



BOOSTING SOCIAL SCIENCES AND THEIR CONTRIBUTION TO BETTER LIVES ACROSS THE INDO-PACIFIC

TERMS OF REFERENCE FOR PROGRAM STEERING COMMITTEE

1. OVERVIEW

The 'Boosting Social Sciences and their Contribution to Better Lives across the Indo-Pacific' program is a collaborative partnership between the Association of Asian Social Science Research Councils (AASSREC) and the Global Development Network (GDN). Funded by a grant from Canada's International Development Research Centre (IDRC), the program will focus on mapping and understanding the current state and opportunities for social science; supporting high-priority research initiatives through research grants, policy papers and researcher mentoring activities; and by connecting and empowering social science research organisations, councils and funders across the region to collaborate and engage with policy-makers to enhance research impact and improve lives.

The AASSREC Secretariat, hosted by the Academy of the Social Sciences in Australia, will be responsible for the management and financial oversight of the program.

More information about the program and its components is available at:
<https://aassrec.org/boosting-social-sciences/>

2. STEERING COMMITTEE ROLE

The role of the Steering Committee is to provide advice and direction on the implementation of the "Boosting Social Sciences and their Contribution to Better Lives across the Indo-Pacific" program. This includes advice on the strategic direction, implementation, engagement, evaluation, and reporting on the suite of activities comprising the program.

A separate Grant Review Committee will review and assess applications for the research grants administered via the program.

3. COMMITTEE MEMBERSHIP

The membership of the Steering Committee comprises:

- Up to three members nominated by AASSREC (including a Committee Chair)
- One representative nominated by the IDRC
- One representative of GDN
- One representative of UNESCO
- One representative of the Academy of the Social Sciences in Australia
- Representatives from other research funding agencies, organisations, or governments (subject to program funding contribution)

Committee members are appointed by the AASSREC Executive Council.

The Committee composition shall seek to balance representation with regard to gender, geography, and social science disciplines.



Proxy membership will be approved with the prior agreement of the Chair. The Committee may invite additional persons to participate in meetings if it is considered that additional skills and experience would benefit a specific program or add value to the general performance of the Committee.

The AASSREC Secretariat will provide support to the committee and the Secretary-General will act as Committee Secretary.

The Committee Chair is responsible for working with the AASSREC Secretariat to ensure effective operation of the Steering Committee. The Committee Chair will attend meetings of the Executive Council during their term and will report to the Executive Council the advice and relevant activities of the committee.

4. MEMBERSHIP TERM

The term of membership of the Steering Committee is 2.5 years (commencing 1 November 2023).

5. COMMITTEE MEETINGS:

The Committee will meet a minimum of three times per year, primarily by video conference, with additional meetings to be scheduled as needed.

The Committee Chair shall, in consultation with the Secretariat, create an annual meeting plan. Committee meetings will be scheduled at the discretion of the Committee Chair but in consultation with other Committee members and the AASSREC Secretariat.

AASSREC staff shall prepare meeting agendas in consultation with the Committee Chair. Meeting agendas and papers will be circulated to Committee members prior to the meeting. AASSREC staff shall record minutes of each meeting in English, and these minutes will be provided to the AASSREC Executive Council for their reference.

6. WORKING MODALITIES

The Committee will conduct its work via online communications. Any authorized travel expenses incurred by a committee member in the course of their work will be covered by AASSREC.

It is anticipated that members of the Committee will be expected to dedicate on average four hours per month to committee work. This includes the preparation for and attendance at meetings, response to requests sent outside of meetings, and other active engagement outside formal meetings in pursuing and implementing agreed actions and responsibilities.

7. CONFLICTS OF INTEREST

Members of the Committee will be asked to declare material conflicts of interest annually and at each meeting with respect to any applications or proposals being considered.

8. ENDORSEMENT

These terms of reference have been reviewed and endorsed by the AASSREC Executive Council on 10 November 2023.