ArcticNet >PD56C567F6 7PZ-54560C5C

NOTE TO READER

"Recognizing that ArcticNet is undergoing changes in its governance structures, this Terms of Reference (ToRs) will continue to be adjusted to reflect these changes as needed."

TERMS OF REFERENCE OF THE RESEARCH MANAGEMENT COMMITTEE (RMC)

1. Purpose

The Research Management Committee (RMC) works to maximize ArcticNet's research program's efficiency and impact. It operates in an environment grounded in shared partnership and inclusion.

Recognizing the unique Inuit, First Nation, and Metis perspectives, knowledge, and priorities, RMC provides ongoing assessment of all research projects to advance local, regional, national, and international priorities in Inuit Nunangat and the Canadian North.

RMC's mandate includes reviewing proposals submitted to ArcticNet Calls for Proposals (CFPs) for the Partnered Research Program, recommending successful applications with adjudication levels, reviewing and managing ArcticNet-funded research projects, and providing ArcticNet strategic advice and support.

2. Accountability and Reporting

The RMC provides advice and recommendations to the Research Director (s) (RDs). The RD(s) present the Committee's recommendations concerning projects to the Board of Directors.

Grounded in common principles, it works in partnership with other relevant ArcticNet research management committees to achieve shared goals and objectives.

3. Committee Membership

The RMC consists of approximately twenty-five (25) members. The members who sit as representatives of Inuit, First Nations, or Metis organizations or as representatives of Territorial and federal governments are appointed by their respective organizations or governments. All other members are appointed by the RDs.

If a member of the Committee who has been appointed as a representative of an organization is no longer able to serve, a new representative is nominated by said organization. For all other members, the RD identifies and appoints replacements.

The RMC is composed of the following members, all of whom are entitled to vote:

- One (1) of the RDs (ex-officio) of ArcticNet.
- Up to eight (8) experts in the five themes of Infrastructure, Energy, Economy, Ecosystems, and Health and Well-being, with scientific or post-secondary expertise.
- Up to six (6) members, which includes the IRMC Chair, representing the following Inuit Organizations:
 - Inuvialuit Regional Corporation (IRC)
 - Nunavut Tunngavik Incorporated (NTI)
 - Makivvik

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- Nunatsiavut Government (NG)
- Inuit Circumpolar Council Canada (ICC Canada)
- Inuit Tapiriit Kanatami (ITK)
- Up to two (2) members representing First Nations (CYFN, Dene Nation, Cree) and Metis communities.
- Up to four (4) members with each representing a different Territorial/Regional Government (Yukon, Northwest Territories, Nunavut, and Kativik Regional Government).
- Up to two (2) members from Industry that reflect the values and interests of the Committee with specific expertise in any or all of the five themes of Infrastructure, Energy, Economy, Ecosystems, and Health and Well-being.
- Up to four (4) members representing the science community within Federal government.

Observers (non-voting):

- ArcticNet Research Director(s) (who is not Chair of the Committee)
- ArcticNet Executive Director (ED) or Chief Executive Officer (CEO)
- ArcticNet Research Program Officer
- One (1) member from the ArcticNet Student Association
- Partners who contribute to calls for proposals (to observe progress and gain greater knowledge on co-funded projects)

Guests (non-voting):

On behalf of the Committee, the Chair may invite external guests to participate as presenters, facilitators or observers in RMC meetings.

4. Appointments and Terms

Members of the RMC are appointed for renewable five (5) year terms. Nominations and appointments are made in accordance with ArcticNet's Equity, Diversity, and Inclusion Policy.

All members are required to review and sign that they have read and comply with ArcticNet's Code of Conduct and Conflict of Interest Policy.

5. Resources to Support the Committee

The ArcticNet Research Program Officer is the primary support for the RMC, with additional support provided by the ArcticNet RD(s), the ED or CEO, and the Network Manager when required.

6. Responsibilities

Strategic Research Planning and Policy Development

- a. Support strategic research planning and priority-setting exercises within ArcticNet.
- b. Identify issues and provide strategic advice and guidance on an ongoing basis on ArcticNet's five themes (Infrastructure, Energy, Economy, Ecosystems, and Health and Well-being).
- c. Provide input into the development or updates to ArcticNet's research policies.



- d. Review and provide feedback and guidance on any recommendations emanating from the Research Program Advisory Committee (RPAC), as well as on any RPAC communications going forward to the ArcticNet Board before they are shared.
- e. Work in conjunction with other ArcticNet committees to provide feedback and guidance on recommendations before they are shared with the Board.

Planning and Adjudication of Call for Proposals

- a. Ensure that proposals consider the five themes of Infrastructure, Energy, Economy, Ecosystems, and Health and Well-being while also considering new and emerging themes.
- b. Provide guidance and feedback on the Partnered Program Calls for Proposals process.
- c. Review and adjudicate proposals submitted to the Partnered Program Calls for Proposals.
- d. Work with the Inuit Regional Review Committees based in each region to review and adjudicate proposals submitted from within Inuit Nunangat and to work in Inuit Nunagat.
- e. Ensure that any changes, additions, or terminations to research projects affecting the mandate of IRMC or the Territorial Advisory Committee (TAC) are shared with these two committees prior to any decisions being made.
- f. Strike and manage sub-committees as deemed necessary.

Ongoing Research Management

- a. Along with the relevant regional review committees, review the progress made by ArcticNet research projects under the Partnered Program.
- b. Through the Research Director(s), make recommendations to the Board of Directors, including terminating projects, adding new investigators, allocating, and adjusting funds or budgets.
- c. In the case of projects funded through the federal Strategic Science Fund (SSF), identify research that may contain commercializable Intellectual Property.

Support for ArcticNet Operations

- Support ArcticNet by sharing publications and providing good news stories about research outcomes.
- b. Contribute to, and provide, input to the ArcticNet's Annual Scientific Meetings when requested. (e.g., session themes, abstract selection, Northern travel fund).

7. Meetings

Frequency

The RMC will meet at least three (3) times per year, with a minimum of one (1) face-to-face meeting that includes a hybrid option to provide for virtual attendance and support quorum. Additional meetings may be added as required.

The location of in-person RMC meetings will depend on the composition of the RMC and consider travel distances, and cost.

Meetings are scheduled around the cycle of the calls for proposals, the review of proposals, and the reporting schedule, as well as strategic planning processes.

Quorum

A majority (50% plus one) of the RMC's voting members, with the requirement that at least two (2) are from an Inuit organization, shall constitute a quorum for the transaction of business at any meeting. In circumstances in which decisions are being made about matters affecting regions outside of Inuit Nunangat, quorum must include a member of the appropriate First Nation or Metis community.



Decision-making

The Committee seeks the full consensus of its members in all decision-making processes.

In the event that consensus cannot be reached on recommendations related to funding proposals that are being sent forward to the Board for approval, decisions will be made by a vote of 50% plus one with the additional requirement that no recommendation will go forward to the Board without the approval of a representative of the Inuit region, First Nation, or Metis community in which the research will be undertaken. Chairing

One of the RDs of ArcticNet acts as the Chair of the RMC.

Attendance

RMC members are expected to actively participate in Committee meetings by attending a minimum of 50% meetings per year, with attendance recorded at each meeting. RMC members may be asked to step down from the Committee if their attendance in Committee meetings does not meet this threshold.

Designates

If an RMC member is unable to attend a meeting, they are expected to notify the Chair as soon as possible. Once a committee member has signaled their inability to attend a meeting, they may send a designate on their behalf. Designates must be identified and preapproved by the Chair on a yearly basis. Designates maintain the voting power of their designee and are eligible for reimbursement of meeting costs as per ArcticNet's Travel Policy.

Meeting documentation

All meetings are documented through meeting reports, which are approved by the Committee at the beginning of its next meeting and then archived appropriately by the ArcticNet Research Program Officer.

Remuneration

Members serve without compensation, and no member shall directly or indirectly receive any profit from their position. When in-person participation in meetings is deemed essential, ArcticNet will cover the meeting venue, travel, accommodation, and meal expenses for members as per ArcticNet's Travel Policy.

In-person attendance of invited guests is subject to availability of funding as determined by the ArcticNet Secretariat.

8. Committee Performance

Committee performance is reviewed and evaluated on a yearly basis. As part of this review, the Committee's responsibilities are considered in terms of effectiveness and ongoing relevance. If any changes are identified, recommendations are made to the RD(s). The RD(s) may initiate a review of the RMC's Terms of Reference as needed. The Board may also choose to initiate a review of the RMC's Terms of Reference.

9. Related Policies

This policy is to be read in conjunction with the ArcticNet's Code of Conduct, Conflict of Interest Policy, Equity, Diversity, and Inclusion Policy, and Travel Policy. The RMC also ensures that its work is undertaken in compliance with any policies mandated by funders.

Amendment: The Board may amend this policy.	Last Review: November 2024
	Last Revision: