

## TERMS OF REFERENCE

### RESEARCH PLANNING COMMITTEE

## Bulkley Valley Centre for Natural Resources Research and Management

**These Terms of Reference will guide the activities of the Research Planning Committee to ensure effective and quality recommendations are provided to the Board of Directors.**

### MISSION

The Research Planning Committee devises plans for achieving policy and program objectives of the Bulkley Valley Centre for Natural Resources Research and Management to ensure excellence in research.

### OBJECTIVES

The Research Planning Committee is charged with meeting the following objectives:

1. To identify the most prevalent and pressing issues suited to interdisciplinary, collaborative, and innovative research and management.
2. To recommend to the Board applied research consistent with the priorities identified by the Board of Directors.
3. To advise the Board of Directors on matters of strategic direction and policy, and as requested, on the quality and context of research activities.
4. Provide guidance to ensure research excellence.
5. To assess research proposals as they are received by the Centre.

This Research Planning Committee recognizes that Objectives #1 and 2 are short term and will guide activities over the next 18 months. Objectives # 3 and 4 are longer term and will involve detailed workplans to accomplish.

### SCOPE OF WORK

To achieve these objectives, the Research Planning Committee will undertake the following activities:

- Identify a priority list of Resource and Management issues that fit within the BVC objectives. Including issues that can be considered local and those that may also be considered as issues that provide a template for other resource dependent communities across Canada and North America.
  - a) Identify those that can be developed within the BVC,
  - b) Identify those that will require “outside” input.
- Develop research and management questions and subsequent research proposals and projects, based on the identified priority ranking of issues.



- Develop research and management questions and subsequent research proposals and projects, based on the identified priority list, but which are focused on known funding opportunities.
- In the short term, focus priority on the development of proposals from within the BV Centre
- Develop an assessment checklist to ensure that proposals meet the Centre's criteria for scientific excellence.
- Develop an assessment framework and clear peer review process for proposals received by the Centre.
- In the longer term, receive submissions on relevant social, ecological and economic research matters from individuals, organizations and committees serving the community.
- Identify opportunities for collaboration on research projects related to sustainable management.

## MEMBERSHIP

The Board of Directors will invite individuals to be appointed to the Research Planning Committee. The Committee shall be comprised of no fewer than three participants, of which at least one will be a Director of the Centre. Other appointed participants may be members or non-members of the Centre. If possible, the research planning committee should consist of individuals with a wide range of multidisciplinary experience representing industry, the government and consulting communities. Ideally, multiple scientific disciplines will also be represented. Appointees will be selected taking into account expertise associated with sustainable management planning, project planning and research priority setting. The Board will endeavor to offer at least one third of the participant seats to supporting members, provided willing and suitable candidates are available.

## ADMINISTRATION AND MEETINGS

The Research Planning Committee will meet as required throughout the year and will communicate regularly via email. The chair will be responsible for preparing and organizing the meeting agenda, to ensure meetings are conducted in an orderly fashion, and to ensure proceedings are documented and distributed as specified.

The proceedings of the Research Planning Committee will be governed by the following principles:

- Participants will strive for consensus when developing recommendations.
- The chair shall ensure participants are provided with at least two weeks notice of the time, place and proposed location of a meeting of the committee.
- The chair shall ensure meeting minutes are circulated to participants within one week of each meeting.

All points of procedures not specifically provided for in these Terms of Reference shall be decided and determined in accordance with Robert's Rules of Order.