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Panel Terms of Reference – Ratified October 20th, 2020

Purpose

The **Cannabis Policy Evaluation Stakeholder Advisory Panel** (“Panel”) is a committee of representatives from relevant stakeholder groups (“stakeholders”) who provide direction, advice, and opinions to the **Cannabis Policy Evaluation Research Team** (“Team”). The purpose of the Panel is to ensure that the **Newfoundland and Labrador Cannabis Policy Evaluation Project** (“Project”) proceeds with input from knowledge users who have been impacted by cannabis legalization.

Membership:

Panel membership is by invitation only to individual stakeholders identified by the Team or recommended to the Team by members of relevant stakeholder groups.

Members may serve on the Panel for up to **3 years** (or until the end of the Project) if they so wish.

Panel members who have not communicated with a member of the Team in the space of a single calendar year may be removed by a majority vote.

A Panel Chair (“Chair”) will be appointed by the Team to lead the initial panel meeting. A different Chair (or rotation of Chairs) may be chosen by the Panel by a majority vote of partners.

Members may be asked to sign a Non-Disclosure Agreement or other confidentiality agreement prior to participating in the Panel.

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.

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POLICY AND EVALUATION
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Review:

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

Working Method:

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.

Meetings of the Panel will include:

- Update meetings held twice annually
- A **Needs Assessment Workshop** to be held in November 2020
- A final workshop meeting of all parties involved in the Project, including the Panel and any other bodies

Outside of these meetings, the Team may communicate with the Panel via email or phone for advice or assistance with developing and disseminating policy documents, or other similar matters.

In-person 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. A quorum in this instance shall be half of all active Panel members, plus one.

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.

www.mun.ca/pharmacy/research/cannabiseval/index.php