

Nova Scotia Roundtable for Immigration Research

Terms of Reference – February 2018

Purpose

This document defines the composition, roles and responsibilities of the participants related to the management of the Nova Scotia Roundtable for Immigration Research.

Background

This Roundtable was created as a response to discussions between researchers at Dalhousie and Saint Mary's University and the Nova Scotia Office of Immigration, where it was identified that an informal mechanism for information sharing among immigration researchers in Nova Scotia would be beneficial.

Function

The goal of the Roundtable is to increase the knowledge base on immigration research through information sharing and collaboration. The Roundtable will:

- share both current and forthcoming research projects across disciplines related to Nova Scotia immigration;
- identify research needs and gaps; and
- facilitate partnering for immigration research purposes.

Membership

Roundtable membership includes, but is not limited to, researchers from Nova Scotian post-secondary institutions, the Nova Scotia Office of Immigration, and Immigration, Refugees and Citizenship Canada.

There will be no sustained chairperson; rather, the chair will rotate according to the host venue.

Meetings

Meeting locations will rotate among the members. Meetings will be held at the member host's venue of choice.

The member hosting the meeting will select the topic and focus for the meeting.

Members will have the option to participate via teleconference.

Meetings are held in-camera and information shared by members will be considered confidential; information may only be shared outside of the roundtable with the author's permission.

Meetings will be held three times per year (roughly Fall, Winter, Spring) and may be increased to four meetings per year, if considered valuable. Meetings will normally be 2-3 hours in length.

Host Responsibilities

The meeting host is responsible for the following:

- Selecting the focus of the meeting and developing the agenda
- Circulation of meeting and teleconference invitations and agenda;
- Arranging of teleconference details for those participating at distance;
- Arranging meeting facilities.

The meeting host is not responsible for the following:

- Costs associated with participants' attendance;
- Taking or distributing meeting minutes;
- Translation or interpretation requirements.

Review

The effectiveness and membership of Nova Scotia Roundtable for Immigration Research will be reviewed every 12 months.