



Canadian Research
Knowledge Network

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Canadiana Trustworthy Digital Repository Audit Group (CTDR Audit Group) Terms of Reference

Approved: Preservation and Access Committee: 2021-01-25

Objective:

The objective of the Canadiana Trustworthy Digital Repository Audit Group (CTDR Audit Group) is to audit the CRKN Trustworthy Digital Repository, based on:

- 1) The recommended practice of the Consultative Committee for Space and Data Systems Practices presented in “Audit and Certification of Trustworthy Digital Repositories” (CCSDS 652.0-M-1),
- 2) Current and evolving digital preservation needs and expectations of CRKN members and other stakeholders, and
- 3) Other generally accepted digital preservation best practices within the documentary heritage space.

The goals of this audit are to:

- 1) Maintain the trustworthiness of the repository by ensuring that it continues to maintain infrastructure, policies and practices which meet the preservation needs of its designated community.
- 2) Maintain the perceived trustworthiness of the repository by ensuring that its operations are transparent to, understandable by, and meet the expectations of its designated community.
- 3) Provide guidance for developing the repository in a way that will continue to meet the needs and expectations of its designated community as these evolve over time.

The CTDR Audit Group will deliver a final report, including recommendations to the Preservation and Access Committee (PAC), by June 2022. In the interim, the CTDR Audit Group will make recommendations to the PAC and the Board that support the ongoing development of the CRKN TDR.

Outcomes:

1. Current Operation

Review existing operation of the TDR, including applicable documentation, policies and practices to ensure that the TDR continues to operate as designed and documented.

2. TDR Certification

Revisit and review current TDR certification. Undertake or coordinate audit of same in a way that is externally credible and recognizable, either with CRL or through another body.

3. Ongoing Development Prioritization

Recommend areas of focus and exploration to enhance the utility and value of the TDR.

Membership (from 6 to 9 members):

- One (1) current member of the PAC, appointed by the PAC, to serve as Vice-Chair.
- One (1) member of the former Canadiana TDR Advisory Committee appointed by the PAC.
- Between two (2) and four (4) individuals drawn from CRKN’s institutional or associate member institutions 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).

- One (1) or two (2) individual(s) drawn from CRKN's stakeholder community with expertise in digital preservation.
- One (1) individual from an institution with a focus on digital preservation from outside Canada.

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. Staff are not afforded a vote in the operation of the task group. Quorum requirements are established without referencing the number of staff in attendance.

Appointment Process:

The members of the CTDR Audit Group will be appointed, as noted above, by the PAC for the duration of the CTDR Audit Group. As the CTDR Audit Group will function for a fixed duration, no rotation of member terms is expected.

Chair and Vice-Chair:

One PAC member will be appointed by that committee to serve as Vice-Chair. Once formed, the CTDR Audit Group will elect one other member as Chair, selected from among those members who have indicated a willingness to serve in that capacity.

Meetings:

Meetings will be held using web-meeting facilities as the Chair may determine. A minimum of 4 and maximum of 10 meetings are anticipated.

Meetings may be held at any time provided written notice has been given to each task group member at least 7 days, 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 CTDR Audit Group members.

Quorum for meetings is a majority of (non-staff) CTDR Audit Group members.

Lines of Accountability and Communication:

The CTDR Audit Group is accountable to the Preservation and Access Committee.

The Chair of the CTDR Audit Group reports on its activities to both the PAC, and submits written recommendations as required for the consideration of the PAC and the Board.

The CTDR Audit Group will take a consultative approach to its work, engaging members and stakeholders as appropriate.

Financial and Administrative Policies:

- Service on the CTDR Audit Group is non-remunerative.
- Travel and meeting expenses for CTDR Audit Group members will be reimbursed according to the policies and procedures of CRKN.
- Members of the CTDR Audit Group will comply with Board-approved conflict of interest guidelines and procedures.
- Should the task group require outside consultation or external assistance, that work will be coordinated by CRKN staff observing CRKN purchasing and finance policies.

Timeframe:

It is expected that the CTDR Audit Group will be formed and begin work in May 2021, and will deliver a final report, including recommendations to both the PAC by June 2022.