

CANADIAN NATIONAL PANEL
FOR THE INTERNATIONAL UNION OF
PSYCHOLOGICAL SCIENCE
A Body under the CPA International Relations Committee

Terms of Reference¹

(Includes all amendments and updates up to and including June 2020)

1.0 Background

The Canadian National Panel for the International Union of Psychological Science (CNP/IUPsyS) is a body that is subordinate to the International Relations Committee (IRC). It replaces the Canadian National Committee for the International Union of Psychological Science (CNC/IUPsyS), which 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 body in support of Canada's affiliation with the IUPsyS. Through the CNP/IUPsyS, the CPA provides support to NRC for Canada's participation in the IUPsyS.

The *Memorandum of Understanding* signed in 2016 by CPA President Kevin Kelloway is attached in Appendix B. This document defines the respective responsibilities of the NRC and the CPA in this relationship. These Terms of Reference describe the administrative structures through which the CPA will ensure that its responsibilities for this relationship are met.

The Head of the CNP/IUPsyS is a member of the CNP/IUPsyS, and reports to the Chair of the IRC. Other members of the CNP/IUPsyS may, if they wish, join the IRC.

¹ The original document was drafted in 2002-2003 on behalf of the Canadian National Committee for the International Union of Psychological Science (CNC/IUPsyS) 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 updated Terms of Reference on October 19, 2012. This 2020 version replaces the prior versions.

2.0 Purpose and Responsibilities of the CNP/IUPsyS

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 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 CNP/IUPsyS. Upon approval by the CPA Board, the name of the nominee will be forwarded to the NRC International Relations Office for official appointment;
- 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);
- 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 Head of the CNP/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 as well as to the Chair of the IRC;
- to provide written reports to the NRC International Relations Office (with a copy to the CPA Board of Directors) 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 as part of the annual report of the International Relations Committee of the CPA.

4.0 Membership

4.1 Composition of Membership

The voting membership of the CNP/IUPsyS shall consist of a Head, plus the Chair of the CPA International Relations Committee, the Chair of the CPA Scientific Affairs Committee, the two CPA Canadian delegates to the IUPsyS General Assembly, three members-at-large who shall be representative of the researchers and subdisciplines within the Canadian psychology community, and one student representative. The CPA Chief Executive Officer (CEO) shall serve as an observer on the CNP/IUPsyS. At the discretion of the CPA 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 CNP/IUPsyS.

A balance in committee membership shall be sought which reflects a broad representation of the diversity of the CPA general membership regarding gender, language and geography.

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.

4.2 Terms of Membership

The Head and the members-at-large of the CNP/IUPsyS shall normally be appointed for four-year terms², renewable once. Exceptionally, however, a Head 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. As such, they shall be members of the CNP/IUPsyS as long as they assume the position that makes them “ex-officio” members of the CNP/IUPsyS.

4.3 Head Appointment

The Head of the CNP/IUPsyS shall be appointed by the IRC following a nomination and election process run by the IRC.

4.3.1. Call for Nominations

CPA Members/Fellows shall be invited to nominate CPA Members/Fellows for the position of Head of the CNP/IUPsyS. Nominators and nominees shall be Members/Fellows in good standing of CPA. Self-nominations shall be accepted.

Preference shall be given to nominees with prior experience of the CNP/IUPsyS and/or IUPsyS.

4.3.2. Nomination Procedure

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 his or her 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.

4.3.3. Voting

Should there be two or more eligible candidates, the IRC shall vote on the nominations. The candidate who obtains the most votes shall become the new Head at the CPA Convention

² Four-year terms for the members-at-large and the Chair shall begin with terms starting in 2020, following the approval of these Terms of Reference by the CPA Board of Directors.

following appointment by the CPA Board. If, by the nomination deadline, only one nomination of an eligible candidate for the position of Head has been received, there will be a vote on the nomination to allow the IRC to exercise its democratic right to choose who will head the CNP/IUPsyS on its behalf. A new call for nominations for Head of the CNP/IUPsyS shall be launched if the candidate fails to obtain less than half of the total votes cast.

If the new Head holds a member-at-large position on the CNP/IUPsyS when appointed to the position of Head, then that member-at-large position will become vacant. The IRC shall appoint a new member-at-large for the remainder of that term, following the procedures below in section 4.4.

4.4.4. Vacancy

Should a Head be unable to complete his or her 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.

4.4 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.

4.4.1. Call for Nominations

CPA Members/Fellows 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/Fellows in good standing of CPA.

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.

4.4.2. Nomination Procedure

Nominations for membership on the CNP/IUPsyS shall specify the person's record of international involvement.

Members shall be nominated and 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 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 his or her 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; and

4.4.3. Voting

Should there be two or more eligible candidates for a specific member-at-large committee seat, the IRC 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 IRC to exercise its democratic right to choose who will serve on the CNP/IUPsyS. A new call for nominations for Head of the CNP/IUPsyS 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 IRC shall make the appointment.

4.4.4. Vacancies

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.

4.5 Canadian Delegate to IUPsyS Appointments

4.5.1. Terms

Canada is entitled to two delegates to the IUPsyS General Assembly. Normally, each delegate shall serve a 4-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., 2020, 2022, 2024). It follows that a delegate will attend two (or four, if renewed) general assemblies at the most during his or her term.

4.5.2. Call for Nominations

CPA Members/Fellows 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.

Nominees shall be Members/Fellows in good standing of the Canadian Psychological Association.

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

4.5.3. Nomination Procedure

Each nomination shall consist of:

- a letter of nomination by a CPA Member or Fellow 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 his or her reasons for wishing to serve;
- a current curriculum vitae of the nominee (including educational background, present and former positions, research and professional activities, participation in psychology organizations, an international congress participation); 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.

Nominations shall be addressed to the Head of the CNP/IUPsyS.

4.5.4. Voting

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 Head 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 gender, language, geographical location, and 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 for Head of the CNP/IUPsyS 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/Fellow to fill the position for the duration of the term.

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

4.5.3 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 CNP/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. This period of replacement shall not count as a first term of appointment as Canadian Delegate.

4.6 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. The appointment shall be made by the CPA Section on Students, following a request from the Head of the CNP/IUPsyS Panel.

5.0 Meetings

5.1 Annual and Special Meetings

The CNP/IUPsyS shall meet as necessary, but no less than once each year.

Meetings may be held in person, by on-line medium (e.g., *Zoom* or *Skype*), or by telephone (e.g., *WhatsApp* or *Messenger*).

The Head and two voting members participating in a duly called meeting shall constitute a quorum for a meeting.³ One-half of the voting membership of the Committee shall constitute a quorum for e-mail voting.⁴

Between meetings, the CNP/IUPsyS may conduct business by e-mail in accordance with a set of procedures approved by the CNP/IUPsyS for introducing and handling motions by e-mail.⁵

5.2 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 Head 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 Council for Science (ICS) affiliations to which NRC adheres;
- representatives of the NRC International Relations Office; and
- any others approved by the Head.

6.0 Canadian Delegates to IUPsyS General Assembly: Responsibilities and Support

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

³ Source: Minutes of the CNP/IUPsyS Panel meeting held in Calgary on June 9, 2006 (item 7).

⁴ Source: *Procedures for introducing and handling motions by e-mail*, as adopted on June 9, 2006.

⁵ Such a set of procedures was adopted by the Canadian National Committee 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
MoU between the NRC and the CPA

– See next pages –

(inserted as PDF)



Handwritten notes in blue ink: "8791VX8" and "86250" with a signature.



26 April 2016

Prof. Kevin Kelloway
President
Canadian Psychological Association
141 Laurier Avenue West, Suite 702
Ottawa, Ontario
K1P 5J3

Dear Prof. Kelloway:

The Partnership Agreement between the National Research Council of Canada (NRC) and the Canadian Psychological Association (CPA), in regards to the Canadian National Committee for International Union of Psychological Sciences (IUPsyS), expired on 31 March 2016.

The Government of Canada's Grants to International Affiliations Program is operated by the NRC and supports Canadian membership in international science and technology organizations. The type and amount of support are set out in an agreement between NRC and the partner organization that is renewed every five years.

NRC has recently updated its practices for these agreements. Previously, these Partnership Agreements were drafted in English only and signed unilaterally by the partner organization. The new agreements are "Memoranda of Understanding" and include the signature of both NRC and the partner organization. Please note that you have the option to request the agreement in French as well as English.

Included with this letter you will find two (2) copies of a Memorandum of Understanding between the NRC and your organization, in English. These have already been signed by NRC. Please sign both copies and keep one (1) signed original for your records.

The second signed original should be sent back to the NRC International Relations Office in the envelope provided. If you would also like to have a French version, please let us know and we will send you two (2) NRC-signed copies in French.

If you have any questions, please contact Mary-Anne Hartlin-Leblanc at Mary-Anne.Hartlin@nrc-cnrc.gc.ca or 613-991-5942.

Sincerely,



Melanie Cullins

Director, International Relations, Government and International Relations

1200 Montreal Road, Bldg. M-58

Ottawa, ON K1A 0R6

Phone: 613-991-0917

Email: Melanie.Cullins@nrc-cnrc.gc.ca

- cc: Mary-Anne Hartlin-Leblanc, International Program Officer, Government and International Relations, NRC
John Berry, Delegate, CNC-IUPsyS, Queen's University
Karen Cohen, CNC-IUPsyS, Canadian Psychological Association
Jennifer Veitch, Research Officer, Construction, NRC
- Att: Two (2) copies of the Memorandum of Understanding for CPA in support of Canada's affiliation with IUPsyS

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN:

National Research Council of Canada (NRC)

A Departmental Corporation created
By Act of Parliament, R.S.C. 1985, c. N-15

AND

Canadian Psychological Association (CPA) In support of Canada's

affiliation with the International Union of Psychological Sciences (IUPsyS)

PREAMBLE:

WHEREAS the NRC, through its Grants to International Affiliations Program (IA), maintains memberships in international science and technology (S&T) organizations on behalf of Canada's scientific, engineering and industrial innovation communities, to enable these communities access to international meetings, networking and knowledge exchange.

WHEREAS NRC maintains affiliations with the International Council for Science (ICSU), a non-governmental organization with a global membership of national scientific bodies and its international scientific unions, as well as other international bodies on behalf of Canada.

WHEREAS NRC shares the responsibility for these international affiliations with Canadian scientific, engineering and industrial innovation organizations, as per sections 1 and 2 of this MoU, and other documents such as this one.

WHEREAS each Canadian scientific, engineering and industrial innovation organization creates and maintains its own Canadian National Committee (CNC), composed of leading Canadian researchers, to support Canada's affiliation with relevant international scientific, engineering and industrial innovation bodies.

WHEREAS NRC and CPA recognise the importance of giving the Canadian scientific, engineering and industrial innovation communities a voice and presence on the international stage to help strengthen the conditions for research and development excellence in Canada.

THE PARTIES AGREE TO THE FOLLOWING RESPECTIVE RESPONSIBILITIES:

1. Responsibilities of NRC

- a) NRC will continue to be the national adhering member with the International Union of Psychological Sciences (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 CPA, and the related CNC regarding the appropriate level of membership with IUPsyS. Should a decision be made by NRC to change the level of membership or not to renew the membership, the opportunity for CPA to maintain the membership will be offered.
- b) NRC and its advisors will provide advice and overall guidance to CPA on the creation and management of the CNC, according to the CNC Terms of References included in Annex A.
- c) Subject to the availability of grant funding, NRC may also award a grant, in the form of a travel allowance to supplement the travel costs, for a non-governmental Canadian delegate to attend related meetings hosted by the IUPsyS as long as the IUPsyS membership has been maintained by NRC. The travel allowance considers eligible and reasonable travel expenditures, within various travel destinations, by a non-governmental Canadian delegate attending an event associated with the respective internationally affiliated organization. The NRC grant represents only a portion of the eligible travel expenditures, and is paid directly to the Canadian non-governmental delegate.

2. Responsibilities of CPA

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. In order to evaluate the relevance and effectiveness of the 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) CPA will act as a liaison between the CNC-IUPsyS and 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 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. CPA will also make itself available to participate in the periodic evaluation of the broader IA Program.

- b) 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 NRC. 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. CPA is responsible for ensuring that the Canadian delegate(s) represents broad Canadian interests and obligations within this forum. 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 participation in an official IUPsyS Council Meeting/General Assembly, 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) CPA will be financially responsible for operating and managing the CNC-IUPsyS and, when applicable, related communications with the Canadian community.
- e) 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 disseminating relevant information obtained about developments in the wider International community to Canadian stakeholders.

3. Duration of the MoU

This MoU shall come into effect upon the date of the last signature and will remain in effect for five years, conditional upon successful annual performance review(s) by an expert panel convened through the IA governing body; and conditional upon the availability of funds for the payment of the IUPsyS membership under NRC's Grants to International Affiliations Program. This MoU can be terminated upon mutual agreement of both parties or with the notice of one party at any time.

AND THE PARTIES HAVE SIGNED THIS AGREEMENT ON THE __ day of _____ 2016.

National Research Council of Canada



Per
Maria Aubrey, President (Acting)
National Research Council of Canada

AND

For the Canadian Psychological Association

Per
Kevin Kelloway, President
Canadian Psychological Association

ANNEX A

Canadian National Committee (CNC) Terms of Reference

In support of Canada's affiliation with an International Organization (IO), the National Research Council of Canada (NRC) enters into a Canadian Partner agreement with a Canadian Partner.

As a representative of the Canadian community working in the field of a specific scientific discipline, the Canadian Partner is responsible for the creation and management of a Canadian National Committee (CNC) in support of Canada's affiliation with the IO. This CNC, in coordination with the Canadian Partner, provides support to NRC for Canada's participation in the IO.

Purpose of the CNC:

- to collect and reconcile the many views of the specific scientific community on relevant issues;
- to identify, represent and promote the capabilities and distinctive competence of this Canadian scientific community internationally;
- to enhance the depth and breadth of the participation of this Canadian scientific community in the activities and events of IO and related organizations;
- to establish the mechanisms for communicating to the Canadian scientific community the views of IO and information about the activities of IO;
- to distribute appropriate documentation, including the IO Newsletter where applicable;
- to attract and stage international events of value to the Canadian scientific community;
- to invite from time to time guest speakers to meetings, workshops or seminars it sponsors; and
- to recommend to the Canadian Partner the nomination of the Canadian Delegate(s) to IO general assemblies, general meetings or council meetings. The Delegate is normally, but not necessarily, a regular member of CNC/IO. Upon approval by the Canadian Partner, the name of the nominee will be forwarded to the NRC International Relations Office for official appointment.

Membership of the Committee

- The Canadian Partner should select the members of the Committee with due consideration of geographical, linguistic and gender distribution of membership as well as to adequate representation of all disciplines covered by the IO, providing the NRC with up to date information on the final composition of and/or any changes to the Committee in a timely manner
- The Canadian Partner will appoint a Chairperson as well as an Executive Secretary for the Committee.
- The Canadian Partner should ensure that there is an appropriate turnover of Committee members in order to encourage the broadest possible participation within this research community.

Observers

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

- Canadian members of the IO Task Groups and official IO committees;
- representatives of the Canadian National Committees of ICSU affiliations to which NRC adheres;
- a representative of NRC International Relations; and
- any others approved by the Chairperson.

Terms

Terms of membership for all regular members of the CNC shall be three years, renewable once.

The Chairperson will normally be appointed for three years even though this may extend his or her term of office as a regular member.

Termination of the membership terms shall be on the 31st of December of the last year of the term or until such time as a replacement has been appointed.

Meetings

The Committee shall meet as necessary, normally once each year, and report to NRC on the meeting results. Between meetings, the Chairperson and the Executive Secretary may obtain decisions from the Committee by means of ballots. One-half of the voting membership participating in a duly called meeting or ballot shall constitute a quorum.

APPENDIX C

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.