Terms of Reference

[project Name]

Draft for Committee Discussion

# BACKGROUND

## Global Water Futures Program

Global Water Futures: Solutions to Water Threats in an Era of Global Change (GWF) is a research program that is funded in part by a $77.8-million grant from the Canada First Research Excellence Fund. The overarching goal of the program is to deliver risk management solutions - informed by leading-edge water science and supported by innovative decision-making tools - to manage water futures in Canada and other cold regions where global warming is changing landscapes, ecosystems, and the water environment.

## About the [project name]

## Knowledge Mobilization Commitment

[Project Name] is a GWF “Pillar 3” project, meaning that the focus of the project is to design user solutions. Project collaborators include end-user communities, policy- and decision-makers, and research co-creators. The research team is committed to conducting the work in a manner that is responsive to user needs, including investing in the co-creation process.

# Purpose

The project formalizes the formation of a KM Advisory committee, comprised of representative users, to liaise with stakeholders, receive reports from Work Packages (WPs) on KM activities and advise the science committee on KM needs, opportunities and progress. They will additionally assess the stakeholder update and feedback through hosting an annual challenge process. Stakeholders and PIs will meet annually to review progress, help reset strategic direction, focus issues and ensure that a continuous improvement culture is maintained.

**2.1 Scope**

The Advisory Committee will play an advisory role on KM activities within the project. Broader scope may be added over time.

**2.2 Authority**

The Committee will receive and make recommendations on the Knowledge Mobilization plans for the sub-projects associated with the project. The Committee will also have the opportunity to make recommendations regarding the user engagement strategy and outreach activities for the project, as well as research activities as suitable.

**2.3 Membership**

The Committee will be comprised of representatives of the project’s ‘user community’ who have shown a strong interest in the science being generated and its knowledge mobilization. The following individuals have confirmed their commitment in participating:

1. Name, affliation
2. Name, affliation
3. Name, affliation

The Committee will also have as members and logistical suppor from GWF, including:

Name, project manager,

Name, GWF Knowledge Mobilization Specialist

Name, PI

Etc

Currently there are no requirements for number of members, or process of appointment. New members from either the end user community or research team may be added as necessary.

The project manager will chair meetings unless otherwise arranged.

**2.4 Meeting Arrangements**

The Committee will endeavor to meet [4 times] each year via teleconference call or in person, as required. Additional meetings may be added as determined necessary by committee members. Meeting agendas will be drafted by the committee’s support staff and circulated no later than 3 days leading up to the meeting, for comment and amendment. Support staff will record meeting notes and circulate to the committee no later than one month from the meeting date.

**2.5 Reporting**

Support staff will report to the Science Committee on behalf of the Advisory Committee. Results from Advisory Committee discussions will also be communicated, as determined necessary, to the project team during monthly meetings. The Committee will establish a process whereby project teams can receive guidance to design, implement and evaluate KM activities.

**2.6 Resources and Budget**

The Committee will have access to project and GWF staff for assistance in meeting coordination, facilitation and committee deliverables. The Committee will also have access to project management and team members as determined necessary.

The Committee may have access to financial support to assist in travel, meeting logistics or deliverables. Requests for financial support should be made on an as-needed basis to the project management committee.

**2.7 Deliverables (e.gs)**

1. Recommendations and guidance to support staff to design and evaluate KM activities within the project.
2. Formalized evaluation of KM progress and recommendations to improve WP KM plans. This feedback will also be used to report KM progress in the GWF annual report to the Strategic Management Committee.
3. Provide repeated opportunities for research refinement through communication among users, project leads, and outside advisors to ensure that products created within the project meet user needs.
4. Provide ongoing guidance and advise to the project research team on KM direction, opportunities and solutions to challenges.

**2.8 Review**

The ToR will be reviewed on an annual basis. The ToR will be re-drafted, if necessary, at the beginning of Phase II (years 4-7) to reflect new outcomes, KM plans, organizational structure, timelines, etc.