

# Terms of Reference

## Implementation committee - Open Scholarship Framework at SFU

### 1. Introduction

The Institute for Neuroscience and Neurotechnology (INN) is leading the implementation of SFU's Open Science and Open Scholarship Principles by working with experts and growing the open scholarship community at SFU. In partnership with the Tanenbaum Open Science Institute, the implementation committee will work together with the Open Scholarship Framework leaders to advise on and carry out an implementation plan to support SFU faculty, staff and students in integrating open scholarship practices into their projects from start to finish.

### 2. Committee membership

The committee will consist initially of six members from across SFU, with the goal of expanding to 16 members by January 2026. These 16 members include two Open Scholarship Framework team members, one member from each of the 10 Faculties, and members from relevant stakeholder groups including but not limited to Library, Research Ethics Board, IT, and the Office of the Vice-President, Research and Innovation. Members will span the whole range of roles in the SFU community (students, faculty and staff), with expertise in various aspects of research, including but not limited to open access, intellectual property, data governance, and collaboration. The members are appointed based on their knowledge and experience in these areas, but most importantly, on their community leadership skills.

### 3. Committee Objectives

The goal of the implementation committee is to advise on and carry out the implementation of the Open Scholarship Principles in their relevant areas. They will leverage their knowledge about their own communities and disciplines to tailor the Open Scholarship principles and advise on strategies to support their community's needs. Committee members contributions will include:

- To advise about the changes in the infrastructure needed to allow the open scholarship culture to emerge, including fundraising, community strategies and policy making.
- To advise on budget allocation.
- To co-design the implementation goals and roadmap based on their Faculty's needs and opportunities.
- To help articulating sub-committees of culture change (composed of students, faculty and staff), which will promote events, workshops, community projects in general, and dialogues for policy changes within their Faculty.

- To establish continuous engagement with external partners, other institutions, funding agencies, and stakeholders.
- To advocate for and be an early adopter of the Open Scholarship principles.

#### 4. Membership Commitment

Members are expected to have a commitment of one to three years, starting on September 2025. An initial onboarding process will inform them on the open scholarship landscape at SFU and globally, and set the initial goals for the whole committee. Group meetings will be held online once per term with the duration of 90 minutes, with eventual asynchronous work and communication between them. Individual meetings with the Open Scholarship representatives will also be scheduled as needed.

##### i) Roadmap

The intended schedule of meetings with the implementation committee and the tentative agendas are as follows:

##### A. 1st meeting: October 2025

*Agenda:* Set SMART goals for the implementation of the Open Scholarship Principles and decide on budget allocation for the first year.

##### B. 2nd meeting: February 2026

*Agenda:* Review the goals for the implementation of the Open Scholarship Principles and report advances on the financial sustainability of the initiative.

##### C. 3rd meeting: July 2026

*Agenda:* Overall balance of the year and setting goals for the next year.

#### 5. Reporting

Community leaders will report to the Open Scholarship Framework representatives about the progress towards the goals set by the implementation committee members. The Open Scholarship Framework representatives will report to the implementation committee during the online meetings, updating members about community engagement, policy implementations and goal settings. Committee members will then re-evaluate the goals with the OS representatives, and a summary of each meeting will then be reported to the Open Scholarship Framework initiative leaders.