

Am Do 15.02.2018 zwischen 15.00 und 17.00 Uhr finden Wartungsarbeiten am Confluence-Wiki statt. Dadurch ist der Dienst nicht erreichbar. On 15.02.2018 between 15.00 and 17.00 the Confluence-Wiki is being maintained. The service won't be accessible.



DARIAH-EU / ... / Administration and templates - Working Group

Concept and Procedures - Working Groups

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DARIAH Policy statement

Working Groups in DARIAH – concept and procedures

Author: BoD (Board of Directors), with support from CIO (Chief Integration Officer)

Status: Approved by JRC ([Joint Research Committee](#))

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Introduction

This document is a draft for a policy statement on working groups that the Board of Directors (BoD) would like to issue shortly so that we can put working group proposals in place. It is based both on the below recommendations made by the WGEV (Working Group on the Evaluation of VCCs) and the feedback received from the participants at the Rome meetings in September 2014, in particular from the NCC.

Recommendations of the WGEV:

The current structure of the VCCs is too static for many DARIAH participants:

1. The WGEV has proposed and implemented some changes to the DARIAH ERIC Statutes to make the VCC structure more flexible.
2. The WGEV proposes to change the current VCC tasks. The tasks should not be defined by the VCC Heads or by the Board of Directors (BoD), but should be established by the DARIAH community itself. We suggest to use the Research Data Alliance (RDA) working group / interest group structure and have defined an associated life-cycle.

This document intends to provide the basis for:

- a) implementing a truly coordinated bottom-up participation in DARIAH and
- b) ensure that services (in the continuation of the work carried out in the recent years within VCCs and tasks) can be deployed in an efficient way.

DARIAH-EU Virtual Competency Centre and Working Group Framework

Organisational levels

There are 2 levels: 1) the Virtual Competency Centre (VCC) and 2) the Working Group (WG). The model is based on the Research Data Alliance (RDA) model. However, in future, it might be necessary to refine the framework and implement for example new level(s) between the VCCs and WGs (possible example: Interest Groups like in RDA).

VCC level	E-infrastructure	Research and Education	Content Management	Advocacy and outreach	Other
General description, which should define the working area/the focus/the topic of the working groups	To establish a shared technology platform for A+H research	To expose and share researcher's knowledge, methodologies and expertise	To expose and share scholarly content	To interface with key influencers in/for A+H	General description
WG-Level	WG1 = Preservation	WG3	WG6 = Standards	WG8	WG10
	WG2	WG4	WG7 – Certification	WG9	
		WG5			

Virtual Competency Centre (VCC)

The VCC level defines the strategic areas and topics that need to be worked on according to the DARIAH high-level principles. Each VCC is a kind of hook, which the WGs can latch on to. The VCCs provide sustainability, incorporate the outcomes of the WGs, and are

responsible for the communication. The VCCs also help to coordinate and assess: 1) new working groups, 2) the in-kind contributions of the DARIAH-EU members and 3) EU-calls (e.g. Horizon2020)

1. Life cycle of a VCC - The creation, merging, dissolution, etc. of VCCs is proposed by the JRC and approved by the Board of Directors (BoD), after consultation with the Senior Management Team (SMT).

2. Evaluation and Feedback - Each year, the General Assembly (GA) will evaluate the VCC activities (as stated in the Statutes). A discussion forum can be dedicated to each VCC, the VCC Heads will moderate this discussion forum.

3. Roles - The VCC Heads together with the CIO (the Chair of the JRC) form the JRC (Joint Research Committee). The JRC:

- ensures that each WG takes place (i.e. at least one JRC member would have to attend the WG meetings, encourage the WG to disseminate the results of their work on the suggested forums, etc.).
- plays an important role in the coordination of the in-kind contributions.
- assesses and coordinates participation in (EU) funding calls (e.g. Horizon2020).

The BoD will appoint the VCC Chairs (the organisation) and associated VCC Heads (persons), after consultation with the SMT.

Working Group (WG)

The Working Group level enables an organisational structure, which is not just flexible and dynamic, but also driven by feedback and helps DARIAH to be sustainable.

The Work Groups (WGs) are self-organised structures with a name, definition, objectives/goals, in-kind budget, operating mode and communication means. They are the embodiment for all joint activities in the DARIAH-ERIC; complementary to individual contributions from DARIAH Members. The WGs are led by DARIAH partners. Everyone that has expressed their interest in working on a common goal or problem within or across VCCs can become member of a WG. The forming of a WG is a bottom up approach. There are no limits to the number of WGs. Some of the WGs will be roughly equivalent to the former VCC-“tasks”.

Goal

Working groups should lead to services, which are available for the whole DARIAH community; scholarly, technical, editorial and/or organisational. They could also be contributions for building up/extending the infrastructure. Working groups are based on a three-step approach: concept -> implementation -> service

1. **concept.** Activities include *developing* a concept for the WG, aggregate participants and means, define work plan. Outcome is a proposal that meets the WG requirements.
2. **implementation.** Activities include *integrating* efforts, prepare operational phase, connect to user communities. Outcomes are the deliverables.
3. **service.** Activities include *enabling* provision of service (hosting, funding), communicate, expand coverage (membership, communities), manage evolution of service. Outcome is that the deliverables are published (expertise, standard, ..), hosted (events) or operational (service).

There are no specific criteria for WG's at this stage, but criteria will be developed over time. At the moment you can find inspiration in the [DARIAH Mission](#), the High Level Principles (will be available soon) and [DARIAH priorities 2015-2016](#).

Life Cycle

Formation:

- DARIAH Partners interested in working on a common goal or problem within or across VCCs form a working group and appoint a WG chair (appointing a co-chair is optional).
- The chair (and possible co-chair) are always DARIAH partners.
- A WG includes partner institutions from at least three different countries. The JRC can suggest exceptions which are authorised by the BoD.
- Partners:
 - can include future users for the service, not just providers;
 - have a relation to existing projects or initiatives;
 - can also include experts outside the DARIAH membership on their own expenses

Proposal:

- The WG chair drafts a [DARIAH Working Group Proposal](#) and chooses the VCC with which his/her WG will be associated.
- The VCC and VCC head contribute to the preparation of the proposal.
- The CIO team can facilitate the organisation of a WG by:
 - Advising the appropriate VCC Head and the WG (co)chair
 - Providing a [WG proposal template](#)
 - Informing the DARIAH community of the initiation of a new WG; Preliminary proposals can be publicised to attract interest within the DARIAH network.
 - Helping to search for other DARIAH partners that would like to join the new group

Validation:

- Send the WG proposal to the CIO team: dariah-cio@dariah.eu
- The CIO team will place the proposal on the agenda of the following JRC meeting (frequency: monthly)
- JRC will check consistency across all VCC's and the balance amongst the partners;

- CIO sends the proposal including the JRC advice to BoD and informs NCC
- BoD will check coherency with the mission of DARIAH and approves or rejects the WG proposal, or may ask for changes and/or improvements within two weeks of receiving the documents from the CIO.
- If the BoD rejects the case statement the BoD shall provide their motivation for this decision in writing which will be sent to the SMT together with the WG case statement for a final (and definite) decision.

Execution:

- During the execution of a WG other DARIAH partners may ask to join the WG. Inclusion is decided upon by the WG.
- The WG uses the DARIAH wiki as a workspace for documentation etc.
- The results are presented/delivered according to the timetable fixed by the WG;
- The results are presented at the General VCC meeting(s).
- Progress is **reported** on a quaterly basis.

Evaluation

- The results of the WG's will be assessed yearly (light-weight) according to the goals set by WG; proposal for evolution, new agenda, change of stage, disbanding. Each VCC is in charge of providing an overview of the progress of its WGs.
- CIO collects assessments and VCC overviews and places them on the agenda of the JRC for advice
- CIO sends the assessments including the JRC advice to the SMT for approval, rejection or request for changes and/or improvements
- SMT will inform JRC, NCC and BoD on outcome.

Roles

WG chair: responsible for the daily running of the WG.

WG co-chair: deputy for WG chair

WG members: carry out the work as stipulated in the WG proposal.

VCC head: acts as sounding board and has a coaching role for WG.

CIO: linking pin between the BoD, the SMT and the WG.

Communication

DARIAH-EU commits itself to giving visibility to the results achieved by the WG.

Working groups are expected to:

- Place at least one news item **a year on** the DARIAH-EU portal.
- Show WG activities via the DARIAH wiki and by doing so keep DARIAH management and DARIAH community updated.

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