

Terms of Reference for the IPC *Ad Hoc* Strategic Advisory Committee

Approved: October 28, 2020

Purpose

The purpose of the IPC *Ad Hoc* Strategic Advisory Committee is to provide independent, expert advice to help ensure a broader range of interests and perspectives are considered and applied throughout the IPC's strategic priority-setting process.

Mandate

The role of committee members is advisory in nature. More specifically, the mandate of the committee is to advise on:

- IPC's priority-setting planning process and stakeholder engagement
- potential strategic access and privacy priorities for 2020-2025, and
- public communications about the process and the strategic priorities.

Meetings

The Committee will hold a minimum of three virtual meetings to be held in October 2020, November 2020 and January 2021. Teleconferences and email consultations may take place in between meetings, on an as-needed basis.

Membership

Members of the Committee have been selected for their visionary leadership and knowledge in their respective fields. Members are invited to participate as individual experts, informed by their current roles, but not as representatives of their respective organizations. Membership on the committee does not imply endorsement by the IPC of a particular organization, company, product or service.

Meetings are chaired by the Commissioner, and in their absence, one of the Assistant Commissioners.

Term

The term of membership will run from October 15, 2020 until February 28, 2021.

Confidentiality

All written materials provided to participants to inform the Committee's deliberations should be treated confidentially, unless otherwise stated. Roundtable discussions will be held under the Chatham House Rule. Participants are free to use the information received as part of the Committee discussions, but may not identify the name or affiliation of the speaker(s) or the views of individual participants.

Media Comment

Committee members will not undertake media activities in connection with the work of the Committee, unless given prior approval by the Commissioner.

Procedures

Members will make every effort to participate in all meetings. If a member is not able to attend, they must advise the Administrative Coordinator of their absence in advance, and may not send alternate representation in their stead.

Any documentation, including the agenda, will be sent to members by the Administrative Coordinator at least three (3) business days prior to the meeting.

Decisions

As Chair, the Commissioner will seek out and take into consideration the views of all Committee members, individually and as a group. However, the Commissioner and Assistant Commissioners will make the final decision(s) with respect to the consultation process and the selection of the IPC's strategic priorities for 2020-2025.

Remuneration

Members of the Committee serve without remuneration and will be reimbursed by the IPC for any pre-approved expenses related to carrying out their duties, in accordance with the IPC's Finance and Procurement Policies.

Effective Date

These terms came into force on October 28, 2020 as approved by the Committee.