

Collaboration Teams Guidance Document (2020-2025)

This is intended to be a Living Document

Michigan State University (MSU)

Migrant Clinicians Network (MCN)

National Pesticide Safety Education Center (NPSEC)

Background:

As part of the US EPA Meetings Implementation Cooperative Agreement awarded 2018-2023, Michigan State University (MSU) proposed the establishment of national Collaboration Teams (CTs). The purpose of these CTs is to fulfill a growing need for a more collaborative approach to engage diverse stakeholders of the Worker Protection Standard (WPS), pesticide applicator certification and related pesticide regulatory and educational programs in mitigating and reducing human health and environmental risks associated with pesticide use. In 2019, a Collaboration Leadership Team (CLT) composed of 5 state pesticide coordinators was established to guide the creation and operations of these CTs and to create this guidance document. Seven CTs focusing on; Respirator, IPM Education, Pacific Island PSE, Pollinators, Dicamba, Paraquat and Invasive Species are currently working and a Worker Protection Standard CT has been proposed.

Collaboration Team Goals and Objectives:

A CT is a self-governing group of individuals who come together to find solutions to an identified need, issue, or challenge related to the use of pesticides, especially around the Worker Protection Standard, certification of pesticide applicators and related regulatory and educational programs. Collaboration Teams are comprised of individuals and groups including, but not limited to pesticide State Lead Agencies (SLA), other government agencies, state Land Grant University Extension Pesticide Safety Education Program (PSEPs), clinicians, community health workers, farmworker advocates and others from research and academia, industry groups, nonprofit organizations, and other stakeholders and individuals. The CLT will consider formation of new CTs as new needs are identified working under the framework of the MSU-EPA grant.

The primary objectives of CTs are to

- Identify a regional or national need, issue or challenge to be addressed through stakeholder collaboration
- Identify existing or in development educational materials to fit the identified need
- Identify funding, stakeholders and other needs to develop and implement the educational projects
- Establish a clear and detailed management plan and timelines for completion of each effort for achieving the CTs goals
- Establish fiduciary responsibility to ensure public benefit and to fulfill MSU's obligations under the Cooperative Agreement with US EPA

- Provide a structure for reporting Action Plan progress.

Collaboration Team Resources

Under the MSU - EPA Cooperative Agreement, facilitation and support for CT operations will be provided as follows:

- A Facilitator for guidance, consultation and support for the Team's formation and ongoing operations
- Support specialists for the CT functional activities: various IT and web-based support, video conferencing, and other CT needs
- Logistical and admin support i.e. meeting set-up, some travel support, support for identifying and securing subject matter experts
- The CLT will provide ongoing guidance

Collaboration Teamwork and Team Member Roles

CTs, working with the Team's facilitator, will determine the Team's structure, goals, objectives and operations within the MSU - EPA Cooperative Agreement framework and requirements. CTs agree to accept the following:

- Identify larger specific needs, issues or challenges that, when resolved, will provide benefit on a larger scale (multistate/regional to national)
- Develop specific goals along with objectives and outcomes needed to reach these goals

Collaboration Team Organization and Operations

As the Collaboration Team creates its own structure and goals it will document their processes following the guidelines below and submit it to the Collaboration Leadership Team.

- Create and document the CT's structure, leadership and decision-making processes and roles of individual team members
- Establish methods for soliciting CT members from diverse organizations
- Demonstrate accountability in meeting the goals and objectives of the CT that align with MSU - EPA Cooperative Agreement deliverables
- The CT establishes and aligns budget requests with the cooperative agreement
- Quarterly reporting of activities, progress and outcomes according to CT's goals
- Provide a 'Letter of Intent' to the CLT describing CT processes including a description of the need, issue or challenge being addressed, acceptance of criteria in this document for establishing a CT and a plan to develop the team's structure, decision-making processes and leadership

- Establish need, rationale and management for the CT's work (i.e. a Road Map) to include some or all of the following:
 - Assess needs to determine gaps
 - Document current resources and efforts addressing the need, issue or challenge
 - Identification of resources and expertise
 - Identify new efforts or projects, either in development or in planning stages
 - Describe what will be different and better as a result of the CT's efforts and for whom and the rationale why the specified outcome goals and efforts to achieve those goals were selected
 - Seek feedback from diverse internal and external stakeholders, including those who will benefit from the efforts, in establishing the CT's identified goals, objectives and outcome to achieve those goals and in the selection and prioritizing of efforts to undertake
 - Ensure external expert peer review of any technical or educational efforts or materials developed

Ownership, Modifications, Production, Distribution and Sales

Ownership of Work by Collaboration Teams: All intellectual property rights, including copyrights, trademarks, service marks, logos, corporate names and domain names, together with all of the goodwill associated therewith, and all other rights (collectively, "Intellectual Property Rights"), in and to all documents, work products, content and other materials that exist or are created by or on behalf of CTs (or its members) in the course of CT work will be owned by the creating party.

Right to Modify: The right to modify products produced by a CT member is hereby granted to the CT, with written permission of the member, in order to enhance the content or product for broader use, sales and distribution, improve its use, improve product competitiveness and efficiency in distribution, or any other modifications deemed necessary by the CT in order to meet the goals and mission of the CT. Any modifications will be promptly disclosed and are subject to the review and approval of the member. Any modifications of content and/or product will retain the original attributions of the original content and/or product along with a statement of modification.

Production, Distribution and Sales: Publications and other products produced by a CT, subject to the property and use rights outlined above, can be produced, distributed and sold as deemed appropriate by the CT. As CTs are an integral part of this MSU – EPA Cooperative Agreement, inclusive of the sub-awards, CTs may choose to work with MSU and its sub awardees to provide the production, distribution and sales of products produced by the CT with the option to create a revenue-sharing agreement benefiting the CT and other parties as deemed appropriate.

Collaboration Team Facilitators

The main responsibility of Collaboration Team Facilitator is Team Management –providing guidance and support, to ensure a Team functions well and completes their work. The Facilitator only guides and supports the process, as goals and needs are determined by CT. Facilitators are supported through the MSU – EPA Cooperative Agreement and provide CT guidance and support for:

- Goal setting and needs identification -
- Project Management – each project’s tasks, task assignments and responsibilities, timeline, documenting progress, etc.
- Communications
 - Intra Team communication
 - Use of Basecamp and other tools
 - Email
 - Progress feedback to NSPEC and the Collaboration Leadership Team
- Logistics
 - Agenda
 - Meeting setup
 - Travel
 - Tech support
 - Others