



CHARTER

Purpose

The Canadian Consortium for Gambling Research (CCGR) is an affiliation of gambling research stakeholders who collaborate to fund large-scale initiatives. Pooling resources achieves substantial efficiencies and broadens opportunities for members to contribute to initiatives that significantly shape gambling research in Canada.

CCGR members collaborate on gambling research and/or knowledge translation initiatives on an ad hoc basis. Initiatives may be of any scope that is of interest to members. Any member may propose initiatives and the CCGR may undertake multiple initiatives simultaneously if this serves the interests of members and funding can be secured.

In addition to ad hoc collaborative initiatives, the CCGR undertakes an ongoing project to fund the regular inclusion of a gambling-related rapid response module in Statistics Canada's Canadian Community Health Survey (CCHS). At a minimum, the module collects prevalence data about gambling participation and harm across the country. Collecting these data on a regular basis creates a valuable national resource for gambling researchers, which enables comparative and generalizable research that is not possible with more limited samples.

Membership

Members represent organizations from across Canada that have a role in supporting or funding research to prevent or reduce gambling-related harm. Member organizations may include gambling research funding organizations, knowledge translation organizations, regulators, operators and treatment agencies. The base annual cost of membership is \$10,000 per organization.

The CCGR recognizes that gambling models and interests differ across jurisdictions. As a result, multiple organizations may participate from jurisdictions where more than one organization has a relevant mandate. The CCGR also recognizes that members' specific mandates vary. As a result, the CCGR requires only that (1) members do not have conflicts of interest or perceived conflicts of interest related to the CCGR's activities, and (2) members are committed to an unbiased scientific research process for CCGR activities.

Membership is by invitation only, but is not restricted to organizations that have funded past CCGR initiatives. Interested organizations are welcome to approach the CCGR to inquire about membership.

The CCGR's membership structure does not preclude the CCGR from receiving funding from partner organizations or groups with an interest in funding specific CCGR initiatives on an ad hoc basis. The CCGR only partners with organizations or groups that support its commitment to an unbiased scientific research process.

Principles

The following principles guide the CCGR's operations and decision-making:

1. The CCGR is committed to an unbiased scientific research process that meets academic standards for ethics, validity, reliability, transparency, accountability and peer review.
2. CCGR members commit funds, time and other resources to support the CCGR and ensure the success of CCGR initiatives.
3. Members are committed to a dynamic and iterative process that includes synthesis, dissemination and exchange of knowledge.

Operations

Chairperson

The CCGR is led by a chairperson who is elected from the membership. The chairperson holds the role for a three-year term, which is renewable one time. The chairperson's responsibilities include recruiting and orienting new members, developing agendas and leading meetings, approving CCGR disbursements, and providing high-level direction to CCGR initiatives.

Vice-Chairperson

The chairperson is assisted in their duties by a vice-chairperson who is elected from the membership. The vice-chairperson holds the role for a three-year term, which is renewable one time. The chairperson and the vice-chairperson are not elected in the same year, so as to create continuity in the CCGR's leadership.

Meetings

Members meet a minimum of three times per year via teleconference, although the CCGR may occasionally take advantage of opportunities to hold face-to-face meetings in conjunction with conferences or events, as possible. Each meeting includes project and operational updates. Meetings also provide members with an opportunity to propose new initiatives to the membership and to share any relevant gambling research developments from their jurisdictions.

The CCGR strives to achieve consensus in decision-making; however, in the case where a vote is taken, each member organization will have one vote. For decisions related to ad hoc initiatives, each member organization participating in funding the initiative will have one vote. A quorum of 60% of voting members must be present for a vote to take place.

Funding

Members' base annual fees fund the inclusion every three years of a gambling-related rapid response module to the CCHS, as well as the CCGR's administrative costs.

Ad hoc research and/or knowledge translation initiatives are funded on an initiative-by-initiative basis. Members have the flexibility to participate selectively in these initiatives. Members have equal voice on initiatives that they fund, although funding contributions are not necessarily equal.

Administration and Financial Management

One member organization manages the CCGR's administration and finances on a cost-recovery basis. The cost of providing these services is not to exceed 20% of CCGR funds, payable upon receipt of an invoice in a form satisfactory to the CCGR that accounts for the time and costs of providing these services.

The administrative and financial responsibilities of this member include, but are not limited to:

- Coordinating the funding and development every three years of a rapid response module to the Canadian Community Health Survey
- Drafting, coordinating and managing research contracts
- Coordinating the work of scientific advisory panels
- Providing general support to the CCGR, including arranging meetings and taking minutes
- Providing project updates at CCGR meetings
- Managing the development and content of the CCGR's website
- Coordinating communications and release of deliverables

This member will invoice all members annually for their membership fees and hold the funds in trust on behalf of the CCGR. For ad hoc initiatives, this member will enter into a memorandum of agreement or alternative written document with each participating member to confirm funding commitments, and will then invoice participating members.

With the approval of the chairperson or vice-chairperson, this member releases funds in payment of research contracts and to pay administrative costs. This member provides a financial update for members at each CCGR meeting.

The member providing administrative and financial management may not hold the chairperson or vice-chairperson role.

Scientific Advisory Panels

The CCGR establishes scientific advisory panels when independent expert guidance is required to ensure that an initiative meets academic standards and/or meets the needs of Canada's gambling research community. Panels will normally be comprised of well-respected research experts from various disciplines who are not otherwise involved in the CCGR initiative in question.

The composition or mandate of panels will vary depending on the needs of each project, but will always be consistent with the CCGR's principles stated above. The role of the scientific advisory panel for the CCHS rapid response module involves reviewing proposed instruments to determine the optimal questionnaire design. For ad hoc initiatives, the role of the panel may include preparing requests for proposals, reviewing submissions, making recommendations to the membership, and/or peer reviewing deliverables.

Background

Since 1999, a group of gambling research, regulatory, operational, and treatment organizations joined together on an ad hoc basis to fund and oversee large-scale gambling research initiatives. After developing the Canadian Problem Gambling Index, the Canadian Adolescent Gambling Inventory and the Socio-Economic Impact of Gambling Framework, the group began in 2010 to move towards a more formal collaboration as the CCGR. The CCGR has since run a successful annual series of knowledge translation workshops for gambling researchers and developed the Gambling Participation Instrument, among other projects. Please visit www.ccgr.ca for more information about specific projects.

Timelines for Reviewing this Charter

This charter is the foundational document that formalizes the CCGR and lays out the group's high-level structure and processes. Members commit to reviewing this charter every four years, or more frequently as needed, to ensure that the structure and processes continue to create a strong framework for collaborative gambling research in Canada.