

# UBC RDM Discovery & Delivery Network

## Terms of Reference

September 2022

### Purpose

The purpose of the UBC RDM Discovery & Delivery Network (hereinafter "Network") is to lead work that will enhance the provision of RDM services offered through UBC research support units. This work will a) unify delivery of research data management (RDM) resources and services including standardizing terminology and guidance; b) identify gaps, redundancies, and contradictory information in resources and services, and provide recommendations to address these.

### Committee Objectives

The Network will a) deliver an analysis of existing resources on campus, laying the groundwork for establishing a unified approach to RDM materials and services; and b) build a community of practice among those working in researcher-facing roles supporting the many facets of RDM.

These objectives will be met by:

- 1) Conducting a scan of existing reports, materials and services related to RDM available through UBC research support units.
- 2) Identifying a) information and service gaps; b) conflicting information; c) redundant information and services; d) incomplete or inaccurate information.
- 3) Consulting with relevant experts from across the university.
- 4) Providing a report and inventory derived from the above activities to the proposed Implementation Committee with recommendations to:
  - a. address gaps;
  - b. amend information;
  - c. standardize terminology and guidance;
- 5) Establish and support the development of a university-wide community of practice for sustaining the development and delivery of RDM materials and services.

### Reporting Structure

The Network will report to the UBC RDM Strategy Project and Steering Committee, while it exists, and to the RDM Strategy's proposed Implementation Committee thereafter.

### Membership

The Network is made up of representatives from units across UBC whose mandates include supporting researchers in specific aspects of RDM, to a maximum of 15 people. The focus is on expertise and diversity to ensure that all aspects of the research life cycle are represented.

Area of Expertise	Units
RDM & Data	<ul style="list-style-type: none"> <li>• UBCV Library</li> <li>• UBCO Library</li> <li>• ARC (Okanagan)</li> </ul>
Research Data Privacy & Security	<ul style="list-style-type: none"> <li>• UBC ARC (Vancouver)</li> </ul>
Research Computing & Data Storage	<ul style="list-style-type: none"> <li>• Research Computing (Okanagan)</li> </ul>
Research Ethics	<ul style="list-style-type: none"> <li>• Office of Research Ethics (Vancouver)</li> <li>• Office of Research Ethics (Okanagan)</li> </ul>
Research Funding	<ul style="list-style-type: none"> <li>• Office of Research Services (Vancouver or Okanagan)</li> </ul>
Indigenous Data	<ul style="list-style-type: none"> <li>• UBCO or UBCV Library</li> <li>• IRSI or equivalent</li> </ul>
Health Data	<ul style="list-style-type: none"> <li>• FoM Research Support</li> </ul>
UBCIT	<ul style="list-style-type: none"> <li>• Web, Storage and Server</li> <li>• IT Software Licensing</li> </ul>

### Terms of Appointment

- The Network will be co-chaired by representatives from two units, one from UBCO the other UBCV as their primary campus.
- Chairs will serve for a maximum of two consecutive years with alternating terms (one will initially serve for only one year).
- There is no minimum or maximum term for team members.

### Chair Duties

- Schedule Network meetings and working group meetings.
- Create and disseminate meeting agendas and minutes.
- Lead meeting discussions.
- Deposit approved meeting minutes in a publicly available location.
- Report progress updates to the UBC RDM Strategy Project and Steering Committee and subsequent Implementation Team.

### Duties of Network Members

- Attend Network meetings and necessary working meetings.
- Liaise with their unit content experts to facilitate key tasks and deliverables.
- Identify issues and opportunities and propose these as agenda items (with necessary background/support documentation) for review and discussion.
- Work may be assigned even if meeting attendance is not possible on a given day.
- Conduct themselves in an open and respectful manner.

### Meeting Structure

- Meetings will be held regularly (frequency to be determined at the first meeting)

- No quorum is required.
- The minute taker role will rotate and draft minutes will be distributed by the notetaker within a week.
- Guests may be invited to meetings upon discussion by the Network. Invitations will be distributed by the Chair.