

**Terms of Reference**  
**Canadian Research Data Centre Network**  
**Research Advisory Committee**

**1.0 Purpose and role**

1.1 The fundamental purpose of the Research Advisory Committee (“the RAC”) shall be to advise the Research Program Director (“the RPD”) on matters related to the Canadian Research Data Centre Network (“CRDCN”) strategic research priorities and activities.

1.2 The inaugural members of the RAC shall provide advice and recommendations to inform the RPD’s development and implementation of CRDCN’s strategic research plan.

1.3 The role of the RAC shall be to: (a) provide advice, recommendations and input to the RPD regarding CRDCN’s plans and efforts to strengthen the relevance, suitability and feasibility of CRDCN’s collaborative research activities and programs; (b) serve in a liaison capacity to support engagement with researchers and policy colleagues across academic disciplines, policy areas and geographic regions; and (c) identify and help secure resources for to support the sustainability of CRDCN’s research initiatives and collaborative partnerships.

1.4 The purpose, role and structure of the RAC shall be revisited annually by the members of the RAC and CRDCN senior management to determine if and how the form and governance may need to change to meet the evolving needs of CRDCN.

**2.0 Membership and procedures**

2.1 The Research Program Director of CRDCN and the Executive Director of CRDCN, by virtue of their offices, shall be standing members. The RAC membership shall also include the following, with representation from CRDCN stakeholder groups as follows:

- Three representatives from either the Academic Committee or Board of Directors for CRDCN;
- One representative from a research branch of Statistics Canada; and
- Up to six research and policy representatives from CRDCN stakeholder groups.

Appointments to the RAC shall be made by a nominating committee comprising representatives from both the CRDCN central staff and the CRDCN Board of Directors.

2.2 The length of the term of each RAC member shall be for an initial two-year term, renewable once.

2.3 RAC members shall endeavor to attend all RAC meetings to ensure continuity of the group.

2.4 No remuneration shall be received by the members except reimbursement of travel expenses pursuant to the reimbursement policies of their own universities and CRDCN.

**3.0 Chair and Vice-Chair**

The RAC shall be chaired by the Research Program Director, CRDCN. The CRDCN Executive Director shall serve as the Vice-Chair of the RAC. The Vice-Chair shall assist the Chair as may be necessary and, in the absence of the Chair or the inability of the Chair to act, shall exercise the powers and duties of the Chair. If the Chair of the RAC is not present at a meeting of the RAC, the Vice-Chair shall chair the meeting.

**4.0 Meetings**

4.1 The time and place of meetings of the RAC and the procedures at such meetings shall be determined from time to time by the Chair in consultation with the RAC, with the following guidelines:

- that the RAC hold two meetings per year;
- that notice of every meeting be provided to each RAC member not less than fourteen (14) days before the meeting is to take place; and
- that an agenda and related materials respecting each meeting be sent to each RAC member at least 48 hours prior to the time fixed for such meeting.

4.2 As Chair, the RPD shall ensure that all deliberations and recommendations of the RAC are circulated to all RAC members prior to the next RAC meeting and shared with the Board of Directors.