

CANADIAN NATIONAL COMMITTEE FOR THE INTERNATIONAL UNION OF PSYCHOLOGICAL SCIENCE

Terms of Reference¹

(Includes all amendments and updates up to and including June 2012)

1.0 Background

The Canadian National Committee (CNC) for the International Union of Psychological Science (CNC/IUPsyS) was created through an agreement between the Canadian Psychological Association (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). Appendix A outlines the aims and scope of IUPsyS.

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

Under the *Terms and Conditions of the Renewed 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)*, signed in 2011 by CPA President Peter Graf, it is understood that:

1. NRC will continue to be the national adhering member for Canada, and will continue, within its allocated grant budget for international affiliations, to pay the annual contribution to the IUPsyS. NRC will consult with CPA as well as with the Committee on International Science, Engineering and Technology (CISET) regarding the appropriate *level* of contribution to the IUPsyS. However, NRC retains the right to determine the level of its contribution or to terminate it.
2. CPA, as a representative of the Canadian community working in the field of psychology will be responsible for creating and maintaining a CNC for the IUPsyS. It is expected that the

¹ The original document was drafted in 2002-2003 on behalf of the Canadian National Committee by John Adair and Janel Gauthier who were Chair and Secretary of the Committee, respectively. It was submitted for review to the CPA Board of Directors in March 2003 and approved by the Board in June 2003. It was updated in 2010-2011 by Janel Gauthier and Jennifer Veitch, with input from Peter Graf (CPA President) and Karen Cohen (CPA CEO) to reflect the amendments adopted by the Committee since 2003 and the terms and conditions of the renewed Partnership agreement between the CPA and the NRC as signed in 2011. The CNC/IUPsyS and the CPA Board then reviewed the document. The CPA Board approved the Terms of Reference on October 19, 2012.

membership of the CNC/IUPsyS will be distributed with regards to geography, linguistics and gender. CPA should ensure that the CNC/IUPsyS membership has an adequate representation of disciplines covered by the IUPsyS. It should also ensure that there will be an appropriate turnover of CNC/IUPsyS members in order to encourage the participation of young Canadian scientists.

3. The Committee on International Science, Engineering and Technology (CISET) will provide advice and overall guidance to the CNC/IUPsyS.
4. CPA will nominate the Canadian delegate(s) attending each General Assembly of the IUPsyS and forward their names and addresses to the International Relations Office for their official appointment. The number of Canadian delegates will be in agreement with the Constitution of the IUPsyS and with any policies on Canadian representation when applicable. NRC will contribute to the incremental costs of one official non-government Canadian delegate attending IUPsyS General Assemblies. The Canadian delegate(s) will be expected to give careful consideration to the advice and guidance of NRC and CISET on issues relating to finances, Constitution and By-Laws, and on other issues.
5. The official Canadian delegate will provide a written report to the NRC International Relations Office upon his or her return to Canada. This report will outline the discussions and decisions of the IUPsyS Council and demonstrate the compliance of the delegate with the guidance given by NRC and CISET.
6. CPA will continue to be financially responsible for operating and managing the CNC/IUPsyS and, if applicable, for travel expenses of CNC/IUPsyS members and Canadian delegate(s) attending the IUPsyS General Assemblies.
7. CPA, through the CNC/IUPsyS, will be responsible for:
 - a) supporting the S&T priorities affirmed by the Federal Government and/or S&T policy objectives of Canadian institutions and organizations;
 - b) bringing forth scientific advancements that would benefit Canadians;
 - c) ensuring that Canadian Delegates participate strategically in the conduct of General Assemblies of IUPsyS;
 - d) identifying and consolidating opinions, concerns, suggestions and perceived challenges within the domestic science community;
 - e) ensuring the promotion of Canadian contributions to international decision-making;
 - f) encouraging and supporting Canadian scientists to take advantage of emerging international networking opportunities;
 - g) encouraging and supporting Canadian scientists to take advantage of opportunities to showcase Canadian achievements, technologies, and capacity;
 - h) encouraging Canadian scientists to take active roles in international conferences, symposia, and workshops; and
 - i) disseminating important scientific knowledge and information to Canadian stakeholders.
8. This agreement will remain in effect until March 31, 2015, conditional on a successful Annual Performance Review and the availability of funds.

2.0 Purpose and Responsibilities of the CNC/IUPsyS

- to collect and reconcile the many views of the Canadian scientific psychology community on relevant issues;

- to identify, represent and promote the capabilities and distinctive competence of the Canadian scientific psychology community internationally;
- to enhance the depth and breadth of the participation of the Canadian scientific psychology community in the activities and events of IUPsyS and related organizations;
- to establish the mechanisms for communicating to the Canadian scientific psychology community the views of IUPsyS and information about the activities of IUPsyS;
- to communicate to the Canadian scientific psychology community the views of the IUPsyS and information about the activities of the IUPsyS;
- to distribute appropriate documentation, including the IUPsyS Newsletter and Bulletin;
- to attract and stage international events of value to the Canadian scientific psychology community; and
- to invite from time to time guest speakers to meetings, workshops or seminars it sponsors;
- to 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 Board of Directors 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 CNC/IUPsyS. Upon approval by the CPA Board, the name of the nominee will be forwarded to the NRC International Relations Office for official appointment;
- to solicit and review Canadian applications for the Young Psychologists Program to represent Canada at the International Congress of Psychology, and to award scholarships to successful applicants as budget permits (every four years);
- to 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);

3.0 Administrative Duties

The CNC/IUPsyS, with support from CPA Head Office shall have the following duties:

- to complete and submit the Annual Performance Review Questionnaire to the NRC with a copy to CPA Head Office to the attention of the Chief Executive Officer;
- to provide written reports to the NRC International Relations Office (with a copy to the CPA Board of Directors and CPA International Relations Committee) on the business conducted at the IUPsyS general assemblies (every two years);
- to annually report on its decisions and actions to the Board of Directors of CPA with a copy to the International Relations Committee of the CPA;
- to prepare an annual report on its activities for the Annual General Meeting of the Canadian Psychological Association;
- to meet annually at the time of the CPA convention;
- to solicit, review and vote on nominations for members-at-large of the CNC/IUPsyS; and
- to submit the CNC/IUPsyS membership list to the President and/or Chief Executive Officer of CPA by the 15th of September of each year.

4.0 Organizational Linkage

CPA, through the CNC/IUPsyS, provides support to NRC for Canada's participation in the IUPsyS. In terms of governance, the CNC/IUPsyS assumes its responsibility for Canada's membership and representation within IUPsyS independently. The CNC/IUPsyS reports directly to the CPA Board of Directors via its annual reports which it makes available to the CPA

Committees which have overlapping mandates and activities (i.e. CPA's International Relations Committee and its Scientific Affairs Committee).

5.0 Membership

5.1 Members

The voting membership of the CNC/IUPsyS shall consist of a Chair, plus the Chair of the CPA International Relations Committee, the Chair of the Scientific Affairs Committee, nine members-at-large, two officially appointed Canadian delegates to the IUPsyS General Assembly, and one student representative. The CPA Chief Executive Officer (CEO) shall serve as an observer on the CNC/IUPsyS. At the discretion of the President, a member of the Board of Directors who is not the Chair of Scientific Affairs may serve as a Board Liaison, being an observer without vote on the CNC/IUPsyS.

The number of seats for members-at-large shall be distributed as follows: three shall be for neuro/bio/behavioural scientists; three for health scientists; and three for social scientists.

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

5.2 Terms of Membership

Members-at-large shall serve for terms of four-years², rotating so that one-third of the at-large membership is reconstituted each year. Terms of these members may be renewed once.

The Chair shall normally be appointed for four years. The term may be renewed once.

Membership terms shall begin and end at the end of the annual CPA convention of the first and last year of the term.

5.3 Chair Appointment

The Chair of the CNC/IUPsyS is appointed by the CPA Board following a nomination and election process by the CNC/IUPsyS.

CPA Members/Fellows shall be invited to nominate CPA Members/Fellows for the position of Chair of the CNC/IUPsyS. Nominators and nominees shall be Members/Fellows in good standing of CPA.

Preference will be given to nominees with prior experience of the CNC/IUPsyS and/or IUPsyS.

Should there be two or more eligible candidates, the CNC/IUPsyS shall vote on the nominations. The candidate who obtains the most votes shall become the new Chair at the CPA Convention following appointment by the CPA Board. If, by the nomination deadline, only one nomination of an eligible candidate for the position of Chair has been received, that candidate shall be deemed to have been elected by acclamation and his or her name will be forwarded to the CPA Board for appointment.

² Four-year terms for the members-at-large and the Chair begin with terms starting in 2012, following the approval of these Terms of Reference by the CPA Board of Directors.

Should no eligible candidate be nominated for a specific at-large CNC/IUPsyS seat by the deadline, the Committee can recommend an appointee to the CPA Board of Directors.

If the new Chair holds a member-at-large position on the CNC/IUPsyS when appointed to the position of Chair, then that member-at-large position will become vacant. The CNC/IUPsyS will appoint a new member-at-large for the duration of that term, following the procedures below in section 5.4.

5.4 At-large Member Appointments

The at-large Members of the CNC/IUPsyS are appointed by the CPA Board following a nomination and election process by the CNC/IUPsyS.

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

Nominations for membership on the Committee shall specify the person's record of international involvement. Given the nature of the activities to be performed by the Committee, preference will be given to nominees who are members of an international association or have attended at least one international congress. Members of the Committee shall be selected with due consideration of geographical, linguistic and gender distribution of membership as well as to adequate representation of all sub-disciplines covered by the IUPsyS.

Each nomination shall include:

- a letter from the nominator that expresses support for the candidate;
- a statement from the candidate to the effect that the person is willing to stand for nomination;
- 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 at-large committee seat, the CNC/IUPsyS shall vote on the nominations. The candidate who obtains the most votes shall become the new member-at-large following appointment by the CPA Board. If, by the nomination deadline, only one nomination of an eligible candidate for a specific at-large CNC/IUPsyS seat has been received, that candidate shall be deemed to have been elected by acclamation and his or her name will be forwarded to the CPA Board for appointment. Should no eligible candidate be nominated for a specific at-large CNC/IUPsyS seat by the deadline, the Committee can recommend an appointee to the CPA Board of Directors.

If a member-at-large should be unable to complete the term, a replacement will be sought to complete it, following the same procedures as outlined above.

5.5 IUPsyS Delegate Selection

Canada is entitled to two delegates to the General Assembly. Normally, each delegate shall serve a non-renewable 8-year term. The terms will be staggered to ensure an overlap of four years between terms. A General Assembly is held only every other year (2000, 2002, 2004,

2006, etc.), which means that a delegate will attend four general assemblies at the most during his or her term. Terms of 8 years for organizations that meet every other year may seem long by CPA standards but it is the norm, not the exception, at the international level. For example, members of the Board of Directors of the International Association of Applied Psychology have 8-year terms, renewable once.

5.5.1 Call for Nominations

CPA Members/Fellows shall be invited by the Canadian National Committee 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.

Nominees must be Members/Fellows in good standing of the Canadian Psychological Association. Preference will be given to persons who have been involved in national or international organizations in psychology whose CVs are judged by the Canadian National Committee to meet these criteria.

5.5.2 Nomination Procedure

Each nomination shall consist of a letter of nomination by a CPA Member or Fellow that 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 current curriculum vitae of the nominee (including educational background, present and former positions, research and professional activities, participation in psychology organizations), and 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.

Nominations should be addressed to the Chair of the Canadian National Committee.

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 CNC/IUPsyS shall receive and review nominations. The Chair of the CNC/IUPsyS shall verify the eligibility of proposed candidates.

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 CNC/IUPsyS will 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, the candidate shall be deemed to be the preferred nominee by acclamation. Should there be no eligible candidate by the deadline, the Nominating Committee shall nominate a CPA Member/Fellow to fill the position for the duration of the term.

The name of the preferred nominee will be submitted to the CPA Board of Directors for approval and appointment.

5.5.3 Vacancies

In the event that a Canadian delegate to the General Assembly of the International Union of Psychological Science does not complete his or her term, the CNC/IUPsyS shall nominate a CPA Member/Fellow to fill the position for the balance of the term. The nomination shall be submitted to the CPA Board of Directors 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.

5.6 Student Member Appointment

The Student member of the CNC/IUPsyS should be a graduate student in psychology with an interest in international affairs with a scientific focus. The appointment shall be made annually by the CPA Section on Students, following a request from the Chair of the CNC/IUPsyS. The term shall begin and end at successive CPA conventions. The term may be renewed once.

6.0 Meetings

6.1 Annual and Special Meetings

The Committee shall meet as necessary, normally once each year.

Between meetings, the Committee may conduct business by e-mail in accordance with a set of procedures approved by the Committee for introducing and handling motions by e-mail.³

The Chair and two voting members participating in a duly called meeting shall constitute a quorum for a face-to-face meeting.⁴ One-half of the voting membership of the Committee shall constitute a quorum for e-mail voting.⁵

6.2 Observers

To broaden the level of participation in the CNC/IUPsyS beyond its members, interested individuals may participate in meetings as Observers. In particular, this includes:

- Canadian members of the IUPsyS Task Groups and official IUPsyS committees;
- representatives of the CNCs of ICSU affiliations to which NRC adheres;
- a representative of the NRC International Relations Office; and
- any others approved by the Chair.

7.0 IUPsyS Delegate Responsibilities and Support

Appendix B contains the guidelines for the financial support of Canada's IUPsyS delegates.

³ Such a set of procedures was adopted by the Canadian National Committee on June 9, 2006.

⁴ Source: Minutes of the CNC/IUPsyS meeting held in Calgary on June 9, 2006 (item 7).

⁵ Source: *Procedures for introducing and handling motions by e-mail*, as adopted on June 9, 2006.

APPENDIX A:

Aims of the International Union of Psychological Science

The aims of IUPsyS are as follows:

- To develop the exchange of ideas and scientific information between psychologists of different countries, and in particular to organize International Congresses and other meetings on subjects of general or special interest in psychology.
- To contribute to psychological documentation in different countries by fostering exchange of publications of all kinds, including reviews, films, and biographies.
- To aid scholars of different countries to go abroad to universities, laboratories, libraries, and other institutions.
- To foster the exchange of students and of young research workers.
- To collaborate with other international and national organizations in matters of mutual interest.
- To engage in such other activities as will further the development of the science of psychology.

Main activities of IUPsyS include:

- Sponsoring International Congresses of Psychology at regular intervals (now every four years).
- Organizing and/or issuing a series of publications, including the International Journal of Psychology, the IUPsyS Directory, the Proceedings of the International Congresses, the International Handbook of Psychological Science, and various occasional publications.
- Participating in major international organizations, including the International Social Science Council (ISSC), the International Council of Scientific Unions (ICSU), UNESCO, and the World Health Organization (WHO).
- Fostering communication among its National Members and taking up questions and problems raised by them.
- Organizing or sponsoring Regional Psychological Conferences aimed at promoting psychology in that region and taking up psychological issues and themes of special relevance to a region.
- Sponsoring and accomplishing a number of research projects that foster the development of psychology and international and professional cooperation.
- Encouraging the development of psychology as both a science and a profession.
- Encouraging psychologists from developing countries to participate in International Congresses of Psychology and to benefit from special training seminars.

As is the rule for international scientific unions, IUPsyS is an organization composed of National Member organizations that represent psychology in each country, not more than one National Member per country. In Canada, the National Member is the National Research Council (NRC), supported by the Canadian Psychological Association (CPA) as described in the Partnership Agreement between NRC and CPA. As a National Member, Canada is entitled to two delegates to the IUPsyS General Assembly. The General Assembly meets every other year. At present, IUPsyS has National Members from more than 70 countries. In addition to its National Members, IUPsyS has a number of affiliate international organizations and liaison associations that have individual members.

APPENDIX B

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 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. CPA will set aside a fund from its budget each year of \$5000 to support the biannual travel costs of the IUPsyS delegates. Thus, a maximum of \$10,000 would be available in any given year of a General Assembly meeting. Reimbursement of delegate expenses will follow the guidelines set forth in this document.
2. Each delegate will be entitled to the same total reimbursement of expenses. This maintains equity between the two delegates. Delegate 1 (see below) will receive some of this funding directly from NRC and some from CPA. Delegate 2 will receive all of this funding from CPA.
3. CPA will provide the Canadian delegates with a travel expense claim form to be completed and returned, with any necessary original receipts, to CPA's Chief Financial Officer (CFO). The expenses of the delegates will be reimbursed by CPA directly to the delegates within the provisions detailed below.
4. NRC will reimburse Delegate 1 a fixed amount towards airfare costs to attend a General Assembly meeting. This amount varies depending on the location of the meeting, but the reimbursement applies only to airfare. The NRC procedure requires CPA to identify Delegate 1 by name in advance of the meeting. The delegate then completes NRC paperwork and attaches necessary receipts after the meeting in order to receive the reimbursement from the NRC International Relations Office. NRC requires that this reimbursement must be paid directly to the delegate. Delegate 2 is not eligible for NRC funding.
5. Delegate 1 will provide CPA's CFO with a copy of the NRC form and the airfare receipts as part of the submission to CPA of a reimbursement request related to the travel to the General Assembly meeting.

B Reimbursable expenses

1. CPA will contribute to the costs of Delegates to attend an IUPsyS General Assembly according to the guidelines set out below. CPA reserves the right to set limits on the amount that will be reimbursed to the delegate by CPA. It is the responsibility of each delegate to consult and seek approval from the CPA CFO prior to attending the General Assembly for any expenditures for which the delegate wants to be reimbursed by 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 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 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 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 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 CPA.