InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

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Author:	The InterPARES 3 Project, TEAM Canada
Writer(s):	Randy Preston The InterPARES Project
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1.1	2009-08-21	R. Preston	Update effective as of September 1, 2009.
1.2	2010-09-25	R. Preston	Update effective as of September 25, 2010.
1.3	2011-02-10	R. Preston	Update effective as of February 10, 2011.

TEAM Canada Members

Director
- Luciana Duranti [luciana@interchange.ubc.ca]

Academic Researchers
These are individuals who make a significant contribution to the intellectual direction of the research and who play a significant role in the conduct of the research. They are responsible for the content, methodology and products of the research.
- Alexandra Bradley, Harwood Information Associates, Ltd. [harwoodinfo@telus.net]
- Ronald Cenfetelli, UBC-Sauder School of Business [ron.cenfetelli@sauder.ubc.ca]
- Barbara Craig, University of Toronto, Faculty of Information Studies [craig@fis.utoronto.ca]
- Luciana Duranti, UBC School of Library, Archival & Information Studies [luciana@interchange.ubc.ca]
- Fiorella Foscarini [fiore@interchange.ubc.ca]
- Victoria Lemieux, UBC School of Library, Archival & Information Studies [vlemieux@interchange.ubc.ca]
- Mira Sundara Rajan [mira.ts@gmail.com]
- Joseph Tennis, University of Washington, Information School [jtennis@u.washington.edu]

Professional/Community Researchers
These are individuals with some level of responsibility for digital preservation within their respective organizations and w ho, therefore, are in a pos ition to help facilitate development of the intellectual direction, content, methodology and products of the research.
- Hilde Colenbrander, UBC Library, cIRcle Institutional Repository [hilde@interchange.ubc.ca]
- Patricia Daum, British Columbia Institute of Technology [Patricia_Daum@bcit.ca]
- Glenn Dingwall, Vancouver City Archives [glenn_dingwall@city.vancouver.bc.ca]
- Alan Doyle, University of British Columbia Archives [alan.doyle@ubc.ca]
- Lois Enns, City of Surrey [lenns@surrey.ca]
- Ian Forsyth, Simon Fraser University Archives [ian_forsyth@sfu.ca]
- Sheldon Goldfarb, UBC Alma Mater Society Archives [Archives@ams.ubc.ca]
- Paul Hebbard, Simon Fraser University Archives [pgh@sfu.ca]
- Chris Hives, University of British Columbia Archives [chives@interchange.ubc.ca]
- Mark Johnstone, Vancouver Police Department [mark.johnstone@vpd.ca]
- Peter Klein, UBC Graduate School of Journalism [peter.klein@ubc.ca]
- Krisztina Laszlo, Morris and Helen Belkin Art Gallery [klaszlok@interchange.ubc.ca]
- Trevor Livelton, City of Victoria Archives [tlivelton@victoria.ca]
- Corinne Rogers, Vancouver School of Theology [corinne.rogers@gmail.com]
- Jane Morrison, University of Victoria Archives [jmorriso@uvic.ca]
- Jim Suderman, City of Toronto [jsuderm@toronto.ca]
- Barry Warne, UBC Graduate School of Journalism [bjwarne@interchange.ubc.ca]
- Lara Wilson, University of Victoria Archives [ljwilson@uvic.ca]
- Mary Lynn Young, UBC Graduate School of Journalism [mlyoung@interchange.ubc.ca]

Graduate Research Assistants
Student research assistants are hired and assigned to case and general studies on a pro tempore basis. Research assistants participate in the gathering of data for case and general studies, conducting pre-liminary analysis of case and general study data, conducting surveys, preparing annotated bibliographies, assisting in the development and t esting of models, and pr esenting findings at InterPARES Project workshops and at conferences.
- Patrick Ansah [ansah@interchange.ubc.ca]
  GS07 (Organizational Culture); GS11 (Policy Templates); GS12 (Education Modules)
- Jen Busch [jenbusch@interchange.ubc.ca]

GS07 (Organizational Culture), transcriptions; GS19 (File Viewers)
- Donald Force [dforce@interchange.ubc.ca]
  CS05 (Victoria); CS10(3) (UVic-USEC)
- Carolyn Downs [downssc@interchange.ubc.ca]
  GS07 (Organizational Culture), transcriptions
- Elaine Goh [nicolette_elaine@yahoo.com]
  GS07 (Organizational Culture); GS12 (Education Modules)
- Myron Groover [mgroover@interchange.ubc.ca]
  GS17 (Audit Reports); PS02 (Ethics Modules)
- Joanna Hammerschmidt [cappadocian@gmail.com]
  GS07 (Organizational Culture), translations; GS16 (Cost-Benefit Models); PS02 (Ethics Modules)
- Judy Hu [hu.judy@gmail.com]
  CS11 (School of Journalism); GS15 (Metadata Application Profiles)
- Harrison W. Inefuku [hinefuku@gmail.com]
  CS03 (Belkin Gallery); CS12 (VPD); CS15 (cIRcle); CS16 (Vancouver); GS11 (Policy Templates); GS12 (Education Modules)
- Adam Jansen [adam@dkives.com]
  CS11 (School of Journalism); CS12 (VPD); CS15 (cIRcle); CS16 (Vancouver); GS19 (File Viewers)
- Sergey Kovynev [skovynev@yahoo.com]
  GS16 (Cost-Benefit Models); GS19 (File Viewers); Terminology
- Kelly Lau [kelizabeth.lau@gmail.com]
  CS12 (VPD)
- Shamin Malmas [smalmas@gmail.com]
  CS15 (Surrey); GS13 (Community Archives); Terminology
- Shawn Roncin [shawn.roncin@gmail.com]
  GS07 (Organizational Culture)
- Corinne Rogers [corinne.rogers@gmail.com]
  CS01 (BCIT); CS12 (VPD); CS13 (VST); GS08 (Open Source RM Software); GS12 (Education Modules); GS15 (Metadata Application Profiles); Terminology
- Elizabeth Shaffer [eshaffer@interchange.ubc.ca]
  CS01 (BCIT); CS15 (cIRcle); GS08 (Open Source RM Software); GS09 (Social Media); GS12 (Education Modules)
- Lisa Snider [lsnider@thesnidersweb.com]
  On leave
- Amanda Tomé [atome@interchange.ubc.ca]
  CS13 (VST); GS11 (Policy Templates); GS17 (Audit Reports); Terminology
- Anneleen van Dijk [anneleen_van_dijk@hotmail.com]
  CS13 (VST); GS13 (Community Archives); Terminology
- Shalene Williams [shalenewilliams@hotmail.com]
  Currently unassigned
- Sherry Xie [sherryx@interchange.ubc.ca]
  CS16 (Vancouver); GS15 (Metadata Application Profiles)

Test-bed Partners (by case study)
These are the organizations that are the locus and subject of the research and for whom the outcomes of the research are produced. Through their nominated representative, they contribute to the intellectual direction, content, methodology and products of the research, and write a letter of commitment to that effect. With respect to the research itself, each test-bed partner is responsible for identifying either: (1) an existing body of digital material within the holdings of the organization for which a preservation plan will be developed, or (2) a body of digital material that the organization anticipates acquiring in the near future for which a preservation plan will be developed. Analysis of the identified materials and/or records management needs and requirements constitute a case study. To the degree possible, test-beds are encouraged to identify and engage in more than one case study during the duration of the 5-year project.

- CS01: British Columbia Institute of Technology
  Liaison(s):
    - Patricia Daum [Patricia_Daum@bcit.ca]
  Graduate Research Assistant(s):
    - Corinne Rogers [corinne.rogers@gmail.com]
    - Elizabeth Shaffer [eshaffer@interchange.ubc.ca]
- CS03: Morris and Helen Belkin Art Gallery Archives, UBC
  Case study completed (November 2010)
- CS04: Canadian Tourism Commission
  Case study withdrawn (October 2010)
- CS05: City of Victoria Archives
  Liaison(s):
    - Trevor Livelton [tlivelton@victoria.ca]
  Graduate Research Assistant(s):
    - Donald Force [dforce@interchange.ubc.ca]
- CS08: North Vancouver Museum and Archives
  Case study completed (November 2010)
- CS09: University of British Columbia Alma Mater Society
  Case study completed (November 2010)
- CS10-2b: Simon Fraser University Archives / Human Rights Office
  Case study withdrawn (February 2011)
- CS10-3: University of Victoria Archives / Office of the University Secretary
  Liaison(s):
    - Jane Morrison [jmorriso@uvic.ca]
    - Lara Wilson [ljwilson@uvic.ca]
  Graduate Research Assistant(s):
    - Donald Force [dforce@interchange.ubc.ca]
- CS11: University of British Columbia Graduate School of Journalism
  Liaison(s):
    - Peter Klein [peter.klein@ubc.ca]
    - Barry Warne [bjwarne@interchange.ubc.ca]
    - Mary Lynn Young [mlyoung@interchange.ubc.ca]
  Graduate Research Assistant(s):
    - Judy Hu [hu.judy@gmail.com]
    - Adam Jansen [adam@dkives.com]
- CS12: City of Vancouver Police Department
  Liaison(s):
    - Mark Johnstone [mark.johnstone@vpd.ca]
  Graduate Research Assistant(s):
    - Harrison W. Inefuku [hinefuku@gmail.com]
    - Adam Jansen [adam@dkives.com]
    - Kelly Lau [kelizabeth.lau@gmail.com]
    - Corinne Rogers [corinne.rogers@gmail.com]
- CS13: Vancouver School of Theology
  Liaison(s):
    - Corinne Rogers [corinne.rogers@gmail.com]
  Graduate Research Assistant(s):
    - Amanda Tomé [atome@interchange.ubc.ca]
    - Anneleen van Dijk [anneleen_van_dijk@hotmail.com]
- CS14: City of Surrey
  Liaison(s):
    - Lois Enns [lenns@surrey.ca]
  Graduate Research Assistant(s):
    - Shamin Malmas [smalmas@gmail.com]
    - Corinne Rogers [corinne.rogers@gmail.com]

- CS15: University of British Columbia Library / cIRcle Institutional Repository
    Liaison(s):
        Hilde Colenbrander [hilde@interchange.ubc.ca]
    Graduate Research Assistant(s):
        Harrison W. Inefuku [hinefuku@gmail.com]
        Adam Jansen [adam@dkives.com]
        Elizabeth Shaffer [eshaffer@interchange.ubc.ca]
- CS16: City of Vancouver Archives
    Liaison(s):
        Glenn Dingwall [glenn_dingwall@city.vancouver.bc.ca]
        Evelyn McLellan [evelyn@artefactual.com]
    Graduate Research Assistant(s):
        Harrison W. Inefuku [hinefuku@gmail.com]
        Adam Jansen [adam@dkives.com]
        Sherry Xie [sherryx@interchange.ubc.ca]

General Studies
- GS07: Organizational Culture
    Lead Investigator(s):
        Vicki Lemieux [vlemieux@interchange.ubc.ca]
        Ron Cenfetelli [ron.cenfetelli@sauder.ubc.ca]
    Graduate Research Assistant(s):
        Patrick Ansah [ansah@interchange.ubc.ca]
        Elaine Goh [nicolette_elaine@yahoo.com]
        Shawn Roncin [shawn.roncin@gmail.com]
- GS08: Open Source Records Management Software
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
    Graduate Research Assistant(s):
        Elizabeth Shaffer [eshaffer@interchange.ubc.ca]
        Corinne Rogers [corinne.rogers@gmail.com]
- GS09: Social Media
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
        Patricia Franks [pfranks@slis.sjsu.edu]
    Graduate Research Assistant(s):
        Elizabeth Shaffer [eshaffer@interchange.ubc.ca]
- GS11: Policy and Procedures Templates
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
        Sandie Bradley [harwoodinfo@telus.net]
    Graduate Research Assistant(s):
        Patrick Ansah [ansah@interchange.ubc.ca]
        Harrison W. Inefuku [hinefuku@gmail.com]
        Amanda Tomé [atome@interchange.ubc.ca]
- GS12: Digital Records Management/Preservation Education Modules
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
        Helen Tibbo [tibbo@email.unc.edu]
    Graduate Research Assistant(s):
        Elaine Goh [nicolette_elaine@yahoo.com]
        Harrison W. Inefuku [hinefuku@gmail.com]
        Corinne Rogers [corinne.rogers@gmail.com]
        Elizabeth Shaffer [eshaffer@interchange.ubc.ca]
- GS13: Community Archives e-Records Assessment

Lead Investigator(s):
    Luciana Duranti [luciana@interchange.ubc.ca]
Graduate Research Assistant(s):
    Shamin Malmas [smalmas@gmail.com]
    Anneleen van Dijk [anneleen_van_dijk@hotmail.com]
- GS15: Metadata Application Profiles
    Lead Investigator(s):
        Joseph Tennis [jtennis@u.washington.edu]
    Graduate Research Assistant(s):
        Judy Hu [hu.judy@gmail.com]
        Corinne Rogers [corinne.rogers@gmail.com]
        Sherry Xie [sherryx@interchange.ubc.ca]
- GS16: Digital Preservation Cost-Benefit Models
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
    Graduate Research Assistant(s):
        Joanna Hammerschmidt [cappadocian@gmail.com]
        Sergey Kovynev [skovynev@yahoo.com]
- GS17: Public Sector Audit Reports on Digital Recordkeeping
    Lead Investigator(s):
        Jim Suderman [jsuderm@toronto.ca]
    Graduate Research Assistant(s):
        Myron Groover [mgroover@interchange.ubc.ca]
        Amanda Tomé [atome@interchange.ubc.ca]
- GS19: File Viewers
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
    Graduate Research Assistant(s):
        Jen Busch [jenbusch@interchange.ubc.ca]
        Adam Jansen [adam@dkives.com]
        Sergey Kovynev [skovynev@yahoo.com]
- PS02: Ethics Models
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
    Graduate Research Assistant(s):
        Myron Groover [mgroover@interchange.ubc.ca]
        Joanna Hammerschmidt [cappadocian@gmail.com]

Other Related Projects/Studies
- Digital Records Forensics Project [http://digitalrecordsforensics.org/]
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
        Anthony Sheppard [sheppard@law.ubc.ca]
    Graduate Research Assistant(s):
        Donald Force [dforce@interchange.ubc.ca]
        Harrison W. Inefuku [hinefuku@gmail.com]
        Adam Jansen [adam@dkives.com]
        Kelly Lau [kelizabeth.lau@gmail.com]
        Corinne Rogers [corinne.rogers@gmail.com]

- Terminology (together with ICA Dictionary of Archival Terminology Project)
    Lead Investigator(s):
        Luciana Duranti [luciana@interchange.ubc.ca]
    Graduate Research Assistant(s):
        Sergey Kovynev [skovynev@yahoo.com]

        Shamin Malmas [smalmas@gmail.com]
        Corinne Rogers [corinne.rogers@gmail.com]
        Amanda Tomé [atome@interchange.ubc.ca]
        Anneleen van Dijk [anneleen_van_dijk@hotmail.com]

- University Institutional Repositories Project [http://uir-preservation.org/]
  Lead Investigator(s):
      Luciana Duranti [luciana@interchange.ubc.ca]
  Graduate Research Assistant(s):
      Harrison W. Inefuku [hinefuku@gmail.com]
      Adam Jansen [adam@dkives.com]
      Elizabeth Shaffer [eshaffer@interchange.ubc.ca]

Resource Partners
These are non-test-bed organizations that have an expertise in some part of the research content and share it by providing regular input and feedback. Through their nominated representative, they contribute to the intellectual direction, content, methodology and products of the research, and write a letter of commitment to that effect. In particular, these are organizations that either: (1) have participated in and implemented the results of InterPARES, but are unique and extremely large institutions, like the Library and Archives Canada and the National Archives and Records Administration of the United States; (2) have specific knowledge that can be useful to the research, like the Canadian Conservation Institute, the British Columbia Information Management Branch, the Royal British Columbia Museum, the San Diego Supercomputer Centre, and the DOCAM/Langlois research project; or (3) have a specific knowledge of the issues to be dealt with and of the skills required of Canadian professionals to deal with them, like the Irving Barber Centre at UBC, the Archival Association of British Columbia, the Association of Canadian Archivists, and the Canadian Council of Archives.

- Archival Association of British Columbia (AABC) – Anthea Seles [aseles@rcav.bc.ca]
- Association of Canadian Archivists (ACA) – Linda Fraser [lmfraser@ucalgary.ca]
- BC Information Access Operations Branch – Glenn Isaac [Glen.Isaac@gov.bc.ca] / Lynne Tibbitt [Lynne.Tibbitt@gov.bc.ca] / Linda Nobrega [Linda.Nobrega@gov.bc.ca]
- Canadian Conservation Institute (CCI) – Joe Iraci [joe_iraci@pch.gc.ca]
- Canadian Council of Archives (CCA) – Lara Wilson [ljwilson@uvic.ca]
- DOCAM (Documentation & Conservation of the Media Arts Heritage)/Langois Research Alliance – Alain Depocas [adepocas@fondation-langlois.org]
- Electronic Records Archives, National Archives and Records Administration (NARA) – [position currently vacant]
- Irving K. Barber Learning Centre, University of British Columbia – Ingrid Parent [ingrid.parent@ubc.ca]
- Library and Archives Canada (LAC) – [position currently vacant]
- Royal British Columbia Museum – Gary Mitchell [Gary.Mitchell@royalbcmuseum.bc.ca]

Collaborators
These are individuals who have a special expertise in some parts of the research and who will be called upon to contribute to the project as needed.

- Patricia Franks, San Jose State University [pfranks@slis.sjsu.edu]
- Yvette Hackett, Library and Archives Canada [yhackett@lac-bac.gc.ca]
- Richard Marciano, University of North Carolina at Chapel Hill [marciano@email.unc.edu]
- John McDonald, consultant [john.mcdonald@rogers.com]
- Evelyn McLellan, Artefactual Systems [evelyn@artefactual.com]
- Ken Thibodeau, consultant [kfthib@gmail.com]
- Helen Tibbo, University of North Carolina at Chapel Hill [tibbo@email.unc.edu]

Administrative and Support Staff

Academic Advisors
The Academic Advisors are those faculty or adjunct faculty at SLAIS who are knowledgeable about and make a significant contribution to the intellectual direction of the research and who play a significant role in the conduct of the research. As such, they are primarily responsible for the content, methodology and products of the research. The Academic Advisors are the primary contact for the GRAs for any questions about the research (and the research methodology) in relation to the work that they are doing for the project, particularly with respect to the content of project reports and supporting instruments that they are responsible for drafting (contextual analysis, research questions, diplomatic analysis, modeling, interview questions and questionnaires, etc.).
- Sandie Bradley, IBLC 489 / (604) 925-2573 / [harwoodinfo@telus.net]
- Ronald Cenfetelli [ron.cenfetelli@sauder.ubc.ca]
- Luciana Duranti, IBLC 481 / (604) 822-2587 / [luciana@interchange.ubc.ca]
- Fiorella Foscarini [fiorella.foscarini@utoronto.ca]
- Vicki Lemieux, IBLC 488 / (604) 822-9199 / [vlemieux@interchange.ubc.ca]
- Evelyn McLellan, (604) 527-2056 / [evelyn@artefactual.com] (for CS16)

Project Coordinator
The Project Coordinator supervises the InterPARES Project staff, coordinates and facilitates the research activities of the project, manages the budget, schedules and records of the project. The Project Coordinator is also responsible for directing communication and information exchange between TEAM Canada members and members of the InterPARES 3 International Alliance, and for the recruitment, training, and logistic supervision of the GRAs. The Project Coordinator is the primary contact for the GRAs for questions regarding project policies, internal records management issues (e.g., document formatting), project Web site content, project dissemination activities and publicity, the online ethics tutorial, information about TEAM Canada plenary workshops and GRA meetings, contact with members of the International Alliance, etc.
- Randy Preston, IBLC 482 / (604) 822-2694 / [randy@interpares.org]

Technical Coordinator
The Technical Coordinator manages the technical infrastructure required to administer the InterPARES Project and to carry out its research activities by developing customized information systems to store and process research data, training GRAs in the use of the IDEF0 modeling software and facilitating modeling sessions for research teams, maintaining information models, managing business productivity systems and tools, providing graphic design services (including providing access to project-related identity resources, such as the project logo, TEAM banners, PowerPoint templates, etc.), acting as Webmaster for the project Web site, and providing local systems support. The Technical Coordinator also provides presentation support to project participants that may include formatting presentations or publications, making documents available to project participants, or assisting with any technology related problems. The Technical Coordinator is the primary contact for GRAs for questions regarding project Web site access, use and functionality (including data entry for the various online project databases), access to project listservs, use of the IDEF0 modeling software, conversion of documents, production of graphics-related resources, access to the GRA laptop and any other technology-related issues.
- Jean-Pascal Morghese, IBLC 482 / (604) 822-3774 / [jp@interpares.org]

Project Assistant
The Project Assistant is responsible for providing administrative and accounting support to the project by processing financial forms, monitoring grant accounts, assisting with budget planning, making arrangements for project events, maintaining current project information and lists, and performing other administrative and clerical duties as required. The Project Assistant is the primary contact for GRAs for questions regarding payroll and time sheets, expense claims, conference travel and accommodation arrangements, appointment and termination forms, etc.
- Sandy Orr, IBLC 482 / (604) 822-1458 / [sandy@interpares.org]

Special Advisory Committees

Dissemination Committee
The Dissemination Committee oversees all knowledge mobilization-related activities of TEAM Canada. The Committee's primary responsibilities are to provide the intellectual and administrative direction for dissemination of the Project's findings and products; to develop the Project's overall dissemination strategy; to oversee development of the Project's written dissemination products (manuals, guidelines, etc.); to identify the most relevant and effective dissemination venues and opportunities for oral dissemination activities (conferences, symposia, workshops, etc.); to formally recruit Project members and, as appropriate, professionals external to the Project, for dissemination activities; and to make any other decisions having an impact on the Project's dissemination activities as a whole.

- Alexandra Bradley [harwoodinfo@telus.net]
  Role(s): Professional/Community Representative / University Representative
- Luciana Duranti [luciana@interchange.ubc.ca]
  Role(s): Committee Chair / University Representative
- Ian Forsyth [ian_forsyth@sfu.ca]
  Role(s): Professional/Community Representative / Resource Partner Representative (CCA)
- Krisztina Laszlo [klaszlok@interchange.ubc.ca]
  Role(s): Professional/Community Representative
- Evelyn McLellan [evelyn@artefactual.com]
  Role(s): Professional/Community Representative
- Jean-Pascal Morghese [jp@interpares.org]
  Role(s): Ex-officio member
- Randy Preston [randy@interpares.org]
  Role(s): Ex-officio member

Steering Committee
The Steering Committee provides the intellectual and administrative direction of the research; sets the agendas for the bi-annual Plenary Workshops; formally recruits or accepts new partners or collaborators; assesses partial results; responds to external requests (e.g., requests to comment on papers, standards, legislation, etc.); identifies the TEAM Canada issues that need to be presented to the International Alliance for discussion by all TEAM Directors at the bi-annual International Summits; and makes any other decisions having an impact on the Project as a whole.

- Alexandra Bradley [harwoodinfo@telus.net]
  Role(s): Professional/Community Representative / University Representative
- Luciana Duranti [luciana@interchange.ubc.ca]
  Role(s): Committee Chair / University Representative
- Ian Forsyth [ian_forsyth@sfu.ca]
  Role(s): Professional/Community Representative / Resource Partner Representative (CCA)
- Krisztina Laszlo [klaszlok@interchange.ubc.ca]
  Role(s): Professional/Community Representative
- Evelyn McLellan [evelyn@artefactual.com]
  Role(s): Professional/Community Representative
- Randy Preston [randy@interpares.org]
  Role(s): Ex-officio member

Terminology Committee
The Terminology Committee oversees all terminology-related activities of TEAM Canada. The Committee's primary responsibility is to provide the intellectual and administrative direction for the Project's Terminology Database and to review submitted candidate terms and definitions to determine if they warrant inclusion in the Terminology Database. At present, the Terminology Database contains three terminological instruments: a Dictionary, a Glossary and a Register.

- Luciana Duranti [luciana@interchange.ubc.ca]
  Role(s): University Representative
- John McDonald [john.mcdonald@rogers.com]

Role(s): Professional/Community Representative
- Jane Morrison [jmorriso@uvic.ca]
  Role(s): Professional/Community Representative
- Lara Wilson [ljwilson@uvic.ca]
  Role(s): Professional/Community Representative
- Jean-Pascal Morghese [jp@interpares.org]
  Role(s): Ex-officio member
- Randy Preston [randy@interpares.org]
  Role(s): Ex-officio member
- Corinne Rogers [corinne.rogers@gmail.com]
  Role(s): Committee Chair / Professional/Community Representative