

Coalition Publi.ca

Steering Committee

Terms of Reference

Last updated: February 22, 2019

Context

Coalition Publi.ca is a joint partnership initiative of two key Canadian-based projects, Érudit and the Public Knowledge Project (PKP). Coalition Publi.ca is funded by the Canada Foundation for Innovation through its Major Science Initiative Fund (2017-2022) and its Cyberinfrastructure Initiative (2017-2020) in order to build and sustain a national Canadian publishing, dissemination, and research infrastructure that offers services to both the French- and English-language scholarly publishing communities.

Coalition Publi.ca aims to achieve a purpose common to both Érudit and PKP: to generate and support innovation in the Canadian digital scholarly publishing sector through advanced technological development and meaningful community participation. It encourages the transition to open access for journals in the social sciences and humanities through sustainable financial support provided by partnerships with libraries, government agencies, universities, and other related institutions.

Coalition Publi.ca builds local capacity and publishing expertise by working with Canadian scholarly societies, universities, libraries, and other publishers and believes in the strategic importance of national, public data stewardship and open technological infrastructures in order to support all activities of the research lifecycle.

Structure

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

The Steering Committee is mandated to gather advice from the Stakeholder and International Advisory Committees, and to make recommendations to the governance bodies of PKP and Érudit, who are ultimately responsible for Coalition Publi.ca. The Steering Committee has received this mandate from the governance bodies of PKP and Érudit.

Objectives

The Steering Committee will provide oversight and accountability for the joint initiatives undertaken by PKP and Érudit through Coalition Publi.ca, to help realize the following objectives:

- Ensure the strategic alignment and oversight of both organizations regarding their activities supporting Canadian scholarly journal publishing;

- Generate and support learning and meaningful activities to encourage the transition to open access in the humanities and social sciences.
- Ensure that CFI program goals are reached:
 - MSI: contribute to the ongoing operation and management needs of national research facilities for which the loss of absence of support would represent a serious setback for Canada;
 - Cyberinfrastructure: enhance the capacity of Canadian institutions and researchers to conduct leading-edge research in areas of demonstrated strength by supporting the infrastructure needs of computationally- and data-intensive research.

Roles and Responsibilities

- Advance the common agendas of Érudit and PKP through the development of the joint initiative Coalition Publi.ca;
- Provide a forum for sharing information between the governance bodies of Érudit and PKP;
- Serve as a forum for the identification and consideration of issues arising from joint work or other significant issues brought forward by either of the parties;
- Oversee the development of a joint strategic plan and recommend the plan for approval to the governance bodies of Érudit and PKP;
- Develop an annual operating plan and recommend the plan for approval to the governance bodies of Érudit and PKP;
- Monitor the strategic plan and the annual operating plan and report on a quarterly basis to the governance bodies of Érudit and PKP;
- Conduct an annual risk assessment and report the results to the governance bodies of Érudit and PKP;
- Develop governance policies and processes for Coalition Publi.ca's governance bodies, including a conflict of interest policy;
- Monitor Coalition Publi.ca's key performance indicators to ensure that these indicators are being met in a timely fashion;
- Develop joint reports and applications to funding agencies, as required.

Membership

The proposed membership includes the following:

- Nine voting members:
 - The governance bodies of Érudit and PKP will each appoint one representative;
 - Simon Fraser University and the Université de Montréal will each appoint two representatives;
 - Érudit's Executive Director (ex officio);
 - PKP's Managing Director (ex officio);
 - The Chair of the Stakeholder Advisory Committee (ex officio).
- Two non-voting advisors:
 - Érudit and PKP will each appoint one affiliated researcher.

The Steering Committee will choose two Co-Chairs from among their number, with one chair coming from the appointments made by Érudit and another from the appointments made by PKP.

All appointments to the Steering Committee will be for two-year, renewable terms. In the case of a vacancy on the Steering Committee, the party responsible for the original appointment 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 Steering Committee by the Co-Chairs or the Érudit and PKP directors.

Agenda and Meeting Schedule

- Érudit's Executive Director, PKP's Managing Director, and the Co-Chairs will develop the agendas. Members are encouraged 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 quarterly and will generally last no more than 1 hour.
- Meetings will be held by teleconference or videoconference.
- Meeting agendas and notes will be available on Google Drive.

Commitment of Committee Members

All members of the Steering Committee will act with honesty and integrity in their work. While they will work to the best of their abilities to advance the interests of Coalition Publi.ca, their fiduciary responsibility will remain with the organization which has appointed them to the Steering Committee.

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 Érudit's Executive Director, PKP's Managing Director, and the Co-Chairs.