



Task Force Basic Guidelines for Procedure

0. General

- I. The Chair, in consultation with the Vice-Chair, may amend, alter or add to these Guidelines. Changes should be noted and made available on the Task Force website.

1. Meetings

- I. Meetings of the Task Force will typically be *general consultations, targeted consultations, or in-camera deliberations*.
- II. The need for General Consultations will be vitiated to the extent that Task Forces issue multiple calls for written submissions from the wider university community. These calls and all dates and details should be publicized on the Task Force website as well as more widely through campus media and electronic mailing lists. These consultations will be open to the general public.
- III. Targeted Consultations will draw on invited individuals and groups. They will consist in a dialogue between some or all Task Force members and the invitees. The Task Force can conduct these consultations as open forums and invite audience participation, or can conduct them as private conversations with or without attribution.
- IV. Deliberations are closed to the public and participation is limited to Task Force members, members of the 2030 Secretariat and other invitees as needed.

2. Submissions

- I. Task Forces should invite written submissions from the community at large as well as individuals or groups of individuals. All interested individuals or groups should feel welcome to make written submissions to the Task Forces.
- II. Where a Task Force chooses to conduct Open Consultations, the Chair must be careful to manage the allotments of speaking time to individuals and groups and to avoid redundancy with written submissions. In the event that explicit time limits are set, they should be announced at the start of the meeting.
- III. Submissions to the Task Forces will normally be made in writing.

- IV. Targeted Consultation sessions may be held to review previously submitted written material and discuss issues arising from such submissions.
- V. Task Forces may entertain requests to make oral submissions without accompanying written material but all parties are urged to make written submissions whenever possible.

3. Publication

- I. All written material may be published with appropriate attribution to the Task Force and Towards 2030 websites. Presenters should be mindful of this when drafting submissions. The Secretariat will edit submissions only to exclude inappropriate material.
- II. Brief minutes of oral submissions and Open Consultations will be taken by the Task Force Secretariat and may be posted to the Task Force and Towards 2030 websites as above.

4. Report

- I. The Task Force's final report will be submitted by the Task Force Chair and Vice-Chair after consultation with the members of the Task Force. It is expected that the Task Force will hold consultations to discuss and receive feedback on provisional conclusions and directions arising from the Task Force deliberations.