



## Europeana Network Association Management Board

MB Meeting 10/01/2017, 11:00-12:30 CET (virtual)

### MINUTES

#### Agenda

**Attendees** Max Kaiser (MK *Chair*), Merete Sanderhoff (MS *Vice-Chair*), Rolf Källman (RK), Joke van der Leeuw-Roord (JLR), Paul Keller (PK), Johan Oomen (JO), Shadi Ardalan (SA), Jill Cousins (JC), Aubéry Escande (AE), Zuzana Malicherova (ZM), Harry Verwayen (HV)

#### Apologies: -

- **ACTION 1: Europeana Office - to review the comments on minutes from the previous MB meeting from 14/12/2016 as soon as possible and share them.**
- **ACTION 2: The MB to discuss the schedule of its meetings for 2017**
- **ACTION 3: Europeana Office - to draft the MC agenda and to send it to MS and MK by 13 January.**
- **ACTION 4: Europeana Office - to set up a teleconference on 17 January to discuss the MC agenda; and to ask eight 2015 Councillors for a feedback/recommendations on the best way of integrating last's year lesson learnt.**
- **ACTION 5: JC - to review the document on ENA's approach toward the CEF mid-term evaluation, to be discussed in the next MB meeting in February.**
- **ACTION 6: MB - to have a session on how to involve the network, and on how to remind the councillors of their responsibilities.**
- **ACTION 7: MK - to provide feedback on ENA's input and draft response to EC Europeana evaluation roadmap by end of day 10 January. MdN to polish the document, the Europeana Office to share with MC for comments before 18 January.**
- **ACTION 8: WG on Europeana vision & Europeana Network Association mission - to have a meeting on 25 January.**
- **ACTION 9: TF, AE and EE - to review the process of approval of the 5 Task Forces proposal submissions, MB to agree/disagree on the new terms of reference upon the next MB (1 February).**

#### 1. Review of pending actions (recurrent) - MK

The MB reviewed the pending actions from the last MB meeting and there were no remaining ones. MK invited the MB to review the minutes from the MB meeting on 14/12/2016 before the end of the week.

→ **Action 1:** Europeana Office - to review the comments by the end of the week and share them with the MC.

#### 2. Major development updates: info and status - All

- *MB candidates list and elections/post elections process - RK/AE*

The official email was sent out on 10 January at 11:30. There are 8 candidates for election by the deadline on 17 January. The results will be reviewed on 18 and posted on the blog on 20 January. The councillors can cast up to 6 votes. The positions of chair, vice chair and treasurer will be discussed during the first MC meeting. The next MB meeting will be on 1 February at 11:00 with the aim of preparing the first MC meeting of the year.

→ **Action 2:** The MB to discuss the schedule of its meetings for 2017

- *Members Council kick off 21-22 February - All/AE*

Draft of the agenda of the MC meeting shall be produced and reviewed latest by 1 February. Once the agenda is agreed upon, it will be sent out to the MC. One of the goals is to provide a more suitable 'welcome' to the new councillors than in 2016 and to recycle the recommendations highlighted during the MB meeting in Riga. The idea is to have an awareness exercise as an ice-breaking point in the programme to welcome the new councillors.

→ **Action 3:** Europeana Office - to draft the MC agenda and to send it to MS and MK by 13 January.

→ **Action 4:** Europeana Office - to set up a teleconference on 17 January to discuss the MC agenda; and to ask eight 2015 Councillors for a feedback/recommendations on the best way of integrating last's year lesson learnt.

- *Copyright mandate update - PK*

It was adopted and is in use. There is going to be a stakeholder meeting in Brussels on 11 January of representatives of major copyrights holder organisations (around 25) in order to discuss how to address the issue in a more effective way.

- *CEF mid-term evaluation* and *ENA's approach - MK*

During the last meeting the members agreed on a common approach, although sustainability remains the questionable part of it.

→ **Action 5:** JC - to review the document and highlight fragments of interest to ENA, which will then be discussed in the next MB meeting on 1 February.

### **3. Councillors' engagement**

- *Communication*

AE shared Google analytics on blog overview and analysis with the MB and pointed the discrepancy between information related to the association/MB/MC and blogs

related to general Europeana activities such as metadata improvement, content re-use or policy positioning. At the moment, meeting minutes are displayed in the form of verbatims. Adding dedicated blogs on top of the scheduled 11 newsletters and 16 "Meet your Councillors" blogs planned in 2017 to highlight the new MC is challenging. AE proposed that the Communication WG was revived to address this concern.

→ **Action 6:** MB - to have a session on how to involve the network, and on how to remind the councillors of their responsibilities.

#### **4. Evaluation of Europeana by independent experts - All**

- *EC - Europeana evaluation roadmap, ENA's input and draft response*

Deadline for the response to Europeana Evaluation Roadmap on our side is 18 January (by Working Group on behalf of the Association). Draft is being made by Marco (MdN), ENA's response but will be shared with the MC for comment. ENA's response will be shared with the MC for comments. RK, MN, Ellen (EE), and JC have provided feedback.

→ **Action 7:** MK - to provide feedback, MdN to polish the document, the Europeana Office to share with MC for comments before 18 January, MK to submit to the EC on 18 January.

#### **5. Europeana vision & Europeana Network Association mission: progress - MK/MS/JC**

- *Input from MC meeting and next WG meeting*

JC emphasized the need to determine the procedure before the meeting in order to reach a high level of consensus. MK took the ownership, the vision and mission needs to be agreed upon at the February MC meeting.

→ **Action 8:** WG - to have a meeting on 25 January (everybody available, MS will try to attend at least for 1 hour).

#### **6. Taskforces and working groups**

- *TF and WG proposals*

Two Task Forces - IIIF and Benchmarking - approved and ready to start. The Terms Of Reference of Task Forces is currently being reviewed so that a new workflow can be implemented ASAP; the new setup suggests to break down to small groups of specialists who then report to the MC as a whole. This could be applied to the 5

submitted proposals currently waiting for formal approval. AE proposed to reintroduce submission of one task force by EF per year.

→ **Action 9:** TF, AE and EE - to review the process of approval of the 5 Task Force proposals submissions and submit it, MB to agree/disagree on the new terms of reference upon the next MB (1 February).

## **7. Recurrent agenda items - various**

- No new membership applications to be approved

## **8. AOB - All**

- Frequency of MB meetings

PK suggested to reduce the frequency of meetings to once in 6 weeks, but it needs to be agreed upon by the new MB.

- New statutes signed, JLR proposed to create a Working Group on statutes.
- Thank you for RK's great involvement and work over the last two years serving on the ENA Management Board.