

## Terms of Reference

# Code Team

Approved: March 2025

## Purpose and duties of the Code Team

The Code Team is a small technical group focused on maintaining and developing the COUNTER Code of Practice and associated tools and technologies as part of our strategic objective to maintain, develop and extend the COUNTER Code of Practice as a foundation for normalised, community-defined usage metrics. The Team is responsible for:

- Implementing bug fixes, new features and breaking changes within the Code and the COUNTER API in line with COUNTER's continuous maintenance processes;
- Assisting in the development and maintenance of supportive technologies such as the Validation Tool;
- Responding to technical questions that are beyond the knowledge of the Executive Director;
- Evaluating the technical feasibility of suggestions for Code development put forward by the Advisory Group and Best Practice Working Groups.

## Composition of the Code Team

- The Team consists of between three and six technical experts who have implemented COUNTER as report providers, report consumers, or harvesting tool developers, plus the Executive Director;
- The Code Team has no fixed Chair; where meetings are required, the Chair will rotate between members;
- Members serve at their discretion;
- New members of the Team are appointed by existing Team members to ensure the level of technical expertise is maintained;
- The Executive Director may ask members of the Team who are inactive to step down.

## Working methods and communication

The Team is active on COUNTER's GitHub repository, collaborating on questions and issues within the repository as needed. The Executive Director shall also maintain an email list which facilitates easy communication by Team members outwith GitHub, and schedule meetings where the Team deems it necessary. While meetings are on no fixed schedule, the Executive Director will be in touch with Team members at least monthly.

Members are invited to attend meetings of the Advisory Committee and Best Practice Groups if they choose to do so. The Executive Director will provide comprehensive notes from all such meetings to the Code Team with indications of matters requiring their attention. A member of the Team may also be delegated to attend Executive Committee meetings where the Team feels it necessary to do so.