

MEMORANDUM OF UNDERSTANDING

BETWEEN

St. Francis Xavier University's Community-University Research Alliance (CURA) Partners (as of January 13, 2000)

**Centre for Community-Based Management (CCBM)
Fundy Fixed Gear Council (FFGC)
Gulf Nova Scotia Bone Fide Fishermen's Association (GNSBFA)
Guysborough County Inshore Fishermen's Association (GCIFA)
Interdisciplinary Studies in Aquatic Resources (ISAR)
Marine Resource Centre (MRC)
The Paq'tnkek Fish and Wildlife Society (PFWS)**

Preamble

This Memorandum of Understanding (MOU) specifies the principles held in common that will characterise the governance and practices of the CURA with regard to partner participation in the CURA and its activities as well as with respect to partner access to and use of the CURA's resources. The MOU builds upon existing cooperative work identifying and developing research priorities of the partner organizations.

In every respect of its governance and activities the CURA will reflect the core principles of transparency, accountability and collaboration.

Governance

The CURA will be governed by the 'CURA Steering Committee'(CSC). The CSC will be composed of one representative from each of the participating partner organisations, the CURA's Director and Co-Director, and as many as two non-StFX social researchers.

The CSC meetings will be chaired by the CURA Director or Co-Director, should the Director be unavailable. The CURA Director will be responsible for developing and circulating each meeting's agenda as well as for providing each CSC meeting with an accounting of CURA expenditures and resources.

All CSC members including the Chair have voting privileges. The non-StFX social research CSC membership will be invited to participate as 'advisors' with respect to the CURA's research plans and activities. Consequently, these members will have 'observer status' without voting privileges with regard to CSC governance decisions.

Ideally, CSC decisions will be arrived through a consensual process. Should voting become necessary, the CSC Chair will follow 'Robert's Rules of Order' respecting the tabling of formal motions and the conduct of secret ballots. All motions and the outcomes of votes will be recorded in the minutes of CSC meetings.

Minutes of CSC decisions will be taken during every CSC meeting by the CURA Project Officer. These minutes will be prepared and circulated within a week following every meeting. Additionally, all CSC minutes will be posted to and be made generally accessible through the CURA website.

The initial CURA partners understand that as the CURA develops additional partners may be invited to join. The CSC will consider proposals for new partners. Invitations to join the CURA will arise from CSC decisions. New partners will be entitled to full representation on and participation in the CSC and CURA. Decisions regarding new partners will be made only through consensus of all CSC members.

Each partner must develop and submit proposals to the CSC respecting the specific research and research capacitation activities of particular concern for and interest to their organisations. The CSC will have the responsibility to prioritise proposed activities with respect to the allocations of CURA support and resources. Additionally, the CSC will specify the timelines for and the character of the 'deliverables' (e.g., data, reports, working documents) expected from CURA supported activities.

It is understood by the partners that continued access to the CURA's resources and support is contingent upon the CSC's judgement that the undertakings engaged and the deliverables provided met the expectations and understandings agreed to within the timeframes specified.

All partners agree to adhere to ordinary and justifiable accounting practices with respect to use of CURA resources (e.g., provision of receipts, keeping of records, maintaining a mileage/kilometer record and so on).

Hiring Policy and Practices

All hiring associated with the CURA will follow an open and competitive procedure whereby the positions to be filled are described clearly with respect to duties and qualifications expected in employment opportunity advertisements placed with appropriate media and agencies.

The term of appointment for each position must specify that the appointment is fulltime for one year with an opportunity for a further two year reappointment following a performance appraisal.

All applicants will be expected to submit, minimally, a letter of application, a copy of their resume and the contact information for at least three referees.

Each partner organisation has the responsibility to assure that its CURA-associated hiring processes are open, transparent, accountable, fair and equitable. To this end, all partners will maintain applicant files for at least one calendar year of their CURA hiring as well as complete records of hiring processes and decisions (e.g., meeting dates, meeting minutes, referee contact information, candidate short lists, and interviewing procedures).

While each partner is responsible for the organisation and conduct its own CURA hiring process and decisions, all hiring decisions must be accountable, justifiable and transparent to the CSC. The CSC retains final authority respecting the advisability and acceptability of appointments.

While not violating candidate confidentiality provisions, all partners will prepare a document outlining their specific procedures, experiences and decisions pertaining to CURA-associated hirings. Included in this document will be an accounting of the number of applicants, a copy of the position advertisement, and a description of the hiring chronology and procedures. This document, prepared immediately following a hiring decision, will be posted to the CURA website.

Student Internship Appointments

Each community partner will undertake to provide opportunity for a CURA social science or business student intern.

Students studying within St. Francis Xavier University's Interdisciplinary Studies in Aquatic Resources (ISAR) programme and St. Francis Xavier University social science students will have first access to CURA student internship positions and opportunities. If insufficient numbers of *acceptable* ISAR and St. FX students are available, applications for student internship positions will be solicited through advertisement with appropriate media and agencies.

The duties and responsibilities expected of student interns are to be developed and specified by the community partners, CSC, the participating CURA Research Team members, and the ISAR programme Coordinator.

The ISAR Coordinator will assume responsibility for specification and management of any 'special' ISAR programme requirements associated with student internships.

The ISAR Coordinator, in collaboration with each community partner, will undertake to organise and conduct a selection process whereby all candidates for student internships are identified, interviewed and appointed.

While each partner and the ISAR Coordinator are responsible for the organisation and conduct of CURA student internship appointment processes and decisions, all appointment decisions must be accountable, justifiable and transparent to the CSC. The CSC retains final authority respecting the advisability and acceptability of student intern appointments.

Documents outlining student internship appointment policies, procedures and experiences will be developed and posted to the CURA website.

CURA documents, research materials, data and results

All partners recognise and endorse the principles of transparency, accountability, and timeliness with respect to the conduct and dissemination of social research.

All partners respect the need to assure that the identities and location of every *individual participant and contributor* in CURA-associated research activities will be held in strict confidence. This confidentiality will be assured through implementation of and adherence to specific social research practices such as identity masking/coding and signed informed consent waivers.

All documents, research materials and data produced through CURA activities will be made available to all partners.

All documents, research materials and data produced through CURA activities will also be archived and made broadly accessible.

Researchers collaborating with the CURA will have the right to prepare and to publish the results generated from the specific study or studies with which they are associated with the understanding that:

1. the CURA and its partners will be provided copies of all primary data, secondary materials and manuscripts;
2. the CURA through the CSC be provided with copies of manuscripts prior to their submission for publication;
3. the support and role of the CURA and its funder, the Social Sciences and Humanities Research Council of Canada (SSHRC), be acknowledged formally in the body of manuscript(s) and in any other publicly disseminated outcome;
4. the cooperation of any specific community partner(s) involved in research projects and processes be acknowledged formally in the body of manuscript(s) and in any other publicly disseminated outcome; and,
5. the collaborating researcher(s) provide a signed and dated statement in which they agree to the terms specified in points 1 through 4 as a formal undertaking contingent upon access to and participation in CURA sponsored research activities.

Each partner retains the right to prepare, to use and to disseminate the results of CURA-related research activities. But, each partner agrees:

1. to provide their CURA partners with copies of all manuscripts and materials prior to their dissemination through media or in other public fora; and,
2. to provide formal acknowledgement of the support and role of the CURA and its funder, the Social Sciences and Humanities Research Council of Canada (SSHRC).

CURA Partner Signatures

CURA Director
(Anthony Davis)

CURA Co-Director
(John Kearney)

Centre for Community-Based Management (CCBM)
(John Kearney)

Fundy Fixed Gear Council (FFGC)
(Arthur Bull)

Gulf Nova Scotia Bone Fide Fishermen's Association (GNSBFA)
(Reginald Grant)

Guysborough County Inshore Fishermen's Association (GCIFA)
(Patricia Rhynold)

Interdisciplinary Studies in Aquatic Resources (ISAR)
(Cornelia den Heyer)

Marine Resource Centre (MRC)
(Arthur Bull)

The Paq'tnkek Fish and Wildlife Society (PFWS)
(Christopher Milley)