

The CAUL Statistics Community Reference Group

February 2020

The [CAUL Statistics Service](#) is focused on collecting and presenting data from university libraries in Australia and New Zealand, for the purposes of cross-institutional benchmarking, facilitating the demonstration of value and impact, and enabling the provision of sector-level aggregate data for the profiling of ANZ academic libraries. Coordination of the CAUL Statistics Service is facilitated by the [CAUL Statistics Community](#) that interacts primarily via an existing email list caul-stats@caul.edu.au. The members of the CS Community are those within each CAUL and CONZUL member institution who have a key role or interest in the collection, management, analysis and use of statistics collected by CAUL. The CS Community is guided by the [CAUL Statistics Community Reference Group](#) that generally meets via a digital video meeting platform and uses the email list csg@caul.edu.au

MEMBERSHIP

The **CAUL Statistics Community Reference Group** (CSC Reference Group) comprises representatives of CAUL and CONZUL member institutions as well as representatives of the CAUL Office and the statistics agency:

- **Chair:** A CAUL Council Member (University Librarian or equivalent), appointed by the CAUL Board to provide strategic oversight of the CAUL Statistics Service
- **CAUL National Office Representatives:** The Executive Director and the Communication & Policy Officer who provides support for the Service
- **CAUL Member Representatives:** Three senior staff closely involved in the CAUL Statistics collection process, analysis and/or use of the data, nominated by CAUL Members (University Librarian or equivalent) and selected by the Chair
- **CONZUL Member Representative:** One senior staff member closely involved in the CAUL Statistics collection process, analysis and/or use of the data, nominated by CONZUL Members
- **Statistics Agency Representative:** One person from the agency contracted to provide the platform for input and the portal for retrieval, presentation and analysis of the CAUL Statistics

MEETING FREQUENCY

- The CSC Reference Group will meet twice per year as a minimum: once prior to the commencement of the annual collection round and once after the close of the collection
- Further meetings will be held as required, depending on projects/activities underway in the program.
- The two scheduled meetings will have standing agenda items that will include suggesting changes to the data collected, addition and deletion of statistical elements and monitoring the relationship with and performance of the contracted statistics agency.

RESPONSIBILITIES OF THE CHAIR OF THE CSC REFERENCE GROUP

- Provide a conduit for communication and the flow of information between the CAUL Board, the CAUL Office, the statistics agency and the CSC Reference Group
- Provide a report twice per year on the CAUL Statistics Service to the CAUL Board
- Oversee negotiation and management of the CAUL Statistics Digital Platform and data collection contract with the statistics agency
- Monitor obligations and performance related to the contract with the statistics agency
- Oversee initiation and development of reports commissioned by the CAUL Board relating to statistics not held in the CAUL Statistics Digital Platform, e.g. trend data outside the library space

RESPONSIBILITIES OF THE CSC REFERENCE GROUP

- Monitor the environment, report on emerging issues and trends, share good practice and recommend strategies for the CAUL Statistics Service
- Address matters that come up in the wider CAUL Statistics Community
- Oversee the annual CAUL statistics data collection from CAUL and CONZUL institutions
- Suggest changes to the data collected, including addition and deletion of statistical data elements
- Advise the CAUL Board on the current and future use of statistics and how they could evolve
- Lead and oversee projects and working groups related to statistics and benchmarking activities

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- Negotiate and manage the CAUL Statistics Digital Platform and data collection contract with the statistics agency under the guidance of the Chair of the CSC Reference Group
- Actively participate in CSC Reference Group meetings
- Provide guidance and advice to CAUL Statistics Community members (representatives in CAUL and CONZUL member institutions)

RESPONSIBILITIES OF THE COMMUNICATION & POLICY OFFICER

- Facilitate engagement with related communities of practise operating among CAUL members
- Provide secretariat services for the CSC Reference Group
- Provide analytical support as required
- Oversee and manage content on the CAUL Statistics Service webpages
- Actively participate in CSC Reference Group meetings
- Maintain and update the CAUL Statistics Service webpages

RESPONSIBILITIES OF THE STATISTICS AGENCY

- Collect the CAUL statistics data annually from all CAUL and CONZUL member institutions
- Develop and maintain the CAUL Statistics Online Portal
- Act as first port of call for responding to enquiries related to the CAUL Statistics Digital Platform
- Communicate with the CAUL Content Procurement Manager and Chair of the CS Community in relation to data collection and issues arising
- Report and publish data as defined in the contract
- Advise CAUL and CONZUL members with respect to identification and unambiguous definition of existing and new statistical data elements
- Support CAUL and CONZUL members' reporting and benchmarking requirements
- Organise biennial forums, workshops, training and support for members in the collection procedures
- Liaise with the Chair and members of the CSC Reference Group as required.

RESPONSIBILITIES OF THE CAUL STATISTICS COMMUNITY MEMBERS

- Act as the designated contact person(s) and representative(s) for statistics at their institution
- Participate in discussions on the CS Community email list
- Raise matters relating to the CAUL Statistics (e.g. definitions) with the CSC Reference Group via the CAUL Office or CAUL/CONZUL member representatives