

Canadian Research Data Centre Network

Terms of Reference for the Joint Operations Committee of the CRDCN Board and the Academic Council

1. Mandate

The Joint Operations Committee (JOC) shall deal with matters delegated to it by the CRDCN Board (“the Board”), the Academic Council (AC) or CRDCN central staff. The JOC shall consult with the Academic Council, CRDCN central staff and Statistics Canada and make recommendations to the Board for its approval, unless the Board has specifically provided the JOC with the authority to act on a certain matter or matters on behalf of the Board or CRDCN staff has determined that the matter being delegated to the JOC does not require Board approval.

The Operations Committee’s main purpose shall be to:

- a) Assist the Board, the Academic Council, CRDCN staff, and Statistics Canada to ensure that sound policies and practices related to the operations of the Network are established and followed to heighten the effectiveness, integrity, and sustainability of the Network;
- b) Assist the Board, the Academic Council, CRDCN staff, and Statistics Canada to fulfil their respective obligations relating to the operations of the Network, including the protection and confidentiality of the data; support to Research Data Centres; support for the implementation and operation of the vRDC; risk management; standardization across the Network where warranted; staffing; and financial matters related to operations; and
- c) Provide advice to the Board, the Academic Council, CRDCN staff, and Statistics Canada regarding the Network’s response to and/or implementation of directives from Statistics Canada, other federal or provincial departments or agencies, and other organizations or institutions that affect the operations of the Network.

The JOC has the authority to establish sub-committees or working groups for the conduct of its business.

2. Membership

The Joint Operations Committee (JOC) shall be a permanent committee of the Board. It shall be composed of no fewer than six and no more than twelve members. A majority of the members of the Joint Operations Committee shall be Academic Directors of collaborating institutions. A minimum of two members of the JOC shall be chosen by the Board. A minimum of two members shall be chosen by the Academic Council from among Academic Directors who do not sit on the Board. Two Statistics Canada representatives, to be chosen by Statistics Canada, shall also be voting members of the Committee.

CRDCN's Executive Director shall designate a staff person or an external resource to act as secretary to the JOC.

When deemed appropriate to meet its mandate, the JOC shall obtain advice and feedback from other Statistics Canada experts and/or external advisors.

3. Committee Chair

Where feasible, the Chair of the JOC shall be chosen from among the Academic Directors who are members of the Board and who also sit on the Academic Council. The Chair of the JOC shall be appointed by the Board in consultation with the Chair of the AC, the Chair of the Board, and the Executive Director. The Chair of the JOC shall be appointed for an initial one- to three-year term and may be renewed for a second one- to three-year term, subject to Board approval. The term of the Chair of the JOC shall be aligned with their remaining term as a Board member, unless they are a standing member of the Board, in which case, a longer term may be granted.

In the absence of the Chair of the JOC, the meeting shall be chaired by another member of the committee, chosen to chair from amongst their peers.

4. Notice and Frequency of Meetings

The JOC shall meet at least three times a year at the call of the Chair. Notice of every meeting shall be delivered, telephoned, or sent electronically to each JOC member not less than 72 hours before the meeting is to take place. However, JOC members may collectively waive notice of a meeting.

5. Quorum and Voting

A quorum for meetings shall be a majority of the JOC voting members then holding office present in person or by telephone or other telecommunication device that permits all persons participating in the meeting to speak and hear each other.

JOC members shall seek consensus in formulating their recommendations for the Board, Academic Council, and/or CRDCN staff. Where such consensus cannot be achieved, recommendations shall be decided by a majority of the votes cast on the question. In the case

of an equality of votes, the Chair shall have the deciding vote. A JOC member shall not be entitled to vote by proxy at any meeting of the committee.

6. Reporting

The Chair of the JOC, or in their absence, another member of the JOC, shall report at each meeting of the Board and, as warranted, at Academic Council meetings on committee business since the last meeting of the AC and the Board and on proposed recommendations, if any, for the AC's consideration or for the Board's approval.

7. Evaluation

The JOC and/or the GHRC shall review the JOC's terms of reference periodically, solicit input from the Board and Academic Council where deemed necessary, and make recommendations for changes, if any, to both bodies as warranted. The GHRC, Board and AC shall consider respectively the recommendations of the JOC and jointly reaffirm or revise as needed, the terms of reference and or the membership of the Committee.

8. History

The initial terms of reference were drafted by Executive Director, Martin Taylor and Special Advisor, Michelle Gauthier, in consultation with the Chair of the Board, Andy Bjerring, the Chair of the Governance and Human Resources Committee, Janet Halliwell, the Chair of the Academic Council, Ted McDonald, and the Assistant Chief Statistician, Jane Badets. They were presented for discussion and approved at the May 31, 2017, teleconference of the Academic Council and thereafter approved at the Board meeting of June 28, 2017.

These terms of reference were revised subsequently by the Chair of the Governance and Human Resources Committee, Janet Halliwell, Executive Director, Martin Taylor, Special Advisor, Michelle Gauthier and the Chair of the JOC, Michael Veall. They were recommended for approval by the CRDCN Board at its March 26, 2019, meeting and then presented for approval by the AC. The AC approved these terms of reference at its April 25-26, 2019, meeting.

Revisions to these terms of reference were recommended for approval by the GHRC on November 12, 2020, shared with the Academic Council for input via email, and approved with modifications at the Board meeting of December 1, 2020.

The most recent version of these terms of reference were recommended for approval by the GHRC on October 31, 2023, approved by the Board on November 21, 2023, and approved by the Academic Council on December 14, 2023.