Terms of Reference

1. Purpose

The CSN is the national voice of academic and clinical nephrology in Canada, and the Society has increasingly supported research training and education. The CSN created a standing Scientific Committee, to continue the work of the Ad Hoc Committee to advance the cause of kidney research in Canada, with the following long-term objectives:

1. The CSN Scientific Committee will continue to promote kidney research in Canada by focusing on the following issues:
    a) Human Resource issues: retention and recruitment of scientists, attention to gender-specific recruitment issues, and appropriate salary support mechanisms to improve infrastructure funding for local research initiatives.
    b) Advocate for the development of infrastructure to support multicentre clinical research in Canada.
    c) Improved availability and funding of research training positions.
    d) Partnerships with industry and other stakeholders, including the Kidney Foundation, to increase kidney research funding and capacity.
    e) Improving communications amongst kidney researchers.
2. The CSN Scientific Committee will endeavor to increase the attractiveness of the CSN to both basic and clinical research scientists, and to provide a forum for researchers to discuss policy issues.

2. Frequency of Meetings & Attendance

Full committee meetings will be held every 3-4 months via teleconference, including one face-face meeting per year scheduled around the CSN Annual General Meeting if it coincides with the meeting schedule. (i.e., ~3 total meetings per year).

Committee members should make every effort to attend all meetings and are expected to review material and provide feedback to the Chair/Vice Chair when unable to attend.

Participation in at least 67% of meetings is required, barring extenuating circumstances. Attendance will be monitored by the CSN administration.

3. Governance

A quorum for a meeting is constituted by a simple majority, with at least 50% + 1 of the Committee members are present either in person (when applicable) or by video/teleconference. A meeting can only proceed, and decisions can only be made, if the quorum is met. If the quorum is not met, the meeting may be adjourned and rescheduled.

All members on the Committee are voting members, except administrative staff, ad hoc members and/or guests. The result of any vote on a change in major policy or procedure requires subsequent discussion and approval by the CSN Officers.

Voting Procedures:

- Decisions shall be made by a simple majority vote of the members present.
- Each member shall have one vote. In the case of a tie, the Chair shall cast the deciding vote.
- Votes must be cast by members who are present at the meeting in accordance with CSN bylaws. Proxy or absentee voting is not permitted.

4. Membership & Member Selection

The proposed members of this committee will represent a diversity of basic and clinical kidney research interests across Canada. Members of the committee (and Chairperson[s]) will be selected by the President of the CSN.

Members will serve on this committee for a period of three (3) years. Initial members may be asked to serve shorter terms (1-2 yrs), to provide continuity to the committee membership. The Chair will serve for a period of three (3) years, and for no more than two (2) consecutive terms.

New recruitment of members, and current membership will be reviewed annually. New potential members to the Scientific Committee will be reviewed for suitability by the Scientific Committee and appointed by the CSN Scientific Committee Chair.

New potential members will be recruited by the following methods, but not limited to:

1. General call for applicants through the CSN website,
2. Recommendation by current Scientific Committee members or any CSN member OR
3. Recommendations by professional societies (e.g. CST, CAPN, CSN).

The Scientific Committee shall consist of a minimum of (13) members and a maximum (18) members. All committee members must be active members of CSN.

Specific skill sets will be posted to reflect the needs of the committee, considering geographic representation, gender balance, and upholding equity, diversity, and inclusion. Appropriate candidates will be appointed by the Chair and/or President of the CSN, with a commitment to creating a diverse and inclusive environment that reflects the broader community we serve.

Potential applicants will also be reviewed for clinical expertise, conflict of interest, professional writing ability, experience in writing guidelines, experience in guideline development methodology, willingness to participate actively in content development process, ability to meet deadlines, etc.

Chair and Vice-Chair roles must be held by committee members based in Canada.

Immediate Past Chairs will remain as voting members of the committee for one year after their time as Chair. After this period, they will be invited to serve as non-voting (Emeritus) members of the Committee to ensure transfer of knowledge and committee memory.

All committee members must be active members of CSN if they have voting privileges.

Role	Selection Criteria	Term Limit
Chair	Served at least one term on Scientific Committee and selected by CSN membership.	3 years, *2 term limit*
Vice-Chair	Appointed by the Scientific Committee Chair. Prior serving Scientific member for 2 years or longer.	3 years, *2 term limit*
Past-Chair	After term as Chair, individual will move automatically to Past-Chair role for a 1-year term.	1 year, *Optional second year at Chair/CSN President's discretion*
Emeritus Member	In this non-voting advisory role, past chairs will contribute to discussions and committee activities.	*1 year,* *no term limit*
Member(s)	CSN members in good standing.	3 years, *2 term limit* *unless vacancies exist and continued active involvement*

Responsibilities

a. Chair

The Chair is responsible for the following:

- Chairing all Committee meetings.
- Consulting with CSN Administration to draft/distribute meeting agendas and minutes.
- Reporting to the CSN President/Officers through sharing of all meeting minutes and documents.
- Preparing an annual report for presentation to the CSN Board and the CSN membership at the Annual General Meeting. This report will also be communicated to the Kidney Foundation of Canada and the Chair of the Kidney Foundation Research Council.
- Preparing progress reports for publication within CSN newsletters as requested by the CSN President or CSN Director of Operations.
- Assigning action items to Scientific Committee members including mutually agreed upon timelines
- Reporting all potential conflicts by any Committee member to the CSN Admin Office – Director of Operations, who manages and reviews the conflicts with the CSN Officers.

b. Vice-Chair

The Vice-Chair is responsible for the following:

- Performing duties as delegated by Chair.
- Acting as proxy for Chair in their absence
- Disclosing any potential conflicts of interest to the Chair.
- Performing all duties of Committee member (see below).

c. Committee Members

Members are accountable for contributing to the effectiveness of the committee by:

- Disclosing any potential conflicts of interest to the Chair.
- Liaising with CSN members to assist with information dissemination.
- Assisting in the review of abstract submissions for the CSN AGM Scientific Meeting.
- Completing action items as assigned.
- Actively participating in all meetings; being open, honest, and transparent; discuss matters respectfully and professionally and being open to other member's ideas and perspectives to work together to advance the purpose/mandate of the Committee.
- Participating in at least 66% of meetings, barring extenuating circumstances.

Membership will be reviewed if participation does not meet terms of reference criteria.

d. CSN Administration

The CSN Administration is responsible for the following:

- Providing administrative support for meeting organization and meeting minute taking.
- Working closely with the Chair and Vice Chair.

5. Emeritus Committee Member

The Emeritus Committee Member designation is an honorary status granted to former Chairs of the Committee who have demonstrated significant contributions and exemplary service. This role allows for the continued involvement of experienced leaders, providing historical knowledge, mentorship, and strategic guidance to current committee activities.

Responsibilities

- Serve as an advisor to the Committee, offering insights based on prior experience and institutional knowledge.
- Participate in committee meetings as requested, providing input on key discussions and decisions without assuming active project or task responsibilities.
- Engage in strategic discussions to support the committee's goals and objectives.

Voting Rights

Emeritus Committee Members are non-voting members of the committee. Their input is valued in deliberations, though their participation in formal votes is limited based on the committee's requirements.

***NOTE**: If an Emeritus individual wishes to have voting rights, approval must be reached by Committee consensus and would apply for the individual's duration on the Committee.*

Meeting Attendance

Emeritus Committee Members are encouraged, though not required, to attend all scheduled committee meetings. Their attendance is at the discretion of the committee Chair and may be requested for meetings where their expertise and historical perspective would be beneficial.

6. **Exclusion from Membership Cap**
   Emeritus Committee Members are honorary participants and, as such, are not counted within the maximum number of committee members allowed under the TOR. This designation ensures the committee retains sufficient capacity for active roles.

7. Funding

The Scientific Committee must not have any direct responsibility for fund-raising to support activities that fall under our purpose and mandate. The CSN Officers will be responsible for securing funds and resources to all the Scientific Committee to perform its responsibilities. This may include, but not be limited to minute taker, etc.

8. Approval Date

Approved by the Scientific Committee | 09JAN26

9. APPENDIX A: BACKGROUND

Research relevant to individuals with kidney and urological diseases is found in every biomedical research-intensive University in Canada, as well as many of the hospital-based research institutes. For the first time, Canadian researchers from all geographic regions and disciplines gathered at the Horizons 2000 and Horizons 2015 Consensus Strategic Planning Conference along with major stakeholders such as the Kidney Foundation of Canada, as a prelude to the creation of the Canadian Institutes for Health Research (CIHR).

The Horizons 2000 conference identified a critical goal to be achieved over the next 5-10 years: Building research capacity in the fields of kidneys/urological disease/transplantation through enhanced communication, collaboration and funding. Since the CIHR has not provided a specific mandate for targeted research in kidney/urological disease and transplantation, the Kidney Foundation of Canada Research Council recommended that a National Research Coalition be struck (co-chaired by Drs. Patrick Parfrey and David Ludwin) to identify the next steps in advancing the recommendations of the Horizons 2000 Conference. The members of this coalition represent leadership in all areas of kidney disease and transplantation research. A task force was struck to identify potential initiatives, and a final report was submitted to the Kidney Foundation in June 2002. This report identified new opportunities for kidney research in Canada, as well as strategies and tactics to increase research capacity.

The National Research Coalition Task Force recommended that enhanced communication, collaboration and funding for kidney research across Canada requires an organizational structure led by scientific investigators. The Canadian Society of Nephrology (CSN) represents the most appropriate organization to perform this task. In 2002, the CSN created an Ad Hoc Scientific Committee to focus on strengthening kidney research capacity in Canada. In 2005, the CSN reaffirmed the need for the Scientific committee, reconvened the committee and created a standing committee of the CSN.

Between 2002-2005, the committee focused its work on the design, development, and implementation of the Kidney Research Scientist Core Education and National Training Program (Krescent), a unique collaboration between the CSN, KFOC, CIHR, industry, and other stakeholders, which will enhance research training capacity over the next 6 years.

In November 2007, members of the renal research community assembled for a strategic planning initiative called Horizons 2015: Enhancing Excellence and Capacity in Kidney Research, with the mandate to define both the strategic directions and mechanisms for increasing capacity in renal research over the next 8 to 15 years. This meeting was a co-ordinated effort, resulting from collaborations between the Kidney Foundation of Canada, the Canadian Institutes of Health Research (Institute of Nutrition, Metabolism and Diabetes), the Canadian Society of Nephrology, and the Canadian Society of Transplantation. After consideration of the Horizons 2015 Consultation Report, the Kidney Research Recommendation Group (KRG) has been charged with moving forward the recommendations and priorities identified by the Horizons 2015 meeting. The CSN Scientific Committee will work with the KRG to provide input into this process.