Data Management Planning Expert Group (DMPEG) - Terms of Reference

Goal

Our objectives through a national DMP Expert Group are:

- to provide tools, guidance, and resources, that support best practices in research data management and that promote a strong data stewardship culture in Canada,
- to support activities relating to the ongoing development, maintenance, and sustainability of the DMP Assistant tool
- where and when able, working in conjunction with the Alliance Product Manager, Data Management Planning, Training Specialist and/or Communications, as well as other Alliance Expert Groups, to support information learning and training opportunities relating specifically to data management planning
- to assist with coordination among local and national research service organizations, including funders of research, and
- to help to guide and contribute to an evolving Canadian research data management landscape while fostering knowledge and skills relating to data management planning and helping to reduce administrative burden on researchers.

Purpose

The aim of this group is to develop DMP-related guidelines, best practices, content, and resources, including DMP examples, templates and guidance materials, for supporting researchers and research excellence across Canada and as part of the Digital Research Alliance of Canada (the Alliance). When appropriate, this group will also contribute to the development of standards underlying the structure and management of DMP templates and the exchange of DMP information to facilitate their sharing and reuse.

Specific responsibilities

1) Produce DMP template(s), support materials, and exemplar DMPs as part of the Alliance's suite of services supporting data management best practices nationally.
    a. As necessary review DMP templates that are the basis of DMP Assistant and make revision suggestions as necessary to the Alliance
    b. Work with the DMP Assistant Service Team to upgrade, test, and maintain the underlying DMP software, as necessary, to ensure continued availability of an online, nationally-available, bilingual, DMP platform.
    c. Support the ongoing development and sustainability of the DMP Assistant platform, including assessing and prioritizing new features and making recommendations for the Service Team to consider.
    d. Work closely with the Alliance, including the DMP Product Lead and DMP Specialist in supporting DMPEG related activities.
    e. Provide regular bi-monthly meeting updates, as well as feedback opportunities as deemed needed with respect to DMPEG activities and outputs, to the DMP Assistant Administrators Group

f. Assess and collaborate with stakeholders, institutions, and organizations regarding the development of new and/or customization of existing templates related to different disciplinary needs and funding requirements.

g. Maintain and revise as necessary accompanying guidance materials for researchers who are using the DMP template(s).

h. Bilingually provide content and guidance resources, as well as develop example DMPs, for supporting research across a range of disciplines and methodologies.

2) Provide assistance and guidance for the creation of localized DMP institutional templates.

3) Develop supporting materials for the Alliance on best practices for creating DMPs.

Expert Group Members

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

Term

Members are asked to serve a two-year renewable term.

Frequency of meetings

Monthly (with Working Groups possibly meeting more frequently).

Record of meetings

Agenda and minutes to be documented in the DMPEG Google Team Drive.

Method of operation

- All members are encouraged to identify issues and to propose them as agenda items (with the necessary background/support documentation) for review and discussion.
- Other experts will be invited to a meeting when required.
- Alliance directions and goals are acknowledged and balanced with contributors' priorities and resource constraints; decision making is informed by this process.
- Members are to express opinions openly and respectfully.
- Members are encouraged to identify any potential challenges and/or difficulties so that risks can be mitigated.
- The Expert Group will establish smaller groups to complete tasks as needed. These smaller groups may consist of members from the Expert Group and others recruited from outside the Expert Group.
- In conjunction with the oversight of the Alliance, the Expert Group will develop an annual plan of activities and review progress of these activities throughout the year.
- Recommendations for Alliance policy will be brought to the Alliance RDM team.