



## **TERMS OF REFERENCE**

### **Community-Driven Research and Monitoring Working Group Tasiujaquiaqmiut Sheewetaganapoi Consortium**

#### **OVERVIEW**

This Terms of Reference (TOR) is the framework under which the Community-Driven Research and Monitoring Working Group (the “Working Group”) under the Tasiujaquiaqmiut Sheewetaganapoi Consortium operates. Additionally, the TOR outlines the main objectives that the Working Group fulfills. More detailed work plans are developed through meetings held by the Working Group.

#### **MISSION**

The mission of the Working Group is:

*To identify and understand communities’ priorities, gaps and key indicators for monitoring and community-driven research that include Indigenous ways of knowing with an emphasis on collaboration between the community and organizational representatives towards coordinating and attaining self-determination in research and monitoring efforts across the greater Hudson Bay/James Bay region.*

#### **OBJECTIVES**

Responsible for the ongoing collaboration in its area of focus and supporting self-determination in research and monitoring for communities in and around the Hudson Bay and James Bay region, the main objectives the Working Group fulfills are:

- Planning for workshops at Roundtables and Summits organized by the Tasiujaquiaqmiut Sheewetaganapoi Consortium;
- Identifying and understanding community priorities and key indicators for monitoring and community-driven research;
- With their free, prior and informed consent (FPIC) and participation, gathering and updating the research and monitoring needs, gaps and priorities of communities in the greater Hudson Bay/James Bay region - and, following the same principles of FPIC, sharing these needs, gaps and priorities with community members, communities in the greater Hudson Bay/James Bay region, governance organisations and academic institutions to foster collaboration for communities’ respective purposes;



- Ensuring that its outcomes and actions are driven by and consistently aligned with community priorities, while serving the distinctive needs and aspirations of the local communities within the Hudson Bay/James Bay region;
- Striving, in collaboration with the Communications Working Group, to connect communities to existing and potential funding opportunities for research and monitoring;
- Fostering a committed collaboration between the community and organizational representatives in this group with an emphasis on coordinating research and monitoring efforts across the greater Hudson Bay/James Bay region. This entails facilitating the harmonization of monitoring protocols, promoting transparency, and ensuring that neighboring communities and organizations are well-informed about each other's activities to enhance collaboration and comparability of efforts.
- Supporting the development and implementation of protocols and frameworks that include Indigenous ways of knowing for the collection and consolidation of Indigenous knowledge, data, monitoring protocols, state-of-the-art technologies, expert guidance, and best practices while ensuring the ease of access to these resources for communities leading their own monitoring and research endeavors and to the broader scientific community engaged in community-based research across the greater Hudson Bay/James Bay region following best practices in terms of Indigenous information governance (incl. by respecting FPIC and [OCAP](#) principles).

## TERM

This Terms of Reference is effective from **29 April 2024** and continues until terminated by agreement between the Working Group members.

A chronology for the drafting and revision of the TOR is provided in Annex A.

## MEMBERSHIP

Membership of the Working Group is open to those organizations and individuals that support the vision and guiding principles of the Tasiujaqiaqmiut Sheewetaganapoi Consortium. Working Group members help identify community needs and serve as a voice guiding the work and objectives of the Working Group. The Working Group strives to have regionally diverse representation. There is no set length of term for Working Group Members.



## ROLES AND RESPONSIBILITIES

The Working Group Members strive to:

- foster open communication and collaboration;
- remove obstacles to the successful delivery, adoption and use of the Tasiujaqiuqmiut Sheewetaganapoi Consortium and its initiatives;
- maintain the focus of the Working Group on the agreed scope, timelines and outcomes; and,
- monitor and work to manage for the factors outside the Working Group's controls that are critical to its success

The Tasiujaqiuqmiut Sheewetaganapoi Consortium Secretariat has responsibility for:

- providing logistical support for Working Group meetings as needed;
- recording notes during Working Group meetings;
- filing meeting notes and materials for future access;
- coordinating between the respective Working Groups and the Steering Committee; and,
- offering insight into how the efforts of the Working Group support fulfillment of the Tasiujaqiuqmiut Sheewetaganapoi Consortium mandate.

A Working Group Leader has primary responsibility for:

- coordinating with the Tasiujaqiuqmiut Sheewetaganapoi Consortium Secretariat;
- scheduling Working Group meetings;
- chairing Working Group meetings;
- inviting new members to join the Working Group; and,
- supporting coordination between the Working Group, Steering Committee and other working groups of the Tasiujaqiuqmiut Sheewetaganapoi Consortium (e.g. sharing meeting outcomes).



The membership of the Working Group commits to:

- collaborating with, advocating for and prioritizing the needs, concerns, and priorities of the communities they represent in the greater Hudson Bay/James Bay region, and work together to foster a collective vision that reflects and effectively integrates the diverse perspectives and interests of all communities, striving to ensure that initiatives benefit the region as a whole;
- having sufficient capacity and resources to remotely participate in up to 4 Working Group meetings each year (i.e. via videoconference or phone) without additional financial support;
- attending scheduled Working Group meetings and, if unavailable, nominating a proxy and/or reviewing meeting minutes to keep up to date;
- championing the Tasiujaqiaqmiut Sheewetaganapoi Consortium and its initiatives, including sharing updates with their respective organizations as appropriate;
- sharing relevant communications and information with all Working Group members;
- providing timely responses and taking action so as to not hold up progress on tasks and initiatives; and,
- notifying the Working Group Leader, as soon as practical, if any matter arises which may be deemed to affect the Tasiujaqiaqmiut Sheewetaganapoi Consortium or its initiatives.

Members of the Working Group expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner;
- to be given reasonable time to make key decisions;
- to be alerted to potential risks and issues that could impact tasks and initiatives, as they arise;
- open and honest discussions; and,
- that meetings will be scheduled and draft agendas circulated with sufficient advance notice to allow for preparation and efficient use of time.



## FUNDING

Funding required for Working Group meeting and event logistics will be addressed by the Tasiujaqiaqmiut Sheewetaganapoi Consortium Secretariat. Working Group Members are not paid by the Tasiujaqiaqmiut Sheewetaganapoi Consortium for their participation in Working Group meetings or other events.

## MEETINGS

All meetings are chaired by the Working Group Leader or designate.

A meeting quorum is 5 of the current members of the Working Group.

Meetings are held remotely via video conference or equivalent on approximately a quarterly basis (i.e. 4 times each year). Meetings typically last for 1-2 hours. Additional meetings or workshops may be coordinated with in-person Roundtables or Summits organized by the Tasiujaqiaqmiut Sheewetaganapoi Consortium from time-to-time.

Meetings are used to share updates for items of interest and to plan for workshops and other Tasiujaqiaqmiut Sheewetaganapoi Consortium events facilitated by the Working Group. Best efforts are made to include time for open discussion in all meeting agendas.

At the discretion of the Working Group Leader, guests may be invited to join meetings to present information, participate in discussions, and/or observe.

Meeting agendas and notes/minutes from previous meetings are provided to Working Group members at least 3 days in advance of a scheduled meeting.

The meetings of this group will be held approximately quarterly, with the specific dates to be determined through a collaborative process. Approximately one month ahead of each scheduled meeting, all members will be invited to participate in Doodle polls to set a suitable date for the upcoming meeting. The chosen meeting date will be selected based on the availability of the majority of members, with the stipulation that meetings will not be scheduled on Fridays, to ensure maximum participation and effective collaboration.

## DECISIONS

Decisions of the Working Group are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If this is not possible, the Working Group Leader makes the final decision with consideration for the preference of the majority of members.



**TASIUJAQIUQMIUT  
SHEEWETAGANAPOI  
CONSORTIUM**  
*Formerly The Hudson Bay Consortium*

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## **AMENDMENT, MODIFICATION or VARIATION**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Working Group members.

Any member of the Working Group holds the right to request a revision of the Terms of Reference at any point during our proceedings. Should a member wish to initiate a discussion on amending the Terms of Reference, they may do so by requesting the item to be added to the agenda of an upcoming meeting. Upon the addition of the Terms of Reference amendment request to the agenda, it becomes a focal point for group discussion and deliberation. This process underscores our commitment to transparency, accountability, and collective decision-making. Any amendments to the Terms of Reference require consensus among Working Group members. This ensures that revisions accurately reflect the collective vision and objectives of the group as a whole.

## **ANNEX A: CHRONOLOGY OF REVISIONS**

July 9, 2025 - Revised to reflect new name and logo. All instances of “Hudson Bay Consortium” changed to “Tasiujaqiuqmiut Sheewetaganapoi Consortium.” Updated letterhead.