

DataCite Canada Consortium Governing Committee Terms of Reference

Definitions in this Document

- “Committee” refers to this body, the DataCite Canada Consortium Governing Committee.
- “DCAN” refers to the DataCite Canada Consortium.
- “Consortium Administrative Lead” refers to the Canadian Research Knowledge Network (CRKN).
- “Consortium Technical Lead” refers to the Canadian Association of Research Libraries (CARL) Portage Network.
- “DataCite” refers to the international DataCite organization.
- “Members” refers to current institutional participants of the DataCite Canada Consortium Agreement.
- Canadian Persistent Identifiers Advisory Committee (CPIDAC) is a stakeholder advisory body that provides advice to the governing bodies of DataCite Canada and ORCID Canada and other pertinent Canadian organizations related to the opportunities, choice of standards, and uptake of persistent identifiers for objects and entities within the Canadian research ecosystem.

Context

The DataCite Canada Consortium, managed by Canadian Research Knowledge Network (CRKN) and the Canadian Association of Research Libraries (CARL) Portage Network, is a collective of organizations and institutions minting DOIs in Canada through DataCite that has been formed to ensure maximum cost effectiveness and consortial strength in this activity.

DataCite is a global non-profit organization dedicated to making data and scholarly content more accessible and citable. DataCite’s core activity is providing DOI and metadata registration. DOIs are persistent identifiers for digital objects which are widely used for identifying published content, datasets, and other scholarly research outputs. The DataCite Canada Consortium ensures that Canadian institutions who have integrated DataCite as part of their infrastructure are sustainably supported.

As part of the DataCite Canada Consortium, the Consortium Administrative Lead provides administration, licensing, and finance services, including all invoicing to DataCite Canada Consortium Members. Consortium Technical Lead provides community engagement and outreach, best practices guidance, and technical support.

Membership to the new DataCite Canada Consortium is open to all Canadian institutions of higher education, non-profit organizations, and government research and funding agencies.

Purpose of the DataCite Canada Consortium Governing Committee

The Committee will work in the interests of the DataCite Canada Consortium community to provide expertise and advice to Consortium Leads and Members on maximizing benefits through the adoption

of Digital Object Identifiers (DOIs). In addition, the Committee will provide governance and operational oversight for the Consortium in order for it to operate effectively and sustainably into the future.

The Committee will:

- Establish the strategic goals and priorities of the Consortium in building its capabilities and to ensure its ongoing value proposition for members, in consultation with, and guided by, the Canadian Persistent Identifiers Advisory Committee (CPIDAC);
- Identify growth opportunities for the Consortium;
- Determine the Consortium's approach on matters related to DataCite membership;
- Monitor and review the structure and costing of the Consortium and recommend changes as appropriate;
- Organize an annual meeting of the Members; and
- Provide advice and guidance to the Consortium Administrative Lead and Consortium Technical Lead, including:
 - Activities for gathering feedback from Members;
 - Methods to measure and evaluate Consortium success;
 - Regular communication with the Members of the Consortium; and,
 - Promoting the benefits of DataCite and the Consortium.

The Committee may establish other committees or subcommittees as required.

Committee members will:

- Be cognizant and respectful of particular stakeholder views, but act and use their abilities, experience and influence constructively and in the best interest of the DataCite Canada Consortium as a whole;
- Commit to attend meetings of the Committee;
- Ensure that decisions and actions are done in a manner so as not to jeopardize the ability of the Consortium Leads, or Members in fulfilling their requirements as outlined in the DataCite Agreement.

DataCite Canada Consortium Governing Committee Membership

The membership of the Committee will represent the diverse membership of the consortium.

Membership

The Committee shall consist of no more than 7 voting members, ideally reflecting the diversity of the membership including type, size, and representing both official languages:

- Up to 6 representatives from Members;
- The Chair or Vice Chair of the Canadian Persistent Identifiers Advisory Committee (CPIDAC)

The Consortium Administrative Lead and the Consortium Technical Lead will provide administrative support to the Committee, but are not voting members. Additional members of the Consortium Lead organizations may attend to provide support at the Chair's discretion.

Chair

The Committee will appoint a Chair from among its membership.

Appointment Process:

Representatives are nominated by their respective organizations and selected by election of the Members. Nominations should include a description of expertise and areas of interest of the nominees.

Individuals nominated to serve will be elected via a closed ballot process typically conducted electronically once per year, or as needed when terms are not fully served.

Term

Committee members serve for a term of two years and are eligible for a one-time renewal. The rollover of terms will be staggered.

Decision-Making in the Committee

Decisions by the Committee, or by any sub-committees, are taken by consensus and duly minuted; however, the Chair retains the right to hold a vote of the Committee's members as needed. Additional deliberations, including votes, may be conducted via electronic means between meetings as required.

All Committee members must declare any conflicts of interest and recuse themselves from any decisions in which they or their employer has a conflict of interest which influences, or may appear to influence, proper consideration within the Committee on a matter or proposed matter.

The Committee may decide to hold an electronic vote by Members on issues deemed to be of significant importance.

Meeting Frequency & Quorum

The Committee will meet every two months, or more frequently as needed, with meetings ordinarily taking place using electronic means.

A meeting may be conducted in person or by electronic means at the request of any Committee Member, and with a minimum of 7 business days' notice. Items may be dealt with outside of meetings via email under the guidance of the Chair as required.

A quorum shall be the majority of the voting members of the Committee. If a quorum is not present, the meeting may continue but decisions will not be taken.

At meetings of the Committee, the Chair presides. If the Chair is not present, another member of the Committee may be chosen by the Chair to preside.

Lines of Communication

- Draft minutes and internal documents of the Committee are held confidential, and not for redistribution by Committee Members;

- Following each Committee meeting, a summary of the meeting is prepared by the Consortium Administrative Lead, reviewed by the Chair for posting and circulation to the DataCite Canada Consortium membership and the CRKN and CARL Portage websites;
- Distribution of meeting summaries, minutes and documents is handled by the Chair through the Consortium Administrative Lead, to ensure accurate and consistent information is distributed;
- Official public documents and communications are made available in French and English.

Honorarium and Costs

Committee Members will not receive compensation for their services on the Committee.

Updating the Terms of Reference

In order to update these Terms of Reference, an affirmative vote of at least fifty-one percent of DataCite Canada Consortium members is required.