Queen's Research Data Centre (QRDC)   Feb 2013

<u>*Advisory Committee – Terms of Reference*[1]</u>

Background

The Research Data Centres (RDC) programme is a partnership between Statistics Canada, the Social Sciences and Humanities Research Council (SSHRC), and University consortia, established to help strengthen Canada's social research capacity and to support the policy research community.

Like other university-based Research Data Centres (RDCs) Queen's RDC is effectively an extension of Statistics Canada offices, with an on-site Statistics Canada employee (Statistical Analyst) to screen data and ensure compliance with confidentiality policies and procedures. RDCs provide researchers with access, in a secure university setting, to microdata from Statistics Canada's master files for population, household, and other surveys. They are operated in accordance with all the confidentiality rules and provisions of the Statistics Act, and are accessible only to researchers with approved projects who have been sworn in under the Statistics Act as "*deemed employees*" of Statistics Canada.

RDC Governance

At the national level, policies and guidelines for the Research Data Centres Network (https://www.statcan.gc.ca/eng/rdc/network) are formulated by the Research Data Centre National Coordinating Committee. Within universities hosting a Research Data Centre, academic governance and leadership is provided by the team of the Academic Director, the Statistics Canada Analyst, and a ***researcher-based Advisory Committee***. At Queen's University, administrative oversight is provided by Queen's University Library in collaboration with the Office of the Vice-Principal Research and ITServices.

Academic Director

The Academic Director for QRDC is appointed by the Vice-Principal, Research, and has overall responsibility for the development and promotion of QRDC services on behalf of the research community.

Statistics Canada Analyst

The Statistical Analyst is an employee of Statistics Canada. The Analyst is responsible for the day-to-day operation of the Centre. Primary responsibilities include:

- enforcing Statistics Canada data confidentiality regulations
- vetting output from research projects

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[1] Derived, in part, from a number of RDC websites in the RDC Network.

Advisory Committee

An Advisory Committee will be established to provide guidance on the development and promotion of QRDC services on behalf of the research community. This Committee shall develop its own procedures. The Committee will provide advice to the Academic Director on the operations, directions, and policies of the Centre, and provide support to the Academic Director in promoting the Centre.

Each RDC has the authority to establish the kind of committee it wishes. Current QRDC Advisory Committee membership consists of:

- The Academic Director
- The Statistics Canada Analyst, ex officio
- The Associate Vice-Principal (Research)
- The Associate Dean of Graduate Studies
- The Associate VP Information Technology and CIO
- Vice-Provost (Digital Planning) and University Librarian
- Active QRDC Researchers from various departments, including but not limited to:
    o Economics
    o Psychology
    o Business
    o Health Sciences
    o Policy Studies
- A representative of eQUIP
- A graduate student with experience working in the QRDC

Matters for consideration by the Advisory Committee include:

- research projects, both current and potential, involving the QRDC
- defining and approving the Centre's scientific programming such as training and data access technologies
- setting and approving the policies and rules governing access to research data in accordance with agreements with Statistics Canada and granting councils
- approving any MOUs or other agreements with organizations or individuals external to Queen's University
- directing the promotional activities for the QRDC
- appointment of new members/terms of service
- discussions and decisions related to funding, development, and administration of the QRDC