

TERMS OF REFERENCE

SCIENTIFIC ADVISORY COMMITTEE

December 2018
Updated: version 2

MANDATE

The Scientific Advisory Committee provides scientific analysis, advice and supporting information regarding beef sustainability to the CRSB.

FUNCTIONS & RESPONSIBILITIES

The Committee has two main responsibilities:

1. The National Beef Sustainability Assessment (NBSA)
 - i. Communicate Research Priorities to be completed before the next NBSA to researchers.
 - ii. Provide a Canadian perspective to Livestock Life Cycle Assessment methodologies developed by the FAO LEAP initiative.
 - iii. Represent Beef on the Canadian Agri-Food Life Cycle Data Centre (CALDC) Steering Committee
 - iv. Monitor industry surveys and providing feedback on questionnaires that are necessary for the next NBSA.
2. Oversee the Projects Pillar
 - i. Maintain a Letters of Support Policy
 - ii. Build a repository of sustainability projects that track initiatives that contribute to the National Beef Sustainability Strategy goals and research priorities.
 - iii. Works with the Communications and Marketing Committee to communicate about sustainability projects

The committee provides recommendations to the CRSB, including its Council, Membership and Executive Director, and will report regularly to the CRSB Council.

TIME FRAME

The Committee will remain in place on a continuous basis as needed. The committee chair is appointed for a term of two years and may be re-appointed to a maximum of four years.

MEETINGS AND OPERATIONS

The Committee shall meet as frequently as required to fulfill its mandate with respect to the committee and related decisions approved by the Council, with a minimum of two meetings per year, and conference calls as required. The Canadian Roundtable for Sustainable Beef will provide administrative support for the Chair(s) and the Committee.

The committee consists of voting committee members as well as Subject Matter Experts (SME) and observers. SMEs are invited to attend all committee meetings and participate fully in the discussion – they are non-voting committee members.

The goal of the CRSB is to reach consensus on all decisions. Consensus is understood as the absence of sustained opposition but does not require unanimity. If consensus cannot be reached, a $\frac{3}{4}$ majority vote of the voting committee members will be used in place of consensus.

These Terms of Reference will be reviewed by the Committee, and reviewed, amended and approved by Council as required.

COST OF PARTICIPATION

The cost of participation in meetings of the Committee will be contributed by the committee members' organization(s). If further support is needed to participate in the committee, this must be arranged/discussed with the CRSB Executive Director. Every effort will be made to reduce the financial burden on the CRSB by scheduling meetings to coincide with other meetings at which the members of the Committee may be present.

SCIENTIFIC ADVISORY COMMITTEE MEMBERS

The following list contains the desired areas of expertise identified for the Scientific Advisory Committee.

Desired Areas of Expertise

- Environmental Life Cycle Inventories and Assessments
- Forage and Environment
- Antimicrobial use and resistance
- Water Use & Water Risk assessments and erosion
- Agronomist, irrigation
- Biodiversity, Wildlife Habitat Conservation
- Carbon Sequestration
- Animal Welfare
- Social Assessment – worker conditions
- Economic evaluation

Committee members (CRSB members and outside expertise) will be added every two years after a Call for Volunteers. All new participants are required to provide an expression of interest by filling out the paperwork in response to the Call for Volunteers. Subject matter experts (SMEs) are approved upon the discretion of the chair and council. The SAC has the flexibility to engage expertise outside of the committee on an as needed basis; recognizing that not all desired areas of expertise must be represented on the SAC.

CONFLICT OF INTEREST POLICY

A “conflict of interest” exists whenever an individual’s private interests interfere or conflict in any way (or even appear to interfere or conflict) with the interests of the CRSB, or

otherwise may be harmful or detrimental to the best interests of the CRSB or Canada's livestock and meat industry. A conflict situation can arise when a member of the CRSB takes actions or has interests that may make it difficult to perform his or her work for or on behalf of the CRSB objectively and effectively. Conflicts of interest may also arise when a member of the CRSB or a member of his or her family, receives improper personal benefits as a result of his or her position on the CRSB, whether received from the CRSB or a third party. Family members include a spouse, child, stepchild, parent, sibling, niece, nephew, aunt, uncle, cousin, grandparent, grandchild, in-law or any person (other than a domestic employee) residing in the same household as the CRSB member. Loans to, or guarantees of obligations of, employees, officers, consultants and council members and their respective family members would create conflicts of interest.

Interests and activities that are NOT deemed to be a "conflict of interest" include activities related to the normal operations of a general practitioner within the agriculture and food industry.

It is imperative that all CRSB members disclose any real or apparent conflicts of interest so that the Code Administrator (i.e. the Chair) is aware of situations that could be seen as influencing the decisions or actions they are making on behalf of the CRSB. This provides an opportunity to take action to minimize or remove the conflict.

CODE OF ETHICS

One of the purposes of the Canadian Roundtable for Sustainable Beef is to discuss and support sustainability issues related to the Canadian beef system. In this forum, conversation and discussion about increasing industry sustainability are neutral and non-competitive. While compliance with antitrust and other laws that govern participation in industry organizations is the responsibility of each participant, we ask you to follow both common sense and these simple guidelines to help us conduct our organization according to good practices, and to ensure that your fellow participants are comfortable attending and actively participating.

DO NOT, in affiliations with the CRSB, during activities such as organized meeting sessions, informal discussions in the hallway, or in any other setting:

- discuss prices, rates, or other terms of trade among competitors;
- engage in discussions that could result in
 - the allocation of customers or markets,
 - the fixing or stabilization of prices,
 - limitations on production,
 - boycotts of producers, customers, suppliers, or rivals,
 - or agreements that would competitively disadvantage certain rivals;
- discuss proprietary or other competitively sensitive information;
- engage in any other anti-competitive behaviour or any discussion you feel might be inappropriate.

- Will not intentionally make scientifically unproven claims

Thank you for following these few simple guidelines. They are provided to set the stage for a successful discussion on sustainability, not as a complete list of antitrust “don’ts” or legal advice. Should you have any concerns or questions about antitrust issues, your legal responsibilities, or your participation in the CRSB, you should seek advice from your own counsel.



CRSB 2017/18 Science Advisory Committee

First Name	Organization	Expertise
Shannon Argent - Chair	Olds College	Technology Access Centre for Livestock Production
Agri- Business		
Dorothy Erikson	Zoetis	Animal Health
NGOs		
Kevin Teneycke	Nature Conservancy Canada	Biodiversity
Christian Artuso	Bird Studies Canada	Biodiversity
Pascal Badiou	Ducks Unlimited Canada	Biodiversity
Brad Downey	Alberta Conservation Association	Biologist
Producer Organizations		
Graeme Finn	Foothills Forage & Grazing Association	Forage
Reynold Bergen	Beef Cattle Research Council	Animal Science
Melissa Freeman	West Central Forage Association	Forage
Subject Matter Experts and Observers		
Tim McAllister	Agriculture and Agri-Food Canada	Environment/Animal Science
Katie Wood	University of Guelph	Animal Science
Karen Beauchemin	Agriculture and Agri-Food Canada	Life Cycle Assessments
Getahun Gizaw	University of Manitoba	Environment
Karen Schwartzkopf-Genswein	Agriculture and Agri-Food Canada	Animal Welfare
Grant Zalinko	Saskatchewan Ministry of Agriculture	Observer
Christoph Wand	OMAFRA	Observer
Kerriane Koehler-Munro	Alberta Agriculture & Forestry	Observer - Life Cycle Assessments