Terms of Reference: Europeana Network Association Task Forces

Task Forces are instruments to solve a specific, time limited task.

Task Forces (TFs) serve a dual purpose for Europeana: 1) they are the way for the Network to influence Europeana operation, policy, strategy and direction; 2) they are a method of Europeana to fulfil requirements from the Business Plan or the Europeana DSI funding framework.

TFs formally belong to the ENA communities, depending on their focus and topic of interest. A Community is a group of ENA members that work together to cultivate and share knowledge, expertise and best practices around a specific area of common interest that is relevant for Europeana.

Every community has a Steering Group as a representative body, composed of a community manager (Europeana Foundation/partner organisation under Europeana DSI) performing an organisational role, and a community chair and co-chair. The community chair and co-chair have a representative role and are responsible for mobilizing and leading the community members on behalf of the ENA Management Board (MB) and Members Council (MC). They are also responsible for the communication process - including TF-related - between the community and the MB and the MC. The community manager and the chair consult issues and make decisions together regarding the community work and steering of the community TF activities.

Proposals for TFs should come from ENA members either from within the ENA communities focusing on specific community-related needs, or from outside of the community framework addressing needs of the Network at large.

A. Approval process

1. Any Network member can propose a TF by submitting the proposal to the community chair directly in case the proposal comes from within the community, or via the Network Secretariat (Europeana Foundation staff) in case the TF does not explicitly fit within any community[1].

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[1] If there is a proposal that the Board, the Council or the Foundation find very relevant but does not reflect the scope of focus of the assigned community, the proposal can still be approved and the TF can run. In this

2. The community Steering Group reviews the proposal[2], and if necessary, requests additional clarifications from the TF proposer. The Group also requests comments from the Foundation's appropriate staff on practical implementation of the projected outcomes and may subsequently ask for adjustments to the TF proposal.
Responsible and accountable: Steering Group + TF proposer

3. Based on these consultations, and if in agreement with the Steering group, the chair/vice-chair approaches the MB with a request for a formal TF approval. The MB assesses the available budget assigned to the specific community[3].
Responsible: Community chair/vice-chair, Accountable: MB

4. The MB can request additional adjustments to the proposal. If there are reasonable resources available for the TF to run and the MB has no additional concerns in relation to the proposal, the MB approves the TF proposal.
Responsible: Community chair/vice-chair, Accountable: MB

5. On behalf of the community, the community chair or vice-chair informs the MC about the TF approval.
Responsible: Community chair/vice-chair, Accountable: MB

B. Evaluation process of TF interim and final results

1. TF demonstrates its work progress in form of a mid-term and final blog published on Pro website (via the Office).
Responsible: Steering Group + TF chair, Accountable: MB

2. Beside the blogs, the TF is required to deliver its final recommendations in form of a report. The Secretariat communicates the report to the MC via Basecamp. The Councillors have a period of one month to provide feedback to the submitted report, and the TF chair or the councillor that belongs to the TF should be available to address any queries. The Council can request changes to the report and the TF chair is required to incorporate the changes to it within one month following the review. If there are no objections, and if the requested changes have been implemented, the report is considered approved.
Responsible: Steering Group + TF chair, Accountable: MC

3. Within a sufficient time frame and in light of given possibilities, the final report should include an evaluation of the Europeana Foundation staff on how the TF results can be implemented in Europeana's operation or policy, including a timeline of implementation.
Responsible: Steering Group + TF chair, Accountable: Secretariat

4. The final recommendations of the TF should be communicated by the MB to the Foundation and to the European Commission, and published on Europeana Pro website.
Responsible: Steering Group + TF chair, Accountable: MB

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case the Secretariat informs the Board, which then approves or rejects the proposal in light of the available budget and subsequently informs the Council.
[2] The chair and the manager can assign up to three community members with a specific expertise in given topic to review the proposal and decide based on their recommendations.
[3] The Board is responsible for an efficient, transparent and fair decision-making when it comes to TF budget, approvals and reviews.