**Document Control**

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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.*
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*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 preliminary analysis of case and general study data, conducting surveys, preparing annotated bibliographies, assisting in the development and testing of models, and presenting findings at InterPARES Project workshops and at conferences.*
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  Currently unassigned
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  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  
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  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  Case study withdrawn (October 2010)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  
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• 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  
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• CS16: City of Vancouver Archives  
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  Elaine Goh [nicolette_elaine@yahoo.com]  
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• GS08: Open Source Records Management Software  
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• GS09: Social Media  
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  **Graduate Research Assistant(s):**  
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• GS11: Policy and Procedures Templates  
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• GS12: Digital Records Management/Preservation Education Modules  
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• GS13: Community Archives e-Records Assessment
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GS 15: Metadata Application Profiles
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GS 16: Digital Preservation Cost-Benefit Models
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GS 17: Public Sector Audit Reports on Digital Recordkeeping
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GS 19: File Viewers
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Graduate Research Assistant(s):
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Other Related Projects/Studies

Digital Records Forensics Project [http://digitalrecordsforensics.org/]
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Terminology (together with ICA Dictionary of Archival Terminology Project)
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- University Institutional Repositories Project [http://uir-preservation.org/]
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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.

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- Association of Canadian Archivists (ACA) – Linda Fraser [lfraser@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)/Langlois 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.

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- 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 [kthib@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.).

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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 / jpm@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]
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- 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.

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- 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.

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  Role(s): Committee Chair / Professional/Community Representative