



**Council of Atlantic  
Academic Libraries**  
**Conseil des bibliothèques  
postsecondaires de l'Atlantique**

# **CAAL-CBPA Research Data Management Committee Terms of Reference**

Approved by Board: October 31, 2025

## **Introduction**

The CAAL-CBPA Research Data Management Committee (RDM) plays a pivotal role in aiding Atlantic Academic Libraries in enhancing their RDM practices, a need that has been accentuated with the release of the 2021 Tri-Agency Research Data Management Policy.

The Committee facilitates knowledge sharing, fosters discussions, and provides shared training opportunities both nationally and regionally. By bringing together experts in the field, the Committee supports adherence to best practices and promotes a collaborative environment. This collaborative approach is instrumental in improving the management and preservation of research data, upholding research integrity, and enhancing the efficacy of data usage across the Atlantic research community.

## **Mandate And Role**

The Research Data Management (RDM) Committee (RDMC) focuses on advancing several of CAAL-CBPA's strategic goals, particularly those related to Research Data Management.

The role of the RDM Committee is to:

- Develop initiatives that foster sharing of knowledge about Research Data Management; and
- Optimize our resources and expertise.

## **Authority**

The CAAL-CBPA Research Data Management Committee receives its authority from the CAAL-CBPA Board of Directors, as per section 7.3 of the CAAL-CBPA By-Laws.

## **Responsibilities**

The RDM Committee will:

1. Provide awareness and training opportunities for staff across CAAL-CBPA institutions in the area of RDM;
2. Coordinate information sharing on RDM practices and policies across CAAL-CBPA institutions; and
3. Identify and develop opportunities for collaborative engagement in the area of RDM.

## **Membership**

The RDM Committee shall be representative in nature, with each CAAL-CBPA member institution having the option to include one representative, as a member of the Committee. Due to the consultative nature of this Committee, representatives should normally have responsibilities pertaining to RDM

activities at their home institution. There will be one (1) Board member, as approved by the Board of Directors. The Committee selects the Chair annually in September and shall normally not be the Board representative.

### **Term of Membership**

Member terms are indeterminate due to the representative and specialized nature of this Committee. Membership is finalized each year prior to the first meeting to follow CAAL-CBPA's Annual General Meeting, but an institution's representative may change mid-term.

### **Meetings**

The RDM Committee meets no less than four (4) times a year normally via virtual modes.

### **Reporting**

The Committee Chair is responsible for preparing written reports on behalf of the Committee for submission to the Board prior to each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

### **Communication**

The Committee communicates using the CAAL-CBPA videoconference system and the CAAL-CBPA RDM Committee mailing list, [rdmcomm@caul-cbua.ca](mailto:rdmcomm@caul-cbua.ca).

If there is not representation from every member institution, it is crucial that communication mechanisms are in place to ensure that all member institutions have a voice in the Committee's activities and deliberations. To facilitate this bi-directional communication, Committee members must actively engage in regular dialogue with institutions not represented in the Committee membership, as well as within their own institutions.

### **Collaboration**

The RDM Committee collaborates with the Digital Preservation and Stewardship Committee, the Scholarly Communications Committee, and other CAAL-CBPA committees on relevant projects.

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