TERMS OF REFERENCE
Bordering Practices: Systemic Racism, Immigration and Child Welfare
Research Advisory Committee
Last Approved by RAC on September, 2 2021 (Living Document)

Preamble
This is a working document[1] created for the Bordering Practices: Systemic Racism, Immigration and Child Welfare (from herein referred to as "the Project"), Research Advisory Committee. The Research Advisory Committee (from herein referred to as "RAC") is designed to provide the infrastructure that is necessary for ongoing communication, relationship building and collaboration with community partners. The RAC will provide ongoing guidance and leadership to identify and work towards the project's research, community engagement, and advocacy goals to better understand how immigration and child welfare policies and practices impact immigrant families and how migrant communities respond to intersecting systemic inequities through collective action.

Research Project Overview
The project explores how Ontario and British Columbia's child welfare risk assessment process for child abuse and neglect within immigrant families could produce forms of systemic racism in Canada. An overview of the study is how immigration policies in concert with systemic racism shape child welfare services for immigrant families in Ontario and British Columbia?

The four objectives of this research are for the 2020-2024 period are:

1. Understand social workers' decision- making strategies when assessing risk for immigrant families
2. Examine provincial and organizational policies regarding child welfare decision-making and services with immigrant families in Ontario and British Columbia
3. Analyze how bordering practices shape immigrants' interactions with child welfare workers through conducting in- depth interviews with parents and guardians who have child welfare involvement
4. Engage key stakeholders to exchange knowledge about decision-making and interactions with immigrant families towards improving equitable outcomes for families who are involved with child welfare services.

Membership
1. Research team members include:
   → Rupaleem Bhuyan (University of Toronto)
   → Mandeep Kaur Mucina (University of Victoria)
   → Rhonda Hackett (University of Victoria)
   → Bryn King (University of Toronto)
   → Sandra Osazuwa (University of Toronto)
   → Amira Abdel-Malek (University of Victoria)
   → Rebecca Lash (University of Toronto)
   → Manvinder Gill (University of Toronto)

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[1] This document is a work in progress that will be reviewed and updated on an annual basis by the Research Advisory Committee.

2. Community members include[2]:
   → Mary Birdsell (Justice for Children and Youth Legal Clinic, Toronto)
   → Lori Chambers (University of Toronto, Post Doc Fellowship)
   → Travonne Edwards (Black Community Action Network of Peel, GTA)
   → Shalini Konanur (South Asian Legal Clinic of Ontario, Ontario)
   → Harmy Mendoza (WomanACT, Toronto)
   → Carla Neto (Women's Habitat)
   → Apondi Odhiambo (University of Toronto PhD Candidate, pending)
   → Liz Okai (Peel CAS; Pending approval)
   → Sarah Pole (Justice for Children and Youth Legal Clinic, Toronto)
   → Xeni Pop (Vancouver South Family Services RHB, Vancouver)
   → Cheyanne T. Ratnam (Ontario Children's Advancement Coalition, Toronto)
   → Lisa Rupert (YWCA, Vancouver)
   → Amarjit Sahota (Sophie's Place Child and Youth Advocacy Centre, Vancouver)
   → Terry Smith (CAST, Toronto; pending approval)
   → Danielle Ungara (Peel CAS; Pending approval)
   → Natasha Vattikonda (Mothers Matter Centre, Vancouver; pending approval)

The Structure of the Research Advisory Committee
The Research Advisory Committee will integrate the expertise of its members with the Research Team.

Roles and Responsibilities of the Research Advisory Committee
The Research Advisory Committee will provide oversight and guidance to all aspects of this project implementation:
1. Attend quarterly meetings
2. Clarifying the project's research and advocacy goals and objectives
3. Provide guidance on the development of the study protocols, interview guides, analysis, presentations and reports
4. Serve as a liaison with your community or organization to represent community concerns and exchange knowledge
5. Supporting data retrieval and participant recruitment
6. Participating in working groups that are created to carry out specific objectives related to the project's research, community engagement, and advocacy goals
7. Participating in writing/generating working papers, policy briefs, community and academic presentations
8. Disseminating of study findings through network of community members, social media, service providers, policy makers and the general public

Roles and Responsibilities of Sub-Committees
Working Groups will be formed in response to specific research, community engagement and/or advocacy goals. The specific goals of each working group are subject to change over time and

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[2] Affiliation listed in cases where the member has formally joined as a representative of an organization to the Research Advisory Committee.

will be updated accordingly by the full Research Advisory Committee. The working groups will meet bi-monthly or as needed.

Working Groups as of March 2021:

I. *Policy Analysis Working Group* will review the research design for Phase I policy analysis, including steps for retrieving policy documents, recruiting potential participants who are policy makers, child welfare administrative staff, and community advocates.

II. *Community Outreach/Dissemination Working Group* will develop the Research Advisory Committee Terms of Reference and assist with planning or co-hosting future community events for knowledge exchange.

Roles and Responsibilities of the Research Team
The research team is responsible for coordinating committee and working group meetings, setting the agenda and providing summaries of meetings. The research team is also responsible for disseminating quarterly activity summary of completed, ongoing and future research and advocacy activities, and an annual budget report or more frequently as needed.

Project Administrator
The project administrators are Rupaleem Bhuyan and Mandeep Kaur Mucina who will play a key role in the leadership and management of the Research Advisory Committee and Working Groups. For the daily operation (e.g., communication, coordination of meetings), the research coordinators and assistants will play a key role.

RAC Co-Chairs
The RAC will be chaired by 1-2 advisory/community members. The responsibilities of Chair(s) will include: 1) working with the research team to prepare the agenda for quarterly RAC meetings, 2) facilitating meetings, 3) helping to orient new RAC members, and 4) consult with the research team for advocacy and knowledge mobilization.

The chair(s) will be selected annually for a one-year term (or as needed). -Chairs may volunteer or be encouraged. If more than two people are interested, the RAC may come to a vote as per the decision-making process below). We aim to select Chair(s) who reflect the diversity of knowledge and expertise in line with the project's research and advocacy goals.

Decision-Making Process
Major advocacy and/or community engagement decisions will only be made if there is consensus amongst the community members. If consensus cannot be obtained, voting will take place with a minimum of 50% of the community members being present and quorum will be achieved with at least 60% of the votes in favor. RAC members will vote on major decisions related to research, community engagement, and advocacy activities. Members can abstain from voting if they choose to not participate.

The Project Administrator(s) will be given one vote. All other Research Team members will be non-voting members of the Committee**.** Each member of the Research Advisory Committee will be entitled to one vote.

All members of the Research Advisory Committee and Project Administrator(s) are equal partners and carry equal weight. No organization carries a veto in regular decision-making, with the exception of those issues that could threaten the strict terms of fulfillment of the contract for any additional funding, in which case the Project Administrator(s) reserve the right to act in accordance with its legal responsibility to any external funder.

Principles that Guide our Work
- To value different ways of knowing and gathering information
- To promote co-learning that attends to social inequalities among and around us
- To gather information towards integrating knowledge and action for mutual benefit of all partners
- To build on the strengths and resources within the communities that are most impacted by the research focus
- Awareness that inequality is systematic and reflects overlapping and intersecting forms of discrimination, including but not limited to that based on sex, gender identity, race, class, sexual orientation, religious affiliation, color, political belief, cultural affiliation, immigration status, ability, ethnicity and family status/structure, age.

Community Ethics
The community ethics that guide and embed our work within communities are:
- *Collaborative decision-making*: Community members and researchers equitably and meaningfully share direction and role in the research agenda and reciprocal involvement in the research design, implementation and dissemination.
- *Collaborative dissemination:* We will work collaboratively to exchange and share knowledge among RAC members and our community partners/members.
- *Equitable Sharing of Resources:* When sharing resources (time or in-kind), we will honour the contributions of all committee members, seeking mutual benefit for all.
- *Action Oriented:* The research process and findings are useful to community members and agencies in making progressive social change and to promote equality for racialized members/communities with overlapping and intersecting identities.
- *Community Centred and Situated:* We will recognize and respect individual families' intersectional identities and community's needs. Thus, we will be adaptable with our approaches to best meet the needs of community members as the project is of practical relevance to communities, seeks to redress community concerns and is carried out in community settings alongside community members.
- *Equity and Inclusion:* Connected to principles that guide our work, commitment to anti-oppression and anti-racist practice to be culturally safe, inclusive and equitable towards all members.
- *Harms and Benefits:* We are committed to recognizing that people and community members are differently situated and the institutional, systemic, and intergenerational harms as well as benefits are varied for individuals and communities. We will follow practices and approaches that recognize, accept and honour different social locations while seeking to collaboratively work with community members as well as balancing the harms and benefits.
- *Privacy:* We will maintain the privacy of information shared during RAC meetings (including working group meeting and meeting minutes and internal reports).

- *Decolonize Stories*[3]-we seek to practice decolonial thinking to un-learn, learn, and relearn (Ruth Kolazar) different ways of gathering, understanding, and respecting the distinct histories and ways of knowing among racialized and minoritized through generating counternarratives.
- *Indigenous Sovereignty and Territory:* We recognize that research into child welfare, one of the six areas of calls to action in the Truth and Reconciliation Commission of Canada, cannot be separated from broader issues of systemic colonial violence and forced displacement of Indigenous Peoples. Specifically, the project's work is within the territories of the Musqueam, Squamish, and Tsleil-Waututh nations (Vancouver, British Columbia) and the Huron-Wendat, Haudenosaunee, Petun Firsst Nations, the Seneca, Anishinaabe nations and the Mississauga of the Credit River (Toronto, Ontario, Canada). In recognition and respect of Indigenous peoples' inherent kinship to colonial called Canada, we recognize Indigenous peoples sovereignty and relation as well as rights to territory.
- *Radical Politics of Care:* We will follow Audre Lorde's (1988)[4] definition of care as self(communal)-preservation rooted in political acts to counter dominant understanding of individual indulgences. The practice of radical political acts of care will centre personal and collective healing and transformative justice that redresses systematic inequalities.
- *Capacity Building*: The research team will work in ensuring that community members capacities for research work is built (e.g., training, constructive feedback) alongside the meaningful share and involvement in the research design, implementation and dissemination to ensure collaborative, supportive and prosperous process.

Intra-Project Communication and Support
All meetings of the Research Advisory Committee and Working Groups will be minuted and circulated to members. RAC members will be provided with regular communications, reports, access to the file sharing drive and with opportunities for consistent feedback. Provisions for accommodations/support to ensure equitable access to participation by all Committee members will be put in place, including wheelchair access, teleconference and travel costs.

Contact information (e.g., email address) of the RAC members will be shared among RAC members in order to permit the dissemination of information relevant to the research and community engagement goals.

Honorarium
Honorarium for RAC members is available to support anyone who self-identifies as a student, lived expertise, precariously employed or under employed (no questions asked).

Confidentiality
Members of the Research Advisory Committee and Sub-Committees shall not disclose any information about the Project that is deemed to be confidential unless the material is ready for dissemination and permission for distribution to the public has been agreed upon.

Authorship

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[3] The BIPOC Project. *The BIPOC Project Solidarity Principles.* Retrieved from https://www.thebipocproject.org/.
[4] Lorde, A. (1988). *A Burst of Light: Essays* (pp. 12–134).

The Research Advisory Committee members are encouraged to inform the Project Administrator(s) or other members of the research team if they would like to take part in presenting at conferences or as co-authors in publications (academics or reports).

The research team will also welcome, and in collaborative supportive process, peer-researchers and community advocates to contribute to conference presentations and as co-authors in publications (academic or reports).

Authorship will be inclusive to all people who contribute intellectually to the development of a conference paper or written manuscript.