

**Policy Name: Canadian National Panel for the International Union of Psychological Science – Terms of Reference**

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**Background:**

The Canadian National Panel for the International Union of Psychological Science (CNP/IUPsyS) is a body that is subordinate to the Canadian Psychological Association (CPA) International Relations Committee. It replaces the Canadian National Committee for the International Union of Psychological Science (CNC/IUPsyS), which was created through an agreement between the CPA and the National Research Council of Canada (NRC), which jointly with CPA supports Canada’s affiliation with the International Union of Psychological Science (IUPsyS). On their website, you will find the [objectives](#) and [main activities](#) of the IUPsyS.

As a representative of the Canadian scientific community working in the field of psychology, the CPA is responsible for creating and maintaining a body in support of Canada's affiliation with the IUPsyS. Through the CNP/IUPsyS, the CPA provides support to the NRC for Canada's participation in the IUPsyS.

In the Memorandum of Understanding (MoU) between the CPA and the NRC, which is in effect until March 31, 2031, it is agreed that:

1. The NRC will continue to be the national adhering member with the International Union of Psychological Science (IUPsyS) on behalf of Canada, and will continue, within its allocated grant budget for international affiliations, to award and issue the annual grant to the IUPsyS. NRC will consult with the CPA, and the related CNC regarding the appropriate level of membership with IUPsyS.<sup>1</sup> Should a decision be made by the NRC to change the level of membership or not to renew the membership, the CPA will be offered the opportunity to maintain the membership.
2. The CPA, as the representative of the Canadian community working in the field of psychology research, will be responsible for creating and maintaining a CNC for the IUPsyS (hereafter referred to as the “CNC-IUPsyS”). It is expected that the membership of the CNC-IUPsyS will be representative of researchers, and disciplines within its community – regardless of race, citizenship, language, political stance, or gender. To evaluate the relevance and effectiveness of the Grants to International Affiliates (IA) Program, and the CNC activities/contributions to the IA Program, the NRC will occasionally seek information from the CNCs in the form of a performance review. Specifically:
  - a) The CPA will act as a liaison between the CNC-IUPsyS and the NRC and will make efforts to ensure that the CNC-IUPsyS completes and submits annual performance reviews, as requested by the NRC, at a frequency of no more than once annually to provide an update on the composition of its CNC, the relevance of the International Affiliation within a Canadian context, and the capacity of its CNC to generate beneficial results and outcomes for Canadians. Failure of the CNC-IUPsyS to submit an annual performance review within

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<sup>1</sup> While the MoU refers to the CNC (Canadian National Committee), the CNC has since been replaced by the CNP (Canadian National Panel).

reasonable timelines to be set by the NRC may result in NRC reassessing the suitability/aptness of the CPA in the role of the CNC-IUPsyS and of the continued Canadian participation in the related international affiliation. The CPA will also make itself available to participate in the periodic evaluation of the broader IA Program.

- b) The CPA, through the CNC-IUPsyS, will nominate the Canadian delegate(s) attending each General Assembly/Council Meeting of the IUPsyS and forward their names and addresses to the NRC. The NRC will then submit the nominations to the IA to formalize their official appointments. The number of Canadian delegates will be in agreement with the Constitution of the IUPsyS and with any policies on Canadian representation when applicable. The CPA is responsible for ensuring that the Canadian delegate(s) represents broad Canadian interests and obligations within this forum. The CPA will advise as appropriate on issues relating to finances, Constitution and By-Laws, and any other issues discussed at the meetings/general assemblies, as deemed necessary to ensure that all obligations are met, and Canadian interests are well represented.
- c) Following the funded participation in an official IUPsyS Council Meeting/General Assembly, the CPA will make efforts to ensure that the official Canadian delegate(s) provide a written report to the NRC within one month of their return to Canada. This report will outline the discussions and decisions of the IUPsyS Council.
- d) The CPA will be financially responsible for operating and managing the CNC-IUPsyS and, when applicable, related communications with the Canadian community.
- e) The CPA, through the CNC-IUPsyS, will engage with the Canadian scientific, engineering and industrial innovation communities they represent (hereinafter referred to as their “stakeholder community”) to promote the following goals:
  - i. facilitating international scientific activity around global challenges for the benefit of Canadians and the global community;
  - ii. enhancing Canada’s position and reputation in matters of science, engineering and industrial innovation;
  - iii. collecting, reconciling, and representing the views of their stakeholder community on relevant issues;
  - iv. ensuring the promotion of Canadian contributions to international decision-making;
  - v. encouraging and supporting their stakeholder community to take advantage of emerging international networking opportunities;
  - vi. encouraging and supporting their stakeholder community to take advantage of opportunities to showcase Canadian achievements, technologies, and capacity;
  - vii. encouraging their stakeholder community to take active roles in international conferences, symposia, and workshops; and
  - viii. disseminating relevant information obtained about developments in the wider international community to Canadian stakeholders.

The MoU can be found on the [CNP/IUPsyS page](#) of the CPA website.

#### **Terms of Reference:**

- 1. Purpose and Responsibilities:** The purpose and responsibilities of the CNP/IUPsyS are to:
  - collect and reconcile the many views of the Canadian scientific psychology community on relevant issues being discussed at the IUPsyS;

- establish the mechanisms for communicating to the Canadian scientific psychology community the views of IUPsyS and information about the activities of IUPsyS;
- communicate to the Canadian scientific psychology community the views of the IUPsyS and information about the activities of the IUPsyS;
- distribute appropriate documentation, including the IUPsyS Newsletter and Bulletin;
- solicit nominations for the position of Canadian Delegate to the General Assembly of the IUPsyS whenever a position becomes available, and to recommend to the CPA's Chief Executive Officer (CEO) the nomination of the Canadian delegate(s) to IUPsyS general assemblies for approval. The delegate is normally, but not necessarily, a regular member of the CNP/IUPsyS. Upon approval by the CEO, the name of the nominee will be forwarded to the NRC International Relations Office for official appointment;
- solicit and review nominations of Canadians for invited program participation (invited speakers and symposia conveners) in the International Congress of Psychology, and to submit the approved nominations to the organizers of the International Congress of Psychology (every four years).

**2. Administrative Duties:** The Chair of the CNP/IUPsyS, with support from CPA Head Office, shall have the following duties:

- complete and submit the Annual Performance Review Questionnaire to the NRC with a copy to CPA Head Office to the attention of the CPA's Science Director as well as to the Chair of the CPA International Relations Committee;
- provide written reports to the NRC International Relations Office (with a copy to CPA Head Office to the attention of the CPA's Science Director) on the business conducted at the IUPsyS general assemblies (every two years);
- annually report on its decisions and actions as part of the annual report of the CPA International Relations Committee that is submitted to the CPA's CEO
- solicit, review, and vote on nominations for members-at-large of the CNP/IUPsyS; and
- submit the CNP/IUPsyS membership list to the CPA's CEO in the Fall of each year.

### **3. Membership**

#### ***Composition of Membership***

The voting membership of the CNP/IUPsyS shall consist of a Chair, plus the Chair of the CPA International Relations Committee, the Chair of the CPA Scientific Affairs Committee, the CPA Canadian delegates to the IUPsyS General Assembly,<sup>2</sup> three members-at-large who shall be representative of the researchers and subdisciplines within the Canadian psychology community, and one student representative. The CPA's Science Director shall serve as an observer on the CNP/IUPsyS.

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<sup>2</sup> There shall be two Canadian delegates, however, the Chair of CNP/IUPsyS may serve as one of the Canadian delegates.

A balance in committee membership shall be sought which reflects the diversity of the CPA's general membership as relates but not limited to: gender, linguistic, geographical, and cultural representation.

If not otherwise a member of the CNP/IUPsyS, Canadians elected to the IUPsyS Executive Committee (if any) shall be observers on the CNP/IUPsyS for the duration of their terms of office.

### ***Terms of Membership***

The Chair and the members-at-large of the CNP/IUPsyS shall normally be appointed for four-year terms, renewable once. Exceptionally, however, a Chair or a member may be renewed for more than two terms if it can be demonstrated that it is in the best interest of the partnership between the CPA and the NRC for the CNP/IUPsyS to do so.

The student representative of the CNP/IUPsyS shall normally be appointed for one-year terms, renewable once.

Membership terms shall begin and end at the end of the annual CPA Convention.

The Chair of the CPA International Relations Committee, the Chair of the CPA Scientific Affairs Committee, and the two CPA Canadian delegates to the IUPsyS General Assembly shall be "ex-officio" members of the CNP/IUPsyS.

### ***Chair Appointment***

The Chair of the CNP/IUPsyS shall be appointed by the CPA International Relations Committee following a nomination and election process run by the CPA International Relations Committee.

CPA Members shall be invited to nominate CPA Members for the position of Chair of the CNP/IUPsyS. Nominators and nominees shall be Members in good standing of the CPA. Self-nominations shall be accepted. Preference shall be given to nominees with prior experience of the CNP/IUPsyS and/or IUPsyS.

Each nomination shall include:

- a letter from the nominator that expresses support for the candidate, or a letter of self-nomination;
- a statement from the candidate about their reasons for wishing to serve; and
- a recently updated curriculum vitae for the candidate, which includes information about educational background, present and former positions, research and professional activities, membership in international organizations, and participation in international activities.

Should there be two or more eligible candidates, the CPA International Relations Committee shall vote on the nominations. The candidate who obtains the most votes shall become the new Chair at the CPA Convention. If, by the nomination deadline, only one nomination of an eligible candidate for the position of Chair has been received, there will be a vote on the nomination to allow the CPA International Relations Committee to exercise its democratic right to choose who will Chair the CNP/IUPsyS on its behalf. A new call for nominations shall be launched if the candidate fails to obtain less than half of the total votes cast.

If the new Chair holds a member-at-large position on the CNP/IUPsyS when appointed to the position of Chair, then that member-at-large position will become vacant. The CPA International Relations Committee shall appoint a new member-at-large for the remainder of that term, following the procedures below.

Should a Chair be unable to complete their term, a replacement shall be sought to complete it, following the same procedures as outlined above. This replacement period will not count as the first term of the appointment.

### ***Member-at-Large Appointments***

The members-at-large of the CNP/IUPsyS are appointed by the CNP/IUPsyS following a nomination and election process run by the CNP/IUPsyS.

CPA Members in Canada shall be invited to nominate psychological scientists for the member-at-large positions on the CNP/IUPsyS. Nominators and nominees shall be Members in good standing of the CPA.

Nominations for membership on the CNP/IUPsyS shall specify the person's record of international involvement. Given the nature of the activities to be performed, preference shall be given to nominees who are members of an international association or have attended at least one international congress.

Members shall be nominated and selected with due consideration to adequate representation of all sub-disciplines covered by the IUPsyS in the Canadian psychology community. Self-nominations shall be accepted.

Each nomination shall include:

- a letter from the nominator that expresses support for the candidate, or a letter of self-nomination;
- a statement from the candidate about their reasons for wishing to serve;
- a recently updated curriculum vitae for the candidate, which includes information about educational background, present and former positions, research and professional activities, membership in international organizations, and participation in international activities; and
- two letters of support from psychological scientists in Canada.

Should there be two or more eligible candidates for a specific member-at-large committee seat, the CPA International Relations Committee shall vote on the nominations. The candidate who obtains the most votes shall become the new member-at-large. If, by the nomination deadline, only one nomination of an eligible candidate for a specific member-at-large CNP/IUPsyS seat has been received, there will be a vote on the nomination to allow the CPA International Relations Committee to exercise its democratic right to choose who will serve on the CNP/IUPsyS. A new call for nominations shall be launched if the candidate fails to obtain less than half of the total votes cast. Should no eligible candidate be nominated for a specific member-at-large CNP/IUPsyS seat by the deadline, the CPA International Relations Committee shall make the appointment.

Should a member-at-large be unable to complete the term, a replacement shall be sought to complete it, following the same procedures as outlined above. This replacement period shall not count as the first term of the appointment.

### ***Canadian Delegate to IUPsyS Appointments***

Canada is entitled to two delegates to the IUPsyS General Assembly. Normally, each delegate shall serve a four-year term, renewable for a further four years if both the delegate and the CNP/IUPsyS are satisfied with the representation. The terms shall be staggered to ensure an overlap between the terms of the delegates.

A General Assembly is held every other year during an even year (e.g., 2026, 2028, 2030). It follows that a delegate will attend two (or four, if renewed) general assemblies at the most during his or her term.

CPA Members shall be invited by the CNP/IUPsyS to nominate for a Canadian Delegate to the General Assembly of the International Union of Psychological Science at least one year before a position becomes vacant. Nominations shall be addressed to the Chair of the CNP/IUPsyS.

Nominees shall be Members in good standing of the CPA.

Preference shall be given to persons who have been involved in national or international organizations in psychology.

Each nomination shall consist of:

- a letter of nomination by a CPA Member that states the position for which the candidate is being nominated, expresses support for the candidate, and contains a statement to the effect that the nominator has ascertained the candidate's willingness to stand for nomination;
- a statement from the candidate about their reasons for wishing to serve;
- a recently updated curriculum vitae for the candidate, which includes information about educational background, present and former positions, research and professional activities, membership in international organizations, and participation in international activities; and
- two letters of support from two individuals familiar with the nominee's contributions.

The deadline for receipt of nominations and supporting materials shall be eight months before a position becomes vacant.

At least six months before the end of the term of a Canadian Delegate to the General Assembly of the International Union of Psychological Science, the Chair of the CNP/IUPsyS shall verify the eligibility of proposed candidates and members of the CNP/IUPsyS shall review nominations.

Canadian delegates to the IUPsyS General Assembly shall be selected with due consideration of field of research to ensure adequate representation of the Canadian psychology community.

Should there be two or more eligible candidates for a position as Canadian Delegate to the General Assembly of the International Union of Psychological Science, the CNP/IUPsyS shall vote on the nominations. The candidate who obtains the most votes shall be deemed to be the preferred nominee. Should there be only one eligible candidate by the deadline, there will be a vote on the

nomination to allow the CNP/IUPsyS to exercise its democratic right to choose who will serve as Canadian Delegate to the IUPsyS General Assembly. A new call for nominations shall be launched if the candidate fails to obtain less than half of the total votes cast. Should there be no eligible candidate by the deadline, the CNP/IUPsyS shall nominate a CPA Member to fill the position for the duration of the term.

The name of the preferred nominee shall be submitted to the CPA's CEO for approval and appointment.

If a Canadian delegate to the General Assembly of the International Union of Psychological Science does not complete their term, the CNP/IUPsyS shall nominate a CPA Member to fill the position for the balance of the term. The nomination shall be submitted to the CPA's CEO for approval and appointment. The newly appointed person shall hold the position of Canadian Delegate to the IUPsyS Assembly only for the unexpired balance of the term, at the end of which a new election shall be held. This period of replacement shall not count as a first term of appointment as Canadian Delegate.

#### ***Student Member Appointment***

The student member of the CNP/IUPsyS shall be a graduate student in psychology with an interest in international affairs with a scientific focus.

#### **4. Meetings**

##### ***Annual and Special Meetings***

The CNP/IUPsyS shall meet as necessary, in-person or virtual, but no less than once each year. Throughout the year, communication will take place primarily through e-mail.

##### ***Observers***

To broaden the level of participation in the CNP/IUPsyS beyond its members, interested individuals may attend CNP/IUPsyS meetings as observers at the discretion of and with the prior approval of the Chair of the CNP/IUPsyS. Potential observers include:

- Canadian members of the IUPsyS task groups and official IUPsyS committees;
- representatives of the Canadian national committees of other International Science Council (ISC) affiliations to which the NRC adheres;
- representatives of the NRC International Relations Office; and
- any others approved by the Chair.

#### **5. Canadian Delegates to IUPsyS General Assembly: Responsibilities and Support**

The appendix contains the guidelines for the financial support of Canada's IUPsyS delegates.

## APPENDIX

### Guidelines of CPA's Contribution to the costs of Canadian Delegates Attending IUPsyS General Assemblies

The CPA will contribute to the travel costs of university-based Canadian delegates, up to a maximum of two delegates, attending an IUPsyS General Assemblies in accordance with the following guidelines, which will be reviewed by the CPA every 5-years and whenever the Terms and Conditions of the Agreement between the Canadian Psychological Association (CPA) and the National Research Council of Canada (NRC) in support of Canada's affiliation with the International Union of Psychological Science (IUPsyS) are renewed. General Assemblies occur once every two years, generally in conjunction with the International Congress of Psychology (IUPsyS conventions) or with the International Congress of Applied Psychology (the conventions of the International Association of Applied Psychology). These events occur in different locations around the globe.

#### A Reimbursement Procedure

1. The CPA will offer both Canadian delegates up to \$5,000 CAD each to attend the biennial General Assembly. Reimbursement of delegate expenses will follow the guidelines set forth in this document and as in compliance with the CPA's travel reimbursement policy.
2. The CPA will provide the delegates with a travel expense claim form to be completed and returned, with any necessary original receipts, to the CPA's Science Director. The expenses of the delegates (up to \$5,000 CAD per delegate) will be reimbursed by the CPA directly to the delegates within the provisions detailed below.

#### B Reimbursable Expenses

1. The CPA will contribute to the costs of Delegates to attend an IUPsyS General Assembly according to the guidelines set out below. The CPA reserves the right to set limits on the amount that will be reimbursed to the delegate by the CPA. It is the responsibility of each delegate to consult and seek approval from the CPA's Science Director prior to attending the General Assembly for any expenditures for which the delegate wants to be reimbursed by the CPA.
2. The travel expenses eligible for reimbursement will include the following:

**Transportation** (air, bus, train, taxis, etc.): actual cost (economy class).

**Accommodation:** actual cost for two nights when the General Assembly comprises only a one-day session, which is the case every four years when the General Assembly is held during the International Congress of Applied Psychology; actual cost for four nights when the General Assembly comprises two one-day sessions over a three-day period, which is the case every four years when the General Assembly is held during the International Congress of Psychology.

**Meals:** At the current daily maximum rate in use by the CPA for one day when the General Assembly comprises only a one-day session, which is the case every four years when the General Assembly is held during the International Congress of Applied Psychology; at the current daily maximum rate in use by the CPA for three days when the General Assembly comprises two one-day sessions over a three-day period, which is the case every four years when the General Assembly is held during the International Congress of Psychology.

**Miscellaneous:** At the current per diem rate in use by the CPA for one day when the General Assembly comprises only a one-day session, which is the case every four years when the General Assembly is held during the International Congress of Applied Psychology; at the current per diem rate in use by the CPA for three days when the General Assembly comprises two one-day sessions over a three-day period, which is the case every four years when the General Assembly is held during the International Congress of Psychology.

Registration fees (e.g., for the associated congresses) will not be eligible for reimbursement by the CPA.