



Terms of Reference
Capacity-Building Committee
Last Updated: November 19, 2018

Established: 2015

Reports to: CCGHR National Coordinator and Board of Directors

Objectives: The CCGHR Capacity-Building Committee (CBC) works actively to develop capacities to support relevant equity-oriented research and its effective use, helping to reduce the “know-do gap.” In 2015 this committee replaced the previous Capacity Development Program as one of three key pillars of our [Strategic Plan 2015-19](#). It has since focused on catalyst competencies, including mentorship and leadership, knowledge translation, and partnering and networking. The CBC connects virtually monthly to advance ongoing projects and propose new ones.

Composition: At minimum one Board director and one representative from the Students & Young Professionals Network, and up to 8 additional members. Members with an interest in and experience with advocacy for global health research can ask to join by sending a short statement about how they would like to contribute to CBC Co-Chair Kofi Barimah (kbarimah@hotmail.com). Committee membership will be reassessed every January. Committee members can provide leadership and connection to bring in additional members through working groups as needed.

Term duration: Minimum 1 year

Meeting frequency: Monthly

Meeting platform: Uberconference

The following are proposed Terms of Reference (TOR) for the Committee. We recognize that, as volunteers, co-chairs and committee members generously donate their time for the benefit of the broader Coalition membership. TOR are meant to outline the communication and management arrangements in order to clarify roles, responsibilities and commitments of all concerned.

Benefits of engagement:

As a CBC member, you will:

- Collaborate with other members passionate about global health research and gain networking opportunities.
- Influence the development of a strong multi-generational, transdisciplinary cadre of competent Canadian global health researchers and leaders.
- Promote equitable partnership building with LMIC researchers.
- Student and young professional members will receive mentorship from more senior global health researchers/practitioners and develop new skills.



Current activities:

- Engaging our individual members, notably around the annual [Canadian Conference on Global Health](#) and through pilot regional workshops or [Coalition Institutes](#) (in coordination with the CCGHR University Advisory Council).
- Strengthening networks of Canadian global health researchers working within specific countries, promoting [harmonization](#) and collaboration (e.g. Ghana, Tanzania, Zambia).
- Providing guidance on building effective and sustainable [partnerships](#) for global health research and [ethical principles](#).
- Identifying opportunities with and for the Consortium for Advanced Research Training in Africa ([CARTA](#)) and recruiting Canadian mentors and peer reviewers from our member universities to [support its fellows](#).
- Actively collaborating with other partner organizations including the Consortium of Universities for Global Health ([CUGH](#)), African Forum for Research and Education in Health ([AFREhealth](#)) and Council on Health Research for Development ([COHRED](#)).
- Collaborating with other CCGHR committees and working groups, ensuring ongoing communication and coordination with the Secretariat.

Meetings:

- The CBC will hold **monthly virtual meetings**. These meetings will allow for updates, approval of decisions, strategy, and open communication with the Secretariat.
- The CBC could elect to create working groups to take the lead on specific projects. In such a situation, the CBC should plan to hold quarterly meetings with the full team, at minimum.

Responsibilities:

- Act as a steward and ambassador of the CCGHR, actively advancing priorities identified in our [Strategic Plan 2015-19](#).
- Members commit to attending at least six meetings per year and contribute as much as they can (2-3 hours per month, including meeting time).
- Members commit to undertaking at least one project of their choice per year, in consultation with the CBC team and the Secretariat.

Reporting:

The funding for CCGHR activities comes from individual membership fees, among other sources. The CBC members should ensure that projects benefit the membership at large and will contribute to a report on activities for the CCGHR Annual Report. The committee is required to keep minutes of meetings and make them available to the Secretariat.