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# Oceania RDA Committee (ORDAC) – Terms of Reference – 2023

## Purpose and scope

ORDAC is the Oceania RDA Committee and represents the interests of the Oceania region on the RDA Steering Committee via the Oceania RSC Representative, and the RDA Board via the Oceania National Institution Representative on the RDA Board.

Through these connections, ORDAC is linked to both governance and content development of the RDA standard and exists to:

- Promote and encourage the implementation of RDA by libraries in the Oceania region
- Contribute positively to the development of RDA by disseminating information and seeking feedback on RDA and RDA development
- Represent the interests of RDA users in the Oceania region on the RSC
- Select the Oceania representative for the RDA Steering Committee and the Substitute, in accordance with the directions set out by the RDA Board
- Support the work of RSC by helping to identify possible members for the working groups that have the appropriate expertise within the Oceania region.

ORDAC works closely with national cataloguing committees in countries in the region, such as the Australian Committee on Resource Description (ACORD) and the Cataloguing Special Interest Group (CatSIG) of New Zealand.

## Context

The Oceania region, as defined by the United Nations <http://unstats.un.org/unsd/methods/m49/m49regin.htm>, includes the following countries:

- Australia and New Zealand
  - Australia
  - Christmas Island
  - Cocos (Keeling) Islands
  - Heard Island and McDonald Islands
  - New Zealand
  - Norfolk Island
- Melanesia
  - Fiji
  - New Caledonia
  - Papua New Guinea
  - Solomon Islands

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- Vanuatu
  - Micronesia
    - Guam
    - Kiribati
    - Marshall Islands
    - Micronesia (Federated States of)
    - Palau
    - United States Minor Outlying Islands
  - Polynesia
    - American Samoa
    - Cook Islands
    - French Polynesia
    - Niue
    - Pitcairn
    - Samoa
    - Tokelau
    - Tonga
    - Tuvalu
    - Wallis and Futuna Islands

The diverse cultural, linguistic, and economic nature of the region, and narrow exposure and access to RDA tools and training means that only two countries have implemented RDA: Australia and New Zealand. In the context of RDA governance, the Oceania region has a different makeup to other regions, having many fewer qualifying national institutions: effectively the National Library of Australia and National Library of New Zealand.

Several organisations in the region are aware of RDA and have referenced RDA in their recruitment documentation. However, training and implementation is not yet embedded in local library schools or organisations. Exposure to the benefits of transitioning to RDA, financial support, trained personnel, and appropriate tools are needed to successfully implement RDA in the region.

## **Membership**

ORDAC comprises appointed representatives of national institutions, peak or professional bodies, co-opted members, and observers representing national institutions, peak or professional bodies in the Oceania region.

In the first instance the founding national bodies of ORDAC, CatSIG (New Zealand) and ACORD (Australia), will form a Committee that reflects the geographic spread of the Oceania region and RDA implementers in the region.

The Committee may identify and co-opt individuals to the inaugural Committee to ensure diversity and representation and encourage eligible members in the region to engage with an active RDA community of practice. Co-option will be based on the key communities, knowledge or skill sets the Committee would like to see represented. The term of co-option will be based on requirements and be agreed with the nominated individual but is expected to be a maximum of three (3) years.

The Committee will welcome observers representing national institutions, peak or professional bodies in the Oceania region who are planning, implementing, or training RDA in the region. The value of including observers is to connect adopting RDA institutions to a regional community of practice.

The Committee aims to have access to a healthy mix of views, as well as create the opportunity to nurture involvement from regions or sectors not traditionally involved with RDA. This lays the groundwork for a broader international involvement with RDA which is the future for the standard.

Membership of the Committee is free.

<b>Members and representatives</b>	<b>Number</b>	<b>Mechanism for selection and appointment</b>
ACORD Australian Committee on Resource Description	3	Chair of ACORD plus 2 representatives  The National Library of Australia will be represented on ORDAC via ACORD.
CatSIG New Zealand Cataloguing Special Interest Group	3	Nominated representatives from CatSIG.  The National Library of New Zealand will be represented on ORDAC via CatSIG.
RDA Board Member	1	Appointed by the RDA Board following the Board's governance procedures.

		<p>Representation to the RDA Board rotates around the national institutions on ORDAC that have implemented RDA.</p> <p>The RDA Board member is an ex-officio member of ORDAC.</p>
<p>Oceania peak bodies or national institutions associated with resource description but who have not yet adopted RDA.</p>	<p>Up to 3</p>	<p>Peak bodies and national institutions will nominate the representative.</p> <p>The representative will have experience in resource description activities.</p>
<p>Co-opted members and observers</p>	<p>Up to 4</p>	<p>Co-opted members and observers will be endorsed by the peak body or organisation they are representing.</p> <p>Co-opted members and observers will have experience in resource description activities, and may be drawn from organisations such as universities, library educators, professional associations and library vendors.</p>

**Term**

Committee members are appointed for a three (3) year term, and may be reappointed for subsequent terms. Committee members may serve for a maximum of three (3) terms.

Reasonable continuity is achieved by ensuring that the terms are not synchronised. To ensure continuity of roles and activities in the initial term the changeover of roles will be staggered between two (2) - three (3) years.

The Chair will ensure that Committee memberships nominated by peak bodies, organisations, and other committees are referred back to these bodies for review every three (3) years or as appropriate.

Following the departure or resignation of Committee members, the Chair will ensure vacancies are filled and will liaise with national institutions and peak bodies as appropriate.

### **Roles and responsibilities**

The Committee is comprised of the following roles and responsibilities:

<b>Roles</b>	<b>Responsibilities</b>	<b>Selection approach</b>
Chair	<p>Oversee the formation and direction of the Committee.</p> <p>Chair meetings of ORDAC.</p> <p>Oversee and coordinate timely responses from ORDAC to the RDA Steering Committee (RSC).</p> <p>Call for nominations for the RSC Representative and Substitute and co-ordinate selection process.</p> <p>Liaise with the Oceania National Institution Representative on the RDA Board</p>	<p>The chair will be selected by consensus from within the Committee.</p> <p>The chair role will rotate between countries in the region.</p>
Secretary	<p>Coordinate Committee meeting business and documentation:</p> <p>Prepare agendas, minutes, schedule meetings and be responsible for keeping the records of the Committee.</p>	<p>The secretary will be selected by consensus from within the Committee.</p> <p>The secretary role will rotate between countries in the region.</p>

Information officer	Create/Maintain ORDAC website, and information about ORDAC on RSC website, create and distribute public communications regarding the work of ORDAC in the region.	The information officer will be selected by consensus from within the Committee.
RSC Representative  <i>Minimum term 2 years</i>	<p>Represent the views of the Oceania region at the RDA Steering Committee (RSC).</p> <p>Coordinate responses to RSC requests and Working Group documents.</p> <p>Attend RSC meetings.</p> <p>Report on RSC activities and discussions to ORDAC.</p>	<p>RDA board requires that they must be employed by an institution that has implemented RDA and have a good working knowledge of RDA.</p> <p>Selected via a nomination and election process managed by the Chair.</p> <p>The RSC Representative may be drawn from ORDAC, ACORD, CatSIG or the wider Oceania RDA community. If not already a member of ORDAC they will be co-opted.</p> <p>In practice the RSC Representative and RSC Substitute will be from different countries so that the RSC representative role will cycle through the different countries in the region.</p>
RSC Substitute  <i>Minimum term 2 years</i>	<p>Attend RSC meetings if the RSC Representative is unable to.</p> <p>The Substitute would function as the RSC Representative-elect.</p>	RDA Board requires that they must be employed by an institution that has implemented RDA and have a good working knowledge of RDA.

		<p>Selected via a nomination and election process managed by the Chair.</p> <p>The RSC Substitute may be drawn from ORDAC, ACORD, CatSIG or the wider Oceania RDA community. If not already a member of ORDAC they will be co-opted.</p> <p>In practice the RSC Representative and RSC Substitute will be from different countries so that the RSC representative role will cycle through the different countries in the region.</p>
RDA Board Member	<p>Liaison between ORDAC and the RDA Board.</p> <p>Representation duties as required.</p>	<p>Appointed by the RDA Board following the Board's governance procedures.</p> <p>Representation to the RDA Board rotates around the national institutions on ORDAC that have implemented RDA.</p> <p>The RDA Board member is an ex-officio member of ORDAC.</p>
RDA Ambassador to Oceania	<p>Community engagement and liaison.</p> <p>ORDAC aims to develop a good understanding of "who's out there" in the community, and if necessary, actively</p>	<p>The Committee may nominate and endorse a member or other appropriate person to serve in this role.</p> <p>If the selected person is not currently a member of ORDAC, they will co-opted.</p>

	<p>support people to develop the skills in order to participate.</p> <p>This position enables ORDAC to build networks and nurture engagement with the wider regional community.</p>	<p>If there is not an appropriate person available there is no obligation to fill this role.</p>
Committee members	<p>Support the RSC Representative and Substitute by reviewing and responding to various documents as required.</p> <p>Participate in Working Groups if required or nominated.</p> <p>Act as a link for information and practices between their constituencies and the Committee.</p> <p>Build networks and engage with the community.</p> <p>Promote the use of RDA.</p>	
Working Group members	<p>Working group members are drawn from the RDA practitioner community and may or may not already be a member of ORDAC, CatSIG or ACORD.</p>	<p>Members of the cataloguing community in the region may be co-opted or volunteer to be part of an RDA working group (e.g. Aggregates Working Group, Archives, Relationships, etc.)</p> <p>During the term of their involvement in the working group, members are invited to participate in ORDAC meetings/discussions to connect them to the regional community and assist them in their RDA work and</p>

		<p>representation.</p> <p>ORDAC supports regional members of working groups by providing a conduit for communication and liaison with the wider community and RDA community of practice in the region.</p>
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**Principles of discussion and decision making**

The Committee will operate with a spirit of inclusion, respect, and collaboration, and will conduct deliberations with a consensus decision-making approach.

Quorum: Formal meetings require a minimum of four attendees consisting of representatives from four organisations. The RSC Representative or RSC Substitute must be present.

If a quorum is not met, a face-to-face discussion may continue however decisions will be made out-of-session or at the next face-to-face meeting.

**Management of ORDAC business**

The Committee will meet via teleconference or videoconference. One face-to-face meeting will be held annually, usually as a satellite event associated with a library industry conference either in Australia or New Zealand.

The Committee will deploy a range of tools to facilitate communication, collaborative working spaces, and management of ORDAC business. The technical environment will comprise an email discussion list, wiki, and other tools as necessary to assist participation by countries in the region. The technical environment will be supported and hosted by the national libraries of Australia and New Zealand.

The Committee will develop and maintain internal procedures that document the mechanisms and protocols for membership management, selection, communication, and reporting.

The Committee will develop a work plan covering a three (3) year period, with annual review to assess achievements and identify new or changed areas of work. The work plan will be published on the ORDAC website.

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The Committee will report to the RDA Board and the constituents' peak bodies (e.g. ACORD and CatSIG).

### **Frequency of meetings**

The Committee will meet quarterly, but may meet more frequently as required. The RDA update schedule and ORDAC work plan may determine the requirements for meeting frequency.

### **Meeting attendance**

ORDAC members should attend at least 50% of scheduled meetings.

If a member is unable to attend meetings for an extended period of time, their organisation can nominate a suitable stand-in.

### **Review**

These Terms of Reference will be reviewed every three (3) years, to ensure they serve the best interests of the promotion and development of RDA issues in the Oceania region, represent stakeholders, and demonstrate transparent governance processes to the Oceania RDA community. Any changes will be submitted to the RDA Board for approval prior to finalisation.