Paper 1B - Public Europeana Foundation Supervisory Board Meeting

February 23 2021
15h00 – 17h00 CET
Zoom

Public précis of minutes of 14 December 2020 Supervisory Board meeting

Action proposed: For Europeana Pro

Attendees

Elisabeth Niggemann (EN)

Joke van der Leeuw-Roord (JLR)

Marco de Niet (MdN)

Kerstin Herlt (KH)

Anne Torreggiani (AT)

Harry Verwayen (HV)

Shadi Ardalan (SA)

Apologies

Taja Vovk van Gaal (TVG)

Brid Dooley (BD)

Some discussions are omitted from the précis of the minutes as they are deemed confidential to the Supervisory Board at this point in time. The public meeting papers and documents referred to in these minutes can be seen on Europeana Pro.

I.   **Opening**

The meeting was held virtually on December 14 2020, chaired by Elisabeth Niggemann (EN). 5 members attended the meeting forming a quorum. The members who didn't attend the meeting provided feedback via email incorporated into the last section of the minutes. The proposed agenda was adopted.

II. Minutes, actions and decisions from 4 November meeting

The Board adopted the minutes of 4 November 2020 meeting Paper 1A, and the public précis of the minutes Paper 1B which will be published on [Europeana Pro](). Actions and decisions from the 4 November meeting are all complete.

III. Europeana Foundation governance

i. Statutes of Europeana Foundation
The deed of the amendment to the statutes has been executed and the statutes in Dutch language have been published on [Europeana Pro](). The English version of the statutes will also be shared on Pro.

ii. Advisory Board
The Vice Chair clarified that the Supervisory Board members are asked to attend the Advisory Board meetings if they can. Advisory Board meetings are the interface between the two boards to connect and interact.

iii. Dutch Chamber of Commerce registration
Most members of the Supervisory Board have been registered on Raad van Toezicht at the Dutch Chamber of Commerce[1]. Former Governing Board members: EN, JLR, BD and MdN have received or will receive a letter from the Chamber of Commerce concerning their deregistration as former Governing Board members (bestuurder).

iv. Proposal for process and timeline of regulations and internal rules
Based on the discussions with the former Governing Board, EN, JLR and HV will propose the internal rules and principles that define the framework, criteria and procedures through which the boards contribute to the management of the Foundation, and outline the powers, responsibilities, and the relationship among the boards. The SB will then review and discuss the proposal.

IV. Update and discussion on matters relevant to Europeana and the Foundation, (ideas, opportunities, concerns)

- Update on Europeana Network Association (ENA)

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[1] Postscript: All 7 members of the Supervisory Board and Harry Verwayen are regularly registered at the Dutch Chamber of Commerce as of 15 December 2020.

MdN presented the key aspects of the work of ENA to the new colleagues on the Board: ENA is a separate legal entity from the Foundation registered as a membership association in the Netherlands. Membership in ENA is free of charge and has an array of [benefits](). Currently ENA has [3365 members](). The Network receives a monthly newsletter. In 2020 around 900 new members applied to join the Network. Looking at the overview of the applicants, their motivations is an interesting read. Some of ENA's activities and achievements this year include: A membership campaign and survey was run earlier this year as a result of which ca. 1700 confirmed, 57 left, and 1230 didn't confirm their memberships. ENA impact assessment and satisfaction survey report has recently been published. This year we also created closer alignment with EAF and the Foundation, and collaborated in Europeana sense making workshops, EF-EAF-ENA position paper and EU consultation. ENA also set out its representation in EF's governance. Our core work at ENA sits with 6 communities: Communicators, Copyright, Education, Impact, Research and Tech. Despite the COVID-19 pandemic, they all made overall good progress in 2020 activity plans. All communities contributed to the Europeana2020 Conference. They are now devising the activity plans for 2021. Currently there are [8 taskforces and 3 working groups](). The ENA [Members Council election]() was held with 35 candidates for 9 seats. Key topics at our latest Members Council (MC) meeting were Digital Transformation (in COVID-19 times), Capacity Building Framework, Inclusivity & Diversity and Support for ENA Communities. The ENA Management Board (MB) meets monthly. Its main activities this year included the General Assembly at Europeana2020, annual report 2020 and activity plan for 2021, position paper on behalf of ENA on Inclusion & Diversity, preparations for a new MB in 2021, new chair and vice-chair. Three members of the ENA's MB including MdN will reach the end of their term and step down on the 31st of December. In January elections will be held to appoint two new MB members.

AT - When MdN steps down from his role on the MB, how is the connection between ENA and the Supervisory Board ensured?

MdN will continue to participate in MB meetings as an observer when topics relevant for the Supervisory Board are discussed. He will also remain a member of the MB and MC Basecamps to monitor the online discussions. The MB is also connected to the Foundation through HV and the EF staff who closely work with and support the MB. [Georgia Angelaki](), Vice Chair of ENA, makes the link between the MB and the Advisory Board.

- Update on Europeana Aggregators Forum (EAF)

  KH briefly introduced the EAF: EAF is not a legal entity and is smaller than ENA. In 2020 we built closer collaboration and alignment with ENA. We restructured[2] EAF Steering Group with three members: Marco Rendina, Sara di Giorgio, and myself. Zuzana Malicherova works with us as the secretariat of ENA and EAF. We will soon publish EAF's annual report 2020 and our activity plan 2021 will be shared in January. As part of 2020 activities, the EAF's recommendations for a MS and EC supported digital aggregation strategy was presented at the DCHE meeting in November. We issued a Joint position paper on EU consultation "Opportunities offered by digital technologies for the CHI sector". Two EAF General Assemblies were held in May and in October. 39 Europeana aggregators have been accredited. We will review our accreditation scheme in 2021. The EAF IIIF working group collaborates with the ENA Tech Community. We have a task force on aggregation policy and an Aggregators User Group that gives feedback on METIS, Pro, and Europeana Collections. A new task force is formed on capacity building called 'Train the trainers'. We follow up on the sense-making workshops and there will be a library working group in 2021.

V. Europeana Foundation management and operational update

- Europeana 2020

  The Europeana 2020 Conference was a great success in the way it was run in an online environment with an interesting lineup of speakers and trending topics of the moment. 900 participants were actively engaged. A keynote speech on cultural leadership turned into a rather difficult situation due to her choice of vocabulary and imagery deemed offensive by some participants, attracting criticism during and after the Conference - a reputation issue for both EF and ENA. The next day both ENA and EF issued statements and HV apologised at the closing of the Conference on behalf of the program committee. The week after we had a 'lean coffee' discussion with the EF staff to explain what happened and to understand how they felt about it. In a follow-up all staff meeting we clarified where we stand on diversity & inclusion (D&I), how we are keeping the positive, and how we transform progressively. We will formalise our internal D&I team. We will develop peer-to-peer workshops led by experts in the field to have a better and shared understanding of the challenges we face and develop a roadmap of actions and activities together with ENA and EAF. D&I will be a priority in our planning for 2021.

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[2] https://pro.europeana.eu/post/shaping-the-role-of-the-europeana-aggregators-forum-within-the-europeana-initiative

KH - The fact that the participants could discuss, chat and exchange different views was positive. The panellists agreed it was important to have this type of discussion. What happened shows how important the topic of D&I is.

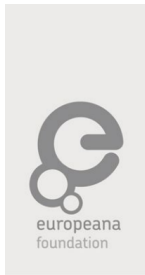- Europeana@work during the pandemic
Since March 2020 we have been in this emergency. With the onset of the pandemic, a (OFBYFOR ALL) cross team was formed to make sense of our experience of the COVID-19 crisis, explore what this could mean for our work culture, conduct surveys and run workshops with the office. The exercise was open, transparent, and collaborative and resulted in a report. We are addressing the issues along the way and are working on the basis that the situation will likely last for at least 6 more months. We've extended the work from home policy until May 1st. We have contributed to improving the staff home office environment with a one off net payment for 2020. To boost and support human interactions we organise internal events such as explainers, pub quizzes, workshops, etc. and we are working to introduce a 'Trust' person. We've also allowed staff to work from where they want. We are developing priority areas to focus on in 2021.

- Business plan and priorities for 2021
EF's main activities (85%) are guided by the Europeana DSI contract. A new tender for a 4 year contract will be introduced in Q4 2021. We can also decide which other projects to engage in and whether to adopt stances on current societal and political debates: climate change, digital divides, D&I and other pressing humanity/world issues. Our business plan 2021 should reflect these and for that we need the advice of the Advisory Board to establish what trends are most relevant to our mission to focus on. Using the McKinsey's Three Horizons Model: Horizon 1: Core Service Contract; Horizon 2: Extension of core service under the Generic Services and Horizon2020; Horizon 3: Participation in innovative and new activities. We will work with the SB, AB, ENA and EAF between January and March to establish the priorities and aim to publish the business plan in March/April. The more we are aligned with EAF and ENA in our general direction, the more we achieve in line with our shared strategy.

- Management report (September - October 2020) Paper 2
The Second year of the Core Service Platform (DSI-4) ended successfully in August 2020. The EC evaluated the progress and achievements over the past 12 months very well in all

major areas. Recommendations of the previous period were seen well addressed through appropriate actions.

V. Finance *& financial sustainability*

The Supervisory Board reviewed and discussed the Foundation's finances and financial stability, and approved the provisional budget 2021.

VI. Any other business and closing

The next Supervisory Board meeting is held on 23 February 2021, 3 to 5 p.m. CET. Key topics on the agenda include feedback from the Advisory Board meeting 2 and 4 February on planning and priorities for 2021; internal rules and regulations; chair/vice chair succession; final budget 2021.

Comments and questions from Board members who didn't attend the meeting
TVG via email - The report is clear and the planning is realistic. What do acronyms like CSP[3] and DSI[4] mean? The content accessibility/findability (improvement of the website experience) and the potential partnerships in education are key topics, in my view. Congratulations on the Europeana2020 Conference and the very interesting discussions.

BD via email - What did the redundancy payments in 2020 involve and why? The proposed budget for 2021 reads clearly. Were there costs for online conferencing in 2020 and where are these captured in the 2020 budget? Do you have similar costs accounted for in the event that EF cannot organise a physical event next year? Where are the physical conferencing costs accounted for in the annual budget?[5])

END

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[3] Europeana Core Platform Service
[4] Digital Service Infrastructure
[5] These questions are addressed in AV's basecamp post 16 December 2020