



# Digital Policy Hub

## Digital Policy Hub Fellow Supervisors — Terms of Reference

### **About the Digital Policy Hub**

The new Digital Policy Hub at the Centre for International Governance Innovation (CIGI) hosts a diverse group of emerging, innovative thinkers from the social, natural and applied sciences, providing opportunities for them to further develop their own research, analytical and policy skills. The Hub, in partnership with universities, governments and the private sector, offers a highly collaborative space for undergraduate, masters, doctoral, post-doctoral and visiting (professional) fellows.

Each Fellow must demonstrate the support of an Academic Supervisor from their home institution to support the development and completion of their research, administrative requirements including access to Mitacs funding, and overall successful engagement in the program.

### **Value of Hub Participation for Supervisors**

- Academic supervisors will have opportunities to build connections between their home institution and CIGI's global network of fellows, as well as to connect to decision makers in the private and public sectors associated with the Hub.
- Hub fellows will return to their home institutions with new capacities and perspectives with which to pursue their degrees and academic work.
- Supervisors will be invited to participate (unfunded) in Digital Policy events hosted by CIGI, such as the end-of-term research conference, either in person or online.
- Supervisors have the opportunity to enrich the Hub fellows' professional development and research skills through their participation in the Hub.
- University supervisors and administrators are encouraged to view the Hub experience as complementary to existing academic and research programs.

### **Hub Fellow Supervisor — Roles and Responsibilities**

- **Attend the Hub Supervisors' orientation meeting:** Ahead of the start of the fellowship term in the Fall, the Digital Policy Hub team will host an orientation meeting for Supervisors to provide an overview of the program, the supports in place for participants, as well as overall expectations for both fellows and supervisors. Supervisors should participate in this meeting to meet the Hub team, to ask questions, and to understand their roles and responsibilities.
- **Research supervision and support:** Supervisors will be the primary source of research supervision and support through activities such as reviewing the Hub fellow's research project(s), providing guidance as to structure, content, and resources utilized for their research, and other activities as they see fit. This includes being familiar with the core research requirements for the fellows and helping make sure they successfully meet fellowship expectations.
- **Administrative & funding support (students/candidates and post-doctoral Hub fellows):** Supervisors must be eligible to hold an account and accept tri-council funding at their academic institution and must agree to accept Mitacs funding to administer to the fellow. Supervisors also

agree to serve as the institutional point of contact for the fellow, assisting them to navigate the systems at their own institution to access their funding.

- **Direct Participation:** Supervisors will be invited to participate (unfunded) in Digital Policy events hosted by CIGI such as the end-of-term research conference, either in person or online.
- **Time Commitment:** The time commitment expected by supervisors will largely be determined on a case-by-case basis and depend on the supervisor's external commitments.
- **Note:** Please note that additional research supervision, mentorship, collaboration and feedback will be provided by the Hub team, cohort and CIGI fellows, as key features of the program.

### **Background on Hub Program and Fellowship**

- Hub fellows will be part of a diverse cohort of emerging, innovative thinkers from the social, natural and applied sciences, and will have opportunities to develop their own research, analytical and policy skills.
- The focus is on transformative and emerging technologies and issues including data, economy and society; artificial intelligence; outer space; digitalization, security and democracy; and the environment and natural resources.
- The Hub will operate and host fellowships year round: each fellowship will generally run for eight to twelve months depending on the fellowship tier and cohort.
- Within Canada, a mix of in-person, hybrid and remote participation is possible facilitate geographic diversity in the cohort. As there are benefits to in-person participation such as shared office space and meeting the cohort face to face, we strongly urge fellows within commuting distance to attend seminars and events onsite.

### **Fellowship Requirements**

- All fellows will meet (with the option to do so in person or virtually) at joint seminars and skills sessions held Tuesday afternoons (Eastern time), two hours in length, where they will share, compare and develop research.
- In addition to participation in seminars and skills sessions, Hub fellows prepare research papers for publication during their tenure (one paper for every term/four-months of the fellowship), which will be made available on the [Hub's virtual space](#).
- Specificities on research output expectations based on fellowship tier are shared once the fellowship begins, and all works must adhere to [CIGI's Style Guide](#). The program offers opportunities to become familiar with the Style Guide with ample time for Hub fellows to plan for their submissions (e.g., a Style Guide walkthrough with the organization's Publications team early in the fellowship).
- All fellows take part in Digital Policy Hub research conferences held at the CIGI Campus where they present findings from their term papers in person. These conferences are open to the CIGI community, Hub fellow supervisors, and select external guests.

The latest information on the Digital Policy Hub program will be regularly posted to [our website](#). The Digital Policy Hub team can be contacted at [digitalhubinquiries@cigionline.org](mailto:digitalhubinquiries@cigionline.org).