

Terms of Reference: NSERC PermafrostNet Scientific Committee

Purpose	<p>To support the Scientific Director in providing scientific leadership for enabling and sustaining excellence in network research and training.</p> <p>To support the development of strategy and direction for:</p> <ul style="list-style-type: none">• keeping network research and training relevant to stakeholders,• managing the research and training program synergistically, and• producing network-level outputs.
Responsibilities	<p>Review, challenge and recommend to the Board of Directors:</p> <ol style="list-style-type: none">1. research and financial reports from co-applicants,2. external assessment of network project reports if necessary,3. annual research project plans, addition or termination of projects,4. priorities for the Network Data Scientist and the data policy,5. annual allocation of funding to network research projects,6. addition or termination of network investigators or partners, and7. endorsements of external research proposals and/or liaison plans. <p>Synthesize results into a final report at the conclusion of the network.</p>
Membership	<p>The multi-sectoral and multidisciplinary network is represented by:</p> <ul style="list-style-type: none">• two co-applicants,• one representative from a partner organization,• one member external to the network, from Canada,• one international member, and• the Scientific Director, <i>ex-officio</i>. <p>Terms are for two to three years and renewable. New members require confirmation of the Board of Directors. Members can resign at any time by writing to the Chair.</p> <p>In searching for new members, priority will be given to any interested and eligible person who is part of an underrepresented group.</p> <p>While CCADI and PermafrostNet each have significant resources committed for joint work, an additional member from CCADI helps ensure progress on joint objectives.</p> <p>Additional ad-hoc members may be invited by the Chair.</p>
Chair	Scientific Director, see Terms and Conditions of the NSERC Award.
Meetings	Twice a year , at least one month before the Board of Directors meets; additional meetings may be held. At least one in-person meeting annually, others may be by teleconference.
Confidentiality	Members must sign and honour the confidentiality agreement that is available from the website or the Director of Operations.

Voting	Quorum will be more than half of the members entitled to vote. Voting members must be in attendance in person or via video/teleconference. For urgent decisions outside scheduled meetings an email vote may be held. There is no provision for proxy votes.
Resources	Director of Operations, as committee support.
Reporting	To the Board of Directors.
Expenses	Membership is not remunerated. Expenses of members representing partner organizations are considered an in-kind contribution; external members may claim appropriate expenses.
Conflicts	<p>Actual or perceived conflicts of interest must be communicated to the Chair in writing. The Conflict of Interest Policy is available from the website or the Director of Operations.</p> <p>It is recognized that the members of the Scientific Committee were deliberately chosen to represent the diverse backgrounds of the Network's stakeholders, and as such could be perceived as having conflicting interests. It is expected that the members of the Committee will strike a balance between their own interests and the overall good of the broader network.</p>
Minutes	Decisions only, non-confidential and distributed within one month after each meeting. Anonymized notes available upon request.