

**Digital Scholarly Record Working Group - Work Plan**

June 19, 2017 (numbering corrected September 25, 2017)

**Purpose**

The purpose of this group is to plan and build awareness of services across the university that support the management and dissemination of the digital scholarly record, within the context of the university's upcoming digital strategy and related national and international initiatives.

<b>Objectives and Tasks</b>	<b>Timeframe</b>	<b>Lead*</b>	<b>Dependencies</b>
<i>1. Principles: Following broad consultation, draft a Queen's statement of principles for the digital scholarly record, drawing upon precedents such as the Research Data Management Statement of Principles for Canadian universities issued by Research Data Canada in March 2016, the Tri-Agency Statement of Principles on Digital Data Management issued in June 2016, the Tri-Agency Open Access Policy on Publications, and national and international initiatives supporting Open Science.</i>			
1.1 Review statements of principles and relevant strategy documents of relevant bodies (granting councils, peer institutions, Canadian higher education organizations such as Universities Canada and U15, international initiatives such as OpenAIRE, etc) and consider their applicability at Queen's	July-September	All	
1.2 Review relevant Queen's documents to identify statements with which a DSR statement of principles would need to align (Strategic Framework, new Strategic Research Plan, Senate policies, collective agreements, university records management framework, QUL data deposit agreement, etc)	September-November	Karina/Cynthia	
1.3 Draft a discussion paper that defines what we mean by a "research record" (or use and define another term), identifies what we are looking to understand from the consultations, articulates why this is important (e.g. increase competitiveness for funding, increase impact, reduce admin burden), and anticipates various stakeholder perspectives and concerns	October	OVPUL	Library: Align with CIRV project discussion guide and consultations

1.4 Consultation meetings involving faculty, students and administration – e.g. with Associate Deans Research (Include topics such as security and confidentiality, IP and commercialization, capacity and cost)	November	Karina for ADRs	
1.5 Draft a Queen’s statement of principles that contains succinct, meaningful statements that resonate, is inclusive and applies to all disciplines, is simple to navigate and apply in practice, and encourages principles to influence behaviours	December-January	Martha/Cynthia	
2. <i>Governance: Map the connections that need to be made across university units to engage in effective planning, budgeting and communication relating to management of the digital scholarly record (for example, through particular initiatives reporting to the working group, the formation of communities of practice, etc). Ensure that those connections are in place for the duration of the working group and make recommendations for future consideration in the development of a Queen’s digital strategy.</i>			
2.1 Drawing on other initiatives such as the current work of the LCDRI, identify the component parts of the digital scholarly record and their related functions and workflow, and then identify who has responsibilities for those functions at Queen’s	September-October	Don/Martha	
2.2 Visualize the present state and desired state of governance supporting management of the digital scholarly record	October	All	
2.3 Engage with faculties (associate deans of research as key point of contact) and directors of research centres to seek input on strengths, gaps and opportunities experienced with existing support mechanisms, to create two-way communication, and to identify champions	November	Karina for ADRs	Combine with 1.4

<p>3. <i>Planning: Guided by an integrated vision, identify gaps and opportunities for further development of infrastructure and services supporting the management and dissemination of the digital scholarly record at Queen's. Consider which services are best delivered at which levels (within research teams, by particular campus units, at an enterprise level, or as regional, national or international initiatives) and how integration across these levels can occur. Consider policies and incentives required to encourage effective use of services.</i></p>			
<p>3.1 Review existing information on service and infrastructure needs, such as recent research data management surveys and current scholarly communications services experience, and identify where further information is required</p>	<p>July-September</p>	<p>All</p>	
<p>3.2 Develop recommendations regarding further development of infrastructure and services to address gaps and opportunities, and related policies and incentives</p>	<p>December-January</p>	<p>Don/Martha</p>	<p>Depends on results of 2.1, 2.2, 2.3</p>
<p>4. <i>Budget: Develop near-term (3-year) estimates of costs of developing the service offerings identified above.</i></p>			
<p>4.1 Draft a budget document including cost estimates and rationale, in consultation with senior administrative stakeholders</p>	<p>February-March</p>	<p>VPR and VPDP</p>	
<p>5. <i>Communication: Increase awareness across the university of good practice in management of the digital scholarly record. Encourage and facilitate researcher access to relevant services.</i></p>			
<p>5.1 Establish a web presence for the group and a communications plan to carry through all of the above objectives and tasks</p>	<p>July-August</p>	<p>OVPUL</p>	<p>Needed before 1.3</p>
	<p>?</p>	<p>?</p>	<p>Depends on related Portage project</p>

5.2 Plan and implement a project to address the draft Tri-Agency Data Management Policy requirement for an institutional strategy for data management			
5.3 Plan and implement a project to implement support for ORCID at Queen's, as an element of the library's scholarly communications services and in the context of ORCID-CA, the ORCID consortium in Canada	Plan: July-October Implement: Fall/Winter	Heather/Rosarie	
5.4 Plan and implement a project to offer just-in-time researcher training that supports the full research lifecycle (e.g. data management plans, data deposit, open access publication options, ORCID, DOI)	Plan: July-October Implement: Fall/Winter	Jeff/Rosarie/Karina	Library: align with Research Services Working Group learning series

\*Leads take responsibility for coordinating the input of other group members