



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 advise on and support, as appropriate, the ongoing development of the DMP Assistant tool, and in particular with respect to content related features, supports, and resources
- where and when able, working in conjunction with the Alliance DMP Product Lead, DMP Specialist, 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 and the DMP Assistant
- to assist as able with coordination among local, national, and international, research service organizations, including funders of research, and to help guide and contribute to an evolving Canadian research data management landscape, fostering knowledge and skills relating to DMPs, and helping to mitigate unnecessary administrative burden on researchers.



Purpose

As part of the Digital Research Alliance of Canada's Network of Experts, the purpose of the DMP Expert Group (DMPEG) 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. 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-related information to facilitate their sharing and reuse. All initiatives should be done with the view of supporting Canadian researchers and research excellence, including with respect to meeting evolving funder requirements, while mitigating unnecessary administrative burden.

Specific responsibilities

- 1) Develop supportive resources and training materials, notably including DMP template(s), DMP examples, and learning sessions and webinars as part of the Alliance's suite of data management services targeting researchers and other stakeholders.
 - a. Review bi-annually and as needed existing DMP templates that are the basis of DMP Assistant and make revision suggestions as necessary.
 - b. Work closely with the Alliance, including the DMP Product Lead and DMP Specialist in supporting DMPEG related activities and where needed the DMP Assistant.
 - c. Provide regular updates and feedback as needed with respect to DMPEG activities and outputs to the DMP Assistant Administrators Group (DAAG),



the Alliance RDM Network of Experts and the Alliance Council of Chairs, and such other groups as may be necessary.

- d. 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.
 - e. Maintain and revise as necessary accompanying guidance materials for researchers who are using the DMP template(s).
 - f. Work with the Alliance to bilingually provide content and guidance resources, as well as develop high quality 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) Provide expert advice to the Alliance and other stakeholder entities, including funders of research, on RDM and DMP issues and best practices.

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 which involves regularly attending DMPEG meetings and, as able, to participate in working groups focused on specific activities, with these possibly meeting more frequently.



Frequency of meetings

Six (6) times per year, roughly every two months.

Record of meetings

Agenda and minutes to be documented in the DMPEG Google SharedDrive.

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, as required.
- Decision making is informed and based on Alliance strategies, directions, and goals, while considering DMPEG priorities and resource constraints.
- 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 DMP 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 alignment with the above processes, the DMP 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.