

## **Data Management Planning Expert Group – DMP Repository WG**

### **Terms of Reference**

**Goal:** To develop a searchable, accessible, and multidisciplinary repository of example data management plans for the research community to consult while writing their own.

### **Specific responsibilities:**

- To choose a suitable platform for the repository
- Design the repository framework and test functionality
- Perform usability testing on the repository
- Create an ethical framework for sharing DMPs
- Perform user engagement with the research community
- Conduct a pilot program with select participants
- Make recommendations for a production DMP repository

### **Working Group Members:**

TBD

### **Term:**

The members will serve for **12 months**, starting with **January 2019**, and report back to the Data Management Planning Expert Group.

### **Frequency of Meetings:**

Bi-weekly

### **Chair:**

Adrienne Colborne

### **Record of Meetings:**

Agenda and minutes to be documented in Google Docs in the Portage Team Drive, as it supports 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.