



Technical Leadership Advisory Council

TERMS OF REFERENCE

1.0 Purpose

The Technical Leadership Advisory Council provides expert technical advice, support, guidance and recommendations related to Digital Research Infrastructure (DRI) to the Compute Ontario (CO) management and other stakeholders. The primary focus of the group will be to identify, understand, and respond to challenges and opportunities related to the technical and operational DRI needs of Ontario researchers. This will include supporting the development and updating of Compute Ontario's Technology Strategy as well as considering needs related to data centers, computing, data management and software.

The Technical Leadership Advisory Council is an Advisory Committee. On occasion, it may explicitly be delegated decision making authority by the CEO on a particular matter.

2.0 Composition

The Technical Leadership Advisory Council shall comprise:

- I. The Chair;
- II. The Vice-Chair; and
- III. Such other Members appointed by the Compute Ontario CEO.

2.1 Membership

The Technical Leadership Advisory Council membership consists of 6-15 members. Ideally, there should be at least one representative from each Ontario consortium as well as representatives from universities, colleges, hospitals, research institutes and other research organizations. In addition, the Compute Ontario CTO shall be a member of the Technical

Leadership Advisory Council. Members may be asked to represent Compute Ontario on various NDRI and Compute Canada committees and Working Groups. In such cases, members are expected to report back fully to the Advisory Council to facilitate information sharing. Applications for membership shall be sought from the Ontario DRI community.

Members of the Technical Leadership Advisory Council will normally have leadership or management positions in their respective organizations as well as significant technical expertise related to DRI and will be selected in a manner that ensures a diversity of expertise as well as institutional/organizational perspectives.

After initial membership of the committee is selected by the Compute Ontario CEO, the process for soliciting nominations shall be determined by the Technical Leadership Advisory Council membership. Technical Leadership Advisory Council membership is approved by the CO CEO.

2.2 Leadership

A Chair and Vice Chair of the Technical Leadership Advisory Council are elected by the Technical Leadership Advisory Council membership from amongst the members. Both positions have a 12-month duration. The Chair and Vice Chair positions may be renewed no more than once. The election process will be proposed by the Chair of the Technical Leadership Advisory Council and approved by a majority of the members. The initial interim Chair shall be appointed by the Compute Ontario CEO.

The Technical Leadership Advisory Council Chair and Vice Chair shall:

- I. foster a constructive tone so the Technical Leadership Advisory Council works as a cohesive team that enables inclusive and respectful discussion;
- II. ensure that the information needs of the Group are met;
- III. promote independent thinking of the Group;
- IV. build consensus among Group members;
- V. ensure meeting time is used effectively;
- VI. monitor Group activities to ensure the work undertaken is consistent with the mandate;
- VII. work with CO staff and management to ensure that the Group fulfills its mandate and completes its work plan efficiently and effectively; and
- VIII. move the Group discussions towards constructive and timely resolution.

3.0 Term

Technical Leadership Advisory Council members will be appointed for two-year terms. The terms of the members will be staggered so that no more than one-third of members are replaced or renewed in a given year.

In the event that a member cannot complete their term, the position may be filled at the discretion of the Compute Ontario CEO.

4.0 Meetings

The Technical Leadership Advisory Council will meet as deemed appropriate by the Chair, and no less frequently than monthly.

Meetings can be held at any time and place as determined by the members, provided a one-week notice of such meeting is given to each member of the Group.. Meetings may be held by teleconference or videoconference, or in person, as deemed appropriate by the Chair.

Minutes of meetings shall be kept and will be available to CO management.

4.1 Decision-Making

The Technical Leadership Advisory Council Chair, or in their absence, the Vice-Chair, shall preside at all meetings of the Group. The Group will adopt a consensus approach wherever possible in all matters. Where this is not possible and a decision is required, this shall be done by simple majority vote. In the event of a vote that results in a tie, the Chair shall have the right to execute a second, tie-breaking, vote.

The quorum for formal decision making at any meeting will be a simple majority of the membership.

5.0 Responsibilities

- I. identify, understand, and draft responses to challenges and opportunities related to the technical and operational DRI needs of Ontario researchers. This will include developing and updating the CO Technology Strategy as well as considering needs related to data centers, computing, data management and software.

- II. Share information and updates as well as review key documents from the provincial and national DRI ecosystems (including NDRIIO, inaugural projects, working groups, local projects etc.).
- III. Identify and define needed analyses and/or data in order to track progress and monitor technical performance of the Ontario DRI system (e.g. KPIs, uptime, etc.).
- IV. Produce briefing notes on technical/operational issues for CO, consortia or institutions as requested.
- V. Provide technical advice and recommendations to the CO management as requested.
- VI. Request the establishment of, and overseeing, with the support of CO management, working groups or subcommittees to address specific domains, issues and questions.

6.0 Accountability

The Technical Leadership Advisory Council is an advisory body that acts at the discretion of the Compute Ontario CEO. The Technical Leadership Advisory Council Chair will provide a quarterly summary report to the Compute Ontario CEO of Technical Leadership Advisory Council activities, findings and recommendations.

7.0 Support

The Technical Leadership Advisory Council will be supported by CO staff as well as by sector experts, specialized sub-committees and working groups that may be established as necessary.

8.0 Review

The Terms of Reference will be reviewed, modified as required and renewed on an annual basis by the Compute Ontario CEO.

In addition, requests to the Compute Ontario CEO for modifications to the Terms of Reference may be made by the Chair at any time.

Approved: 16 March 2021

Last Modified: 26 June 2021