UNIVERSITY OF CAMBRIDGE

University of Cambridge: Open Research Steering Committee
Terms of Reference

1. Membership

The Open Research Steering Committee (ORSC) will comprise:

- The Pro Vice Chancellor for Research, or nominee (Chair)
- A representative of each of the six Schools
- The University Librarian
- Deputy Director of the Library (Scholarly Communication and Research Services)
- The Head of the Research Office
- A representative of the University Information Service
- A representative of Cambridge University Press
- A representative of the postdoctoral community [AHSS disciplines]
- A representative of the postdoctoral community [STEM disciplines]

The Steering Committee may co-opt additional members and invite other interested parties to attend its meetings.

The Steering Committee will be supported in the first instance by an Infrastructure Sub-Group

2. Meetings

The Steering Committee will normally meet once in each academic Term.

3. Remit

(i) To promote and keep under review all matters relating to Open Research at the University, including effective implementation of the University's policies on Open Access and Research Data Management; compliance with external mandates; overview of best practice

(ii) To ensure and facilitate close working of all internal services supporting Open Research

(iii) To engage actively with researchers, understanding user needs, supporting diversity of practice and, where necessary, ensuring compliance, providing a termly operational report to the University Research Policy Committee

(iv) To work closely with the University REF Office to ensure effective preparation for REF exercises

(v) To make recommendations to the Information Systems Committee on investment to support Open Research, and to monitor rolling five-year plans, acting as first point of resolution for resource issues

UNIVERSITY OF
CAMBRIDGE

(vi)   To formalise and oversee University public communications around Open Research, including, at least, annual review of the University position statement on Open Research, and to monitor development of external policy frameworks. This will include managing responses to sector-wide consultations.

4. Reporting

The Steering Committee reports to the Research Policy Committee
The Steering Committee has right of report, via minutes, to other bodies as required.

5. Conventions of Business

- The Secretary will ask Members of the Steering Committee for agenda items not less than ten working days before the date of the meeting.
- Papers for the meeting will be circulated in advance, ideally with the agenda, **but no later than three working days** before the date of the meeting.
- Only in exceptional cases should papers be tabled, since this does not allow adequate time for consideration of the business.
- Unconfirmed minutes of each meeting, detailing agreed action to be taken, should be circulated to all Members **within seven working days of the meeting.**

Last updated: 8 November 2018