

## CHARTER

### Background

Since 1999, a group of gambling research, regulatory and treatment organizations have 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 and adopted the name Canadian Consortium for Gambling Research (CCGR).

The collaboration is based on the assumption that pooling resources will achieve substantial efficiencies and broaden opportunities for members to participate in and influence major research initiatives that serve the interests of all Canadian jurisdictions. A collaborative approach offers several benefits:

- Facilitates research initiatives with a national impact that might otherwise be beyond the scope or budget of individual organizations
- Allows organizations to leverage their research funds and resources to contribute to projects that significantly shape gambling research in Canada
- Achieves high quality research while capitalizing on efficiencies and economies of scale
- Reduces duplication of research efforts
- Produces commonly-developed instruments or interventions that facilitate comparisons across jurisdictions
- Increases access to research expertise and talent
- Increases access to demographically and linguistically diverse populations
- Builds research capacity across Canada

### Participation

#### *Membership*

The CCGR is a group of gambling research, regulatory, treatment and industry organizations from across Canada, each with a mandate or role related to funding gambling research in their respective jurisdictions. The CCGR recognizes that gaming models differ across jurisdictions. As

a result, multiple organizations may participate from jurisdictions where more than one organization funds gambling research.

The CCGR also recognizes that members' specific research mandates and interests vary. As a result, the CCGR requires only that (1) members do not have conflicts of interest or perceived conflicts of interest related to CCGR research projects, and (2) members' approaches to research are consistent with the CCGR's commitment to an unbiased scientific research process.

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.

### *Partnership*

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. Partnership requires less direct involvement than membership, as partners do not sit or have a vote on oversight committees. The CCGR requires that partners support the CCGR's commitment to an unbiased scientific research process.

Interested groups or organizations are welcome to approach the CCGR to inquire about partnership.

## **Principles**

The CCGR has articulated the following principles to guide operations and decision-making:

1. Members and partners are committed to an unbiased scientific research process that meets academic standards for ethics, validity, reliability, transparency, accountability and peer review.
2. Members work together to identify research priorities and initiatives.
3. Members commit funds, time and other resources to support the CCGR and to ensure the success of CCGR initiatives.
4. Members have flexibility to participate selectively in CCGR initiatives. Participation and funding are sought on an initiative-by-initiative basis.
5. Members have equal voice on initiatives that they fund, although funding contributions are not necessarily equal.
6. Members are committed to a dynamic and iterative process that includes synthesis, dissemination and exchange of knowledge.

## Initiatives

The CCGR establishes research priorities on a medium- to long-term basis to facilitate research planning among member organizations. The CCGR may undertake multiple initiatives simultaneously if this serves the interests of participants and if funding can be secured. The CCGR undertakes two types of research:

1. **Foundational research.** These broad initiatives are intended to strengthen or enable gambling research across Canada. Initiatives are likely to be extensive in scope and to have multi-year timeframes.
2. **Topical research.** These projects may be less extensive in scope and have shorter timeframes.

## Governance and Management

### *Oversight Committees*

Each CCGR initiative has an oversight committee comprised of participating members and led by a chairperson and vice-chairperson elected for the duration of the project. The oversight committee's responsibilities include:

- Providing high-level direction to initiatives
- Approving and releasing requests for proposals
- Establishing expert review panels
- Commenting on and approving deliverables
- Approving disbursements
- Contributing to and approving communications plans
- Participating in releasing deliverables and results

Oversight committees generally meet monthly 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. The CCGR strives to achieve consensus in decision-making; however, in the case where votes are taken, each member participating in the initiative in question will have one vote. A quorum of 60% of participating members must be present for a vote to take place.

## *Administration and Coordination*

A consortium of this nature requires administrative and coordination support and the CCGR reserves up to 20% of research funds for this purpose. Costs for administrative and coordination work are charged as overhead to CCGR initiatives. Administrative and coordination responsibilities include:

- Providing general support to the oversight committees, including arranging meetings and taking minutes
- Drafting project proposals for oversight committee approval
- Drafting, coordinating and managing contracts with researchers
- Appointing and overseeing members of scientific advisory panels
- Periodically reporting progress, results and financial status to the oversight committees
- Coordinating communications and release of deliverables
- Overseeing ethics reviews

The CCGR may hire an organization or an individual to provide administration and coordination support. Member organizations may also take on some of these responsibilities on an in-kind basis to lower overall administration and coordination costs. In the case that a non-member organization or individual is hired in this role, the representative will not participate in CCGR votes.

## *Financial Management*

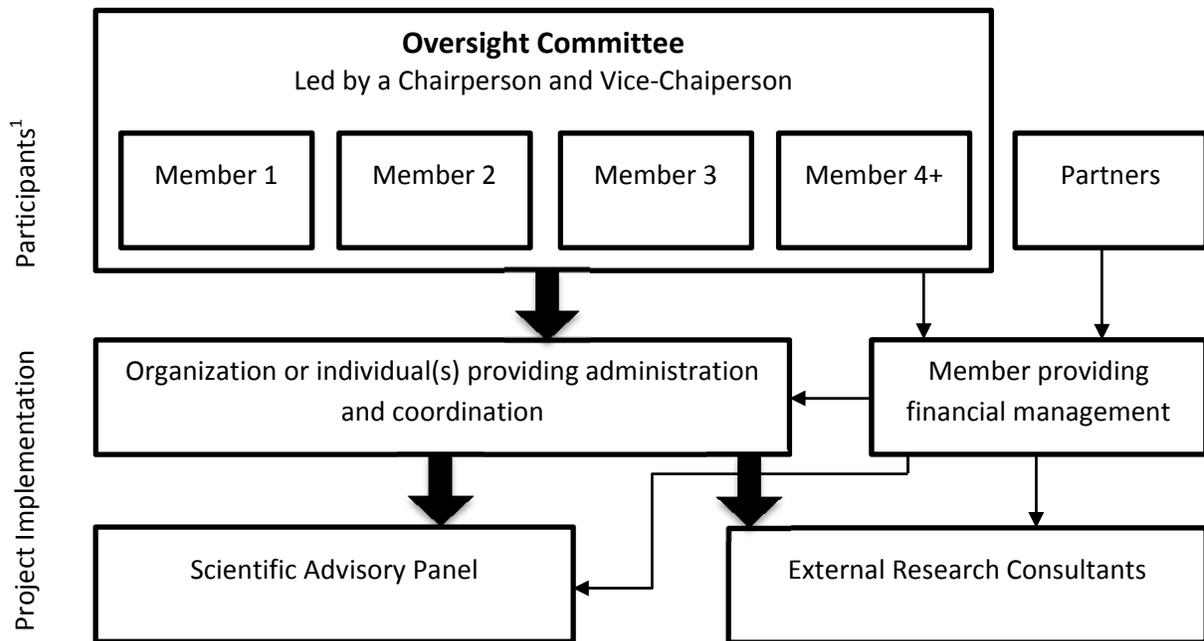
Funds for each CCGR initiative are held in trust by one member selected to perform the financial management role. When new initiatives are approved, each member or partner signs a memorandum of agreement or alternative written document with this member to confirm funding commitments. This member then invoices all participants and provides periodic financial updates of contributions and disbursements at oversight committee meetings. Upon oversight committee approval, this member may release funds in payment of research contracts or may release funds to the organization or individual providing administration and coordination support.

## *Scientific Advisory Panels*

The oversight committee may choose to establish an ad hoc scientific advisory panel when independent expert guidance is required to ensure that an initiative meets academic standards. Although panels may differ in mandate or composition, depending on the needs of the initiative, the role of the panel may include preparing requests for proposals for CCGR initiatives, reviewing submissions and making recommendations to the oversight committee. In addition, the advisory panel serves as a peer review group for all CCGR research results and deliverables. Panels will normally be comprised of two to four well-respected research experts from different disciplines who are not otherwise involved in the CCGR initiative in question.

## Structure

Thick arrows represent the oversight of information and deliverables and thin arrows represent the flow of funds.



<sup>1</sup> Between six and twelve participants are anticipated to fund any given project. Participants may be members or partners.

## 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 three 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.