

# CAUL Content Procurement Services

## Terms of Reference – Content Procurement Committee

V5 1 October 2022

### **PURPOSE**

The Content Procurement Committee is a strategic advisory committee overseeing the CAUL Content Procurement Services and governing the CAUL Consortium on behalf of the CAUL Board. The CAUL Consortium comprises a number of member institutions who pay an annual CAUL Consortium Levy. There are three categories of CAUL Consortium Members: CAUL Members, CONZUL Members and Other Members (non-academic and outside ANZ). The latter category do not have representation on the Content Procurement Committee.

The efforts of the CAUL Consortium are focused on improved value for money through economies of scale and greater leverage in the digital content marketplace, enabling influence on the development of products and platforms and the transformation of access to digital scholarly content. The Consortium negotiates agreements aligned with strategic initiatives on behalf of member institutions to secure optimal acquisition of digital content, using the best possible pricing models, with the most favourable terms for members, and to deliver significant benefits of cost avoidance, thus ultimately saving Consortium Members both time and money.

Although the CAUL Consortium is primarily the vehicle through which the CAUL Content Procurement Services operates, the Consortium may also be used as appropriate, from time to time, for the procurement of non-content services/products. This includes: products providing access to content or analysis of content; any products/services that meet particular needs of Consortium members and for which consortial procurement will produce a better outcome for members. The Consortium also facilitates financial support for services that provide infrastructure to Consortium Members for open access to scholarly content.

### **MEMBERSHIP**

1. The CAUL Board nominates one of its own to have oversight of the Content Procurement Services and to Chair the Content Procurement Committee for a period of two years
2. The CAUL Board selects a further two CAUL members (University Librarian or equivalent) from self-nominations by Council Members received to represent the Australian members of the CAUL Consortium for a period of two years
3. The CONZUL members (University Librarian or equivalent) nominate one of their own to represent the New Zealand members of the CAUL Consortium for a period of two years
4. The Chair, in consultation with members of the Committee, selects two representatives of the Content Coordinators from nominations received from their Council Members, and shortlisted by the Director, Content Procurement, for a period of two years
5. The Director, Content Procurement and the Associate Director, Content Procurement are CAUL National Office staff members and permanent, ex officio members of the Committee, along with the CAUL Finance & Procurement Officer who performs the secretariat function

Membership terms are renewable once only for CAUL and CONZUL member representatives and are not renewable for Content Coordinator representatives.

At times the Committee functions as the Major Agreements Negotiation Team. The CAUL Board may nominate additional persons to join the team in a temporary capacity while any particular negotiation is underway. The Director, Content Procurement maintains a register of Major Agreements and schedules commencement of negotiations in conjunction with the Chair of the Committee who functions as Chief Negotiator

<b>FREQUENCY OF MEETINGS</b>
<ul style="list-style-type: none"> <li>• The Committee meets six times per year via a digital video meeting platform. Whenever possible, at least one in-person meeting is arranged per year</li> <li>• The timing of meetings aligns with the business cycle of the Content Procurement Program as far as possible. Indicatively these are: February, April, June, August, October, December</li> <li>• When the Committee functions as the Major Agreements Negotiation team, additional meetings are arranged as required, primarily via a digital video meeting platform.</li> </ul>
<b>TERMS OF REFERENCE</b>
<ul style="list-style-type: none"> <li>• Advise CAUL (i.e. the CAUL Board, the Director, Content Procurement and the CAUL National Office) on matters relating to consortial content procurement</li> <li>• Advise CAUL on appropriate mechanisms, models, policies and procedures for sharing consortial costs among consortium members</li> <li>• Advise CAUL on appropriate strategies in pursuit of the transformation of access to digital scholarly content including the active negotiation of “read and publish” and other transformative agreements</li> <li>• Advise CAUL on appropriate terms and conditions to be negotiated with consortium vendors for the supply and licensing of content products</li> <li>• Advise CAUL on the cost effective procurement of digital scholarly content through consortial negotiations</li> </ul>
<b>RESPONSIBILITIES OF THE CHAIR (CAUL BOARD REPRESENTATIVE)</b>
<ul style="list-style-type: none"> <li>• Provide strategic guidance and oversight for the Content Procurement Services on behalf of the CAUL Board</li> <li>• Provide a conduit for the flow of information between the CAUL Board and the Committee</li> <li>• Approve the agenda for each Committee meeting</li> <li>• Chair Committee meetings</li> <li>• As appropriate, after each Committee meeting, circulate a briefing to CAUL and CONZUL members (ULs or equivalent) highlighting relevant matters discussed</li> <li>• Provide a regular report to the CAUL Board on initiatives and the activities of the Consortium</li> <li>• Provide a brief report to each CAUL Council Meeting on initiatives and the activities of the Consortium</li> <li>• Chair the Major Agreements Negotiation Team, a subset of the Committee, and undertake the role of Chief Negotiator</li> </ul>
<b>RESPONSIBILITIES OF THE CAUL AND CONZUL MEMBERS’ REPRESENTATIVES</b>
<ul style="list-style-type: none"> <li>• Actively participate in meetings, representing the interests of their members collectively, not their own institutions</li> <li>• Analyse and provide comment on CAUL Consortium offers, proposals and draft agreements in a timely manner as and when required by the Chair of the Committee and/or the Director, Content Procurement</li> <li>• Consult with their members before Committee meetings regarding agenda items</li> <li>• Report on matters raised by their members, at the Committee meetings</li> <li>• Actively participate as members of the Major Agreements Negotiation Team as and when required</li> </ul>
<b>RESPONSIBILITIES OF THE CONTENT COORDINATORS’ REPRESENTATIVES</b>
<ul style="list-style-type: none"> <li>• Actively participate in meetings, representing the interests of Content Coordinators collectively, not their own institutions</li> </ul>

- Provide a conduit for the flow of information between the Content Coordinators and the Committee, as appropriate
- Communicate ideas, issues and concerns of Content Coordinators for discussion and/or decision by the Committee, within the Terms of Reference of the Committee
- Analyse and provide comment on CAUL Consortium offers, proposals and draft agreements in a timely manner as and when required by the Chair of the Committee and/or the Director, Content Procurement
- Actively participate as members of the Major Agreements Negotiation Team as and when required
- Organise and chair the annual Content Coordinators' Meeting in conjunction with the Director, Content Procurement and the CAUL Office and provide a written report to the Committee following the annual meeting. The meeting may be a combined meeting of the Committee and the Content Coordinators if deemed appropriate

#### **RESPONSIBILITIES OF THE DIRECTOR, CONTENT PROCUREMENT**

- Provide secretariat services for the Committee with assistance from the Finance & Procurement Officer for minute-taking as required
- Consult the Committee Chair on agenda items and papers
- Compile and provide agendas and papers to Committee members a week before each meeting
- Review minutes Committee meetings taken by the Finance & Procurement Officer and distribute to members within a week of each meeting
- Contribute to Committee discussions and planning as an ex officio member of the Committee
- Provide a regular report (verbal or written) to the Committee on Consortium Member Relations, Consortium Vendor Relations, Consortium Operations and progress with current negotiations
- Actively participate as a member of the Major Agreements Negotiation Team
- Provide supporting documentation, analysis and comment in support of negotiations

#### **DOCUMENT MANAGEMENT AND ACCESSIBILITY**

- The Committee has a dedicated space on the CAUL Website under the Content Procurement Services
- Agendas, Minutes and meeting papers are posted to the webpage for each Committee meeting
- Agendas, Minutes and meeting papers are accessible only by members of the Committee