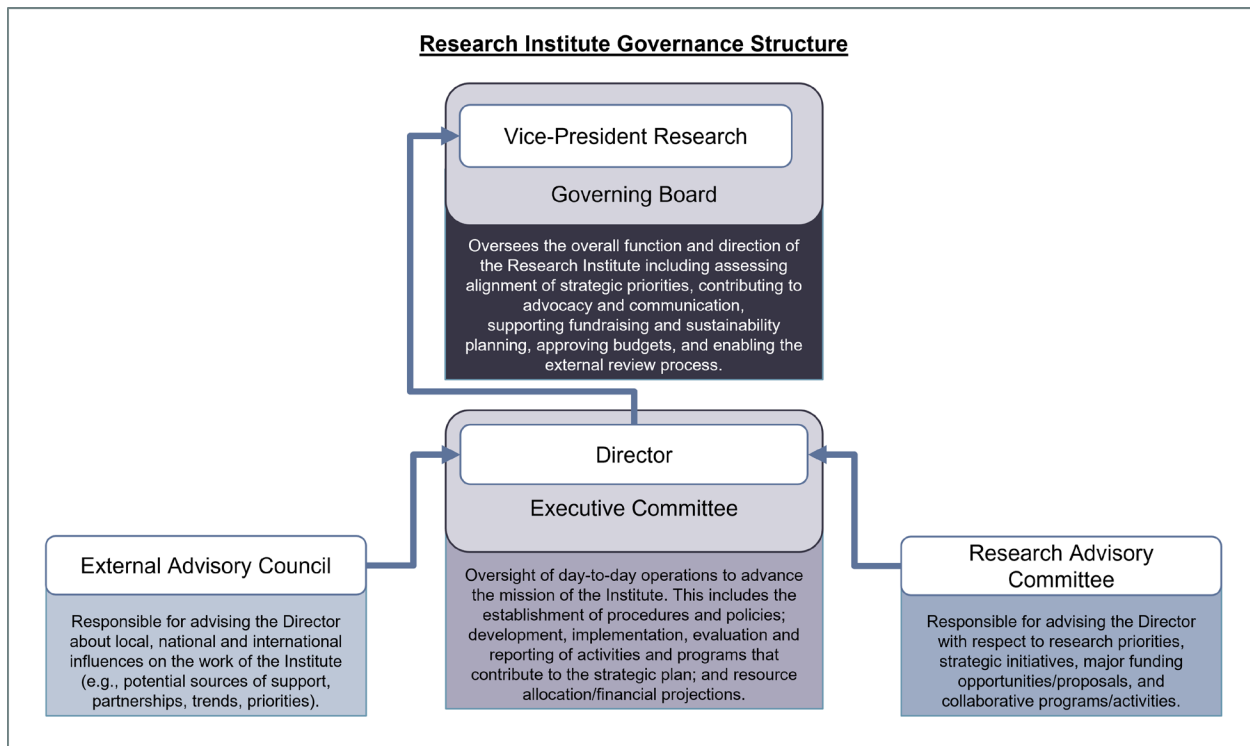


Western Research Institute External Advisory Council Terms of Reference Guideline

Western Research Institutes are required to have an Executive Committee (EXEC), a Research Advisory Committee (RAC), and an External Advisory Council (EAC) as components of their core governance structure (see diagram below).



In this document, you will find terms of reference guidelines that include information about the mandate, composition, and processes for the EAC. The Director of each Western Research Institute uses these guidelines to develop unique terms of reference that reflect the needs of the community they serve.

Support in establishing these core structures is available by contacting the Director of Western Research Institutes. Visit <https://www.uwo.ca/research/about/directory/index.html> for contact details.

External Advisory Council (EAC)

Mandate

The Research Institute's External Advisory Council (EAC) is responsible for advising the Director regarding local, national, and international factors that may inform or impact Institute activities by:

- providing information about societal needs and external trends that may influence the Institute strategic priorities/goals;
- contributing to the development and implementation of programs and activities that support research, innovation, training, and knowledge exchange;
- creating opportunities for knowledge user consultations across a variety of sectors such as academic, healthcare, education, environment, and industry;
- enabling the engagement of provincial, national, and international stakeholders/partners and/or potential sources of support to accomplish priority projects and/or large multi-centre initiatives; and
- providing guidance with respect to any other matter that may be brought forward by the Director.

Composition

The EAC will normally include **up to 10** members at any given time depending on the size and breadth of the Institute. To the greatest extent possible, membership will reflect a broad cross-section of external (non-Western) experts that offer a diverse range of perspectives. This may include knowledge users from other Institutes (e.g. Lawson Health Research Institute - Scientific Director or designate, Robarts Research Institute - Scientific Director or designate), the community (e.g. consumer representative, business owner, industry representative, education board trustee, advocacy group stakeholder) or other academic institutions. In accordance with Western University's Manual of Administrative Policies and Procedures (MAPP), policy 7.9 section 2.01 (June 26, 2014), the Director will appoint EAC members based on the recommendation of the Executive Committee.

- The EAC will elect a Chair and Vice-Chair from within its own ranks that will normally serve a **one to three-year term** that is renewable once.
- External members will serve a 3-year term that is renewable. They will receive a small honorarium and travel expenses for the annual meeting, in accord with the University's Travel & Expenses Reimbursement Policy.
- Institute officers will serve a 3-year term that is renewable. They will not be remunerated.

To maintain continuity, appointments will be staggered so that only one-third of members will be considered for replacement or re-appointment each year. The Director and Administrative Officer are non-voting, ex-officio members of the EAC, and not eligible to serve as its Chair or Vice-Chair.

Meetings & Decision Making

The EAC will meet at least once per year in person and/or virtually. The Director may contact the Chair to request additional meetings. The Chair can call additional meetings, re-schedule or cancel meetings as needed/required. Formal minutes will not be taken, but summary of discussion points and action items will be compiled by the Administrative Office to guide the work of the EAC and administrative team. Summary minutes will be provided to the Vice-President (Research) via the Director of Western Research Institutes for distribution to the Western Research Institute Governing Board. On all matters relating to the Institute and its function, the EAC is in place to advise and support the performance of the Director who reports to the Vice-President (Research). The EAC will strive to operate by consensus where each member, including the Chair, may contribute to the consensus-making process.

Conflict of Interest

Members are: (a) required to disclose any conflict or potential conflict, and (b) prohibited from discussing/voting on any matter in which there is a conflict. Potential conflicts of interest should be disclosed prior to meetings and/or prior to discussion of the specific issue in conflict. Members in conflict will normally be expected to leave the meeting while the issue is discussed.

Evaluation and Revision of the Terms of Reference

EAC terms of reference and membership shall be reviewed annually by the Vice-President Research with the Governing Board to ensure adequate adherence to Western Institute requirements. The current terms were drafted March 2022. Institute specific terms must be approved by the Vice-President Research.