



Europeana Network Association Members Council

Members Council Meeting March 5-6, 2019
Europeana Head Office, National Library of the Netherlands, The Hague

MINUTES

Venue

Meeting room: Koopman (I5-200)

Minutes

[Minutes of last meeting](#) (4 December 2018, Vienna)

Henk Alkemade (HA), Georgia Angelaki (GA), Stephan Bartholmei (SB), Ina Bluemel (IB), Petra Boettinger (PB), Flavia Bruni (FB), Erik Buelinckx (EB), Tamara Butigan (TB), Steven Claeysens (SC), Michal Čudrnák (MC), Olimpia Curta (OC), Robert Davies (RD), Killian Downing (KD), Maria Drabczyk (MD), Maria Engberg (ME), Kate Fernie (KF), Barbara Fischer (BF), Sara Di Giorgio (SdG), Karin Glasemann (KG), Susan Hazan (SH), Vera Kriezi (VK), Loa Steinunn Kristjansdottir (LSK), Hans van der Linden (HvdL), James Morley (JM), Marta Musso (MM), Marco De Niet (MdN), Peter Soemers (PS), Marco Streefkerk (MS), Frederik Truyen (FT), Dafydd Tudur (DT)

Europeana office

Harry Verwayen (HV), Zuzana Malicherova (ZM), Victor-Jan Vos (VJV), Gina van der Linden (GvdL)

Apologies

Laura Carletti (LC), Ellen Euler (EE), Pilar Irala-Hortal (PIH), Clemens Neudecker (CN), Antje Schmidt (AS), Erwin Verbruggen (EV)

1. Welcome and introduction

The new Chair of the Europeana Network Association (ENA), MdN, welcomed the newly-elected Councillors to their first meeting of 2019. The first day of the meeting was going to focus on the vision and strategy for the ENA in the next 2 years and how it can actively contribute to the formation of Europeana Strategy 2021-2025. Work on ENA communities and Association business, including governance issues and budget, were going to be on the agenda of the second day. The two-day agenda was covered in a [common slide deck](#).

The meeting started with an ice-breaker exercise, during which all the attendees were asked to introduce themselves and share professional as well as interesting personal information with the rest. MdN presented the Board members and their roles and emphasized that the MB and the MC are in place to work and make decisions together. He encouraged the new Councillors to write

questions they would like to ask on post-its, and find a 'buddy' among the long-standing Councillors. GA, the new Vice-chair, then shared the [message from the previous Council](#) with the group.

2. Updates on activities of Europeana Foundation

[Presentation](#) by HV

HV provided update on recent activities and strategic priorities of the Europeana Foundation (EF) for the coming six months. He explained the current set-up of the Europeana initiative and how the EF, ENA and EAF (Aggregators Forum) operate together. The EAF is now an accredited body and a trusted partner composed of 31 aggregators. One of the examples of cross-collaboration and joint effort between the three is the common aim to improve the quality and availability of data. The next most ambitious project that the EF is going to be involved in is the [Time Machine CSA](#) project proposal development running from 1 March 2019 to 28 February 2020 under the Horizon 2020 programme.

3. Vision/Strategy for ENA in the next 2 years

[Presentation](#) (slide 8-14):

This session was dedicated to the discussion of the strategic direction and work plan for the ENA by the end of 2020. In a plenary setting, MdN and GA first explained the structure and major achievements of the ENA in the last two years.

In 2016/2017, common [Europeana Aspiration and ENA Approach](#) was created. In 2018, we have laid foundations for the community structure to be established and the six communities to be launched. Now, the aim is to make these communities productive. That is also where the Councillors need to play an important role by being actively engaged and engaging in communities and work together in-between MC meetings.

MdN and GA explained the SWOT analysis mitigations/confrontations that the Board came up with during its meeting on 20 february. One of the new ideas the Board came up with is an opportunity foreseen in cross-domain digital and physical curation: cultural heritage institutions (and Europeana on behalf of them) safeguard the authenticity of their sources, documenting the context they were created in; the data is provided as they were created. This safeguard, and the trust that comes with it, is what sets CHI's apart from other players in the information domain. Digital curation as an add-on to providing access may bring opportunities to CHI's and Europeana itself, but this needs further exploring, for instance in relation to other purposes such as research or education. It could also be an idea for a future ENA community.

Following the discussion, the Councillors worked in break-out groups to identify and discuss key upcoming priorities, opportunities and challenges for the ENA in 2019/2020.

Breakout groups: reporting back

[SB's group](#) focused on the idea of connecting projects, people, and services, forming meet-ups and using various fora to make ENA more prominent.

FT's table discussed the idea of curation, planning of thematic collections, and how to stimulate the communities to contribute to future possible curation efforts and those that are already in place. Curation can be costly since it involves data management and infrastructure. The group suggested that a TF could be formed to investigate opportunities to curate in collaboration with the EF, to see what amount of workload it would require and if there could be additional funding possibilities.

GA's group discussed the fact that the relation between the ENA and EF can be seen as both strength and weakness, and it is often unclear. The ENA needs to better understand its audiences and their needs. The idea of curation is interesting but it first needs to be defined (editorial/backend focus, etc).

SdG table discussed profiles of different users and focused on researchers' audience of ENA and how EF and ENA activities in this field can be bridged with use of open data and specific material for research. The research community can grow and focus its interest at local level by enabling data flow from and between cities and smaller-scale CHIs and projects. That could also increase ENA's and community's external outreach

MdN's table focused on the ENA's relationship with EF and the fact that it often seems there is lack of information flow between the two. ENA should be more involved - or at least informed - about the projects the EF runs. Accessibility of information could also be provided in a more effective way for the newcomers, and displayed better on the Europeana Pro website.

*** Energizer exercise: Kahoot quiz by SB**

4. ENA contributing to Europeana Strategy 2021-2025

[Presentation](#) (slides 18-23)

MdN presented outcomes of the February DCHE Sub-Group meeting, which Merete Sanderhoff (MS) attended as a representative of the ENA. The draft version of Europeana Initiative Strategy 2025 should be ready in April and the final version in November 2019. MS is going to have a regular information exchange with the Management Board and the Council in this regard.

MdN then presented outcomes and reflected on implications of the [Evaluation of Europeana by public consultation](#), followed by an open discussion among Councillors.

5. Association business

- MC and ENA communication channels

[Presentation](#) (slides 27-28)

ZM gave an overview of the most important information sources and communication channels available to the MC and ENA members.

- Update on role of Aggregators Forum (EAF)

[Presentation](#) (slides 29-30)

SdG gave an update on the activities of the EAF carried out between July 2018 and March 2019, and next steps to be completed before October 2019.

→ **Action 1: SdG - to inform the MB and MC about the feedback of the EAF on the Evaluation of Europeana.**

→ **Action 2: EF teams - to design Pro page for the EAF that would include a list of national and thematic aggregators, and a summary of projects that might be interesting for the group.**

→ **Action 3: Councillors - to share interesting activities/projects with each other in-between and during every meeting.**

- Europeana conference/AGM and role of the communities

[Presentation](#)

GvdL presented the Council with a new concept for the Europeana event/AGM in 2019 and the role of the ENA communities in it. With targeting a capacity of around 250-300 people, the aim is to have one big auditorium and two-three side rooms. Due to the budget limitations (AGM 2018's budget was overspent by 150%) it is no longer sustainable to reimburse all the attending ENA members. If someone is unable to pay for the travel, the treasurer and the EF team can look into options for reimbursement, but it is not possible to keep the general measure of reimbursing everyone. The venue options are still open but southern Europe would be preferred. Commercial partners are also welcome for sponsorship. The first day of the conference can be reserved for various side meetings - TF meetings, MC meeting, and/or meetings with partners such as Wiki or IIF. The programme of the second and third day can consist of parallel sessions on communities, combining different ones together.

This event is not meant to be a replacement for the Tech conference, the aim is to test a new concept for a common Europeana conference that can encompass the traditional AGM with a larger-scale event focusing on all the communities.

A WG will be established, composed of the EF team and community chairs and managers who will be asked to come up with speakers they believe would be suitable in their community's field. The WG should have up to 10 ENA/MC members, therefore beside the 6 community chairs, there can be

additional MC representatives. Once the community chairs and WG composition is settled, the WG will come up with a concrete proposal on the format of the event. The WG will also come up with recommendations and lessons learnt for next year. The EF, the MB and the MC can then decide if this kind of event was useful, or if every community should have their own event.

→ **Action 4: community managers - to make sure that community chairs and co-chairs are appointed by early April 2019 in order to include them in the Europeana event/AGM WG and start looking for speakers and programme.**

→ **Action 5: Councillors - if interested in being part of the Europeana event/AGM WG and/or would like to provide a venue to contact GvdL.**

- Working Groups

Presentation (slide 32-40)

SB presented an overview of the breakdown of ENA membership composition according to the time scale, domain, industry, and specific community membership, and explained the current governance model of the ENA.

- *Annual WGs set-up:* Governance WG

SB has stepped forward and was approved by the Council as the new Chair of the Governance WG. He outlined the remaining governance-related issues that need to be addressed by the WG this year, and invited Councillors to join the WG. There will be no elections in 2019, but the ENA members still need to vote on annual formal documents online. MS and BF agreed to remain on the WG, and SH, KD, KG wish to join.

- *State of the inactive WGs*

The Council discussed the state of a few long-standing WG and to what extent they are still active. The Council decided the following:

- Data quality WG - remains active and has been functioning well, therefore it does not require any change.
- Library WG - due to the fact that the WG never materialized, the Council voted to abandon it. If there is a new tangible idea, the Council can re-start the discussion and re-create a similar kind of group/TF.
- #AllezCulture WG - no longer active as such, therefore it shall be incorporated into the Communicators community.
- Copyright WG - no longer active as such, therefore it shall be incorporated into the Copyright community.

→ **Action 6: EF Secretariat - to replace the current outdated image of ENA structure on Europeana Pro page with a new drawing.**

→ **Action 7: EF Secretariat + MB - to produce a new ENA leaflet.**

→ **Action 8: Governance WG 2019 - to update the Bylaws and Procedures with the latest information on ENA community structure.**

→ **Action 9: EF Secretariat - to update Governance WG page on Pro and add SH, KD, KG into it.**

→ **Action 10: MdN - to contact Uldis Zarins regarding the dissolution of the Library WG, and inform all the WG members about the decision to end its work.**

- *Budget update (FT)*

[Presentation](#) (slide 41-44)

FT, being the new Treasurer of the Board, outlined where the current budget stands and what possibilities it offers for this year based on some lessons learnt from last year.

- *MC meetings vs. communities & TFs*

Last year's proportion of the budget dedicated to TFs was not used since the work of active TFs did not result in organisation of expected meetings. That allowed the MC to have three physical meetings in 2018 at the expense of having more TFs. The Council therefore agreed that it makes more sense to incorporate the TF budget into the budget for communities, where every community has money reserved for activities that it wishes to invest into, including TFs.

If the MC agrees to have €30 000 reserved for communities (6 communities * 5000 = 30 000), it is only possible to have two physical MC meetings in 2019 (€6000-7000 less available than last year). However, since it is vital for the Councillors to be active in communities, it is more important to meet in subgroups where a significant part of work needs to be done - within the community framework - instead of having a third general MC meeting. Such smaller-scale meeting can be organised by the community SGs under the community budget, preferably halfway between March and November (June/July). The Council as a whole will then meet again prior to the AGM/Europeana event in October/November.

The budget of up to €5000 is reserved and virtually assigned for communities to be used as they see fit, but it will not be given out automatically. The SGs have to come up with a plan that justifies the use of money. They should have the spending forecast arranged by summer, when the Board will review the overall community spending and re-allocate the unspent money of some communities to others that might need additional budget. The money does not need to be spent on TFs, it can cover any other activities such as community meetings, webinars, softwares, etc.

→ **Action 11: community managers and chairs - to update the Board on community activities in June 2019 in order to possibly re-distribute the overall community budget.**

- *Reimbursement rules*

The overall costs per MC meeting depend primarily on the location: The Hague appears to be the cheapest one by far since many of the attendees live around the Hague or the Netherlands / neighboring countries. However, since some Councillors need to travel from bigger distance or do not have feasible travel times and means to support themselves financially in such occasions, the claims should be reviewed on individual basis and exceptionally cover higher expense claims if needed. FT together with the EF team is looking to the possibility of slightly lowering the allowance per travel and overnight stay, but starting offering additional per diem allowance. The aim is to keep some flexibility in place and reimburse the Councillors in a fair way and support them if needed

wherever the money is available. Nevertheless, the reimbursement rules of the ENA cannot become too different from those of the EF.

→ **Action 12: Councillors - to notify the EF Secretariat in advance if they need an extra overnight stay to be reimbursed.**

6. Communities

[Presentation](#) (slide 45-55)

MdN explained the new Councillors what has led to the establishment of the community framework, the launch of communities, and how they have evolved ever since summer 2018.

In 2018, the ENA laid foundations for the establishment of a new community structure and launched [six communities](#) as a major investment for the future. Now, the major focus of the Council should be on activation of these communities and making them productive by offering the community members clear membership benefits, such as meeting like-minded professionals worldwide and getting involved in projects and Task Forces on specific topics of common interest. International collaboration, exchanging highly relevant information and advice, and a community vibe are what the Board and the Council are aiming for.

- [Progress update](#)

Community managers of the six communities gave a progress update on each of the community with regards to key developments and activities of the past few months, their current steering group members, future goals, and what they think is needed to make the community work better.

[Europeana Education community](#)

[Europeana Research community](#)

[EuropeanaTech community](#)

[Europeana Impact community](#)

[Europeana Copyright community](#)

[Europeana Communicators community](#)

- *Breakout groups*

After plenary presentations, Councillors worked in groups on practical development of five out of six communities with a focus on:

- Finalizing work plans and agreeing on concrete steps towards their implementation
- Discussing how ENA members can get involved and contribute and how they can benefit from being a member of each community
- Discussing Task Forces and planning meetings
- Discussing possible success criteria
- Preparing the governance of the community and installing the SG

The Copyright community table was not formed due to lack of attending Councillors with major interest in copyright, and community manager (Julia Fallon) having to lead the Impact Community instead. Julia presented progress update for the Copyright community and invited Councillors to contact her if they would like to join the SG of this community.

Every community table was asked to briefly report back on their discussions. Every community was supposed to come up with a list of follow-up actions, and to install the community's SG within one month after this meeting. Community managers and chairs will be asked to give progress update to the Board and the Council in early April 2019.

Interesting takeaways:

- Julia Fallon, community manager of the copyright and Impact communities suggested an [example of a map](#) that each community could adopt to locate their members and their activities Europe- and world-wide.
- EuropeanaTech has been using a Net Promoter Score as its official KPI. That is something ENA and the other communities could also apply.
- EF Communications team could support ENA directly and expand its editorial calendar by including ENA activities in it
- Communicators community came up with an idea to establish a cross-domain ENA Twitter account as its main channel of public communication
- Education community discussed how the ENA and EF can collaborate towards informing the CHIs about teachers' activities and vice-versa, and reach out to teacher networks to expand external collaborations.

→ **Action 13: community managers - to finalize and publish community plans on dedicated pages on Europeana Pro, and make sure the SG is properly installed by early April.**

→ **Action 14: community managers - provide progress update to the MB and MC in early April.**

→ **Action 15: MdN - to contact Councillors who repeatedly do not attend MC meetings and are neither active in between meetings.**

→ **Action 16: Councillors - to make themselves known to the community managers by email if interested in a role of chair or co-chair, or being part of a community SG.**

→ **Action 17: Councillors - to contact Julia Fallon by email if interested in chairing/co-chairing or joining the SG of the Copyright community.**

→ **Action 18: EF Secretariat - to investigate possibilities for the EF Communications team to directly support the ENA, and creation and administration of an ENA Twitter account.**

7. Wrap-up and next steps

[Presentation](#) (slide 56-60)

- [Minutes and actions from previous meeting, Q&A](#)

MdN asked the re-elected Councillors to review the minutes and actions and comment on the document within one week after this meeting. If there are no further comments, the minutes and actions will be considered approved. MdN then briefly addressed questions that were posed by the

new Councillors throughout the meeting. These questions will be followed-up on in the action points below.

→ **Action 19: Councillors - to review the minutes and actions from Vienna meeting in December 2018 and comment on the document within by 13 March 2019.**

→ **Action 20: Councillors - to contact the EF Secretariat with ideas for new communication tools.**

→ **Action 21: Councillors - to discuss ideas for possible future communities, such as curation or ENA outreach to public at the next MC meeting.**

→ **Action 22: MB - to monitor progress in the new Europeana Strategy development and keep the Council informed.**

→ **Action 23: EF Secretariat - to add MS to the MB and MC Basecamp in order to let her be informed about the Council's input to the DCHE Subgroup discussions, and provide feedback back.**

MdN wrapped up the meeting by thanking everyone for their enthusiasm, active engagement, and collaborative efforts that resulted in many good ideas. The next MC meeting will take place one day prior to the AGM/Europeana event in October/November 2019. The location and date will be shared with the Council as soon as possible.