

# **ROLE OF MANAGEMENT COMMITTEES OF CANADIAN RESEARCH DATA CENTRES AND BRANCHES (October 2008)**

## **Preamble**

The RDC Network has developed roles and responsibilities of the Academic Director and the RDC Statistical Analyst. The Network now wishes to suggest roles and responsibilities of the Management Committees of RDCs (sometimes called “The Board of Management,” or “The Steering Committee” or other such names). What follows is intended to serve as guidelines; individual Centres will have to devise practices that suit their specific circumstances.

Every Centre must have a Management Committee; that is expected by the agencies that fund the Network.

It has always been understood that the Management Committee represents the interests of the host university as well as those of its Branches and/or Partners both at the local area and in the RDC Network.

Through its Academic Director, each Centre is responsible:

- to Statistics Canada, to uphold the security and privacy requirements of the Statistics Act;
- to his/her own university, for adherence to financial procedures and university policies;
- to researchers using the Centre;
- to the granting councils that help fund the Centre;
- to those employed in the Centre to provide a healthy working environment ; and
- to the Network, both to represent his/her Centre and affiliates and to promote the interests of the Network itself. Because the Councils allow the Network to function as a unit, the weakness of any one Centre reflects upon the Network as a whole.

## **Membership**

While each Centre has the authority to establish the kind of committee it wishes, the Network suggests the following composition:

- The Academic Director.
- A representative of the University, perhaps from the office the Vice-President (Research).

- A representative from each Branch and or Partner university.
- At least two academic researchers from either the Centre, Branch(es) or Partner(s); an academic researcher could also represent a Branch or Partner.
- The Administrative Assistant of the Centre (as observer without vote).
- One Analyst from Statistics Canada (no vote on financial matters).
- Other members as judged appropriate by the Committee.

The Network suggests the Management Committee should include a minimum of five voting persons. The Academic Director would normally chair the Committee.

### **Length of Terms**

It is up to the Management Committee of each Centre to determine the length of terms of service of members on the Committee.

### **Meetings**

We urge the Management Committee to meet a minimum of once a year, with an ideal of two to three times a year.

### **Responsibilities of the Management Committee**

The local Management Committee should be free to set out its mandate as it sees fit.

Having said that, it is the ultimate responsibility of the Management Committee to ensure that the Centre meets all its obligations. Specifically, the Management Committee is expected to ensure:

- that the Academic Director meets his/her responsibilities;
- that the usage of funds from all grants, awards and contracts of the Centre is consistent with the mandates of the agencies;
- that Branches and/or Partners are treated fairly;
- that the Annual Reports of the Centre are comprehensive and accurate and submitted on time to the Canadian RDC Network;
- that the Academic Director maintains good working relationships with employees of Statistics Canada in the Centre and respects the role of Statistics Canada in meeting its responsibilities; and
- that the Centre carries out its tasks as outlined in its vision, mission and mandates.

Should the Academic Director be viewed as not carrying out his/her responsibilities according to expectations, the Management Committee shall address the issue according to the guidelines of its university policies.

If an Academic Director submits a formal request to Statistics Canada regarding the actions of an Analyst, a formal response indicating how the issue was resolved will be sent to the Academic Director (Addition April 2009).

Should any conflicts arise within the Centre that the Academic Director is unable to resolve, the Management Committee should address the problem.

The Management Committee should take the initiative to establish a procedure that would be followed should a conflict arise between a Centre and a Branch or Partner.

Should the Executive Director of the Canadian RDC Network perceive problems that affect the functioning of the Centre in its responsibilities to the Network he/she should address these concerns in the first instance to the Academic Director; if necessary the Executive Director would approach the host University's representative on the Management Committee.