

Institutional Repository Project

Technical Advisory Group Terms of Reference

Author: Dr Phil Butler

Date: 21st April 2008 (last modified 28th April)

Filename: IRProject_TermsOfReference_TechnicalAdvisoryGroup_v1-2

Version: 1.2, Draft

1 Purpose

This document describes the terms of reference, membership and methods of communication for the Technical Advisory Group of the University of Manchester's Institutional Repository Project.

For further details contact,

Phil Butler
 Institutional Repository Project Manager
 Tel: 0161 275 1514, Internal: x51514
 Email: p.butler@manchester.ac.uk
 Website: <http://www.manchester.ac.uk/institutionalrepositoryproject>

2 Background

Operating within the John Rylands University Library, the Institutional Repository Project aims to establish repository services for the University of Manchester. These services will provide a place for individuals affiliated with the University to manage, store, preserve and disseminate their scholarly work.

A key Project deliverable is a "set of repository technologies". These technologies will underpin repository services. Repository services need to be sustainable. As a result, it is important we align repository technologies with existing University solutions as far as is possible (both hardware and software). This requires a technical advisory group.

3 Terms of Reference

The Institutional Repository Project's Technical Advisory Group will consider matters related to the technical implementation and adoption of repository technologies by the University of Manchester and all its constituent parts. Key stakeholders are the Project, IT Services, John Rylands University Library and IT functions within the University's four academic Faculties. The Group's responsibilities are;

- To report to the IT Services Leadership Team and to the Institutional Repository Steering Group which in turn reports to the University's Research Group.
- To liaise and communicate issues to the relevant central and faculty-based technical groups.
- To identify individuals or groups with expertise in specific areas and invite them to the group as necessary.
- To 'sanity' check recommended technical solutions proposed by the Project.
- To recommend alternative technical solutions for issues arising.
- To advise on the necessary resources required to implement technical solutions.
- To monitor progress of the technical implementation against a roadmap of priorities as defined by the Project and agreed by the Project's Steering Group.

4 Membership

Technical Advisory Group Chair
Project Manager
Project Technical Developer
John Rylands University Library Representative
IT Services (Infrastructure) Representative
IT Services (Web Applications) Representative
Faculty of Engineering and Physical Sciences IT Representative
Faculty of Humanities IT Representative
Faculty of Medical and Human Sciences IT Representative
Faculty of Life Sciences IT Representative

Allan Copley
Phil Butler
Nilani Ganeshwaran
Jenny Curtis
Bill Mclaughlin
David Cupit
Anthony Taylor
Dave Risley
Mike Pigram
Steve Hall

5 Frequency of Meetings

We expect the Technical Advisory Group to meet monthly for the first 2 - 3 months, and, subsequently, every two or three months to monitor progress or by exception where significant issues arise.

6 Methods of communication

In addition to regular group meetings, the Technical Advisory Group Chair and Project Manager will be available for one-to-one communication with other Group members and other stakeholders as and when required.

The Project will post all relevant materials to the Institutional Repository Project's website (<http://www.manchester.ac.uk/institutionalrepositoryproject>). This will include contact details of Group members (with their permission), agenda, minutes, Project highlight reports and other related documentation. Materials posted to the website will be available to all third parties, both in and outside the University. On occasion it may be necessary to restrict access to certain materials. Members of the University may request a copy of these materials by contacting the Project Manager.