# Steering 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 Steering Committee will provide oversight and accountability for the joint initiatives undertaken by PKP and Érudit through Coalition Publica, 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 new development opportunities are assessed and pursued, and that funding program goals and conditions are achieved.

## Roles and Responsibilities

- Advance the common agendas of Érudit and PKP through the development of the joint initiative Coalition Publica;
- 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 Publica's governance bodies, including a conflict of interest policy;
- Monitor Coalition Publica'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

- 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 Operations Director (ex officio);

- o The Chair of the Stakeholder Advisory Committee (ex officio);
- o The Chair of the International Advisory Committee (ex officio).
- Two non-voting advisors:
  - o Érudit and PKP will each appoint one affiliated researcher.

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 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 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

- The co-Chairs and the Érudit and PKP representatives 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.
- Meetings will be held by teleconference or videoconference.
- 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 Steering Committee will act with honesty and integrity in their work, and will follow Coalition Publica's Principles and Practices for Bilingual Meetings.

While they will work to the best of their abilities to advance the interests of Coalition Publica, 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 the co-Chairs.