

## TROVE STRATEGIC ADVISORY COMMITTEE TERMS OF REFERENCE

September 2019

## 1. Purpose and scope

The Trove Strategic Advisory Committee (TSAC) is the principal advisory body through which the National Library will seek input from Trove Partners on issues that could have a material effect on the delivery of Trove Collaborative Services.

Specific responsibilities of the Trove Strategic Advisory Committee include:

- Providing strategic advice and recommendations on the development of policies and infrastructure affecting the suite of services delivered through Trove;
- Assisting the National Library to evaluate and prioritise existing services; and
- Consulting with National Library Trove Partner organisations that are not directly represented on the Committee when appropriate.

TSAC has the following purposes:

| Purpose                    | Scope                                                                                                | Mechanism                                                                                                                               |
|----------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Advice and consultation    | Presenting strategic initiatives and projects in development, gathering feedback, advice and comment | Quarterly meetings with reports and papers for discussion and advice.<br><br>Email updates from the Library via the TSAC-I – email list |
| Recommendation development | Developing options and making recommendations for consideration by the National Library              | Quarterly meetings with reports and papers for discussion and advice.<br><br>Email via the TSAC-I – email list                          |
| Information-sharing        | Reporting on strategic initiatives and outcomes                                                      | Quarterly meetings with reports and papers for discussion and advice.<br><br>Email updates from the Library via the TSAC-I – email list |

## 2. Membership

The Committee will comprise both elected and appointed representatives to ensure balanced and equitable representation from organisations that have invested in Trove. The Committee will operate as a strategic leadership group as well as a representative sample of this diverse set of organisations.

| <b>Members and representatives</b>                                       | <b>Number</b> | <b>Mechanism for selection and appointment</b>             |
|--------------------------------------------------------------------------|---------------|------------------------------------------------------------|
| Trove Partners from Tiers 1-12 inclusive, Tier 888 or Tier 999 (Group A) | three         | Elected by and from Trove Partners in Group A              |
| Trove Partners from Tiers 13-25 inclusive (Group B)                      | three         | Elected by and from Trove Partners in Group B              |
| Trove Partners                                                           | up to four    | Appointed by invitation from the National Library          |
| Director-General of the National Library                                 | one           | Director-General of the National Library                   |
| National Library staff                                                   | two           | Ex officio<br>Assistant Director-General, National Library |

### **3. Term**

Committee members are elected and appointed for three year terms. Committee members may serve for a maximum of three terms.

### **4. Committee Chair**

The Director-General seeks nominations for the election of the Chair (and any replacement Chair) of the Trove Strategic Advisory Committee from amongst the elected and appointed representatives. The Committee then elects the Chair by majority vote. Where the Committee holds a vote and there is a tied result, the Chair may make a casting vote.

The role of the Chair is primarily administrative, i.e. running meetings, and representational, i.e. speaking in public fora.

### **5. Role of Individual Committee Members**

The role of the individual members of the TSAC includes:

- ensuring the requirements of stakeholders are met by the Trove Collaborative Services
- informing strategic decision-making
- providing advice and guidance to the National Library about issues affecting Trove Collaborative Services
- consulting with and reporting back to the Trove Collaborative Services membership
- considering ideas and issues raised
- reviewing the progress of Trove Collaborative Services activities

## 6. Governance

The roles and responsibilities associated with the operations and direction of the Trove Collaborative Services are as follows:

|                    |                                                                                           |
|--------------------|-------------------------------------------------------------------------------------------|
| <b>Accountable</b> | Council of the National Library of Australia                                              |
| <b>Responsible</b> | National Library of Australia (Collaboration Group & Trove Collaborative Services Branch) |
| <b>Consulted</b>   | TSAC; Trove Partners                                                                      |
| <b>Informed</b>    | TSAC; Trove Partners ; external partners and vendors                                      |

## 7. Information requiring special handling

Members of committees providing advice to the National Library are requested to provide a formal undertaking that they will respect the confidentiality of matters discussed in the course of their advisory role. The National Library recognises that Advisory Committee members have a responsibility to report to the wider community, and to note the views of members concerning Trove Collaborative Services. The Library does not wish to restrict this process.

Some matters discussed by the Committee will be sensitive, either for commercial reasons, because they relate to areas of developing National Library policy, or because they are reported in confidence by National Library staff. These matters are shared with Committee members to ensure that, in considering the matters before them, they have a full knowledge of the relevant issues. On all these matters, the Library asks that all members of the Advisory Committee maintain confidentiality.

Some of the agenda papers for meetings of the Advisory Committee may be marked as **For Official Use Only (FOUO)**. These papers and related information, and issues of a commercial or other confidential nature should not be revealed to anybody outside the Committee without explicit permission from the NLA.

## 8. Management of TSAC business

Trove Collaborative Services Branch supports TSAC through the preparation of papers, statistical reports, status updates, stimulus discussions, and regular communication from the Assistant Director-General, Collaboration Group.

Trove Collaborative Services Branch is responsible for convening meetings, briefing the TSAC Chair, providing secretariat support, and arranging travel and accommodation for TSAC members to attend meetings.

## **9. Agenda items, minutes and meeting papers**

In consultation with the Chair, the National Library will prepare the agenda and associated papers for discussion at Committee meetings. Trove Partners may request that items be included on the agenda for a meeting. Papers are a balanced mix of future-focused strategy and information sharing status reports.

Minutes are prepared by Trove Collaborative Services Branch and distributed in the meeting papers.

The agenda, with attached meeting papers is distributed electronically, at least five working days prior to the next scheduled meeting.

Following each meeting, the approved minutes and papers are lodged on the Trove Collaborative Services website (other than those which are marked For Official Use Only (FOUO)).

Following each meeting, a short document with key messages and discussion points arising from the meeting will be prepared by Trove Collaborative Services Branch and made available to Trove Partners through the Trove website after the Chair has approved the document.

## **10. Meetings**

Trove Strategic Advisory Committee meetings will be convened by the National Library not less than once per quarter, and at least two Committee meetings will be face-to-face per annum

The National Library arranges and meets all reasonable travel and accommodation costs for Committee members.

## **11. Recommendations**

The purpose of the Committee will be to develop options and make recommendations for consideration by the National Library. It is desirable that recommendations are acceptable to all members of the Committee and the Committee should strive to reach consensus. Where this is not possible, the Chair may call for a vote. A simple majority of Committee members present for the vote will determine the outcome. If a majority of the Committee members do not vote in favour of a recommendation, the recommendation will not be presented to the National Library.

## **12. Response to TSAC recommendations**

The National Library will review all recommendations by the Committee and provide a written response to the Committee.

## **13. Review**

These Terms of Reference will be reviewed every three years, to ensure they serve the best interests of the Trove Collaborative Services, represent stakeholders, and demonstrate transparent governance processes to the Trove Partner community.