Platform Technical Task Group (PTTG)
Terms of Reference
Approved by the Preservation and Access Committee: 2018-10-05

Objective:

The objective of the Platform Technical Task Group (PTTG) is to evaluate and make recommendations on the development of the Canadiana access and preservation platforms (TDR). The PTTG will act as a resource with regard to the implementation of metadata best practices on the platform and extending the assets of Canadiana content for end users and researchers. The PTTG will support the Canadiana technical team in meeting the requirements outlined in the TDR documentation and providing guidance on how to extend the TDR to support member and community needs.

The PTTG will assist the platform team in preparing a development roadmap and will review progress towards development goals 2-3 times per year. The Task group will deliver a workplan to the Preservation and Access Committee (PAC) and final recommendations.

Goals:

1. **Metadata**
    Advise on common practices with respect to metadata creation, extension and application. Revisit and review Canadiana's metadata application profile, and make recommendations on ways in which it can facilitate national and international interoperability.

2. **Technical standards**
    Review new and evolving standards and advise on their application to the operation of the Canadiana platforms in relation to the national and international context. Prioritize the adoption of new standards and common practice as appropriate. Ensure that the plans to adopt standards are realistic and achievable.

3. **Core competencies**
    What does a combined organization need to excel in, and what functions are commodities? Review and evaluate the competencies needed for the digitization, preservation and access services. Recommend where CRKN should concentrate its efforts to develop its core competencies, and where it should consider partnering or hiring capabilities elsewhere.

Membership:

- One (1) current member of the PAC as Chair.
- One (1) member, appointed by the University of Toronto Library, with experience with Scholars Portal
- Up to four (4) individuals drawn from CRKN's member institutions (including BAnQ, LAC, and TPL) with expertise in metadata, digital preservation or digital standards certification reflecting, when possible, regional diversity and the diversity of CRKN membership (small, medium, and large institutions).
- Up to two (2) individual(s) drawn from CRKN's stakeholder community with expertise in digital preservation.

The Lead Systems Engineer and Lead Application Developer will serve as ex-officio members of the task group.

The task group will be supported by a CRKN staff member as designated by the Executive Director and at her discretion, in consultation with the Chair, other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

Appointment Process:

The PAC will appoint the members and Chair of the PTTG. As the PTTG will function for a fixed duration, no rotation of member terms is expected.

Chair:

The PAC representative will serve as Chair of the PTTG.

Meetings:

Meetings may be held at any time, provided written notice has been given to each committee member at least 7 days in advance, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of task group members.

Meetings will be virtual and held as needed as determined by the Chair. The Chair in consultation with CRKN's Executive Director may choose to hold one in-person meeting annually, location to be determined.

Quorum for meetings is a majority of (non-staff) task group members.

Lines of Accountability and Communication:

The Group is accountable to the PAC. The Chair of the PTTG will provide regular reports on the activities of the task group to the PAC, and submit written recommendations as required for the PAC's consideration;

Financial and Administrative Policies:

- Service on the PTTG is non-remunerative.
- Travel and meeting expenses for task group members are reimbursed according to the policies and procedures of CRKN;
- Members of the PTTG group will comply with Board-approved conflict of interest guidelines and procedures.

Timeframe:

The PTTG will function for a fixed duration, beginning in January 2019 and ending at the 2021 CRKN AGM. As such, no rotation of member terms is expected.