



## Training Advisory Committee TERMS OF REFERENCE

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### 1.0 Purpose

The Training Advisory Committee provides expert technical advice, support, guidance and recommendations concerning training in the Digital Research Infrastructure (DRI) ecosystem to the Compute Ontario (CO) management and other stakeholders. The primary focus of the Committee will be to identify, understand, and respond to challenges and opportunities related to the DRI training needs of Ontario researchers. The Committee reports to the Technical Leadership Advisory Council (TLAC).

### 2.0 Composition

The Training 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 Training Advisory Committee consists of 6-12 members. Ideally, the committee should have one member from each Ontario Advanced Research Computing (ARC) consortium, have members from the Library/Research Data Management (RDM) community, 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 training-related responsibilities in their respective organizations as well as significant experience managing, delivering and/or developing training related to DRI and will be selected in a manner that strives to ensure a diversity of expertise (ARC, RDM and Research Software) 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 the 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 *and* Chief Technology Officer will serve as ex-officio members of the Committee.



## **2.2 Leadership**

An initial interim Chair of the Training Advisory Committee 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 Alliance and other training groups and committees; and
9. provide an annual summary report to TLAC of activities, findings and recommendations.

## **3.0 Term**

Training Advisory 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 Training Advisory 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.

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

### **4.1 Decision-Making**

The Training Advisory Committee 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 draft responses to challenges and opportunities related to the training needs of Ontario researchers. The initial focus is expected to be on coordination-related activities for training efforts in Ontario. The Committee will begin developing a strategy for DRI-related training in Ontario in 2023.
2. Coordinate collection and review of training data required by MCU and the Alliance for reporting purposes.
3. Identify and define processes and data which are needed in order to track progress and monitor performance of the training ecosystem in Ontario. Cooperate, collaborate and coordinate, as feasible, with other training initiatives such as the Network of Experts National Training Expert Group and the Alliance Training Support and Strategy Team.
4. 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).
5. Produce briefing notes on training-related issues for CO, consortia or institutions as requested.
6. Provide advice and recommendations to the CO management as requested.
7. 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 Training Advisory Committee 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 Training Advisory Committee 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: 6 Sept 2022**

**Last Modified: 8 Feb 2023**