

National Heritage Digitization Strategy Terms of Reference for the Technical Working Group

Working group name

National Heritage Digitization Strategy (NHDS) Technical Working Group

Purpose

To help the NHDS Steering Committee meet their commitments by identifying and advancing technical infrastructure activities identified in the NHDS business plan.

Chair

An NHDS Steering Committee member will provide oversight to the working group.

The Chair of the working group is a revolving (2) year term position, to be appointed by the NHDS Steering Committee. The Chair will be responsible for working with the Secretariat to draft reports, set agendas and meeting minutes.

Secretariat support will be provided by Library and Archives Canada (LAC).

Membership

The working groups will be open to participants outside the NHDS Steering Committee, with broad representation across archives, libraries and museums and well as regions and nations in the country

The Technical Working Group will have approximately 8 to 12 members.

Members of the working group will be appointed by the Steering Committee for a term of two (2) years, renewable at the discretion of the Steering Committee.

Mandate

- Develop objectives and activities to support the technical goals of the NHDS Business Plan and contribute knowledge and expertise to help advance these activities;
- Monitor the progress of activities, evaluate the results and report back to the Steering Committee and the broader community where appropriate;
- Maintain awareness of technical developments and trends, and identify technical opportunities in the libraries, archives and museums community that affect the NHDS;
- Collaborate with other working groups within the NHDS and outside that may be impacted by the NHDS technical infrastructure activities;
- Provide advice to the NHDS Steering Committee on technical questions related to the NHDS;
- Assume other responsibilities from time to time as delegated by the Steering Committee.

Meetings

- The working group meets 3 times a year by teleconference and 1 time a year in person, as required. Smaller teams working on specific activities will meet more frequently. Any costs incurred to attend meetings will be paid for by the working group members and/or their organizations.