



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

CBIE's Immigration Research & Working Group (RWG)

Terms of Reference

May 2023

1. Description

The Canadian Bureau for International Education (CBIE) is the national voice advancing Canadian international education by creating and mobilizing expertise, knowledge, opportunity, and leadership.

The Immigration Research & Working Group (RWG) will work to illustrate the extent to which 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.

2. Mandate

The RWG's mandate is to:

- Support CBIE leadership in articulating pressing international student immigration issues
- Develop comprehensive reports and recommendations for IRCC on targeted themes or issues
- Work in collaboration with CBIE leadership, and the CBIE Immigration Advisory Committee (IAC), as needed

3. Activities

The RWG:

- Develops frameworks to collect CBIE membership data on the impact of IRCC regulations and Program Delivery Instructions on students and IRCC processes
- Proposes and develops research design options, determines the frequency of survey deployment and analysis, and organizes and analyzes collected data
- Prepares comprehensive reports and recommendations to be submitted by CBIE to IRCC.
- Presents findings and recommendations from reports to relevant stakeholders, as needed and in collaboration with CBIE leadership and the IAC.

4. Membership

The RWG is an appointed committee comprised of theme-specific research sub-groups. Members serve on a volunteer basis for the duration of their report cycle, not for a pre-determined length of time. The report cycle may include but is not limited to following points of process: identification of the topic & research question, data collection, supplementary

research, report writing, consultation process, revision(s), presentation of the report to CBIE and/or to IRCC, and follow-up actions.

RWG members have the possibility to extend their terms by proposing follow-up actions, supplementary reports or other next steps, to be approved by CBIE. Additionally, RWG members have the opportunity to propose new themes for study that would create new research sub-group, or to transfer into an active sub-group.

CBIE will appoint members to sub-groups on a cyclical basis either via a recommendation process (by members of the CBIE secretariat and/ or committee members) or via a call for expressions of interest sent out to CBIE's network.

The RWG members should hold at least one of the following criteria:

- i) be actively working within a CBIE member institution;
- ii) hold experience within the field of immigration, in particular with international students;
- iii) Hold experience undertaking research on international education and immigration matters at the graduate level;
- iv) Be experienced in organizing, interpreting and analyzing data.

The working group shall strive to 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 the Territories, and British Columbia).

The commitment will be up to five hours per month.

The RWG is chaired by a CBIE representative, who should also be the Co-Chair of the CBIE Immigration Advisory Committee (IAC). The Chair is responsible for RWG administration support and coordination between the CBIE secretariat, CBIE's institutional membership, CBIE Committees (IAC, SACE PLC, etc.) and various stakeholders (governmental, corporate and otherwise, including but not limited to IRCC).

The other IAC Co-Chair (non-CBIE representative) and CBIE's Immigration Lead (or ISIEP Manager) may be invited to attend meetings as-needed.

5. Meetings and Communication

Meetings will be held once a month. 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.

6. Reporting Structure

The RWG will report to CBIE directly. Ongoing communication between the IAC and the RWG will take place via the CBIE IAC Co-Chairs. Key issues, topics and concerns to both the IAC and RWG may necessitate joint meetings on an as needed basis.