

Steering Committee – Francophone Name Authority Program (PFAN)

Name of Committee	Steering Committee – Francophone Name Authority Program
Mandate	The Steering Committee is responsible for the planning, the supervision, and the administration of the Francophone Name Authority Program (PFAN).
Responsibilities/ Tasks	<ol style="list-style-type: none"> 1. Promote the Program; 2. Ensure a liaison with the Standards Committee and OCLC; 3. Serve as arbitrator in cases of deadlock in the Standards Committee; 4. Approve new members.
Chair	<p>Assumed by one of the members of the Committee by consensus.</p> <p>The responsibilities of the Chair include:</p> <ul style="list-style-type: none"> • Convene meetings and propose an agenda; • Make documents available to be read and commented on; • Keep the record of actions and decisions up to date; • Act as a bridge with the Standards Committee.
Members	<p>Membership:</p> <ul style="list-style-type: none"> • 1 permanent member from Library and Archives Canada (LAC) ; • 1 permanent member from Bibliothèque et Archives nationales du Québec (BAnQ) ; • 1 permanent member from francophone universities in Quebec in rotation for a term of 2 years. <p>Required profile: A person who is authorized to make decisions and has a management perspective.</p>
Timeline/Duration	Permanent
Meeting Place	Virtual
Working Language and Language of Reports	<p>Exchanges during meetings will be in French although it will be possible for a member to speak in English.</p> <p>Reports will be written in French and translated into English, as needed, by LAC.</p>
Frequency of Meetings	Bimonthly
Document Management	A common space will be created using a collaboration tool to post and share documents.
Decision-making / Actions	The Committee is a decision-making entity.
Reporting	A record of actions and decisions will be maintained.