

Rules and Procedures – Water Economics, Policy and Governance Network (October 16, 2013)

1. Mission

The goal of the Water Economics, Policy and Governance Network (WEPGN) is to build knowledge and facilitate exchange between social science researchers and partners, thereby increasing the application of research to decision-making and enhancing water's sustainable contribution to Canada's economy and society while protecting ecosystems. Its objectives include building a vibrant and productive network of partnerships that will do the following:

- (i) provide Insights by mobilizing knowledge from social sciences perspectives to improve our understanding of water's role in Canadian society and economy;
- (ii) strengthen Connections by facilitating a multidirectional flow of knowledge to promote more efficient and sustainable water management and;
- (iii) provide high-quality training experiences to undergraduate and graduate students.

2. Activities

WEPGN researchers and partners work in multidisciplinary teams in order to carry out the following activities:

- (i) carry out multidisciplinary research projects which are organized around the following themes: water and economy; information and decision-making; institutions and community; science and water policy and survey methodologies;
- (ii) conduct training of students, post-doctoral fellows and research staff;
- (iii) undertake Knowledge Mobilization activities.

3. Governance

WEPGN activities are governed by the appropriate academic and financial regulations as set out by Brock University and Tri-Council policies. Activities of individual researchers are governed by his/her home university's regulations and by the WEPGN Memorandum of Understanding.

3.1 Board of Directors

Purpose: the Board of Directors (BOD) is responsible for the overall governance of the network. The BOD will be composed of a Chair, the Program Director, 1 researcher representatives and 2 partner representatives. The BOD will:

- approve and update budgets and Network Research Plan annually;
- approve applications for new Network Partners;
- approve annual reports, financial and other reports for submission to SSHRC;
- develop and approve Network policies and by-laws.

Meetings: It will meet annually at the Network conference and hold quarterly conference calls.

Membership: The BOD members are initially appointed by the Program Director for a period of two years. Subsequently, partner and researcher representatives will be elected by researchers and partners, respectively, participating in the Network. The Chair will be chosen by the Board.

3.2 Research Management Committee

Purpose: Manages WEPGN's research program. RMC is responsible for:

- reviewing research proposals;
- monitoring performance of and evaluation of projects' progress;
- making recommendations to the Board regarding additions to projects, project termination, and allocations and adjustments of funds and budgets;
- carrying out the Phase 2 call for proposals in year 3.

Meetings: Meets annually at Network conference and holds conference calls as required.

Membership: The RMC is composed of the Program Director, 1 researcher representative, 3 partner representatives and the Vice-President (Research) of Brock University *ex officio*. Members are initially appointed by the Program Director for a period of two years. Members will be subsequently appointed by the Board of Directors.

3.3 Program Director

The Program Director is responsible for the general management of WEPGN's operations, including the following:

- (i) directing overall scientific direction, coordination and management of the research program;
- (ii) preparing reports to SSHRC, Brock University or other agencies;
- (iii) providing advice to the Board of Directors including recommending new partners;
- (iv) recruiting and hiring the Network Manager and Knowledge Mobilization Manager;

- (v) communicating the Network's objectives and activities to the research community and partners;
- (vi) representing the RMC on the Board of Directors.

3.4 Research Coordinator

The Research Coordinator reports to the Program Director and is responsible for all management issues associated with administration of the Network's activities in support of the research program including the following:

- (i) overseeing preparation of financial and other reports;
- (ii) development and implementation of Knowledge Mobilization strategy;
- (iii) intellectual property issues;
- (iv) planning and organization of general meetings.

4. Membership

- (a) The Network is composed of Principle Investigators (PI), Collaborators, the Program Director, the Research Coordinator, members of the Board of Directors, members of the Research Management Committee, representatives of Partner organizations, and students and postdoctoral fellows working under the direction of PI's.
- (b) A Principle Investigator is a Tri Council-eligible researcher who is conducting research approved by the Board and is receiving funding from the Network. All PI's must sign the Network Memorandum of Understanding and abide by its conditions.
- (c) Collaborators and representatives of Partner organizations are participants in the Network whose roles are defined by the applicable SSHRC regulations.
- (d) The Board reserves the right to approve the addition of any new Partner organizations to the Network.

5. Financial Management

- (a) All expenditures by the Network will be governed by the appropriate regulations established by Tri-Council and Brock University.
- (b) Principle Investigator responsibilities regarding expenditure of Network and Partner funds will be governed by the terms of the Network MOU as well as appropriate regulations established by Tri-Council and the PI's University.
- (c) The Board of Directors is responsible for approval of PI budgets and all expenditures related to operation of the Network.
- (d) The Research Coordinator will provide quarterly financial updates to the Board.

6. Meetings

- (a) The Network will hold a business meeting annually. Attendees will include researchers, the Program Director, the Research Coordinator, Board members, RMC members and partner representatives. The purpose of the meeting will be to report on researchers' progress, promote knowledge mobilization and discuss matters related to the Network's operations. The Board of Directors will hold a separate meeting during the annual business meeting.

7. Dispute Resolution

- (a) If a dispute arises between participants of the Network, the participants commit to initially negotiate in good faith and use their respective best efforts to resolve the matter in a fair, reasonable, and timely manner.
- (b) If the dispute cannot be resolved within a reasonable period of time to either participant's satisfaction, either participant may refer the dispute to the Network's Board of Directors, which will attempt to resolve the dispute in an impartial, objective and transparent manner.
- (c) If the dispute is not resolved by the Network's Board of Directors to either participant's satisfaction, a participant may request by written notice to the other participant that the dispute be escalated to each participant's senior management, which for Brock University shall be its Vice-President, Research or designate. If such a request is made, each participant shall make its senior management appointee available to meet within thirty (30) business days after the request is received.
- (d) If the dispute is not resolved by the participants' senior management within thirty (30) days of meeting, the dispute shall be submitted to arbitration. The participants shall appoint an arbitrator, and if the Parties cannot agree upon an arbitrator then such an arbitrator shall be appointed by a Judge of the Superior Court of Justice of Ontario, upon the application of either of the participants. The arbitration shall be held in a major Canadian City that is relatively equidistant from the participants. The arbitration will proceed in accordance with the provisions of the Arbitration Act, 1991 (Ontario). The participants shall each bear their own expenses and shall share the cost of the arbitration equally unless otherwise awarded by the arbitrator.

8. Amendments

The Rules and Procedures may be amended at any time by the Board of Directors.

Approved by WEPGN Board of Directors October 16, 2013.