CFI Application Strategy Task Group
Terms of Reference

Approved by the CRKN Board of Directors
June 30, 2022

Purpose

The CFI Application Strategy Task Group (CFI-ASTG) will provide leadership and strategic oversight of CRKN's application to the CFI Innovation Fund (CFI IF). The CFI IF application from CRKN will involve input of various expert task groups. The CFI-ASTG will ensure alignment between these groups with the goal of strengthening the CFI IF application. As governance structures of the CRKN Board of Directors, both the Researcher Council (RC) and the CRKN Heritage Infrastructure Business Plan Task Group (HIBP TG) report to the CFI-ASTG and the CFI-ASTG is tasked with providing updates to the full CRKN Board.

The governance elements of the CFI application project include:
- Leadership and strategic oversight – provided by the CFI Application Strategy Task Group
- Vision, research needs and questions, desired/requested infrastructure, tools, services, content – provided by the Researcher Council
- Sustainable business planning, budget development, architecture – provided by the CRKN Heritage Infrastructure Business Plan Task Group
- Current development priorities and approaches, including architecture, access, preservation, and content – provided by the Preservation and Access Committee
- CRKN internal CFI IF application project team – provided by CRKN staff
- Grant writing – provided by an external consultant
- Other expertise as needed and identified through project planning – external advisors and consultants

Objectives:

1. Provide strategic oversight of the CFI IF application process
2. In collaboration with the Chairs, ensure that the application and heritage strategy and vision are shared with the Researcher Council, and the Heritage Infrastructure Business Plan Task Group
3. Identify host institutions for the CFI IF application, developing structures and processes for working with the teams at the host institution(s)
4. Direct the member engagement strategy for the CFI IF application and project, ultimately securing member support and use of member CFI envelopes for this initiative
5. Direct the stakeholder engagement strategy for the CFI IF application and project, securing stakeholder and partner support

Membership

Membership in the CFI-ASTG consists of:

- Two (2) representatives of the CRKN Board of Directors
- Chair of the CRKN Preservation and Access Committee
- Chair(s) of the Researcher Council
- Chair or (1) representative of the CRKN Heritage Infrastructure Business Plan Task Group

- One (1) to two (2) representatives of the CFI IF project host institution(s)
- One (1) to two (2) CRKN Directors as appointed by the Board of Directors

Appointment Process

Members will be appointed by the Board of Directors.

Pursuant to section 13(4) of the Corporation's by-laws; the Executive Director is entitled to be present at, and to participate in all meetings of any committee of the Board (unless the chair of the meeting requests that the Executive Director not be present for all or part of a meeting), and is entitled to receive notice of meetings and all information provided to members of any such committee relating to matters before the committee, but will have no right to vote as a member of a committee with respect to any matter.

At the discretion of the Executive Director, and in consultation with the Chair other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

Chair:

The CRKN Board of Directors will appoint a Chair of the CFI-ASTG

Meetings

Meetings will be held monthly using web-meeting facilities. One-in person meeting will also be held, if needed.

Meetings may be held at any time provided written notice has been given to each committee member at least seven days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of Working Group members.

Quorum for meetings is a majority of CFI-ASTG members.

Additional deliberations may be conducted via email and web-meetings between meetings as required.

In order to maintain the balance of representation and to ensure continuity and effectiveness of the CFI-ASTG, substitution of representatives at meetings is not permitted.

Language of Participation

CFI-ASTG members can work in their chosen official language and agree to create and maintain a work environment conducive to the effective use of both official languages.

Lines of Accountability and Communication

The CFI-ASTG is accountable to the Board of Directors. The CFI-ASTG will liaise with the Researcher Council and CRKN Heritage Infrastructure Business Plan Working Group, and members of the CFI-ASTG may be asked to attend Researcher Council and/or CRKN Heritage Infrastructure Business Plan Task Group meetings from time to time to ensure collaboration and communication.

The CFI-ASTG will take a consultative approach to its work, engaging CRKN members and stakeholders as appropriate.

Financial and Administrative Policies

Service on the CFI-ASTG is non-remunerative. Travel and meeting expenses for CFI-ASTG members will be reimbursed according to the policies and procedures of CRKN. Members of the CFI-ASTG will comply with Board-approved conflict of interest guidelines and procedures.

Timeframe

CFI-ASTG members are appointed for a fixed term based on the timeline of the next CFI Innovation Fund.