

To: Joint Steering Committee for Development of RDA
From: Gordon Dunsire, Chair, JSC
Subject: General terms of reference for JSC Working Groups

This document sets out the general terms of reference for a JSC Working Group.

Each JSC Working Group will have specific terms of reference within these general terms of reference.

Background

The Joint Steering Committee for Development of RDA (JSC) is responsible for maintaining "RDA: Resource Description and Access".

RDA provides a set of guidelines and instructions on formulating data to support resource discovery. *RDA* provides a comprehensive set of guidelines and instructions covering all types of content and media.

RDA is designed for use in an international context and with a variety of encoding schemes typically used in library applications.

The JSC is committed to ensuring that the metadata produced using *RDA* will be well-formed, i.e., instructions are provided on how to record the values of elements, controlled vocabularies are used where appropriate, and the overall structure is governed by a formal model.

Underlying *RDA* are the conceptual models FRBR (*Functional Requirements for Bibliographic Records*) and FRAD (*Functional Requirements for Authority Data*).

RDA: Resource Description and Access is developed in a collaborative process led by the JSC. The work of the JSC relies heavily on the members of the constituent organizations.

The constituent organizations represented on the JSC are:

- The American Library Association (ALA)
- The Australian Committee on Cataloguing (ACOC)
- The British Library (BL)
- The Canadian Committee on Cataloguing (CCC)
- CILIP: Chartered Institute of Library and Information Professionals (CILIP)
- Deutsche Nationalbibliothek (DNB)
- The Library of Congress (LC)

From time to time, the JSC decides to establish a Working Group to assist it with the development of a particular aspect of *RDA*, such as instructions covering specific types of content and media, supporting documentation, and the interoperability of RDA metadata.

Purpose

The purpose of a JSC Working Group is to assist the JSC in the development of *RDA* by producing discussion papers, recommendations, proposals, and other documents for consideration by the JSC.

Charge (duties and responsibilities)

A JSC Working Group is charged to:

- Carry out the tasks approved by the JSC in a timely and appropriate fashion.
- Seek the views of groups and individuals outside of its membership to inform its activities.
- Reach consensus on the content of documents developed by the group before submission to the JSC.
- Follow standard procedures and policies for submitting documents to the JSC, and any ad hoc instructions issued by the Chair of the JSC.
- Identify new tasks within the group's specific terms of reference and propose them to the JSC.

Tasks

A JSC Working Group will normally be assigned a set of specific tasks approved by the JSC and numbered for identification and reference.

The JSC and the Working Group must agree on the tasks assigned to the Group.

The JSC and the Working Group may propose new tasks to be carried out.

Tasks will be reviewed and approved by the JSC at its annual meeting, and at such other times as deemed necessary.

Membership

Members of a JSC Working Group may include representatives of JSC constituencies and other appropriate bodies, and individuals with relevant skills and experience.

Each member is expected to:

- Bring professional or specialist knowledge to the group.
- Make an effective contribution to the work of the group.

- Promote the work of the Working Group and the JSC to peers.

The usual duration of appointment to a JSC Working Group is two years. A member may be re-appointed for another term with the agreement of the Chair of the Working Group and the JSC.

Chair

A JSC Working Group has a Chair approved by the JSC. The Chair may be nominated by the JSC or elected by the Group.

The Chair may be any member of the Working Group or the JSC.

The Chair may be divided between two individual co-Chairs, by agreement with the JSC.

The Chair of a JSC Working Group is expected to:

- Lead the Group by setting agendas, timescales, etc.
- Liaise with the Chair of the JSC on a regular basis.
- Submit to the JSC a brief annual report of the activities of the Group and the status of its tasks.
- Present the output of the Group to the JSC at its meetings, as appropriate:
 - In person
 - Using remote conferencing facilities
 - Via a proxy
 - In a written report.

The usual duration of appointment as Chair of a JSC Working Group is two years. The Chair may be re-appointed for another term with the approval of the JSC.

Reporting line

A JSC Working Group reports via its Chair to the Chair of the JSC.

The Chair of the Working Group may nominate a proxy when appropriate.

Resources and method of working

The JSC will not normally provide funding to support a JSC Working Group or its members.

The JSC will provide access to the RDA Toolkit and to internal JSC documents, as required, to members of a JSC Working Group.

The JSC will provide accommodation on the JSC public website for information about each JSC Working Group, including its terms of reference, current membership, current tasks and activities, and formal output.

A JSC Working Group is expected to carry out its tasks using a variety of communication channels, including:

- Meetings
- Remote conferencing facilities
- Email
- Shared workspaces.

The JSC can arrange access to remote conferencing facilities provided by ALA Publishing.

Review

The JSC will review the requirement for a JSC Working Group on an annual basis.

Termination

The JSC will terminate a JSC Working Group, if it deems that the Group has completed its activities, is no longer required, or is ineffective.

A JSC Working Group may ask the JSC to terminate the Group at any time.

The JSC will normally ask the Working Group to turn over any relevant archival material, such as interim drafts of documents and data gathered to inform its activities, subject to data privacy and protection considerations. This material may be used for the future development of RDA. The JSC will not normally publish such material without the permission of the members of the Working Group.