



AIMS-Canada Research Chairs in Climate Change Science

Terms of Reference for the Oversight Committee

Purpose

This document describes the terms of reference for the Oversight Committee (hereafter the "Committee") for the AIMS-Canada Research Chairs in Climate Change Science.

Mandate

The Committee is tasked with:

- ❖ Reviewing and approving all the terms of reference for the Research Chairs Program
- ❖ Screening for relevance all applications submitted to the Research Chairs Program
- ❖ Recruiting suitable individuals to review applications in accordance with the Terms of Reference for Reviewers (each application shall be independently reviewed by at least two reviewers)
- ❖ Forwarding reviewers' scores and comments to the International Selection Committee for the Research Chairs Program, for final evaluation and selection of Chairs

Membership Conditions

Composition

Membership of the Committee shall consist of:

- ❖ The Chief Academic and Research Officer (CARO) of AIMS, who shall be a Co-Chair
- ❖ The Director of Research for the AIMS Global Network, who shall be a Co-Chair
- ❖ The Research Manager, who shall manage the activities of the Committee including the review of applications
- ❖ The Global Group Director of Gender Equality, Inclusion & Business Development of AIMS
- ❖ Two additional staff of the AIMS Network appointed as members by the CARO

Expectations

- ❖ Members shall review all Program-related documents before the call for applications is advertised
- ❖ Members shall meet electronically within three weeks of the end of the call for applications, to screen the submitted applications and solicit reviews
- ❖ Members shall meet at other times as necessary
- ❖ Members shall hold in strict confidence the contents of all deliberations of the Committee, except those that are otherwise made public.
- ❖ Members shall not be financially compensated for their role in the Committee.



AIMS

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The Secretariat
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Quorum

The quorum for meetings of the Committee shall consist of sixty percent of its members. One or both Co-Chairs or a designated representative shall be present in all meetings of the Committee. When necessary, the Committee shall make decisions based on a simple majority of votes cast by a quorum of its members.

Review

This document shall be reviewed, as needed, by an Oversight Committee and the AIMS Secretariat.