



## Europeana Network Association Members Council

### TASK FORCE TERMS OF REFERENCE

*Task Forces* are set up to allow members of the Europeana Network Association to take on specific subjects or areas of common interest to the digital heritage field and the *running Business Plan*. They run for a limited period of time (usually for six to nine months) and result in the delivery of a set of publishable recommendations on their subject. The work and budget of Task Forces are overseen by the Europeana Network Association Members Council.

Working Groups, on the other hand, are set up to facilitate ongoing discussions on topics of interest to (a group of) network members; Working Groups are proposed and led by a member of the Members Council (MC).

### Requirements

**Initiative** Task Forces are proposed and chaired by a member of the Association.

**Membership** Task Forces can have up to 10 members, including the Chair, at least 1 Councillor, 1 Europeana Staff representative, and 2 open seats to be advertised to the Association. The Chair decides about the composition of the group. All members need to be Association members.

**Goal** Task Forces contribute to Europeana's strategic goals as outlined in the *running Business Plan*.

**Output** Task Forces produce actionable recommendations by the end of their mandate. These recommendations will be peer-reviewed by at least two representatives of the Members Council, and should support the development of the next Europeana Business Plan.

**Dissemination** Task Forces are encouraged to disseminate and promote their recommendations through (Europeana Pro) blogs, circulation to stakeholders and relevant communities, Twitter campaigns, etc. Task Forces are also encouraged to publish their recommendations in sector-related journals or submit them as conference papers. Chairs should liaise with the Europeana Office representative on the Task Force and the Network Coordinator to make sure relevant awareness supports the publication of the recommendations. All recommendations are stored on *Europeana Pro*.

**Way of working** Task Forces accomplish most of their work either virtually or through a maximum of two physical meetings. They are overseen by the Members Council and supported by the Network Coordinator in the Europeana Office. Regular updates on progress, as well as a mid-term report after the first meeting, should be sent to the Europeana Network Coordinator.

**Timeframe** Task Forces run for a limited period of time, with a maximum of 9 months.

**Budget** Task Forces are reimbursed for travel and accommodation expenses of two physical meetings at most, with a total maximum of € 7,500. Proposals for a physical meeting must be approved by the Network Coordinator in advance of any booking. Expenses will be reimbursed on an individual basis, according to the Europeana *reimbursement rules*, and only if a filled-in *attendance form* is presented to the Network Coordinator after the meeting. Note that costs for catering and venue hire cannot be covered; these have to be covered by the hosting institution.

Any expenses other than travel and subsistence costs will have to be approved by the Network Coordinator in advance.

**Communications** Task Forces use [Basecamp](#) as their platform for communication.

**Setting up a Task Force** Proposals for new Task Forces can be submitted to the Members Council at any point during the year, by filling out [this form](#) and sending it to the [Europeana Office](#). The Members Council will review the proposal using [the Task Force evaluation form](#), and the Chair will be informed of their decision: approval, approval conditional on specified revisions, or rejection. If accepted, the Task Force will be advertised to the Association to fill the two open seats. Task Forces can be submitted again at a later stage during the running year if resources are unavailable at the initial moment of submission.

## Roles and responsibilities

**Chair** proposes the Task Force, oversees it and makes sure the recommendations are delivered, reviewed, approved and published. He/She provides information on Task Force progress through the [mid-term report](#), and next steps at appropriate meetings (e.g. the AGM).

**Members Council representative** maintains the link between the Task Force and the Association. He/She is also responsible for updating the Members Council about Task Force progress at meetings and, if necessary and after liaising with the MB, prompting the Task Force to meet its objectives in case these are not being met.

**Europeana office representative** acts as the liaison between the Task Force and the Network Coordinator, and provides admin support to the Task Force. Concretely, he/she

- Ensures all members of the Task Force are registered as Association members and makes sure the Task Force membership list is kept up to date
- Informs the Network Coordinator in advance of the dates and location of physical Task Force meetings, for approval
- Makes sure the [attendance form](#) is signed for every meeting
- Updates the Network Coordinator on progress after each meeting
- Ensures the Task Force abides to the [reimbursement rules](#) and remains within budget
- Makes sure the Task Force uses Basecamp as its sole platform for communications
- Keeps the Task Force page on Europeana Pro updated
- Communicating about the Task Force to the rest of the Europeana office

**Network Coordinator** aligns and coordinates communications between the Association, Members Council and Task Force Chairs; helps coordinate meetings; supports financial planning; makes sure recommendations are being peer-reviewed; reports Task Force updates/outcomes to the Association.

## Questions?

Get in touch with us at [network@europeana.eu](mailto:network@europeana.eu).