



## **Research Data Management Advisory Committee TERMS OF REFERENCE**

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### **1.0 Purpose**

The Research Data Management Advisory Committee (RDMAC) provides expert technical advice, support, guidance and recommendations concerning research data management (RDM) to Compute Ontario (CO) management and other stakeholders. RDM is a key part of the broader Digital Research Infrastructure (DRI) ecosystem; as such, the primary focus of the Committee will be to identify, understand, and respond to challenges and opportunities related to both RDM itself, and RDM as it intersects with advanced research computing (ARC) and research software (RS) to meet the DRI needs of Ontario researchers. The Committee reports to the Technical Leadership Advisory Council (TLAC).

### **2.0 Composition**

The Research Data Management Advisory Committee shall comprise:

1. The Chair;
2. The Vice-Chair; and
3. Such other Members appointed by the Compute Ontario CEO.

### **2.1 Membership**

The RDMAC normally consists of 5-9 members. Ideally, the committee should include members from the Library/Research Data Management community and at least two Ontario ARC consortia, and be representative of the universities, colleges, hospitals, research institutes and other research organizations that Compute Ontario serves. Applications for membership shall be sought from the Ontario DRI community.

Members of the Committee will generally have RDM or RDM-aligned responsibilities in their respective organizations and/or significant experience related to other aspects of DRI (ARC, RS). Members will be selected in a manner that strives to ensure diversity of expertise and a range of institutional/organizational perspectives.

Initial recommendations for membership of the Committee are made by TLAC after an open call for nominations, with final appointments made by Compute Ontario CEO based on these

recommendations. The future process for soliciting nominations shall be determined by the Committee membership. Committee membership is approved by the Compute Ontario CEO. The Compute Ontario Director of Data Strategy & Services will serve as an ex-officio member of the Committee.

## **2.2 Leadership**

An initial interim Chair of the RDMAC shall be appointed by the Compute Ontario CEO based on recommendations of the TLAC. The ongoing Chair and Vice Chair are elected by the Committee membership from amongst the members. Both positions have a 12-month duration, ideally with staggered terms. The Chair and Vice Chair positions would typically be renewed no more than once.

The Committee Chair and Vice Chair shall:

1. foster a constructive tone so the Committee works as a cohesive team that enables inclusive and respectful discussion;
2. ensure that the information needs of the Committee are met;
3. promote independent thinking of the Committee ;
4. build consensus among Committee members;
5. ensure meeting time is used effectively;
6. monitor Committee activities to ensure the work undertaken is consistent with the mandate;
7. move the Committee discussions towards constructive and timely resolution.
8. represent, or ensure representation, for Ontario on RDM or RDM-aligned groups and committees at the Alliance or other organizations as appropriate; and
9. provide an annual summary report to TLAC of activities, findings and recommendations.

## **3.0 Term**

Committee members will normally be appointed for two-year terms that are renewable once. 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 Committee will meet as deemed appropriate by the Chair with a frequency of at least once per quarter. Members will be notified at least one week in advance of any meeting.

Meetings will normally take place virtually. In-person meetings are possible, if deemed necessary by the Chair, but must first be approved by the CEO of Compute Ontario if funding is required.

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

#### **4.1 Decision-Making**

The RDMAC Chair, or in their absence, the Vice-Chair, shall preside at all meetings of the Committee. The Committee 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**

1. Identify, understand, and suggest responses to address challenges and opportunities related to the RDM needs of Ontario researchers.
2. Identify, coordinate, and collaborate with RDM efforts in other organizations (e.g. the Alliance) and jurisdictions (e.g. the ARC Regions) to inform and support RDM efforts in Ontario.
3. Communicate as needed with the Compute Ontario Training Advisory Committee regarding any RDM-specific training needs or opportunities the RDMAC may identify through its work.
4. Cooperate, collaborate, and coordinate, as feasible, with other RDM groups such as those that make up the national RDM Network of Experts.
5. Share information and updates as well as review key documents from the provincial and national DRI ecosystems (including Alliance, inaugural projects, working groups, local projects etc).
6. Produce briefing notes on RDM-related issues for CO, consortia or institutions as requested.
7. Provide advice and recommendations to the CO management as requested.
8. Establish working groups or sub-committees to address specific domains, issues, and questions, with the approval, oversight, and support of CO management.

#### **6.0 Accountability**

The RDMAC is an advisory body that acts at the discretion of the Compute Ontario CEO. The Committee Chair will provide an annual summary report to the Compute Ontario CEO of activities, findings and recommendations.

#### **7.0 Support**

CO staff and management will support the work of the Committee in fulfilling its mandate and completing its work plan efficiently and effectively. The Committee will be further supported 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 annually and modified as required by the RDMAC with any changes submitted to the Compute Ontario CEO for approval.

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: 7 Dec 2022**

**Last Modified : 7 Dec 2022**