

UBC Research Data Portal Operations Team: Terms of Reference

April 2022

Purpose

The purpose of the UBC Data Portal Operations Team (hereinafter “Data Portal Team”) is to establish a standing committee to lead work on standard and unified communications to researchers on research data management (RDM) services offered across UBC. This committee will provide recommendations on the design, content, and functionality of a data portal as well as provide ongoing support for maintenance and future iterations.

Committee Objectives

The Data Portal Team is made up of representatives from departments and portfolios with the mandate to support researchers in specific aspects of RDM, commonly communicated through their respective websites. The Data Portal Team will, starting as a pilot project, develop, maintain, and expand a unified institutional research data web portal to connect these services, providing a single hub through which researchers can discover and access RDM related services and supports.

Without limiting the general responsibilities as described above, the Data Portal Team shall:

- a. Guide the creation and ongoing development of an institutional research data web portal that connects to unit level information and supports.
- b. Liaise with stakeholders across UBC’s campuses and recruit team members from relevant departments and portfolios.
- c. Identify roles and responsibilities for the development of the web portal.
- d. Liaise with stakeholders across UBC’s campuses to solicit feedback regarding the functionality and underlying service model of the research data web portal.
- e. Report to the UBC RDM Strategy Project and Steering Committee to provide progress updates and solicit feedback.
- f. Identify roles and responsibilities for the ongoing maintenance of the web portal.
- g. Develop plan for web portal review.
- h. Develop a sustainable governance and reporting structure for the web portal.
- i. Meet with stakeholders and user groups to assess the portal’s ability to reach researcher needs.
- j. Build a venue for collective knowledge sharing about RDM supports, training opportunities, and issues across vested units.

Reporting Structure

The Data Portal Team will report to the UBC RDM Strategy Project and Steering Committee, while it exists, and to the Vice President of Research & Innovation thereafter.

Membership

The focus is on expertise and diversity across units and across campuses. Representatives may have expertise in more than one listed area, effectively reducing the number of overall members.

Area of Expertise	Proposed Unit
RDM & Data	Library, UBCO
RDM & Data	Library, UBCV
RDM & Data	UBC ARC
Research Data Privacy & Security	UBC ARC
Research Computing & Data Storage	Research Computing, UBCO
Research Ethics – Compliance & Outreach	Office of Research Ethics, UBCV
Research Funding & Ethics	Office of Research Services, UBCO
Indigenous Data	X̱wi7̱wa Library, UBCV
Health Data	Representative from health-related faculty

Terms of Appointment

1. The UBC Data Portal Operations Team will be co-chaired by representatives from two units.
2. Appointment terms for chairs and members will be confirmed once the group is officially formed, with an ideal format being a combination of one- and two-year renewable to accommodate both flexibility and continuity.

Chair Duties

- Schedule team meetings and working group meetings.
- Create and disseminate meeting agendas.
- Post meeting minutes.
- Lead meeting discussions.
- Report progress updates to the UBC RDM Strategy Project and Steering Committee.

Duties of Team Members

- Attend team meetings and necessary working meetings.
- Identify issues and opportunities and propose these as agenda items (with necessary background/support documentation) for review and discussion.
- Conduct themselves in an open and respectful manner.
- Liaise with their unit content experts to facilitate development of the portal.
- Contribute to the building of the portal.

Meeting Structure

- Meetings will be held regularly (frequency to be determined at the team's first meeting)
- No quorum is required.
- Minutes will be recorded on a rotating basis and distributed as a draft, by the notetaker, in a timely manner.
- Agenda and minutes will be documented and shared in a publicly available, transparent venue.
- Guests may be invited to meetings when needed.