



CAUL Content Procurement Services
Terms of Reference – Content Procurement
Committee

PURPOSE

The Content Procurement Committee is a strategic advisory committee overseeing the CAUL Content Procurement Services and governing the CAUL Consortium on behalf of the CAUL Board.

The CAUL Consortium comprises a number of member institutions who pay an annual CAUL Consortium Levy. There are two categories of CAUL Consortium Members: CAUL Members, and Other Members (non-academic and outside ANZ). The latter category do not have representation on the Content Procurement Committee.

The efforts of the CAUL Consortium are focused on improved value for money through economies of scale and greater leverage in the digital content marketplace, enabling influence on the development of products and platforms and the transformation of access to digital scholarly content. The Consortium negotiates agreements aligned with strategic initiatives on behalf of member institutions to secure optimal acquisition of digital content, using the best possible pricing models, with the most favourable terms for members, and to deliver significant benefits of cost avoidance, thus ultimately saving Consortium Members both time and money.

Although the CAUL Consortium is primarily the vehicle through which the CAUL Content Procurement Services operates, the Consortium may also be used as appropriate, from time to time, for the procurement of non-content services/products. This includes: products providing access to content or analysis of content; any products/services that meet particular needs of Consortium members and for which consortial procurement will produce a better outcome for members. The Consortium also facilitates financial support for services that provide infrastructure to Consortium Members for open access to scholarly content.

MEMBERSHIP

1. The CAUL Board nominates one of its own to have oversight of the Content Procurement Services and to Chair the Content Procurement Committee for a period of two years.
2. The CAUL Board appoints a further three CAUL members (University Librarian or equivalent, including a CONZUL member, see 2a below) from self-nominations by Council Members received to represent the Australian members of the CAUL Consortium for a period of two years.
 - a. The CONZUL members (University Librarian or equivalent) nominate one of their own, for appointment by the CAUL Board, to represent the Aotearoa New Zealand members of the CAUL Consortium for a period of two years.

3. The Chair, in consultation with members of the Committee, selects two representatives of the Deputy University Librarians Network from nominations received from their Council Members, and coordinated by the Director, Content Procurement, for a period of two years.
4. The Chief Executive Officer, the Director, Content Procurement, and the Associate Director, Content Procurement are CAUL National Office staff members and permanent, ex officio members of the Committee. The CAUL Content Procurement Specialist performs the secretariat function.

Membership terms are renewable once only for CAUL member representatives and are not renewable for Deputy representatives.

At times the Committee functions as the Major Agreements Negotiation Team. The CAUL Board may nominate additional persons to join the team in a temporary capacity while any particular negotiation is underway. The Director, Content Procurement maintains a register of Major Agreements and schedules commencement of negotiations in conjunction with the Chair of the Committee who functions as Chief Negotiator

FREQUENCY OF MEETINGS

- The Committee meets six times per year via a digital video meeting platform.
- The timing of meetings aligns with the business cycle of the Content Procurement Program as far as possible. Indicatively these are: February, April, June, August, October, December.
- When the Committee functions as the Major Agreements Negotiation team, additional meetings are arranged as required, primarily via a digital video meeting platform.

TERMS OF REFERENCE

- Advise CAUL (i.e. the CAUL Board, the Director, Content Procurement and the CAUL National Office) on matters relating to consortial content procurement.
- Advise CAUL on appropriate mechanisms, models, policies and procedures for sharing consortial costs among consortium members.
- Advise CAUL on appropriate strategies in pursuit of the transformation of access to digital scholarly content including the active negotiation of “read and publish” and other transformative agreements.
- Advise CAUL on appropriate terms and conditions to be negotiated with consortium vendors for the supply and licensing of content products.
- Advise CAUL on the cost-effective procurement of digital scholarly content through consortial negotiations.

RESPONSIBILITIES OF THE CHAIR (CAUL BOARD REPRESENTATIVE)

- Provide strategic guidance and oversight for the Content Procurement Services on behalf of the CAUL Board.
- Provide a conduit for the flow of information between the CAUL Board and the Committee
- Approve the agenda for each Committee meeting.
- Chair Committee meetings.

- As appropriate, after each Committee meeting, circulate a briefing to CAUL members (ULs or equivalent) highlighting relevant matters discussed.
- Provide a regular report to the CAUL Board on initiatives and the activities of the Consortium.
- Provide a brief report to each CAUL Council Meeting on initiatives and the activities of the Consortium.
- Chair the Major Agreements Negotiation Teams, a subset of the Committee, and undertake the role of Chief Negotiator.

RESPONSIBILITIES OF COMMITTEE MEMBERS

- Actively participate in meetings, representing the interests of members collectively, not their own institutions.
- Analyse and provide comment on CAUL Consortium offers, proposals and draft agreements in a timely manner as and when required by the Chair of the Committee and/or the Director, Content Procurement.
- Consult with members before Committee meetings regarding agenda items.
- Report on matters raised by members, at the Committee meetings.
- Actively participate as members of the CAUL Open Access Strategy Negotiation Committee (as required), serve as chairs or members of CAUL Publisher Negotiation Working Groups, and take part in other procurement-related meetings, working groups, and forums as requested and subject to availability.
- Provide updates as required to stakeholder groups including CONZUL, Go8, and the Deputy University Librarians Network.

RESPONSIBILITIES OF THE DIRECTOR, CONTENT PROCUREMENT

- Provide secretariat services for the Committee with assistance from the Content Procurement Specialist for minute-taking as required.
- Work with the Committee Chair on agenda items and papers.
- Compile and provide agendas and papers to Committee members a week before each meeting.
- Review Committee meeting minutes taken by the Content Procurement Specialist and distribute to members within a week of each meeting.
- Contribute to Committee discussions and planning as an ex officio member of the Committee
- Provide a regular report (verbal or written) to the Committee on Consortium Member Relations, Consortium Vendor Relations, Consortium Operations and progress with current negotiations.
- Actively participate as a member of the Major Agreements Negotiation Teams.
- Provide supporting documentation, analysis and comment in support of negotiations.

- Provide a conduit for the flow of information between the Content Coordinators and the Committee, as appropriate.

DOCUMENT MANAGEMENT AND ACCESSIBILITY

- The Committee has a dedicated Teams space and BoardPro site.
- Agendas, Minutes and meeting papers built and distributed via BoardPro.
- Agendas, Minutes and meeting papers are accessible only by members of the Committee.