



**SPOR**   
Strategy for Patient-Oriented Research  
**EVIDENCE  
ALLIANCE**

Strategy for Patient-Oriented Research  
**SPOR**  
Putting Patients First 

# Governance Structure and Terms of Reference

## SPOR Evidence Alliance

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**Prepared By:**  
The SPOR Evidence Alliance

**Contact:** The SPOR Evidence Alliance  
**Email:** [SPOREA@smh.ca](mailto:SPOREA@smh.ca)  
**Website:** [www.sporevidencealliance.ca](http://www.sporevidencealliance.ca)  
**Twitter:** [@SPORAlliance](https://twitter.com/SPORAlliance)

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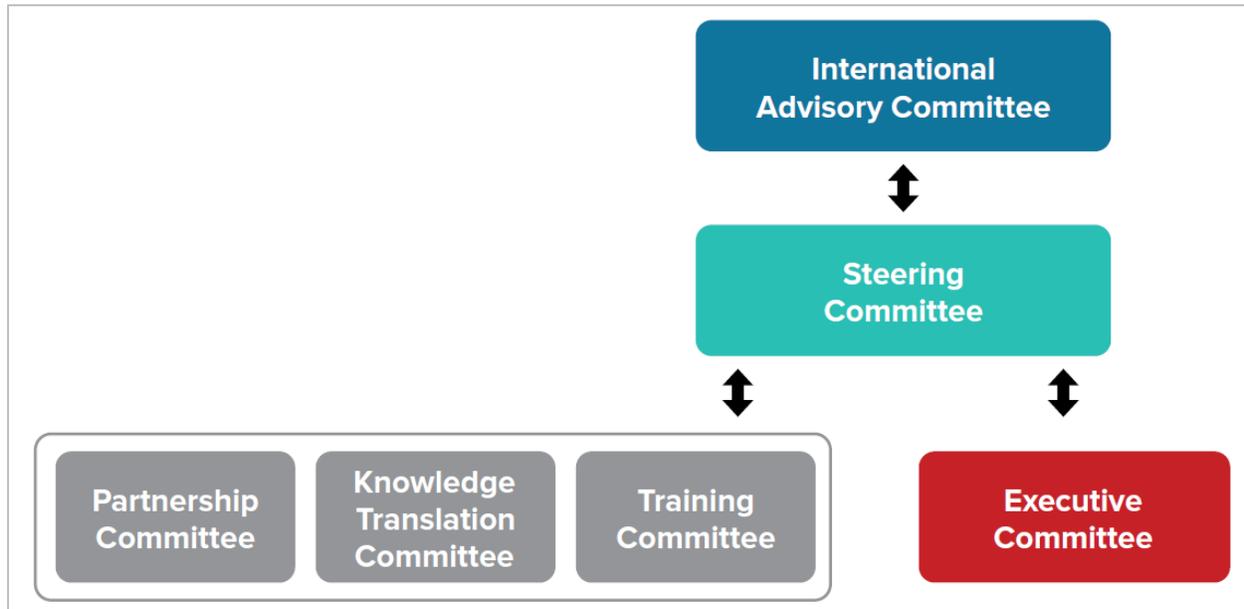
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## Governance Structure of the SPOR Evidence Alliance

The nominated principal investigator along with the eleven co-principal investigators have established six standing committees to advise on the governance of the Evidence Alliance.



### ***Narrative Description***

The six committees operate in a flat structure with specific mandates with specific mandates as per the Terms of Reference. Each committee works in a collaborative environment with cross-communication between committees. This flow diagram depicts the extent and depth of committee mandates across all the functions and is not meant to depict a hierarchical relationship

## International Advisory Committee

### 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 strategic direction of the Evidence Alliance based on the overall progress and impact made
- To provide advice on the overall sustainability plan of the Evidence Alliance beyond the 5-year grant period

### Membership

The International Advisory 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, and 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 Evidence 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 Evidence Alliance.
- Review the Evidence Alliance's Annual Report on progress and make recommendations within the Committee's mandate.
- Attend and participate in Committee meetings in a collaborative and constructive manner that promotes tangible outcomes.

# TERMS OF REFERENCE



**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 International Advisory Committee, the Committee met every six months via web-conference and convened once in-person during the Annual General Meeting.

Going forward, **the Committee should aim to meet once a year** via web-conference to discuss the Annual Report. 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 International Advisory 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 Evidence 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 International Advisory 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.

## Steering Committee

### 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 overall Evidence Alliance initiative, including research partnership, dissemination strategy, training and capacity-building, and query services
- To provide advice on budget and resource allocation, and recommending opportunities to expand funding partnership
- To provide advice on sustainability of the Evidence Alliance's core functions beyond the 5-year grant period

### Membership

The Steering Committee maintains a membership size of 10-12 members and 2-3 co-chairs with at least one Executive Director of a Support Unit; one co-chair spokesperson from each of Partnerships Committee, Training and Capacity Development Committee, and Knowledge Translation Committee; researchers; patients and other decision-makers (e.g., guideline producers, policy makers, health care providers). The Nominated Principal Investigator is also an ex-officio member of the Steering Committee.

**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 Evidence 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 Evidence Alliance.
- Review the Evidence 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 Steering Committee, the Committee met once a month via web-conference and convened once in-person during the Annual General Meeting.

Going forward, **the Committee should aim to meet four times in a year:** three 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 Steering 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 Evidence 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 Steering 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.](#)

## Executive Committee

### 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 query intake and research priorities of the Evidence Alliance
- To make recommendations to the query research teams on budget, timeline, deliverables and patient and stakeholder engagement
- To provide advice on the day-to-day operations of the Evidence Alliance as needed
- To make specific recommendations in the development of a sustainability plan of the Evidence Alliance beyond the 5-year grant period

### Membership

The Executive Committee maintains a membership size of 10-12 members and includes the Nominated Principal Investigator as the Chair of the committee, researchers, trainees, patients and other decision-makers (e.g., guideline producers, policy makers, health care providers, and health system managers).

**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 (Chair), together with the existing Committee members will review the applications to identify candidates who best exemplify the roles and responsibilities of the vacant seat (i.e., Knowledge User, Patient Partner, Trainee, and Researcher). The Evidence 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.

### 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 Evidence Alliance.
- Review the Evidence Alliance's Annual Report on progress and make recommendations within the Committee's mandate.
- Attend and participate in Committee meetings in a collaborative and constructive manner that promotes tangible outcomes.

# TERMS OF REFERENCE



**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 Executive Committee, the Committee met once a month via web-conference and convened once in-person during the Annual General Meeting.

Going forward, **the Committee should aim to meet four times in a year:** three 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 Executive 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 Evidence 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 Executive 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.](#)

## Partnerships Committee

### 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 meeting the needs and expectations of potential clients of the Evidence Alliance query services.
- To provide advice on how the Evidence Alliance can increase overall awareness of the query services to potential knowledge users.
- To provide advice on enhancing patient and community engagement in research and governance within the Evidence Alliance.
- To provide advice on leveraging existing partnerships and recommending new partners to sustain the Evidence Alliance beyond the 5-year CIHR grant period.

### Membership

The Partnerships 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 Evidence 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 Evidence Alliance.
- Review the Evidence 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 Partnerships Committee, the Committee met every three months via web-conference and once in-person at 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 Partnerships Committee will strive for consensus (i.e., seek agreement on a decision through discussion) and 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 Evidence 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 Partnerships 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 or tap to enter a date.

## Knowledge Translation Committee

### 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 dissemination strategy of research outputs of the Evidence Alliance.
- To provide advice on how to reach various target audiences when new knowledge is uncovered.
- To provide advice on the evaluation and sustainability of the Evidence Alliance's dissemination efforts.

### Membership

The Knowledge Translation 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 Evidence 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 Evidence Alliance.
- Review the Evidence Alliance's Annual Report on progress and make recommendations within the Committee's mandate.
- Attend and participate in Committee meetings in a collaborative and constructive manner that promotes tangible outcomes.

# TERMS OF REFERENCE



**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 Knowledge Translation Committee, the Committee met every three months via web-conference and once in-person at 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 Committee will strive for consensus (i.e., seek agreement on a decision through discussion) and 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 Evidence 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 Knowledge Translation 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 or tap to enter a date.

## Training and Capacity Development Committee

### 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 Evidence Alliance, such as development of the Mentorship Program, Fellowship Program, and any funding opportunities.
- To provide advice on the Evidence Alliance's capacity-building initiatives and Trainee experiences.
- To provide advice on expansion and sustainability of the Evidence 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 Evidence 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 Evidence Alliance.
- Review the Evidence Alliance's Annual Report on progress and make recommendations within the Committee's mandate.
- 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 Evidence 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.](#)