

- Guidelines -

Adjudication Committee Composition

1. The following sources should be consulted by the program officer in order to determine prospective adjudication committee members:
 - a. A request for nomination/ self nomination will be issued at the CMC and IMC respectively
 - b. President and Vice President
 - c. Executive Director
 - d. Indian and Canadian Studies Chairs (for Indian and Canadian Studies Committees)
 - e. Other EC members as appropriate in consultation with President/Vice President

Note: All committee composition should preferably be completed within two months of the AGM.

2. The following criteria should be considered while composing a prospective adjudication committee for Shastri programs:
 - a. Bi-national composition for programs/grants requiring to bi-national consideration)
 - b. Continuity - It is important to retain institutional knowledge within each committee. When a new committee is to be formed, the first round should include two members appointed for a two year term and two members for a one year team in the case of a four member committee). Thereafter, all members shall be appointed to a two year term in order to maintain staggered appointments. In case of ad-hoc committees, the Executive Council (EC) shall determine the term of appointment.
 - c. Regional balance should be a consideration of the EC with respect to committee composition.
 - d. Bi-lingual expertise should be a consideration of the EC with respect to committee composition.
 - e. Gender balance should be a consideration of the EC with respect to committee composition.
 - f. Institutional representation (balance of membership from different member institution) should be a consideration of the EC with respect to committee



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- composition. Preferably, one member should not serve on more than one adjudication committee.
- g. Disciplinary balance and disciplinary expertise should be a consideration of the EC with respect to committee composition.
 - h. Desired expertise for Committee Chair and members is as follows:
 - i. Generally the Chair and the members of a committee will be individuals of high academic standard, preferably of full professor rank.
 - ii. Any prospective committee member should have high to moderate academic ranking with significant research accomplishments and sound knowledge/expertise in a respective subject area.
3. For all Development oriented or CIDA-funded programs with an international development focus, the following criteria will apply:
- a. In case of the Millineum Development Grant) MDG and Shastri Action Research programs and Youth Internship Program, in addition to high ranking research accomplishments, all the committee members should have strong knowledge and expertise in international development issues or a specific development focus.
 - b. In case of Partnership Development Seed Grand (PDSG), Scholar Travel Subsidy Grant (STSG), Student Excellence Award (SEA) and other Development oriented or CIDA funded programs, in addition to high ranking research and scholarship accomplishments, at least 50% of the members should have knowledge and expertise on International development issues/programs.
