

Canadian National Site Licensing Project / Projet canadien de licences de site nationales

Steering Committee / Comité directeur Terms of Reference and Mode of Operation

Approved: CNSLP Steering Committee, April 20, 2000

Preamble:

The CNSLP will be managed according to the following principles:

governance and management structures will ensure accountable decision making through consensus, and equitable sharing of costs and benefits among participating institutions;
the project will serve as a prototype for broader application or replication beyond the science, engineering, health, and environment fields.

The governance of the CNSLP will be accomplished through a CNSLP Steering Committee, accountable to participating institutions and the funding agency.

It is understood that the composition of the CNSLP Steering Committee may change as the project evolves, in order to accommodate new participants in the project and incorporate specific expertise. Material changes to the terms of reference and/or composition of the Steering Committee will be subject to majority approval of the participating institutions.

Terms of Reference:

The CNSLP Steering Committee is responsible for:

establishing policy that will govern the project;
ensuring effective development, evaluation, and financial accountability of the project, in accordance with the Canada Foundation for Innovation (CFI) mandate;
developing effective strategies for sustainability of initiatives following termination of funding from CFI and other revenue partners;
consulting with all project participants and affiliated stakeholders to ensure meaningful opportunities for input into decision-making;
recruiting and evaluating the CNSLP Executive Director;
appointing the Negotiations Resource Team and lead negotiator(s); as well as other task groups as required to carry out the project;
authorizing the signing of licenses and contracts;
appointing the external Advisory Board, and receiving their advice and recommendations;
reporting to CFI, through the University of Ottawa (contact institution);
liaising with the Canadian Association of Research Libraries / Association des bibliothèques de recherche du Canada (CARL/ABRC) and all project participants through their regional representatives, to advance planning efforts for subsequent phases of national site licensing and development of national digital library services;
working with the Canada Institute for Scientific and Technical Information (CISTI), the National Library of Canada (NLC) and other organizations to advance the development of digital library services in Canada;
promoting the project to the broader academic, research, and library communities.

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Membership:

Four (4) university library directors, one (1) from each of the four regions
One (1) university Vice-President, with research responsibility
Two (2) representatives of the university research community
One (1) senior representative from the Association of Universities and Colleges of Canada /
Association des universités et collèges du Canada (AUCC)
One (1) senior officer from the contact institution (University of Ottawa)
Chair of the CNSLP Advisory Board (ex officio)
Executive Director, CARL/ABRC (ex officio)
Project Leader (representative from the administrative unit that houses the project at the
contact institution) (ex officio)
CNSLP Executive Director (ex officio)

Appointment Process:

Library directors from the four regions are selected by their respective regional library
organizations*
University vice-president with research responsibility is selected by the AUCC
Representatives of the university research community are appointed by the other Steering
Committee members, from among nominations made by participating institutions
Senior officer from the AUCC is named by that organization
Senior officer from the University of Ottawa is the Vice-Rector, Research, in whose office
institutional responsibility for CFI funds resides

Term:

Three years (renewable), with appointments of two, three and four years in the first year of
the project to allow for staggered replacement of members thereafter

Chair:

The Steering Committee is chaired by the Vice-Rector, Research, University of Ottawa
(contact institution)

* Council of Atlantic University Librarians / Conseil des directeurs(trices) de bibliothèque des universités de
l'Atlantique (CAUL/CDBUA); Council of Prairie and Pacific University Libraries (COPPUL); Conférence des
recteurs et des principaux des universités du Québec (CREPUQ); Ontario Council of University Libraries
(OCUL)

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Meetings:

Meets monthly during intensive project implementation phase (February – December 2000), primarily via teleconference with in-person meetings scheduled once per quarter
May meet bi-monthly or quarterly thereafter, according to need
In order to maintain the balance of representation between the research and library communities, and to ensure continuity and effectiveness of the Steering Committee, substitution of representatives at meetings is not permitted

Lines of Accountability and Communication:

The Steering Committee is accountable to participating institutions, through their regional library organizations, and to the Canada Foundation for Innovation, through the University of Ottawa (contact institution)
Following each Steering Committee meeting, the Executive Director circulates a briefing to project participants regarding the issues discussed
Following approval of the minutes of Steering Committee meetings, the Executive Director distributes a copy to project participants and other interested parties, and/or makes these available on the CNSLP web site
Approved documentation is made available in French and in English.

Financial and Administrative Policies:

Service on the Steering Committee is non-remunerative
Travel and meeting expenses for Steering Committee members are reimbursed according to the policies of the University of Ottawa