



## **Terms of Reference For Members**

*Updated on January 8, 2021.*

# **AGRICULTURE FUNDING CONSORTIUM MEMBERS (the “AFC Members”)**

## **TERMS OF REFERENCE**

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### **INTRODUCTION**

The Agriculture Funding Consortium (AFC) provides coordinated funding and stimulates private/public sector participation for Research and Innovation that supports sustainability, diversification and long-term growth for agriculture and the food industry in Western Canada. The AFC is an informal body that has no legal standing. It is comprised of 14 organizations as follows:

1. Alberta Barley Commission
2. Alberta Beekeepers Commission
3. Alberta Chicken Producers
4. Alberta Canola Producers Commission
5. Alberta Innovates
6. Alberta Milk
7. Alberta Pulse Growers Commission
8. Alberta Wheat Commission
9. Egg Farmers of Alberta
10. Potato Growers of Alberta (not active member)
11. Results Driven Agriculture Research
12. Sask Barley Development Commission
13. Sask Wheat Development Commission
14. Western Grains Research Foundation

Each member is responsible for establishing its own strategic priorities and investment mandates. It is recognized that each member organization maintains its own Terms and Conditions for grants and investments. The intent of the AFC is to provide a one window approach for applicants to submit applications and for funders to review applications and coordinate funding.

### **ROLES**

1. Provide a forum to share information in a positive and cooperative environment with respect to the applications, process and the intent of the AFC.
2. Provide governance for the annual call for proposals and project approval process.
3. Review project applications within the context of each organization's specific priority areas.
4. Identify and bring forward issues of concern related to specific applications submitted to the AFC or the AFC process.
5. Provide funding and/or resources to be actively engaged and support the entire AFC process.

### **ELIGIBLE MEMBERS**

1. Funding agencies and/or commissions which are providing funds for agriculture and food industry research and innovation.
2. Have a mandate to fund projects that can be shown to benefit Alberta agriculture and food industry.

## **MEMBERSHIP SELECTION AND TERMS**

1. Current AFC members may nominate new organizations to the AFC for its approval and invitation for membership.
2. The AFC Terms of Reference will be circulated to all potential members.
3. The AFC meetings shall have one or more representatives from each of the AFC member organizations.
4. An organization that is unable to send a representative to the AFC meetings may provide their input in writing, or, have an alternate AFC member organization provide its input.
5. Members will be asked annually to participate in the AFC prior to the opening of the LOI process.
6. Individuals participating must sign a confidentiality oath.

## **MEMBERSHIP / RESPONSIBILITIES**

All members will work collaboratively, cooperatively, and participate actively in the work of the Agriculture Funding Consortium.

1. Chair of the Committee:
  - Appointed by consensus, one vote per organization and approved, by the AFC members, on an annual basis, prior to the call for LOI's;
  - Reports to the AFC members as required;
  - Chairs meetings as required;
  - Arranges the regular meetings of the AFC;
  - Develops summary spreadsheets of applications throughout the call;
  - Distributes the spreadsheet summary to the members for selection meetings; and
  - Tracks policy and process decisions.
2. Members:
  - Provide information on their respective organization's priorities, interests and abilities;
  - Facilitate proposal review and assessment through their respective organizations; and
  - Members of AFC that have been designated as lead for a specific project are responsible for liaising with the PI throughout the process, organizing the funding partnership, executing the required contract with the research and innovation provider and managing that project throughout its life. It is expected that, when needed, the lead funder completes (and funds) peer reviews, circulates and request feedback on progress reports from all co-funders in advance of approval of progress reports or release of funding instalments. The lead funder may change during the decision-making process, as by consensus by interested parties.

## **MEETINGS:**

It is anticipated that the AFC will meet approximately three times per year for review of LOI's, technical review, and round table discussion of full proposals. The Chair will develop the meeting agenda and circulate it two weeks prior to the meeting. Other meetings may be called as required.

Three annual meetings are anticipated:

- LOI meeting
- Technical review meeting
- Full proposal review meeting

**QUORUM:**

Quorum requires two-thirds of the current membership to be represented in person or via conference call for decisions affecting the AFC processes and protocols.

**DECISION MAKING:**

Majority: the affirmative votes of a majority of the AFC members in attendance at any meeting of the AFC at which quorum has been met are sufficient to pass a recommendation to the members regarding processes and protocols. Only organizations which will potentially fund proposals can engage in proposal selection. All funding decisions are made by the individual organizations, not by the AFC.

**DOCUMENTATION, COMMUNICATION, AND REPORTING:**

1. Documentation: Each member organization is responsible for its own notes and documentation during the AFC process.
2. Communication:
  - There are no official communications from the AFC since it is not a legal entity.
  - The website for the [www.fundingconsortium.ca](http://www.fundingconsortium.ca), that houses information on AFC and the annual calls for applications will be maintained by the Agriculture Funding Consortium and its members.
  - The online application system is housed with Service Alberta and sponsored by Alberta Agriculture & Forestry (AAF) and Alberta Innovates (AI).

**DOCUMENT REVIEW:**

The Terms of Reference of the AFC shall be reviewed annually as decided by the membership.

The process guidelines, on-line application, and contract requirements of the AFC shall be reviewed as required by the membership.

**REMUNERATION**

Each member is responsible for remuneration, travel, and expenses of its delegates to the AFC.

**CONTRIBUTIONS**

Members will contribute to the maintenance of the website and/or the on-line application system, as required.

Each member is responsible for confidentiality of all applications and documents within AFC.

All proposals are considered confidential except for the:

- Title;
- Applicant;
- Applicant's organization; and
- Amount requested from the AFC, total project cost and a brief communication summary to avoid duplication – for AFC member use only.

All applications are to be kept within the AFC membership unless approval has been received from the applicant to share the application or other documentation with potential funders that are not members of AFC (i.e. NSERC).

Once approved for funding, the security, handling and confidentiality of all applications becomes the responsibility of the funding organizations that provide the funding.