Purpose: To provide operational guidance between Community Convening and Learning Team (CCLT) and PRI Management for community and partner engagement.

Underlying Principles

- All communications and engagement/collaboration with community partners should align with Principles for Working with Communities, developed by CCLT.
- There are two distinct objectives:
  - For PRI Management: Building sustained, mutually beneficial partnerships to inform and enhance PRI operations, projects and Hub programming, and
  - For CCLT: Expanding community representation and voice/leadership in public health preparedness and response.

General Approach

Objective 1: Expanding community engagement, representation and voice/leadership in public health preparedness and response

- As a faculty team, **Core Community Convening and Learning Technical Team** will define and develop a community engagement framework for PRI, and lead PRI efforts to define community engagement best practices, strengthen community feedback mechanisms citywide through convenings, and support/resource community-led mutual aid efforts.
- As a management team, **PRI Management** will support day-to-day planning and execution of community engagement activities. PRI staff will organize PRI convenings, establish and maintain routine community feedback mechanisms, and support planning and conduction of other relevant activities, in consultation with and in support of CCLT's strategy.

Objective 2: Building partnerships for PRI operations, projects and future Hub programming

- As part of the general partnership development function of PRI management (e.g., corporate, nonprofit, academic, cultural), PRI Management will serve as the primary point of contact for citywide multi-sectoral partnerships and Hub partnerships. This will involve building mechanisms for community support.

Core Functions of CCLT and PRI Management in Community Engagement/Partnership Management

Core CCLT Functions/Priorities

- Develop a community engagement framework for all partners across sectors.
  - Document community engagement best practices for future emergencies and map local networks, community stakeholders, and assets that need to be engaged in current and future emergencies.
- Identify and strengthen community feedback mechanisms to guide decision-making around health emergency response and recovery efforts.
  - Define forums and processes for ongoing learning and exchange with NYC communities that bore the greatest burden in the COVID-19 pandemic.
- Integrate the knowledge, experience, and ideas of low-resourced communities into the structure and programming of PRI.
  - Document and amplify community voices, innovations, and successes of community partners during the COVID-19 response across PRI teams.

- Support community-led coalitions and mutual aid efforts in coordinating recovery and resilience efforts to address unmet needs, including through assessment of needs (e.g., food, housing, financing) and coordination of services and care at the hyperlocal level.
  - Support consistent data collection and community-level needs assessments
  - Formalize local networks and structures that provide critical services to New Yorkers during and between public health emergencies.

Core Engagement and Partnership Functions of PRI Management

- Ensure that community engagement principles are integrated into other PRI cores.
- Implement the community engagement strategy developed by CCLT, including through hiring/designation of a PRI staff member to support this work (contingent on funding availability). Supervised by the PRI Management team, this person would support CCLT to help organize and implement the CCLT's recommendations, working with others as appropriate.
- Develop multi-sector partnerships, including community partnership, to help PRI grow as an institute.
- Support the procurement of resources to assist with ongoing unmet community needs.
- Support CCLT in formalizing local networks and structures that provide critical services to New Yorkers during and between public health emergencies.

Illustrative Activities

- **Community Engagement Framework**
  - Per the PRI scope of work (SOW), CCLT develops a community engagement strategy, including best practices, convenings, feedback mechanisms, and the formalization of local support networks.
- **Hub Development**
  - PRI Management to develop an initial vision for the Borough Hubs, including partnerships, space and programming needs, in consultation with CCLT.
  - PRI Management to draft a Hub implementation plan that aligns with the community engagement strategy.