Europeana Network Association Annual Report 2018

1. Europeana Network Association

1.1. Association governance

The Europeana Network Association (ENA) is a community of almost 2,200 professionals dedicated to the work and values of Europeana, united by a shared mission to expand and improve access to Europe's digital cultural heritage. The Association helps ensure the long-term sustainability of Europeana by increasing its public awareness and use.

Governance structure and relationship with Europeana ecosystem

In 2015, we transformed Europeana Network into the Europeana Network Association, a democratic and transparent body that represents the interests of its members who work with or contribute to Europeana, and support the Europeana Commons principles. In 2017, the Europeana Joint Aspiration and Network Association Approach were formulated.

The ENA is governed according to the rules embedded in its Statutes and Bylaws. Every year, the Network members elect its governing body of 36 active representatives, the Members Council. The Members Council then appoints six members to form the Association Management Board, who sit on the Europeana Foundation Governing Board and represent the Network Association in Europeana Foundation's executive decision making.

The Members Council represents various interests, fields and communities involved with Europeana, such as Tech, IPR, data providers and aggregators, education, research, or creative industries. The Members Council should act as both the voice of Europeana towards the cultural sector as well as champion of the Association.

All Association members together constitute the General Assembly, a decision-making body, which convenes once a year for its annual meeting, to discuss and vote on the Association's reports over the past year and its plans for the future, as well as on other formal matters. The Association, its

events, Members Council, Management Board, [Communities](#), [Working Groups](#), and [Task Forces](#) are supported on a daily basis by Europeana Foundation's Secretariat.

In 2018, the operational landscape of Europeana has been in the process of transformation. Under the new open procurement system of the Europeana core service funding (Europeana DSI4), which came into effect in September 2018, the European Commission drives the activities and strategy of Europeana while focusing on cultural heritage innovation through digital transformation. The Europeana Foundation as an operator of the DSI service facilitates the activities of Europeana as a common initiative. The ENA has become a separate entity on its own within the Europeana initiative and ecosystem, but continue to function in a close cooperation with the Europeana Foundation.

1.2. Formal documents

The Association is governed by its [Statutes](#), accompanying [Bylaws](#), and a set of [Procedures](#). These formal documents were put in place in 2015. Additional changes had to be made in both Statutes and Bylaws in 2017 in order to include the latest decisions of the Members Council on Association's formal aspirations, membership and voting rules. These amendments were approved by the General Assembly in December 2017.

This year, based on suggestion of the Members Council, the Secretariat created terms of reference for both the Members Council and the Management Board in order to provide guidelines on tasks and responsibilities that the Councillors and the Board members are expected to have in terms of participation, representation and communication.

1.3. Transformation of ENA governance around communities of interest

The primary objective of the community structure is to address the existing needs of the ENA while making the participation and membership feel more personal, rewarding, and based on sense of belonging and ownership.

The proposal on formulation of the ENA communities of interest was made based on the final recommendations of the [Network Participation Framework Task Force](#) of 2017 and on the Council and the Board meeting discussions that took place in December 2017.

Therefore, while building on the existing Europeana resources and long-term activities dedicated to technological development and innovation, research, education, copyright-related issues, impact work and communication campaigns and outreach, the Board and the Council decided to transform the Network around communities of interest. The following [six communities](#) were approved and officially launched at the MC meeting in July 2018:

- [EuropeanaTech](#)
- [Europeana Copyright](#)
- [Europeana Impact](#)
- [Europeana Research](#)
- [Europeana Education](#)
- [Europeana Communicators Group](#)

These communities aim to create space where ENA members come to work together to cultivate and share knowledge, expertise and best practices around a specific topic or area of common interest. They function based on the newly created terms of reference, currently undergoing final approval of the Council. The aim is to offer the ENA members the following benefits:

- active involvement and collaboration at the local, national, and domain level via virtual and physical meetings;
- group representation of professionals at the international level and a sense of belonging and ownership;
- information and consultation through newsletter and blogs on relevant developments related to given topics and Europeana; and access to resources, training materials, workshops, events etc.

Communities are intended for and dedicated to the ENA members with interest in specific topic. Every member plays a vital role. There is no membership limit per community, and there is no limit to the number of communities - they can grow based on internal or external initiatives and develop their own methodology and work plans depending on their character, needs, and type of audience.

Every community is led by a Steering Group - a representative body composed of Community Manager, Community Chair and Co-chair(s), and additional limited number of ENA members who express interest in taking on an active role in the community leadership. The Steering Group is collectively responsible for:
- defining the issues of importance, preparing and driving the community agenda and steering the community communication channels;
- ensuring that relevant subjects are consulted with and approved by the community;
- effective communication flow between the community, the Management Board and the Members Council.

1.4. Current ENA aspirations and priorities

Active engagement of the Association members has been and will remain one of the key topics of focus. In ENA, we aim to create a 'network of networks' by harnessing the power of our members and bringing their collective knowledge into play, and to mobilize the cultural community across Europe to help uphold our shared values through positive action and forward motion. The current priority is therefore to have a strong Network in place that can support the core mission of Europeana, and to make it more active and vibrant. The voluntary activities of the ENA members, including those of the Council and the Board, are highly appreciated and should provide a high level of professional and personal fulfilment.

1.5. Membership

In 2018, the Association's activities focused on expanding its membership and actively engaging the existing members. As a result of these efforts, between January and December, the membership number increased by around 600 members. The current Association membership stands at almost 2200 individual members. New Association members are approved by the Management Board on a monthly basis.

1.6. AGM and General Assembly meetings 2018

The Association members come together once a year for the ENA Annual General Meeting (AGM), which includes the annual meeting of the General Assembly (GA). At the AGM, the Association members come to exchange ideas and make recommendations on the future direction of Europeana. They have an opportunity to express their opinions on important Network matters, approve key documents, and launch the Members Council elections.

The AGM 2018 takes place on 5 December at the Technisches Museum Wien in Vienna, Austria. The programme focuses on the six ENA Communities and celebration of the 10th anniversary of Europeana. This year's AGM takes place right before the closing European Commission cultural event - European Culture Forum on 6-7 December in Vienna.

1.7. Association Task Forces

Task Forces allow Association members to investigate specific subjects or areas of common interest to the digital heritage field and Europeana, resulting in delivery of recommendations that can contribute to the Europeana Business Plans. In 2018, there were four active Task Forces:

- Impact Assessment 2.0
- Europeana Migration
- Europeana Resource Citation and Object Identity Standardization
- Creation and Governance of EDM mappings, profiles and extensions

The previous Task Force evaluation and approval process has proven to be inefficient and too time-consuming. The Board and the Council therefore agreed to revise the process, which took several months of 2018. The rules for the new process will be formally approved at the Council meeting in December 2018. According to the new process, the Task Forces formally belong to the ENA communities, depending on their specific topic. Proposals can either come from a specific community and focus on community-related needs, or from the Network as such and address needs of the Network at large, while placed in a community that suits the topic the most. Exceptionally, they can stand outside the community framework. The Task Force proposals and work progress are overseen by the community Steering Groups and formally approved by the Management Board based on available annual budget.

1.8. Communications toward the Network

To achieve its strategic goals, Europeana needs the Network Association to be an active and vocal organization. The Association is provided with various communication tools for information exchange between the Members Council, Management Board, Europeana Foundation, and the Network members.

The Europeana Pro site is instrumental in these dissemination efforts. It is the official source of information about the Association and its activities, technical and legal information, metadata standards and case studies, as well as project outcomes. Throughout 2018, the Europeana Pro Blogs featured specific highlights of the Association activities, Task Force recommendations, Working Group deliverables, launch of the communities, and initiatives of the Network members

and campaigns. They were relayed through various other communication channels. The regular dedicated Association blog series called 'Meet the Members Council' have introduced profiles of the current Councillors.

In 2018, a monthly Network Update continued to be sent to all Association members (around 1200 confirmed subscribers). It included the latest developments within the professional community and was monthly endorsed by the Members Council with different Councillors taking their turn as Editor-in-Chief. Specific campaigns were also sent out through the same channel (Mailchimp, Zoho CRM). All the Updates have been archived on Europeana Pro.

The Europeana LinkedIn Group (4120 members) has continued providing an easy way for the Network members and others to interact with each other and with the Europeana Foundation. It is open to anyone interested in Europeana; the approval is granted upon request.

2. Members Council

2.1. Composition and elections

The Members Council is the body of elected representatives of the Association. It comprises of experts from various fields and communities within the European cultural, education and innovation sectors. The 2018 Members Council consisted of 36 Councillors, eight of whom were elected in 2017. 28 of the current Councillors will have completed their term at the end of 2018 and will need to step down.

Therefore, 28 seats will be available in this year's elections. The 2018 elections started with an elections campaign on 24 September and resulted in 89 candidates coming forward. The voting period will start on 5 December during the AGM event with a #EuropeanaElects hashtag and will run until 14 December. The results of the elections will officially be announced on 18 December 2018.

2.2. Activities

The Members Council plays a crucial role in all of the Association's activities. The role of the Council is to provide a formal body for representing the members within the Association, to stimulate and engage the members, to directly or indirectly control the work of the Management Board, and to liaise between the Members and the Europeana Foundation.

In 2018, the Members Council was intensely involved in the launch of the six communities and building of the structure and the rules for their functioning. The Council engaged in discussions on other ENA formal documents and the Association budget. The Council also appointed its annual Working Groups. Finally, the Council was asked to endorse and raise awareness of Europeana campaigns, and thereby actively take part in cross-border activities related to the European Year of Cultural Heritage. Some Councillors helped grow the thematic collection of the Europeana Migration campaign by sharing their personal stories and objects, and others helped organizing Europeana Migration collection days.

2.3.   Meetings

Beside the regular communication over email and Basecamp, the Council will have met physically three times in 2018:

- 6 March 2018, The Hague (see the blog post and minutes)

The Members Council met on 6 March in The Hague for their first meeting of 2018. The meeting started with an introduction of the new Councillors - Sara Di Giorgio, Kate Fernie, Peter Soemers, and Marco Streefkerk. The Council discussed aspirations for the ENA and set the main objective to improve the organizational set-up and increase the community-building efforts in order to activate and strengthen the Network. The key topic was the implementation of the new community-based Network structure around communities of common interest, needs of the Network members, and markets of Europeana. The Council identified and started exploring the future functioning of 5 proposed communities: Technical standards, Impact, Innovation within the sector, Outreach campaigns, and Use of DCH in education and research. The Councillors were also presented with planning of the Europeana Migration Campaign and discussed how they could contribute to it. A few Councillors shared their personal migration stories during a collection day simulation. The Council also briefly discussed the Association budget, set-up new annual Working Groups, and evaluated and approved final reports of two 2017 Task Forces: Advanced documentation of 3D Digital Assets, and Network Participation Framework.

- 5-6 July 2018, The Hague (see the blog post and minutes)

The second Council meeting of the year took place on 5 and 6 July in The Hague, and focused on developing the new ENA communities while merging them with the previously existing Europeana Foundation's dedicated groups/markets, which had been working on the same topics of interest as the proposed ENA communities. The Council engaged in clarifying the new structure and work plans for the coming months. All the Councillors were assigned to actively take part in and contribute to the implementation of at least one of the communities. Other topics on the agenda included the position of Europeana in the new EU Multiannual Financial Framework, the ENA budget, Working Groups and Task Forces, and the 2018 AGM preparations.

Given the incumbent elections of 28 new Councillors in December 2018, and of a new Board in January 2019, the Council discussed how to best prepare the Association for this shift in governance ensuring the continuity of institutional memory and knowledge. The Councillors decided to keep the rules flexible and leave it up to the strategic thinking of the next Council and the Board to ensure that the continuous rotation is preserved in the future.

- The third Council meeting will take place on 4 December 2018 in Vienna, Austria. A dedicated blog and minutes will be published in by the end of December on Europeana Pro.

2.4.   Members Council Working Groups

Working Groups function as standing committees, addressing ongoing activities and issues of continuing relevance within the Network. There is no limited timeframe for Working Groups; they can remain in existence whilst their purpose is required. Working Groups are proposed and led by

members of the Council. Each Councillor is encouraged to actively participate in at least one Working Group. Six Groups were active in 2018:

- Library Working Group
- #AllezCulture Working Group
- Data Quality Working Group
- Governance Working Group
- AGM 2018 Working Group
- Copyright Working Group

3. Management Board

3.1. Composition and activities

The Management Board is responsible for the management of the Association. The Board oversees activities of the Association, acts as a legally responsible decision-making executive, and represents the Association on the Governing Board of the Europeana Foundation. The Board consists of six members elected by and from among the Councillors. Board members are elected for the duration of their term of service in the Members Council, which currently is two years. The new Management Board was elected by the Members Council in January 2017. In 2018, the Board members played an active role in formulating the ENA activities, and chaired the new ENA communities and Working Groups. The new Board will be elected in January 2019 following the Members Council elections of December 2018.

3.2. Meetings

The Board organizes virtual meetings every month, and engages in regular communication over email and Basecamp. In total, the Management Board met 12 times in 2018, including four physical meetings in The Hague and in Vienna, that took place in conjunction with the Members Council meetings. The proceedings of these meetings can be found on the Association Updates page on Pro. The Management Board members also actively participated in the Europeana Foundation Board meetings.

4. Appendix: Members Council and Management Board members

4.1. Management Board 2018

Merete Sanderhoff (Chair)
Max Kaiser (Vice-Chair)
Paul Keller (Treasurer)
Joke van der Leeuw-Roord
Johan Oomen
Uldis Zariņš

4.2.   Members Council 2018

Francesca Di Donato
Antje Schmidt
Gill Hamilton
Lizzy Jongma
Max Kaiser
Paul Keller
Jef Malliet
Cristina Roiu
Merete Sanderhoff
Sorina Stanca
Julia Katona
Wim van Dongen
Vera Kriezi
Uldis Zarinš
Stephan Bartholmei
Laura Carletti
Ellen Euler
Olimpia Curta
Marco de Niet

Georgia Angelaki
Joke van der Leeuw-Roord
Johan Oomen
Erik Buelinckx
Frederik Truyen
Barbara Fischer
Karin Glasemann
Sergiu Gordea
Sanja Halling
Susan Hazan
George Homs
Lars Rogstad
Romain Wenz
Sara Di Giorgio
Kate Fernie
Peter Soemers
Marco Streefkerk