



RDM Network of Experts Council of Chairs (CoC) - Terms of Reference

Goal

To provide an organizational framework for the integrated operation of the National RDM Network of Experts, coordinated by the Digital Research Alliance of Canada ('the Alliance'), in support of advancing data stewardship best practices in Canada.

Purpose

The Council of Chairs (CoC) is formed of all of the Chairs/Co-Chairs from RDM Expert Groups (Chairs of Working Groups are not part of the CoC). The Chairs serve as leaders within the RDM Network of Experts and broader community. Chairs will be included, as appropriate, in stakeholder interactions connected to their Expert Groups.

The Council of Chairs serves three fundamental purposes:

- Advising on and contributing to the planning and development of RDM-related initiatives in Canada;
- Coordinating the work of Expert Groups, designated Working Groups, and working with the Alliance / Alliance RDM Team to identify and address gaps, areas for collaboration, and other potential synergies;
- Identifying and prioritizing resources/supports required to advance the work of each Expert and designated Working Group and sharing this with the Alliance RDM team to inform their efforts in support of the RDM Network of Experts.



Term

The members will serve as long as they are Chair of an Expert or designated Working Group.

Meeting frequency

Bi-monthly meetings via video conference; in person once per year; other calls on an as-needed basis.

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 Google Docs or other document management services that support sharing and collaboration.

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.
- Expert and Working Groups' directions and goals are acknowledged and balanced with contributors' priorities along with the Alliance's directions 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 opportunities or threats so that appropriate actions can be taken.
- The Council of Chairs will review these Terms of Reference every two years, at a minimum, or as required.