

CIRTN-R2FIC EDI COMMITTEE TERMS OF REFERENCE

The purpose of the CIRTN-R2FIC EDI Committee is to:

- 1) Promote practices that will enhance equity, diversity, and inclusivity, and prevent racism, marginalization, and discrimination.
- 2) Develop and maintain EDI resources and best practices to share across the network so mentors and trainees can create an inclusive, equitable, and diverse environment within their research groups.
- 3) Provide resources and advise on the individual contributions required to implement the CIRTN-R2FIC EDI goals.
- 4) Identify barriers in practices relevant to the goals of CIRTN-R2FIC (e.g. research, teaching, and outreach) and to suggest solutions to these.
- 5) Measure CIRTN-R2FIC demographics as they relate to EDI issues and best practices to address any inequalities found.
- 6) Establish and implement a CIRTN-R2FIC EDI strategic plan and the frequency of self-reflection needed to monitor progress, as well as areas for improvement.
- 7) Define the roles of committee membership (see below).
- 8) Liaise and interact with other CIRTN-R2FIC committees (e.g. Leadership Group, Strategic Planning Committee, Mentorship Working Group, Scientific Interest Groups, and Trainee Groups) to implement and integrate EDI principles into CIRTN-R2FIC activities.
- 9) Listen to issues and concerns related to EDI and to advocate for members who raise them with the required confidentiality and sensitivity.

Meeting Frequency and Transparency

The CIRTN-R2FIC EDI committee will meet once monthly. Minutes from the meetings will be distributed to EDI committee members and will be accessible to all network members via the website.

Committee Membership

The CIRTN-R2FIC EDI committee should include one representative from each career stage (undergraduate, graduate student, postdoctoral fellow, early-career faculty, experienced faculty, and staff) and should include individuals who represent diverse perspectives.

The approximate service terms for committee members who participate in strategic planning vary by career stage:

- Undergraduate students: 1 term (4 months)
- Graduate students and postdoctoral fellows: 1 year
- Faculty: 2 years
- Staff: 1 year

Ad hoc members who wish to volunteer for specific initiatives/projects are always welcome.

Chairs

There will be co-chairs of the committee who represent diverse perspectives to ensure the work of the committee reflects the needs of underrepresented groups, while not overburdening them. During meetings, the co-chairs will keep the meeting punctual and focused, ensure respectful conduct of all committee members, encourage contributions from all committee members, and discuss action items. Between meetings, the co-chairs will review the meeting minutes. The current co-chairs are Elizabeth Rideout and Gareth Lim (2021-present).

Meeting Conduct

Committee members will actively listen and respectfully communicate at all times. For Zoom meetings, the chat function can be used at any time; the co-chairs will read the comments out loud.

Meeting Minutes and Agendas

Minutes will be captured by Tina (2021-present) and distributed to the co-chairs for review prior to distribution to the committee and posting to the website. Prior to each monthly meeting, a collaborative agenda and minutes from the previous meeting will be distributed to all members.