

SECRETARIAT AND FACILITATION SUPPORT

OVERVIEW

The transition to Smart Energy Communities requires ongoing and effective collaboration across organizations and sectors. QUEST offers secretariat and facilitation support that enables outcome-oriented collaboration among energy practitioners. Our services are tailored to meet the goals and objectives of our clients.

WHO BENEFITS

This service will benefit working groups, task forces and communities of practice consisting of all levels of government, utilities, real estate sector stakeholders and other stakeholder groups engaged in energy-use activities at the community level.

WHAT WE OFFER

Through our experience delivering workshops from coast to coast and providing secretariat support for the operation of regional and national networks, we create environments where people and organizations know that they have been listened to and can learn from one another, while also remaining an objective convener. QUEST has the ability to offer:

PROJECT MANAGEMENT

- Develop a Terms of Reference and workplan
- Coordinate meetings and tasks
- Lead ongoing communication
- Manage contact information, listserves, webpages, and other communications tools and visual materials

MEETING & PROGRAMMING

- Prepare and circulate meeting agendas in advance of meetings
- Prepare and promptly distribute meeting minutes
- Provide support to ensure action items are identified, defined, assigned, and followed up on
- Provide assistance on the coordination of action items between meetings

APPROACH

QUEST will work with you to:

- Develop a proposal that defines the scope of the secretariat and facilitation support needed
- Create a Terms of Reference and workplan for the group, which considers the frequency of meetings, topics, deliverables and the expected outcomes
- Identify group outcomes and activities
- Undertake the deliverables associated with the workplan
- Provide ongoing check-ins to ensure group objectives are met in a timely fashion

TESTIMONIAL

"QUEST provided leadership and facilitation support to carry out and advance the objectives of our CHP working groups in Ontario, Alberta and Saskatchewan. Examples of QUEST's work include a GHG impact model, and a summary of utility charges - all of which have contributed to the advancement of the CHP market."

~Aditya Iyer,
Canadian Gas Association

