

Canadian National Heritage Digitization Strategy

Terms of Reference for the Secretariat

<p>Purpose</p>	<p>The Secretariat to the Canadian National Heritage Digitization Strategy (CNHDS) Steering Committee provides administrative and planning support to the Committee and the Chair.</p> <p>The Secretariat is also responsible for advancing priorities under the strategy.</p>
<p>Administrative function</p>	<p>The Secretariat is responsible for planning, coordinating and providing administrative support to the Steering Committee. Its primary administrative functions are to:</p> <ul style="list-style-type: none"> • Implement the instructions of the Committee; • Arrange agendas, distribute information packages and provide logistical support for Committee meetings; • Assist the Chair to draft meeting documents, including minutes and decision documents; and • Establish and maintain records of Committee meetings and correspondence.
<p>Specific priorities</p>	<p>Under the strategic direction of the Steering Committee, the Secretariat is responsible for overseeing, managing, and in some cases undertaking the following activities and initiatives:</p> <ul style="list-style-type: none"> • Develop an inventory of existing digitization projects and systems to identify opportunities, strengths, gaps and areas of expertise; • Develop, share, and determine future requirements in the area of standards; • Collect and share best practices for infrastructure to ensure sustainability of repositories; • Develop discovery mechanisms for ensuring access; • Identify and/or develop tools to help organizations identify documents of national, regional and/or local significance; • Create a list of suppliers and costs for digitization work; • Raise awareness of funding opportunities; and • Support the work of the Canadian National Heritage Digitization Strategy Steering Committee.
<p>Structure and Reporting Relationships</p>	<p>Secretariat support is provided by Library and Archives Canada (LAC). The Secretariat reports on its activities to the Steering Committee.</p>