Terms of Reference: Infrastructure Committee

Context

Research Data Canada (RDC) is a stakeholder driven and supported voluntary organization dedicated to advancing the vision for research data management in Canada. The membership of RDC is drawn from a wide variety of stakeholder organizations, all of whom have an interest in and role to play in ensuring that the infrastructure, processes, and supports are in place to realize this vision.

Research Data Canada develops strategy, facilitates communication and partnerships among data initiatives, promotes education and training in data skills, measures progress in implementing the vision, brings attention to gaps, develops national guidelines, and acts as single point of contact for Canada in international data initiatives.

In 2014, the wider research community reported that support for research data management, and for RDC as a key instrument for furthering the cause of research data management in Canada, was critical. CANARIE heeded the community's call to fund the ongoing activities of Research Data Canada (RDC). Given its role as a convener, RDC maintains a level of independence from CANARIE, which allows it to act as a neutral third party. Therefore, while ultimate responsibility for the governance of RDC funds rests with the CANARIE Board of Directors, the RDC Steering Committee (SC) acts as the source of strategic direction for the organization and its Executive Director.

Roles and Responsibility

The RDC Infrastructure Committee (IC) will be engaged in activities that communicate and recommend best practices with respect to the digital infrastructure that supports research data management in Canada, at local, regional and national levels, including intersections with international efforts. Based on direction from the Executive Director and the Steering Committee, the IC will establish Working Groups that will carry out activities and generate appropriate outputs.

These will be approved by the Committee and forwarded to the Steering Committee for distribution through the appropriate channels.

The Committee's work will embody the core values of openness, transparency, sharing, and collaboration, ultimately leading to a high degree of access, interoperability, and preservation for Canadian research data. An important approach for all RDC Committees and Working Groups is to encourage participation of individuals with knowledge in the area, as well as to provide a forum for building the capacity of Canada's research data management community.

The IC will meet have virtual meetings quarterly. IC Chair(s) will also meet semi-monthly with the RDC Executive Director and other Committee Chairs to review progress and special needs and requirements. A core principle of the RDC, and one that highlights its support for open data, is to make the outputs of the Steering Committee, Committees, and Working Groups available to the full stakeholder community, and where feasible to the broader public.

Members

Membership terms are 2 years, renewable. The Committee will work via consensus and refer to the Steering Committee for matters requiring a formal decision. Members will include:

- The CANARIE Chief Technology Officer (1)
- 1 from Compute Canada (2)
- 1 from CUCCIO (3)
- 1 from the Canadian Foundation for Innovation (4)
- The Director of the CARL Portage Network (5)
- 1 from the Canadian university/college library community (6)
- 1 from the TC3++ (7)
- 1 of the Department responsible for Open Science in the GOC (8)
- 1 of DataCite Canada (9)
- 1 from a Canadian commercial cloud provider (10)
- 1 from an international research data management organization (11)
- 1 from the Leadership Council for Digital Infrastructure (12)
- 2 at large (14)
- RDC Executive Director (15)

Additional participants may be invited by members, or may attend as Observers at their own request.

Working Groups

The IC will respond to stakeholder interests and direction from the RDC Steering Committee and Executive Director by directing ad hoc and permanent Working Groups to focus on specific tasks and activities. Proposed Working Groups for 2016-17 include:

- National Research Data Centres Review (with RDA NDC IG)
- Best Practices: National Research Data Centres (with RDA NDC IG)
- Requirements for a Canadian National RDM Framework
- A Survey: Canadian Research Institutions and their Infrastructure/Storage Capacities