

MB Meeting 15 May 2019, 15:00 -16:00 CET
[Teleconference](#)

AGENDA

Attendees Marco de Niet (MdN, Chair), Fred Truyen (FT), Erwin Verbruggen (EV), Harry Verwayen (HV), Zuzana Malicherova (ZM), Victor-Jan Vos (VJV), Isabel Crespo (IC), Beth Daley (BD), Julia Fallon (JF), Gregory Markus (GM)

Apologies Georgia Angelaki (GA), Sara Di Giorgio (SdG), Stephan Bartholmei (SB), Alba Irollo (AI)

Actions

- **Action 2019-17: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro, and update the list of actions on Basecamp.**
- **Action 2019-18: community managers - to give a short update in writing prior to every monthly MB call.**
- **Action 2019-19: ZM - to collect all community updates and post them on Basecamp.**
- **Action 2019-20: MB - to comment on the draft MC webinar agenda, MdN and GA to have a call to finalize it.**
- **Action 2019-21: Secretariat - to arrange the suitable software and invite the Councillors using Eventbrite.**
- **Action 2019-22: FT - to make a proposal on new travel reimbursements including per diem with different scenarios, MB to review it.**
- **Action 2019-23: Education community SG - to look into its membership with regards to regional representation to assess if there are no major disparities.**
- **Action 2019-24: Secretariat/TF chairs - to ensure that Councillors that are members of specific TF take part in peer-reviews of final outcomes, and that the TF procedure is followed-up on.**

1. Review of minutes and pending actions from MB meeting 3 April

The minutes and action points from the previous meeting were reviewed and approved. Actions 12, 14, 15 were completed, the rest is ongoing.

→ **Action 2019-17: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro, and update the list of actions on Basecamp.**

2. Communities

- [Progress update on SGs, TFs and work plans](#)

Community managers gave an update on the work progress and formation of their communities' SG's since early March.

- **Research community's** TF held its first online meeting on 21 May. The SG members took part in a workshop at the Dariah annual conference in Warsaw. 97 community members have already participated in the first community survey, which will run until 31 May. The role of the Research Advisory Board and its integration into the community will be clarified next month. The Board members will be invited to join the Europeana event in Lisbon.
- **Education community** has also sent out a survey on what interests community members have, the results are being processed. The community members will be invited to contribute with blogs and on social media, and share and disseminate learning material. The next meeting will take place around 21 May. The process of setting -up the SG was initially problematic but has led to a very good work dynamics.
- **Tech community** is in the final stage of installing its SG with 14 current members, including community members that have come forward to join. Clemens Neudecker has stepped forward for the position of the chair and the SG is going to have a call to make the final decision on chairing and co-chairing. The community has published its work plan. The initial process of installing the SG took longer than expected and it was not completely smooth from an organisational perspective, but it was important to make the process thorough and democratic.
- **Impact community's** SG has agreed with Maja Drabczyk being the chair, and Dafydd Tudur being the co-chair. The SG is going to send out a newsletter with an open call to the community members to join the SG, and publish a blog about the community. The process of installing the SG has been slightly challenging.
- **Copyright community's** SG has been planning the community meeting in June in Brussels. The core community members will come together to discuss relevant topics, specify a work plan, and hopefully some will come forward to join the current SG. The attendees of the meeting will be chosen based on 'first come, first served' basis. The process of installing the SG has been slightly challenging.
- **Communicators community** SG is complete, the members have agreed to keep Susan Hazan and Peter Soemers as chairs, BD is the community manager at least until August when the chairs will revise their roles. The SG has had its first call and is following the work plan for Q2.

- [Communities' peer-learning possibilities \(postponed\)](#)

The communities' SGs have been communicating and exchanging ideas with regards to preparation of the Europeana 2019 Conference programme.

- [SGs reporting back to the MB & MC](#)

The Board decided that the SGs should be reporting their highlights monthly to the Board in writing.

→ **Action 2019-18:** community managers - to give an MB update in writing prior to every monthly call.

→ **Action 2019-19:** ZM - to collect all community updates and post them on Basecamp.

3. [Europeana Conference/AGM](#) update

On 28-29 November the Europeana 2019 conference will take place at the National Library, with the theme of 'Connecting Communities'. The community managers and chairs together with their SGs have been preparing the conference programme. So far, 16 sessions have been identified and gathered into 3 clusters, each session will last 1.5 hours. The final selection of the most relevant sessions will take place shortly. The SGs are in the process of identifying speakers. There will be around six keynote speakers. All Councillors will get a free ticket to attend the conference.

The MC meeting is planned for Tuesday 26, and the GA will take place on 27 November. On the 27, various Task Force and community side meetings will take place. The Board emphasized that every Councillor has to be able to join the community side-meetings according to their own preference and should not be denied to participate in one or more of those meetings. The list of meetings is still in the making.

On behalf of the Board, MdN expressed concerns about the decision making process that took place from the side of the EF regarding the conference planning. The EF decided about the order of the conference programme (which affects the set up of the MC meeting) without explicitly consulting and reaching agreement with the Management Board. There was also a lack of agreement on the name of the conference, which the EF finally decided internally after consulting with the Marketing and Communications team.

4. Virtual MC meeting - July 2019

As the next physical meeting will only take place in November, the Board agreed to have a webinar-style meeting with the entire Council to give an update on the progress of all the communities, on the recommendations for the new Europeana strategy and discuss other issues related to the MC and the ENA. This virtual MC meeting will take place on Wednesday 3 July at 14:00 – 16:00 CET.

→ **Action 2019-20:** MB - to comment on the draft MC webinar agenda, MdN and GA to have a call to finalize it.

→ **Action 2019-21:** Secretariat - to arrange the suitable software and invite the Councillors using Eventbrite.

5. Recurrent agenda items

- *[ENA budget update](#)*

FT gave the Board an update on the ENA budget. It seems that 41% of the budget has already been spent on travel expenses (related to the MC meeting in March). Community budget is still untouched

→ **Action 2019-22:** FT - to make a proposal on new travel reimbursements including per diem with different scenarios, MB to review it.

- Approval of new membership requests

SB asked the Board to discuss if representatives of the EC should be allowed to become ENA members. All the attending members agreed that this is not suitable since the EC provides funding to Europeana and ENA membership makes their situation disputable in terms of voting rights and reimbursements. Allowing EC representatives to have voting rights and funding would create a conflict of interest. Therefore, they should not be allowed to become formal ENA members. However, if any person working for the EC wants to see how ENA operates, they can sign-up to receive information about the communities e.g. newsletters, which doesn't require being an ENA member.

There is also an issue of having a large number of teachers from the Balkan area applying for ENA membership. Europeana needs to support CHIs in reaching their markets and people, which means allowing individuals working in research and education to join the ENA. If there is a large segment of a specific audience such as teachers in the ENA, perhaps the ENA could have a layered governance targeting separate segments in the future. Overall, as long as 80% of the members come from the CHI's, there is no reason for the Board to tackle the membership rules.

→ **Action 2019-23:** Education community SG - to look into its membership with regards to regional representation to assess if there are no major disparities.

6. AOB

- Task Force final recommendations

HV emphasized that the current TFs have to make sure they finish their work and provide final recommendations on time, and that these are then properly peer-reviewed by the MC and the EF. EC has made it clear that it expects Europeana to provide tangible output from the running TF's such as the one on annotations.

→ **Action 2019-24:** ZM/TF chairs - to ensure that Councillors that are members of specific TF's take part in peer-reviews of final outcomes, and that the TF procedure is followed-up on.

- Code of conduct (postponed)

The Board has received some complaints about the conduct of some of the community members. This has raised the question if there should be a formal code of conduct for ENA members. HV suggested that IIF has a [code of conduct](#) that the ENA could use as an example if needed. The issue will be discussed again at the next Board meeting.