

PARTNERSHIPS FOR CANNABIS POLICY AND EVALUATION

NEWFOUNDLAND AND LABRADOR

Panel members are asked to maintain the confidentiality of their fellow members. The Team is not responsible or liable for any breaches of confidentiality by fellow panel members, or the consequences thereof.

Membership will not exceed 25.

Accountability:

Panel members will report back to the Project's Nominated Principal Investigator ("PI"), Dr. Jennifer Donnan, or Team member(s) designated by the PI. This may include the Project Manager, the Chair, or another investigator on the Team.

Review:

These Terms of Reference will be reviewed and agreed upon by the Panel on a schedule determined by the Panel.

Working methods:

The Panel will meet with the Team **twice annually** for three years to discuss Project updates and provide advice to the Team on direction and priorities. Meeting dates will be agreed upon by the Panel at update meetings.

These twice annual meetings may include:

- an initial meeting to agree on Terms of Reference and discuss the Project
- a final workshop meeting of all parties involved in the Project, including the Panel and any other bodies
- update meetings in the Spring and Fall

The **Needs Assessment** to be held in 2020 is in addition to the twice annual Project meetings.

Outside of these meetings, the Team may communicate with the Panel via email for advice on public-facing documents or other, similar matters.

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Panel decisions will be made by majority vote of all members present, except the Chair. In the case of a tie vote, the Chair will cast the deciding vote. Decisions by email shall be decided as soon as a quorum of Panel members have agreed.

Meeting agendas will be set by the Chair in coordination with the Team, and circulated via email by the Project Manager (or another Team member at the PI's discretion) at least two weeks in advance of meeting dates, along with any other documents for the Panel to review.

Confidential materials that cannot be sent via email may be distributed by alternate means to be decided upon by the Panel. Contact information for Panel members shall be made available to Panel members upon request, with the express consent of all parties involved.

Meetings will be led by the Chair, and organised by the Chair or Project Manager at the direction of the Panel. The Project Manager (or another Team member at the Panel's discretion) shall act as Secretary.

Compensation

Panel members may choose to receive compensation at a rate of \$25/hour for time spent at meetings, workshops, and providing other advisory services. This compensation will be paid by cheque from Memorial University on a periodic basis. To issue compensation, Memorial University may require a member's Date of Birth and Social Insurance Number. If Panel members choose to receive compensation, a T4 will be issued by Memorial University at the beginning of each calendar year.

Panel members are advised to consider the impact compensation may have on their income tax statements. Hourly compensation is considered taxable income for the purposes of the Canada Revenue Agency.

If Panel members choose not to be compensated at an hourly rate, other methods of compensation may be considered in consultation with the Team.

Other compensation, such as for travel to and from meetings, parking, or other considerations may be made available by the Team.



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