

<b>Category: CORPORATE GOVERNANCE POLICY</b>	
<b>Title:</b> <b>PHSA Board of Directors Research Committee – Terms of Reference</b>	<b>Reference Number: AB 370</b>
<b>Approved by:</b> <b>PHSA Board of Directors</b>	<b>Effective Date: June 28, 2007</b> <b>Last Revised: April 23, 2009</b> <b>Last Reviewed: April 23, 2009</b>

## I. PURPOSE

The purpose of the Research Committee is to support the research mission of the PHSA and its Agencies; to fulfill its oversight responsibilities regarding research; and to report to the Board on research activities across the PHSA.

## II. COMPOSITION AND OPERATIONS

1. The Research Committee shall be composed of no fewer than three and no more than five directors. At least one member of the Quality and Access Committee shall be appointed as a member of the Research Committee.
2. The Research Committee shall operate in a manner that is consistent with the committee guidelines outlined in section 3.14 (attached) of the Board Reference Manual.
3. At least one committee member shall be familiar with research operations.
4. The committee will meet at least once each year or more frequently as deemed necessary by the committee. Generally, meetings will be scheduled each year in advance.
5. Staff support will be available to the Committee.

### **III. DUTIES AND RESPONSIBILITIES**

1. Review the Framework for PHSA Research Metrics, and the available performance indicators within that Framework, to monitor research activity and progress.
2. Regularly review relevant reports and receive presentations from PHSA and Agency research groups in order to understand trends and/or identify issues.
3. (a) Provide direction for PHSA research through regular updates of the PHSA strategic plan(s).  
(b) Approve the Agency/Institute Research Strategic Plans.
4. Ensure appropriate policies and procedures are in place to govern existing and proposed business relationships.
5. Ensure that appropriate processes and policies are in place for the protection and management of intellectual property.
6. Ensure that appropriate processes are in place for, and compliance with, legislative, ethical and academic review requirements and standards.
7. (a) Periodically review and define the strategic objectives of the research relationships between educational institutions and the PHSA and its Agencies.  
(b) On an annual basis, ensure compliance with agreements which govern research and academic relationships between educational institutions and the PHSA and its Agencies.
8. Review Terms of Reference.

### **IV. RESEARCH COMMITTEE TIMETABLE**

The timetable on the following page outlines the Research Committee's schedule of activities:

## **Research Committee – Activity Calendar (To be revised based on Terms of Reference)**

Activity	Date											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>III Duties &amp; Responsibilities</b>												
1. Review the Framework for PHSA Research Metrics, and the available performance indicators within that Framework, to monitor research activity and progress.										X		
2. Regularly review relevant reports and receive presentations from PHSA and Agency research groups in order to understand trends and/or identify issues.		X		X		X				X		
3. (a) Provide direction for PHSA research through regular updates of the "PHSA Strategic Plans".										X		
3. (b) Approve the Agency/Institute Research Strategic Plans annually.												
4. Ensure appropriate policies and procedures are in place to govern existing and proposed business relationships.												X
5. Ensure that appropriate processes and policies are in place for the protection and management of intellectual property.				X								
6. Ensure that appropriate processes are in place for, and compliance with, legislative, ethical and academic review requirements and standards.		X										
7. (a) Periodically review and define strategic objectives of the research relationships between educational institutions and the PHSA and its Agencies.												X
7. (b) On an annual basis, ensure compliance with agreements which govern research and academic relationships between educational institutions and the PHSA and its Agencies.												X
8. Review Terms of Reference				X								