

**NATIONAL REFERENCE GROUP (NRG)**  
**Terms of Reference**

---

**The Healthy Balance Research Program (HBRP)**

The ultimate goal of the HBRP is to foster a “healthy balance” between women’s health and well-being, family life and earning a livelihood. The interrelated and dynamic program objectives include knowledge generation, knowledge transfer and transformation, uptake of new ideas and practices, and strengthening research capacity. To ensure active engagement rather than passive acceptance of research processes and products, a number of advisory groups have been established to assist in shaping the course of the HBRP. In order to accomplish this, the reference groups will provide advice into the research process, the most appropriate mechanisms by which to process findings, policy interventions, program designs, organizational practices, and other topics as deemed appropriate.

---

**Membership**

The HBRP National Reference Group will consist of 14 members that include senior researchers, doctoral students, policy makers, and community-group representatives. The members of the National Reference Group will act as individuals and not as delegates or representatives of their particular organization or institution. National Reference Group members may be appointed for a 2-year term renewable for up to 5 years.

---

**Responsibilities**

- Participate in yearly meetings of the National Reference Group, and additional scheduled teleconferences as necessary.
- Propose mechanisms and venues for disseminating HBRP findings to appropriate and applicable audiences.
- Recommend policy makers, institutions, agencies, groups and individuals for whom HBRP findings are relevant.
- Identify and propose research opportunities, and opportunities to build national and international linkages with the HBRP.

**Decisions**

Not less than one half of the members shall constitute a quorum. Decisions of the National Reference Group will be confirmed by a simple majority.

---

**Attendance**

It is expected that all members will endeavor to participate in all meetings. If and when a scheduling conflict arises, committee members are kindly requested to advise the HBRP in advance. Those members who miss 2 or more meetings without prior notice may be requested to reassess their membership on the NRG and/or resign their position.

---

**Termination**

If a member of the NRG is not able to continue the term of their membership, they are asked to provide advanced notice in writing to the HBRP.