



## Stakeholder Advisory Committee

### Terms of Reference

**Last updated:** March 11, 2022

#### Context

Coalition Publica is a partnership between Érudit and the Public Knowledge Project (PKP) to advance digital scholarly publishing, open access dissemination and research capacity in the humanities and social sciences in Canada.

Coalition Publica builds on established relationships to leverage existing initiatives, develop new services, increase knowledge and engagement, and work collaboratively towards an equitable and sustainable open access environment in Canada. Coalition Publica's committees and community contribute their specialized knowledge, guidance, and relationship-building capacity to achieve these shared goals.

Coalition Publica is funded by the Canada Foundation for Innovation and the Social Sciences and Humanities Research Council of Canada to build and maintain a national Canadian publishing, dissemination, and research infrastructure that offers services to both the English- and French-language scholarly publishing communities.

#### Structure

Coalition Publica's partnership structure is comprised of three committees: the Steering Committee, the Stakeholder Advisory Committee and the International Advisory Committee.

The governance bodies of PKP and Érudit, who are ultimately responsible for Coalition Publica, have mandated the Steering Committee to gather advice from the Stakeholder and International Advisory Committees, and to make recommendations. User groups report to the Stakeholder Advisory Committee.

## Objectives

The Stakeholder Advisory Committee will provide advice, recommend action, and oversee activities that enable the realization of the following objectives:

- Ensure tangible support and guidance to Coalition Publica in order for it to be sustained and developed in the future;
- Explore models and recommend governance and structural changes to meet the evolving needs of Coalition Publica;
- Participate in the development and monitoring of a strategic plan and its objectives.
- Ensure that new development opportunities relevant to the Canadian context are assessed and pursued.

## Roles and Responsibilities

- Advise Coalition Publica on issues and strategic directions related to governance and organizational structure;
- Advise and participate in strategic planning development and implementation of a strategic plan;
- Advise on priorities for Coalition Publica's infrastructure development, service models, and related activities;
- Provide advice on ongoing sustainability.

## Membership

- A representative from each of the following stakeholder groups:
  - Canadian Association of Research Libraries (CARL);
  - Canadian Research Knowledge Network (CRKN);
  - Digital Research Alliance of Canada;
  - Federation for the Humanities and Social Sciences;
  - Canadian Science Publishing;
- Discretion to appoint up to two (2) members from the Canadian SSH community (journal editors);
- The co-Chairs of the Journal User Group (ex officio);
- The co-Chairs of the Library User Group (ex officio);
- Érudit's Executive Director (ex officio);
- PKP's Operations Director (ex officio);
- CRKN staff member (ex officio).

Coalition Publica supports the principles of equity, diversity and inclusion (EDI). As part of this commitment, one line of effort seeks to ensure that the membership of its committees and groups encourages a wide range of perspectives and the equitable participation of all members of the community. We will work to

deliberately include representation across many vectors of diversity such as sex, gender, disability, Indigenous identity, ethnic background, sexual orientation, religion, age, language, lineage, immigration, geographic location or socioeconomic status.

The Stakeholder Advisory Committee will choose a Chair from among their number, who will serve for a period of two years. The Chair of the committee will also serve as member of the Steering Committee.

All appointments to the Stakeholder Advisory Committee will be for two-year, renewable terms. In the case of a vacancy on the committee, the relevant stakeholder may make a new appointment, and the person so appointed will serve out the remainder of the original term.

Staff members or other advisors may be invited to attend meetings of the Stakeholder Advisory Committee by the Chair or the Érudit and PKP directors.

## Agenda and Meeting Schedule

- The Chair and the Érudit and PKP directors will prepare the agendas and welcome other members to suggest points to be discussed.
- Agendas and supporting materials will be distributed no later than one week before the meeting.
- Committee meetings will normally occur three to four times annually and will generally last no more than 1 hour.
- Most meetings will be held by videoconference. The committee may meet in person once annually.
- Meeting agendas and notes will be available on Google Drive.
- Ongoing communication will take place via email.

## Commitment of Committee Members

All members of the Stakeholder Advisory Committee will act with honesty and integrity in their work, and will follow Coalition Publica's [Principles and Practices for Bilingual Meetings](#).

Committee members will seek to reach consensus wherever possible. If a vote is required, a majority of votes will prevail.

Members should be able to attend and participate in most meetings. In cases where they are not able to attend, they can clear an alternate with the Chair.