

Quick Start Guide for CoP Leaders and Members

Propose

Reflect on your proposed theme and then fill out the Foundational Proposal Form to kick-start the creation of a new Community of Practice.

Establish & Advertise

Once your foundational proposal has been reviewed and accepted, a community of practice site will be established for your group on Basecamp. You'll want to spread the word, build interest, and invite COMP members to join you. We suggest advertising using COMP's routine communication tools and providing a linked Google form to collect contact information from interested members.

Monthly eBroadcasts

COMP sends out monthly eBroadcasts on the first Wednesday of the month to have your message included, submit your content to sarah@comp-ocpm.ca at least one week prior.

InterACTIONS

COMP's quarterly newsletter, InterACTIONS, is published in January, April, July, and October. To have your content included, email as a Microsoft Word document to the newsletter editor, Claudiu Cojocaru (claudiu.cojocaru@nrc-cnrc.gc.ca) by the first of the preceding month - e.g. December 1, March 1, June 1, and September 1, respectively. Articles must include the article's title along with the authors' names, titles, and affiliations.

Convene

Add members to your Basecamp site; if they are not already Basecamp members, reach out to info@comp-ocpm.ca to request they be added.

You can schedule meetings, populate message boards with themed discussion topics, share documents, and connect in any way that suits your group best. While asynchronous communication can be very productive, your group is encouraged to meet virtually to enhance relationships and engagement. Connecting face-to-face with a portion of your members at annual meetings and winter schools is also a great idea.

Share

At some point, your CoP will likely want to gather input from non-CoP members or share tools or materials you've generated through your CoP. To help you communicate and interact with general COMP members, we have a variety of communication avenues to suggest. For example

- Plan a webinar or Lunch Bites session
- Submit an article to InterACTIONS
- Apply for funding to support published work in JACMP (restrictions apply)
- Apply for Education Committee funding to plan larger scale projects
- Propose a Continuing Education session at the ASM

Report

COMP members will want to know what you're up to, even if they're not part of your Community of Practice. At a minimum, we request you submit a short update to InterACTIONS each year to keep members informed about your group and its activities. If your community is open to new members, this is also a great opportunity to invite more people in.

Conclude

You will have considered your proposed timeline and community outputs during your initial proposal. At the 2 - 3 year mark, prepare your final outputs and/or reflect on how the needs or goals of the groups have changed and could be re-focused in a new or modified community. While COMP expects some fluidity in these timelines and goals, the office will check in with you on your progress at the proposed end date to review outputs and consider final or next steps.