

# Term of Reference

May 2025

**The mission of Sonraí – Irish Data Stewardship Network is to foster, enable and advocate for the development of research data stewardship and data stewards nationally.**

Our vision is a sustainable and cohesive network of data stewards, which will promote and support the secure and effective management of our national data assets and the transition to a FAIR and Open research data landscape.

**Guiding principles:**

- Openness and transparency
- Integrity
- Community led
- Inclusive
- Collaborative
- Proactive
- Creative
- Innovative

**Sonraí Activities:**

1. Provide coordination and networking for data stewards and related roles across all stakeholder groups.
2. Promote the need for data stewards and stewardship skills as a core enabler of open research, and high-quality FAIR data outputs across stakeholder groups.
3. Work towards the recognition and professionalisation of data steward as defined role within the national landscape.
4. Roadmap and support sustainable skills development and training for professional data stewards.
5. Engage in advocacy and lobbying in relation to relevant national and international policy development and changes.
6. Support and foster national and international collaborations with relevant projects, organisations and networks.
7. Communicate regularly to our membership about actions undertaken by the network, potential opportunities and changes in the policy landscape.

**Roles and Responsibilities:**

- **Committee**

Membership of the committee is voluntary.

Committee meetings will take place regularly, the frequency will be in line with the fulfilment of the aims of the group with an aim to meet monthly.

The committee will work to uphold the values and objective of the network.

Elected positions are Co-Chairs, Treasurer, Communications Officer. The Secretary position will rotate. All positions within the committee rotate every 2 years.

One Co-Chair, Treasurer or Comms officer and at least 7 committee members must be present to form a quorum.

If consensus cannot be reached the deciding vote rests with the Co-Chairs

The committee is responsible for developing a Strategic Plan with realistic actions, targets, and outcomes.

The committee has direct oversight over network activities.

The committee reports yearly on activities and outputs.

The committee reports quarterly to the Steering Group.

The Co-Chairs of the Committee will sit on the Steering Group

The committee will continue to foster relationships with other relevant groups and networks.

- **Task and Finish Groups**

Temporary groups formed to enact the activities identified by the committee.

Requires at least 2 committee members to participate but can be formed from the wider data stewardship community.

Reports to the committee on actions, activities and outputs.

Task and Finish groups are expected to be time limited and are formed to deliver on specific tasks and projects.

- **Steering Group**

The steering group will be comprised of representatives from the key stakeholder groups and expert advisors from relevant areas both nationally and internationally.

The steering group will act as an advisory body for the committee and membership providing expertise and information.

The expectation is that the steering group will meet a minimum of 3 times per year.

Additional meetings may be required if a need arises.

The Co-chairs of the committee will sit on the steering group to maintain communication and connection between the two groups.