



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

## Immigration Advisory Committee Research & Working Group Terms of Reference

### Mandate

CBIE is the national voice advancing Canadian international education by creating and mobilizing expertise, knowledge, opportunity and leadership.

Building on the Immigration Advisory Committee's (IAC) work, including the development of a suite of briefing notes (BN), the Immigration Advisory Research & Working Group will work to illustrate the extent to which new changes or interpretation of immigration regulations impact the international student experience, and Immigration, Refugees and Citizenship Canada's (IRCC) ability to efficiently and effectively operationalize the International Student Program.

The Immigration Advisory Research & Working Group's mandate is to:

- Support the CBIE IAC in articulating the impact of the BNs' pressing issues
- Quantify, through different modalities, the IAC's BNs
- Elevate IAC's briefing note recommendations

### Activities

The Immigration Advisory Research & Working Group:

- In alignment with IAC's BNs, develops frameworks to collect CBIE membership data on the impact of IRCC regulations and Program Delivery Instructions on students and IRCC processes
- In alignment with the IAC's BNs and under the leadership of CBIE's Research Officer, proposes and develops research design options, determines frequency of survey deployment and analysis, and organizes and analyzes collected data
- Makes recommendations to the IAC on how to present and articulate said data

### Membership

The Immigration Advisory Research & Working Group consists of a minimum of 5-6 members, including a working group chair.

The IAC appoints members on an annual basis through a recommendation process.

The working group shall be representative of the CBIE membership, including education sectors (universities, colleges, cegeps, institutes, school boards and schools) and regional balance (Quebec,

Ontario, Atlantic, Prairies, and British Columbia). Other considerations include: (i) experience within the field of immigration, in particular with international students, and members should be active practitioners within their institution; (ii) experience undertaking research on international education and immigration matters at the graduate level; and, (iii) experience organizing, interpreting and analyzing data.

Members serve on a volunteer basis for the initial pilot year period, with the possibility to extend.

The commitment will be up to five hours per month.

### **Meetings and Communication**

Meetings will be held once every two months and will align with the IAC's meeting schedule and workflow. Meetings will be held by teleconference or through other digital modalities.

Working group members are expected to attend all meetings. Meeting materials, including agendas, briefing notes, and any other relevant updates will be sent out in advance. Members are expected to read all relevant documents and be prepared to work on working group deliverables.

### **Reporting Structure**

The Immigration Advisory Working Group will report to the IAC (Co-Chairs) and present key issues, topics and concerns to the IAC during regular monthly meetings. The IAWG will also work closely with senior IAC members on the writing and refinement of IAC briefing notes.