

RESEARCH COMMITTEE SCOPE OF WORK

OCTOBER 2007

Mission

The mission of the Research Committee is to provide focus and direction to research developed by the Philadelphia Workforce Investment Board. The resulting research should inform the larger mission of the Philadelphia Workforce Investment Board as well as advance knowledge around the crucial elements of workforce success in the economy of the City of Philadelphia and the surrounding region.

Members

Tsiwen Law, Les Spero Stephen Curtis, Naomi Housman, Diane Inverso, Sara Merriman

Lead Staff: Meg Shope Koppel

Major Areas of Responsibility

The Research Committee will:

1. Articulate the gaps in knowledge around the workforce in Philadelphia.

Description:

Although there is information about the local economy produced by other city and regional organizations, there is little research produced and disseminated around workforce issues. The task of filling in the gaps of knowledge to create a more informed discussion around workforce issues begins with describing what is known. From this vantage point, questions can be articulated around the gaps in information that require investigation to advance strategies that provide more employment opportunities for residents of Philadelphia and develop a workforce that participates in growing business activity in Philadelphia.

2. Prioritize research projects to build an agenda that reflects the most pressing issues consistent with the mission of the Philadelphia Workforce Investment Board.

Description:

The sheer scope of possible gaps in knowledge disclosed around workforce issues that drive the economy of the City of Philadelphia necessitates a process to focus the efforts and resources of the Philadelphia Workforce Investment Board in pursuing research projects. An agenda must be developed that both strengthens and promotes the work of other Board Committees and Executive Committee initiatives, as well as, determining the direction of new and original research. Decisions about including research initiatives in the agenda should reflect the strategic purpose of the full organization. The agenda may also reflect other considerations such as funds, internal and external resources, the possible speed of delivery of the product, and initiatives by other external organizations.

3. Guide research that strengthens and promotes the advocacy work of the organization.

Description:

Aside from a research agenda that focuses on building knowledge around what must be known to strategically advance an inclusive workforce, there is a need to enhance the advocacy activities of the Philadelphia Workforce Investment Board through research.

4. Approve reports and/or briefs produced either internally or externally to disseminate the information acquired from research projects.

Description:

Little is gained from completing research if the findings are not disseminated to a wider audience. Research projects that produce lengthy reports should be summarized in briefs approved by the committee. The briefs or short reports should have the qualities of producing information for a general audience, providing clear information about major findings, and suggest the importance of the research in promoting workforce investment.

5. Make adjustments in the agenda as needed to respond to external events that impact workforce investment and the need for research.

Description:

A nimble workforce requires a flexible process for determining priorities. The purpose of the agenda is to focus research efforts of the Philadelphia Workforce Investment Board and should not be altered lightly. However, the need to respond to external events may necessitate a change in priorities.

Meeting Schedule

- Typically, the Research Committee will meet quarterly, with an estimated time commitment of 2-3 hours quarterly (8-12 hours annually) in meetings or conference calls for core committee work.
- Members will have the opportunity to comment and contribute to research works in progress through the Virtual Board Room, based on individual interests and availability.
- Periodically, members will be invited to special presentations with staff and partners on emerging research and trends. Participation in these presentations will be at the member's discretion.