



Europeana Network Association Members Council

Members Council Meeting 4 December, 2018
[Austrian National Library](#), Vienna, Austria

MINUTES

Venue

Austrian National Library - take the entrance at the Josefsplatz 1
Meeting room: [Augustinertrakt](#), room "Oratorium"

Minutes

[Minutes of last meeting](#) (5-6 July 2018, The Hague)

Councillors

Georgia Angelaki (GA), Stephan Bartholmei (SB), Erik Buelinckx (EBu), Francesca Di Donato (FdD), Kate Fernie (KF), Sara Di Giorgio (SdG), Sergiu Gordea (SG), Susan Hazan (SJH), Max Kaiser (MK), Paul Keller (PK), Vera Kriezi (VK), Jef Malliet (JM), Marco de Niet (MdN), Cristina Roiu (CR), Merete Sanderhoff (MS), Peter Soemers (PS), Marco Streefkerk (MSt), Olimpia Curta (OC), Karin Glasemann (KG), Wim van Dongen (WvD), Julia Katona (JK), Lars Rogstad (LR), Sorina Stanca (SS), Antje Schmidt (AS), Romain Wenz (RW), Uldis Zarins (UZ)

Europeana office

Harry Verwayen (HV), Zuzana Malicherova (ZM), Victor-Jan Vos (VJV), Gina van der Linden (GvdL)

Apologies

Laura Carletti (LC), Barbara Fischer (BF), Ellen Euler (EE), Sanja Halling (SH), Gill Hamilton (GHa), George Homs (GHo), Joke van der Leeuw-Roord (JvdLR), Lizzy Jongma (LJ), Johan Oomen (JO), Fred Truyen (FT)

1. Welcome, apologies, setting the scene

MS welcomed everyone to the last meeting of the current Council (prior to the 2018 elections of 28 new Councillors) and the third one in 2018. The main focus of this meeting was to work on the Network communities, including approval of formal terms of reference and setting of work plans for 2019. Formal review of the new process for Task Forces, and formalities for the [AGM and General Assembly 2018](#), taking place the following day, was also on the agenda.

- **Minutes and actions from previous meeting**

The Council reviewed action points of the previous meeting and approved them together with the meeting minutes.

→ **Action 1: ZM - to produce the minutes of this meeting and share it with the MC and on Pro.**

2. Looking back: ENA engagement in 2018

[Presentation](#) and plenary discussion lead by UZ

- **Communities: Recap on communities' work progress since July**

All the present community chairs or vice-chairs gave an update on the latest developments and work progress in each of the [six ENA communities](#). Each of them has put in place various communication channels and/or newsletters.

EuropeanaTech

Community has been very active primarily using the mailing list of over 1000 members. The Steering Group has started discussing work plans for 2019, which will include new Task Forces and focus on 3D content.

Europeana Copyright

Community members actively participated in various calls to action such as [copyright terms translation trial](#) and reviewal of the revised [Europeana Data Exchange Agreement](#). The [Copyright Working Group](#)'s mandate of the past two years was to work on the EU copyright reform. The next step that the community members could take part in would be to follow-up on the outcome of the reform.

Europeana Impact

Community efforts focused on carrying out and assessing 10 case studies. [Five of them](#) were already published, and some were reviewed by the community members. The next part of the [Playbook](#) was in the working process. October 2018 was an 'Impact month' on Pro website.

Europeana Research

The community aims to facilitate reuse of CH content by researchers, and to be active in developing joint research projects and emerging initiatives such as labs in various institutions. The [Research Advisory Board](#) decided that it will merge with the community.

Europeana Education

Education has been transforming from the traditional market of Europeana steered by the EF to becoming an ENA community. The aim has been to link the EF education partners with ENA and bring people together from different areas into a community. The Steering Group has created a questionnaire to see what the common interests of the community members are.

Europeana Communicators Group

Community aims to gather professionals involved in communications and DCH, to share best practices, to actively take part in digital transformation, and make activities of Europeana be part of lives of ordinary people. There are currently 69 community members active on social media, but they suffer from a language barrier.

- **Review & approval of the [communities terms of reference](#)**

UZ presented the proposed formal Communities terms of reference to the Council for discussion and approval. UZ explained that during the transitional period (March - December 2018) the Secretariat and the MB felt the need to take on the leadership role in starting the process of building communities and getting them to work, but from now on this should be the shared responsibility of the MB and MC.

During the lunch break the Council formed a working group to address remaining issues and revise the proposed terms of reference with an aim to keep the rules as simple and flexible as possible.

Remaining issues and proposed solutions:

- *Not all the six communities are equally represented in the MC*
→ the composition of the new Council is still questionable, but 36 Councillors is a number high enough to cover the Council's interest in all the communities.
- *Electoral process and term for Steering Groups*
→ Unless there are explicit problems, Councillors with specific interest and expertise can chair the communities until they step down from their role - then new chairs can be elected. It was decided to keep the electoral process and term flexible, also in light of the fact that most of the Councillors start and end their term in different periods, which guarantees exchange of roles.
- *Role of community Working Groups vs Steering Groups*
→ The Steering Groups are in charge of running the communities, while Working Groups can address long-term issues within communities. Additionally, some Working Groups belong only to the MC, such as Governance WG, and others may belong only to the EF and not be related to ENA.

The majority opinion was that the communities should evolve in a natural way given basic work mechanisms, and that the procedures should be more formalized only if there is a need for it. The focus should be on the actual work of the communities instead of having too much discussion on the formal structure and the process. The Council approved the communities terms of reference and agreed it to be its stepping stone of the period of 2017-2018.

- **Task Forces: Approval of the new [Task Force evaluation process](#)**

UZ explained the revised process for approval and evaluation of Task Forces. Councillors agreed that Task Forces can be groups where various interests overlap and the members collaborate across different funding structures (EF, ENA, separate [project funding](#)) if it is useful for ENA or a specific

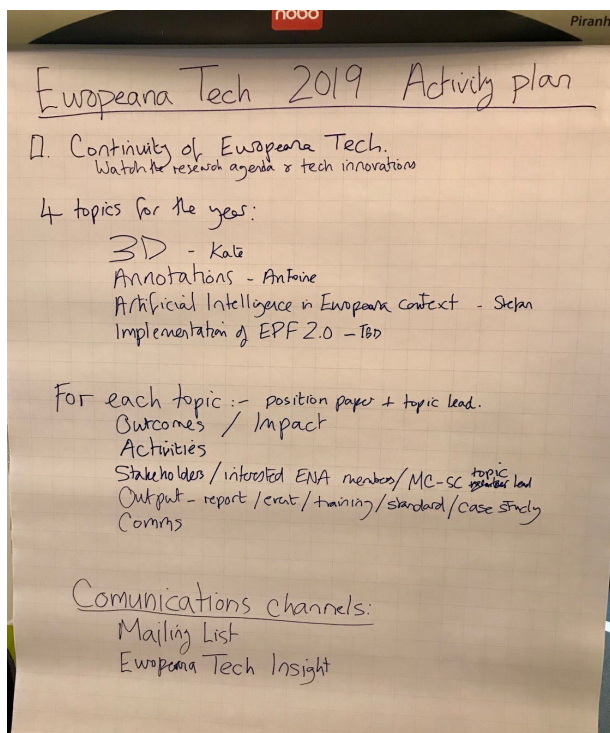
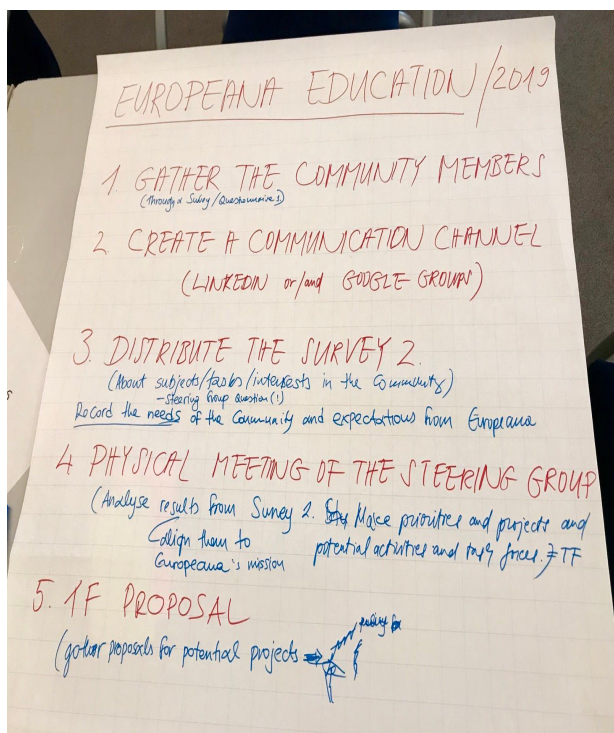
community: e.g. one of the new TFs of the Tech community shall focus on the same topic as the work of the EF and some of the European Commission's [Generic Services projects](#). It is therefore desirable to connect these efforts and promote this kind of collaboration. The Council approved the new Task Force terms of reference.

→ **Action 2: Europeana Office/MB - to add a time slot to every MC meeting to inform the Council and thereby the communities about the projects Europeana is involved in.**

→ **Action 3: Community Steering Groups - to consider using existing resources of Europeana such as Impact playbook to assess the impact of the Task Force work and applicability of the Task Force work results.**

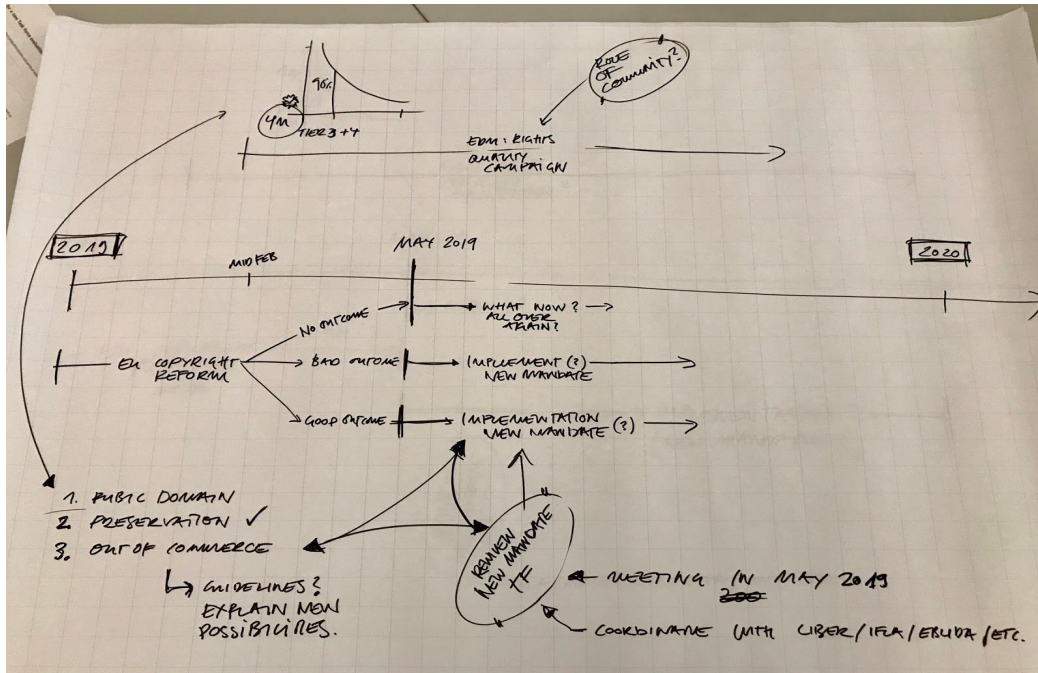
3. AGM 'Community pitches & panel discussions' - MC preparing the AGM session

Councillors were divided into six groups, each representing one of the six communities and led by the present chairs/co-chairs. Each group discussed the current and future direction and vision for their community, together with key topics and issues the chairs consider to be relevant and worth discussion. Each table came up with a tentative community work plan for 2019, ideas for possible Task Forces and ways to involve the ENA members more actively.

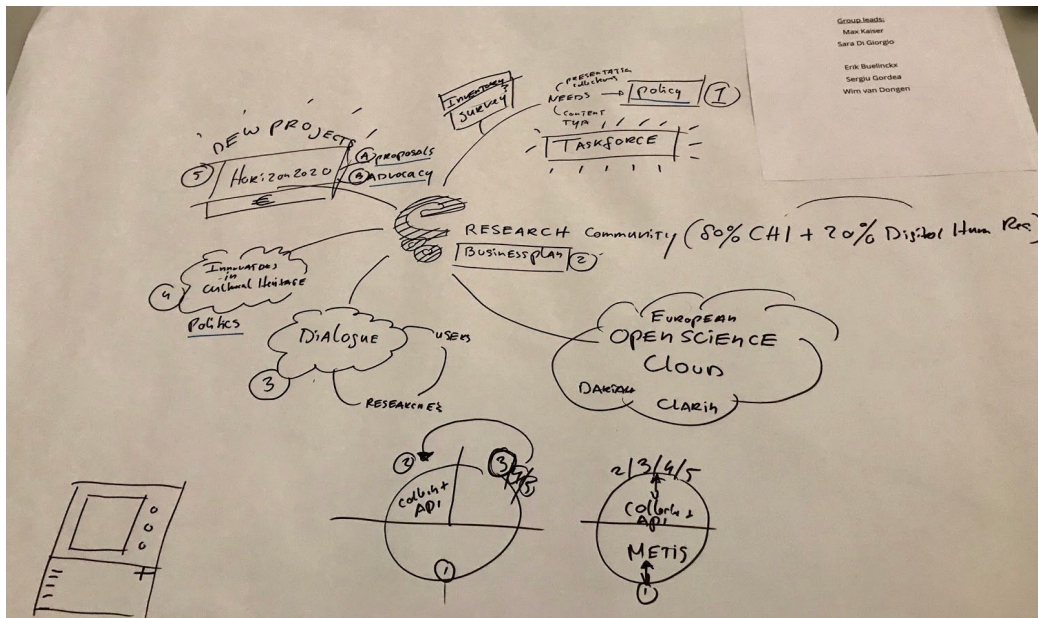


MdN explained the concept of the [community panel discussion](#) that he was going to moderate at the AGM 2018 the following day. Subsequently, he steered the process of every table presenting their outcomes and the discussion that followed in preparation for the [AGM 2018](#).

Europeana Copyright



Europeana Research



[Communicators Group](#) and [Europeana Impact](#) group continued working on the community documents they had started previously.

4. Looking back and looking forward: reflection on the past 2 years and on what's next

In a plenary setting, all the present Councillors were given 1-2 minutes to reflect on their electoral term and provided individual contributions regarding successes of and lessons learnt for the Council and the ENA in the past two years. The provided input was collected using [Mentimeter](#). Beside the suggestions for improvement of work of the ENA Secretariat in terms of information management, communication tools and Pro website, the Councillors came up with the following general suggestions for improvement in 2019 and beyond:

- Councillors should communicate more regularly in-between the Council meetings and actively work on tasks agreed upon during the meetings in order to keep the momentum.
- Both bottom-up and top-down communication flow and consultation opportunities should be more frequent and more efficient.
- Activities of the Council and the ENA should be more connected and better synchronized with those of the Europeana Foundation.
- During the meetings, issues should be discussed and decisions should be taken more efficiently in an effort to avoid repeated, lengthy discussions and approval processes when it comes to formalities.
- If the budget allows, there should be more or longer meetings, possibly in smaller scale (within community framework)
- The MB should provide a regular update on the activities and important decisions taken at the Europeana Foundation Governing Board.
- ENA Communities' Steering Groups should communicate with each other and exchange practices and results on a regular basis.
- Councillors should work together towards reinforcing a community feel.
- There should be less hierarchy, and more collaborative approach of the MB towards the MC.
- Councillors should engage in more advocacy and outreach activities for the ENA.
- In order to remain active in their role, the Councillors should try to connect their daily work with the work of ENA and the MC.

During this session, the present Councillors worked together in the same six breakout groups on formulating a [common message](#) for newly elected Council. The common combined message will be saved and presented to the new Council in their first meeting in 2019.

→ **Action 4: Europeana Office - to revise the Pro page in order to make important documents more easily findable, possibly add comment section to the blogs and, create an Alumni page.**

→ **Action 5: Europeana Office - to think about a new communication channel other than Basecamp, and about new design thinking tools for the meetings.**

→ **Action 6: MB - to provide a regular update on the activities and important decisions taken at the EF Governing Board.**

→ **Action 7: Communities' Steering Groups - to communicate with each other and exchange practices and results on a regular basis.**

→ **Action 8: Councillors - to communicate regularly in-between the Council meetings and actively work on tasks agreed upon during the meetings.**

5. Relation between the DCHE Sub-group and the new MC & MB

On 3 december, the Board decided that in order for the MB and the MC to keep informed and consulted about the activities of the DCHE Sub-group, MS should be contacted by the new MB and

attend their calls before (and possibly after) the Sub-group meetings. In that way, MS can have a special status of an observer/non-voting member of the MB, hear the concerns of the Board on behalf of the ENA and report back about the latest developments before and after the Sub-group meeting (approximately four times a year). This will allow the ENA to have a voice in the Sub-group. The minutes and presentations of the DCHE and the Subgroup are regularly added on the [European Commission's website](#) following their latest meeting. The Council formally approved this decision.

→ **Action 9: Europeana Office/MB - to share the latest information and minutes of the DCHE Sub-group meetings with the MC online (Basecamp) and during MC meetings whenever available.**

6. GA preparation and meeting wrap up

- **ENA budget 2018 and forecast for 2019**

PK presented the Council with the final stand of the ENA budget for 2017 and 2018, and the forecasted budget for 2019. The newly elected Board can redistribute the budget if needed, depending on the community and Task Force related needs, as well as whether The Hague will remain the cheapest meeting option, depending on where most of the newly elected Councillors will come from.

The Council discussed the planning of the AGM and GA session on 5 December. MS would introduce the community concept, followed by MdN moderating the communities panel session. Attendees would then have an opportunity to talk to the community managers and chairs during lunch. Launch of the communities should be presented as a big achievement of this MC and MB.

- **Formal approval of Association's Annual Report 2018 and Activity Plan 2019**

The Council approved both the Annual Report 2018 and Activity Plan 2019, but suggested the revision of the Activity Plan by adding more substance and concrete dates to it in terms of community work plans as soon as the information would be available.

→ **Action 10: Europeana Office - to revise Activity Plan 2019 and add more information to it.**

- **Members Council elections 2018: voting procedure**

JM explained the next steps and voting procedure of the upcoming MC and MB elections and invited everyone to vote. The leaving Board members will attend the first (physical) meeting of the new Board on 20 February. The first MC meeting of 2019 will take place in March probably in The Hague.

- **Meeting wrap-up**

MS wrapped up the meeting by thanking all the Councillors for their work and contributions in the past two years, wished good luck to those who have stepped forward for re-election and said goodbye to the leaving Councillors. The present Board members said goodbye to the Council in a festive mode - with Sacher Torte and champagne.