

## **Portage Training Expert Group – Data Management Plan Working Group: Terms of Reference**

### **Goal:**

To develop a web-based basic training module on data management plans (DMPs). Working in collaboration with Canadian libraries that currently offer assistance with DMPs, this working group will develop an overview of DMP topics. The intended audiences include: researchers; librarians and data stewards; service and infrastructure providers; and policy makers and administrators.

### **Specific Responsibilities:**

- To develop a web-based training module on DMPs, which will be made publically available through the Portage website
- The training module will be designed to meet the following criteria:
  - Provides a basic level of information that is general enough for novices to understand
  - Complements existing Canadian library web resources on DMPs and DMP Assistant
  - Introduces the concept of DMPs, highlighting why they are important along with their short and long term benefits
  - Introduces the main components of DMPs, explaining their intended purpose, forms and functions through the research data life cycle
  - Introduces the DMP Assistant and its various components, functions, and benefits
  - Provides targeted information and resources for the following audiences: researchers; librarians and data stewards; service and infrastructure providers; and policy makers and administrators

### **Working Group Members:**

James Doiron, University of Alberta (Lead)

Jordan Bass, University of Manitoba

Carrie Breton, University of Guelph

Matthias Duc, University of Alberta

Mayu Ishida, University of British Columbia

Pierre Lasou, Université Laval

Marjorie Mitchell, University of British Columbia – Okanagan

Andrew Nicholson, University of Toronto – Mississauga

Jessica Thorlakson, University of Alberta

**Term:**

The members will serve for 6 months, starting in early **April 2017**.  
The Lead will report back to the Portage Training Expert Group on a regular basis.

**Frequency of Meetings:**

Bi-weekly

**Lead:**

James Doiron, University of Alberta

**Record of Meetings:**

Agenda and minutes to be documented in Google Docs or other document management services that support sharing and collaboration.

**Method of Operation:**

- All members are encouraged to identify issues and to provide them as agenda items (with the necessary background/support documentation) for review and discussion.
- Members are to express opinions openly and respectfully.
- Members are encouraged to identify any potential threats so that risks can be mitigated.