

# Terms of Reference

## **Purpose of Partnership**

[Insert description of the purpose of the partnership and program]

## **Role of the Committee**

The Partnership is accountable for:

- the successful implementation of the Project as per the Project Plan Outline
- arriving at a consensus on the content and dissemination of communications, information and data related to this Project.
- attending scheduled meetings of the Partnership, and if necessary nominating a proxy;
- within the Partnership, communicating openly and sharing concerns, updates, and information on an ongoing basis;

Members of the Partnership expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner;
- to be given reasonable time to make key decisions;
- to be alerted to potential risks and issues that could impact the project, as they arise;
- open, honest and respectful discussions;
- ongoing 'health checks' to ensure the overall status and 'health' of the partnership.

## **Activities of the Committee**

[Insert description of Committee Activities and Objectives]

## **Composition of the Committee and Responsibilities**

[Insert members and roles/responsibilities]

## **Meetings**

Meetings will be held as deemed necessary.

## **Term**

This committee is effective for the duration of this Project and related academic actions, including publications and knowledge translation.

## **Conflict Resolution**

The Partners realize that it is not possible to fully foresee and address issues that will come up in the course of the Project Implementation.

We expect that all Partnership members will endeavor to resolve issues in a collaborative manner, in the interest of the overarching importance of the Project to the youth ultimately benefiting from it.

## **Terms of Reference**

Also all members will remember the mutual interest and motivation they have in carrying out this Project to the best of their capacity, including the outlined steps and processes outlined in this Terms of Reference, in a spirit of close collaboration, mutual assistance and mutual consensus.

In cases of non-consensus, the team/Project lead will appoint an arbiter to discuss, consult, and arrive at a particular resolution agreeable to all.

This Terms of Reference will serve as a reference manual to help with resolutions of conflicts.

Of course in case of an unresolvable conflict, we will include a member of the Movember Foundation in the process of arbitration to decide whether the Project can go forward or not.