National Training Expert Group (NTEG) for Research Data Management - Terms of Reference

Approved January 2021

Description

The National Training Expert Group for Research Data Management (NTEG) is a joint effort of the Canadian research data management ecosystem under the umbrella of the Alliance. This group continues the work begun by the Portage Network Training Expert Group and the Canadian National RDM Training Working Group to develop and deliver RDM training opportunities to the varied RDM stakeholders in Canada, including researchers, librarians and data professionals, university and college policy makers and administrators, and RDM service and infrastructure partners. The NTEG's work will facilitate making research and data as open as possible in Canada by empowering researchers to implement RDM best practices, supporting the growth of RDM expertise, and ensuring that current and evolving RDM training needs are identified and addressed. The NTEG's work will also ensure that the *Tri-Agency Research Data Management Policy* and associated RDM best practices will be taken into account when developing training materials. The NTEG's outputs will be bilingual and accessible, and will take into account the particular training needs and practices of research domains and disciplines in order to meet the needs of stakeholder communities across Canada.

Objectives

1. Guide the creation and ongoing implementation of national data and computation training strategies and plans in support of the Alliance's strategic objectives.

2. Guide the development and delivery of RDM training to key audiences, including established researchers, early career researchers, graduate students, research support personnel, research policy makers and administrators, and educators. These audiences can be located in any institution that conducts research, including but not limited to universities, colleges and research hospitals.

3. Organize working groups as needed to address specific areas of, and considerations for, training within the research data lifecycle: e.g., particular domain/disciplinary needs, materials development, content delivery, assessment.

4. Liaise with other expert groups and stakeholders supporting RDM best practices in Canada to ensure appropriate development and delivery of training for all audiences.

5. Liaise with training oversight bodies for Advanced Research Computing (ARC) and Research Software (RS) to identify possible areas of collaboration to ensure that provision of Digital Research Infrastructure training is responsive, seamless, and of high quality.

6. Liaise with the international community on the development and delivery of best practices in RDM training.

7. Liaise and coordinate with the Alliance on training infrastructure (e.g., software, platforms, etc.), opportunities and events necessary to support RDM training in the Canadian context that may require funding.

Membership

The membership of the group will include the following:

1. 2-4 researcher representatives, including graduate student representation

2. 2-4 representatives of RDM support personnel (e.g., librarians, data professionals, research support professionals, research ethics boards). Representatives should include support personnel from both universities and colleges/CEGEPs/Polytechniques.

3. 1-3 representatives from DM organizations and/or service providers (non-profit and/or commercial) in Canada (e.g., Research Data Canada, Canadian Research Knowledge Network [CRKN], Committee on Data for Science and Technology [CODATA], Research Data Alliance [RDA], World Data Systems [WDS])
4. 1 representative from the Canadian advanced research computing (ARC) support community (i.e., from the Compute Canada Federation or from the Alliance)
5. 1 representative from the Canadian research software support community (i.e., from the Alliance or from another organization)
6. 1 representative from each of the Tri-Agencies (SSHRC, NSERC, CIHR) (3 representatives total)
7. 1 representative from the Canadian research ethics community
8. The Training Coordinator for the Alliance DM (ex officio)
9. The Alliance RDM Director (ex officio)

Membership of this group will reflect the diversity of Canada's linguistic and geographic communities, and will include representation from Indigenous researchers and RDM community members.

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

Membership Term

Members will serve a two- or three-year term (renewable) beginning January 1, 2021, unless otherwise agreed.

Frequency of Meetings

Monthly, with additional meetings as needed depending on circumstances. Working groups will establish appropriate meeting schedules.

Record of Meetings

The agenda and minutes will be documented in Google Docs or other document management services that support sharing and collaboration.

Method of Operation

1. One member of the group will act as the note-taker in each meeting; this role will rotate between members.
2. All members are encouraged to identify issues and to propose them as agenda items (with the necessary background/support documentation) for review and discussion.
3. Other experts may be invited to a meeting when required.
4. Members are to express opinions openly and respectfully.