



Europeana Network Association Management Board

MB Meeting 01/02/2017, 11:00-12:30 CET (virtual)

MINUTES

Agenda

Attendees Max Kaiser (MK *Chair*), Merete Sanderhoff (MS *Vice-Chair*), Joke van der Leeuw-Roord (JLR), Johan Oomen (JO), Uldis Zarins (UZ), Jill Cousins (JC), Aubéry Escande (AE), Zuzana Malicherova (ZM), Harry Verwayen (HV)

Apologies: Paul Keller (PK)

- **ACTION 1: Europeana Office - to produce a clean version of minutes from the previous MB meeting from 10/01/2017 and share them with the MC and on Pro.**
- **ACTION 2: Europeana Office - to send a new invite for the monthly MB call taking place over the next 2 years.**
- **ACTION 3: AE and UZ - to accept latest suggestions and generate a clean version of "our aspiration and approach" and share it with MB by 2 February COB.**
- **ACTION 4: Europeana Office - to link "our aspiration and approach" document to the MC agenda and circulate it on 3 February.**
- **ACTION 5: UZ - to prompt Councillors on Basecamp following the MC Agenda circulation.**
- **ACTION 6: MS/MK - to review "our aspiration and approach" version for the EF Governing Board by 8 February.**
- **ACTION 7: AE - to circulate the revised Task Forces' Terms of Reference by 2 February COB, MB to have it approved by 3 February.**
- **ACTION 8: Europeana Office - to select and contact Councillors to review the TF proposals in the week of 6 February.**
- **ACTION 9: JLR - to make an open call to invite the Councillors to join the #AllezCulture 2017 campaign in advance before the MC meeting.**
- **ACTION 10: Europeana Office - to circulate the MC meeting agenda by 3 February.**
- **ACTION 11: AE - to contact Jef Malliet for the TF presentation during the MC meeting in Ellen Euler's absence.**
- **ACTION 12: UZ - at the MC meeting: to explain the Europeana aspiration and approach and clarify how the elements from Riga meeting were integrated - formal approval of the MC to follow.**
- **ACTION 13: UZ - to assist JLR with the membership request review from now on.**
- **ACTION 14: MS - to share the Impact Assessment document with MB by 3 February, MB to review and comment by 8 February, to reach final approval by 17 February.**
- **ACTION 15: MK - to post a message informing the MC about MB Executives decision on Basecamp on 1 February.**
- **ACTION 16: Europeana Office - to post blog on MS as the new Chair on 13 February.**

1. Review of pending actions (recurrent) - MK

- *Review of pending actions and minutes of MB call of 10/01*

The pending actions were addressed during the meeting, the rest of them had been resolved. The minutes of the last meeting were approved.

→ **Action 1: Europeana Office - to produce a clean version of minutes from the previous MB meeting from 10/01/2017 and share them with the MC, and on Pro.**

2. Set-up of the new MB executives: Chair, Vice-Chair, Treasurer

MS was appointed the new Chair, MK the new Vice-Chair, and PK remains the Treasurer of the Board as of 1 February. MK and MS agreed to switch their roles of a Chair and Vice-Chair in order to bring an element of change into the way the board is being run, and to re-distribute the workload between them. MS wishes to maintain a close cooperation among all the Board members. MS will not be able to participate in the next Foundation GB meeting on 27 February but will provide input for the background documents if needed.

3. Agreement on MB meetings schedule for 2017 - All

- *Schedule and frequency of MB meetings*

For the last 2 years the MB was always having a monthly call. In the previous meeting, PK had proposed to revise the frequency and suggested to meet every 6 weeks instead. The rest of the members decided to continue with the monthly meetings on first Wednesday of every month to keep the regular updates, allow for all topics to be addressed and avoid a possible information gap.

→ **Action 2: Europeana Office - to send a new invite for the monthly MB call taking place over the next 2 years.**

4. Major development [updates](#): info and status - All

- [Strategy update - JC](#)

If there are no additional changes, the refined Strategy shall be approved by the Governing Board by 17 February and formally adopted at its meeting on 27 February.

- [Final version of ENA's response to EC Draft Europeana Evaluation Roadmap submitted 18 January 2017 - Update - MK](#)

The final version of the ENA response was submitted and shared with MC. JC hasn't heard anything from the Commission yet. The [blog on the EC Europeana evaluation process and ENA's response to it](#) by JC, MK, EE, RK, and MdN was published on 31 January.

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

- Reflect on outcome of Working Group meeting on 25 January

At the last WG meeting the members agreed to replace the “mission and vision” term and use more actionable labelling of the two statements, now referred to as “our aspiration and approach”. The WG managed to take into account most of the comments that were captured in Riga and via Basecamp and created a less formal format that reflects the actual mission and vision more effectively. The members discussed the language and wording.

- **Action 3: AE and UZ - to accept latest suggestions and generate a clean version of “our aspiration and approach” and share with MB by 2 February COB.**
- **Action 4: Europeana Office – to link “our aspiration and approach” document to the MC agenda and circulate it on 3 February.**
- **Action 5: UZ - to prompt the Councillors on Basecamp following the MC Agenda circulation.**
- **Action 6: MS/MK - to review the version of “our aspiration and approach” document for the EF Governing Board by 8 February.**

6. [Task Forces' Terms of Reference](#) revision:

- [Document: what's new, what's different](#) - AE

The main changes are in the setup and the approval process. The new setup suggests that the Office approaches 3-4 Councillors and appoints them to review TF proposals based on their expertise, and those appointed Councillors report and recommend to the Council as a whole (the MC should in principle agree with their advice). The Office will make sure that every councillor gets involved.

- [Evaluation form](#) - AE

The original evaluation form was too complex so the aim was to simplify it while keeping the required level of granularity against the running Business Plan; the office will take care of the related administrative tasks such as TF composition or budget request. One of the challenges was to clarify what we meant by “actionable recommendation” and to simplify the relevance with the “business plan”.

- *Approval - All*

There are 6 TF proposals in the pipeline that will be reviewed by the MC in February. The terms of reference of TFs is currently being reviewed by the MB. The revised setup could already be applied to the 6 submitted proposals.

→ **Action 7: AE - to circulate the revised Task Forces' Terms of Reference by 2 February COB, MB to have it approved by 3 February.**

→ **Action 8: Europeana Office to select and contact Councillors to review the TF proposals in the week of 6 February.**

7. Members Council meeting 21-22 February - All

The Aim is to integrate new Councillors, have a high level of interaction, and provide an efficient update on the last meeting, but not to overwhelm the new members with too much information. The new Councillors need to familiarize themselves with their new role and understand what goes on in the MC. UZ will present the mission and vision statement and ask for MC's formal approval while trying to avoid any major discussion at that stage. The open mic sessions are planned to provide openness in the agenda and give the Councillors opportunity to bring up any issue to consider relevant. The interactive sessions are designed to involve non-MB Councillors to support our efforts of inclusiveness. Eleanor Kenny will be able to present the #AllezCulture in person. JLR suggested for the WG to get together and possibly find new members.

→ **Action 9: JLR - to make an open call to invite the Councillors to join the #AllezCulture 2017 campaign before the MC meeting.**

→ **Action 10: Europeana Office - to circulate the MC meeting agenda by 3 February.**

→ **Action 11: AE - to contact Jef Malliet for the TF presentation during the MC meeting in Ellen Euler's absence.**

→ **Action 12: UZ - at the MC meeting: to explain the Europeana aspiration and approach and clarify how the elements from Riga meeting were integrated - formal approval of the MC to follow.**

8. Recurrent agenda items - various

- *Approval of new membership requests*

2 membership requests were questionable and not approved yet, the rest of them is alright.

→ **Action 13: UZ - to assist JLR with the membership request review from now on.**

9. AOB - All

- *Impact Statement MS/HV/AE*

The purpose of the Impact Statement for the Association is to integrate a qualitative as well as quantitative measurement of ENA services into the Strategy and Business Plan. This additional impact assessment on ENA will be based on the same format we use for the rest of the markets (end users, CHIs, research, education, creative industries).

→ **Action 14: MS - to share the Impact Assessment document with MB by 3 February, MB to review and comment by 8 February, to reach final approval by 17 February.**

- *Informing MC about MB Executives decision / Blog Post:*

→ **Action 15: MK - to post a message informing the MC about MB Executives decision on Basecamp on 1 February.**

→ **Action 16: Europeana Office - to post blog on MS as the new Chair on 13 February.**