Europeana Network Association Management Board

15 April 2020, 14:30 - 16:00 CET
GoToMeeting

MINUTES

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA), Fred Truyen (FT), Stephan Bartholmei (SB), Erwin Verbruggen (EV), Albert Verhaar (AV), Harry Verwayen (HV), Zuzana Malicherova (ZM), Julia Fallon (JF), Nicholas Jarrett (NJ)

Actions Sara Di Giorgio (SdG)

➔ **Action 2020 recurring: 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 (done).**
➔ **Action 2020-18: HV/JF/ZM - to discuss the next steps in supporting and activating the network on digital transformation with J. Finnis, and J. Visser and inform the MB.**
➔ **Action 2020-19: JF - to share paper on structure of the capacity building framework with the MB, MB to give feedback.**
➔ **Action 2020-20: SB - to follow up on the Q&A document used during the MC meeting, and compose a list of follow up action points.**
➔ **Action 2020-21: ZM/NJ/MdN/JF - to have a separate meeting to finalize the assessment of the community membership recommendations.**
➔ **Action 2020-22: TvH/MdN/SH - to approve new membership requests weekly.**
➔ **Action 2020-23: GA/SdG/SB - to discuss their preference in suggested and remaining Board tasks and come to an agreement among themselves.**

1. Approval of minutes and pending actions from MB meeting 18 March 2020

The Board reviewed the minutes and pending actions from the previous meeting. Actions 2020-8 and 14 were pending, the rest was completed.

2. Covid-19 Update: EF and the ENA work

- _Update: Where we stand and how to position EF and ENA in supporting the sector_

HV presented the current harmonized positioning and strategic activities of the EF and ENA in supporting the sector in relation to the crisis so far, which might have increased the demand for accelerated digital transformation. It is important for the EF, ENA and EAF to act together, therefore they have formed a _Steering Group Digital Transformation,_ which will be meeting bi-weekly. GA will be part of this SG on behalf of the Board. The common activities focus on (A) activating the network (ENA/EAF) to provide input and develop activities, (B) developing a programme of tools & services, and (C) receiving recognition from stakeholders as a driver of positive change in the area of digital transformation in the sector. There are four lines of activity

that stand out as opportunities to make Europeana more relevant in the second phase of the crisis (April-July):
1. Mobilize the Europeana Communities
2. Develop the capacity building activities
3. Support the collections engagement team
4. Increase our advocacy activities

ENA can be mobilized by collecting intelligence (data) about the state and needs of digital transformation that will allow us to build better user profiles and develop better services. MC discussion spreadsheet from the Lisbon meeting can be used as a basis for that. The Board was presented with two important proposals:
1. Jasper Visser has submitted a proposal to activate the network through a form of 21st century town hall campaign. He could be hired to orchestrate the common efforts and mobilize the network. He was involved in work with IFLA and STGs where he mobilized around 10 000 librarians around the world, so his skills and experience could be useful for the ENA as well. FT: addressing the CHIs and preparing workshops has been a strong focus of the Education community, so bringing someone like Jasper onboard would be extremely beneficial. HvdL has also been involved in study on digital transformation of the Flemish CH sector, maybe he could be involved in this initiative as well.
2. Jane Finnis originally proposed the TF on digital transformation and was therefore asked by MdN and HV to bring her group in and act as 'strategic advisors' to the Steering Group. The EF could commission her to do research on the topic, as she and the other proposed TF members have relevant experience and expertise. Jane can help with professional skills building and Jasper can focus on mobilizing the network, in that way their work can complement each other in an effort to capture all the needs and particularities of the sector from bottom-up. Digital transformation is not a new topic, it has been around for 25 years, but Jane, Jasper and HvdL can help understand where the sector stands with it right now.

Furthermore, the EF team has started working on capacity building activities. By bringing all the initiatives together in a common hub, the ENA and EF can focus on developing a training and event programme; use Pro as a knowledge hub that provides users with tools and services). Finally, more marketing resources are going to be invested towards promotion of these services.

Discussion:

FT, EV and HV were previously involved in the EC evaluation and possible revision of the EC recommendation on the digitisation and online accessibility of cultural material and digital preservation - this report could serve as an overview of the field and the missing gaps. The Board members agreed that the starting point should be reviewing existing data to get to know the current state of play. A lot of information has already been collected (Common Culture) on the digital status of the CHIs, but it would be useful to have more detailed information per country, per domain etc to understand where the intervention is needed, in what way and to what extent. A data collection and metrics framework should be developed using a number of ongoing projects that the EF CPE team needs to coordinate. MdN suggested using the Enumerate framework as a useful source of evidence based data, although it needs an update. Existing business models are a problem for many institutions, especially in times of financial crisis. In supporting the digital transformation, we don't aim to cover digital business models and income as such, but rather to showcase that investment in the sector has a revenue as ways to convince authorities to keep subsidizing the sector.

→ **Action 2020-18:** HV/JF/ZM - to discuss the next steps in supporting and activating the network on digital transformation with J. Finnis, and J. Visser and inform the MB.

→ **Action 2020-19**: JF - to share paper on structure of the capacity building framework with the MB, MB to give feedback.

3. Re-cap on [MC webinar](#) & follow-up actions

→ **Action 2020-20:** SB - to follow up on the Q&A document used during the MC meeting, and compose a list of follow up action points.

4. Communities

- *Interim update: <u>Decision on Membership rules</u>*

ZM and NJ provided additional information to the previous membership rules recommendations on exclusivity of the membership benefits, and numbers of formal ENA members vs informal members per community. They found that in the case of the three communities that have separate mailing lists, about a third of the recipients are not ENA members. It is hard to say whether people who are not registered in Zoho as ENA members but have registered to be on a mailing list don't want to be an ENA member, or they assume they already are. In either case, they will be invited to formally sign up for ENA. ZM and NJ additionally asked for feedback from all the community managers - five out of six of them have agreed with the membership recommendations. At that point, the team asked the Board to help assess these findings in detail in order to finalize the process - MdN volunteered to do so.

→ **Action 2020-21**: ZM/NJ/MdN/JF - to have a separate meeting to finalize the assessment of the community membership recommendations.

5. Recurrent agenda items

- *<u>Approval: new membership requests</u>*

→ **Action 2020-22**: TvH/MdN/SH - to approve new membership requests weekly.

- *<u>Governance update: ENA membership campaign 2020</u>*

The campaign was going to start on 20 April 2020. ZM has worked together with the rest of the EF CPE team to make sure the campaign is aligned with the rest of the Europeana communications and campaigns in this period. The campaign messages and linked smartsheet forms would be tested by the Governance WG on 17 April.

6. AOB

- *Decision: Division of tasks among Board members*

The Board members went through the list of tasks and volunteered to take ownership in specific areas in the following way:

MdN:
- Formal role: Chair
- Main contact person for all **policy documents** of the ENA (annual report, activity plan, financial account, terms of reference, code of conduct)
- Main contact person for the **MC and individual MB and MC members**, including preparing all MB and MC meetings

GA:
- Formal role: Vice Chair, shadowing MdN's tasks if necessary
- Main contact person for strategic issues regarding digital transformation in collaboration between EF-EAF -ENA, and coordinating the follow-up

FT:
- Formal role: Treasurer
- Main contact person for all **communication issues** related to ENA (e.g. the ENA website on Pro, newsletters, social media, conferences)

SdG:
- Main contact person for all issues rising from **three communities** raised by the SG's or Community managers of these communities (incl. SG composition, questions about TF's etc.)

SB:
- Main contact person for all issues rising from **three communities** raised by the SG's or Community managers of these communities (incl. SG composition, questions about TF's etc.).

Not assigned yet/to be decided:
1. Main contact person for all **membership issues** (new members, membership campaigns, elections, Governance WG) (to be assigned to new MB member)
2. Representative of the ENA on the **EF Supervisory Board** (to be decided later after formal decision on criteria from the Europeana Foundation Governing Board)
3. Representative(s) of the ENA on the **EF Advisory Board** (to be decided later after formal decision on criteria from the Europeana Foundation Governing Board)

These responsibilities refer to being the first contact point, and not to doing all the workload that comes with the topic, that will be shared among all the Board members.

EV announced that he would step down from the Board on 1 June. According to the Statutes, he needs to be replaced in a formal election within a two week period. The Board decided to use this opportunity to (temporarily) elect a seventh member to the Board to help share the workload. The Governance WG will oversee the election process.
→ **Action 2020-23**: GA/SdG/SB - to discuss their preference in suggested and remaining Board tasks and come to an agreement among themselves.

- *Discussion: MC terms of resignation*

The proposal was formally approved by the Council in Lisbon given that the Governance WG would make additional changes to it. The Board reviewed the revised document, which can now be considered final.