

DRAFT
2020/11/12

Portage/NDRIO DM Council of Chairs - Terms of Reference

Goal:

To provide an organizational framework for the integrated operation of a National Network of RDM Experts, coordinated by Portage/NDRIO DM, in support of advancing data stewardship best practices in Canada

Purpose:

The Council of Chairs serves three fundamental purposes:

1. Advising on and contributing to the planning and development of research data management-related initiatives in Canada;
2. Coordinating the work of Expert and designated Working Groups to identify and address gaps, areas for collaboration, and other potential synergies;
3. Identifying and prioritizing resources/supports required to advance the work of each Expert and designated Working Group to inform the work of Portage/NDRIO DM.

The Chairs serve as leaders within the Network of Experts and broader community of practice, both of which are foundational to the work of Portage/NDRIO DM. Chairs will be included, as appropriate, in stakeholder interactions connected to their Expert Groups.

Members of the Council of Chairs:

Maggie Neilson (Data Management Planning Expert Group)
James Doiron (Data Management Planning Expert Group)
Jay Brodeur (Curation Expert Group)
Michael Steeleworthy (Curation Expert Group)
Bo Wandschneider (Data Repositories Expert Group)
Shahira Khair (Research Intelligence Expert Group)
Nick Rochlin (National Training Expert Group)
John Huck (Dataverse North Working Group)
Kevin Read (Discovery and Metadata Expert Group)
Corey Davis (Preservation Expert Group)
Rachel Zand (Sensitive Data Expert Group)
Lori Walker (Sensitive Data Expert Group)
Lee Wilson (FRDR Working Group)
Susan Haigh (CARL Executive Director)
Jeff Moon (Portage/NDRIO DM Director)

Term:

The members will serve as long as they are Chair of an Expert or designated Working Group.

Frequency of Meetings:

In person once per year in Spring (video conference if travel not possible); Video conference in Fall; other calls on an as-needed basis.

Chair:

Portage/NDRIO DM Director

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.
- Other experts will be invited to a meeting when required.
- Portage/NDRIO DM directions and goals are acknowledged and balanced with contributors' priorities along with NDRIO directions and resource constraints; decision-making is informed by this process.
- 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.
- The Council will review these Terms of Reference on an annual basis.