



Discovery and Metadata Expert Group (DMEG) - Terms of Reference

Goal

To ensure that Canadian research data is comprehensively described through the use of appropriate standards and indexed in suitable tools to support its discovery, facilitate its access, and inform researchers of its potential reuse in a wide variety of contexts and by a broad range of users.

Purpose

The purpose of the Discovery and Metadata Expert Group is to support data creators and curators in planning, producing, and managing descriptive metadata to enable the effective discovery and reuse of research data across a wide variety of disciplines and to support the preservation of research data for future use. The group will also support the integration of descriptive metadata with web-based discovery and alerting services to ensure effective access by scholarly and general audiences around the world to data produced by Canadian researchers. The group will promote standards for metadata that support both machine-to-machine and human-to-machine discovery activities.



Specific Responsibilities

- Develop and promote methods to improve research data discovery in Canada, identifying key national and international data sources (including data repositories, data discovery services/aggregators, and access-limited data).
- Evaluate new and existing descriptive and discovery metadata standards for describing research data in various disciplines.
- Develop documentation and training material to assist researchers and data repository managers in implementing metadata and data discovery best practices.
- Ensure and promote web accessibility of data discovery platforms and services.
- Enable dataset linkages across domains and platforms to improve data discovery.
- Assist in the development of crosswalks between key domain specific metadata formats and more general formats.
- Advise and liaise with the RDM and data discovery community, including Alliance staff working on infrastructure development projects (e.g., FRDR), on the best options for implementing metadata capture, indexing, exchange, discovery and accessibility.

Expert Group Members

Please see the [Digital Research Alliance of Canada's](#) website for the most up to date list of members.

Term

The members will serve a 2-year renewable term starting on March 1, 2020.



Frequency of Meetings

Every four weeks (with smaller task groups possibly meeting more frequently)

Record of Meetings

Agenda and minutes to be documented in Google Docs or other document management services that support sharing and collaboration.

Method of operation

- All members are encouraged to identify issues and to propose them as agenda items (with the necessary background/support documentation) for review and discussion.
- Other experts will be invited to a meeting when required.
- Alliance directions and goals are acknowledged and balanced with contributors' priorities and resource constraints; decision-making is informed by this process.
- Members are to express opinions openly and respectfully.
- Members are encouraged to identify any potential threats so that risks can be mitigated
- The Discovery and Metadata Expert Group will establish smaller groups to complete tasks as needed. These smaller groups may consist of members from the Expert Group and others recruited from outside the Expert Group.
- In conjunction with the oversight of the Alliance Network of Experts, the Discovery and Metadata Expert Group will develop an annual plan of activities and review progress of these activities throughout the year.