

Training and Capacity Development Committee

Alliance Vision

To promote a Canadian health system that is increasingly informed and continuously improved using best available scientific evidence.

Committee Mandate

- To provide advice on the various capacity-building initiatives of the Alliance, such as development of the Mentorship Program, Fellowship Program, and any funding opportunities.
- To provide advice on the Alliance's capacity-building initiatives and Trainee experiences.
- To provide advice on expansion and sustainability of the Alliance's capacity-building efforts.

Membership

The Training & Capacity Development Committee maintains a membership size of 10-12 members and 2-3 co-chairs with representation from researchers, trainees, patients and other decision-makers (e.g., guideline producers, policy makers, health care providers).

Terms: Co-chairs are encouraged to participate for 2-3 years on the Committee. Membership is encouraged for a **2-year term**, but there is no obligation should you wish to withdraw your participation at any time. Our goal is to maintain an overlap in members from year to year to encourage continuity and consistency in the activities and functions of the Committee.

Selection: When a seat on the Committee becomes available, a call for applications of interest will be launched. The Nominated Principal Investigator, together with the existing co-Chair(s) and Committee members will review the applications to identify candidates who best exemplify the roles and responsibilities of the vacant seat (i.e., co-Chair, Knowledge User, Patient Partner, Trainee, and Researcher). The Alliance is committed to ensuring that members represent gender, geographic (i.e., Central, Northern, Western, and Eastern Canada), and language (both English and French) diversity.

Co-Chair Roles

- Ensure that the Committee adheres to its mandate and that members fulfill their roles.
- Develop meeting agendas in concert with the Committee's mandate and roles.
- Facilitate meetings and lead Committee discussions.
- Ensure all members are heard, engaged and respected in the work of the Committee.
- Provide progress updates at the Steering Committee meeting and the Annual General Meeting.
- Serve as spokespersons for the Committee.

Committee Member Roles

- Play an advisory role in the Alliance.
- Review the Alliance's Annual Report on progress and make recommendations within the Committee's mandate.

TERMS OF REFERENCE



- Attend and participate in Committee meetings in a collaborative and constructive manner that promotes tangible outcomes.

Please note: Committee members are not expected to direct or undertake any activities resulting from their recommendations. The Central Coordinating Office will operationalize all action items with direction from the Principal Investigators.

Meetings

Frequency: In the first year of formation of the Training & Capacity Development Committee, the Committee met every three months via web-conference and convened once in-person during the Annual General Meeting.

Going forward, **the Committee should aim to meet three times per year:** up to two times via web-conference and once in-person at the Annual General Meeting. The frequency of meetings will be periodically re-examined to ensure best use of Committee members' time.

In order for a meeting to take place, a **quorum is necessary** and will be met when more than 70% of voting members are in attendance.

Decision-making: The Training & Capacity Development Committee will strive for consensus (i.e., seek agreement on a decision through discussion) and will use voting when an agreement cannot be reached.

Voting: Members will cast their vote verbally during the meeting (written for absentee ballots) or by secret ballot for sensitive decisions.

Recording: Meeting minutes will be sent to all Committee members within one week after each meeting via email. Meeting recordings will be available via WebEx for two weeks after each meeting for absentee members to review.

Secretariat

The Alliance Central Coordinating Office provides administrative support to the Committee, performing functions such as:

- Maintaining membership lists and contact details of each member.
- Circulating agendas, meeting minutes and documentation to Committee members.
- Organizing materials and all logistics for Committee meetings.
- Supporting the Chair in their role and responsibilities.

Review of Terms of Reference

The Training & Capacity Development Committee will review the terms of reference once per year and approve all revisions.

Last reviewed: [Click or tap to enter a date.](#)

Date of next review: [Click here to enter a date.](#)