



TERMS OF REFERENCE- INDIGENOUS ADVISORY COMMITTEE

The Office of the Vice President Research and Innovation at UBC is committed to supporting community-based Indigenous research for and with Indigenous communities working in partnership with UBC. As part of this commitment, the Indigenous Research Support Initiative has been established. To ensure that the work of the new initiative is reflective of the needs and processes of the Indigenous communities with whom we collaborate, we will establish an Advisory Committee that is comprised of individuals from Indigenous communities and faculty and staff from UBC.

The Indigenous Research Support Initiative seeks to work in ethical and respectful ways with Indigenous communities and looks to build respectful, long-term relationships of integrity between Indigenous communities and researchers at UBC.

This document outlines the Terms of Reference of an Indigenous Advisory Committee for the Indigenous Research Support Initiative.

TERM:

Appointed committee members will serve 2 to 3-year terms with staggered end-dates to ensure continuity of the committee roles and responsibilities.

ROLES AND RESPONSIBILITIES:

1. Provide culturally-relevant advice, leadership and guidance to the staff and leadership team of the Indigenous Research Support Initiative on matters relating to but not limited to: strategic direction of the network, research and ethics protocols, community outreach, governance, procedures and processes of the network;
2. Address, give advice and make recommendations about issues that relate to their roles and responsibilities.
3. Provide advice and recommendations about the continuous development of engagement and research protocols with Indigenous communities;
4. Provide recommendations in relation to functions, best practices and future performance of the initiative;
5. Occasionally meet, upon request, with internal and external partners of the Indigenous Research Support Initiative (subject to availability of the committee members);
6. Normally, it is expected that the Indigenous Advisory Committee will operate on the basis of consensus;
7. The Indigenous Advisory Committee may establish ad hoc sub-committees, as required, to address particular /special interest issues.

APPOINTMENTS AND COMPOSITION:

- The Indigenous Advisory Committee will be made up of up to 5 community members, 2 faculty members, 1 staff member and 1 student member. Committee members will serve 2 to 3-year terms with staggered end-dates to ensure continuity of the committee roles and responsibilities.
- The Indigenous Advisory Committee shall be comprised of individuals with relevant expertise and community perspectives that pertain to effectively carrying out the committee's functions.



MEETINGS

- The Indigenous Advisory Committee will meet a minimum of 2 times within a one-year period, in addition to special meetings called by the staff and leadership of the initiative on specific issues that require immediate attention.
- There are expectations that there will be some work required to be undertaken by committee members between meeting times and the need for flexibility to attend in the case of special or extraordinary meetings.
- Meetings of no more than 4 hours will be held at the University of British Columbia or elsewhere in BC.
- Meeting participation by telephone or video is available upon request.
- Meeting information materials will be sent to committee members at least one week before each meeting.
- Minutes will follow each meeting.

REPORTING AND COMMUNICATIONS

- The staff and leadership of the Indigenous Research Support Initiative are responsible for reporting on the Indigenous Advisory Committee's recommendations to the members of the network.
- A staff member will serve as the main contact person for the Indigenous Advisory Committee.
- An internal monthly e-newsletter covering news and initiatives of the Indigenous Research Support Initiative, will be distributed to the Indigenous Advisory Committee and other partners.

RESOURCES AND BUDGET

- Committee members acting on their own behalf will be paid an honorarium of \$2000 for the term of one year.
- The annual honorarium compensates committee members for their time and expertise, and participation on the Indigenous Advisory Committee including but not limited to attendance and preparation for Initiative related meetings.
- The Indigenous Research Support Initiative will assume all travel-related expenses for the committee members to attend meetings and any network-related function(s) they attend in accordance with UBC policy.