

Members Council Meeting 20 March, 2020  
Virtual meeting

## MINUTES

### Councillors

Henk Alkemade (HA), Georgia Angelaki (GA), Petra Boettinger (PB), Flavia Bruni (FB), Erik Buelinckx (EB), Tamara Butigan (TB), Michal Čudrnák (MC), Olimpia Curta (OC), Robert Davies (RD), Killian Downing (KD), Maria Drabczyk (MD), Maria Engberg (ME), Ellen Euler (EE), Kate Fernie (KF), Barbara Fischer (BF), Karin Glasemann (KG), Susan Hazan (SH), Pilar Irala-Hortal (PIH), Vera Kriezi (VK), Loa Steinunn Kristjansdottir (LSK), Hans van der Linden (HvdL), Marta Musso (MM), Clemens Neudecker (CN), Marco De Niet (MdN), Sara Di Giorgio (SdG), Antje Schmidt (AS), Steven Claeysens (SC), Stephan Bartholmei (SB), Peter Soemers (PS), Marco Streefkerk (MS), Frederik Truyen (FT), Dafydd Tudur (DT), Erwin Verbruggen (EV)

### Europeana office

Zuzana Malicherova (ZM), Julia Fallon (JF), Gina van der Linden (GvdL), Alba Irollo (AI), Ariadna Matas (AM), Eleanor Kenny (EK)

### Apologies

Ina Bluemel (IB), James Morley (JM), Harry Verwayen (HV), Albert Verhaar (AV)

## 1. Welcome and introduction

- [Meeting minutes and actions 26 November 2019](#)

MdN introduced the agenda covered in a common [slide deck](#). Throughout the meeting, the Councillors had an opportunity to pose questions and add comments in a separate [Q&A document](#). MdN expressed his appreciation for the fact that Councillors found the time to attend this meeting in the midst of the Covid-19 crisis.

The objective of the meeting was to present the new Europeana Strategy 2020 - 2025 and briefly discuss how the Strategy reflects on digital transformation and where the ENA can lead the process. Another objective was the process of final review and approval of the 2020 community work plans and community related Task Force proposals. Finally, the Council was going to discuss closer collaboration with the EAF, ENA budget, ENA 2020 Membership campaign, ENA impact assessment and satisfaction survey, and activities of the ENA Climate Group.

Minutes of previous meetings were formally approved and will be published shortly. Most of the action points were completed, actions 2, 5, 6, 9 were ongoing. A new shared ENA Google drive was created, but access to the drive cannot be given to everyone due to Europeana Google domain internal privacy settings, but all the councillors have access to specific documents.

**Action 2020-16: ZM - to look into the possibility to share specific folders on the ENA Google drive with the MC (done).**

## **2. Updates from the Europeana Foundation**

[Presentation](#) (Slides 5-8)

- [\*EF personnel update\*](#)

The Council was informed that Julia Fallon has become the new manager of the EF's Community and Partner Engagement team; and Douglas McCarthy is the new manager of the Collections Engagement team. The new Pro site as well as the new Collections site were launched that week.

- [\*Consequences of COVID-19 for EF operations\*](#)

Since special safety measures have been in place to tackle the spread of Covid-19, the EF has taken steps to adjust to the situation.. The EF has established a team that coordinates messages to staff while evaluating the situation and navigating the communications (blogs, newsletters, messages to stakeholders reflecting a common strategic positioning of the organisation). The EF office was closed, but the staff keeps working remotely. The senior management will make a decision on when it would be safe enough for the staff to start working in the office again, taking into account government measures and recommendations.

For the time being, all the travels were suspended until at least the end of April; Europeana Presidency meeting in Zagreb in April was cancelled, the Aggregators Forum meeting in May will take place online. The EF might need to re-think the organisation of the meetings, workshops and even the Europeana 2020 conference into an online format. The office has been gathering relevant input and more details would be shared in the coming weeks.

In the current situation the ENA, the EAF and the EF should join efforts and strengthen Europeana's leadership role in bringing the sector together online. Therefore in the coming weeks, the communications efforts should incorporate the view of Europeana as a joint initiative.

## **3. ENA Communities**

[Presentation](#) (Slides 9-22)

- [\*Progress update since November\*](#)

Community chairs updated the Council on the most recent community activities since described in detail in the [progress update](#) document. MD stepped down from her role as the chair of the Impact community, and Maaïke Verberk, who was already on the SG, volunteered to be the new chair. SdG stepped down from her role as the chair of the Research community, SC became the new chair.

- [Final approval of work plans 2020](#)

The Council reviewed all the submitted community work plans for 2020. The work plans specify community SG composition, community aspirations and priority areas to focus on in 2020, planned task forces, communications tools and budget required for 2020:

- Tech [Work plan](#)
- Education [Work plan](#)
- Impact [Work plan, TF proposal on Impact Lite](#)
- Copyright [Work plan, TF proposal: How-to Guide for Labelling Cultural heritage](#)
- Communicators [Work plan](#)
- Research [Work plan](#)

All the work plans were formally approved. The SGs will incorporate given comments and the documents will be published on Pro in the first half of April 2020. The virtual format didn't allow for a detailed discussion, but in a physical meeting it would have been desirable to discuss the work plans in six separate groups. If anyone has any further suggestions for improvement, they can contact the SGs directly. In 2020, the next annual work plan should start to be developed in conjunction with the ENA annual plan in October 2020.

Two TFs were approved in December 2019: '[AI in relation to GLAMs](#)' (EuropeanaTech) and '[New Professionals](#)' (Impact). On 18 March, the Board approved additional two TF proposals - the Impact community's [TF proposal on Impact Lite](#), and the Copyright community's [TF proposal: How-to Guide for Labelling Cultural heritage](#).

**Action 2020-17: ZM - to make sure all the community work plans are finalized and published on Europeana Pro (done).**

- [Discussion: How can the communities improve their output as concrete results?](#)

In a broader sense it remains unclear whether the ENA communities' activities can go beyond Europeana, or whether they are mainly meant to support the EF activities. The level of EF dependency may vary depending on topic. The Impact community's work might focus more on CHIs and the sector than on Europeana itself - that is where the methodology was developed as a standard setting instrument, but it is intended for professionals in the sector, not for Europeana. The success lies in the level of community engagement and amount of active members, regardless of topic. The discussion can continue at the next meeting.

#### **4. Digital transformation and Europeana Initiative Strategy in 2020**

[Presentation](#) (Slides 23-42)

- [Final Strategy document](#)

The Council was presented with the freshly published Europeana Strategy. The document was signed off by the EC only a few days earlier, and the Strategy was not yet advertised and distributed to the public at this point. That was going to happen in a structured way over the following weeks.

In the new Strategy, the main objective of the Europeana initiative will be to support the digital transformation of Europe's cultural heritage sector. The document explains what digital transformation means for the sector and what the main drivers of the transformation process are going to be. The EC and the member states play a very important role in it, as the success of the Strategy depends on support at the national level. Europeana Initiative is meant to be strengthened, supported and reinvented as a strong network organisation focusing on this objective. This strategy will be delivered by a collaborative approach led by the EF under a service contract with the EC, with the ENA and the EAF, member states and external partners.

Some Councillors warned that the planning of actions in the Strategy in its current form may need to be modified in practice in relation to the Covid-19 crisis. There is no way of going back to the DCHE and changing the Strategy as such, but it remains to be seen what the immediate consequences of the crisis on the sector will be and how Europeana's response can be carried out.

**Action 2020-18: MC - to read the Strategy document and share their thoughts on possible practical implications of the crisis situation on the Strategy with the office (ongoing).**

- [Key findings from Lisbon MC & EC sessions](#)

MdN summarized key findings from the group work on digital transformation at the MC meeting in Lisbon. The [spreadsheet](#) includes input from the MC meeting as well as the workshop with the EC during the conference. MdN invited the Councillors to think about how the new Strategy reflects on currently accelerated digital transformation as assessed by them in Lisbon, and where they can lead the process.

The Councillors were asked to have a look at the green column (c) and indicate in the following blue column (d) where the MC on behalf of ENA can take a lead by adding '+1' behind each activity. Everyone can pick as many activities as they wish but in the end a few priorities with the most votes will be shortlisted. The topics with the most votes will be further addressed at the next MC meeting.

**Action 2020-19: MC - to grade the activities summarized in the digital transformation spreadsheet as to where the MC and the ENA can take a lead (done).**

## **5. Association business**

[Presentation](#) (Slides 43-61)

- [ENA Budget update](#)

FT presented the Council with a 2019 and 2020 community budget update. The 2019 budget was closed with around 11400 Euros underspent. Since there was this amount of money left, the Board asked the EF senior management to transfer the money from 2019 to the 2020 budget in order to fund two additional TFs submitted in December 2019. The initial 2020 budget is the same as it was in 2019. FT explained the 2020 community budget overview based on submitted work plans. The current crisis situation might have an impact on the ENA spending on physical meetings. If many physical meetings will have to take place online, there might be more money left in the second half or the end of 2020.

- ENA Governance update

SH became the new chair of the Governance WG. The composition of the rest of the WG remains the same, but the other Councillors are free to join if interested. Since the beginning of the year, the Group has reviewed the 2019 [Voting process](#) as well as pending proposals from the MC meeting in Lisbon. SH outlined the timeline of the upcoming ENA Membership campaign (starting on 20 April) and MC election campaign planned (from September onwards).

- ENA and EAF alignment update

In January 2020, the EF senior management and the EAF Steering Group agreed on formalizing the EAF governance model using ENA's format. ZM joined Henning Scholz in running the EAF secretariat in order to facilitate closer collaboration, meetings organisation and information exchange between the two. A closer collaboration between the EAF and ENA is also foreseen in Pro blogs and the ENA newsletter. In 2020, the EAF aims to focus on updating its governance model, organisation of EAF meetings, national workshops and trainings, and running its own TFs and WGs using format established by the ENA, open to collaboration with the ENA and EF:

- WG on IIF adoption, training, and translation of resources
- Reviving the former ENA Library WG in the EAF format for library aggregators
- Advocacy TF
- TF on training and knowledge sharing ("train the trainer" concept): aiming to develop an effective structure to run training and workshops and disseminate the knowledge. This TF can be a highly collaborative effort shared by the EAF, ENA and EF. The Communicators community as well as other communities should play an active role in promotion and implementation of the task force results.

- ENA impact assessment and satisfaction survey

The preparations of the ENA impact assessment and satisfaction survey were initiated in autumn 2019 and the EF team planned to carry it out this month. MdN has been informed throughout the process. The results would be reported as part of the formal KPIs. However, based on feedback received from both the Council and the Board members, the EF team and the Board agreed that the survey should be further thought through and refined, and postponed for a while in light of the current crisis situation.

- [Europeana 2020 conference update](#)

The foreseen dates for the annual event are 11-13 November 2020 and it would take place in Amersfoort, the Netherlands, but for the time being the plans are on hold and the format remains questionable. The office aims to keep the venue option but is also looking into the possibility of organising a virtual conference.

- [ENA Climate group](#)

The ENA Climate group that was formally established in Lisbon presented the Council with their activities and upcoming plans. The group has become popular and active in discussions on Basecamp, and in producing various communications initiatives. Among the future ones, the Group aims to run a Twitter campaign and come up with a manifesto in November 2020, which would be symbolically handed over to the Portuguese presidency of the EU, as the group was officially born in Portugal.

## **6. Wrap-up and next steps**

MdN briefly informed the Council about EF governance restructuring. The EF created a Governance WG to look into a more efficient governance model. The WG has proposed a new setup to have three governing bodies: *Director(s)*, *Supervisory Board*, and *Advisory Board*. The Supervisory Board would be a small group (7 persons) that would play a supervisory, advisory and an employer role for the EF directors. One seat on this Board is reserved for an ENA Board member, and one seat is reserved for an EAF representative. The governance restructuring process should be concluded by September. More information will follow once the WG work has ended.

The Board and the Council need to wait and see how the Covid-19 crisis impacts the sector and the way ENA operates. The next Council meeting should take place in late June or early July. MdN asked the Councillors to wait with booking their travels even once the dates are announced. In the worst case, the meeting will again take place virtually.

→ **Action 2020-20: ZM - to inform the Council about the date of the next meeting (done).**

→ **Action 2020-21: MB - to follow up on the remaining questions in the meeting Q&A doc (ongoing).**