



Paper 1B - Confidential Supervisory Board Meeting

May 19, 2021
15h00 – 17h00 CEST
[Zoom](#)

Public précis of minutes of 23 February Supervisory Board meeting

Action proposed: For Europeana Pro

Attendees

Elisabeth Niggemann (EN) - Chair
Joke van der Leeuw-Roord (JLR) - Vice-chair
Marco de Niet (MdN)
Taja Vovk van Gaal (TVG)
Brid Dooley (BD)
Anne Torreggiani (AT)
Harry Verwayen (HV)
Albert Verhaar (AV)
Shadi Ardalan (SA)

Apologies

Kerstin Herlt (KH)

Some discussions are omitted from the précis of the minutes as they are deemed confidential to the Supervisory Board at this point in time. The public meeting papers and documents referred to in these minutes can be seen on [Europeana Pro](#).

I. Opening

The online meeting was held on February 23, 2021, chaired by Elisabeth Niggemann (EN). 6 members attended the meeting forming a quorum. Kerstin Herlt (KH) didn't attend the meeting but provided feedback via email incorporated into the last section of the minutes. The proposed agenda was adopted.

I. Minutes, actions and decisions from 14 December meeting

The Board adopted the minutes of 14 December 2020 meeting Paper 1A , and the public précis of the minutes [Paper 1B](#) which will be published on [Europeana Pro](#). Actions and decisions from the last meeting are all complete.

The non-confidential discussions from the Supervisory Board meetings can be shared with the Management Board of ENA and the Steering Group of EAF. The Supervisory Board meetings are normally conducted 'on the record' for transparency, with the 'confidential' or 'Chatham House' rules occasionally invoked in specific cases. Confidential discussions are marked in the minutes.

II. Europeana Foundation governance

i. The [English statutes have been published on Europeana Pro](#). The English version was the basis for translation into Dutch version. In the event a discrepancy between the versions occurs the Dutch version prevails as the leading legal guide.

ii. The internal rules document is work-in progress, built on all other relevant documents and debates throughout the process. It's a public document and will be published on Europeana Pro. The Supervisory Board is called to share their last comments to make sure the rules are comprehensive and nothing major is missing. The Board agrees not to over-regulate or over-complicate the internal rules. Amendments¹ can be made any time with a majority consensus. In article 6 and 7 it will be added that the Supervisory Board and the Advisory Board can propose working groups.

iii. The Board of Directors agreement isn't a public document. It will be complemented by the contract between the General Director and the Foundation. In Art. 2 Clause 9: *'Problems and conflicts of any significance in the relationship with third parties'* , the Board agreed to add *'key stakeholders'* in 2.9 and *'funding'* in 2.3.

¹ Article 16, clause 1 of the statutes: The Supervisory Board may adopt and amend the internal rules to further elaborate them in these Statutes and to regulate other matters concerning the activities of the Foundation. The Supervisory Board shall be empowered to adopt one or more codes of rules or regulations with regard to subjects that are not contained in these articles.



iv. Chair and Vice-chair succession

The Board discussed the succession plan for the roles of chair and vice-chair of Foundation.

III. Update and discussion on matters relevant to Europeana and the Foundation, (ideas, opportunities, concerns)

To discuss other urgent matters on the agenda, the Board decided to share their updates/concerns/ideas on basecamp.

IV. Europeana Foundation strategic and business planning priorities

The Board members shared their experience of the Advisory Board meeting: The Management Board of ENA discussed a short analysis of the meeting. The participants enjoyed the first day despite the short time available for more-in-depth discussions. The dynamic that allowed interaction and open discussion was interesting, but if you don't go deep in discussions, findings remain thin. The overall experience was delightful and the Board loved the format. The pace was too fast and the interaction with others was limited. Working in smaller breakout groups and more time allocated to breakout discussions would be better.

The aim was to meet and to get to know the Advisory Board, get them involved and engaged. This defined the design principle. Going deep in discussions is next.

Michael Edson was engaged to collect and present the workshops output in a digestible format. The draft exploratory and initial report from the Advisory Board workshops will be distributed on February 24 for feedback by March 1. It aims to provide the Advisory Board's observations in relation to the explored themes as a platform for dialogue with the staff and for approval by the Supervisory Board. A reworked version may be published for a wider audience on Pro. We find the themes of *Participation and read-write culture*, *Collaborations across the sector*, *Digital Public Space*, *Climate Action* and *Diversity & Inclusion* (through a separate process) of central importance to the Foundation and to the broader cultural sector. We will explore how these themes relate to the work we do under the DSI core service and our three commitments of data quality, infrastructure and capacity building, as well as the impact. We can organise a social online event just before summer to reflect and take a deep dive into the theme of *diversity & inclusion*.



V. Europeana Foundation management and operational update

We have extended our COVID-19 measures and our work from home policy until May 1st. No business travel until further notice. Hard lockdown remains in force until 23 March in the Netherlands. We keep investing in office interactions (all staff meetings, Europeana ‘Grand Tour’, Watercooler, ...). We are investing in education and training. We are developing a long term vision for hybrid working and a code of conduct for how we behave and what is expected (in relation to D&I).

Management report (November 2020 - January 2021)

The expectation that the COVID-19 might positively influence the online traffic and user engagement in Europeana wasn't met. We haven't seen a huge traffic in the Collections. We are looking at projects that can impact the traffic. We are generally doing pretty well, nothing is behind the plan. Delays, if any, are due to the pandemic.

VI. Finance & financial sustainability

The Board discussed the funding update, funding for the six new Generic Services projects, and the cashflow update. The Board approved the final budget 2021.

VII. Any other business and closing

Next Supervisory Board meeting is on 19 May 2021 at 15:00 CEST. The Board agreed to extend the time of virtual meetings to two hours. The Board will be consulted for the approval of the Business Plan 2021 and the Annual Report 2020 before the next meeting on basecamp.

Dissemination:

Public - on Europeana Pro