



University of Cape Town

RESEARCH DATA MANAGEMENT GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Revisions to the Terms of Reference were approved by URC on 4 August 2020. Senate approval was obtained through PC08/2020 on 16 September 2020. Council approval was obtained on 17 October 2020.

Status:

A URC sub-committee to provide oversight of research data management activities to ensure that compliance with policy requirements by grant holders is adequately supported.

Purpose:

The Research Data Management Governance Committee (RDMGC) is constituted to protect the interests of the University, researchers, funding agencies and the community to ensure consistent research practice related to data management principles that support effective data sharing, including open access; and the need for data to be discoverable, accessible, reusable and interoperable to specific quality standards.

Terms of Reference:

Consistent with its commitment to the responsible conduct of research, the University of Cape Town (UCT) is committed to ensuring compliance with policy requirements of grant holders in the implementation of the Research Data Management Policy (RDMP).

In terms of the definition of research data (RDMP, 17 March 2018, Sec. 3.1), the RDMGC will:

- (a) provide oversight functions of funder mandates to preserve and openly disseminate data that support published research findings, and other data sharing imperatives;
- (b) perform review and monitoring of grant-funded research projects where researchers may be entitled to a limited period of privileged use of the data they have collected to enable them to publish the results of their research;
- (c) approve exceptions to the public release of research data, for legal, ethical and commercial reasons;
- (d) monitor associated policies, guidelines and practices to ensure that the research process is not damaged by inappropriate release of data;
- (e) make available to Faculty Deans and to the URC, its activities and determinations (approval, approval with modifications required, non-compliance, etc.), to support consistent research data management throughout the University;
- (f) monitor and evaluate institutional data management support activities provided to UCT researchers;
- (g) communicate with stakeholders regarding awareness of policies, guidelines and associated data management practice;
- (h) define and revise the Research Data Management Policy as required.

Meeting Procedures:

The committee will meet as necessary as determined by the Chair with a minimum schedule of twice per year, and on ad hoc basis for project review purposes; and to ensure timely continuing review (at least annually) of policy development.

Members will be requested to sign an attendance register and make apologies in advance, if unable to attend. Apologies should be made to the URC Servicing Officer based in the Research Office.

A formal agenda will be distributed electronically to all members, along with copies of all relevant material, two weeks prior to the meeting.

Minutes documenting main decision points, will be recorded.

A Principal Investigator (PI), who is also a member of the RDMGC may answer any specific queries that other members wish to address, but must recuse him/herself prior to discussion and decision-making of the project.

Any PI may attend a meeting if requested to do so by the chairperson. PI attendance can be particularly useful if the project is novel or especially complex and where the RDMGC would benefit from a full description of the research data management activities.

Composition:

The Vice-Chancellor (ex officio);

The Deputy Vice-Chancellor (DVC), Research and Internationalisation;

The Deputy Dean: Research, or equivalent or nominee in each of the faculties with relevant experience and expertise in the management of research data;

The Faculty Research Committee Chair, CHED;

The Executive Director: Research;

The Executive Director: University Libraries, or nominee; The Executive Director: ICTS, or nominee;

The Chairperson: Senate Ethics in Research Committee;

The Director: Postgraduate Studies and Researcher Development;

The Director: eResearch;

The Director, Office of Research Integrity;

The Director: Research Contracts and Innovation, or nominee with experience in intellectual property management;

A member of the research community nominated by the committee, with relevant experience and expertise in the management of research data in big data activities.

Chair/Deputy Chair:

Chair: The Deputy Vice-Chancellor (Research & Internationalisation), or nominee

Deputy Chair: The Committee elects a Deputy Chair from its members

Special Quorum Rules

A quorum of 50% plus one must be present for the meeting to proceed.

Terms of Office:

Members are appointed for a period of three years, with appointment to consecutive terms if required.

Administrative Support/Servicing Officer of the RDMGC

The RDMGC Servicing Officer operates within the Research Office of the University of Cape Town in Mowbray, Cape Town.