



DARIAH-EU

Digital Research Infrastructure
for the Arts and Humanities

**DARIAH
WORKING GROUPS
POLICY
STATEMENT 2019
V.05**

Editors: Andrea Scharnhorst, Francesca Morselli, Femmy
Admiraal

Editorial team: Jennifer Edmond, Mike Mertens
(until 2017), Tibor Kalman, Matej Durco, Marianne
Huang, Agiatis Benardou, Nicolas Larrousse,
Marcin Werla, Dirk Wintergruen, Fabio Ciotti,
Arnaud Roi, Tomasz Parkoła

Table of Content

1. Purpose of the document	2
Changes in the vision on VCC and Working Groups	2
2. Research and services in DARIAH - Virtual Competency Centres (VCC) and Working Groups - Introduction	3
3. DARIAH Virtual Competence Centres: role and function	5
Role of Joint Research Committee (JRC)	6
Duties of VCC heads according to DARIAH Statutes and Internal Rules of Procedures	6
Role of the DCO (CIO and other officers) supporting JRC, VCC heads and WGs	7
Summary	8
4. DARIAH ERIC Working Group Framework	9
The function of Working Groups inside of DARIAH	9
Life cycle of a DARIAH Working Group - Coming into being	11
Contact phase - Eligibility	11
Objectives and Activities	11
Accreditation	12
Active phase of a DARIAH Working Group	13
Steps and Action Points	13
Principles for running a DARIAH Working Group	14
Support of Working Groups inside of the DARIAH ERIC	14
Core support	14
Special funding schemes	14
Evaluation	15
Phasing out of a DARIAH Working Group	15
Cross WG communication matters	16
Community Calls	16
Principles of Community Calls	16
Stakeholders	17
House Rules	17
Appendix	18
Working Group proposal template	18
References	20

1. Purpose of the document

The DARIAH Working Groups Policy Statement describes the role of Working Groups (WGs) in the DARIAH ERIC. As Working Groups are assigned to Virtual Competence Centres (VCCs) and coordinated by means of the Joint Research Committee (JRC), the document starts with an overview of the relationship of WGs, VCCs and the JRC and their location in the DARIAH governance structure (section 2). It further details role and function of DARIAH VCCs (section 3) with reference to the DARIAH Internal Rules of Procedure 2018. The main part of the document (section 4) is devoted to the life cycle of Working Groups and matters of communication and coordination.

The document is an update of the *DARIAH Policy Statement - Working Groups in DARIAH - concepts and procedures*, prepared by the Working Group on the Evaluation of VCCs (2014-2015) and approved by the JRC 27.01.2015¹. It will replace the former document after approval by all relevant DARIAH bodies.

For sake of completeness the current document contains the Working Group application template.

Changes in the vision on VCC and Working Groups

Historically, VCCs were vehicles to get DARIAH organised around topics, to execute specific tasks, and to foster community engagement by means of Working Groups. For that, VCCs would initiate, moderate and take care of Working Groups (see also the General VCC meetings 2012-2015²). In turn, Working Groups were assigned to one VCC. At a certain point in time it was even discussed if the VCC structure should be periodically revisited and potentially adapted to changing Working Group needs (life cycle of a VCC).

As DARIAH matured, it turned out that the VCCs were a natural and generic way to organise knowledge exchange and coordination across DARIAH members. The VCCs are tangibly supported by the member countries in form of 'in-kind' staff contribution. This is reflected in the way VCC chairs and VCC heads are established. In contrast, Working Groups rely on self-organisation. They might be supported institutionally in member countries or by partner institutions, but this is not formalised. They emerge when a group of researchers, service staff or others organise themselves around a tool, a service, a project, a specific research question and so on; are active for some period; and terminate their work if circumstances change. As a consequence, WGs are much more volatile in their existence, activities, and often operate in areas across different VCCs.

In the course of 2016-2017, the responsibilities of the VCCs with respect to the WGs were extensively discussed (JRC meetings 2016/2017) and a tangible support scheme for the

¹<https://wiki.de.dariah.eu/pages/viewpage.action?spaceKey=DARIAH&title=Concept+and+Procedures+-+Working+Groups> The DARIAH WIKI space can be accessed with a DARIAH account.

² <https://www.dariah.eu/activities/annual-event/general-vcc-meetings/>

WGs by the DARIAH ERIC (WG funding) was established (see Appendix). This document formalises current procedures around VCCs and Working Groups.

2. Research and services in DARIAH - Virtual Competency Centres (VCC) and Working Groups - Introduction

According to the DARIAH Statutes, the DARIAH ERIC organises its operations around Virtual Competency Centres (VCCs), each of which addresses particular areas of expertise (DARIAH ERIC Statutes, Chapter 6, Article 19/20). In the preparation phase of the ERIC, DARIAH decided to complement the structure of the VCCs by connecting Working Groups to them, following the example of other organisations such as Research Data Alliance (RDA)³.

The DARIAH organogram shows the position of the VCCs in the overall DARIAH governance.

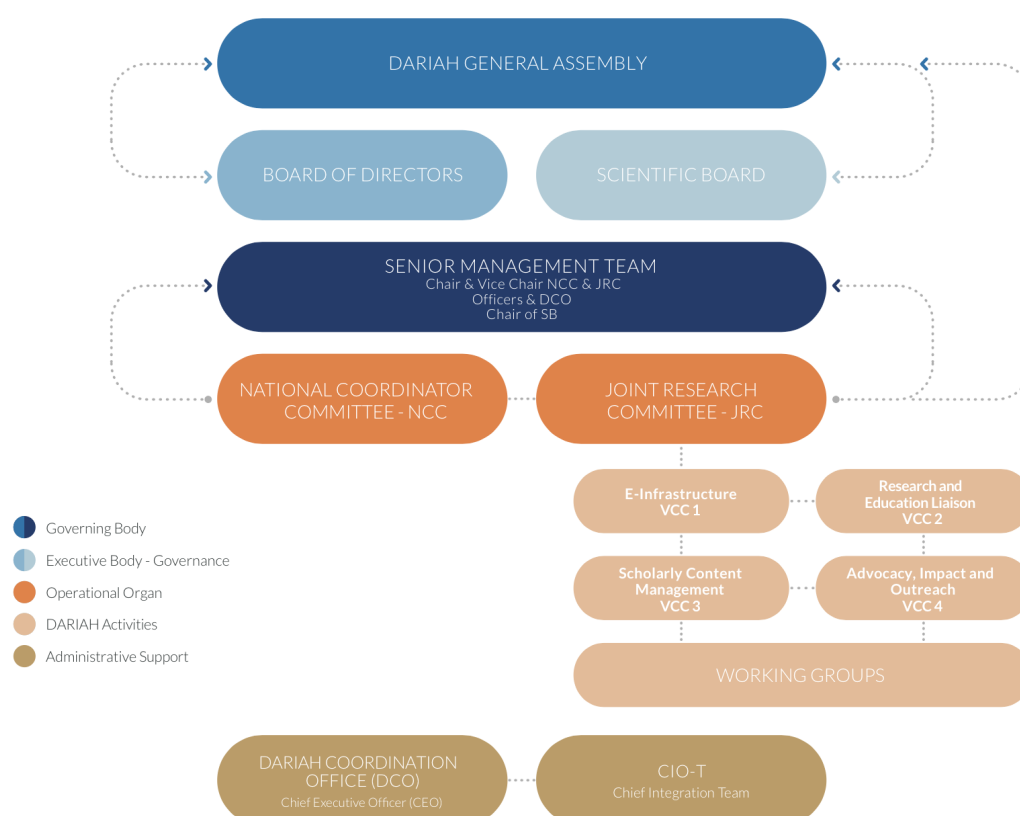


Figure 1: DARIAH Governance structure (Source: <https://www.dariah.eu/about/organization-and-governance/>).

³ <https://www.rd-alliance.org/groups/working-groups>

DARIAH has four Virtual Competence Centres:



e-Infrastructure (VCC1) is responsible for DARIAH's technological foundations. It is working towards a digital environment that allows to share community-developed data and tools to ensure the quality, permanence and growth of e-Infrastructures and technical services in the Arts and Humanities. Among its main goals is securing the availability of infrastructure services for as many researchers as possible in the various disciplines, which consequently will safeguard Europe's role as a global player in the Arts and Humanities.



Research and Education Liaison (VCC2) promotes and supports the use of research data and ICT methods and technologies, including the DARIAH infrastructure. It acts as the primary contact with the Arts and Humanities (A&H) research and teaching communities, providing the interface between the DARIAH research infrastructure and researchers undertaking basic, applied and practice-related research across the A&H. It seeks to understand A&H research practices and processes, and to understand, promote and influence the use and application of ICT enabled methods and tools, with a particular emphasis on interdisciplinary understanding and exchange.



Scholarly Content Management (VCC3) deals with the various stages of the scholarly content life cycle, from creation, curation, and dissemination, through to the pooling of scholarly digital resources and results for reuse. It offers services and resources for the representation and management of data, as well as for the management of associated legal and organizational issues.



Advocacy, Impact and Outreach (VCC4) focusses on high level advocacy, assessing the impact of DARIAH and measuring the 'added value' that it brings, outreach to wide groups of stakeholders, and ensuring capacity and participation in DARIAH.

Basically, the VCCs described above represent the four pillars of a research infrastructure (RI): its architecture and technical backbone (VCC1); the content (e.g. collections of resources, data etc.) and its organization (best practices, standards, repositories) (VCC3); its designated research communities and the interaction with them (VCC2) and its wider range of stakeholders to which the RI is accountable (VCC4). (Borgman et al. 2013; Fihn et al. 2016)

VCCs are sometimes mistaken for physical institutions or centres with resources to address these needs. But, VCCs are **Virtual** Competence Centres, built by experts from both research and service institutions. Their capital is a social one, lying in an unique mixture of competences. DARIAH is an ERIC that operates across domains in the humanities, with a wide variety of resources and services needed, represented by a variety of institutional forms. As a consequence, DARIAH is a rather expert-driven than an institution-driven organisation. The same principle can be observed in the formation of Working Groups. That said, the group of experts linked to a VCC can vary in size and composition. The VCC head

and co-head are appointed by the Board of Directors, based on an agreement with the corresponding VCC chair (home institution), and supported by members of related DARIAH Working Groups or other DARIAH members. (for the current VCC heads/co-heads see the [DARIAH website](#))

3. DARIAH Virtual Competence Centres: role and function

The VCCs are represented by a VCC head and co-head, each of whose candidacy is supported by their employing institution (called VCC chair), which must be located in one of the DARIAH member countries (see the Internal Rules and Procedures (IRP), Section 9 (VCC chair), Article 24). Both VCC head and co-head are appointed by the Board of Directors (for the current VCC heads/co-heads see the [DARIAH website](#)⁴).

VCCs are represented by their VCC heads and form the core of the **Joint Research Committee**, which according to the DARIAH statutes (article 15) "... shall be one of the two operational organs of DARIAH ERIC. Its aim is to organise the scientific and technical integration of DARIAH activities." The VCC chair institution guarantees that the appointed VCC head/co-head are available for a minimum of 180 hours annually for their DARIAH function. This agreement is fixed in a Memorandum of Understanding. The IRP details further the process of electing a VCC chair, a VCC head and the evaluation of their contributions. VCC activities are eligible as in-kind contributions to the DARIAH ERIC.

Working Groups in DARIAH are assigned to one or several VCCs. Their members contribute to the pool of experts in a VCC.

The VCCs form the scientific and technical heart of DARIAH, they influence strategy and suggest topics taken on documents such as the DARIAH Strategic Plan and the [DARIAH Strategic Action Plan](#). By means of the JRC, the VCC give input to the Senior Management Team (SMT), and the Board of Directors (BoD). Information flows through the notes of the JRC meeting into the SMT meeting which the JRC Chair and Vice Chair attend. In addition, the JRC participates in the DARIAH Strategic days (since 2017) together with other DARIAH bodies.

The VCCs create an ecosystem and are important to inter-connect WGs as well as to secure their work. Each VCC is a kind of hook, which the WGs can latch on to. The VCCs are the backbone enabling coordination between WGs and the communication of their outcomes into the wider DARIAH community. The VCCs are decisive in the accreditation process of new Working Groups, and their monitoring and evaluation.

VCC heads facilitate the linking of the WGs to the strategy of DARIAH. They do this in their capacity as moderators, advisors and supervisors of WGs. In turn, and towards other bodies

⁴ <https://www.dariah.eu/about/organization-and-governance/>

of DARIAH, the VCC heads are the voice of the WGs. In all those functions, the VCCs are supported by the DARIAH Coordination Office (DCO), and more specifically by the Chief Integration Officer (CIO), and those DCO officers working in the CIO team.

In 2017, the JRC decided to loosen the somewhat fixed assignment of a WG to one particular VCC, and to introduce a more flexible scheme. While each WG has one primary coordination point (see excerpt from the IRP below), the VCC heads can be approached both by other WG chairs directly for consultation. In turn, VCCs can approach WGs from other VCCs directly too, if they have specific questions.

Role of Joint Research Committee (JRC)

The JRC is the DARIAH body in which the work of the VCCs is executed. It consists of the VCC heads and is chaired by the Chief Integration Officer. The JRC team meets every 6-8 weeks. Other members of the DCO, and/or directors or members of other bodies attend the meetings depending on the agenda. The JRC can propose to the BoD to appoint general members to the JRC, if the function of the JRC requires more manpower. An example is period of changes in VCC head appointments.

During the meetings each VCC head reports on the progresses of the Working Groups connected to her/ his VCC. At the JRC meeting decisions are taken and prepared for approval by the higher bodies of DARIAH, such as the SMT and the Board of Directors. The tasks of the JRC are detailed in the Internal Rules of Procedures (next section).

Duties of VCC heads according to DARIAH Statutes and Internal Rules of Procedures

The DARIAH Internal Rules of Procedure document (April 2018) documents procedures and in particular tasks of the VCC heads. (IRP, Section 8 (JRC), Article 23 (VCC Head and the Memorandum of Understanding)⁵

1. “Duties of VCC Heads

- a. Each VCC Head acts as **peer for all Working Groups based on his area of expertise.**
- b. As defined by the JRC, **each Working Group is assigned to one VCC (as presented by VCC head) as primary coordination point.**
- c. **VCC heads report regularly in JRC meetings** about the activities of the Working Groups assigned to them. In addition, they contribute about the VCC and Working Groups to the **Annual Report.**
- d. VCC heads support the preparation of the **DARIAH Annual Event**, serve in the **Programme Committee** for this event; and are present at the event.

⁵ <https://sharedocs.huma-num.fr/wl/?id=jZHKdxN5psdE8ScWqPxf8UZYax4x9VZk>

- e. VCC heads act as **reviewers** in the approval of the **yearly in-kind contributions** of the DARIAH members.
- f. VCC heads can be called in for other **reviewing activities in DARIAH** (for instance, concerning new funding instruments in the DARIAH ERIC).
- g. VCC Heads participate in **DARIAH outreach and networking activities**, as commissioned by the SMT.
- h. VCC Heads participate actively in the **discussion of DARIAH policies and strategies** based on invitations by the Board of Directors and other bodies of DARIAH.”

Role of the DCO (CIO and other officers) supporting JRC, VCC heads and WGs

- **Monitors and facilitates the administrative procedures around a WG** (see life cycle of WG).
- **Supports and facilitates daily communication of WG activities across DARIAH channels** as well as between WGs, through the following tools and channels:
 - **Personal and group emails**
 - **Basecamp group**
 - **Support the VCCs and WGs in specific additional activities** (for example the WG community call as a place to discuss shared topics and common issues, as well as possible collaborations; or the WG chairs meeting at the Annual event; or broadcast specific VCC activities)
- **Executes (after approval of the SMT) studies into the state-of-art of WGs work** through:
 - Surveys
 - Interviews⁶
- **Manages the WG community**, organizing e.g.
 - The Marketplace session during the Annual Event
 - The Working Group exchange session during the Annual Event
 - Communicating interesting event or possibilities for the WGs via Basecamp
 - Planning new and efficient ways for the WGs to share knowledge and experience
 - Support the VCCs and WGs in other specific activities.
 - Organises, runs and follows up on the yearly **WG Funding Call**, to which all WGs can apply (via Sciencesconf⁷)
 - This includes the creation and management of the sciencesconf platform, as well as review process.
- **Facilitates the dissemination of the WG research outputs.** The CIO team connects different research agendas by disseminating and sharing what tends to

⁶ A series of interviews took place with the DARIAH working groups in summer and fall 2016. The next round of interviews will take place in summer and fall 2018. The report of the previous interviews is available here: <https://wiki.de.dariah.eu/pages/viewpage.action?pageId=52166660>

⁷ Funding call of 2017: <https://dariahcallwg-17.sciencesconf.org/>

developed in isolation within one specific community.⁸ Together with the DCO Outreach officer the CIO team works on updating the website on WGs.

- Reflects (in the form of articles, presentations, discussions) on what the **role and the impact of the Working Groups** is, both for the DARIAH ERIC, as well as for the research communities that are not part of it yet. This last point allows the DCO/CIO team to present at national and international conferences⁹ and workshops the work done by the DARIAH Working Groups, as well as their impact on the new research methods that the Working Groups encourage by means of co-creation of new knowledge.
- **Coordinates** the organisation of the **Annual Event**: Initiating the Programme Committee, co-editing the call text, setting up the SciConf website for submissions, organises the reviews of submissions, links to the local organisers

Summary

VCC heads are active in shaping the WG ecosystem. By monitoring and mentoring WGs they advise on the developments of a WG, possible collaboration between WGs (up to possible merging). Concerning the creation of future WGs topics, VCC heads give advice to emerging WGs, proposing modifications of an WG proposal if necessary, and eventually approve WGs. Moreover, the VCCs can also actively propose new WGs.

The relationship between VCCs, JRC, WGs and the DCO/CIO is expressed schematically in Figure 2, which details a part of the overall DARIAH governance organogram. Overlap of shapes stands for shared membership: the CIO is the chair of the JRC meeting (with other DCO officers present upon request); the CIO and the JRC Vice Chair are part of the SMT; VCC heads are the body of the JRC; but VCCs themselves are larger, encompassing also WGs, and other DARIAH members according to the function of a VCC as a network of experts.

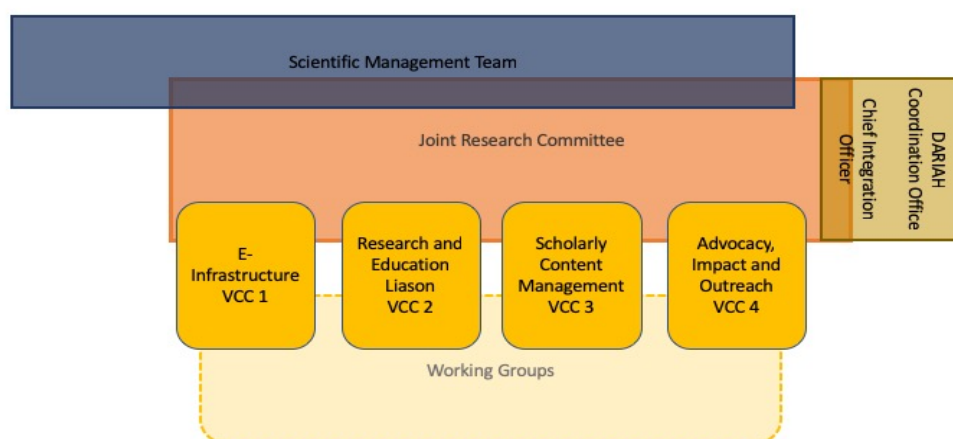


Figure 2: Relationship between WGs, VCCs, JRC, SMT and DCO

⁸ To give one example, when the WG FIM4D (Federated Identity Management for DARIAH) finalized a research paper on FIM, it just circulated it among its well known community of IT specialists. The role of the CIO team was that of making sure that this message was spread to the other communities of DARIAH.

⁹ E.g. "Measuring Change in Digital Humanities. Workshop on Impact Factors and Success Criteria", Berlin, June 2018.

4. DARIAH ERIC Working Group Framework

The function of Working Groups inside of DARIAH

DARIAH Working Groups are grass-rooted, self-organised, transnational, collaborative groups which have their roots in existing communities of practice. They execute activities which are relevant for the DARIAH ERIC.

The creation of new DARIAH Working Groups follows the need of communities to foster innovative scholarly practices and to provide the infrastructure to support them. In turn, participation in existing DARIAH Working Groups is a means to consolidate infrastructure and scholarship in certain areas of research, and to create or reinforce the network of expertise inside of DARIAH. The Working Group level enables an organisational structure, which is not just flexible and dynamic, but also driven by feedback and as such it helps DARIAH to be sustainable. The central role of Working Groups for the DARIAH ERIC has motivated the implementation of a special funding scheme for WGs.

Working Groups in DARIAH started in 2015. By the end of 2018, DARIAH counts 25 Working Groups (one of which is in the process of approval), which cover a wide spectrum of disciplines and collaborations between research and service institutions. Figure 4 visualises the current WGs, their assignment to VCCs, and the funding of their activities in 2017 (indicated by the darkness of the colours).

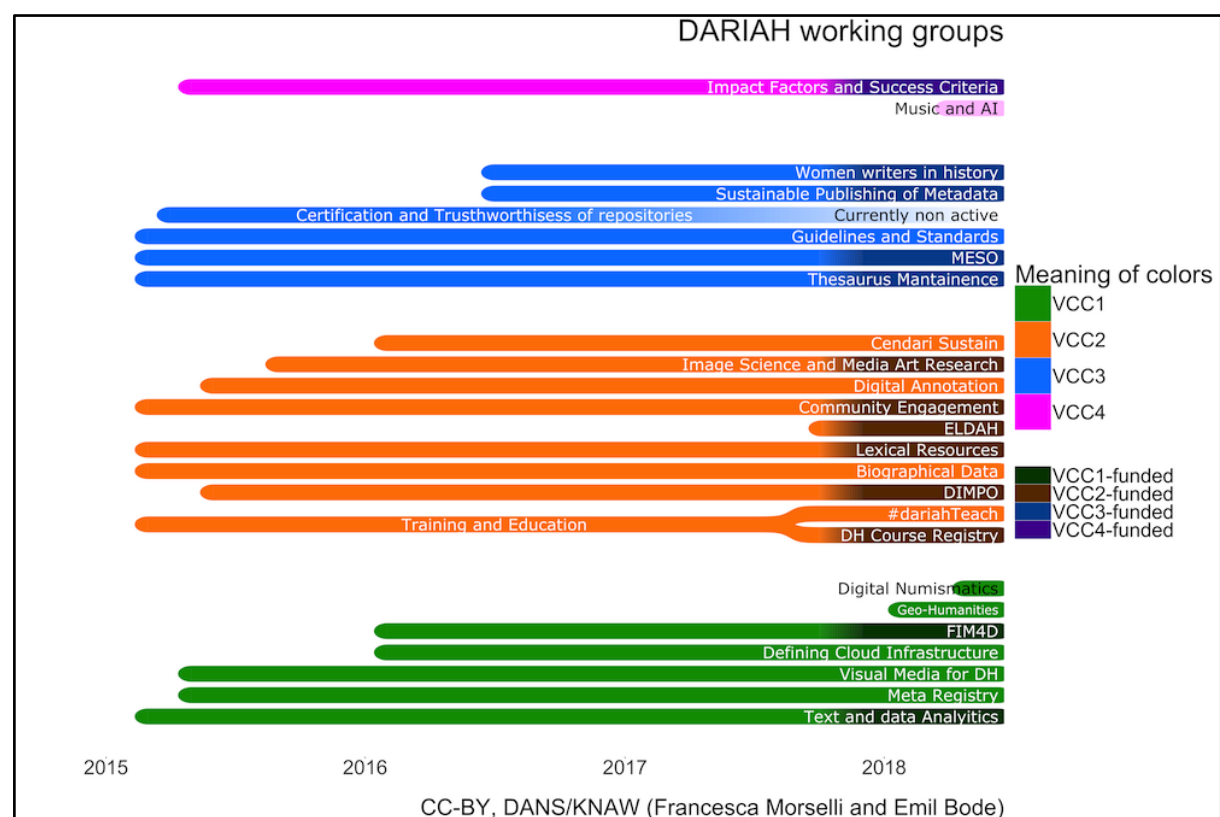


Figure 3. DARIAH Working Groups as of June 2018

Key objectives for DARIAH Working Groups are:

- a) to enable a truly coordinated bottom-up participation and co-creation in DARIAH and
- b) to ensure that services can be deployed in an efficient way, and sustained by the community itself.

The forming of a WG is a bottom-up approach: usually a group of researchers, experts in their own field, or those who wish to learn more on a specific topic, have the initial idea to establish a Working Group. The Working Groups are transnational by definition and connect a community of research (or community of practice) among different countries and institutions. They are different in size and composition depending on their research and service goals. Up to this day, there are no limits to the number of WGs that exist in the context of DARIAH.

DARIAH Working Groups are accredited by DARIAH following the process described below. After approval they can expect support from the DARIAH ERIC (see section Support of a WG) and at the same time they are obliged to contribute to the DARIAH infrastructure (see section below on Evaluation). Working Groups can be terminated, or designated temporarily as non-active, by their own decision or by a decision of the JRC, approved by the BoD. Figure 4 summarises a WGs life cycle, which steps are described in the next sections.

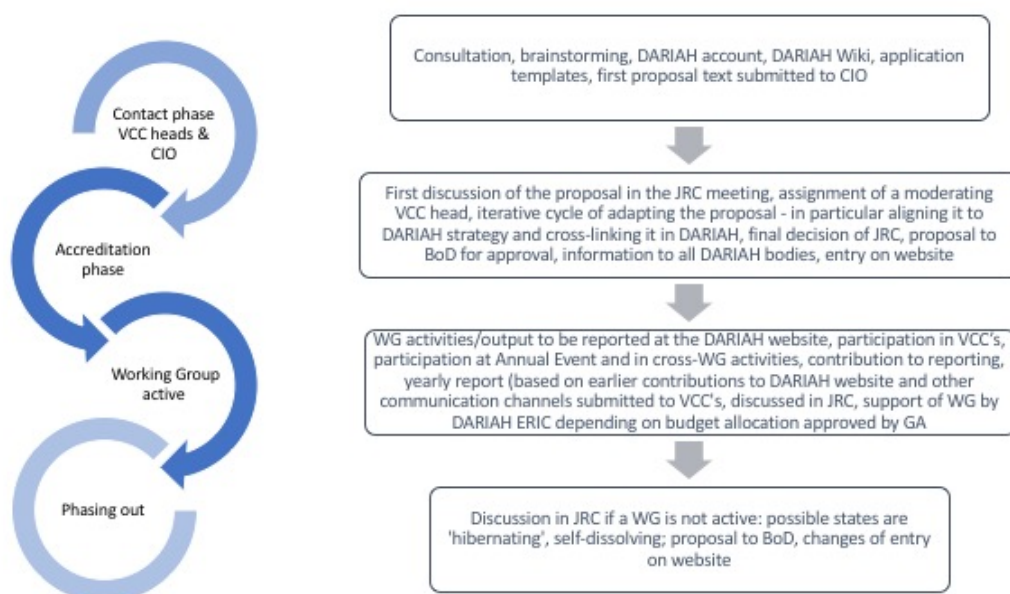


Figure 4. Life cycle of a DARIAH Working Group

Life cycle of a DARIAH Working Group - Coming into being

Contact phase - Eligibility

Because of the self-organising nature of WGs, based on national regular DARIAH activities, on projects or community driven, DARIAH keeps an open policy towards WGs, generally approves any WG that makes a basic scientific and operational case for itself. The work done for a Working Group is primarily voluntary, unless the Working Group has received funding in the context of the DARIAH Working Group funding call or other funding schemes¹⁰

- The WGs are chaired by at least one DARIAH partner (Country and/or Institution).
- Experts in a specific field of research or research support interested in forming a Working Group around a common goal or research question within or across VCCs, propose the formation of a Working Group and appoint a WG chair (appointing a co-chair is optional)
- A WG involves participants (institutional and not) from at least three different countries. The JRC can suggest exceptions, which need to be authorised by the BoD.
- Members of the Working Group:
 - o can be either service providers and researchers using a (future) service
 - o can be either researchers with institutional ties or (independent) experts in the field of research (to be involved at their own expenses)

Researchers or experts interested in creating a Working Group contact the CIO (dariah-cio@dariah.eu), or one of the VCC heads to share a first idea. After this first exchange, the CIO creates a DARIAH account for the WG proposer and points them to the Template for the [DARIAH Working Group Proposal](#) in the DARIAH wiki (see Appendix of this document).

The DARIAH wiki is the central place for documentation of WGs, and as such it offers the WG an internal webspace. The DARIAH wiki is complemented by a Basecamp project for DCO-WGs communication, as well as by individual email exchange. Working Groups are also presented on the DARIAH website.

Objectives and Activities

According to the experience of the DARIAH CIO Team, there are different motivations to start a Working Group:

- Forming a new research community (e.g. WG ELDAH)
- Connecting existing research communities (e.g. WG Music and AI, WG Digital Urban Studies)
- Promoting new methods (e.g. WG Impactomatrix)
- Designing a service (e.g. FIM4D - Federated Identity management for DARIAH; WG DH Course Registry)

¹⁰ E.g. the #dariahTeach WG received fundings from the Erasmus+ scheme in 2015

- Create/debate and distribute standards, guidelines, KOS (e.g. WG Thesaurus Maintenance, WG Lexical Standards)
- Preparing projects
- Sustaining project results (e.g. Cendari WG, as the WG main aim is that of sustaining the services and tools already produced in the CENDARI Project¹¹)
- Continuation of projects that have produced interesting outputs, and that are worthy of further developments (e.g. WG Women Writers in History)
- WGs can be initiated by DARIAH bodies to explore and execute specific tasks relevant for DARIAH's strategy

The activities of the Working Groups usually lead to the creation of resources and services, which are made available to the whole DARIAH community. These services can be of scholarly, technical, or methodological nature and contribute to the creation/ enrichment of the portfolio of services that DARIAH offers to the entire research community. Currently, two WGs take care of core services of DARIAH: FIM4D Authentication service for DARIAH, and DH Course Registry¹², a collaboration between DARIAH-CLARIN. Other important activities of Working Groups consist in in the organisation of events, and the acquisition of further funding. DARIAH ERIC continues to discuss how to initiate new and aligning existing DARIAH Working Groups to strategic tasks of DARIAH, in close contact with the JRC and the WGs, and by aligning and steering its own funding mechanisms.

Accreditation

Proposal

- The envisioned WG chair drafts a DARIAH Working Group Proposal and proposes to which VCC the WG wishes be associated. The VCC head contributes to the preparation of the proposal, by providing feedback to the draft, as well as suggestions, further ideas and connections.
- The CIO team facilitates the proposal of a WG by:
 - o Linking to the most appropriate VCC Head and the WG (co)chair
 - o Providing a WG proposal template
 - o Informing the DARIAH community of the new WG in the making; first ideas of the Working Group proposals can be published to attract interest within the DARIAH network.
 - o Helping to search for other DARIAH partners that would like to join the new group

Validation

- The WG chair alerts the CIO team (dariah-cio@dariah.eu) once the proposal in the DARIAH wiki has reached certain maturity.
- The CIO team places the proposal on the agenda of the next following JRC meeting.
- The JRC discusses the proposal, checks consistency across all VCCs and the balance amongst the partners. In this discussion, the assigned VCC head might get back to the envisioned WG chair and ask for adjustment of the proposal. This is an iterative process, at the end of which the JRC comes to a final evaluation and, if positive, approves the proposal.

¹¹ <http://www.cendari.eu>

¹² <https://registries.clarin-dariah.eu/courses/>

- The JRC decides about the final assignment of the VCC (as primary contact point). It might choose to deviate from the wishes of a WG for strategic reasons, and will communicate this accordingly to the envisioned WG chair.
- Criteria for a positive evaluation are
 - Does the envisioned WG fit in the overall strategy of DARIAH and DARIAH's mission?
 - Has the envisioned WG given a clear motivation for its ties to DARIAH and articulated how their own interests relate to DARIAH?
 - Is the envisioned WG open towards linking to other WGs, reaching into DARIAH and beyond?
 - Will the envisioned WG complement and enlarge the portfolio of DARIAH WGs in term of new service ideas, new research communities, new methods and topics, and new partner institutions.
- In case of a positive evaluation, the CIO sends the proposal as well as the JRC's advice to the BoD for final approval.
- After checking the coherence of the envisioned WG with the mission of DARIAH, the BoD approves or rejects the WG proposal, or may ask for further changes and/or improvements within two weeks of receiving the documents from the CIO.
- If the BoD rejects a proposal, it shall provide their motivation for this decision in writing which will be sent to the SMT together with the WG case statement for a final (and definite) decision.
- If the BoD approves the proposal, the WG enters the next stage.

Active phase of a DARIAH Working Group

Steps and Action Points

- At the moment of establishment, the newly formed DARIAH Working Group provides a **logo** (300*300 pixels) for the website and a text to form a blog post for the website.
- Each WG determines a **WG chair** and a WG co-chair (optional), which are the primary contacts for the JRC/ VCCs and DCO/CIO.
- While a WG is active, **new members** may ask to join the WG. Inclusion is decided upon by the WG, it is documented on the WG site in the DARIAH wiki, and communicated to the DCO/CIO.
- The WG uses the **DARIAH wiki** as a workspace for sharing documentation and keeping track of the activities performed. It is the discretion of the WG chair to ask access for members of the WG depending on their internal communication needs.
- WGs are expected to regularly update the DARIAH wiki with relevant documentation produced during the life of the Working Group.
- WG chairs are expected to participate in group discussions in the dedicated Basecamp project, as well as in other activities organized during the year (e.g. community calls, marketplace at annual event, exchange sessions etc...).

Principles for running a DARIAH Working Group

WGs benefit from their association with DARIAH: they gain access to funding and to a quality-marked 'brand.' They also represent DARIAH, and as such we ask them to follow these principles.

1. WGs should meet regularly (as defined by the group)
2. WGs should document their meetings and share this documentation with DARIAH
3. WGs should be open to new contributors and be responsive to approaches from potential new members
4. WGs are self-organised, but should know that the DARIAH CIO is available as a resource in the case of any management challenges or conflicts within the group

Support of Working Groups inside of the DARIAH ERIC

Core support

The DARIAH ERIC offers its members concrete services in four areas¹³:

- A **transnational community** to share knowledge, to develop new practices and tools, and to coordinate communities, which is both visible and accredited (DARIAH Working Groups)
- **Access to platforms for tools, services, and data** (the document repository HAL, the DARIAH Wiki, dedicated page on DARIAH website) to be further integrated into the future DARIAH Market Place (using the DARIAH authentication).
- **Access to training and education** modules to enable adoption of digital methods and tools (e.g. #dariahTeach)
- **Policy Guidance** to ensure a receptive environment for our communities' needs.

Special funding schemes

The DARIAH ERIC is committed to support the voluntary work in the Working Groups, and strengthen their role and effectiveness in DARIAH. Depending on the budgetary situation, the BoD (together with the SMT) will decide each year about a possible funding scheme for Working Groups. A first call for funding was executed in 2017. In 2019, after an evaluation of the WG funding round 2017, the BoD decided to add a procedure which is lighter administratively, now called WG Envelope. In parallel, WGs already participate in the DARIAH theme call. The funding scheme is subject to continuous adjustment based on evaluation of previous rounds and the feedback from the working groups.

¹³ See DARIAH Strategic Meeting 2018 Synopsis <https://sharedocs.humanum.fr/wl/?id=Sa9MlsmQqC091qnfGZhxIR2UyvYpO5zO>

Evaluation

- Research outputs are presented/delivered according to the schedule fixed by the WG in their proposal. The CIO encourages WGs to make realistic plans.
- Outputs and activities of the WG can best be brought to the attention of the DARIAH community by two means:
 - Writing a blog post for the DARIAH website. Here, the DCO, CIO team as well as Outreach and other officers can request a WG to write a blog post. WGs are requested to write at least one blog entry per year for the DARIAH website.
 - Present the results of WGs at the DARIAH Annual Event, especially during the Marketplace/ poster session. WGs are expected to further contribute actively to the Annual Event by organising workshops, WG meetings, participate in other WG activities, submit papers, and so on. The DARIAH Annual Event is the meeting place for all WGs in DARIAH.
- The work of the WG chair is eligible as a DARIAH in-kind contribution. It may be submitted as a contribution via the DARIAH Contributions Tool, of the type 'activity/DARIAH coordination'
- The JRC will evaluate WGs on a yearly basis. For that, the CIO Team will collect an **Annual WG Report** (max 2 pages) which lists activities performed in the year and includes:
 - Short overview of the previous year
 - New and leaving members
 - Progresses according to objectives
 - Short reflection: What went well; what didn't go well? How can DARIAH support them further
 - Plans for the next year. The report should include links to the posts on the DARIAH website, and can best be composed from the history of changes of the WG site in the DARIAH wiki
- Via the JRC notes and the Annual report WG evaluations will be shared with other bodies of DARIAH.
- In case the JRC doesn't agree with the plans or the agenda of a certain WG for the year to come, the JRC will request a consultation with the WG, and in case of a conflict it will bring this to the attention of the SMT.

Phasing out of a DARIAH Working Group

In case a Working Group has been inactive for a period of time, the DCO/CIO, with the support of the JRC, suggests two options to the WG chairs: to temporarily pause the Working Group or to terminate it.

- **Paused:** During the life of a Working Group, it can happen that the members cannot be active in the activities described in the WG proposal. This may be for a number of reasons: members are busy with other projects or the WG doesn't have enough members to reach their objectives. If this is the case, but the research topic is still interesting for the WG members and for DARIAH, the JRC can propose to the WG chair to pause the Working Group, and make this visible on the DARIAH website. The same proposal will be made if a WG is not active during a year. One scenario is that same or different members will revive the WG after a short time. In case this doesn't happen within two years after pausing it, the WG is automatically terminated.

- **Terminated due to inactivity:** In case the Working Group was inactive for more than two years or if the Working Group chairs and members find it impossible to dedicate time to the Working Group development, the Working Group can be terminated. This can be done upon suggestion of the JRC or by initiative of the WG chairs, by writing to the DCO/CIO team. The JRC proposes a decision to the BoD with which the final decision lies.
- **Terminated due to negative evaluation:** In case of a different view between DARIAH (the VCCs/JRC; SMT and BoD) and a WG, a DARIAH WG can also be terminated, if its activities and output does not longer correspond to the mission and goals of DARIAH, or in the case that ethical predicaments and conflicts suggest a termination. In such a case, the WG chair and co-chair will be heard first at a JRC meeting, and in case the conflict cannot be solved there, in a sitting of a committee which members are assigned by the SMT. At the end, the status of a WG depends on the BoD exclusively.

Cross WG communication matters

Community Calls

Community calls are ways to engage with stakeholders that work in dispersed or virtual teams (like the DARIAH WGs). They are usually open to anyone interested in a particular topic, but in the DARIAH context the calls are open to the Working Group chairs. The aim of the community calls is that of facilitating the exchange between the DARIAH WGs on topics that they have in common or that could lay further ground for collaboration. This need was expressed as an urgent one during the last WG Exchange Meeting at the Annual Event in Paris (2018). The community calls are therefore envisioned as a “virtual” continuation of the “live” WG exchange meetings that takes place each year and where the WGs members have the chance to meet each other in person.

While it is important to provide this call with a framework for the the stakeholders involved as well as for the desired outcomes, community calls also need to leave space for a spontaneous exchange between its participants, without posing too many restrictions to the discussion. The main goal of community calls should be that of building an active community between the Working Groups.

Inspiration for the community calls format comes from Open Access and Global/ Dispersed communities such as [Greenpeace](#) and [OpenCon](#).

Principles of Community Calls

Aim: to strengthen the community of DARIAH Working Groups and promote inter-Working Group exchange on common topics as well as joint activities between Working Groups. (Based on the experiences with the first Community Call Autumn 2018 - topic proposed by DIMPO).

Frequency: The DARIAH WG Community call takes place every 3-4 months, online via the DARIAH- Zoom Instance

Time: the DARIAH WG community call has a duration of 75-90 minutes

Moderator: Depending on the availability, a member of the CIO Team or a VCC head will serve as moderator of the community calls

Topic: The topic is proposed by the Working Groups. If the Working Groups have no topic to discuss, the designated moderator for that call can propose a topic to the Working Groups

Stakeholders

Moderator:

- Opens the call and introduces the house rules (see below)
- Makes sure that every participant in the call has the time and space to express her/his thoughts and that no-one is left out
- Main role of the moderator is that of ensuring the smooth functioning of the call and to answer doubts of the participants when asked. The moderator is not the main speaker of the call.
- Creates and manages an Etherpad document for note taking, helps with note-taking, edits and distributes the minutes after the meeting

Participants:

- The WG chairs are the main participants to the WG calls
- Everyone is welcome to take notes in the Etherpad

CIO and VCC heads:

- The CIO team collects ideas and discussion points from the WGs and communicates them with the VCC heads
- The CIO team liaises with the VCC head about the development of the community calls, about any positive outcome or about issues that have emerged and that impede the good functioning of the calls.

House Rules

- Round of introduction must be brief! (Name, Institute, Working Group, Interest in this call)
- Mute mic if you are not speaking
- All participants contribute to the notetaking
- Calendar of the community calls for the first six month will be proposed after the first call- trial
- The moderator and the topic for the following call is proposed at the end of each call. The CIO Team informs the VCC heads of the topics proposed for each Community Call

Appendix

Working Group proposal template

General information

Working Group Name:

Please choose a name for your WG. Think also about a logo/image which can be used later on for communication. Please consult <https://www.dariah.eu/activities/working-groups-list/> for examples.

Main VCC:

Please formulate into which VCC you would like to place your WG, and why. Please note that the JRC can recommend another placement.

Liaison with VCC(s) and WG(s):

Please indicate with which other VCCs and/or WGs you would like to collaborate, and why

Coordinators:

Please list two coordinators, which will later become the WG Chair and Co-Chair and the main contact persons for the WG, for the DARIAH bodies as well as the DARIAH community and beyond.

Please note: "The WGs are chaired by at least one DARIAH partner (Country and/or Institution)"

Members/Participants:

Please list number of participants, also to indicate the size of the network of your WG. WGs are free to adopt more members in due course.

"Members of the Working Group:

- o can be either service providers and researchers using a (future) service*
- o can be either researchers with institutional ties or (independent) experts in the field of research (to be involved at their own expenses)"*

There is no formal minimal number of participants, but the size of the network will be taken into account during the evaluation procedure, and should correspond to the objectives and activities of a WG.

Country	Participants		
	Name	Institution	E-mail

Proposal

Motivation (max 500 words)

Please explain why you would like to become a DARIAH WG? What of the DARIAH assets, services, activities you are going to use? How do you envision that your contribution will support DARIAH to fulfill its mission? Please, consult the DARIAH website, strategic documents, but also the evaluation criteria mentioned in the WG Policy statement.

Objectives, Activities, Deliverables (about 500 words)

Please consult the corresponding passages in the DARIAH WG Policy Statement. Please formulate a couple of objectives, and design the kind of activities you envision and their outcomes or deliverables. Please reflect about issues of sustainability: e.g., do you can rely on additional funding, existing services and activities, etc. Please reflect about the capacities brought in by the participants. Please also formulate your expectations from DARIAH.

Draft Abstract

This text will be used for external communication. Please consult <https://www.dariah.eu/activities/working-groups-list/> for examples.

References

Borgman, C.L., Edwards, P.N., Jackson, S.J., Chalmers, M.K., Bowker, G.C., Ribes, D., Burton, M. (2013) *Knowledge Infrastructures: Intellectual Frameworks and Research Challenges*. Report. http://pne.people.si.umich.edu/PDF/Edwards_etal_2013_Knowledge_Infrastructures.pdf

Fihn, J., Gnadt, T., Hoogerwerf, M., Jerlehag, B., Lenkiewicz, P., Priddy, M., Shepherdson, J., *DASISH - Reference Model for Social Science and Humanities Data Infrastructures*. European Commission, 2016. <https://sites.google.com/a/dans.knaw.nl/reference-model-for-ssh-data-infrastructure/>