

Terms of Reference: New Zealand ORCID Consortium Advisory Committee

Period: 1 Jul 2020–30 Jun 2022

Background

ORCID is an open-source, non-profit organisation that 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 52 members, as at 30 Jun 2020.

The Royal Society Te Apārangi (the Society) 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 Society subcontracted a technology partner, the University of Auckland, to develop the New Zealand ORCID hub. Active development ceased in December 2019 and the hub is now maintained wholly by the Society. This hub provides 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 Society for feedback and advice on strategic matters related to the use and implementation of ORCID in New Zealand. 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.

The New Zealand ORCID Advisory Committee will:

- Act as an information conduit between the research sectors represented by committee members and the Society on strategic matters related to ORCID implementation /
- 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 by researchers and organisations
- Advise on the role of the New Zealand ORCID consortium in improving the impact of research in New Zealand

Membership

The Committee will comprise no more than ten nominated individuals reflecting the membership of the Consortium and diversity of the New Zealand research, science and scholarly community.

Committee membership may include, but is not limited to a representative from:

- the Universities New Zealand Research Committee
- the Council of New Zealand University Librarians (CONZUL)
- the Galleries, Libraries, Archives and Museums (GLAM) sector
- the Universities New Zealand Information and Communications Technology Committee
- Science NZ Chief Executives group or Science Policy group
- Science NZ CRI information and Communication Technology Managers group
- the Independent Research Association of New Zealand
- a funding agency
- a subsidiary of New Zealand Institute of Skills & Technology (NZIST)
- a District Health Board
- the Māori and/or Pacific research sectors
- a practising researcher
- MBIE as key funder of the consortium and link to New Zealand Research Information System NZRIS

The Committee will elect the chair from within its membership.

Term

The term of the Committee will be until 30 June 2022. 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 formal governance role. The Committee will share information and provide advice to the Society at its meetings. The Society will not pay honoraria to the Committee members.

The Chair's responsibilities are to:

- work with the Society to develop the agenda for each meeting
- chair the advisory Committee meetings
- assist the Society in creating 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. This should be notified to the chair and the Society prior to the meeting.

The Royal Society role

The Society will participate in the meetings: in the role of secretariat, and to receive and respond to advice from the Committee.

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

The Society will appropriately manage any potential conflict of interest for any Committee member

Meeting records

The Society will make the agenda and a summary of each meeting available on the Society's ORCID webpages.

Meeting attendance

The Committee will meet at least twice a year, preferably via videoconference.

DATE 11 August 2020