



## **Terms of Reference for the FRDR Service Model Working Group**

### **Goal:**

Develop a distributed service model for the Federated Research Data Repository (FRDR) that incorporates FRDR as a Portage research data management platform by engaging appropriate Portage expert groups and by supporting a community of practice for the use of FRDR on Canadian campuses.

### **Specific Responsibilities:**

- Provide recommendations of best practices for a distributed service model for FRDR, including:
  - Curation staffing and on-campus researcher support models
  - Curation workflows from data ingestion and publication to long-term preservation
- Review and provide feedback on the current Terms of Use, Privacy Policy, and user documentation
- Help identify priority features required for the service launch and considerations for future development
- Identify the level and type of training required for local support and use of FRDR

### **Term:**

The members will serve for 6 months, starting in August 2017, and report back to the FRDR Steering Committee.

### **Frequency of Meetings:**

Bi-weekly

### **Format of Meetings:**

Google Hangouts, by invitation



## **Record of Meetings:**

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

## **Membership:**

Lee Wilson, Portage/ACENET (Chair)  
Amy Buckland, University of Guelph  
Alex Garnett, Simon Fraser University  
Meghan Goodchild, Queen's University/Scholar's Portal  
Jason Hlady, Compute Canada  
Jasmine Hoover, Cape Breton University  
Paul R. Pival, University of Calgary  
Jenn Riley, McGill University  
Jamie Rosner, University of British Columbia  
Hartmut Schmider, Queen's University  
John Simpson, Compute Canada  
Kathy Szigeti, University of Waterloo  
Kristi Thompson, University of Windsor  
Michael Vandenburg, Queen's University

## **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 to express opinions openly and respectfully;
- Members are encouraged to identify any potential threats so that risks can be mitigated.