



Terms of Reference
Chair and Co-Chair of the University Advisory Council
Last Updated: October 9, 2018

Established: 2010

Reports to: CCGHR National Coordinator

Objectives: The University Advisory Council (UAC) was launched in 2010 to foster greater collaboration and coordination among Canadian universities that are CCGHR institutional members, serving as a platform to move the global health research agenda forward nationally and beyond. Representatives from 24 member universities meet in person every year, the Executive team connects virtually on a quarterly basis and most participate in issue-based working groups to discuss common interests, challenges and future goals.

Term duration: 2 years renewable once

Meeting frequency: Monthly with Co-Chair and Secretariat; quarterly with Executive; annually with full UAC

Meeting platform: Uberconference

The following are proposed Terms of Reference (TOR) for the volunteer Chair and Co-chair for the University Advisory Council of the Canadian Coalition for Global Health Research.

We recognize that, as volunteers, chairs generously donate their time for the benefit of our member institutions. The following TOR are meant to outline the communication and management arrangements that involve the co-chairs, in order to clarify roles, responsibilities and commitments of all concerned.

Meetings:

1. The Chair will lead one in-person workshop with the full UAC per year
2. The Chair will select a Co-Chair at the beginning of the mandate and together they will hold monthly meetings or teleconferences with a representative of the CCGHR Secretariat. These meetings will allow for updates, approval of decisions, strategy, and open communication.
3. The Chair will lead quarterly teleconference calls with an Executive team of 5 liaisons. These meetings will allow discussion of the work of each working group, coordination and learning across teams, and communication on broader CCGHR strategy.



Working Groups:

- **WG on Coalition Institutes:** Collaborating with other CCGHR committees to organize regional Coalition Institutes focused on capacity-building and networking.
- **WG on Educational Resources:** Encouraging sharing and preparing materials relevant to global health research that could be used by colleagues in UAC member universities.
- **WG on Country Partnerships:** Promoting research harmonization in Canada through information sharing about projects where there is potential for value-added coordination and collaboration. Several [databases have been created on bilateral research partnerships](#) and different universities serve as maintenance “hubs.”

Membership engagement:

- Assist the Secretariat in collecting institutional membership dues
- Promote individual membership with UAC liaison persons and encourage them to recruit new members from their respective institutions
- Encourage liaisons to disseminate CCGHR resources in their networks and vice versa (e.g. announcements for the Connect newsletter)

Reporting:

The funding for CCGHR activities comes from institutional membership fees, among other sources. The CCGHR Secretariat is responsible for annual and project budgets and approves all budget decisions. The UAC Chair may request budget information at any time.

The UAC co-chairs and the executive teams are required to keep minutes of quarterly meetings and make those available to other UAC liaisons if requested.