



Indigenous Centre for
Cumulative Effects

Centre autochtone sur
les effets cumulatifs

Indigenous Centre for Cumulative Effects (ICCE)
Technical Advisory Committee (TAC)

Terms of Reference

Mandate and purpose

The Technical Advisory Committee (TAC) provides ongoing advice to the ICCE Executive Director, to the ICCE national office and to the Board of Directors.

The purpose of the Technical Advisory Committee is:

1. to build ICCE's technical and scientific capacity.
2. to enable the sharing of expertise between Indigenous communities across Canada.
3. to develop and nurture direct connections to communities, regional and national organizations, academic institutions, private organizations, and other relevant partners.
4. to evaluate project proposals and funding requests received by ICCE.
5. to identify knowledge gaps and research needs to support ICCE activities and mandate.
6. to provide technical review and suggestions for Communication products and website.

Governance and reporting relationship

Permanent body

The TAC is constituted by the will of the Board of Directors to which it is accountable. For its regular operations, the TAC reports to the ICCE Executive Director who acts as a liaison between the TAC and the Board of Directors.

Reports summarizing TAC activities will be prepared by the ICCE national office twice a year, at the end of the second and fourth quarters (September 30 and March 31). The TAC co-chairs meet the Board of Directors to present those reports. They shall at least include:

1. the TAC membership for the last six months.
2. the task force's membership for the six months.
3. the presentation of the TAC activities.
4. the presentation of completed or ongoing Task Forces activities.

Temporary bodies

Following a request by the TAC, the Board of Directors may approve the creation of temporary task forces to address specific *ad hoc* issues. The request asking for the creation of a temporary task force is prepared jointly with the TAC and the ICCE Executive Director. It must include its:

1. mandate presenting its objectives, deliverables, and outcomes.
2. membership presenting respective expertise of its members.
3. budget including all expected expenditures such as details about expected honoraria, salary, travel expenditure, purchase of technical or specialized material or equipment.
4. work calendar and expected dismantlement date.

A Task Force budget is adopted by the Board of Director at the proposition approval. ICCE Executive Director receives regular budget reports along project realization. At the end of its mandate, a Task Force must submit a final report to the Board.

The creation of a task force may also be of the initiative of the Board of Directors or the ICCE Executive Director. If so, the TAC shall collaborate with the ICCE Executive Director to establish the task force mandate following the same parameters above and seek its approval by the Board of Directors.

Collegiality

If any issue arises regarding the TAC governance or the present Terms of Reference, the TAC co-chairs, the Board chairperson or the ICCE Executive Director shall request a meeting of the Board of Directors to solve the matter. If so, the TAC co-chairs and the ICCE Executive Director are invited and may participate to this meeting, at least for the duration of the discussions about the relevant item on the agenda. If needed, the Board of Directors approves any amendment to the present Terms of Reference or approves of any modification to the TAC or ICCE general governance.

If any issue arises regarding the TAC regular operations and management, the Board of Director may request any information from or any meeting with the TAC co-chairs. If needed, the Board of Directors may decide or approve of any rectifications or initiatives regarding the TAC regular operations and management.

Any TAC members, whatever their responsibilities, must declare any conflict of interest or appearance of conflict of interest as soon as possible when any situation arise. In such instance, any TAC members must recuse themselves. Therefore, they must not participate, be involved or be part of any discussion or decision process about the concerning issue.

Technical Advisory Committee Membership

Composition: TAC is comprised of at least six (6) and not more than twelve (12) members composed of a reasonably balanced mix of Indigenous and non-Indigenous peoples. A Board of Director liaison and an ICCE national office liaison are observer members.

Leadership: The TAC is led by two co-chairs with a minimum of one Indigenous co-chair who work together towards the achievement of the TAC's mandate and purpose.

Leadership selection and tenure: Co-chairs are recommended to the Board by the TAC members. The Board of Directors approves their nomination. They are named for 2-year terms and can seek renewal as many times as they wish. The co-chairs are not allowed to be working or be active in any other role or position in ICCE governance structure.

Leadership renewal: A TAC co-chair must inform the TAC members of their interest to be renewed to its position at least one month before the end of its tenure. Following TAC members recommendation, their renewal is then reviewed and approved by the Board of Directors. In absence of such notification, the TAC co-chair is reputed to forfeit their leadership position at the end of their tenure.

Representation: Members of the TAC serve in their personal capacity. Members do not represent their communities, firms, organizations, or professional affiliations.

Selection and nomination process: As long as there's still a need to add people to the TAC or if one or more TAC members notify the TAC co-chairs that they don't want to renew or to continue their tenure the TAC co-chairs seek candidates through formal public call outs, using a formal call out letter. Moreover, Board members, TAC members or the ICCE Executive Director may invite, at any time, specific individuals with relevant expertise to present their candidacy to be a member of the TAC.

The ICCE Executive Director and TAC co-chairs jointly select and recommend candidates to be a TAC member based on the candidate's field of expertise and geographic representation.

In addition, ICCE uses a distinction-based approach, striving to respect Indigenous community representation (First Nations, Inuit, and Metis) when selecting TAC members.

Requirements for candidates: All interested TAC candidates must submit, to the ICCE Executive Director:

1. a formal letter explaining the reasons why they are interested in joining the TAC.
2. a CV or a letter demonstrating relevant experience and expertise;

In some circumstances, a candidate may request to submit the required information orally (on the phone) to a panel constituted of a designated ICCE national office member, a designated board member and a designated TAC member. The ICCE national office member provides note taking and produces a short summary presenting the candidate profile.

Nomination: The ICCE Executive Director submits a list of the selected and recommended candidates to the Board of Directors. All nominations must then be reviewed and approved by the Board of Directors based on the candidate's expertise, experience, and relevancy to be a member of the TAC.

Tenure duration: TAC members are named for 2-year terms and can seek renewal as many times as they wish.

Tenure renewal: A TAC member must request the TAC co-chairs to be renewed to their position at least one month before the end of their tenure. Following ICCE Executive Director and TAC co-chairs recommendations, their renewal is then reviewed and approved by the Board of Directors. In absence of such notification, the TAC member is reputed to forfeit their TAC membership at the end of their tenure.

Level of effort: TAC members will be asked to participate in quarterly meetings (four times a year), most of them being conference calls or virtual meetings. Occasional face-to-face meetings may also be expected. The nature of this work being scientific and technical, TAC members will be expected to allocate time to reading and analyzing documents and data between meetings.

Funding involvement: TAC members review funding proposals on at least two non-consecutive meeting in one year. They evaluate project proposals and funding requests received by ICCE national office and provide their advice to the ICCE Executive Director about the proposal's relevancy regarding ICCE general funding guidelines.

Qualification: TAC members must have some technical or scientific expertise relevant to cumulative effects based on whether Indigenous knowledge or Western knowledge. The TAC will include people with expertise in various fields that encompasses a broad perspective of cumulative effects issues, such as:

- environmental assessment.
- human health and well-being.
- socioeconomics.
- cultural impacts.
- wildlife.
- water and air quality.
- ecosystems management.
- contaminants.
- etc.

Knowledge of specific industry sectors may also be relevant (e.g. mining, energy production, forestry operations, linear infrastructure, etc.).

Dismissal: A TAC member may be dismissed by resolution of the Board of Directors and then no longer be a TAC member under those circumstances:

1. Absence to three (3) consecutive TAC meetings.
2. Absence to four (4) non-consecutive TAC meetings in a tenure (2-year period).
3. Repeated and explicit disrespect for TAC guiding principles.

Compensation: TAC members will fulfil their responsibilities on a voluntary basis, but expenditures related to the conduct of their role will be covered by ICCE. A small honorarium will be provided to all TAC members to recognize the time dedicated to their preparation and participation in meetings. The

Centre will also reimburse members' approved travel expenses in accordance with relevant ICCE policies. The ICCE national office will supply TAC members with a copy of the directive and provide assistance as needed.

Task Forces Membership

Composition and selection: TAC members discuss and recommend task force composition. A task force member may or may not be a TAC member. A task force is constituted of at least one (1) TAC member. Non-TAC members are invited to be part of a task force by the TAC co-chairs. The composition of a task force is subject to the Board of Directors approval.

Tenure duration: Appointments to such task force are temporary. The duration will be determined on a case-by-case basis and approved by the Board of Directors.

Level of effort and compensation: Non-TAC members of a task force receive the same basic compensation as TAC members (no duplication, same treatment). However, participants in task forces may be asked to dedicate a higher level of effort for a temporary period. Therefore, recognizing the potential workload associated with task force issues and responsibilities, participants in task forces may be eligible for some financial compensation, to be determined by the ICCE Board of Directors on a case-by-case basis and approval.

Guiding Principles

The work of the Technical Advisory Committee will be guided by the following principles:

1. **Consensus-based.** All members of the TAC must have equal weight in the discussions, and everyone has the chance to express their views and perspectives. All available information and perspective will be heard to enable the TAC to conduct a fulsome analysis and assessment of issues. Despite the uncertainty inherent to cumulative effects assessment, monitoring and management, TAC members will strive for consensus when making recommendations or providing advice to ICCE Executive Director and Board of Directors.
2. **Two-Eyed Seeing: An Integrative Knowledge approach.** The work of the TAC will be based on both Indigenous knowledge and Western science. Two-Eyed Seeing is a guiding principle put forward by Mi'kmaw Elder Albert Marshall in Fall 2004. It refers to learning to see from one eye with the strengths of Indigenous knowledges and ways of knowing, and from the other eye with the strengths of Western knowledges and ways of knowing and learning to use both these eyes together, for the benefit of all.
3. **Collaborative forum.** The TAC brings together individuals with various subject matter expertise, knowledge, and perspectives, aiming to share their respective knowledge to further common objectives. The high diversity of the TAC regarding worldviews, epistemologies and cultural identities must be acknowledged as an intercultural interface. Each member should commit to

actively listen and participate to the TAC discussion while fostering their abilities for patience, openness, humility, and empathy.

4. **Neutral subject matter advice.** The TAC has an advisory role only. It is not an advocacy forum. TAC members participate on a personal basis. They do not represent their organization, community or affiliations while sharing information and discussing with other members of the TAC.

Roles and responsibilities

Technical Advisory Committee Members

Members of the TAC have a responsibility to offer their independent and expert advice. Other responsibilities include:

- being available and prepared to participate in meetings, including in-person meetings, conference calls, videoconferences, etc.
- participating in discussions before the Committee prepares its advice to ICCE Executive Director.

Appointed Co-Chairs

In addition to all responsibilities of a TAC member, the co-chairs are responsible for:

- overseeing and chairing meetings.
- facilitating discussions among members.
- ensuring the respect of the TAC guiding principles.
- providing input on the TAC meeting agenda.
- coordinating the development of TAC reports and other deliverables as well as ensuring delivery of TAC input to ICCE.
- providing input to the ICCE Executive Director and Board of Directors on the selection of members, replacement, and termination of appointments.

ICCE National office

The national office provides administrative and coordination function for the TAC and works closely with the co-chairs. In addition, the ICCE national office:

- coordinates the member appointment process.
- nominates an observer member acting as a liaison with the TAC.
- coordinates preparation of the meeting agendas, records of proceedings and reports.
- assists the appointed co-chairs with reports on specific topics.
- supports the TAC in organizing invited guests, task forces or working groups.
- at the identification and request of the Committee, considers engaging contractors in the development of a specified work product.
- prepares information and conducts background research for the Committee.
- organizes meeting logistics.
- carries out any additional duties, as appropriate, in support of the Committee.

Others

Guests may be invited to participate in some meetings to provide additional or specific expertise, or to represent certain organizations. Guests have no authority to make decisions and may be asked to attend certain parts of a meeting only.

Management and Administration

The ICCE national office will provide coordination and administration of the TAC and related task forces. This will include organization of meetings, preparation of agendas and records of discussion. Documentation from TAC meetings (agenda, record of discussion, etc.) will not be public documents.