

## **DMP Expert Group Terms of Reference**

### **Purpose:**

The aim of this group is to develop guidelines, best practices, and content in support of templates and guidance materials for the CARL Portage national data management plan service. When appropriate, this group will also contribute to the development of standards underlying the structure and management of DMP templates and the exchange of DMP information to facilitate its sharing and reuse.

### **Objectives of the Portage DMP service:**

- To provide data management planning resources (tools, templates, guidance, training) that support best practices in research data stewardship and that promote a strong data culture in Canada;
- To help researchers comply with RDM policy requirements (e.g. funders, journals...);
- To facilitate the sharing of research administrative information across research organizations and agencies;
- To improve coordination among local and national research service organizations through the information collected in DMPs (e.g., ethics offices, research service offices, campus IT, etc.); and
- To reduce administrative burden on researchers.

### **Working Group Members:**

John Brosz, University of Calgary

Jane Burpee, McGill University

James Doiron, University of Alberta

Carla Graebner, Simon Fraser University

Alex Guindon, Concordia University

Amber Leahey, Scholars Portal

Jamie MacKenzie, University of New Brunswick

Jessica McEwan, University of Ottawa

Jeff Moon, Queen's University (Chair)

Carol Perry, University of Guelph

Weiwei Shi, University of Alberta



**Term:** Members are asked to serve a two-year renewable term.

**Meeting Frequency:** Bi-weekly (with smaller task groups possibly meeting more frequently)

**Chair:** To be selected by working group members

**Record of Meetings:** Agenda and minutes are to be documented in Google Drive.

**Method of operation:**

- All members are encouraged to identify issues and to propose them as agenda items (with the necessary background/support documentation) for review and discussion.
- Other experts will be invited to meetings as required.
- CARL Portage directions and goals are acknowledged and balanced with contributors' priorities and resource constraints; decision making is informed by this process.
- Members are encouraged to express opinions openly and respectfully.
- Members are encouraged to identify any potential threats so that risks can be mitigated.
- The Working Group will establish smaller groups to complete tasks as needed. These smaller groups may consist of members from the Working Group and others recruited from outside the Working Group.
- The Working Group will develop an annual plan of priorities and activities in coordination with the Portage Director and the Council of Chairs. Advice from the Portage Advisory Committee will be incorporated as appropriate. These plans will contribute to the annual Portage work plan that is approved by the CARL Directors Portage Steering Committee.