



Curation Expert Group (CEG) - Terms of Reference

Purpose

Data curation is a fundamental component of good research data management and a requisite to creating [FAIR](#) datasets. By implementing practices, techniques, and tools to improve the quality of data and metadata, data curation makes data transportable across systems; facilitates its dissemination, reuse, and preservation; and enables interoperability with other products. Through its application to all stages of the data lifecycle, data curation connects the researchers, data professionals, and stakeholders who strive to create open and reproducible scholarship.

Appreciating the importance of data curation and acknowledging the work that is required to fully integrate good practices into the Canadian research enterprise, the **Digital Research Alliance of Canada's Curation Expert Group** (CEG) aspires to build, connect, and work with communities to promote the value of curation, and identify, evaluate, and promote good practices in preparing data and metadata for research, dissemination, and preservation in Canada.

Goal

In its efforts to build, connect, and advocate for systems, practices, and networks that enable good data curation, the Curation Expert Group will:

1. Champion and encourage data curation in Canada



- a. CEG will be a leader in data curation in Canada by establishing practices, workflows, and training and development opportunities that grow curation capacity and expertise.
2. Develop human and technical infrastructure that supports data curation
 - a. Working with key partners, CEG will advocate for and help develop human and technical infrastructure in data curation. This includes improving Canada's technical capacity for data curation as well as investing time to grow our professional service capacity to manage such systems, steward data, and connect researchers to other data management professionals.
3. Provide governance and advocacy
 - a. CEG will advocate for the development of governance structures to guide the mission and practice of data curation in Canada. Governance will provide guidance, communication, and networking opportunities for data curators and their stakeholders.
4. Build partnerships and collaboration
 - a. Working with its partners in the Digital Research Alliance of Canada and the broader DRI ecosystem, CEG will prioritize collaborations that advance data management and data curation.
5. Engage with curation stakeholders
 - a. CEG continues to value outreach as a core part of its mission. While elements of outreach are present in strategic priorities and initiatives outlined in operational plans, its importance is such that it is identified as a priority in its own right. Opportunities include establishing relationships and engaging with data curators and repository managers, researchers and research support staff, national digital research infrastructure (DRI) service providers, peer organizations, and funding agencies.



CEG's goals are operationalized through its [Roadmap document](#), which has been developed with input from the wider research data management community and aligned to the group's strategic direction. It will be used to set internal priorities and to guide CEG activities as it engages with other groups in the Canadian and international DRI ecosystem and explores opportunities for collaboration.

Term

Members are asked to serve two-year terms, renewable if desired.

Chairs typically serve three-year terms.

Meetings frequency

Meetings will be held via Zoom at a regular frequency (one hour every three weeks or 90 minutes monthly). Meeting schedules are determined twice yearly based on availability of group members.

Membership

Membership of the CEG is composed of key stakeholders in the Canadian curation community, including members of academic institutions, research organizations, and the Digital Research Alliance of Canada.

Current Membership

Please see the [Digital Research Alliance of Canada's](#) website for the most up to date list of members.



Chair(s)

- Jay Brodeur, McMaster University
- Alicia Cappello, Queen's University

Record of meetings

Organizational content will be documented in the [Group's shared Google Drive](#).

Agenda and meeting minutes are located in the [Meeting minutes directory](#).

Method of operation

- The CEG Co-Chairs are responsible for creating and sharing meeting agendas in advance of each meeting. All members are encouraged to identify issues and topics of interest and propose them to Co-Chairs as agenda items (with the necessary background/support documentation) for review and discussion.
- Preparatory work (readings, reviews, question prompts to consider) may be assigned to members prior to meetings. The Co-Chairs will provide members with appropriate lead time to complete preparatory work. Members are expected to complete pre-meeting activities to the best of their ability and attend meetings prepared to discuss them.
- Other experts, partners, and community members may be invited to a meeting, as desired or required.
- The Digital Research Alliance of Canada's directions and goals are acknowledged and balanced with contributors' priorities and resource constraints; decision-making is informed by this process, and aligned with CEG's strategic priorities.
- Members are to express opinions openly and respectfully.
- Members are encouraged to identify any challenges and/or difficulties (to the entire group or privately to Co-Chairs) so that issues and risks can be mitigated.



- The CEG will establish working groups to complete tasks as needed. Depending on their goals and needs, working groups may include members from outside the CEG.
- In conjunction with the oversight of the Alliance RDM Network of Expertise, and with reference to the [CEG Roadmap](#), CEG will develop an annual plan of activities and review the progress of these activities throughout the year.