



IMMIGRATION ADVISORY COMMITTEE (IAC)

TERMS OF REFERENCE

MAY 2024

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1. Description

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

Established in 1994, the CBIE Immigration Advisory Committee (IAC) is a voluntary group of International Education practitioners from across education sectors and regions in Canada who work to identify and resolve critical and systemic immigration issues affecting international students. Through CBIE, the IAC provides informed, evidence-based communications with Immigration, Refugees, and Citizenship Canada (IRCC) on how the design and implementation of their policies and procedures impact international education across Canada.

2. Mandate

The IAC represents a collective voice of international education in Canada as it relates to issues of immigration. The committee advocates on behalf of CBIE's constituents for the advancement of policies and procedures that promote the sustainable development of international education in Canada and the well-being of international students. The IAC should be balanced, diverse and inclusive, incorporating a solid balance of skills, experiences and perspectives to advance its mandate.

3. Activities

The IAC will work with CBIE and colleagues from across Canada to:

- Identify specific and/or systemic issues, challenges and opportunities vis-à-vis international students and immigration;
- Validate and develop a robust and inclusive understanding of immigration issues, through respective networks, CBIE membership, student populations, faculty, and other stakeholders;
- Stay abreast of regulatory requirements regarding the maintenance of the RCIC and RISIA designations;
- Monitor Canadian and international trends and developments as related to immigration and international education; and
- Provide guidance to the CBIE organization, to inform national advocacy efforts and professional development offerings around immigration policies and practices.

4. Committee Membership

The CBIE Immigration Advisory Committee consists of a minimum of ten members and a maximum of 15 members.

The committee shall be representative of the CBIE membership. The IAC is committed to ensuring an equitable, balanced and functional representation that reflects the national character, composition, mission and activities of CBIE membership and is in keeping with its goal of promoting equity, diversity and inclusion (EDI).

The IAC will strive for an overall composition that takes into consideration the following (listed in alphabetical order):

- Continuity, for members who express a willingness to serve multiple terms;
- Differently abled individuals;
- Gender;
- Indigeneity;
- Official Languages;
- Racial or ethnic diversity;
- Regional balance (Québec¹, Ontario, Atlantic, Prairies, and British Columbia);
- Representation from a broad range of education sectors (universities, colleges, cégeps, institutes, school boards and schools) and;
- Roles, responsibilities, skills and experience for effective membership.

Committee members must:

- (i) Be currently employed by a CBIE member institution (or by CBIE);
- (ii) Have demonstrated extensive experience within the field of immigration, in particular with international students (preference to hold a professional designation that provides the ability to provide immigration advice);
- (iii) Have demonstrated leadership in the field of international education and;
- (iv) Be able to communicate effectively in one or both official languages.

CBIE secretariat staff responsible for international students and immigration issues may sit on the committee but are not included in the maximum number of committee members.

Special Representatives

CBIE may appoint and/or the committee may invite individuals to join for a specific assignment and/or a set term, to represent critical sectors (such as K-12 or cégeps) or to serve as a special advisor who is an expert in the field of immigration law, policy and practice. Special representatives are not included in the total maximum number of committee members. There should not be more than 5 special representatives on the committee simultaneously.

¹ Due to the different regulations and procedures that apply to Québec's immigration system, it is imperative that there be a minimum of one committee member from the province.

Committee Co-chairs

The committee co-chairs will be appointed by CBIE's President and CEO, with input from the current co-chairs. Co-chairs will manage the committee's affairs and provide leadership to ensure its objectives. There will be one CBIE co-chair and one Membership co-chair.

The CBIE co-chair will be a representative from the CBIE secretariat. This position will not be subject to a term limit.

The Membership co-chair will be a representative from the IAC committee membership who has completed at least one year of their term. The Membership co-chair's term will continue with their membership term limits, as outlined in Section 5 below.

To maintain continuity in the Membership co-chair position, during the final year of the Membership co-chair's term, an incoming co-chair will be identified to join the co-chair team (identification will be in line with the appointment process indicated above, i.e. appointed by CBIE's President and CEO, with input from the current co-chairs, completed a minimum of one year on the committee).

The incoming co-chair will take on gradually increasing responsibilities during the transition period and will fully assume the Membership co-chair position upon the departure of the outgoing Membership co-chair.

5. Membership Application and Renewal

It is important to ensure that the IAC has continuity year after year yet also provides the opportunity for new members to contribute to their mandates. The IAC strives to have a balance between experienced committee members and new members, and to meet the composition objectives outlined in Section 4.

Renewal

To facilitate continuity, once an IAC member or an IAC co-chair is appointed, they will be automatically included in a list of candidates for an additional term (two additional consecutive years), if at the end of their first term, they are still eligible, in good standing, and in agreement to accept a second term. The co-chairs will reach out to all members in January of the year of their term ending to advise of the automatic renewal and to seek their interest in accepting a second, consecutive term or to signal that they will be stepping back after one term.

In exceptional circumstances, a member may be considered for a fifth – and possibly sixth year in order to support the continuity of the IAC succession planning. The co-chairs will email members in January of their second term to advise if there are openings for a 5th and/or 6th year.

Expression of Interest

Potential members for the IAC will self-nominate through an Expression of Interest (EOI) process launched in spring every year. The EOI terms and conditions will be agreed upon by the IAC before the launch of each EOI process.

All new applicants will submit an EOI and a resume through an online application form. CBIE is committed to protecting the privacy of personal information through its Privacy Statement². As such, resumes are considered confidential and will only be shared with the co-chairs and Evaluation Committee.

Pre-Selection - Screening Process

A pre-selection screening process will be undertaken by the IAC co-chairs. This pre-selection screening process is intended to review all new applications for eligibility and completeness, and to identify the applications for an Evaluation Committee assessment based on committee composition needs within a given year.

Evaluation Committee - Composition

An Evaluation Committee will be formed and facilitated by CBIE consisting of a minimum of three members of the IAC. The number of evaluators will depend on the number of applications to review.

Evaluation Committee - Conflict of Interest

For the members serving on the Evaluation Committee, a conflict of interest is not automatically assumed should an EOI come forward from the same institution/school board/school. The members of the Evaluation Committee will be asked to self-identify any real or perceived conflict of interest.

Review Process

The Evaluation Committee will receive an updated evaluation rubric and a list of all eligible new applicants resulting from the pre-selection screening process. The Evaluation Committee will be encouraged to use the full range of the rating scale when scoring to facilitate ranking.

Completed evaluation rubrics will be reviewed by the IAC co-chairs. A complete list with provisional results will be reviewed by CBIE which will make the final selection of new members with input from current co-chairs. The final slate of shortlisted new members will be presented to the IAC for feedback and final approval.

All applicants will be contacted by the CBIE representative and advised of the results of their application. All eligible applicants who were unsuccessful in the process will be encouraged to reapply for the next call for EOI.

6. Committee Communications, Meetings and Participation

The IAC will communicate via email as often as necessary to do the committee's work. IAC members are expected to respond to emails in a timely and constructive manner. Should circumstances arise where a member is unreachable via email for a period of time, they should inform the co-chairs in advance.

² <https://cbie.ca/privacy-statement/>

IAC meetings will be held at least once a month, virtually, with the potential for additional meetings scheduled on an as-needed basis. In-person meetings or activities may be scheduled to coincide with CBIE's annual conference or regional meetings. Efforts will be made to ensure that all meetings are scheduled at convenient times and with sufficient notice.

Agenda and Minutes

The co-chairs shall develop the agenda with committee input and take minutes at the committee meetings. Minutes will be kept and stored in accordance with CBIE's practice. Meeting materials including agenda and pre-reading will be circulated in advance of the meeting. Members are expected to have reviewed materials and/or actively liaised with colleagues at their institutions both before and after meetings to garner input, provide feedback, and identify key issues during meetings.

Member Participation and Engagement

Members of the Committee will attend and actively engage in all IAC meetings to the best of their respective abilities. At minimum, IAC members must attend 50% of the regularly scheduled monthly virtual meetings and not be absent for more than two (2) consecutive monthly meetings without a reasonable explanation. Members are expected to inform the co-chairs in advance if they will miss a meeting.

IAC members are expected to be active participants in committee activities. Members will be required, to the best of their ability, to provide feedback and input into various documents, positions and briefings throughout their term as a member.

Should a committee member fail to meet the requirements of this section, the co-chairs will meet to decide on a case-by-case basis regarding the individual's committee membership status. Should action be necessitated, the member will be provided with an opportunity to respond to concerns within 7 business days to the co-chairs.

Leaves of absence

The Committee may grant a leave of absence in special circumstances. Should an IAC member be required to go on leave (e.g., parental leave, sick leave, etc.), they should inform the co-chairs as soon as possible. The co-chairs will then meet to decide regarding the individual's committee membership status on a case-by-case basis. Potential decisions may include but are not limited to terminate their membership and leave the position empty until the next regularly scheduled EOI call; allow the position to remain vacant until they return; nominate an interim replacement from the same institution or sector; or fill the position permanently via an interim EOI call.

Changes in status, position, or institution

Should an IAC member experience a change in status, position, or institution, they should inform the co-chairs as soon as possible. Should this change impact the individual's eligibility for the IAC (e.g. no longer employed by a CBIE member institution), create redundancy (e.g. overrepresentation of a particular sector, region, or institution), or create a vacancy in a required role (e.g. previously

represented K-12, and now is employed at a college), their membership in the committee will be terminated.

Interim Call for Expressions of Interest

An interim Call for Expressions of Interest to join the committee can be launched to fill any potential IAC vacancies that take place outside of the annual call, should the committee agree that this is necessary.

7. Roles and Responsibilities

CBIE

- Establish an ongoing and institutionalized relationship with IRCC, including regular communication and quarterly meetings to discuss key concerns for the education sector as it pertains to IRCC policy and strategic planning
- Facilitate in-camera discussions between IRCC and the IAC
- Facilitate presentations by IRCC to CBIE members, at a minimum once a year
- Serve as the connection between the IAC and CBIE membership at large
- Establish a process for providing formal IAC Immigration updates to membership in writing
- Engage the IAC to provide professional development and support to members including but not limited to contributions to Professional Learning Communities (PLC) forums, delivery of webinars, presentations and workshops, drafting of papers or blogs, etc.
- Serve as the connection between other Canadian and international education associations, and regularly update the IAC on these discussions.
- Connect the IAC to the International Student Immigration Education Program (ISIEP), instructors, alumni, curriculum and CPD. If no IAC member is an active ISIEP instructor, CBIE should ensure that the concerns of the ISIEP are reflected during IAC discussions.
- Provide the physical and technological platforms for IAC meetings.

Co-Chairs

- Organize and chair monthly meetings, including scheduling, developing the agenda, recording and distributing minutes
- Organize ad-hoc meetings, or requests for feedback via email
- Support the participation and engagement of the committee, including the signoff of any documents by the entire committee.
- If necessary, the co-chairs will evaluate the participation and engagement of IAC members and provide recommendations as it relates to termination of membership.
- Keep a record of attendance and membership participation.
- Act as primary contact point for IAC members' questions and feedback
- Serve as key contacts for the CBIE organization for IRCC-related concerns
- Participate in meetings with IRCC to provide context for key issues identified by the IAC

Committee Members

- Respond to emails in a timely and constructive manner
- Actively participate in IAC meetings, events and activities
- Review and sign off on any IAC documents, briefings or positions
- Liaise with members of their institution and community in order to effectively contribute to discussions and represent their sector
- Disseminate IAC information and events to their network
- Inform co-chairs of any change in status, position, institution, or availability
- Engage with members of the broader International Education (IE) community to ensure that they have an understanding of the broad issues related to IRCC policy that are impacting the IE sector in the Canadian context
- Play an active role at CBIE events, regional meetings, and on the CBIE Community Hub with the SACE Professional Learning Community (PLC).
- Members will not use their position on the committee to advance personal causes or opinions, but to serve CBIE members, their students, and the academic community.
- Members will endeavor to be mindful of their position of privilege and exercise the highest level of discretion.