betterment of First Nations people and communities.

We come to work daily with the optimism, belief and commitment to ensure that the FNREEES process and questionnaire are held to the highest standards established by the relationships rooted in our communities through the FNIGC Board of Directors and the Member Organizations. We are driven to work our hardest, and we believe that our small contribution to this FNREEES will help inform much-needed change for First Nations.

The FNIGC would not have the highest level of quality without the great good work of the Regional Coordinators. This report is a humble acknowledgement of the Regional Coordinators that work hard every day and continue to work together in unity. We are continually encouraged to hear and see the level of dedication to the work that the Regional Coordinators do in their regions. Our goal going forward is to ensure that we maintain the momentum established through this working relationship and to work towards a greater understanding of each other while working towards a common goal. The success of the FNREEES is dependent on our collective ability to carry out our respective tasks collaboratively and respectfully.

REPORT ON THE FNIGC RESEARCH DATA CENTRE

In July 2013 FNIGC hired a Coordinator for its **Research Data Centre** (RDC). The RDC Coordinator will be responsible for:

- corresponding and collaborating with external requesters for data access,
- managing contracts and confidentiality agreements,
- providing cost estimates,
- coordinating RDC scheduling,
- providing technical and statistical support to clients, and
- vetting output generated by the research data requests.

The Coordinator is finalizing all the operations, policies and procedures; preparing the physical location and workstations for the RDC; and developing the web tool to streamline the application process for RDC access and monitor requests.

Contracts, Policies and Procedures

Since their approval by FNIGC Board of Directors in December 2011, minor changes have been made to the data access policies, procedures and contracts that were legally reviewed by Krista Yao, of the Nadjiwan Law Office (legal counsel to FNIGC). These changes were made to improve consistency between contracts and incorporate clauses surrounding intellectual property and indemnification. Policies were also modified to reflect the recommendations from the privacy impact assessment performed by Biotika Inc.

The process for approving requests to access the RDC is in development. A resolution to approve the process is anticipated during the FNIGC Board Meeting in September 2013. A costing structure unique to each mode of access was developed. As FNIGC is a non-profit entity, the RDC will operate on a cost-recovery basis. Revenue attained through data requests will compensate for staff time and project delivery.

Infrastructure

To date, FNIGC analysts have produced national RDC-specific micro-data files and corresponding data dictionaries. These data files only contain variables as deemed reasonably necessary. All software (SPSS, STATA, SAS and Dictionary 1.0) were purchased and downloaded onto the computers. The electronic filing architecture to house documentation related to users' projects was developed. Furthermore, the security measures for the workstations and electronic files were implemented.

Timelines and Key Milestones

The RDC is scheduled to officially open in fall 2013. In preparation for expanding the RDC's operations, an orientation guide and presentation outlining the operations of the RDC, the confidentiality and security guidelines, and the disclosure control guidelines was produced. The new FNIGC website will host information on the RDC as well as an on-line application process for requesting the different types of services or data access. A release will also be prepared to announce the RDC to researchers, academics, policy-makers and other stakeholders interested in First Nations health and wellness.

Although the RDC has not publicly announced

its opening, the RDC has been operational for the past year. During this time, on-site access has been purposely limited, primarily due to the absence of a coordinator – however requests for tabulations have remained steady. As we head into the fall, there are several prospective clients awaiting access to the RDC. These include: AANDC, Public Safety Canada, Health Canada, University of Northern British Columbia and graduate students from Ottawa University and the University of Waterloo.

CONCLUSIONS

FNIGC is pleased to present this 2012–2013 Annual Report to you, which provides highlights of the work effort and achievements made throughout the past year – work that we are proud to have accomplished. The FNIGC continues to make significant progress in meeting our Strategic Plan key activities and the Work Plan objectives that have been outlined. This work is not without its challenges and barriers, however as a team, with our Regional Partners, we work together to find success in all that we do.

The FNIGC continues to have new opportunities present themselves to us: whether it is a new funding opportunity, a new partnership, inquiries

from mainstream organizations, academics, referrals from our federal partners, and general inquiries from First Nations interested in learning more about OCAP™ or access to data and interest in privacy issues impacting their communities.

These are all positive indicators of the increasing awareness of the FNIGC's good work, First Nations mandate and to the credibility of its data. It's a lot of work, but well worth the efforts at the end of our busy days.

Should Members have any questions or require additional information to any of the items presented in this report; please do not hesitate to contact us. Attachments supplemental to this Report include:

- FNIGC Work Plan 2013-14
- FNIGC Audited Financial Report for Year Ending March 31, 2013
- FNREEES Work Plan 2013-2014
- Contact List for FNIGC Board of Directors, Members, Staff
- The FNIGC Annual Report 2013 as provided to the AFN Chiefs in Assembly, July 2013
- FNIGC Newsletters (June, July, August 2013)





FNIGC | CGIPN

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