



PUBLIC INTERACTION PROGRAM

Public Policy Workshops & Seminars

The objective of the Foundation's Public Interaction Program (PIP) is to enhance policy debates on major societal issues. A number of PIP events are held each year and contribute to an intergenerational and interdisciplinary knowledge acquisition, transfer and exchange: the Annual Trudeau Conference on Public Policy (mid-November), the Trudeau Summer Institute (May), the Mentors-Scholars Retreat (February), and the Trudeau Lectures (starting in 2008-2009).

In addition, Trudeau community members (Fellows, Mentors, Scholars, Board Members and Members) may submit proposals for public policy workshops and seminars to the Foundation. Only members of the Foundation community may submit a proposal. We ask that members discuss their ideas with the PIP Director prior to submission. The involvement and financial support of the Foundation will depend on a combination of factors such as events already taking place and budgetary requirements. Please consider the following when developing your proposal.

Event

- Trudeau community members must be involved in the planning and implementation process of the event.
- Trudeau community members must play an active role during the event (e.g., speaker, moderator, etc.).
- The event must be linked to one or several of the Foundation themes (Human Rights and Dignity; Responsible Citizenship; Canada in the World; People and their Natural Environment) and be related to current affairs with a view to enriching public policy debate.
- The event will be included in the PIP calendar and announced on the Foundation's website. All Foundation community members will receive an invitation and should have free and unlimited access to the event should they be interested in participating.
- Events should ideally be bilingual and offer simultaneous interpretation when required.

Project proposal & budget

- A proposal should include a detailed description of the event and the theme, a tentative schedule, a list of potential participants and a draft budget with revenue and expenses.
- The draft budget (Excel sheet) should clearly state the following: title of event, date, theme, purpose. The budget should include the following details in relation to the expenses: description of expenses, vendor, date, anticipated costs, quotes, cancellation clauses. If the event is co-sponsored by other institutions, please mention the name of institution, amount and conditions, and specify whether a contract has been signed.
- The maximum support from the Foundation is \$10,000 (CAN.) per event.

Partnerships

- Logistical and financial partnerships are strongly encouraged.
- National and international events may be organized in collaboration with non-Canadian institutions.

Restrictions

- Participating Trudeau community members are expected to use their Annual Travel Allowance (ATA) to cover their travel expenses. The financial guidelines and other policies of the Foundation apply.
- Hospitality expenses associated with the event (e.g., meals, catering costs, etc.) cannot be covered by personal ATA and must be included in the event budget.
- Participation or conference fees are strongly discouraged.
- Restrictions apply to the use of funds provided by the Foundation. Please discuss with the PIP Director prior to the proposal.

Decision process

- The event organizers are solely responsible for the event. An agreement will be signed between the event organizers and the Foundation once the proposal has been accepted.
- Proposals may be submitted all year long, but keep in mind that proposals must fit clearly within the Foundation's mandate and budget. Early submissions and discussions with the Program Director are strongly encouraged.

Reporting back to the Foundation

- The Foundation may play an advisory role and must be informed about major developments in relation to the event planning and organization.
- The role of the Foundation and its financial support should be clearly recognized during the event and on the material distributed to the participants.
- A thorough report should be sent to the Foundation within a month of the event. The report should include one page of main messages in bullet form, an executive summary and a presentation of findings in no more than 5-6 pages. The Foundation reserves the right to use this report or any part thereof for Foundation purposes.
- Event organizers have to prepare a final budget and are responsible for collecting all original invoices from their participants. The final budget report (Excel sheet), including all original invoices and receipts, should be sent to the Foundation within a month of the event. Please note that the Foundation will not reimburse any travel expenses without the original documents (e.g., boarding passes, etc.).

For more information on project proposals and submissions, please contact Bettina B. Cenerelli, PIP Director (cenerelli@trudeaufoundation.ca or 514-938-0001, #227).