

9 December 2020, 14:30 - 16:00 CET
Virtual meeting

MINUTES

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA), Fred Truyen (FT), Susan Hazan (SH), Rob Davies (RD), Stephan Bartholmei, Albert Verhaar (AV), Peter Soemers (PS), Karin Glasemann (KG), Zuzana Malicherova (ZM), Julia Fallon (JF), Ariadna Matas (AM), Isabel Crespo (IC), Ad Pollé (AP)

Apologies Sara Di Giorgio (SdG)

Actions

- 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.
- Action 2020-56: ZM/TvH - to check the possibility of forwarding the information about new members' profiles and their motivations to the community SG on a monthly basis.
- Action 2020-57: ZM - to discuss with GvdL possibilities to organise the chat and Q&A part of the MC meetings in a more effective and practical way.
- Action 2020-58: ZM - to revise the community breakout group set up and work plan review process in 2021.
- Action 2020-59: ZM - to keep an active community involvement of the MC as an agenda item of their next meeting.
- Action 2020-60: ZM - to start the process of the Anti-racism Group set up, to offer support and to make an additional call for volunteers to join it.
- Action: 2020-61: ZM - to ask the MC to review the ENA Position paper on I&D.
- Action 2020-62: MdN - to give the MC an update on the MB call and mention that if any of the new Councillors need a buddy, they can contact the Board.
- Action 2020-63: MB - to discuss the following items with the EAF SG at their mutual meeting in 2021: closer connection between the MC and the EAF, ENA representative on the EAF SG, and the need to reinforce the EAF community feeling.
- Action 2020-64: ZM - to inform the MC about MB election planning, and to organise the transitional MB meeting in January 2021 and invite Merete Sanderhoff to it.

1. ENA Communities

- [Community updates: Education, Copyright, Communicators](#)

Education Community

IC informed the Board about recent changes on the SG: Altheo Valentini was chosen to be the new Chair, and Loa and Margherita Sanni were appointed co-Chairs. The SG will discuss next week how to proceed with recruitment of 2-3 new members, probably in the form of an open call

to the community or approaching those that have expressed interest directly. SB will put IC in touch with a former DDB colleague who might be interested as well. The newly approved TF aims to start working in January. The community has organised various highly successful courses. The DREAM Project, organized by Altheo Valentini, under the framework of the 2020 Erasmus+ KA2 call for proposals, has been granted and is in progress. Europeana is an associate partner, as the project uses Europeana content to build a virtual square and make students and teachers create content using open material. It can be seen as a capacity building project for teachers to build virtual skills.

Among monthly ENA membership requests, there is usually a large number of teachers. The Board suggested to utilize this potential and focus activities on them specifically. IC explained that most of the activities already focus on teachers' needs (learning scenarios, MOOCs, Europeana Classroom) and the number of responses have been growing exponentially in a way that creates imbalance with museum educators - they seem to have less experience with digital content, therefore there has been a strategy shift to target them more as well. Nevertheless, a large group of teachers is seen as an asset.

Copyright Community

KG reflected on her role as community Chair and expressed appreciation for the support of AM as the Manager. The SG has been looking to expand itself with more expertise and balanced geographical representation, either by personal invites or an open call to the community. MdN clarified that the Board deliberately leaves the SG formation process up to individual communities to decide. In the past few months, the community organised very successful webinars, the public domain translation efforts have gone very well, and the active TF has made good progress and might complete its work early next year. The community currently doesn't have an opportunity to report on copyright developments at the EU level as the Copyright Directive adoption has been happening at the national level.

Communicators Community

The SG has transitioned successfully and has been working closely after AP took over the role of the Manager. Georgia Evans from the EF staff also joined the community and Sofie Taes left the SG as she was unable to commit. The community aims to strengthen collaboration and liaising with the other communities, and focus its efforts on improving the onboarding process of new members, researching community members and harmonizing its communication channels. MdN complimented the SG on their newsletter that is always very nicely designed and full of interesting content.

The present members raised the fact that oftentimes the SGs don't have an overview of who the newly joining members are. The SG should work with the EF team and the future ENA Membership WG to improve the onboarding process and customizing the ENA sign up form.

MdN thanked the SG representatives for all their work and expressed appreciation for all the achievements and successes of the three communities over the past few months.

→ **Action 2020-56:** ZM/TvH - to check the possibility of forwarding the information about new members' profiles and their motivations to the community SG on a monthly basis.

2. Approval of [minutes](#) and [pending actions](#) from 25 November 2020

The minutes of the last meeting were approved. All the action points from the previous meeting were completed except for action point 54, the rest is ongoing.

3. Reflection on the MC meeting and next steps

The Board reflected on the organisation and outcomes of the MC meeting. Various Board members found the discussion of the first day on I&D exhausting, but considered it a pivotal moment. The rest of the meeting was potentially overshadowed by this session, but an open and democratic discussion was welcomed. It showed that the Councillors are passionate and have a strong willingness to address important issues, and it is crucial to come up with a positive way forward.

The Board members agreed that it is difficult to run online meetings where it is impossible to see everyone's faces and it is difficult to actively involve all the participants, but the topic itself is not an easy issue to discuss even in a physical setting. One of the lessons learnt is to set up a proper online voting system for when the MC needs to approve documents. There is a need to be more mindful when designing experience for people in a limited time and space, where group dynamics become an important aspect; and there might be a need for an official protocol for online meetings including strict time assignment. It is also not a good idea to name people and ask them to speak up randomly, instead the group as such should be named and asked to freely speak up. The chat can be very distracting during presentations. The Board discussed the possibility of restricting the use of the chat for private messaging while continuing its use for interactive exchange in the form of public messaging. Overall, there is a need for a better management of the chat alongside the Q&A form. The form worked well in the past and has provided a structured way to have a follow-up when needed.

→ **Action 2020-57:** ZM - to discuss with GvdL possibilities to organise the chat and Q&A part of the MC meetings in a more effective and practical way.

- *Increase involvement of MC with the ENA communities*

One of the biggest problems was the fact that many Councillors didn't prepare for the community break out session and joined the groups randomly this time on the request of the MC and the community chairs. In future meetings, it is therefore necessary to translate whatever relevant theme/priority of the Europeana Initiative / ENA at a given moment is to the community discussion, and make every group follow a structured plan with specific tasks for the session. The session on Digital Transformation worked very well in that way, the format was very interesting and engaging for participants. Another option is to ask individual communities what issues they are dealing with that they could use MC's feedback on. The problem is that although many ideas come up during these sessions, barely anyone is willing / able to take ownership of actions that would be required, and participants that are not SG members can also have difficulty understanding SG's reasons behind proposed activities. The participants therefore need to be asked to either give a formal approval only (without going into detail), or be asked to seriously prepare and be given specific instructions. The community work plan review process could be inspired by the former task force review process by choosing a few volunteers (not SG

members) who are really interested and dedicated to the community work, and give them very specific review instructions. Overall, the Board members wish to give more effort in involving the MC in the community work more actively and more regularly.

→ **Action 2020-58:** ZM - to revise the community breakout group set up and work plan review process in 2021.

→ **Action 2020-59:** ZM - to keep an active community involvement of the MC as an agenda item of their next meeting.

- *I&D related activities: ENA position paper, Membership WG, Volunteers group on racism, overall EF/EAF/ENA approach*

The following next steps were agreed upon with regards to the I&D:

- **Voluntary MC group on anti-racism:** MC volunteers - Alexandra, Dafydd, Larissa, Karin, Antje, Vera, Barbara and Steven - can start working together on racism as a bottom up initiative and involve external experts and those providing first hand experience with racism if desired, following the format of the ENA Climate group. If they feel the need to bring closure to the 2020 conference, they can address it as well. They should organise themselves and create their own agenda and scope of work. ZM will ask them what kind of support they need, then it will be up to them to take the responsibility for the process, and report to the MC on the group's progress. MdN can recommend the work of an expert on the topic, [Domenica Ghidei Biidu](#) from the European Commission against Racism and Intolerance. She could help them refine the scope and define the issue from the policy standpoint. She could also be invited to be a speaker at next year's conference. If they would need a budget, the Board can look into possibilities of providing it. SB also recommended [Alice Hasters](#).
- **ENA Position paper on I&D:** the paper can be seen as a starting point of ENA's involvement in activities around I&D, but it seems that only a few Councillors read it. Once the MC reviews and approves it, it can feed into the overall sensemaking process.
- **ENA Membership WG** - came from a different starting point as an urgent internal governance related matter, although there are logical connections with I&D, but the group should serve the purpose of identifying the ENA members, tapping into the potential they have and the benefits we wish to offer to them, and improving the onboarding process and customer journey in the ENA. The Board will need to create a formal proposal to be submitted for the next MC meeting.
- **Europeana Initiative TF on I&D:** a TF should be set up representing the ENA, EAF and EF with an aim to come up with a better understanding of the options that the Initiative has at its disposal to increase the I&D across the sector. The TF should come up with recommendations in the form of a roadmap on how to facilitate the I&D from different perspectives (of a CHI, as an employer, and a professional working in the sector), and organise targeted, peer-to-peer sense making workshops led by experts in the field in order to get a better understanding of the scope of the problem space. The workshops can be advertised in the ENA with a space reserved for around 15 participants, with an overall goal of having a diverse representation including people from underrepresented groups. A budget will be drawn up following discussion with HV and AV. The EAF SG needs to be approached and JF and AV need to discuss it with HV. If all the representatives agree, the process could start sometime in the first quartile of 2021.

All the activities listed above, together with the recommendations of the New Professionals TF will together feed into the broader Europeana I&D efforts, which initially started last year in Lisbon and have continued. FT reminded that the focus on the I&D work should not depart from the specific focus of the mission of Europeana which is on metadata and collections. If this is the case, FT would be interested in participating. The present members agreed that MdN should be involved in the TF participant selection process.

→ **Action 2020-60:** ZM - to start the process of the Anti-racism Group set up, to offer support and to make an additional call for volunteers to join it.

→ **Action: 2020-61:** ZM - to ask the MC to review the ENA Position paper on I&D.

- Buddies for new Councillors; other actions emerging from the MC meeting

→ **Action 2020-62:** MdN - to give the MC an update on the MB call and mention that if any of the new Councillors need a buddy, they can contact the Board.

4. Recurrent agenda items

- Update on relation with EF and EAF

SH found it useful to receive more information about activities of the EAF at the MC meeting. According to GA, aggregators might be even less aware of the ENA activities, so there is a need to build closer relations. The EAF meetings have been very much data ingestion oriented and there has been a lack of connection between aggregators, the community feeling needs to be reinforced. The EAF has been learning from the ENA in many aspects and there is an intention to continue this process.

→ **Action 2020-63:** MB - to discuss the following items with the EAF SG at their mutual meeting in 2021: closer connection between the MC and the EAF, ENA representative on the EAF SG, and the need to reinforce the EAF community feeling.

- Approval: [new membership requests](#)

The Board discussed the latest membership applications. The onboarding process and registration of the new members has been in the process of review and the EF team will involve the Communicators community SG as well as the future Membership WG in refining it.

5. AOB

- Preparations of the MB elections

The Councillors will have time to step up in the MB election until 9 January, the candidates will send their candidacies to ZM. They will then have time to campaign for one week, and the voting will take place between 18 and 24 January 2021.

- Preparing transitional MB meeting, date & time

The transitional meeting between the departing and newly elected Board members will take place on 27 January at 14:00-17:00.

GA would like to step down from the position of the Vice-Chair, FT would like to continue as the ENA Treasurer and help the communities keep track of their budget administration. The members will need to appoint the new Chair and Vice-chair, and divide the remaining responsibilities among themselves. The Board also needs to discuss who could be the new ENA representative on the EAF SG once SdG steps down, and decide who is going to lead the process of writing the formal Membership WG proposal.

The Board agreed to keep MdN on the MB Basecamp as ENA representative on the EF Supervisory Board.

→ **Action 2020-64:** ZM - to inform the MC about MB election planning, and to organise the transitional MB meeting in January 2021 and invite Merete Sanderhoff to it.