

Trust and Landscape Working Group Terms of Reference for 2024-27

The aim of the Trust and Landscape Working Group (T&L WG) is to enhance collaboration and coordination among CESSDA Service Providers and organisational goals. The group will focus on achieving common objectives, advising Service Providers and the Main Office, developing relevant policies, and fostering communication and consensus among Service Providers.

This Terms of Reference document is effective from January 2024 and continues until December 2027.

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Author	John Shepherdson
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Abbreviations

Abbreviation	Expansion
MO	(CESSDA) Main Office

Glossary

Term	Definition
Accountable (person)	Has ultimate control over the working group
Consulted (person)	Gives advice to those Responsible within the working group
Informed (person)	Needs to be kept in the loop about all aspects of the working group
Responsible (person)	In charge of completing assigned tasks
Service	A way to provide value to users through bringing about results that they want to achieve
Service Owner	Person(s) or Organisation(s) that manages and delivers a service to users
Supportive (person)	Provides assistance to those Responsible within the working group
Technical Maintainer	Person(s) or Organisation(s) that maintains and enhances the technical components of the service

Executive Summary

A terms of reference document (ToR) defines the purpose and structures of a project, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal. Terms of reference show how the object in question will be defined, developed, and verified.

This document details the terms of reference for the organisation and delivery of the Trust and Landscape Working Group (T&L WG).

The aim of the T&L WG is to enhance collaboration and coordination among CESSDA Service Providers and organisational goals. The group will focus on achieving common objectives, advising Service Providers and the Main Office, developing relevant policies, and fostering communication and consensus among Service Providers.

Purpose of the Working Group

The T&L WG deals with the core business of data archives and monitors the changing (research) data landscape that comprises matters such as FAIR & EOSC update. By doing so the group contributes to the foresight activities of the MO and can make recommendations on which priority topic the organisation should focus on.

The T&LWG contributes to the promotion of the CoreTrustSeal as a quality stamp and supports the work of CESSDA on the CESSDA-KPIs.

The T&LWG is supported by MO and strategic discussions are fed back to the MO.

Duration

The T&LWG will continue its operations until the conclusion of the CESSDA Strategic plan 2023-2027. A year before the end of the strategic cycle (in 2026) the T&L WG's performance (with respect to the delivery of goals, the needs of both Service Providers and MO) will be reviewed against its planned activities and targeted goals. The review will inform the next five year strategic cycle and determine if the T&LWG will be continued, adjusted or disbanded.

Duties of the Working Group

- Responsible for developing and periodically reviewing and revising its work plan.
- Consulted by the Service Provider Forum with regards to the content of the CESSDA work plan.
- Supports MO with regards to the production of the CESSDA work plan.
- Responsible for producing an annual report in October that describes the current state of the art of the FAIR data landscape that surrounds the Service Provider. The report will be shared among the Service Providers, the General Assembly and published on CESSDA's webpage.
- Co-designs, with MO, the annual CESSDA KPIs report.

- Accountable for the promotion of Core Trust Seal as a quality stamp within the CESSDA Service Providers.
- Consulted by the Directors meeting with regard to its strategic direction.
- Informs the General Assembly with regard to key decisions.

Duties of MO

- Responsible for arranging the review of the T&L WG's performance.
- Responsible for arranging the removal of unproductive members from the T&L WG.
- Responsible for publishing the name of the Chair and the WG members on its webpage.
- Co-designs, with the TL WG, the annual CESSDA KPIs report.
- Responsible for the promotion of Core Trust Seal as a quality stamp within the CESSDA Service Providers.

Removal of unproductive members

In the event of unproductive T&L WG members, MO reserves the right to request their removal in consultation with the Chair. In the event that the Chair is unproductive, MO will consult with the other T&L WG members to request his/her removal.

References

None.