

# Northern Policy Institute

## Northern Analyst Cooperative

### **About the Northern Analyst Cooperative**

Many small municipalities or grassroots organizations would benefit from having a policy analyst on staff, but they either can't afford one, or can't find one willing to locate to their community. For larger organizations, it may simply be finding an additional set of hands for their in-house staff from time-to-time. We can help.

The Northern Analyst Cooperative, a project of Northern Policy Institute (NPI), will allow members to "time share" a professional policy analyst. By merging our collective resources we can ensure that the smallest municipality or local charity can access high-end skills at an affordable price. The cost of the analyst's services will be covered in part by NPI and our sponsors, and in part through the membership fees paid by members.

### **Membership Privileges**

All Members receive:

- Laid out final document – this document can be branded for the Member or it can be branded as a publication of the Northern Analyst Cooperative. In either case, NPI's role will be cited on the inside cover.
- Full French translation.
- The ability to draw on a professional researcher (in ½ day increments) up to a maximum of:
  - Platinum Members: 24 days
  - Gold Members: 12 days
  - Silver Members: 4 days
  - Bronze Members: 2 days
- These days can be booked as a block or in a series of blocks and can be used for one project or for several (At the Member's discretion subject to NPI agreement on the project proposal. See Terms and Conditions).

### **Membership Levels**

Memberships are available at the following levels:

- Platinum – \$4,000
- Gold – \$2,000
- Silver – \$800
- Bronze – \$400

Sign up for a three year membership to get a 10 per cent discount

### **Booking**

- Booking the services of the NPI analyst must be done at least one month in advance of the project start date (we recommend providing more advance notice, if possible).
- To book all or a portion of your allocated days, Members will be asked to complete a short intake form stating the dates desired, project purpose or outline, data sources the member may have in-house, expected work tasks, estimated time required, and any special circumstances that may be relevant to the work.
- Bookings and availability can be determined by accessing [www.northernpolicy.ca/NACcalendar](http://www.northernpolicy.ca/NACcalendar)

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### **Terms and Conditions**

- **Research must be made public** (some exceptions apply). NPI is a federally registered charity for educational purposes. As such all of our joint work will be made public within 60 days of the delivery of the final document to the member. In cases involving proprietary or confidential information, two reports will be created, one for public consumption and one for the member's exclusive use.
- **First come, first served.** The shared analyst will be booked by Members on a first come, first served basis. Where applications for the analyst's time come in on the same day, the Member with the longest continuous membership gets precedence (join now!).
- The fee entitles Members to use this service between **May 1 and April 30** (NPI's fiscal year).
- Costs for **travel, meals and accommodation** that the Member requires for the analyst's services will be covered by the Member, over and above the agreed upon membership rate.
- Any **unused portion** of your annual membership fee cannot be carried over into future years, rather, any unused fees will be kept in the common pool of funds to sustain the cooperative for members in all of Ontario's northern regions.
- If you are attempting to book within **one to two months of our fiscal year end**, and there is little availability, NPI will do our best to accommodate your request in the first quarter of the following year.
- Members who **require additional days** of service to complete a project will be billed at \$250 per additional day. The number of additional days will be agreed upon in advance by NPI and the Member. Such requests will, however, be addressed on a case by case basis and will not take precedence over NPI's related priority projects to which the staff member is already committed.
- NPI **reserves the right to reject a proposed project** at our sole discretion based on concerns around appropriateness, efficacy, viability, data reliability or availability. Where NPI has such concerns every effort will be made to reach an accommodation with the Member before a project is rejected outright.

### **Larger projects**

**Is your project bigger than a membership can handle?** No problem! NPI is always open to discussing research partnerships of any size, scope or duration. These arrangements can be done on the basis of in-kind (generally related to data access or data collection) or cash partnerships (NPI is open to matching partnerships in order to fund needed research).