Terms of Reference: New Zealand ORCID Consortium Advisory Committee
Period: 1 Jul 2018–30 Jun 2020

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 49 members, at 30 Jun 2018.

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 has subcontracted a technology partner, the University of Auckland, who are responsible for developing the New Zealand ORCID hub. 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 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

- Encourage new members to join the Consortium

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, as a research funder, and to bring an NRIS perspective to discussions.

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
- a representative from the Māori and Pacific research sector
- a representative who is a practicing researcher.

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

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

The committee will elect the chair from within its membership.

Term

The term will be until 30 June 2020. 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. The Society will not pay honoraria.

The Society will pass on to the Committee the final six-monthly reports, excluding financial information, 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 Society will make the agenda and a summary of each meeting available on the Society's ORCID webpages.

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.

DATE 8 October 2018