OAEBUDT Technical Advisory Council (TAC) Committee Charter

16 August 2023: Approved by BoT

Purpose of the Committee

The Technical Advisory Council (the "Committee") supports the work of the OA Book Usage Data Trust (OAEBUDT) by providing:

> (i) input into the technical development and technical roadmap of the OAeBUDT International Data Space

> (ii) advice through technical research or development project advisory committee service

> (iii) insight on how to foster alignment and interoperability in line with the OAEBUDT's Core Operating Principles and the Principles for Open Scholarly Infrastructure, and

> (iv) technical expertise and guidance to inform the OAeBU Data Trust Board of Trustees as it fulfills its governance responsibilities.

Committee Membership

The Chair of the Committee

A Trustee appointed by the Board of Trustees is the Chair of the Committee.

Members of the Committee

In addition to the Chair, the Committee may be composed of up to 12 members, appointed by the Board of Trustees upon recommendation by the Board Executive Committee or Executive Director. Committee members may include up to 5 Trustees and up to 12 invited community members representing technical staff within OA book usage data stakeholder organizations.[1] The Executive Director of the OA Book Usage Data Trust, or their designee, will participate as an Ex Officio member of the Committee. Overall, committee membership should reflect the diversity of roles and stakeholders related to the committee's purpose as pertains to OA book usage data exchange.

Nomination Process

Any one member of the Board of Trustees may nominate themselves or another person to serve as a committee member. Board of Trustees members will determine Committee membership with conscious effort to balance perspectives from OA book usage data

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[1] More information about OA book usage data stakeholders can be found in 2021 OA Books Supply Chain Mapping Report by Clarke and Ricci. On the web at: https://doi.org/10.5281/zenodo.4681725

stakeholders as described in the OA Book Usage Data Trust's Governance Guidelines.[2]

Committee Member Authority and Responsibilities

Each committee member is expected to thoughtfully participate and engage with the work of the committee. Technical Advisory Council Committee members are expected to:

- Provide input on the OAEBUDT technical planning and development as it builds out its International Data Space (IDS) infrastructure in line with the IDS Reference Architecture Model and its associated emerging standards.

- Advise the development of an extensible scholarly output impact and usage data IDS data model, that initially will focus on OA book usage (book and chapter views and downloads)

- Identify opportunities to inform existing national or global standards or foster additional standards development

- Support the OAEBUDT's Core Principles and pursuit of becoming an EU-certified IDS data-intermediary that supports sovereign usage and impact data exchange between public and private parties

- Share relevant materials and knowledge to inform the OAEBUDT IDS technical development

Length of term

Committee members serve for a one year, renewable term that runs from January 1 through December 31.

Virtual Meeting Participation

Committee members are expected to participate in all committee meetings held during their term, either online (preferred) or offline by contributing feedback and comments to the Committee Chair in advance of a virtual session should they be unavailable. The Committee Chair and Executive Director will co-develop and share an agenda in advance of each meeting and communicate meeting details to Committee members in a timely fashion.

The Committee will meet once every 2 months for 1 hour, or as deemed necessary to meet the Committee's responsibilities. The Committee will meet virtually, and at such times, places, and manner as its Chair and OAeBU Data Trust staff may determine. Meetings will be conducted according to the OAeBU Data Trust's rules related to quorum, "Lazy" Roberts Rules of Order, and electronic voting.[3]

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[2] OA book usage data stakeholders are defined in the Board Representation and Balancing section of the OAeBU Data Trust: 2022-2025 Governance Documentation for Initial Board of Trustees on the web at: https://doi.org/10.5281/zenodo.5703745

[3] Board Committees follow the same process as the Board of Trustees, described in the Decision-making Process section of the OAeBU Data Trust: 2022-2025 Governance Documentation for Initial Board of Trustees on the web at: https://doi.org/10.5281/zenodo.5703745

Intra-Committee Communications

Google Groups are used to manage the committee's records access and editing privileges, email announcements, and calendar invitations. Trello is used to monitor the progress of actions and record future actions for each Committee. Slack channels within the OA Usage Data Trust workspace are used for committee business between meetings.

Minutes, recordings, and report outs

The OAeBU Data Trust staff will prepare meeting minutes for restricted committee member use in line with existing OAEBUDT Board Policy. The Chair may approve redacted minutes to be made publicly available while ensuring the privacy and personal data about individuals or commercial confidentiality.

With the agreement of the Committee members, OA Book Usage Data Trust staff may record meetings to assist in minute taking or to provide background for Committee members unable to attend all or part of a meeting. Staff will regularly delete recordings in line with OAEBUDT standard operating procedures. The Chair of the Committee will provide verbal and/or written reports of the work and outputs of the Committee to the OAeBUDT Board of Trustees.