

Draft Terms of Reference: Analytics Portfolio Review Working Group

Purpose

The purpose of the Analytics Portfolio Review Working Group is to advise the Director, Strategy & Analytics on matters of relevance to the two Analytics Review projects, the Analytics Platform Development Project and the Analytics Portfolio Review Project. The Working Group will also assist with planning and undertaking project activities to ensure the project delivers on the objectives and deliverables as set out in the approved Project Briefs.

Term

The Terms of Reference are effective from [first meeting date] until 31 December 2022 (that is, for the life of the Analytics Review projects).

Reports To

The CAUL Board, via the Chair.

Roles and Responsibilities

Chair

1. Establishes and implements a work plan in consultation with the Working Group for the execution of the project.
2. Provides direction and oversight of the Project in line with the project objectives, scope and deliverables outlined in the approved Project Briefs.
3. Supports and solicits input from the Reference Group members.
4. Contributes expertise and experience to achieve the Project objectives.
5. Attends and chairs all Project meetings.
6. Act as a spokesperson on behalf of the Working Group to the CAUL Board.
7. Reports to the CAUL Board on the Working Group's recommendations, results and outcomes.
8. Fulfils regular reporting requirements and ensures the projects' current status is accurately reflected in the project management tool.

Project Team Member

1. Is an active member of the Working Group.
2. Informs the Chair of matters relevant to the business of the projects.
3. Actively contributes expertise and experience to achieve the project objectives.
4. Undertakes allocated work to agreed timelines.
5. Is an active participant in project planning and evaluation activities
6. Attends all project meetings (where practicable, providing a written update on work to the Chair when unable to attend).

Membership

Working Group members are selected from Expressions of Interest from the staff of CAUL Member institutions.

Membership will comprise:

- The Director, Strategy & Analytics (Chair)
- The Director, Content Procurement
- The Engagement & Administration Officer (Secretary)
- Two University Librarians
- Two institutional statistics contacts
- Two Member institution staff members with responsibility for evidence based practice, quality, impact and planning.

At least two members of the Working Group will be drawn from CONZUL Member institutions, ideally one of whom will be a University Librarian.

Where a Working Group Member withdraws from the Working Group during the term of the group, the Chair will, in consultation with the Working Group, determine if a replacement Member is required. If a replacement is required, they may be

- selected from the original expressions of interest or
- appointed by the Board following recommendations from Council.

Meetings

- Working Group meetings will be held at least monthly for the life of the Working Group and more Working as required.
- The Chair will chair meetings.
- Secretariat duties will be performed by the Engagement & Administration Officer.
- An agenda and post-meeting actions will be prepared for every meeting. These documents will be stored in the Working Group's Google Drive folder.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Communication

Communication outside of meetings will occur via an email list.

Reporting

The Chair is responsible for reporting on the work of the Working Group through regular updates to the Board.