Europeana Network Association Management Board

MB Meeting 5 March 2019, 10:00 -12:00 CET
Europeana Head Office, <u>National Library of the Netherlands</u>, The Hague

Minutes

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA, Vice-chair), Fred Truyen (FT, Treasurer), Sara Di Giorgio (SdG), Stephan Bartholmei (SB), Harry Verwayen (HV), Zuzana Malicherova (ZM), Victor-Jan Vos (VJV), Gina van der Linden (GvdL), Isabel Crespo (IC), Emily D'Alterio (EdA), Julia Fallon (JF), Alba Irollo (AI), Gregory Markus (GM)

Apologies Erwin Verbruggen (EV)

Actions

➔ **Action 1: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro.**
➔ **Action 2: ZM/MB - to include Evaluation of Europeana and Innovation agenda as agenda points in the future MC meetings.**
➔ **Action 3: ZM/MB - to include a discussion point on communities and their peer-learning on the agenda of the next MB call.**
➔ **Action 4: ZM - to organize a virtual meeting of the Board with the community chairs and managers in June 2019.**
➔ **Action 5: MB - to reach a final decision on the length of period of community SG appointment.**
➔ **Action 6: SdG - to re-submit the TF proposal, MB to review it and approve/disapprove online.**
➔ **Action 7: ZM - to adjust TF proposal form and add point on consequences of the TF work for the EF.**

1. Review of minutes and pending actions from MB meeting 20 February

The minutes were reviewed and the action points from the previous meeting were completed.

➜ **Action 1**: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro.

2. Preparation of the MC meeting

● *MC meeting agenda*

The Board reviewed the MC meeting agenda. Some agenda points needed to be resolved, including the role of inactive WGs, especially the Library one, which never materialized.

At the MC meeting, FT will give a budget update and mention the number of MC meetings in 2019 as well as MC reimbursement rules. Since the 2019 budget might only allow for two physical meetings of the MC, the secretariat should organize a virtual meeting of the Board with the community chairs and managers in June 2019. GvdL will present the concept for AGM/Europeana conference 2019.

→ **Action 2**: ZM/MB - to include Evaluation of Europeana and Innovation agenda as agenda points in the future MC meetings.

→ **Action 3**: ZM/MB - to include a discussion point on communities and their peer-learning on the agenda of the next MB call.

→ **Action 4**: ZM - to organize a virtual meeting of the Board with the community chairs and managers in June 2019.

- *Outstanding issues prior to the MC meeting*

The goals of the meeting for communities is to have their 2019 work plans reviewed, and agree on the governance process for appointment of community steering groups (SG). The chair of the SG should be a member of the Council (can be a Board member), while the co-chair can be any active ENA member. The SG can have around three more members. During the MC meeting, Councillors can show their interest in these positions and make themselves known, but final decisions should be taken within one month after the meeting, unless the group can easily reach agreement and feel comfortable with appointing someone on the spot. If managers know highly suitable candidates for chairing, which will not be present at the meeting, they can send them an email and mention these candidates to their tables at the MC meeting. The Board would like to have a consistent and transparent process of SG appointment is place but it should also be flexible. Each community is different and at this moment mature enough to decide for itself. Chairs will regularly report to the MC since they are elected representatives, but the whole SG should be active and collectively responsible for community steering and oversight.

The Board invited the 5 community managers (AI, EdA, IC, JF, GM) to join the planning of the MC meeting. Each of them gave a brief update on the state of their community and SG.

Europeana Research: The EF team has been involved in long-term activities with partners prior to the existence of the community; since the launch of the community the SG has been trying to link these activities with ENA and integrate EF projects in the community, i.e. the Research community sits under the umbrella of Europeana Research as a whole. The community shall be advertised externally - as one of the opportunities identified in SWOT analysis - in order to collaborate with other networks (LIBER, DARIAH). The SG needs a new chair (MK stepping down), therefore the aim is to see which councillors would be interested, and possibly send email to other councillors that won't be present at the MC meeting.

Europeana Education community also sits under the umbrella of EF activities and has been trying to connect them with the ENA. Based on a recently run survey, it seems that most of the current community members are teachers and therefore the focus should be on them. There has been a disagreement among the SG members on the scope of activities (national vs pan-European level), and a possible misunderstanding of all the activities that have already been covered by the EF team.

The EF team is looking for more involvement in educational policies on national level, and asking for specific information sharing, that can broaden the work scope of their work. Partners of EF in education already cover pan-European organisations, commercial partners and governments as it is a broad market which differs a lot between countries. The community needs to think of activities that are meaningful and have value on practical level for teachers. The aim is to create synergy between efforts of EF and ENA, which can bring expertise and knowledge. The SG needs to (re-)appoint a chair and/or co-chair (JvdLR stepping down).

Europeana Communicators had to separate EF and ENA activities to make the community work well. The motivation to make people join the ENA and communities has contributed to transforming the current Pro pages. The community focuses on networking and sharing resources and involves communications professionals and enthusiasts. The community work plan can also help reaching EF goals, since it is also directly related to goals in Evaluation of Europeana. The SG has been working well together but will look for more members and decide if current chair and co-chair wish to stay in their role.

Europeana Impact activities have been led by the EF team, TF members and partners have been growing but have not yet taken shape, therefore ENA can be a good driving force for them. The current SG needs to be formally re-appointed. Once the new chair and co-chair is settled, the ENA members will be invited to join the SG.

Europeana Copyright will not have a table at the MC meeting due to the lack of present Councillors who would mainly be interested in it. JF will give an update on activities and invite Councillors to contact her if interested in the community and SG. The community will also reach out to ENA members in the next newsletter. PK will remain a chair for a few more months, his role will depend on the EU reform outcome but the SG would benefit from having him as a major Europeana and copyright advocate.

EuropeanaTech is well established and already has a formally approved work plan in place, which could serve as an example for the other communities. The SG members have distributed core areas of focus among themselves, but the appointment of a new chair and co-chair still needs to happen. The current SG will address it following the MC meeting.

The Board started a discussion on the length of period of community SG appointment. Some members favored annual (re-)appointment, others bi-annual.

→ **Action 5**: MB - to reach a final decision on the length of period of community SG appointment.

- *Budget update*

Budget of up to 4000 Euros is reserved for communities but it will not be given out automatically. The SGs have to come up with a plan that justifies the use of money. They should have the spending forecast arranged by summer, when the Board will review the overall community spending and re-allocate the unspent money of come communities to others that might need additional budget. The money doesn't need to be spent on TFs, it can cover meetings, webinars, softwares, etc.
Expenses on MC meetings depend on location, but based on calculations, on average we tend to spend around 300 Euros per person per travel.

- *Approval of new membership requests*

In the month of February, there were 52 membership requests, TvH will contact some of them that were questionable. Many requests came from teachers.

3. AOB

The Board discussed its role in the TF review once a community SG has decided to submit a TF proposal for funding. The members agreed that the review and approval should ensure that the proposal is in line with the ENA strategy and overall direction.

The Research TF proposal should be revised based on the Board's feedback on Basecamp and will be approved online within one month from now (regardless of having a new community SG installed or not).

The Board proposed that the TF proposal form should include a new standard element 'clarify what consequences the TF work will have for the EF'.

→ **Action 6**: SdG - to re-submit the TF proposal, MB to review it and approve/disapprove online.
→ **Action 7**: ZM - to adjust TF proposal form and add point on consequences of the TF work for the EF.