



Platform Technical Sub-Committee (PTSC) Terms of Reference

First approved by the Preservation and Access Committee: 2018-10-05
Revision approved by the Preservation and Access Committee: 2021-05-13
Amended: 2023-01-19

Objective:

The role of the Platform Technical Sub-Committee (PTSC) is to provide CRKN staff with feedback, advice, and recommendations on policies, practices, technologies, infrastructure, and approaches to digital collections management including, but not limited to:

- Preservation practices
- Preservation and access platforms, features, and infrastructure
- Collection of and reporting on usage metrics
- Digitization standards and practices
- Metadata standards, formats, and practices

The PTSC advises the digitization, metadata, and platform teams, as well as other staff members as needed. The PTSC will meet from time to time as required, with up to three meetings anticipated in any calendar year.

Goals:

1. Metadata

Advise on practices with respect to metadata standards, creation, extension, and application. Revisit and review metadata application profile for the Canadiana collections, and make recommendations on ways in which it can facilitate national and international interoperability as well as improve discoverability.

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

Review and evaluate the competencies needed for digitization, preservation and access services. Recommend where CRKN staff should concentrate their efforts to develop core competencies, and where staff should consider partnering or hiring capabilities elsewhere.

Membership:

- One (1) current member of the PAC to act as Chair
- One (1) optional member position is available for the immediate Past Chair, should they wish to continue as a regular member of the committee, subject to approval of the Preservation and Access Committee
- One (1) member with experience with Scholars Portal
- Two (2) to four (4) individuals drawn from CRKN's member institutions with expertise in metadata, digital preservation or digital standards certification reflecting, when possible, regional diversity and the diversity of CRKN membership.
- One (1) to two (2) individual(s) with expertise in metadata, digitization, and/or digital preservation standards and practices that provides balance and expertise not already represented on the committee.

The subcommittee will be supported by a CRKN staff member as designated by the Executive Director, 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 PTSC. Members may be appointed for a term of two years, and may be re-appointed for one additional term with the consent of the member and at the discretion of the PAC.

Chair:

The Chair of the subcommittee will be a member of the PAC as appointed by the PAC.

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 subcommittee is accountable to the PAC. The Chair of the PTSC will provide regular reports on the activities of the subcommittee to the PAC, and submit written recommendations as required for the PAC's consideration.

Financial and Administrative Policies:

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

Timeframe:

Members appointed to the PAC prior to January 1, 2021 will continue to serve out the remainder of their terms, which end at the 2021 CRKN AGM. New and reappointed PTSC members will begin their terms starting at the time of the 2021 CRKN AGM.

These terms of reference are subject to review by the PAC every three years.