



Preservation Expert Group (PEG) - Terms of Reference

Goal

- Evaluate the current RDM infrastructure in Canada for data preservation capacities, identifying the completeness of functional services that exist, that are being developed, as well as gaps or areas of improvement.
- As appropriate and mutually agreed on by all parties, participate in or advise RDM infrastructure projects in which the Digital Research Alliance of Canada (the Alliance) has a partnership through a memorandum of understanding or agreement. This may involve having a member serve on a project development steering committee.
- Identify potential developments and partnerships in which the Alliance can engage to increase the functional capacity for RDM preservation infrastructure in Canada.
- Propose development projects for which partners will be sought to add functionality to the RDM preservation infrastructure in Canada.
- Maintain and foster a community of practice in Canada for research data preservation in Canada.
- Liaise with other Expert Groups and work together where appropriate.
- Develop preservation training resources.
- Build advocacy and outreach efforts in support of preservation activities and preservation policy-making nationally.



Purpose

The Preservation Expert Group will advise the Alliance on infrastructure and best practices for preserving research data and metadata in Canada. This includes participation in software development projects that add platforms and preservation services to the RDM infrastructure in Canada. This Expert Group will also monitor trends in the digital preservation community in Canada and advise the Alliance about its participation in regional and national initiatives.

Term

Members are asked to serve a two-year renewable term, staggered where possible to ensure group continuity. Terms will run from April 1st to March 31st of the following year.

Meeting frequency

Meetings will be held bi-monthly for 90 minutes.

Membership

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

Record of meetings

Agenda and minutes to be documented in the Preservation Expert Group Google Drive.



Method of operation

1. In conjunction with the oversight of the Network of Expertise, the Expert Group will draft a work plan annually that takes into consideration the directions and goals of the Alliance while inviting members to suggest issues, including threats and risks, in an open and respectful manner. PEG will then create working groups to get the job done.
2. Alliance directions and goals are acknowledged and balanced with contributors' priorities and resource constraints; decision-making is informed by this process.
3. 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.
4. Members are encouraged to identify any potential threats so that risks can be mitigated.
5. Members are to express opinions openly and respectfully.
6. The Expert Group will establish working groups to complete tasks as needed. These working groups will consist of recruits from outside the Expert Group conducted through an open call across the relevant communities and may consist of members from the Expert Group.

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