AARHUS UNIVERSITY

Memo

Anne-Mette Hvas
Birte Christensen-Dalsgaard

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Page 1/3

Terms of Reference for the Data Management Coordination Group

Version 2.1

1. Objective

The Open Science (OS) Forum aims to strengthen collaboration between data management initiatives anchored at faculties and departments to ensure that researchers at AU can meet national and international requirements/expectations in relation to good data management practice, including publishing **F**indable, **A**ccessible, **I**nteroperable and **R**eusable (FAIR) data.

The objective of the Data Management Coordination Group is to ensure knowledge sharing and coordination (where relevant) of decentralised activities in relation to items A and B in the strategic goals set by the management:

    A. The necessary technical infrastructure is available

    B. The necessary expertise is available, and courses and continuing education programmes are offered at relevant levels (including PhD)

The objective of the coordination group is therefore to ensure that joint solutions are established at operational level, where relevant and appropriate. Moreover, the group is to coordinate initiatives so that the different centres can draw on each other's expertise, share support tasks and reuse each other's solutions.

It is necessary that members of the coordination group must be informed about initiatives at the other faculties and ensure that employees in the decentralised support units have an overview of where different types of expertise are anchored so that they can ensure that enquiries regarding datahandling are addressed at the right place in relation to questions about agreements, rights, process, analysis, publication and archiving, and so that they can ensure that data and associated metadata are made FAIR (FAIRification).

2. Tasks

The Data Management Coordination Group is to ensure coordination and a joint approach to a number of specific initiatives, including:

- use of ERDA and SIF

- foundations and EU requirements in relation to FAIR

- Data Management Plan (DMP) templates and best practice

Memo

Anne-Mette Hvas
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Date: 30 June 2022

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Page 2/3

- guidance on tools for ongoing documentation of research projects (e.g. e-lab books)
- all elements in FAIR, including Persistent Identifiers, machine readable metadata and licenses
- publishing platforms – pros and cons
- Information campaigns (preferably a round of visits to departments regarding FAIR and ERDA/SIF)
- courses offered

It is not a goal that everyone should know everything, but it is important that people know about concepts and where to get help.

The Data Management Coordination Group will work with initiatives to ensure that the entire support infrastructure can function as a unified whole. This means, for example:

- A joint solution for managing enquiries, either by a joint system or by means of well-documented methods to exchange information (Application Programming Interfaces (APIs))
- Coordination/joint methods to document both collection and further processing of data – where relevant
- Coordination/knowledge sharing of how data and metadata are published (including the use of licences and standards for data as well as metadata)

The Data Management Coordination Group can also provide input for relevant new initiatives.

3. Composition

The Data Management Coordination Group has the following members:

- Open Science coordinator
- A technical/support person from each faculty
- Employee from the Royal Danish Library
- Systems manager or project manager for ERDA/SIF

System coordination in relation to ERDA/SIF and the link to DeiC are anchored in the central Open Science support function and are therefore not explicitly mentioned.

Memo

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Date: 30 June 2022

Page 3/3

In addition, other competencies can be called in on an ongoing basis, such as:

- Law (GDPR)
- IT security
- FAIR

4. Operating procedures

The Data Management Coordination Group will be set up for a period of three years. The need for continuing the coordination group will be evaluated after three years, as well as possible amendments to these Terms of Reference.

The frequency of meetings will depend on tasks pending. Meetings are expected to be held every month during autumn 2022 in connection with the roll-out of ERDA/SIF and in connection with information campaigns about FAIR and the possibilities of ERDA/SIF.

The OS coordinator is responsible for preparing an annual report for the forum.

5. Administrative support

The Data Management Coordination Croup is serviced by the central Open Science Support function, which is organisationally anchored in AU Research.