



TERMS OF REFERENCE:

NSERC PermafrostNet Knowledge Mobilization and Communication Committee

Membership

(1, 2 or 3 year terms)

- **Chair** (Kathryn Elliott, Communications Officer, Office of the Dean of Science, Carleton University) (1)
- **Network participant** (LeeAnn Fishback, Scientific Coordinator, Churchill Northern Studies Centre) (3)
- **Government** (Peter Morse, Research Scientist, Climate Change and Geoscience Program, NRCan) (2)
- **Industry** (Eduardo Marquez, SRK Consulting Canada Inc.) (2)
- **Indigenous organizations or government** (Kumari Karunaratne, Manager Geoscience Information Services, Northwest Territories Geological Survey) (3)
- **Knowledge Broker** (Tristan MacLean, Knowledge Mobilization and Communications Coordinator, PermafrostNet) (1)
- **Government partner** (tbc) (3)
- **Indigenous partner** (tbc) (2)

Terms

- The Chair and the Knowledge Broker positions will run for 1 year and are renewable.
- The terms of each committee position will run 2 or 3 years and are renewable, with vacant positions elected/appointed each year at the Annual General Meeting. Terms are noted above in brackets.

Purpose

- Development of and guidance on a 5-year strategic communication and knowledge mobilization plan to outline objectives, audience groups, key messages and activities designed to promote the research results and the success of the network.
- Develop annual workplan.
- Provide strategic communications advice and support to members of the network.

Guiding Principles

- All efforts will be made to create a collaborative and equitable atmosphere that nurtures personal ownership of initiatives benefiting internal and external communities.
- The Committee will align with and foster the guiding principles as set forth for the Network as a whole.

- Governance**
- Reporting to the Director of Operations.
 - Director of Operations to defer to BOD if additional guidance required.
 - Knowledge Broker to present the work and strategic plans to the BOD for approval annually.
 - Committee meetings will be held quarterly via teleconference or videoconference, with ad hoc meetings being called as required.
 - Guests can be included to address specific agenda-related issues as agreed upon by the committee members.
 - The committee shall review the Terms of Reference annually, updating according to member consensus.

- Objectives**
- To oversee the coordination of the planning, strategy, and execution of communications and knowledge mobilization efforts required to promote the work of NSERC PermafrostNet.
 - To provide support to the Knowledge Broker
 - Provide guidance and strategic communications advice to the members of NSERC PermafrostNet.
 - Liaise with members by providing a touchstone for communications issues and questions.
 - Promote the work of the network and facilitate the mobilization of the knowledge and outcomes of the network's initiatives.

Roles and Responsibilities

Chair To call quarterly meetings, ensure that the work of the committee is on track for success, and provide semiannual reports to the Board of Directors.

Committee Members All committee members will attend all meetings wherever possible, action any items that arise as assigned, and provide full participation in committee work as required.