



Research Intelligence Expert Group (RIEG) - Terms of Reference

Last Updated: 2021-04-13

Goal

To provide the Digital Research Alliance of Canada (Alliance) with intelligence on research data management (RDM) in Canada. RIEG will provide evidence to guide the development of best practices in RDM in Canada and will inform the academic research and stakeholders communities about emerging policy and practice issues.

Purpose

The purpose of the RIEG is to:

- Provide oversight of specific studies that gather evidence and produce reports on RDM topics of national interest.
- Provide assistance and/or advice to other Alliance expert groups who are conducting studies.
- Collaborate with Alliance, other Expert Groups, and research and stakeholder communities to advance knowledge about RDM in Canada.
- Identify gaps in our knowledge of RDM, including practices, developments, culture, and policies in Canada.



Responsibilities

- Design appropriate approaches to gather evidence on RDM gaps and make evidence-based recommendations to Alliance, other Expert Groups, and research and stakeholder communities.
- Collaborate with the Alliance Secretariat, Council of Chairs, and stakeholder communities to develop a list of priorities and projects. This list will be reviewed annually (normally in January).
- Maintain publications, including findings from studies conducted or facilitated by RIEG, in the Alliance repository.

Members

RIEG members are drawn from the academic and broader research community and are selected to join the group through open calls.

The Alliance Research Intelligence and Assessment Coordinator is a standing member of RIEG and provides support for RIEG activities.

As needed, RIEG will form working groups. Membership of these groups will be determined through open calls to the research community and/or in discussion with key stakeholders. Each working group should include at least one RIEG member. The chair of the working group does not have to be a RIEG member.

Special Consultant Member - person(s) from a stakeholder group who may choose or be asked to participate with RIEG (the full group or a working group) on a specific issue or project. Special consultants are not permanent members of RIEG.

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



Term

RIEG members will serve a two-year renewable term, normally starting in January.

Working group members will serve for the duration of a project -- normally less than one year.

Frequency of Meetings

RIEG normally meets monthly. Frequency of working group meetings is determined by team members in the context of the project at hand and people's availability.

Chair

Chairs serve a two-year term. Chairs are selected by the Alliance Director and the Research Intelligence and Assessment Coordinator in consultation with the past Chair and/or RIEG members. The option of having co-chairs is encouraged, but not required.

Record of Meetings

Agenda and minutes to be documented in the RIEG folder on the Alliance Google Team Drive.