



A young mother sits at the table with a small boy, Wellcome Collection, United Kingdom, CC BY

ENA COMMUNITY TERMS OF REFERENCE 2021



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Definition of an ENA community

Established and supported by the Europeanana Network Association (ENA), a Community represents a group of people who work together on a voluntary basis to cultivate and share knowledge, expertise and best practices on a specific topic or area of common interest. Building upon the core mission of the ENA to empower professionals in the cultural sector, community work takes up this mission and cultivates new opportunities that will benefit the professional needs and interests of its members.

Communities are required to operate in accordance with the [Europeanana Initiative Strategy](#), and its objectives and activities should be negotiated and agreed upon with the Europeanana Foundation via the Community Manager. Goals of the ENA and its Communities may, however, not always necessarily be aligned with objectives of the Europeanana Foundation.

Community activities therefore contribute to the ENA and Europeanana ecosystem as a whole; strengthening the Network and building upon existing Europeanana resources while expanding members' collaboration through local, national, and domain actions. Europeanana Initiative is committed to providing inclusive, collaborative, caring, and respectful communities open to all the ENA members.

Community governance is based on a democratic system. Communities can be proposed by any ENA member to be approved by the Members Council in consultation with EF staff. ENA Management Board, and Members Council provide strategic guidance to the Communities. Communities that become inactive or no longer serve their purpose can be disbanded by the Management Board.

Structure

When signing up for the ENA, members are invited to indicate their specific interests and thereby to join one or more of the ENA Communities that focus on specific topics. Every ENA member can sign up for as many Communities as they wish. There is no limit to the number of ENA members per Community, and in principle there is no limit to the number of Communities. At the same time, Communities are seen as agile; in that they can grow organically based on internal or external initiatives and develop their own methodology and work plans depending on their character, needs, and type of audience.

Although anyone interested or professionally involved in digital cultural heritage and the work of Europeanana can be a community member, the communities are intended for and dedicated to the ENA members. Community members are expected to act as an inclusive, collaborative, caring, and respectful community that is open to all ENA members and are required to adhere to the [ENA Code of Conduct](#).



Everyone in the Community plays a vital role. There are many functions, from leadership to content production to communication. A community thrives when everyone takes responsibility and contributes what they do best.

Steering Group

- Community Chair and Co-chair(s)
- Community Manager(s)
- Steering Group

Community Chair and co-Chair(s)

Chairs and co-chairs are proposed by the Community members and appointed by the ENA Members Council. They are responsible for mobilizing and leading community members and act in a voluntary capacity, sharing their experience, knowledge, or expertise with the specific community, e.g., Tech or Copyright, etc. At least one of chairs or co-chair is required to be a member of the Members Council in order to act as liaison between the community and the Members Council. Each Community has at least one dedicated Board Member ascribed to it.

Community Managers

Community Managers are appointed by the Europeana Foundation or another partner institution and are employed under Europeana DSI. Managers facilitate implementation of the Community work, foster communication between the Europeana Foundation and the Community, contribute to the leadership of the Community and are responsible for reporting to the European Commission.

Steering Group

The Steering Group welcomes an appropriate number of ENA members who express interest in taking on an active role in the Community leadership and who are prepared to commit their time and effort to this goal. Steering Group members are drawn from the Community.

- Steering Group members are appointed for an unlimited period, and new members may be invited by the community to be nominated to the Steering Group, and ratified by the MC.
- Community Chairs and Steering Group members have to be able to devote necessary time and commitment to fulfillment of their duties related to the Community work, possibly securing the commitment of their employer. A newly appointed Chair and Steering Group member goes through an introductory onboarding process with the Members Council member responsible for the given Community, the Community Manager and/or the ENA Secretariat in order to align the levels of expectation and clarify their responsibilities.
- All appointments are reviewed on an annual basis by the Management Board, allowing for replacement of inactive members if needed.
- Chairs and Steering Group members who cannot deliver what they committed to and who are repeatedly inactive in their role will be replaced. An inactive member will be approached by the Community Chair; if it is the Chair who is inactive, or if the Chair refuses to take action towards an inactive member, the



Community Manager will approach the representative of the MC who has specific responsibility for the Community or if need be also to the Chair of the Management Board, with a request to substitute the Community Chair.

Management and workflow

Together as Community leadership, the Community Manager and Chairs are responsible for effective communication flow between the Community, the Management Board, the Members Council and the ENA, ensuring that relevant subjects are discussed and approved by the Community. When cross-community actions, such as shared Task Forces are running, all Managers and Chairs should establish dedicated, and regular communication and management channels.

Community leadership responsibilities

Decision making and Community management is a shared responsibility of the entire Steering Group together with the Managers and decisions are taken by all collectively. These tasks will be agreed/distributed/assigned internally as decided by each Community.

The Community Leadership responsibilities include:

- Defining and driving Community priorities
- Steering the community agenda
- Preparing, sharing and publishing documents
- Authoring and promoting the Community's communication channels
- Organising and chairing the meetings
- Preparing and delivering reports and annual work plans

Community leaders are responsible for ensuring that Community members not previously registered, will sign-up for the ENA.

Annual work plans will include relevant KPIs aligned with [ENA Strategic Priorities](#), to be reviewed according to their impact and against the targets the communities set to meet their specific goals. All reports and results are reviewed on an annual basis by the Management Board and may be adjusted in the middle of the year in light of new realities and unforeseen circumstances. Community Chairs and Managers are invited to attend regular Management Board calls to facilitate regular information flow and two-way conversation.

Role of ENA Secretariat

The ENA Secretariat (Europeanana Foundation staff) is currently employed under Europeanana DSI to oversee and coordinate the tasks related to ENA, Community governance and maintenance in general. The Secretariat stays in regular contact with the Community's Steering Groups and Managers and supports and facilitates the



community-related activities, depending on the specific needs, preferences and ambitions of each Community.

ENA Secretariat responsibilities; communication and workflow

The ENA Secretariat is responsible for overseeing and delivering the Steering Groups annual reports as well as the work plans for the upcoming year. Annual work plans may include activities that are of interest for community growth and development and are submitted for approval to the Members Council at the beginning of every calendar year.

The ENA secretariat maintains the dedicated community pages on Europeana Pro, and facilitates the use of various communications channels and platforms, such as a Mailchimp mailing list, LinkedIn, Twitter, etc. The ENA and the public are kept informed via the Pro pages and blogs, as well as through regular emails and newsletters. All the social network channels can be mobilized on specific occasions for campaigns, product testing, etc. The Communities decide on ways to engage in regular communications according to their work flows, their own organizational logic and internal rules.

ENA Task Forces, Working Groups, and Budget

Task Forces are instruments to solve a specific, time-limited task. Task Forces formally belong to the Communities, or cross-European Initiative groups depending on their focus and topic of interest or may be located in more than one Community; even beyond the ENA. Proposals for Task Forces should either come from the Communities, the Europeana Foundation or the Europeana Aggregators' Forum, and focus on specific community-related needs, or address needs of the network at large. For example the [IIIF & Europeana Working Group](#) is also the result of a shared effort between Aggregators' Forum and the EuropeanaTech Community. For more information see the [Task Force terms of reference](#). Task Force members, who are not members of the ENA, must also adhere to the [Code of Conduct of the ENA and its communities](#), in any forum, be it face-to-face or online.

Working Groups support long-term, on-going activities such as ENA Governance, and draw on members from all communities as well as those in ENA who are expert in a specific area and are prepared to dedicate their time on a long-term basis.

Community budget

Each Community is entitled to an annual budget to be used according to its Steering Group's plans in a flexible manner for appropriate Community activities, including Task Forces. This is contingent on the ENA budget available for the year. Budget spending is overseen by and regularly reported to the Management Board. The Board ensures that the available money is distributed and used fairly. The budget is assigned based on requirements stipulated in the annual Community work plan and accounted for in the annual report. If needed, the budget can be re-distributed between Communities by the Management Board, during the calendar year depending on their individual levels of spending and any changes made to the originally planned activities.



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