

Curation Events Working Group

Terms of Reference

1.0 Purpose

With support from and reporting to the Alliance's Curation Expert Group (CEG), and with input from the Borealis Community Facilitation Team and the National Training Expert Group (NTEG), the Curation Events Working Group (CEWG) will plan and organize a series of bilingual curation-related events. Events may include community forums, speaker series, webinars, panels, and other skill-building or knowledge-sharing opportunities for researchers, RDM professionals and curation practitioners. The aim of this working group is to:

- A. expand on previous work of the CEG to support a curation community of practice in Canada;
- B. draw on feedback received from the research data management (RDM) community and Network of Experts (for example, by monitoring discussion on national RDM listservs, and soliciting the expertise and experience of group members) to prioritize topics of interest to curation practitioners and Canadian researchers; and
- C. organize and deliver a series of events over the course of its term.

The group will also implement a feedback process to solicit further input from the community, to monitor the perceived quality and value of events, and to inform ongoing efforts. To support future event organization within the broader RDM community, the working group will document processes and workflows for implementing a variety of event types and make recommendations for future organizational processes and goals.

2.0 Membership

The WG will consist of 5-12 members. Members of the WG will generally have curation-related responsibilities at their organization or experience working in repositories, RDM, or Advanced Research Computing.

2.1 Composition (2023)

- 1. Lina Harper (Co-Chair)
- 2. Tamanna Moharana (Co-Chair)
- 3. Shahira Khair
- 4. Robyn Stobbs
- 5. Monique Grenier
- 6. Jeff Moon
- 7. Amber Leahey
- 8. Meghan Goodchild
- 9. Erin Clary

2.2 Leadership

The Chair shall:

1. Foster a constructive tone so the group works as a cohesive team that enables inclusive and respectful discussion;
2. ensure that the information needs of the working group are met;
3. promote independent thinking of the working group;
4. build consensus among working group members;
5. ensure meeting time is used effectively;
6. monitor working group activities to ensure the work undertaken is consistent with the mandate;
7. move discussions towards constructive and timely resolution;
8. represent, or ensure representation of other aligned groups and committees; and,
9. with the support and input of working group members, provide an annual summary report or presentation to CEG.

3.0 Term

Commitment is approximately 18 months, with possibility for renewal.

4.0 Meetings

The CEWG will meet virtually via Zoom every other week, or at least monthly, with other communication taking place through working documents and emails. [Meeting minutes](#) shall be recorded and made available to working group members and CEG Chairs in the Alliance's Google Drive.

4.1 Decision-Making

At least one of the CEWG co-chairs shall preside at all meetings of the working group. The group will adopt a consensus approach wherever possible in all matters. Where this is not possible and a decision is required, this shall be done by simple majority vote. In the event of a vote that results in a tie, the co-chairs shall have the right to execute a second, tie-breaking, vote.

The quorum for formal decision making at any meeting will be a simple majority of the membership.

5.0 Timeline

See [Project Description and Work Plan documents](#)

6.0 Accountability

This group reports to [CEG](#).

7.0 Review

The Terms of Reference will be reviewed annually and modified as required by the CEWG members, in consultation with CEG.

8.0 Additional context, background, and resources

- [CEG Roadmap](#)
- Notes from CEG discussion on virtual events (link to come)
- Future session ideas spreadsheet (link to come)
- Project Description draft (link to come)
- Work Plan draft template (link to come)
- Work Plan Example - Appraisal Workshop (link to come)
- Drafted invitations (link to come)
- Code of Conduct (from the Alliance)
- Communications plan (to be developed with Communications at a later date)

Approved by WG: June 7, 2023

Approved by CEG: August 2, 2023

Last Modified: July 26, 2023