# OAEBUDT Membership and Sustainability Committee Charter

*16 August 2023: Approved by BoT*

## Purpose of the Committee

The Membership and Sustainability Committee (the "Committee") supports the work of the OA Book Usage Data Trust (OAEBUDT) by providing:

(i) input into the development of sustainability mechanisms, including membership models, sponsorship models, and cost-recovery mechanisms to sustain the operations of the OAEBUDT as an EU-certifiable data-intermediary in the form of an International Data Space (IDS)

(ii) insight on how to support diverse stakeholder engagement and inclusive involvement by for-profit, public, and not-for-profit stakeholders worldwide, and

(iv) expertise and guidance to inform how member and partner organizations affiliated with the OAEBUDT can participate in community-governance of the OAEBUDT in a scalable, sustainable fashion.

## 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 8 members, appointed by the Board of Trustees upon recommendation by the Board Executive Committee or Executive Director. Committee members may include up to 4 Trustees and up to 8 invited community members representing diverse 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 sustaining an 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 stakeholders as described in the OA Book Usage Data Trust's Governance Guidelines.[2]

---

[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

[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

## Committee Member Authority and Responsibilities

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

- Provide input on the global OAEBUDT membership and sustainability model 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 iterative development of non-grant related sustainability and cost-recovery mechanisms

- Share relevant materials and knowledge to inform the OAEBUDT IDS sustainability model

- Reflect and respond to relevant community consultation results

### 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 every month 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]

## 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.

---

[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