

TERMS OF REFERENCE – TRAVEL OUTSIDE OF CANADA COMMITTEE

Authority

The Memorial University Travel Outside of Canada (TOC) Committee is established under the authority of the Provost and Vice-President (Academic) for the purposes of reviewing and assessing the risk management and personal safety plan of University members travelling to international destinations deemed high risk, i.e. with a Department of Foreign Affairs, Trade, and Development travel advisory of “*Avoid Non-Essential Travel*”.

Membership

Director, International Office (Chair)

Chief Risk Officer or delegate

Director, Human Resources or delegate

Director of Faculty Relations or delegate

Director of Student Life or delegate

The General Counsel or delegate

Operations

The TOC Committee meets as needed and in respect of timelines associated with the travel plans being reviewed.

The Chair of the TOC Committee collects the records and documents of the Committee’s work and ensures that such records and documents are appropriately stored and retained in the International Office.

Decisions of the TOC Committee shall be communicated to the individual who requested the review and the Unit Head, in writing and promptly.

The TOC Committee may seek advice, as appropriate.