

Canadian National Heritage Digitization Strategy

Terms of Reference for the Steering Committee

Committee name	Canadian National Heritage Digitization Strategy (NHDS) Steering Committee.
Chair	<p>The Chair of the NHDS is a revolving (1) year term position, to be appointed by Steering Committee members. The Chair will be responsible for working with the Secretariat to draft reports, set agendas and approve records of decisions.</p> <p>Secretariat support will be provided by Library and Archives Canada (LAC).</p>
Composition	<p>The Steering Committee must have between 10 and 24 members with decision-making authority. Members may name a designate for any meeting. Designates must be identified to the Chair in advance, and must have full decision-making authority if they represent an organization.</p> <p>Steering Committee members will include creators, writers, cultural communities, end users, as well as representatives from libraries, archives, historical societies, museums/ galleries, universities, and the private and not-for-profit sectors. Not all these sectors are necessarily represented at any one time.</p> <p>Members will be appointed by the Steering Committee for a term of two (2) years, renewable at the discretion of the Steering Committee.</p>
Mandate	<ul style="list-style-type: none"> • To set strategic, policy, and operational directions for the NHDS; • To organize and prioritize projects that encourage collaboration in areas of mutual interest and benefit; • To establish and oversee working groups which will be mandated to advance specific priorities; • To develop funding models for various initiatives; and • To assess the progress of the strategy against planned deliverables.
Deliverables	With the support of the Secretariat, the Steering Committee is responsible

	<p>for overseeing the development of 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; and • Raise awareness of funding opportunities.
Frequency of meetings	<p>The Steering Committee will meet at least once a year in-person. Teleconferences will also be convened at least every two (2) months. Any costs incurred to attend meetings will be paid for by the Steering Committee members and/or their organizations.</p>
Language of participation	<p>Steering Committee members can work in their chosen official language and agree to create and maintain a work environment conducive to the effective use of both official languages.</p>
Outcomes	<ul style="list-style-type: none"> • Clear strategic, policy, and operational directions are established for the NHDS; • Projects are developed collaboratively that leverage skills and best practices to meet their objectives; • Priorities outlined in the strategy are completed; • Increased opportunities are available to secure financial support; and • Performance evaluation information is gathered and reported documenting progress of the strategy.
Record of decisions	<p>Yes</p>