



Canadian Association of Physicists  
Association canadienne des  
physiciens et physiciennes



**NSERC**  
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## **CAP - NSERC LIAISON COMMITTEE**

### **TERMS OF REFERENCE**

The Canadian Association of Physicists (CAP) and the Natural Sciences and Engineering Research Council of Canada (NSERC) established a Liaison Committee in 1995, which has contributed to many years of fruitful interactions between the Canadian physics research community and NSERC.

The CAP-NSERC Liaison Committee operates at arm's length from both the CAP and NSERC. It provides a forum for ongoing dialogue between the Canadian physics research community and NSERC on matters of broad interest to the community and NSERC.

Role of Committee: The role of the Liaison Committee includes, but is not limited to:

- Identification, discussion and analysis of opportunities that the Canadian physics research community could seize or build on, and challenges it may face, in its quest to be at the forefront of research at the international level.
- Communication, discussion and analysis of suggestions of the Canadian physics research community concerning NSERC's programs.
- Communication of developments at NSERC that affect the Canadian physics research community: reporting outcome of competitions, developments in the peer review process, or new programs and processes.
- Discussion of matters that may help to inform the Group Chair for his/her participation in the Committee on Grants and Scholarships (COGS).

Unless otherwise indicated, information that is produced for, and discussed within, the Liaison Committee can be shared with the Canadian physics research community and NSERC.

Membership: The membership of the Liaison Committee must reflect the diversity of the Canadian physics research community that is represented by the CAP's Divisions, and be based on the Research Topics of NSERC's Physics Evaluation Group (EG 1505). The Liaison Committee will thus include one member for each of the following overarching research areas:

- Atomic and Molecular Physics, Optics and Lasers, and Plasmas
- Biomedical and Biological Physics
- Near-Earth and Space Physics
- Quantum and Soft Condensed Matter
- Subatomic Physics
- Theoretical/Mathematical Physics



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The CAP will select three members, each representing one of the research areas listed above, in accordance with the CAP's policies and procedures. NSERC, through consultation with the Chair of the Liaison Committee, will appoint three members, each representing one of the research areas listed above. NSERC appointments will normally be members of the CAP. In any given year, the committee will have three CAP-selected members and three NSERC-appointed members. The members' terms are three years, non-renewable.

All of the members will be actively involved in the work of the Liaison Committee. It is expected that the members will act as a conduit for the greater research community and bring matters of common/broad interest to the Committee's attention.

In addition to the above members, the Liaison Committee includes:

- The Chair of the Committee, to be appointed through joint consultations between the CAP Executive and NSERC. The Chair's term is three years, non-renewable.
- NSERC's Research Grants' Team Leader and Director overseeing the Physics portfolio.

The Liaison Committee also includes *ex officio* members who will be observers and resources for the other members. *Ex officio* members cannot contribute to the Committee's recommendations and decisions, but they can provide information that is relevant to the Committee's activities. These *ex officio* members are:

- NSERC's Physics Group Chair (a Section Chair of the Physics Evaluation Group could attend as a substitute).
- The Executive Director of the CAP.
- The Director of Academic Affairs of the CAP, who is a representative of the CAP Executive

On an invitation basis, other NSERC staff and members of the CAP Executive may participate as *ex officio* members in the Committee's meetings.

Communications: Official communications from the CAP Executive to NSERC or from NSERC to the CAP Executive on issues of importance to the Canadian physics community may be sent to the Liaison Committee for information purposes. The Committee may decide to review and discuss any of these issues and provide its perspective and advice.

The Liaison Committee will maintain a webpage on the CAP's website. The webpage will contain, but is not limited to, the Terms of Reference, the Liaison Committee membership, public summaries of its face-to-face meetings, outreach material, and reports/studies.

Meetings: All meetings of the Liaison Committee will be limited to the participation of the Committee members (closed sessions). When agreed upon in advance, other NSERC representatives, CAP representatives, or guests may be invited to participate in all or part of the meeting to provide expertise or input on topics under discussion at the meeting.

The Liaison Committee will meet face-to-face once a year during the annual Congress of the CAP. At least one meeting, through teleconference, will be held a few months prior to the Congress to prepare the agenda of the Committee's face-to-face meeting. Other meetings, through teleconference, will be held throughout the year, when necessary, to facilitate the activities of the



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Liaison Committee. Email correspondence will supplement the meetings. Voting on issues by regular members of the Committee will be conducted during the meetings or, if necessary, by email following the meetings.

Following the face-to-face meeting of the Committee, a summary will be prepared and, when approved by both CAP and NSERC, made available to the Canadian physics research community at large, either via a CAP News Bulletin or the Liaison Committee page on the CAP website. Official minutes of Committee meetings will be used as confidential, internal documents, available only to Committee members.

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