

A SHARED Future



TERMS OF REFERENCE

Programmatic Steering Committee for A SHARED Future

2017-2022

(Version 1.0 February 20, 2018)

PREAMBLE

This agreement is a “living document” that outlines the key provisions and principles that will govern the relationship between the academic members of the Programmatic Steering Committee in the A SHARED Future Research Program. The proposal for A SHARED Future stated that the Programmatic Steering Committee is to be comprised of the Nominated Principal Investigator (Heather Castleden), and a co-lead from each project within this program. The current academic co-leads are: Derek Kornelsen, Diana Lewis, Debbie Martin, Jeffrey Masuda, Chantelle Richmond, Emily Root, and Hannah Tait-Neufeld (it is understood that these co-leads may change over time). A SHARED Future is a Team Grant; it is funded for five years by the Canadian Institutes of Health Research (CIHR) within the *Environments and Health Strategic Initiative: Intersectoral Prevention Research – Indigenous Ways of Knowing/ Traditional Ecological Knowledge/ Two-Eyed Seeing*.

PURPOSE of A SHARED Future

First and foremost, this program of research is about healing relationships and reconciliation between knowledge systems; when developing the proposal, we agreed that this would be foundational to our work together. From this premise, renewable energy was identified as our chosen platform for exploring how reconciliation is embodied and moving towards healing our relationships with each other and the world around us. Our goal for ASF is to bring forward stories of reconciliation and healing in intersectoral partnerships under the umbrella of renewable energy conservation, efficiency, and development.

By carrying out a series of projects, each of which are conceptually and methodologically framed around reconciliation and healing, we will engage with, advance new knowledge in, and share insights generated through our program with Indigenous nations, industry, and governments, and non-governmental partners and other knowledge users. We will create learning opportunities for trainees, knowledge users, and intersectoral players in partnership with Indigenous Nations engaging in renewable energy projects to foster increased uptake of co-learning journeys in integrative approaches to reconciling and implementing Indigenous and Western knowledge systems (e.g., Two-Eyed Seeing).

PROGRAMMATIC TEAM ELDER

Elder Barbara Dumont-Hill is Algonquin, born on the Kitigan Zibi Anishinabeg Reserve. She has agreed to provide advisory support and ceremonial services throughout the duration of this research program. She helped develop A SHARED Future’s conceptual model from her traditional teachings of the four elements.

ROLES AND RESPONSIBILITIES OF THE PROGRAMMATIC STEERING COMMITTEE

This program of research recognizes that the roles and responsibilities will differ among the Project Leads, and various committee chairs, co-chairs, and members with the intention of achieving the stated research purpose; these roles and responsibilities are detailed here.

A SHARED Future Co-Directors

With a desire for internal mentorship and shared leadership, A SHARED Future will have Co-Directors for the life of the program: a 'Pro Tem' Co-Director and a 'Continuing' Co-Director. The Pro-Tem Co-Director will serve for two years (2018-2020) at which time, a call for volunteers/nominations will be made for the position for the next two years (2020-2022). The Continuing Co-Director will remain in the position for the entire the Program.

Pro Tem Co-Director of A SHARED Future

From within the Programmatic Steering Committee's academic members, the Pro Tem Co-Director will be identified by consensus from volunteers and/or nominations. The main role of the Pro Tem Co-Director will be to serve as Chair of the Programmatic Steering Committee. It is the responsibility of the Chair to attend and facilitate all programmatic gatherings, and to provide the final approval of meeting agendas, attendee lists, and allocated time for discussions. The Chair will approve the overall budget for these meetings based on recommendations prepared by the coordinating staff. The Chair will work in close consultation with the Continuing Co-Director (also referred to as the Vice-Chair).

The Pro-Tem Co-Director will work with the Continuing Co-Director to plan International Advisory Committee meetings, developing an agenda in consultation with the Chair of the International Advisory Committee, and deliver reports on A SHARED Future activities at these meetings.

The Pro-Tem Co-Director will facilitate the review of project proposals from Programmatic Steering Committee members (and any other research or activity-oriented proposals from A SHARED Future team members), serving as Chair of the Executive Body (below).

The Pro-Tem Co-Director will receive funding from A SHARED Future's budget for support staff commensurate with the additional workload associated with the position.

Continuing Co-Director of A SHARED Future

As Nominated Principal Investigator, Heather Castleden, will serve as the Continuing Co-Director of A SHARED Future and the Vice-Chair of the Programmatic Steering Committee throughout the entirety of the program. The Continuing Co-Director will provide oversight and leadership to the Programmatic Steering Committee. The Vice-Chair will support the Chair of the Programmatic Steering Committee, from planning to conclusion.

The Continuing Co-Director will have a full-time Research Program Coordinator to coordinate the activities of A SHARED Future, as well as provide administrative support to the Programmatic Steering Committee, and ensure that its members are informed of any information/changes pertaining to A SHARED Future.

The Continuing Co-Director will be responsible for communicating with CIHR, and along with the members of the Programmatic Steering Committee, will be responsible for communicating with the media about A SHARED Future activities, and ensuring research findings are disseminated through appropriate and varied channels.

Executive Body of the Programmatic Steering Committee:

The Executive Body shall represent the final decision-making body for all financial matters as they relate to A SHARED Future. The Executive Body is comprised of 4 voting members and the Nominated Principal Investigator as a non-voting member (unless needed to break a split vote). The 5 total positions include: 1. The Nominated Principal Investigator (ex-officio); 2. The Pro Tem Co-Director (who shall serve as Chair);¹ 3. A Member of the Programmatic Steering Committee;²

¹ Should either the Continuing Co-Director or the Pro Tem Co-Director have a proposal on the Table for discussion and decision by the Executive Body, an ad-hoc alternate from the Programmatic Steering Committee will be selected by the non-submitting Co-Director.

² The Programmatic Steering Committee will nominate one PhD student and one Programmatic Steering Committee to the Executive Committee. The Programmatic Steering Committee will invite one nominee for each role on a one-year term, with option for renewal. When the invited Programmatic Steering Committee member has a proposal on the Table for discussion and decision by the Executive Committee, an ad-hoc alternate from the Programmatic Steering Committee will be selected by the Pro Tem Co-Director.

4. A PhD Student within A SHARED Future; 5. A SHARED Future Program Member (non-academic), ideally with experience in the Renewable Energy Sector.

The Nominated Principal Investigator will remain on the Executive Body for the duration of A SHARED Future's program of research, the Pro Tem Co-Director (Chair) will remain on the Executive Body for the duration of their term, and the 3 additional members will serve on the committee for a one-year term, with options for renewal or rotation amongst eligible members. The Programmatic Steering Committee shall extend an invitation to the 3 voting members each year, and new committee members will be selected at annual Programmatic Steering Committee meetings (held in December each year).

The Executive Body will meet by teleconference once per month to deliberate on financial matters submitted by the Programmatic Steering Committee (or other team members). Submissions to the Executive Body shall include: 1. Details of the financial request; 2. Budget justification; and 3. An explanation of how this request meets and furthers the objectives of A SHARED Future. The Executive Body will review proposals and come to a decision within a month of submission (or as soon as possible). A quorum of 3 voting members is required, and a majority (50% +1) is required on all decisions. The Continuing Co-Director will serve as the deciding vote when decisions between voting members remains tied. When decisions are made to reject proposals, written feedback from the Chair will be provided and the Executive Body may opt to extend an invitation to re-submit.

Programmatic Steering Committee Members:

As academic Principal Investigators, all Programmatic Steering Committee members are able to co-lead one or more projects within A SHARED Future's program. In collaboration with the community or organizational co-leads, the academic Principal Investigator will complete a full project proposal, and submit this proposal to the Pro Tem Co-Director for circulation to the Programmatic Steering Committee. The proposal shall include: a rationale, methods, anticipated outcomes, indications on how gender is being considered from design to dissemination, an integrative knowledge translation plan, and a detailed budget for peer review. The Pro Tem Co-Director will facilitate the review of these submitted proposals.

Proposals will be reviewed by the Pro Tem Co-Director and two other Programmatic Steering Committee members, as selected by the Continuing Co-Director, on a rotating basis (all other Programmatic Steering Committee members are, of course, invited to review the proposals). Reviewers will be responsible for providing a written evaluation of the application (for desirability and feasibility) within 30 days of receipt. Reports will be reviewed by the Pro Tem Co-Director and if revisions are requested, the proposal will be sent back to the submitting member. Minor revisions to applications will be reviewed by the Pro Tem Co-Director and then forwarded with a recommendation to the Executive Body that the funding for the project be approved. Major revisions will be reviewed by all three Reviewers and follow the protocol described above. It is expected that the time from submission to the time of decision from the Executive Body (communicated by the Pro Tem Co-Director) will be no more than three months.

Once projects or programmatic activities are approved by the Executive Body, those Principal Investigators (or other team members) will have autonomy for undertaking their research. Those who receive funding must be at a CIHR-approved institution and the individual named will be responsible for maintaining an accurate, balanced, and fiscally responsible budget that adheres to CIHR policies, and reporting financial information to the Continuing Co-Director's Research Program Coordinator on a bi-annual basis. Programmatic Steering Committee members are responsible for the recruitment of project-related staff and trainees, and the recruited candidate(s) should be introduced to the Programmatic Steering Committee, with profiles added to A SHARED Future's website. Programmatic Steering Committee members are expected to co-lead the decision-making for their respective projects (with their community/organizational Co-Lead) in relation to the overall Program goals, and they are to report any significant deviations from approved proposals, or when making revised/additional financial requests, to the Programmatic Steering Committee for information and review first, and then to the Executive Body for decision.

Programmatic Steering Committee members are to participate in a face-to-face meeting annually (~ 3 days), participate in teleconferences (~ every 2 months), they may be invited to serve on the Executive Body or various Sub-Committees, and contribute in various capacities to any A SHARED Future summer institutes and/or field schools. They are also

expected to provide the Continuing Co-Director's Research Coordinator with website updates and bi-monthly newsletter updates.

It is understood that all A SHARED Future projects aim to embrace Indigenous Ways of Knowing, Traditional Ecological Knowledge and Two-Eyed Seeing as well as gendered considerations within each of its Projects, from design to dissemination. This is also an understanding for the entire A SHARED Future Program, thus mentorship/co-learning are needed to make A SHARED Future a collaborative/supportive team environment.

Staff Responsibilities

The Continuing Co-Director requires a 1.0 FTE Research Program Coordinator. This individual will be responsible for organizing, coordinating attendance, and participating in all program meetings for: 1. The Programmatic Steering Committee; 2. The International Advisory Committee; and 3. Summer Institutes. In close consultation with the Continuing Co-Director and Pro Tem Co-Director, this individual will prepare and circulate agendas, minutes, draft curricula, and itineraries. This includes responsibility for selecting venues, accommodations, and hospitality for all in-person gatherings, and to use good judgement in allocating appropriate financial resources to these events. When additional short-term staff are required for logistics, they will be brought on at the discretion of the Research Program Coordinator in consultation with the Continuing Co-Director. The Research Program Coordinator will submit a detailed overview of all matters related to the event, including an approximate final budget, to be reviewed and approved by the Co-Directors. This individual will also be responsible for producing and circulating bi-monthly updates, maintaining the website, financial transfers, coordinating ethics applications, coordinating annual financial reporting, fielding inquiries, and other duties as required.

The Pro Tem Co-Director requires a 0.2 FTE Research Program Coordinator. This individual will be responsible for organizing, coordinating attendance, and participating in all Executive Body meetings, as well as preparing and circulating meetings minutes, and other duties as required.

Project Co-Leads may employ community-based and/or campus-based Project Coordinators. Their duties will be determined by the Project Co-Leads. These individuals may be asked to support programmatic activities should these take place in their territory/community context with support from the central budget.

DECISION-MAKING DICTUM

The decision-making processes for A SHARED Future outlined above aim to:

1. Encourage equal and unrestricted participation of all members of the Programmatic Steering Committee.
2. Ensure transparency, consistency, and clarity in our purpose, striving for consensus at all times, and to turn to our Team's Elder for guidance when consensus cannot be achieved.
3. Recognize the autonomy of each Principal Investigator as a Project Co-Lead.
4. Recognize the responsibilities of the Co-Directors, Executive Body, and Programmatic Steering Committee to ensure all projects and program activities remain consistent with A SHARED Future's goal and objectives.
5. Provide alternative avenues for Programmatic Steering Committee members to contribute to the decision-making process when absent from organized meetings.

SEX AND GENDER CONSIDERATIONS and KNOWLEDGE TRANSLATION CONSIDERATIONS

CIHR has indicated that this initiative presents a timely opportunity for sex and gender-based analysis in intersectoral prevention research to contribute to new insights regarding sex- and gender-responsive approaches for preventing and mitigating environmental threats. Thus, CIHR requires an expert in sex/gender, environments and health be the designated "sex/gender champion" for the team. We have two champions: Jeff Masuda (Queen's University) and Sarah Harney (Native Women's Association of Canada).

CIHR has also indicated that this initiative provides an opportunity to integrate knowledge translation approaches to increase the impact of research findings. Thus, CIHR requires at least one intersectoral committee that can support knowledge translation and uptake of the proposed research be established, with - at minimum - a representative from the said committee involved in the governance structure.

As Jeff Masuda has been identified as the Sex/Gender Co-Champion and Knowledge Translation Champion, and that these fields are interrelated, he will be responsible for creating one sub-committee to ensure that these topics are addressed across all project and programmatic activities. A separate Terms of Reference will be created and circulated to the Programmatic Steering Committee for review and approval. Any proposals that involve a request for budgetary support from this Sub-Committee will be reviewed following the mechanisms described above.

ETHICAL, LEGAL, AND/OR SOCIAL CONSIDERATIONS

CIHR has also indicated that this initiative takes into account a broader geopolitical and social context in which research, knowledge translation and citizen and community engagement processes are designed and implemented, thus presenting a distinct opportunity to tackle underexplored ethical, legal and social issues at the conjunction of the fields of environmental ethics, public health ethics and global health ethics. Project Co-Leads and the Programmatic Steering Committee will determine appropriate ways to bring these important considerations into the stories arising from A SHARED Future.

AD-HOC SUMMER INSTITUTE SUB-COMMITTEE

To facilitate the creation of Summer Institutes, the Programmatic Steering Committee will create an ad-hoc Summer Institute Sub-Committee, one member of which will be a Co-Director, dedicated to planning and implementing these activities for A SHARED Future. The sub-committee, with support from the Co-Directors' Research Program Coordinators and trainees, will determine an appropriate site, accommodation, educational requirements, institute program agenda, recruitment strategy, invitations, budgetary needs, among other logistical details to run the Summer Institute. As this will require budgetary support, a proposal from this Sub-Committee will need to be reviewed following the mechanisms described above.

*Other ad-hoc sub-committees may be created as necessary during the tenure of A SHARED Future.

DATA GOVERNANCE

All data will be stored in accordance with requirements as outlined by respective Indigenous community research protocols, the Queen's General Research Ethics Board and the Research Ethics Board of each Principal Investigator's home institution.

Data generated for A SHARED Future will be used to advance understandings across our program and project questions, goals, and objectives. Data will also be used to identify further research opportunities and questions, and to support recommendations for policy and procedural changes. Thus, it is encouraged, but not required, that data sharing agreements within Projects (through free, prior, and informed consent with research participants) be accessible to the Programmatic Steering Committee for secondary analysis.

In accordance with the tenets of community-based participatory research, the Programmatic Steering Committee supports a data dissemination program predicated on transparency and the involvement of all research partners. The results of this work will be disseminated widely through traditional academic channels including peer-reviewed publications, conference presentations, and teaching environments as well as more accessible channels such as social media, photography and videography, reporting on A SHARED Future's website (heclab.com/a-shared-future/) and open-access publications. Program staff will notify all Programmatic Steering Committee members of new opportunities to share our research findings via our bi-monthly update. All Programmatic Steering Committee members are also encouraged to share this information widely across their respective networks.

AUTHORSHIP

Authorship on Knowledge Products (e.g., peer-reviewed publications, book chapters, books, conference proceedings, presentations, and so forth) within the A SHARED Future program is categorized into two types: Programmatic Knowledge Products and project-specific Knowledge Products; each with opt-in and opt-out mechanisms. For the purposes of this document, we refer to such Knowledge Products as 'publications'.

Programmatic Publications:

Programmatic publications refer to those manuscripts (and other outputs as noted above) that address A SHARED Future objectives at a programmatic level. Manuscripts resulting from literature reviews to be used to support program goals and objectives, program evaluation documents, and manuscripts emerging from sub-committee or ad-hoc committee objectives (Knowledge Translation, Sex and Gender, Ethics, etc.) are examples of such programmatic publications. These publications may be led by any member of the Programmatic Steering Committee in consultation with the Co-Directors, and will, by default, list all Programmatic Steering Committee members as co-authors. At the same time, in order to *opt-in*, each author must meet the first-author's stated timeline (i.e. review and return by [date]) otherwise the individual's name will be removed (subject to first-author discretion) prior to publication. Order of authorship shall follow the structure of [First Author], [Included PSC members, sorted alphabetically by surname], [Nominated Principal Investigator].

Project-Specific Publications:

Project-specific publications refer to those manuscripts (and other outputs as noted above) that emerge from projects supported within the A SHARED Future program. As Co-Leads of these projects, Programmatic Steering Committee members are to provide an opportunity for other Programmatic Steering Committee members to *opt-in* to authorship, subject to substantial contribution, and at the discretion of the first author. The exception is the Nominated Principal Investigator, who - by default - will automatically be named as an author, with an option to *opt-out*, subject to contribution. Order of authorship should typically follow a structure of: First - Primary Author, Second – Community/Organizational Co-Author, Other – Contributing Authors (order determined by primary author), Last – Nominated Principal Investigator.

PROGRAM EVALUATION

The Programmatic Steering Committee and the International Advisory Committee will regularly monitor A SHARED Future's progress. As noted above, the Co-Directors will hold bi-monthly teleconferences, and members are also encouraged to propose teleconferences when necessary. The Co-Directors will schedule one in-person meeting of the Programmatic Steering Committee per year and will hold bi-annual meetings via teleconference with the International Advisory Committee; these meetings will serve as an opportunity for us to critically reflect on our process as a whole, and identify ways forward. At the same time, additional external evaluation is important and our intersectoral team, which is studying other intersectoral partnerships, presents an interesting case study opportunity. Thus, an external evaluation of our process and outcomes will be undertaken, the details of which are to be determined.