

# RDA Council

## Minutes of Meetings 2022



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# RDA Council Meeting

## 17<sup>th</sup> February 2022 UTC 12:00-13:30

**Meeting Chair: Ingrid Dillo**

**Attendees:**

1. Jill Benn
2. Juan Bicarregui
3. Sandra Collins
4. Ingrid Dillo
5. Francoise Genova
6. Jason Haga
7. Robert Hanisch
8. Edit Herczog
9. Rebecca Koskela
10. Mark Leggott
11. Joyce Maphanyane
12. Claudia Medeiros
13. Isabelle Perseil
14. Shelley Stall
15. Hilary Hanahoe (RDA Foundation SG)
16. Bridget Walker RDA Foundation OM (notes)

**Apologies:** Isabelle Perseil, Edit Herczog, Rob Quick

Actions following meeting of 26 August 2021

**Discussion:**

Outstanding actions including sponsorship ignition report in progress with clarifications in this agenda's discussion items, *Role of council in the Work of RDA* and *Financial Update* (inflation policy).

**Decision:** Notes and actions accepted.

Council Election Process – Hilary Hanahoe

**For Discussion and Decision:**

Current processes for current Council elections and definition of next steps and assessment of alternative solutions within the governance and legislative frameworks of the RDA. Council discussed alternatives appropriate to the RDA considering legal and regulatory implications.

A small taskforce of Hilary Hanahoe, Juan Bicareggi and Claudia Medeiros will work on alternative election processes to be presented to Council. The taskforce will define the next steps and present a first draft of alternative processes by the end of April 2022 with a view to an assessment to be completed by the last quarter of the year.

## Plenary Meetings 2022 Onwards and 10 Years of the RDA – Hilary Hanahoe

### *Discussion:*

Hilary presented a proposal on plenary meetings in 2022, an update on the IDW2025 application and the 10 year anniversary of the RDA in 2023. Various scenarios for a plenary event in the second semester of 2022 were discussed and Hilary would follow up with a proposal in writing to be accepted or rejected by Council.

## Role of Council in the Work of the RDA and Conflict of Interest Policy – Mark Leggott

With the agreement that it is beneficial for Council to be involved in the work of the RDA and the necessity to have a formal conflict of interest policy, Mark would present a draft policy to be discussed either by email or at the next Council meeting.

## Financial Update – Jason Haga

### *Discussion:*

Council was presented with a summary of the cashflow for the period July to December 2021 and the financial forecast for the year 2022. It was agreed the Financial Subcommittee would provide an inflation policy to be applied to RDA Foundation employees before the next Council meeting.

## RDA Funders Forum Update – Hilary Hanahoe

### *Discussion:*

Hilary provided an update on the status of the Funders Forum and revival plans for 2022. Further ideas for reviving the Forum are to be collected from Council by the end of February with feedback taken to the Forum co-chairs early March. A survey will be issued to both existing and potential contacts after which meeting plans and agenda focus will be defined with Council by the end of April.

## Governance Updates

Prior to the meeting, Council was presented with written updates from the Regional Advisory Board, the Technical Advisory Board and the Organisational Advisory Board. No questions were raised during the Council meeting.

## RDA Council Meeting 27<sup>th</sup> April 2022 UTC 12:00-13:30

**Meeting Chair: Ingrid Dillo**

**Attendees:**

1. Jill Benn
2. Juan Bicarregui
3. Sandra Collins
4. Ingrid Dillo
5. Francoise Genova
6. Joyce Gosata Maphanyane
7. Jason Haga
8. Robert Hanisch
9. Edit Herczog
10. Rebecca Koskela
11. Mark Leggott
12. Claudia Medeiros
13. Shelley Stall
14. Hilary Hanahoe (RDA Foundation SG)
15. Bridget Walker RDA Foundation OM (notes)

**Apologies:** Louise Bezuidenhout, Isabelle Perseil, Rob Quick

Actions following meeting of 17 February 2022

**Discussion:**

Outstanding actions were discussed with update on progress, revised deadlines and those responsible.

**Decision:** Notes and actions accepted.

Financial Update & Inflation Correction Policy – Juan Bicareggi

**Discussion:**

Council was given a summary of the Jan-March 2022 quarterly financial report and presented with a draft inflation correction policy for RDA Foundation employees. Financial figures demonstrated to be in line with expectations and steady throughout the year.

Council approved the inflation correction policy and a proposal to review the Secretary General compensation annually through an appropriate body taking into consideration inflation and appraisal of progression.

#### Council Election Process – Hilary Hanahoe

*Discussion:*

Hilary presented revised Council election process scenarios. Following discussion of the two scenarios proposed consensus was given for scenario 2 to include voting from community members. The new election process will be incorporated across official text and governance documents.

#### Funders Forum Update – Hilary Hanahoe

*Discussion:*

Council was presented with a summary of the results of a survey to members of the Funders Forum and a recent meeting with the co-chairs. The new meeting format was highlighted to include the traditional bi-annual meeting at plenaries, with a virtual component and semestrial virtual meetings every 3 to 4 months in different time zones and with focus on specific topics.

#### Council Meetings 2022 – Ingrid Dillo

*Discussion:*

Council discussed and decided on the format of the next Council meeting, recognising the need for a virtual meeting due to low/non-attendance of Council members at Plenary 19. A face to face meeting will take place in the latter half of the year providing the opportunity to revisit strategy implementation.

#### Governance Updates

Prior to the meeting, Council was presented with a written update from the Regional Advisory Board. No questions were raised during the Council meeting.

## RDA Council Meeting

### 29<sup>th</sup> June 2022 UTC 12:30-13:30

**Meeting Chair: Ingrid Dillo**

**Attendees:**

1. Jill Benn
2. Louise Bezuidenhout
3. Juan Bicarregui
4. Sandra Collins
5. Ingrid Dillo
6. Francoise Genova
7. Joyce Gosata Maphanyane
8. Jason Haga
9. Robert Hanisch
10. Edit Herczog
11. Rebecca Koskela
12. Claudia Medeiros
13. Isabelle Perseil
14. Rob Quick
15. Shelley Stall
16. Lee Wilson
17. Hilary Hanahoe (RDA Foundation SG)
18. Bridget Walker RDA Foundation OM (notes)

**Apologies:** None

### **Executive Meeting 12:00-12:30**

In the Exec meeting the elected Council members appointed Jill Benn as their new co-chair.

### [Actions following meeting of 27 April 2022](#)

**Discussion:**

Outstanding actions were discussed with update on progress, revised deadlines and those responsible.

**Decision:** Notes and actions accepted.

### [Council Election Processes Final Version – Hilary Hanahoe](#)

**Discussion:**

Council were presented with the updated Council Election Processes and Council Nominations Committee ToR Guidelines documents.  
Council officially approved the Nominations Committee document and requested modification to region and gender balancing in the Processes document. The final documents will be published on the RDA web site and in Zenodo.

#### RDA Conflict of Interest Policy – Hilary Hanahoe

*Discussion:*

Council accepted the document to be adopted and sent to all other RDA governance boards for their consent. All future Council meetings will request members to declare any conflicts of interest with agenda items prior to the meeting.

#### LMIC OA Pilot Recruitment Campaign – Louise Bezuidenhout

*Discussion:*

Council was presented with a summary of this campaign to recruit Organisational Members from LMICs.

#### Council Meeting In Person 2022 – Ingrid Dillo

*Discussion:*

Council agreed on 2-4 November 2022 as next in person Council meeting to take place in Dublin, Ireland hosted by Sandra Collins at University College Dublin (UCD).

#### AOB

Prior to the meeting, Council was presented with a written update from the Regional Advisory Board highlighting the new categorisation of membership. Council approves update to Regional Framework document with newly described regional categories.

## RDA Council Meeting 20<sup>th</sup> September 2022 UTC 11:00-12:30

**Meeting Chair: Ingrid Dillo**

**Attendees:**

1. Louise Bezuidenhout
2. Juan Bicarregui
3. Sandra Collins
4. Ingrid Dillo
5. Joyce Gosata Maphanyane
6. Jason Haga
7. Robert Hanisch
8. Edit Herczog
9. Rebecca Koskela
10. Claudia Medeiros
11. Isabelle Perseil
12. Rob Quick
13. Shelley Stall
14. Lee Wilson
15. Hilary Hanahoe (RDA Foundation Secretary General)
16. Connie Clare (RDA Foundation Community Development Manager)
17. Bridget Walker (RDA Foundation Operations & Accounts Manager) (notes)

**Apologies:** Jill Benn, Françoise Genova

Conflict of Interest, Agenda approval and actions following meeting of 29 June 2022

**Discussion:**

Outstanding actions were discussed with update on progress and completion. No Council members expressed any conflicts of interest with the agenda items.

Financial Update – Edit Herczog, FSC Chair

**Discussion:**

The Chair of the Financial Subcommittee presented the RDA Foundation quarterly accounts for the period April to June 2022 together with a forecast to the end of 2022 and for the years 2023 and 2024.

**Decision:** Policy/management guidelines for mitigation of effect of exchange rates and currency transfers on cashflow to be drawn up in early 2023.



## WG/IG/CoP Chairs Survey Preliminary Results – Rebecca Koskela

### *Discussion:*

Council was presented with the preliminary results received from a survey distributed to all WG-IG-CoP Chairs by the volunteer Chair coordinating group.

### *Decision:*

A short report with outcomes and proposed next steps will be circulated to Council after which Council discussions will address awareness of challenges faced by chairs of WG/IG/CoPs and how best to engage with them.

## Council Strategy Meeting, November 2022 – Ingrid Dillo

### *Discussion:*

Council discussed proposed agenda items for the face-to-face strategy meeting to be held 2-4 November 2022 at University College Dublin, Ireland, courtesy of Sandra Collins.

## RDA Web Platform & Maintenance Facilities – Hilary Hanahoe

### *Discussion:*

Council was presented with an update on the status of the new web platform plans and next steps following contract signing with the vendors. The EOSC Future project task, maintenance of RDA outputs, was also presented and how the new web platform provider will include integration of the maintenance facilities.

## Governance Board Updates

### *Discussion:*

Updates were provided by TAB, OAB and RAB.

# RDA Council Meeting

## 14<sup>th</sup> December 2022 UTC 12:00-13:30

**Meeting Chair: Ingrid Dillo**

**Attendees:**

1. Jill Benn
2. Juan Bicarregui
3. Sandra Collins
4. Ingrid Dillo
5. Francoise Genova
6. Jason Haga
7. Robert Hanisch
8. Edit Herczog
9. Rebecca Koskela
10. Isabelle Perseil
11. Shelley Stall
12. Lee Wilson
13. Hilary Hanahoe (RDA Foundation Secretary General)
14. Bridget Walker (RDA Foundation Operations & Accounts Manager) (notes)

**Apologies:** Louise Bezuidenhout, Connie Clare, Joyce Gosata Maphanyane, Claudia Medeiros, Rob Quick

Conflict of Interest, Agenda approval and actions following meeting of 3-4 November 2022

**Discussion:**

Outstanding actions were discussed with update on progress and completion. No Council members expressed any conflicts of interest with the agenda items.

Council Nominations Committee & Elections – Sandra Collins, Nominations Committee Chair

**Discussion:**

The Chair of the Council Nominations Committee gave an overview of the timing and procedures for the 2023 Council elections.

Engagement with Industry Update – Hilary Hanahoe

**Discussion:**

Council was presented with an overview of the engagement with industry / private sector framework focusing on collaboration with organisations to facilitate RDA Working Groups.

**Decision:**

Council agreed to move forward with the proposal and requested Hilary to update the draft framework for approval by Council prior to communication to the RDA community.

#### RDA Foundation Financial Update – Financial Subcommittee Chair Edit Herczog

##### *Discussion:*

Council was provided with an update on the RDA F cashflow to end of 2022 together with forecasts for 2023 and 2024. The FSC chair highlighted the necessity for an inflation rate policy to be applied to RDA Foundation employees. The issue of currency exchange losses across the 3 currency accounts was also brought to the attention of Council.

##### *Decision:*

The FSC will generate an appropriate inflation policy for RDA F employees and a paper on currency transfer and exchange rates.

#### RDA Web Platform – Hilary Hanahoe

##### *Discussion:*

Council was presented with an update on the discovery phase of the new web platform development and next steps.

#### Follow-up Strategy 2023 – Hilary Hanahoe

##### *Discussion:*

Council was provided with an overview of the action points and Council responsibilities following the discussions at the Council face to face meeting in November 2022 and the main outcome of identifying 7 priorities for 2023. Discussion was held on use of appropriate text on licences for RDA recommendations.

##### *Decision:*

Hilary will generate a summary of the RDA Strategic Plan Implementation Status & Priorities 2023.

CC BY 4.0 licensing text will be added to the RDA web platform and IG Charter and WG Case Statement templates so authors are aware of RDA's right to apply the license.

#### Strategy 2024-2028 – Jill Benn

##### *Discussion:*

Council was provided with an overview of the proposed timing and processes for defining the RDA 2024-2028 strategic plan. Discussions were held following ideas gathered at the November 2022 Council face to face meeting and all Council members were asked to

contribute to the strategic plan document with a view to finalising at forthcoming Council meetings and presenting to the RDA community in October 2023.

AOB – Ingrid Dillo

*Discussion:*

Council discussed a report to Council on a survey of RDA IG and WG Chairs undertaken in late 2022 compiled by Rebecca Koskela, Rainer Stotzka and Andrew Treloar.

*Decision:*

Council will provide concrete responses to the report recommendations.