

***Regional Centre of Expertise Saskatchewan:***  
***Building New Partner Opportunities and Capacity for Regional Sustainability***  
**Funded by the Green Initiatives Fund Sustainable Communities Grants Program**

**Interim Progress Report to Saskatchewan Ministry of Environment**  
**March 31, 2008**

The following is the interim progress report to Saskatchewan Ministry of Environment in fulfillment of the terms as set out in Schedule “3” (d) of contract # 1315 dated October 2, 2007, for the project entitled “United Nations Regional Centre of Expertise Saskatchewan: Building New Partner Opportunities and Capacity for Regional Sustainability” between Luther College, Regina and the Province of Saskatchewan.

### **Summary**

In March 2007, the *Regional Centre of Expertise on Education for Sustainable Development in Saskatchewan* (RCE Saskatchewan) was officially designated by the United Nations University (see [www.saskrce.ca](http://www.saskrce.ca)). The development of a proposal to the United Nations University was a two year collaborative process led by the province's three largest higher education institutions: the University of Regina (including its federated colleges), the University of Saskatchewan, and the Saskatchewan Institute of Applied Science and Technology. In October 2007, funding was received from the Green Initiatives Fund *Sustainable Communities Grants* program for the the project entitled *United Nations Regional Centre of Expertise Saskatchewan: Building New Partner Opportunities and Capacity for Regional Sustainability*. This funding is being used to deliver capacity-building projects identified by RCE Saskatchewan's members in four areas:

- (1) student research support for a regional ESD capacity assessment
- (2) communications and networking materials
- (3) hosting of an international RCE conference in Saskatchewan
- (4) RCE Saskatchewan participation in global RCE meetings of the United Nations and the UN University

Progress is on schedule in each of these areas. The following key milestones have been reached that are further detailed below:

#### *(1) Student Research Support*

Seven students have been hired to conduct an initial inventory of sustainable development education initiatives in the region focusing on the RCEs 6 theme areas and two overarching themes. Regular monthly meetings have occurred since December, 2007, with students working with their supervisors to develop student researcher workplans along with contacting organizations in each theme area.

#### *(2) Communication and Networking*

The central achievement has been the design of two draft logos for RCE Saskatchewan and the selection and advancement of one of these designs. Go Giraffe Go, Inc., of Regina, Saskatchewan, is the company selected to do this work. Business cards have been designed and ordered for RCE working group coordinators and student researchers and technical improvements have been made to the RCE Saskatchewan website.



### *(3) International RCE Conference in Saskatchewan*

The RCE Conference of the Americas for 2008 entitled *Knowledge and Innovation for Sustainability Assessing and Adopting Beneficial Practices* is on schedule for May 25-27, 2008, at the University of Regina. Important milestones include hiring Carla Ballman as the chief conference coordinator, formation and regular meetings of the conference planning committee, booking of venues and keynote speaker (Severn Cullis-Suzuki), and distribution of a call for participation. Planning has also occurred for two pre-conference field trips in Regina and the RCE region. Conference information is available on the conference website: <http://www.saskrce.ca/conference2008/>.

### *(4) Participation in UN University International RCE Meetings*

RCE Saskatchewan has been formally invited to attend the third *International Conference on Regional Centres of Expertise on Education for Sustainable Development* being hosted by the United Nations University on July 2-4, 2008, in Barcelona, Spain. At least one RCE Saskatchewan member will be attending to participate and profile RCE Saskatchewan's work in this global forum.

## **Progress During the Reporting Period**

The following details specific progress in each of the four project areas from the signing of the Sustainable Community Grant contract with the Ministry of Environment on October 2, 2007, to March 31, 2008. In a number of cases, Luther College, Regina has entered into contracts in relation to the various deliverables outlined below. Copies of these contracts are available upon request.

### *(1) Student Research Support*

Seven students were hired to conduct an initial inventory of sustainable development education initiatives in the region with one focusing on each of the 6 RCE theme areas and one focusing on the RCEs two overarching themes. Researcher positions were advertised on the RCE Saskatchewan website ([www.saskrce.ca](http://www.saskrce.ca)) and circulated among RCE members on November 3, 2007, with a closing date of November 14, 2007 (see attached posting). Applications received were reviewed by the respective RCE working group coordinator or co-coordinators. Three students were hired in December, 2007, three were hired in January, 2008, and one was hired in February, 2008. Two of these are doctoral students, 1 is at the masters level, 1 is pursuing a Bachelor of Education degree having completed an undergraduate degree, and 3 are undergraduate students (see attached table of student hirings). Regular joint monthly meetings with student researchers and supervisors have occurred since December, 2007, with meetings held on December 14, 2007, and January 23, February 27, and March 26, 2008. Agendas and minutes for each of these meetings is posted on the RCE Saskatchewan website under the respective meeting date. Students have also met individually with their respective supervisors to develop student researcher workplans (see 7 attached workplans). Students and supervisors have collectively discussed information gathering strategies and the creation of a standard template for documenting ESD projects. While initially considering the SurveyMonkey website tool for this data gathering, the RCE has opted for an OpenSource survey module available for the Drupal content management system used for the RCE Saskatchewan website. This is in keeping with efforts to minimize costs and keep RCE information stored in a single location.

### *(2) Communication and Networking*

A meeting of the RCE Facilitation Group was held on October 22, 2008, at the Saskatchewan Institute of Applied Science and Technology in Regina to discuss activities of the RCE to date and the funding of the Sustainable Communities Grants program (agenda and minutes are available on the RCE Saskatchewan website: [www.saskrce.ca](http://www.saskrce.ca)). It was decided to hold a general meeting of RCE

Saskatchewan members on November 23, 2007, at Luther College at the University of Regina. The meeting gathered: (1) input from RCE members regarding the structure and timing of the RCE Saskatchewan conference in May, 2008; (2) ideas regarding a logo design that could represent the region (see attached); and (3) possible criteria to be used for developing an RCE Saskatchewan award (see attached). An open competition to design a logo was held with the invitation for a logo design posted on the RCE Saskatchewan website and distributed to RCE members on December 17, 2007, with a closing date of December 22, 2007 (see attached posting). Submissions were received from four firms. These were evaluated independently and against set criteria in January, 2008. Go Giraffe Go, Inc., of Regina was awarded the contract. An initial meeting was held with Tania Wolk of Go Giraffe Go on February 6, 2008, to discuss the design suggestions of RCE members and her own ideas. Two draft logos were then developed and discussed on February 22, 2008 with further suggestions made and discussion regarding possible logo descriptions. The two draft logos (see attached) were presented to RCE Saskatchewan members for a vote via the RCE Saskatchewan website commencing March 12, 2008. After a week of voting, the second design was chosen for further development (e.g., adding colour and development of templates incorporating the logo). In addition, business cards were created for coordinators of RCE working groups and for student researchers. The RCE Saskatchewan website ([www.saskrce.ca](http://www.saskrce.ca)) received several technical upgrades since October, 2007. In addition, a 750 GB Hard Drive (Western Digital Caviar) and Hard Drive enclosure (Antec MX-100) were purchased for backing up the RCE content management system.

### *(3) International RCE Conference in Saskatchewan*

The RCE Conference of the Americas for 2008 entitled *Knowledge and Innovation for Sustainability Assessing and Adopting Beneficial Practices* is scheduled for May 25-27, 2008, in Regina. The position of chief conference organizer was advertised on the RCE Saskatchewan website and among RCE members on November 3, 2007, with a closing date of November 10, 2007 (see attached posting). Carla Ballman was subsequently hired for the position. Initial input on how the RCE Saskatchewan Conference might be planned was then received through conference calls organized by Environment Canada with other RCEs in the Americas on November 13, 2007, January 17, 2008, and February 7, 2008, and the general meeting of RCE members held on November 23, 2007. The latter meeting also included participation from Susan Kingsbury of Environment Canada. A planning committee was struck at the November 23<sup>rd</sup> meeting. The planning committee met regularly on December 19, January 9, January 24, February 20, and March 12. Planning subcommittees have also met. These include the conference title/theme subcommittee (on January 9 and February 5), the keynote speaker and program subcommittee (on February 13), the banquet subcommittee (on March 5), the budget subcommittee (on February 4 and March 6), the website subcommittee (on January 9), and the promotional subcommittee (on February 15). From these a theme and title for the event along with conference purpose, objectives, and deliverables were developed, a draft schedule prepared along with an initial call for participation (see attached). These have been distributed and posted on the conference website (<http://www.saskrce.ca/conference2008/>). A conference website designer was also hired, Timothy Maciag, a doctoral student in the Department of Computer Science at the University of Regina. In addition, Factor X Solutions Inc., was hired to design a conference poster and assist in promoting the event.

In addition to the Sustainable Communities Grant, additional sponsorship for the conference has been received from a number of sources. These include the University of Regina Faculty of Education (\$2000), the University of Regina Centre for Sustainable Communities (\$3000), the University of Regina Academic Vice-President's Conference Fund (\$1000), the Saskatchewan Outdoor and Environmental Education Association (\$3200—also includes funds for conference side-event fieldtrips), the Saskatchewan Education for Sustainable Development Network (\$1000), the Royal

[Saskatchewan Museum \(\\$500\), and the Saskatchewan Institute of Applied Science and Technology \(\\$500; see attached conference website front page highlighting conference sponsors\)](#)

The keynote speaker for the event was chosen from a list of possible speakers suggested by RCE members. The confirmed keynote speaker, Severn Cullis-Suzuki, is a champion of the environment, an author, and a talented speaker known for her riveting speech at the UN Earth Summit in 1992. The Lieutenant Governor for the Province of Saskatchewan has also been confirmed for the morning of Monday, May 26. Meetings regarding the conference have also been held with officials in the Saskatchewan Ministry of Environment and the Ministry of Education to encourage participation and provide greetings at the event. A meeting is also planned for council members of the City of Regina on April 9, 2008 (see attached). Facilities have been booked at the Royal Saskatchewan Museum for the Sunday night keynote address and the University of Regina for the remainder of the conference. Pre-conference field trips within Regina and region are also being planned (see attached regional field trip description for Last Mountain Lake Bird Sanctuary, Manitou Springs and Craik EcoCentre and a tentative urban field trip description in Regina).

#### *(4) Participation in UN University International RCE Meetings*

RCE Saskatchewan has been formally invited to attend the 3<sup>rd</sup> International Conference on Regional Centres of Expertise on Education for Sustainable Development being hosted by the United Nations University on July 2-4, 2008, in Barcelona, Spain (see attached letter of invitation, registration form, and tentative schedule). RCE Saskatchewan intends to send one (or possibly two) representatives pending receipt of the second portion of the Sustainable Communities Grants funding from the Green Initiatives Fund. RCE Saskatchewan is also one of three RCEs globally that has been invited by Chuck Hopkins representing the U.N. University to be part of developing an evaluation and monitoring process for RCEs (along with RCEs in the Netherlands (RCE Rhine Meuse) and in Sweden (RCE Skane)). This may involve further international meetings and travel by RCE Saskatchewan.

### **Project Progress to Date**

As this is the first reporting period the progress of the project to date is effectively covered in the preceding section. There are, however, specific synergies between these four areas of project activity that are worthy of mention in addition to those already detailed. RCE Saskatchewan student researchers intend to provide a presentation of some of their work at the RCE Saskatchewan Conference in May as well as providing further conference support. At the RCE Saskatchewan Conference, the RCE Saskatchewan logo design that was selected for further development will also be unveiled. Specific material from the conference, such as material from the evaluation workshop, will feed into processes of the United Nations University. RCE Saskatchewan flagship projects and other regional education for sustainable development projects will also be profiled at panel sessions at the conference.

### **Performance Measures**

The following indicators were set out in Schedule “3” section b) of the Sustainable Communities Grants contract between the Ministry of Environment and Luther College, Regina. Information available to date is provided though some is not yet available (as indicated) based on the status of each project.

- *Research data collected by students and written reports developed from student research*

*activity*

Not yet available (Research data is beginning to be collected. See 7 student researcher workplans attached to report).

- *Number and composition of participants in International RCE Saskatchewan Conference held in Saskatchewan (includes specific groups represented at the conference e.g. students, attendance from representatives of other RCEs, and attendance from those outside Regina but within region)*  
Not yet available (This will be available upon conference completion).
- *Indicators of volunteer activity quantifying in-kind contributions of RCE Saskatchewan stakeholders in developing RCE Saskatchewan Conference*

<b>Meeting Description</b>	<b>Number of Attendees (a)</b>	<b>Length of Meeting in Hours (b)</b>	<b>Total In-kind Hours Contributed (= a X b)</b>	<b>Value/ Hour Contributed (c)</b>	<b>Value of In-kind contribution in dollars (= a X b X c)</b>
RCE Gathering Nov. 23, 2007	35	3.5	122.5	\$25.00	\$3062.50
Conference Planning Dec. 19, 2007	16	2.5	40	\$25.00	\$1000.00
Conference Planning Jan. 9, 2008	7	2	14	\$25.00	\$350.00
Conference Planning Jan. 24, 2008	13	2	26	\$25.00	\$650.00
Conference Planning Feb. 20, 2008	14	1.5	21	\$25.00	\$525.00
Conference Planning Mar. 12, 2008	8	1.5	12	\$25.00	\$300.00
Conference Planning Subcommittees (8 meetings outlined above)	32 (4 people X 8 meetings) *estimate	1.5 *estimate	48	\$25.00	\$1200.00
International RCE (Nov. 13, 2007; Jan. 17 & Feb. 7, 2008)	24 (8 people X 3 meetings) *estimate	1.5 *estimate	36	\$25.00	\$900.00
<b>Total</b>			319.5 hours		\$7987.50

- *Number of organizations involved in International RCE Saskatchewan Conference*  
39 organizations have been involved in the planning for this event through participation of their representatives in the meetings listed above (a list of organizations is available on request)
- *Number of media reports related to International RCE Conference in Saskatchewan*  
Not yet available.
- *Usage and number of members registered on RCE Saskatchewan website leading up to conference*  
The conference website has been created (see <http://www.saskrce.ca/conference2008/>). Usage

numbers are not yet available.

- *Estimates of numbers of general public attending public events organized as part of International RCE Conference*

Not yet available. This will be available following the public keynote address on Sunday, March 25, 2008.

- *Documentation of planning for International RCE Conference to be available for other RCEs seeking to organize similar events.*

All of the agendas and meeting minutes for the RCE Gathering on November 23, 2007, 5 conference planning committee meetings, and 4 student researcher meetings are available on the RCE Saskatchewan website ([www.saskrce.ca](http://www.saskrce.ca)) by selecting the appropriate date on the event calendar or using the website search functions.

- *Number of participants attending in-person meetings of Theme Area Working Groups and RCE Technology Group*

Not yet available (In-person meetings of Theme Area Working Groups and RCE Technology Group will occur following the RCE Saskatchewan Conference in May; Working Group members have been directly involved in organizing the RCE Saskatchewan conference and working with RCE Saskatchewan student researchers)

- *Number of initiatives and new partnerships identified by RCE working groups*

Not yet available (see note directly above)

- *Number of participants attending UN University international meetings and number of RCEs represented at these meetings*

Not yet available (these meetings are occurring in Barcelona in July of 2008; it is estimated that one or two RCE Saskatchewan members will be attending; currently there are approximately 50 recognized RCEs globally; see prior description of this event)

## **Financial Reporting**

Appendix A provides an expenditure statement detailing how much of the funding from the Ministry of Environment has been spent and how the funds have been spent to date. The reporting format follows the breakdown of reporting requested in the earlier development of a project budget for the Sustainable Communities Grant application in September, 2007. It should be noted that Luther College, Regina has made contractual commitments with a number of organizations and individuals to advance the projects noted above. As such, the tables indicate these contractual liabilities incurred. The expenditures to March 31, 2008, total \$4214.06 while the outstanding liabilities incurred that are payable under these contracts totals a further \$19,440.55.

## **Additional Attachments**

The following additional attachments are provided in the order they have been mentioned in the interim report.

- Student Researcher Position Advertisement

- RCE Saskatchewan Table of Student Hirings
- RCE Saskatchewan Student Researcher Workplans
- Suggested Logo Design Ideas for RCE Saskatchewan
- Suggested Evaluation Criteria for an RCE Saskatchewan Award
- Invitation for Logo Design
- Two Draft Logos for RCE Saskatchewan
- Chief Conference Organizer Position Posting
- RCE Saskatchewan Conference of the Americas: Conference Objectives and Deliverables
- RCE Saskatchewan Conference of the Americas: Conference Objectives and Deliverables for Brochure
- Draft Conference Agenda
- Call for Participation for RCE Conference of the Americas
- RCE Conference of the Americas 2008 Website Front Page with Sponsors
- Conference Side-Event: Regional Field Trip Description
- Conference Side-Event: Tentative Urban Field Trip Description
- Formal Invitation from U.N. University to attend the Third International RCE Conference 2008 on July 2-4, 2008, in Barcelona, Spain
- Third International RCE Conference Registration Form
- Third International RCE Conference Agenda
- Letter from Lyle Benko, Co-coordinator of RCE Saskatchewan regarding presentation to City of Regina Executive Committee on April 9, 2008