



**To:** President's Leadership Council

**From:** Qwul'sih'yah'maht, Dr. Robina Thomas, VP Indigenous

**Date:** November 6, 2024

**Re:** Indigenous Plan Reporting Update (2023-2025)

Following the launch of X<sup>w</sup>k<sup>w</sup>ənəŋɪstəl | WŁENENISTEL | Helping to move each other forward (UVic's *Indigenous Plan*, 2023), the Office of the Vice-President Indigenous (OVPI) brought together representatives from each executive portfolio to advise on the development of a collaborative reporting framework and assessment strategy.

Today, we are excited to share with you a significantly revised reporting process to track and assess the implementation of university commitments and provincial mandates to honour Indigenous ways of knowing and being in education, research, service and governance.

The reporting templates and instructions, below, are provided to you in advance of the first reporting deadline: May 12<sup>th</sup>, 2025.

### Objectives & Responsibilities

Unit Leads (Deans, Directors, Chairs, Managers and Department Heads) are encouraged to collaborate with their respective faculties and offices to collate reports prior to report submission. For Indigenous Plan reporting purposes, a unit is defined as an organizational unit within the university smaller than a VP portfolio (e.g. faculty, department, division, office, etc.).

High-level implementation summary reports will celebrate and communicate significant endeavours, support university-wide strategic planning and inform resourcing strategies to sustain initiatives with demonstrated impact. In addition to fulfilling provincial reporting requirements, your unit's participation in the reporting process will strengthen the ways that we hold ourselves accountable to our university community's commitment to Ɂetalnəwəɪ | ÁTOL,NEUEL | Respecting the rights of one another and being in right relationship with all things.

The new reporting cycle acknowledges our distinct responsibility as a university community to respect and uphold the language and teachings that were shared with us. In that spirit, the information you share will be summarized in a series of reports to:

- The Language Champions and Elders who guided our use of Sk<sup>w</sup>es | TFE SKÁLs I, TFE S, XENANs | The Laws and Philosophies throughout the Indigenous Plan, namely, J, SIN<sup>TEN</sup>, Dr. John Elliott, and Čeyłəm, Dr. Elmer George.
- Members of səlx<sup>w</sup>éyn sq<sup>w</sup>él | SELWÁN SKÁL | Elders Voices
- The Indigenous Community Engagement Council (ICEC)
- Indigenous members of the UVic Community

## Timelines

Reporting Cycle	I	II	III
Reporting Period	Sept. 25 <sup>th</sup> 2023 to April 30 <sup>th</sup> 2025	May 1 <sup>st</sup> 2025 to April 30 <sup>th</sup> 2027	May 1 <sup>st</sup> 2027 to April 30 <sup>th</sup> 2029
Annual Report Due	x	May 11 <sup>th</sup> , 2026	May 12 <sup>th</sup> 2028
Biennial Report Due	May 12 <sup>th</sup> 2025	May 10 <sup>th</sup> , 2027	May 11 <sup>th</sup> 2029
<i>Implementation Reports will be finalized made available yearly by mid-September</i>			

Each two-year reporting cycle includes annual and biennial components:

**Annually**, units are asked to complete a brief, high-level report on specific initiatives completed or in progress. This smaller reporting template will encourage units to track progress in areas where we expect to find significant changes on a yearly basis. The streamlined annual report is also intended to lessen the year-to-year administrative load associated with reporting, and support units in their preparation of a more detailed report in the subsequent year.

**Biennially (on odd numbered years)**, and in addition to completing the annual report, units are asked to share additional information about initiatives that are the product of careful and long-term planning. The new reporting cycle is designed to better recognize and celebrate these long-term achievements. The biennial reporting template also provides guidance and space for units to share the distinct and creative ways in which they have taken up the priorities of the Indigenous Plan.

## Collaborations

We thank members of the Indigenous Plan Implementation Assessment Advisory Group for providing portfolio-specific insight and advice towards: aligning the Indigenous Plan reporting process with other institutional plans, identifying key performance indicators for each of the Indigenous Plan priorities, and developing portfolio-specific reporting templates. This work was undertaken so to support cross-portfolio data sharing and to reduce the administrative load on those we are asking to engage in the reporting process.

**Important note:** Five portfolio-specific reporting templates have been created to streamline the process of completing the annual and biennial reports. Please access and refer to the template for the portfolio in which your unit sits (for example, units in Financial Services would complete the VPFO-specific template, and units in Wellness, Recreation and Athletics would complete the VPAC-specific template). To ensure consistency in the reporting and assessment process, please follow the provided templates.

All reporting templates are available for download at: [uvic.ca/ovpi/reporting](http://uvic.ca/ovpi/reporting).

## Instructions & Definitions

Below, we have provided an example of a completed section of the reporting template.

**Initiative Descriptions:** Respecting the word limits, please briefly summarize initiatives and, where relevant, hyperlink to a news release, webpage, article or course calendar entry where more information

may be accessed. A member of the OVPI team will reach out to you if more information is needed to better understand and communicate the nature of the initiative or project.

We appreciate that some units may have only a few initiatives to report, especially where those units are smaller or where those initiatives require significant resourcing and staffing. We encourage units to prioritize the actions that resonate most with their work.

**Project Status:** For each initiative, please select a project status and indicate its timeline based on the following definitions and examples:

- **In Planning:** a steering group or committee has been formed; a proposal has been written; and/or partnerships have been identified
- **In Progress:** a steering group or committee regularly meets to move the project forward and monitor progress; tasks are delegated; some project milestones have been reached; and/or confirmed partners are actively engaged in the work
- **Completed:** a main deliverable has been finalized, approved, and/or implemented; set targets have been reached; new standards or procedures are in effect; and/or work on the initiative is otherwise concluded
- **Ongoing** (where initiatives do not have a definitive ‘end’ or final deliverable): agreements and plans are in place to maintain and renew partnerships; a process is in place to respond to emergent or new priorities; and/or a course of action is firmly set with long-term resources and sustained funding.

For initiatives that are in planning or in progress, please indicate an anticipated completion date.

**Example:**

<p>8. What <b>new staff and/or faculty positions</b> have been created to introduce, resource and sustain Indigenous initiatives within your unit?</p> <p><i>Priorities 4.1.2; 4.2.2; 4.4.2; 2.1.3; 3.4.1c</i>  <i>BC DRIPA Actions 4.5d &amp; 4.5e</i></p>	<p><b>Position 1:</b> Director of Culture, Protocol and Community Relations (full-time). This new role provides leadership and oversight for university initiatives pertaining to Indigenous protocol, collaborations and community engagement.</p>	<b>Completed</b>
		<p style="text-align: center;"><b>Timeline</b></p> <p>Initiated: 01/02/2023                  Completed: 01/10/2023                  Anticipated Completion:</p>
	<p><b>Position 2:</b> Director of Indigenous University Communications (full-time w/ IACE). This new role has been created and filled to address increasing requests for guidance on Indigenous-specific communications and strategic priorities.</p>	<b>Completed</b>
		<p style="text-align: center;"><b>Timeline</b></p> <p>Initiated: 01/02/2023                  Completed: 01/09/2024                  Anticipated Completion:</p>
	<p><b>Position 3:</b> Implementation Coordinator – ICD Policy (full-time). Our office has identified the need for a forward-facing staff position to oversee the process of implementing the incoming Indigenous Citizenship Declaration Policy. A job description is in development in</p>	<b>In Planning</b>
		<p style="text-align: center;"><b>Timeline</b></p> <p>Initiated: 01/06/2024                  Completed:                  Anticipated Completion: 01/09/2025</p>

	consultation with Indigenous student support staff across campus.	
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Learning, Training, & Feedback Opportunities

Over the past year, 350+ staff, faculty, community members and administrative leaders have participated in training sessions and workshops on the Indigenous Plan. The presentations can be tailored to resonate with your unit’s work and the interactive components are designed to support unit planning, implementation and reporting.

To coordinate a session for your team, please connect with us at: [IndigenousPlan@uvic.ca](mailto:IndigenousPlan@uvic.ca).

We are continuing to collect and respond to feedback on the Indigenous Plan reporting process. As you engage with this process, we welcome your thoughts on how we can best acknowledge and celebrate the achievements of our campus community and on how we can continue to improve our approaches to implementation and assessment. Please direct feedback and questions to: [IndigenousPlan@uvic.ca](mailto:IndigenousPlan@uvic.ca).

Thank you for your continued engagement and for helping to move each other forward,



Qwul’sih’yah’maht (Robina Thomas), PhD  
Vice President Indigenous  
University of Victoria



**Etalewtx<sup>w</sup> | ÁTOL,ÁUTW**  
Office of the Vice-President Indigenous

Indigenous Plan Implementation Assessment Advisory Group (IPIAAG)  
Membership List (2024-5)

<b>Membership</b>	<b>2024-5</b>
<b>OVPI Director of Indigenous University Initiatives</b>	Julianna Nielsen (Chair) Dorothea Harris (On Leave)
<b>OVPI Project Manager</b>	Peyton Juhnke
<b>OVPI Special Advisor</b>	Paul Whitinui
<b>IACE Representative</b>	Rob Hancock (Co-Chair)
<b>NSU Representative</b>	Lauren Aimoe, Firekeeper
<b>USEC (EQHR) Portfolio Representative</b>	Natasha Goudar, Senior Lead Institutional Equity initiatives, Planning and Evaluation
<b>President's Office Representative</b>	James Pepler, Senior Project & Engagement Advisor
<b>VPAC Portfolio Representative</b>	Tony Eder, AVP Academic Resource Planning
<b>VPRI Portfolio Representative</b>	Amber Hanson, AD Research Profile
<b>VPFO Portfolio Representative</b>	Kam Cheema, A Total Compensation & Recruitment & Support from Chandra Beaveridge, Director of Strategic Initiatives
<b>VPER Portfolio Representative</b>	Charlotte Bruce, Director of Planning & Operations
<b>Climate &amp; Sustainability Action Plan (2030), Collaborator</b>	Kylie Hissa, Acting Manager, Sustainability