



**CCMG-CCGM National Office**  
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**Committee:** CCMG PEACE Committee

**Document:** Terms of Reference (ToR)

Dates: Revised and approved by the committee, May 2003

Approved by the Board of Directors, August 6, 2003 Approved by the Board of Directors, April 2012

Revised and approved by the committee December 2020

Approved by the CCMG Board of Directors, January 18, 2021

Revised by the committee, May 2024

**Approved by the Board of Directors, August 2024**

### **Brief Description**

This committee fosters dialogue and communication of information between accredited CCMG training sites and the following CCMG Committees: Examinations; Accreditation of Centres; Credentials; Education, Ethics and Public Policy (E2P2); and Training in support of the CCMG Mission\*. Its membership is entirely ex officio.

Meetings of PEACE-Train will be scheduled following the standing CCMG Committee meetings held in conjunction with the AGM and, as required, called by the chair to address emerging business affecting training sites.

### **Mandate**

To support the CCMG mission by providing a forum for:

1. the discussion of issues identified by the CCMG training sites as they pertain to training, examinations, accreditation and credentials.
2. the dissemination of information from the Training, Examinations, Accreditation and Credentials committees to training sites.
3. sharing materials and resources developed for the purpose of training and examination between training sites.
4. informing the E2P2 committee of issues identified by the CCMG training sites as they pertain to its mandate of ethics and education.

### **Composition and Tenure**

- Fellowship Committee chairs (Program Directors as registered with the CCMG office) representing all accredited Genetic and Genomics training sites AND Chairs of the



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- Examinations, Accreditation of Centres, Credentials and E2P2 and Training committees (PEACE-Train)
- The committee shall include a Board representative, preferably the current President, who will inform the PEACE-Train chair of emerging issues relevant to the training sites. The board representative will be responsible for documenting in the CCMG board minutes the name, term and expected end of term of the PEACE-Train chair.
- The Chair of the committee will be one of the Fellowship Committee Chairs, selected by consensus from among eligible volunteers or nominees, at the annual meeting of PEACE-Train or as required.
- The term of the Chair will be 3 years renewable once. As membership is ex-officio, the chair will resign when no longer holding the role of a local Fellowship Committee Chair.
- The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.
- Any external committee representatives are to be arranged between the corresponding committee chairs.

CCMG committee terms of reference are to be reviewed annually, ideally at the time of committee membership turn over.