

Tulane National Primate Research Center



Community Focus Group



Director

Andrew A. Lackner, DVM, PhD

Terms of Reference Community Focus Group Tulane National Primate Research Center

Background

On April 1, 2004, the Director, Tulane National Primate Research Center (TNPRC) created a permanent Community Focus Group (CFG) to establish better communication with the local community in Saint Tammany Parish, Louisiana, in relation to the activities of the TNPRC.

Purpose

To create and maintain an atmosphere of public trust and confidence between the TNPRC and the community.

Mandate

The Community Focus Group provides an ongoing opportunity for the discussion of and sharing of information between the TNPRC and its various stakeholders.

Objectives

The objectives of the Community Focus Group are:

- to provide guidance to the Director, TNPRC, on possible opportunities for enhanced communication, outreach, and community relations
- to serve as a vehicle proactively providing accurate information to the community in order to foster a greater understanding of the activities of the TNPRC
- to provide an ongoing forum for public input and a sustained information exchange
- to convey information leading to mutual understanding on issues of public concern associated with the TNPRC

Role and Responsibilities of Members

The CFG members are responsible for providing guidance on TNPRC activities that may have a real or perceived impact on the community; they review, as necessary, all activities, incidents and programs and provide feedback on concerns.

Reporting

Representing various stakeholder groups, members of the CFG will direct concerns and convey opinions about the activities of the TNPRC within the parameters of the CFG Committee structure. The Manager of Communications, TNPRC, as Chair of the CFG, reports directly to the Associate Director for Administration and Operations. The Associate Director for Administration and Operations reports directly to the Director, TNPRC. Responsibility and accountability for using the suggestions and recommendations of the CFG belong to the Director, TNPRC.

Committee Membership and Structure

The CFG is comprised of a balanced representation of the community consisting of at least ten and no more than twelve participants drawing one from each of the following stakeholder groups:

- the local government
- three neighborhoods in close proximity to the TNPRC
- the business community
- the medical community
- the veterinary medical community
- the educational community
- from the community at large
- and the Manager of Communications, TNPRC, who serves as Committee Chair

Terms of Appointment

Committee members serve for one-year terms and are replaced or re-appointed annually, with the exception of the Manager of Communications, TNPRC. The CFG will invite nominations from the community for members. Following a review of the nominations, nominated members will be recommended to the Director, TNPRC.

The Committee is chaired by the Manager of Communications, TNPRC. In the absence of the Manager of Communications, TNPRC the Associate Director for Administration and Operations, TNPRC, serves as Chair of the Committee.

Scope

The Committee supplements the TNPRC's ongoing communications and interaction with the community, stakeholders, media, and regulatory agencies.

The Committee provides guidance on appropriate and effective ways of communicating with the community. This information is provided to the Director, TNPRC.

The process and operation of this Committee is considered private information and is communicated in closed sessions.



Community Focus Group Contact Information

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