

## Terms of Reference

### CIAR Advisory Committee

#### Purpose

The Committee provides advice to the Centre for Innovation and Applied Research (CIAR) by bringing an objective and informative perspective to CIAR's eight (8) pillars of activity.

#### Duties

The Advisory Committee will continually review and advise on:

1. Industry and community relations
2. Research Commercialization
3. Intellectual Property Protection
4. Entrepreneurship Development
5. Business Incubation
6. Global Business Accelerator
7. Customized Training
8. Community Outreach

#### Chair and Secretary

The Chair of the committee is the Director of CIAR and the Secretary is the Manager of CIAR.

#### Membership *(Membership List Attached)*

The Committee will be composed of 9 members consisting of the

- Industry/community representative (4)
- Students (CSA or GSA representative (1))
- CUE community member (1)
- Manager CIAR
- Director CIAR
- VP-EAIR

Members are invited to join for an initial term of 12 months with a possible reappointment for another 24 months.

Ad-hoc sub-committees may be formed as specific issues and projects requiring dedicated resources arise.

### Conflict Resolution

When differences arise, those involved should consult and adhere to the 'Conflict Resolution Policy'.

### Decision Making Process

This is a non-decision making committee.

### Quorum

The quorum for any meeting of the Committee shall be two-thirds of its membership.

### Meetings

Committee members attend a minimum of two times annually (either face-to-face and via teleconference as required) and may become involved in subcommittee activities.

The Manager CIAR, maintains and circulates the agendas and minutes.

### Remuneration

Members serve as volunteers without remuneration, but are entitled to reasonable expenses incurred in the Exercise of their duties (e.g., parking at CUE).

### Membership List

Name	Position	
	Student representative	
	Industry/Community representative	
	Industry/Community representative	
	Industry/Community representative	
	Industry/Community representative	
Isha Katyal	Manager CIAR	
Patrick Kamau	Director CIAR	
Manfred Zeuch	Vice President External Affairs and International Relations	