**Experimentation Works (EW) Partnership Package**

**January 2018**

**Overview**

This package has been developed for departments that are considering a partnership on Experimentation Works (EW) with TBS either as a *participating department* (supporting at least one experiment that will be run through EW) or as a *support department* (providing resources, such as expertise, to support the success of EW). All of the materials in this package will also be made broadly available as part of EW’s commitment to open-by-default.

**Annotated table of contents**

|  |  |  |
| --- | --- | --- |
| Item | Page | Purpose |
| 1 | [EW Timeline and Milestones](https://docs.google.com/document/d/1D1xPJc0hO3hnN2LyrMTq4M179-Kn_WK3ms2nnxZebV8/edit#bookmark=id.dekx6wtchb7) | 2 | Provide a concrete forward-plan and agreed-upon timelines and milestones for partner departments. |
| 2 | [Key Considerations for Proposing and Selecting EW Experiments](https://docs.google.com/document/d/1D1xPJc0hO3hnN2LyrMTq4M179-Kn_WK3ms2nnxZebV8/edit#bookmark=id.foznqro6ib5p) | 4 | Provide guidance to assist departments in selecting experiments to propose by providing a list of essential criteria (describes the kind of experiment EW is looking to feature) and a list of variable criteria (describes qualities EW is looking to balance).  |
| 3 | [EW Commitment to Open by Default](https://docs.google.com/document/d/1D1xPJc0hO3hnN2LyrMTq4M179-Kn_WK3ms2nnxZebV8/edit#bookmark=id.swuyz84s3gmv) | 7 | Provide clarity on and seek shared commitment from partner departments to work in the open. |
| 4 | [EW FAQs](https://docs.google.com/document/d/1D1xPJc0hO3hnN2LyrMTq4M179-Kn_WK3ms2nnxZebV8/edit#bookmark=id.gdc20f76eg3f) | 8 | Twelve FAQs to address other important questions. |
| 5 | [EW Partner Department and TBS MOU](https://docs.google.com/document/d/1D1xPJc0hO3hnN2LyrMTq4M179-Kn_WK3ms2nnxZebV8/edit#bookmark=id.lafvm41tcgil) | 12 | Validate partnerships. Provide clear roles and responsibilities for both TBS and partnering departments to ensure the success of EW. |

**Next Steps**

Please review the following documents and if you have any questions or suggestions for improvement, please contact John Medcof at John.Medcof@tbs-sct.gc.ca (Executive level) or Sarah Chan at Sarah.Chan@tbs-sct.gc.ca (Analyst level). Once your department is comfortable with the Partnership Package, TBS will seek to complete signed MOUs with each partner department **by the end of January 2018.**

**EW Timelines and Milestones**

Overview

EW is designed to run approximately one-and-a-half years (including a six-month post-mortem) in four distinct phases, as described below:

|  |  |
| --- | --- |
| EW PHASE (and dates) | Key Milestones and Activities |
| **PHASE I: SETUP** (October 2017 to March 2018) | EW design, presentation to ADM Committee on Experimentation, engagement with departments, solidifying partnerships, identifying expert support, developing materials and finalizing which experiments will be featured as part of EW. |
| **PHASE II: EXPERIMENT** (April to October 2018) | Onboarding and customized training for EW teams; Execution of department-run experiments (define, design, run, and evaluate) with support from TBS and EW experts. |
| **PHASE III: RESULTS** (November to December 2018) | Plain-language results blogging on individual experiments (will have begun in experiment phase); Plain-language, high-level reporting (or blogging) on EW process as a whole (will have begun in setup or experiment phase).  |
| **PHASE IV: IMPACT** (March 2019) | Departments to conduct a six-month post-mortem (e.g. blog post) on their EW experiment(s) and publicly share what they learned, what changes they may be making based on the results of this experiment (e.g. follow-up experiment, invest in building more internal capacity) and impacts, if any, on decision-making. |

Next steps for the SETUP and EXPERIMENT phases

|  |  |
| --- | --- |
| Dates (2018)[[1]](#footnote-1) | SETUP Phase Milestones |
| By mid-January | TBS to sign MOU with partner departments. |
| By early February | Participating departments to indicate their proposed experiments (see p.3 for Key Considerations for EW Experiments). TBS will provide a common template in early January to facilitate the process. |
| By end February | TBS, working with experts in experimental design, will work closely with participating departments to determine the first cohort of EW experiments, with a minimum of one experiment per participating department. |
| Mid-March | TBS and support departments to finalize remainder of EW timelines and milestones (e.g. experiment phase, results phase, impact phase) as well as initial EW support materials (e.g. orientation workshop, reading materials, videos). |
| Dates (2018) | EXPERIMENT Phase Milestones |
| Early April | EW cohort kickoff and in-person orientation (e.g. 1-2 days). |
| April to July (as needed) | Solidifying the experimental design and logistics. |
| May to October (as needed) | Running the experiment and evaluating and analysing results. |
| Throughout | Documenting the process alongside and with support from the TBS team and participating in various co-working and learning sessions facilitated by TBS and EW experts. |

**Key Considerations for Proposing and Selecting EW Experiments**

**Overview**

These considerations have been documented to give departments an idea of the kinds of experiments (and related enabling environments) that would be appropriate to bring forward as part of the EW cohort. This has a multi-purpose design:

1. For departments **to use as an internal checklist** (i.e. to help determine which experiments would be a good fit for EW)(Columns A-B)
2. **For departments to complete to provide information about their proposed experiment(s) for EW** (see further details below); and
3. **To determine the final cohort of EW experiments** (Columns D-E).

**Proposal Process**

The proposal process refers to how information about proposed experiments for EW will be collected. TBS is collecting this information to inform the final selection of EW experiments, as well as to be transparent about how experiments were chosen. A dedicated form to kickstart the proposal process will be made available to partner departments in early January, to be completed by early February. To ensure no surprises as well as to give departments time for any feedback on this process, the full content of the proposal process is provided below.For each proposed experiment, TBS would like to gather the following information:

1. Experiment name (for ease of reference);
2. Proposed experimentation team (names, positions), including at least one accountable executive;
3. Brief 300-500 word overview of proposed experiment including context, background, any work already begun, and level of available resources and departmental support; and
4. A response to each of the departmental questions featured below in Column C of the essential criteria and variable criteria sections.

**Essential Criteria (rows 1-6)**

* *Essential criteria* refers to factors that will enable the success of EW experiments, such as ensuring the experiment is small-scale.

**Variable Criteria (rows 7-13)**

* *Variable criteria* refers to factors that EW will seek to balance in the selection of experiments. For example, if your proposed experiment does not have internal access to experimentation expertise, please state this honestly so that TBS can match available EW experts with an appropriate number of experiments requiring a deeper level of support.

**Both sets of criteria are important**

* For the first EW cohort, TBS would like to identify experiments that align with the goals and scope of EW (e.g. essential criteria) while also, to the degree possible, identifying experiments that balance different types of experiments and degrees of capacity (e.g. variable criteria).
* Note: TBS can serve as a resource to help departments with any questions related to the essential or variable selection criteria and, where feasible, help connect departments with experts who could provide further assistance to departments in this process.

**Essential Criteria:** factors that will enable the success of EW experiments, such as ensuring the experiment is small-scale.

|  |  |  |  |
| --- | --- | --- | --- |
|  | A. Consideration | B. Why is this essential? | C. Questions for Departments *<provide no more than 300 words for each>* |
| 1 | **Clear research question** | Having a clear, focused, relevant and answerable question demonstrates that the proposed initiative is at the  appropriate stage in the experimentation process for the purpose of EW | What is the *particular* question you are hoping this experiment will help answer? What broader research theme or area of interest could this experiment inform? |
| 2 | **Subject matter knowledge**  | Experiments benefit from existing subject matter knowledge (e.g. relevant policy, program, corporate or service area knowledge) | To what degree does your team possess (or have access to) subject matter knowledge relevant to the proposed experiment? Will this experiment build-on or complement previous or ongoing work to understand this subject matter area? (If no, please explain) |
| 3 | **Appropriate and ethical** | Ensuring that experimentation is the right tool, and that the context is appropriate for working in the open | Why is an experiment the appropriate (i.e. needed or helpful) tool to help answer this question? Is this subject matter appropriate to highlight in an open fashion? Are there any ethical concerns with your proposed experiment? |
| 4 | **Small-scale and feasible** | EW is focused on feasible, small-scale experiments at this time | How confident are you that your experiment could be run within the timeframe outlined in the [EW Timelines and Milestones](https://docs.google.com/document/d/1D1xPJc0hO3hnN2LyrMTq4M179-Kn_WK3ms2nnxZebV8/edit#bookmark=id.dekx6wtchb7)? Overall, do you feel this experiment is feasible given these timelines and your resources? |
| 5 | **Dedicated resources** | EW experiments should not be under-resourced or side-of-desk projects (showcasing under-resourced experiments through EW could damage the experimentation space for those to come) | If one or more of your proposed experiments were to be selected for EW, can you confirm that your department would provide dedicated HR and financial resources for each experiment?  |
| 6 | **Ability and desire to act on results** | The purpose of experimentation is to learn what works to inform better decision-making | Does your particular group, sector or department have the ability and commitment (at least for the foreseeable future) to “course-correct” based on results of this experiment. For example, adjusting work planning, initiating new research/experiments, or using the evidence to help inform decision-making.  |

**Variable Criteria:** factors that EW will seek to balance in the selection of experiments, such as type of experiment and area of government.

|  |  |  |  |
| --- | --- | --- | --- |
|  | A. Consideration | B. Why is this of interest? | C. Questions for Departments *<provide no more than 300 words for each; some answers may only require one sentence>* |
| 7 | **Overall theme** | TBS is interested in featuring, to the extent possible, a diversity of:* overarching themes (e.g. tech, social),
* functions of government (e.g. program experimentation, corporate experimentation, regulatory experimentation) and
* methodological approaches to experimentation.
 | What broad themes does your proposed experiment connect to (e.g. environmental issues,, social issues,, economic development, internal services)  |
| 8 | **Government function (e.g policy, program, internal services)** | What government functions would your experiment connect to (e.g. policy development, program design, service delivery, back-office transformation)  |
| 9 | **Proposed experimental methodology (if it has been considered)**  | If known, or based on your best guess, which experimental methods might your experiment feature (e.g. randomization, pre/post testing, A/B testing, etc.)  |
| 10 | **(Access to) experimental expertise** | The EW Cohort will have access to dedicated experts in experimental design; however, these experts will have limited time; as such, TBS is interested in finding a balance between experiments that may bring additional expertise and those that may need further expertise. | Does your team currently possess or have access to experimental expertise (e.g. design, implementation, and/or experimental evaluation)?  |
| 11 | **Development of an experimental design** | As part of our broader desire to find a balance between experiments that may need a lot help and others that are more “set to go”, TBS is interested in understanding the extent to which certain experiments may have already begun some of the initial design and partnership work. If this work has begun, sharing it with us also gives us a better idea of your experiment. | If you have already begun work on your experiment, do you have an experimental design (draft or completed) you could share?  |
| 12 | **Confirmation or exploration of a participation group** | If you have already begin work on your experiment, have you already identified or confirmed one or more potential participation groups (e.g. to participate as subjects in your proposed experiment?) If not, do you have one or more groups in mind that could be approached to participate in your experiment?  |
| 13 | **Pre-existing partnerships** | Have you confirmed any additional partners (e.g. inside or outside of government) that would be willing to work with you on this experiment?  |

**Experimentation Works Commitment to Open by Default**

**What**

* Experimentation Works (EW) is open by default. Participants will share our processes, lessons learned and outcomes both within and outside government:
	+ **GoC-wide**: EW experiments will be *documented along the way[[2]](#footnote-2)* through updates to the ADM Committee on Experimentation as well as updates on GoC platforms (e.g. GCpedia) to allow all interested GoC employees to better understand all of the needed steps to design and implement an experiment.
	+ **Public**: *useful excerpts of the EW process will be made accessible[[3]](#footnote-3)* to the public (e.g. Trello, Medium) so that citizens, other levels of government, and international partners can learn and know about our work.

**Why**

* The experimentation directive itself is explicit about the level of openness that is expected from departmental experimentation efforts: “Departments are expected to share the results of their experiments, positive, negative or neutral/null, as broadly as possible, with a strong default to public release.”
* Broadly sharing the components of EW is also one of the ways that EW will deliver on its goal to increase GoC capacity to understand and run small-scale experiments.
* An open by default approach to EW is also aligned with the principles and goals of Open Government: making government more transparent, accountable and engaged.

**How**

* In addition to engaging in **in-person and teleconference** modes of collaboration...
	+ Participating in weekly or bi-weekly calls at the working level to give updates, ask questions and share lessons;
	+ Participating by experimentation teams in (bi-)monthly in-person meetings to give status updates and work with experimentation experts; and
	+ Presentations to a variety of tables and fora (e.g., ADM Committee, senior management tables, communities of practice).
* … TBS and EW partner departments will also **leverage digital platforms** to share EW updates and results through:
	+ Regular, **made-for-GoC-audience** blog posts from participating departments during the design stages and the experiment stage itself, highlighting progress made, challenges faced, partnerships forged, and lessons learned.
* Ongoing ***public* blog posts** from a meta-EW perspective, written by TBS team but vetted and approved by departmental participants.
* **Final summary public posts** that summarizes the processes, challenges, lessons and outcomes of the experiment.
* A **variety of collaborative tools** to ensure open collaboration between EW participants and various audiences, such as GCpedia (for sharing within GoC), GCollab (for sharing with academics / other levels of government), Google docs (for coordinating input on shared documents), Trello (project management software), and Medium.com (for sharing with the public at large).

**EW FAQs**

**Q1: What is EW?**

A: Experimentation Works (EW) is about building Government-of-Canada capacity in experimentation mindset and practice through learning by doing. TBS wants to showcase small-scale experiments in the open. By showcasing and supporting department-led experiments from start to finish, EW hopes to show the value and process of experimentation, while generating new examples of federal experiments. TBS also wants to share the process, outcomes and lessons learned as broadly as possible.

**Q2: Why is TBS doing this?**

A: As indicated in the mandate letter of the President of the Treasury Board and reaffirmed in a Directive to Deputy Heads in 2016, policy and program experimentation is seen as a key tool to help support evidence-based decision making and improve outcomes for Canadians. By cultivating a cohort of public servants familiar with experimentation and by connecting this cohort with access to experts and helpful resources, TBS sees EW as a concrete way to help build the experimentation capacity in the federal government. By working in the open, TBS sees EW as a unique way of demonstrating how and where an experiment can take place.

**Q3: Who is EW open to and who is participating in EW?**

A: TBS has designed participation in EW to be open to a variety of departmental partnerships and has spent several months (August - November 2017) exploring possible partnerships, including through member departments of the ADM Committee on Experimentation. As of early December, 2017, TBS has been working closely with several key departments interested in partnering together on EW.

**Q4: Why would a department or a team be interested in being part of EW?**

A: Participation in EW will provide participating departmental teams with a number of benefits, including:

* Access to a cohort of other public servants going through the same experience with respect to the experimentation process;
* Access to a range of learning materials and expert advice;
* Documentation support from TBS to help record parts of the experiments that otherwise might not be documented; these materials can be reused as lessons-learned and communication materials for future experiments;
* Exposure to senior management, including but not limited to, at the ADM Committee on Experimentation; and
* Help navigating potential barriers that may create challenges (e.g. corporate level, central agency level).

**Q5: Will this count as part of my department’s experimentation commitment?**

A: EW is designed to help gain practical, hands-on understanding of the experimentation process. EW is also designed to have built-in reporting about the results of the experiment, good, bad or nil, as emphasized in the [Deputy Head Directive on Experimentation](http://www.gcpedia.gc.ca/wiki/Experimentation_Why_experiment_December_2016_Directive). A department’s participation in EW would be an excellent example of experimentation activities for departments to share in their Departmental Plans.

**Q6: How many experiments will be chosen as part of the initial cohort?**

A: Based on capacity and level of ambition, TBS envisions that 3-5 small-scale experiments will be selected. However, it is difficult to predict exactly how many experiments will be featured until proposed experiments are received from participating departments. EW is designed with scale in mind, so this may expand in scope in future iterations.

**Q7: How will experiments be selected?**

A: TBS has been working closely with a number of departments to identify partner departments that are willing and ready to participate in EW. Departments that can demonstrate an overall level-of-readiness to participate in EW (determined through discussion) will be invited to submit one or more proposed experiments to be run under EW (one is sufficient but more than one would be ideal to allow for a selection amongst a more diverse mix of experiment types and themes). Given limited timelines and resources, EW is designed to feature experiments that align with the essential and variable criteria outlined in the [Key Considerations for Proposing and Selecting EW Experiments](https://docs.google.com/document/d/1wqQob1RF02QvYY9hDJuxBYS48GlG1YGeVLv7XPv4CcA/edit?usp=sharing). These considerations are designed to help departments assess if their proposed experiment would be a good fit for EW, such as ensuring the experiment is small-scale and properly resourced, for example. TBS is committed to featuring at least one experiment from each participating department and will also seek to identify a mix of experiments that represent a variety of themes and methodologies. To assist in the selection process, TBS will be reaching out to experts in experimental design, including partner departments on EW that are offering expert support, to ensure that elements of experimental design are properly considered.

**Q8: How will EW manage the diverse needs of each experiment?**

A: The experiment phase (Phase II) has been purposely designed to last several months (from spring to fall 2018) to allow each experimentation team a generous window of time to either get their experiment started (as this itself can easily take months), or else have a longer “running” period for experiments that are more ready to go. No two experiments are expected to look the same but EW has been designed to feature experiments that are most likely to meet the limited time-frame of EW.

**Q9: As a participating department (running an experiment under EW), what is the time commitment expected?**

A: The biggest time commitment from participating departments will be setting-up, running and evaluating their own department-led experiment. This is work that the department would have done anyway; however, participation in EW will provide these departments with access to expertise, additional resources and a network of inter-departmental colleagues.

With the caveat that TBS will always be flexible to individual departmental needs and are always open to departmental feedback, additional EW time commitments *at the working level* will likely include:

* A weekly open office hour call;
* A variety of in-person meetings throughout the 2018 calendar year (e.g. a kick-off meeting, monthly drop-in co-working sessions, one or more day-long learning workshops and a final summary meeting);
* Writing of 4-6 blog posts by each department's experimentation team describing the experiment, challenges and lessons learned; review and comment on TBS-authored blog posts and a final, summary report; and
* Conducting a six-month post-mortem (e.g. blog post) on their EW experiment(s) to publicly share what was learned, what changes may be or have been made based on the results of this experiment (e.g. follow-up experiment, invest in building more internal capacity) and impacts, if any, on decision-making.

**Q10: As a support department (providing expert support to EW), what is the time commitment expected?**

A: There is much more flexibility as to what this will look like on a case-by-case basis, depending on the availability of the given expert.  Ideally, experts would assist EW with any or all of the following:

* Provide input on elements of EW design and development of supporting materials
* Participate in key kick-off activities (1-3 in person events);
* Be available for consultation sessions with participating departments (e.g., 2-5 hours a month);
* Participate in working-level open calls and meetings (1 in person a month, some, but not all, weekly calls);
* Author at least one blog post documenting the EW experience from an ‘expert’ perspective; and
* Contribute to final report, learning products and blog posts as appropriate (not as author but as reviewer and commenter).

**Q11: What is the governance for this? What will be TBS’s role and its level of involvement?**

A: EW has been designed to balance the importance of senior-level engagement and leadership in experimentation, in line with the ADM Committee on Experimentation, with the value of empowering agile and open-by-default principles at the working level. The overall role of TBS is not to “approve” or “challenge” the work of departments, but rather to support the overarching initiative and individual department needs (see below). The overall role of departments is to manage their own department-led experiments using internal governance and approval structures (see below), while participating in the broader network of EW sharing, learning, and reporting.

Additional details:

* *On ADM-level engagement and governance:* ADMs have been engaged on EW through the ADM Committee on Experimentation as well as through individual ADM-ADM level discussions between TBS and all participating departments. Broad roles and responsibilities will be communicated and, with potentially some exceptions (depending on varying levels of departmental involvement for each experiment), will be validated at this level through the EW Partnerships Package as well as the MOU signed between TBS and each participating department. The ADM Committee on Experimentation will continue to act as an interdepartmental ADM-level forum through which EW updates and needs can be brought for discussion and action.
* *On empowering the working-level:* Once these broad guidelines and expectations have been set, the design of EW is to allow for unhindered flow of information between the working-level team in TBS supporting EW and all participating departments, as well as from the EW cohort and their fellow government colleagues (e.g. via blog updates).
* *On the role of TBS:* With input from experts and departments, TBS will design and facilitate logistics for the four phases of EW, connect departments to experts and resources (as available), help document the process, and assist in unlocking or clarifying any barriers, real or perceived, related to TBS mandate areas.
* *On internal governance within departments:* Individual EW experiments will be subject to each department’s internal governance and approvals process to ensure that the right oversight, frameworks and governance are in place.

**Q12: What is the governance/approvals process for communicating updates (e.g. blog posts) on EW experiments?**

A: As part of our commitment to open by default, TBS envisions two kinds of sharing: 1) Department-led updates accessible across the federal government (e.g. GCpedia or GCconnex) to document the “messy middle” of the experimentation process and 2) TBS-authored updates accessible to the public (e.g. a Medium blog) which document higher-level challenges and lessons learned with a level of detail that is appropriate for public release but still insightful.

In the first category, the TBS working-level support team will work with their departmental counterparts to coordinate and provide support to progress updates (e.g. GC-wide blog posts) simply to encourage a common “plain language” approach, look-and-feel, and level of detail. These will not require executive approvals. For the second category, TBS will ensure that participating departments approve any content that describes the work of their own department before it is posted publicly.

**TBS and Partner Department MOU**

**Experimentation Works - Memorandum of Understanding**

Memorandum of Understanding

between

Treasury Board Secretariat

And

(PARTNER DEPARTMENT)

**Background**

Experimentation Works (EW) is a Government-of-Canada-wide initiative to build public servants’ capacity in experimentation skills and practice through a unique learning-by-doing model that supports and showcases small-scale experiments in the open.

By showcasing and supporting department-led experiments from start to finish in an open-by-default manner, EW seeks to build capacity and practical understanding related to the value and process of experimentation, while generating new examples of federal experiments and ensuring open access to related learning modules, progress updates and results for broad impact.

**Purpose**

The purpose of this MOU is to ensure that EW partners (TBS and departments) are clear on their roles and responsibilities throughout the EW process.

**Responsibilities:**

TBS will:

* **Play the lead role in running EW**, including:
	+ **Ensuring the overall running of the initiative**  - e.g. developing planning, information and presentation materials, recording meetings and decisions, capturing best practises and lessons learned, course-correcting as needed.
	+ **Working closely with participating and support departments**, with regular and primary contact at the working level, to gather input, advice and suggestions and adjust plans and materials accordingly, where possible and appropriate.
	+ **Reporting on EW updates, progress and lessons learned** at the federal level (e.g. ADM Committee on Experimentation, other fora), and publicly.
* **Provide support to department-led experiments** (i.e. support a minimum of one experiment per participating department) through a variety of roles, connections and resources, as outlined but not limited to the following:
	+ **Develop and share experimentation materials and in-person events.**
	+ **Connect teams to fellow federal colleagues and internal and external experts and networks** relevant to experimentation (e.g. weekly open office hour calls, in-person meetings, co-working sessions and learning events).
	+ Ensure **senior-management exposure** for EW experiments (e.g., at the ADM-level Experimentation Committee) and seek to **unlock barriers** where possible.
	+ **Assist with translation costs** as needed (e.g. to be negotiated with departments in cases where departments are not able to take this on).

Note: the following section describes two types of EW partner departments:

* **Participant departments**: refers to departments that will be partnering with TBS by proposing experiments (ideally more than one) to be considered for the EW cohort (of which at least one will be featured in the first EW cohort).
* **Support departments**: refers to departments that will be partnering with TBS by supporting the success of EW, such as by providing experimentation expertise.

Participant departments will:

* **Identify and propose** one (or ideally more than one) experiment for EW consideration in line with the Key Considerations for Proposing and Selecting EW Experiments.
* **Lead their EW experiment** using departmental resources, ensuring access to expertise needed above and beyond EW expert support, and following all necessary internal management frameworks and internal approval processes (e.g. the level of approvals deemed appropriate by each departmental team).
* **Commit to publicly sharing experimental outcomes and impact of experiment** (e.g. lessons learned, plans to conduct more follow-up experiments, use of experimentally-generated evidence in a decision, etc) following departmental approval process.

Support departments will:

* **Support** the success of EW by committing to agreed-upon resources, such as making departmental experts available to support the EW cohort of experiments

Recognizing that the availability of each expert support to EW will vary, it is envisioned that EW experts would support EW in some or all of the following ways:

* **Providing input on elements of EW design**, development of **supporting materials** and development of **key learning events** (e.g. 1-3 days in total, bringing the cohort together for a combination of group learning, sharing, expert advice sessions, and co-working to advance their experiment).
* **Being available for consultation sessions with participating departments** (e.g., 2-5 hours a month)
* **Authoring at least one blog post** documenting the EW experience from an ‘expert’ perspective; and **review of other EW update materials** (to provide input and feedback)

All partner departments (participant and support departments) will:

* **Work within and contribute to** the EW model, including:
	+ Participating in weekly or bi-weekly conference calls at the working-level (other check-ins at a higher level may be proposed); and
	+ Attending in-person co-working and learning sessions at the working-level (e.g. participation in kick-off and key learning events, potentially 2-5 days in 2018 and participation optional but encouraged for regular, e.g. monthly, drop-in co-working sessions to advance EW experiments and reporting).
* **Adhere to the principles** of EW, including but not limited to the use of digital platforms and tools (in so far as departments have access) to work and share in an open and collaborative way.
* **Allow TBS to collect and share non-sensitive information** vis-a-vis the experimentation process, challenges, and outcomes (including sharing in the public realm, where appropriate).

**Contact Information**

TBS Contact:

Samantha Tattersall

Assistant Secretary, Priorities and Planning

Samantha.Tattersall@tbs-sct.gc.ca  /  613-369-9433

Partner Department Contact:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    (Name)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Role)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contact information)*

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(TBS Contact) Date

AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Participating Department Contact) Date

OR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Support Department Contact) Date

1. Note that these timelines are designed to be flexible to accommodate the diverse needs of each experiment. TBS will also be working closely with expert partners to provide more detailed guidance and support during the experiment phase. [↑](#footnote-ref-1)
2. Experimentation teams from participating departments will be responsible for documenting their experiments through, for example, 4-6 blog posts. The TBS support team will work closely with all participating departments to facilitate sharing of drafts among the cohort and provide any helpful feedback and support. TBS will also document the overarching process for sharing across the GOC and publicly. [↑](#footnote-ref-2)
3. All participating departments will have the chance to validate and review any communication pieces on EW before they go public. [↑](#footnote-ref-3)