

# Terms of Reference: New Zealand ORCID Consortium Advisory Committee

## Background

ORCID is an open-source, non-profit organisation which distributes unique identifiers to individual researchers, solving the problem of name ambiguity on a worldwide scale. Research funders, publishers and institutions, with the researcher's permission, are able to read from and write information to a user's account. This allows authenticated information to be captured and re-used by allowed parties.

On 26 July 2016 the peak bodies representing New Zealand's research communities, along with funding agencies, released a [joint statement of principle](#) supporting the use of ORCID identifiers in New Zealand. On 13 October 2016, the New Zealand ORCID consortium was formally launched with an initial membership of 34 organisations. Membership has since grown to 42 members, at 20 Jan 2017.

The Royal Society of New Zealand is the New Zealand consortium lead, responsible for providing support services to consortium members, on-boarding new members and providing secretariat services to the NZ ORCID consortium. The Royal Society of New Zealand has subcontracted a technology partner, the University of Auckland, who will be responsible for developing a New Zealand ORCID hub. This hub will provide a simple user interface, allowing New Zealand organisations to manage information on their researchers' profiles such as authenticating their place of employment and research output.

## Purpose and functions

The purpose of the New Zealand ORCID Advisory Committee is to provide a two-way conduit between members of the NZ ORCID Consortium (the Consortium) and the Royal Society of New Zealand (the Society) for feedback and advice on strategic matters related to the use and implementation of ORCID in New Zealand. A separate Technology Advisory Group will provide advice to the Society on the technological aspects of the ORCID hub.

The New Zealand ORCID Advisory Committee will:

- Provide advice and guidance to the Society on matters related to the operation and future strategic direction of the Consortium to ensure success and long-term sustainability of the Consortium;
- Champion the use of ORCID;
- Encourage new members to join the Consortium; and
- Advise on membership if/when the Consortium approaches 99 members.

## Membership

The membership of the Committee shall reflect the membership of the Consortium. Membership should reflect the diversity of the New Zealand research, science and scholarly community.

The Committee will comprise no more than ten individuals, one of which will be a representative from MBIE as the funder of the Consortium.

The Society will invite nominations for Committee membership from the relevant peak body for each sector represented in the Consortium.

Nominated Committee members must be from an organisation that is a member of the Consortium.

Committee membership may include but is not limited to:

- a representative from Universities New Zealand Research Committee;
- a representative from the Council of New Zealand University Librarians (CONZUL);
- a representative from the Universities New Zealand Information and Communications Technology Committee;
- a representative from Science NZ Chief Executives group or strategy managers group;
- a representative from Science NZ CRI information and Communication Technology Managers group;
- a representative from the Independent Research Association of New Zealand;
- a representative from a funding agency;
- a representative from an Institute of Technology or Polytechnic;
- a representative from a District Health Board; and

The Society will participate in the meetings, in the role of secretariat.

The Society may appoint an observer to attend the committee meetings.

The Society will select an initial chair from amongst the members of the committee in consultation with members. The committee will elect subsequent chairs.

It is an important principle that members of the Committee are able to work effectively together and, to their best endeavours, reflect the collective views of their sectors, including both Consortium members, and where relevant, non-members.

## **Term**

The initial term will be until 30 June 2018. Should a member representative leave the Committee, the Society will seek a replacement that maintains the Committee's representation of the Consortium's composition.

## **Responsibilities of the Committee**

The Committee is advisory and has no governance role. The Committee will share information and provide advice to the Society at its meetings. Honoraria will not be paid.

The Society will pass on to the Committee the final six-monthly reports provided to MBIE under the agreement between the Society and MBIE. The Committee will discuss the reports and provide feedback to the Society and, where relevant to, MBIE.

The chair's responsibilities are to:

- work with the Society to develop the agenda for each meeting;
- follow up with Committee members on agreed actions; and
- assist the Society secretariat to create accurate minutes of each meeting's discussion

The chair will identify an alternative from amongst attending members if he/she is unable to be present at a committee meeting.

Committee members may nominate an alternative representative from their sector if they are unable to attend a Committee meeting.

### **Meeting records**

The agenda and a summary of each meeting shall be made available on the Society's ORCID webpage.

### **Meeting attendance**

The Committee will meet biannually, either at the Society's premises in Wellington, or at a location agreed between the Society and a majority of the committee members.

Physical attendance at meetings is preferred. However, the Society will organise participation by either video- or tele-conference if physical attendance is not feasible.

The Society will meet the costs of travel to attend Committee meetings and will schedule meetings to avoid overnight stays where possible.

28 Apr 2017