

Preservation Expert Group Terms of Reference

Purpose:

The Preservation Expert Group will advise Portage 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 Portage about its participation in regional and national initiatives.

Objectives:

- Evaluate the current RDM infrastructure in Canada for data preservation capacities, identifying the completeness of functional services that exist, that are being developed, and that are missing or gaps.
- Participate in RDM infrastructure projects in which Portage has a partnership through a CARL memorandum of understanding or agreement. This may involve having a member serve on a project development steering committee.
- Oversee RDM infrastructure development projects in which Portage is engaged through a memorandum of understanding or agreement. Identify potential developments and partnerships in which Portage 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 Portage 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

Expert Group Members:

- Corey Davis, University of Victoria (Chair)
- Rebecca Dickson, COPPUL
- Jonathan Dorey, Institut national de la recherche scientifique
- Evan Echols, University of New Brunswick
- Alex Garnett, Simon Fraser University
- Grant Hurley, Scholars Portal
- Beth Knazook, Portage
- Keltie MacPhail, University of Prince Edward Island
- Steve Marks, University of Toronto
- Mireille Nappert, HEC Montréal

- Jeff Moon, Portage
- Lee Wilson, Portage

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.

Frequency of Meetings: Monthly, or as needed.

Chair: To be selected by members bi-annually.

Record of Meetings: Agenda and minutes to be documented in the Portage Preservation Expert Group Google Drive.

Code of conduct: This group committed to providing a welcoming, safe, and harassment-free environment for all participants. We adhere to the [CARL Code of Conduct](#) for all meetings, communications, and events, whether in-person or online.

Method of operation:

1. In conjunction with the oversight of the Portage Network of Expertise, the Expert Group will draft a work plan annually that takes into consideration the directions and goals of Portage 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. CARL Portage 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 academic library community and may consist of members from the Expert Group.

Last updated: 29 June 2020, Corey Davis