



Terms of Reference
Policy and Advocacy Committee
Last Updated: November 19, 2018

Established: 2015

Reports to: CCGHR National Coordinator and Board of Directors

Objectives: The CCGHR Policy and Advocacy Committee (PAC) engages with key policy actors and the public to raise awareness about our country's leading role in global health and the importance of research in the field. In 2015 this committee replaced the previous Policy Influence Program as one of three key pillars of our [Strategic Plan 2015-19](#). It has since focused on advocacy for global health research, promoting strategic, equity-centred and evidence-informed investments in global health, knowledge translation for policy impact and broad-based dialogue. The PAC 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 PAC Co-Chair David Zakus (dzakus@ryerson.ca). 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. The following 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 PAC member, you will:

- Collaborate with other members passionate about global health research and gain networking opportunities.
- Stay informed on global health research trends in Canada and get a chance to influence the global health research policy and funding environment.
- Student and young professional members will receive mentorship from more senior global health researchers/practitioners and develop new skills.



Current activities:

- Organizing and participating in dialogue events, bringing together global health researchers and key policy actors in Canada and internationally (e.g. [2018 CIHR/IDRC consultations](#) on the future of global health research and 7 [external consultations](#) hosted by the Coalition).
- Raising awareness of priority global health themes such as climate change, with a [Working Group on the Health Impacts of Climate Change](#) created in 2018.
- Promoting equity-centred [Principles for Global Health Research](#), emerging from our [Gathering Perspectives studies](#) conducted between 2013 and 2016.
- Supporting global health researchers as they navigate a [changing funding landscape](#), offering best practice examples and regular updates on developments.
- Collaborating with other CCGHR committees and working groups, ensuring ongoing communication and coordination with the Secretariat.

Meetings:

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

Reporting:

The funding for CCGHR activities comes from individual membership fees, among other sources. The PAC 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.