

## Terms of Reference for the Institutional RDM Strategy Working Group

### **Introduction:**

Two sets of principles announced in 2016 provide a framework for the development of research data policy in Canada. The Tri-Agency Statement of Principles on Digital Data Management identified institutional roles and responsibilities for research data management (RDM). A group of Canadian universities, who participated in a Research Data Canada workshop in November 2015, provided an institutional perspective on data management by preparing a separate set of principles. As guiding statements, they both contain important themes to consider when preparing an RDM strategy.

In addition, several institutions have formed campus working groups to address RDM. Some of these groups have a formal mandate. For example, UBC has created an office within the Vice-President of Research to coordinate and implement RDM policies and services. Other institutions have groups that are exploring RDM issues for their campus. For example, the University Librarian at York, along with fellow Deans, has organized a working group to identify a campus agenda for RDM. Other campuses have ad hoc groups working on RDM. At McGill, members from the Library and the Office of Sponsored Research are collaborating to conduct joint training sessions on RDM with researchers. These are just examples of the types of activities happening on Canadian campuses around RDM.

All of this has been taking place while the Tri-Agency Data Management Working Group has been drafting a data policy. A consultation on a draft version of a Tri-Agency data policy was announced in May 2017 that includes a requirement for each institution to prepare and publish a strategy for data management. This will raise the stakes for all academic institutions regarding RDM.

The CARL Directors Portage Steering Committee recommended the development of a template for framing institutional discussions around a strategy for data management. The Portage Director subsequently extended an invitation to the President of CARA, Executive Director of CUCCIO, the Research Data Canada Executive Director, the Executive Director of CARL, and members of the Tri-Agency Data Management Working Group to form a joint working group to draft a template. A positive response to participate was received from all organizations, several of which represent the units or departments most likely to be involved in developing a strategy on data management on their campuses.

### **Goal:**

The goal of this working group is to provide institutions with one or more resources (e.g., a template) for preparing institutional strategies on research data management (RDM) and that would help an institution fulfill a Tri-Agency data policy with this requirement.

**Purpose:**

The purpose of this working group is to create a template and supporting materials to facilitate institutional discussions in preparing an institutional strategy on RDM.

**Organizational Participation:**

- Canadian Association of Research Libraries (CARL)
  - Donna Bourne-Tyson, Dalhousie University
  - Diane Sauvé, Université de Montréal
  - Nicole White, Simon Fraser University
  - Kathleen Shearer, CARL
- Canadian Association of Research Administrators (CARA)
  - Rachael Scarth, University of Victoria
  - Alison Collins, York University
  - Danielle Connell, St. Thomas University
- Canadian University Council of Chief Information Officers (CUCCIO)
  - Bo Wandschneider, University of Toronto
- Portage Network
  - Jeff Moon, Portage
  - Shahira Khair, Portage
- Tri-Agency Data Management Working Group
  - Jeremy Geelen, Social Sciences and Humanities Research Council of Canada (SSHRC)
  - Matthew Garsia, Canadian Institutes of Health Research (CIHR)
- Research Data Canada
  - Megan Meredith-Lobay, University of British Columbia
  - Barb Carra, Cybera
- Vice-Presidents Research (VPR)
  - Dugan O'Neil, Simon Fraser University
- CASRAI-CA
  - David Baker, CASRAI-CA

**Term:**

No longer than six months from the start date, which will be agreed upon by the participating organizations.

**Frequency of Meetings:**

As necessary but no fewer than once a month.

**Chair:**

Donna Bourne-Tyson, Dalhousie University / CARL President

**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 propose them as agenda items (with the necessary background/support documentation) for review and discussion.
- Members are encouraged to consult and gather feedback from their professional communities about the activities of this working group.
- Other experts may be invited to assist when required.
- Decisions will be by consensus.
- Members are to express opinions openly and respectfully.
- Members are encouraged to identify any potential opportunities or threats so that appropriate actions can be taken.