

CAVAL Acknowledging Cultural authority and Indigenous Knowledges in referencing Working Group (CACIK)

Terms of Reference

1. Definition

- 1.1. The CAVAL Acknowledging Cultural authority and Indigenous Knowledges in referencing Working Group (CACIK) comprises interested staff from CAVAL member libraries and members of CAVAL staff. The CACIK's area of focus is to work with First Nations peoples to advance the overall objectives of referencing Indigenous Knowledges and respectfully acknowledging place and custodianship of knowledge in Culture and Country.

2. Status and Reporting Relationships

- 2.1. The CACIK is an expert group within the Advisory Committee and Interest Group structure of CAVAL.
- 2.2. The CACIK will be supported by CAVAL, chiefly through CAVAL's Member Services Area but utilising other CAVAL staff and resources as required.
- 2.3. The CACIK will report directly to the Products and Services Committee (PSC) and the CAVAL Research and Information Group (CRIG).
- 2.4. The Working Group will be formed and in place for a period of 12 months, however there may be a requirement to extend beyond this initial period.
- 2.5. PSC will report on the activities of the Working Group to the Board (via the Chair of the Working Group), and where appropriate put forward proposals and recommendations for endorsement by the Board.
- 2.6. The CACIK will report activities and seek feedback from the CAVAL membership.

3. Organisational Structure

3.1. Membership

The membership of the CACIK will comprise:

- 3 representatives from CAVAL Membership
- CAVAL Representatives

- 3.1.1. Representatives are appointed to the CACIK by the CRIG Chair via an EOI process.

3.2. Meetings

- 3.2.1. The CACIK shall meet at least six times during the 12-month period.
- 3.2.2. Extraordinary meetings will be convened when appropriate.

3.2.3. The CAVAL Member Services Co-Ordinator will ensure that the minutes of each meeting are taken and that there is effective communication as to the group's activities.

3.3. Working Parties

3.3.1. Working parties shall be created where appropriate to undertake specific tasks related to the role of the Group. Membership can be drawn from the CACIK or co-opted from outside the group with consent of the University Librarians of the relevant libraries.

3.3.2. Where appropriate, the CACIK and the designated working party shall draw up a statement of objectives, reporting requirements, and activities to be undertaken.

4. Goals and Objectives

4.1. Mission

4.1.1. The mission of the CACIK is to co-create the foundations of a living guiding principles document regarding citation practices, elements to consider, and issues which may arise when referencing Indigenous Knowledges within Victoria.

4.2. Goals

4.2.1. Seek guidance from First Nations communities in how to respectfully cite Indigenous Knowledges.

4.2.2. Identify issues around citation and referencing guidance across online and print publications.

4.2.3. Engage with external stakeholders to increase awareness of issues around acknowledging Indigenous Knowledges.

4.2.4. Engage with external stakeholders to increase awareness of how to respectfully cite Indigenous Knowledges.

4.3. Objectives and Activities

4.3.1. Work with local First Nations peoples to move the project forward.

4.3.2. Identify, collate, and where necessary, assist in creating guidance documentation regarding citation practices of Indigenous Knowledges

4.3.3. Assist CRIG in clarifying and highlighting the role of the academic librarian in referencing of Indigenous Knowledges.

4.3.4. Outline the pathway for the future of the project at the conclusion of this group.

5. Terms of Reference

- 5.1. The functions, activities, and Terms of Reference of the CACIK will be reviewed by the Working Group in consultation with the PSC.
- 5.2. The Chair of the CACIK will report to the PSC and Board regarding the progress of the Working Group.