

ANNEX A.1

Canadian National Committee (CNC) Terms of Reference

In support of Canada's affiliation with an *International Organization (IO)*, the National Research Council of Canada (NRC) enters into a Canadian Partner agreement with a *Canadian Partner*.

As a representative of the Canadian community working in the field of a specific *scientific discipline*, the *Canadian Partner* is responsible for the creation and management of a Canadian National Committee (CNC) in support of Canada's affiliation with the *IO*. This CNC, in coordination with the Canadian Partner, provides support to NRC for Canada's participation in the *IO*.

Purpose of the CNC:

- to collect and reconcile the many views of the specific scientific community on relevant issues;
- to identify, represent and promote the capabilities and distinctive competence of this Canadian scientific community internationally;
- to enhance the depth and breadth of the participation of this Canadian scientific community in the activities and events of *IO* and related organizations;
- to establish the mechanisms for communicating to the Canadian scientific community the views of *IO* and information about the activities of *IO*;
- to distribute appropriate documentation, including the *IO* Newsletter where applicable;
- to attract and stage international events of value to the Canadian scientific community;
- to invite from time to time guest speakers to meetings, workshops or seminars it sponsors; and
- to recommend to the Canadian Partner the nomination of the Canadian Delegate(s) to *IO* general assemblies, general meetings or council meetings. The Delegate is normally, but not necessarily, a regular member of CNC/*IO*. Upon approval by the *Canadian Partner*, the name of the nominee will be forwarded to the NRC International Relations Office for official appointment.

Membership of the Committee

- The Canadian Partner shall select the members of the Committee with due consideration of geographical, linguistic and gender distribution of membership as well as to adequate representation of all disciplines covered by the IO.
- The Canadian Partner shall appoint a Chairperson as well as an Executive Secretary for the Committee.

Observers

To broaden the level of participation in the CNC/IO beyond regular members, interested individuals may participate in meetings as Observers. In particular, this includes:

- Canadian members of the IO Task Groups and official IO committees;
- representatives of the Canadian National Committees of ICSU affiliations to which NRC adheres;
- a representative of the NRC International Relations Office; and
- any others approved by the Chairperson.

Terms

Terms of membership for all regular members of the CNC shall be three years, renewable once.

The Chairperson will normally be appointed for three years even though this may extend his or her term of office as a regular member.

Termination of the membership terms shall be on the 31st of December of the last year of the term or until such time as a replacement has been appointed.

Meetings

The Committee shall meet as necessary, normally once each year, and report to NRC on the meeting results. Between meetings, the Chairperson and the Executive Secretary may obtain decisions from the Committee by means of ballots. One-half of the voting membership participating in a duly called meeting or ballot shall constitute a quorum.