

Appendix E: Action Plan (v.6)

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Executive Summary

The mandate of the SCCA Response to the Report of the Truth and Reconciliation Commission Task Force (TRC-TF) is to conduct a review of archival policies and best practices existent across the country and to identify potential barriers to reconciliation efforts between the Canadian archival community and Indigenous record keepers. With such a review in hand, the Task Force will then work in collaboration with Indigenous community partners to create an actionable response to this research which will become the foundation for a reconciliation and decolonization framework for Canadian archives. This *Action Plan* (v.6) outlines the specific activities and timelines TRC-TF members will engage in and work towards as they fulfill this mandate.

Beginning 23 January 2017, TRC-TF members will begin collaborations on their team-based assignments. The first activities to be undertaken include identifying and soliciting financial support from potential institutional partners and funding agencies. This funding, if received, will be applied towards travel costs for community outreach and for TRC-TF members to undertake a “History Matters” reconciliation dialogue workshop at the National Centre for Truth and Reconciliation which will assist them in grounding themselves within the legacy of the Indian Residential School system. Initial activities also include developing and disseminating an on-line survey to the Canadian archival community as a means through which to obtain perspectives/requirements/questions/concerns/hopes for reconciliation within a Canadian archival context, and to obtain samples of existent policies or protocols employed by Canadian archivists for the purposes of decolonizing institutional access to, and description of, archival holdings. Concurrently, TF team members will undertake the identification and development of appropriate communications protocols and a comprehensive outreach strategy in preparation for May-Sept 2017 outreach initiatives with Indigenous communities and organizations across Canada. Through these community outreach initiatives it is hoped that many Indigenous record-keepers will be inspired towards collaboration and will agree to engage with us as we collectively work towards the development of draft Protocol and Principles documentation. The next round of activities will include conducting a literature search spanning both national and international archival discourse around reconciliation, and any pertinent discourse identified within other professions (i.e. library science, museum studies, social work, etc.) so as to highlight what reconciliation activities have been undertaken; what has worked and what has failed; and to highlight decolonization strategies which might be successful if applied within a Canadian archival context. Following on the heels of this literature research will be direct one-on-one follow-up dialogue by TF team members with the authors and contributors to this discourse to really gain a sense of how their past work towards reconciliation is, or is not, being continued into the present. Indigenous cultural experts identified during community outreach activities who are willing and able to engage directly with TF team members in this way will also be consulted as part of this dialogue process. Data obtained through the survey, community outreach activities, literature search, and follow-up dialogue will be synthesized down to its essence to form the foundation of the Protocols and Principles documentation. Once drafted by the designated TRC-TF team in collaboration with our Indigenous partners, and vetted through by the entire TRC-TF, the draft Protocol and Principles documents will be released to the Canadian archival community and Indigenous communities to solicit feedback. This release is tentatively scheduled for the beginning of May 2018, with the conclusion of this iterative process tentatively scheduled for the end of August 2018. A final report, outlining research methodology and findings, a list of recommendations for action, and the final draft Protocol and Principles documents will be submitted to the SCCA by the end of February 2019. Once approved, all documentation will be publically disseminated to the broader Canadian archival community and Indigenous communities and organizations across Canada. Our Indigenous partners, communities and organizations who worked with us throughout this process will then be publically acknowledged for their contributions and thanked. It is anticipated that all work by the TRC-TF will be concluded by the spring 2019 meeting of the Steering Committee on Canada’s Archives.

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Ongoing Activities:

- **Self-Engagement** - TF members to participate, whenever possible, in local / national / provincial / territorial reconciliation and decolonization events, activities and dialogue.
- **Dialogue Workshop** - TF members to participate in a reconciliation dialogue workshop titled “History Matters” facilitated by Dr. Paulette Regan and Brenda Ireland and hosted by the NCTR in Winnipeg sometime in the Fall of 2017. The proposed schedule is as follows:
 - Day 1 - arrive: social event that night around 6pm
 - Day 2 - full day dialogue workshop
 - Day 3 - 1/2 day dialogue workshop; ½ day TF planning workshop; evening with IRS survivors
 - Day 4 - departure** (**Note: Day 4 may be an additional TF meeting day)

Scheduled Activities:

Activity Overview	Activity Details	Assigned TF Members	Deadline
<p>1. Grant Writing</p> <p><i>To secure financial and in-kind support which would enable TRC-TF members to undertake all planned activities.</i></p>	<p>1.1 Application: Submitting our application for funding to the SSHRC Connection Grant program.</p> <p>1.2 Grant Research: Identifying additional and suitable grant/sponsorship opportunities for which to apply</p> <p>1.3 Grant Administration: Report writing, and ensuring funder recognition, disbursement of funds</p>	<p>Grant Writing/Reporting Team Erica, Emma</p> <p>Grant Review Team Raymond, Marianne</p>	<p>Activity 1.1 Application Deadline: May 1, 2017</p>
<p>2. Establishing Community Connections</p> <p><i>Reaching out to interested members of both the Canadian archival community and Indigenous communities across Canada to engage in discussions with us regarding their perspectives / requirements / questions / concerns / hopes for reconciliation within a Canadian archival context, and to collect their input for inclusion into the draft protocol and principles</i></p>	<p>2.1 Canadian Archival Community Outreach:</p> <p>2.1.1 Archivist Call Out – to submit a call out to archivists across Canada (via list-serve) explaining the intent of the Readiness Survey and to request their participation. Draft a letter of introduction to the Canadian Archival Community (to precede survey dissemination). Submit to TF for review and then to the SCCA Steering Committee for approval. Submit for translation – note please give at least 2 weeks for this service.* Letter to be cross-posted to both anglophone and francophone archival list-serves across Canada.</p> <p>2.1.2 On-line Readiness Survey - to identify actions and attitudes towards reconciliation and de-colonization within a Canadian archival context; to provide a means through which relevant policies, services and actual practice can be shared and discussed; to provide members with an opportunity for blue sky thinking. Draft survey questions (to send out via UNBC’s Fluid Survey application). Submit to TF for review and then to the SCCA Steering</p>	<p>Activity 2.1 Team Marnie, Nichole, Raegan, Marthe, Erica, Indigenous Partners</p>	<p>Activity 2.1 Survey Prep. : Jan.23-April 28, 2017 <i>(material to then be submitted to translation services.)</i></p> <p>Survey Release: May 1, 2017.</p> <p>Survey Deadline: May 12, 2017.</p> <p>Data compilation: May 15-26, 2017</p>

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<p>documents.</p>	<p>Committee for approval. Submit for translation – note please give at least 2 weeks for this service.* Survey link to be cross-posted to both Anglophone and Francophone archival list-serves across Canada.</p> <p>2.1.3 Data Compilation – to summarize findings and include as appendices any existing policies and procedures currently in use within Canadian archival institutions.</p> <p>2.2 Canadian Indigenous Communities Outreach:</p> <p>2.2.1 Protocol Development - Identify protocols for conducting research into communities (i.e. TCPS-2; undertake tutorial?). Draft protocol document to be used by TF members as they commence outreach. Submit to TF for review and then to the SCCA Steering Committee for approval. This may also require Ethics Board approval – TBD.</p> <p>2.2.2 Determine Clear Objectives- Identify objectives for communication (i.e. how many Indigenous community members are we hoping will work with us through this process?) as well as development of loose question structure. Submit for translation – note please give at least 2 weeks for this service.*</p> <p>2.2.3 Extent of Engagement - Determine how many communities we need to contact in order to obtain a comprehensive overview of Indigenous perspectives on the way in which Canadian archives still act as colonial agencies.</p> <p>2.2.4 Identification - Identify isolated communities too remote for TF members to be able to visit in person, but whose input is important.</p> <p>2.2.5 Communication Strategy - Determine means through which we invite engagement, and draft a letter of introduction to be used by TF members as they commence outreach activities. Submit to TF for review and then to the SCCA Steering Committee for approval. Submit for translation – note please give at least 2 weeks for this service.*</p> <p>2.2.6 Ensure Proper Representation – Ensure all required “umbrella” Indigenous organizations are well-represented in our contact list.</p>	<p>Activity 2.2 Team Marianne, Jennifer, Krista, Indigenous Partners</p> <p><i>(Note: all members with institutional support to do so, must complete activities 2.2.7, 2.2.8 and 2.2.10 by Sept. 29, 2017)</i></p>	<p>Activity 2.2 Indigenous Outreach Prep (activities 2.2.1-2.2.7): Jan. 23-May 1, 2017 <i>(material to then be submitted to translation services.)</i></p> <p>TF Recruitment by all members scheduled for April 5- 28, 2017</p> <p>Community Outreach: May 1–Sept. 30, 2017</p> <p>Completion of Outreach Summaries by all Members: Oct. 31, 2017</p> <p>Completion of Data Compilation by Team 2.2 Members: Dec. 15, 2017</p>
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	<p>2.2.7 Community Identification -Each TF member to identify indigenous umbrella organizations within their region and individual communities with whom they have an existing relationship. TF members to also sign up to contact Indigenous organizations in provinces/territories not represented through TF membership.</p> <p>2.2.8 Community Outreach- Each TF member to use preparatory materials to reach out to their identified community base.</p> <p>2.2.9 Identify Community Partners –TF members to engage 5-11 Indigenous knowledge keepers in TF work.</p> <p>2.2.10 Data Compilation – All members responsible for writing up their own outreach summaries for submission to Team 2.2 members. Team 2.2 members to then compile all findings into one comprehensive document for future use.</p> <p>2.3 Needs Assessment – using the summaries created for both outreach activities, identify areas of need for both communities through which a Protocols and Principles document and/or a comprehensive engagement plan would be beneficial.</p>	<p>[2.2.7: All Member Activity]</p> <p>[2.2.8: All Member Activity]</p> <p>[2.2.9: All Member Activity]</p> <p>[Part of 2.2.10: All Member Activity]</p> <p>Activity 2.3 Team Erica, Emma, Raymond</p>	<p>Activity 2.3 Needs Assessment Deadline: Jan. 31, 2018</p>
<p>3. Preliminary Research</p> <p><i>A multi-disciplinary literature search will be complimented by one-on-one conversations with authors, case study participants, lead activists of related social movements, Elders and Indigenous cultural experts (not currently represented in academic literature) so as to draw upon their experience of reconciliation and how that experience can then be applied to an archival context. Through this research it is also anticipated we will be able to gauge the level of</i></p>	<p>3.1 Literature Search to span both national and international archival discourse & the existent discourse of a variety of multidisciplinary professions (i.e. library science, museum studies, social work, etc.) to identify: what has been done; what has worked and what has failed; and to identify decolonization strategies which might be successful within a Canadian archival context. Create a <i>brief</i> annotated bibliography of pertinent results.</p> <p><i>Examples of Policy Statements, Plans & Other Official Docs to Review:</i></p> <ul style="list-style-type: none"> ○ Australian Society of Archivists - Policy statement on archival services and Aboriginal and Torres Strait Islander peoples. (1996) ○ Council of Australasian Archives and Records Authorities (CAARA) - Policy Statement 14: Statement of Principle – Access to records of Indigenous Australians affected by past separation policies, adopted 1 April 2004. ○ National Archives of Australia: Reconciliation Action Plan (2014-15); Memorandum of Understanding with Northern Territory Aboriginal people – Fact sheet 114 ; Memorandum of Understanding with the Victorian Aboriginal Child Care Agency – Fact sheet 205 ; Memorandum of Understanding with South Australian Indigenous people – Fact sheet 209 ○ CFLA/FCAB Truth and Reconciliation Committee report to the CFLA/FCAB Executive, Feb. 1, 2017. 	<p>Activity 3.1 Team Marnie, Nichole, Raegan, Marthe Marianne, Jennifer, Krista</p>	<p>Activity 3.1 Literature Search Begins: June 1, 2017</p> <p>Annotated Bibliography Deadline: August 31, 2017</p>

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<p>at by the negotiators; a code prescribing strict adherence to correct etiquette and precedence” (Merriam-Webster Dictionary).</p> <p>Principles: “a rule or code of conduct” (Merriam-Webster Dictionary).</p>	<p>5.2 Community Input Sought - Development of these documents will be an iterative process carried out by means of conversations and ultimately draft documents involving the participation of Indigenous partners/communities and the broader Canadian Archival community. Drafts will be disseminated via email either to individual partners or to community-list serves. Team to document findings and outstanding issues for review and incorporation into Draft documents.</p> <p>5.3 Revisions– input generated from the above activities will be considered and incorporated into the draft protocols and principles documents. This revision process will be repeated until all stakeholders are content.</p> <p>5.4 Final Draft Created.</p>	<p>Activity 5.2 Team Indigenous partners, Marnie, Nichole, Raegan, Marthe</p> <p>Activities 5.3 and 5.4 Team Indigenous partners, Marianne, Jennifer, Krista, Marnie, Nichole, Raegan, Marthe, Erica, Emma, Raymond</p>	<p>by: April 30, 2018 (material to then be submitted to translation services)</p> <p>Activity 5.2 Community Input Begins: May 1, 2018 Community Input Concludes: July 31, 2018. Summary of Findings: Aug. 31, 2018</p> <p>Activities 5.3 & 5.4 Final Draft: Oct. 31, 2018 (material to then be submitted to translation services.)</p>
<p>6. Maintain and Encourage Community Engagement</p>	<p>6.1 Create a List of Recommendations: To identify opportunities which currently exist, or which could easily be put into place which would encourage and maintain the relationships built between Indigenous communities across Canada and the Canadian archival community.</p> <p><i>Examples of such recommendations could potentially include:</i></p> <ul style="list-style-type: none"> ○ Provide opportunities for non-Indigenous Canadian archivists to learn about the history of Indigenous-Settler relations within Canada over the past 300+ years. ○ Encourage non-Indigenous Canadian archivists to learn about the history of Indigenous-Settler relations within their own communities ○ Encourage archival organizations/associations to invite guest speakers to share their experiences with reconciliation work – i.e. “how to actualize an ideal” ○ Encourage the editors of <i>Archivaria</i> to solicit and publish articles on topics relevant to reconciliation within a Canadian archival context ○ Encourage the inclusion of de-colonialization of Canada’s archives into Archival Studies curriculum 	<p>Activity 6.1 Team Indigenous partners, Marnie, Nichole, Raegan, Marthe</p>	<p>Activity 6.1 May 1-Oct.31, 2018</p>

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	<ul style="list-style-type: none"> ○ Encourage provincial / regional / institutional participation in Indigenous-centred conferences (such as Gathering Our Voices) career and education fairs. ○ Encourage archival organizations/associations to invite Canadian archivists and Indigenous cultural experts to discuss their own experiences with reconciliation activities and/or survivor-centred / community archiving (i.e. perhaps via conferences, live streamed events, symposia, meetings, etc. ○ Encouraging the establishment of an ATALM chapter within Canada. ○ Actively engaging with the decolonization and reconciliation activities of Canadian Library and Museum national/provincial/territorial organizations. ○ Support the creation of a new ACA “Aboriginal Archives Guide”: one for an Indigenous audience, and one for a professional audience ○ Establish an Indigenous Archivists Circle within national / provincial / territorial archival organizations <p>6.2 Promotional Materials: Create Protocols and Principles communications materials to promote advocacy and awareness (i.e. pamphlets, posters, bookmarks, webpage, etc.) with the assistance of national / provincial / territorial archival associations. To begin brainstorming formats, means of dissemination and layouts and collecting logos from Indigenous partners and photos from community outreach <i>prior to</i> completion of Protocols and Principles.</p>	<p>Activity 6.2 Team Indigenous partners, Marnie, Nichole, Raegan, Marthe, graphic designer support if possible</p>	<p>Activity 6.2 Creation of Promotional Materials: Oct 1-31, 2018 <i>(material to then be submitted to translation services.)</i></p>
<p>7. Prepare Final Submission Package for SCCA Executive</p>	<p>7.1 Final Report: Compile all information gathered throughout this process into a concise, yet comprehensive draft final report which to be presented to SCCA along with the final draft of developed Protocols & Principles. Draft submission to be offered to TF members for review, revisions will ensue until all members are content with output. Final Submission to include an acknowledgement section wherein all Indigenous partners are identified and publically thanked for their contributions. Report should also include a section written by an Indigenous leader/Elder if possible. [Timeline for Final Reports to granting agencies TBD]</p> <p>7.2 Presentation to SCCA Executive</p>	<p>Activity 7.1 Erica, Emma, Raymond, Indigenous partners</p> <p>Activity 7.2 Erica</p>	<p>Activity 7.1 Completion Deadline: Feb.1, 2019 <i>(material to then be submitted to translation services.)</i></p> <p>Activity 7.2 SCCA meeting: spring 2019 (April?)</p>

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	<p>7.3 Follow-up & Acknowledgments: Once the Final Report, Protocols and Principles are presented and endorsed by SCCA Executive (there may be some revisions required prior to endorsement), thank you letters (in accordance with proper identified protocol) need to be written and sent to our Indigenous and non-Indigenous partners, along with copies of the Final Report and Protocols and Principles documents. The thank you letters can be pre-written and simply not mailed out until endorsement is finalized. A final act of reciprocity (be it symbolic or actual) may also be provided to our Indigenous partners, as per identified protocols.</p>	<p>Activity 7.3 Marianne, Jennifer, Krista; Erica to do final mail out</p>	<p>Activity 7.3 Thank you letters drafted: June 1-15, 2018. <i>(material to then be submitted to translation services as required.)</i> Follow-up Concluded: July 31, 2018</p>
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