

EURIG Transition framework: Discussion document

1	Contents	
2	Objectives.....	3
3	Principles.....	3
4	Working Practices	4
4.1	Current	4
4.1.1	RSC Schedule.....	4
4.1.2	Supra-national and National committees.....	4
4.1.3	EURIG	4
4.2	Assumptions.....	5
4.3	Recommendations	5
4.3.1	Representation.....	5
4.3.2	New Work items	5
4.3.3	Responses	5
4.3.4	Managing workload	6
4.4	Questions for discussion	6
5	EURIG Membership Criteria.....	7
5.1	Current situation.....	7
5.2	Questions for discussion	7
6	Decision Making.....	8
6.1	Current situation	8
6.2	Recommendations	8
7	Editorial Committee	9
7.1	Purpose	9
7.2	Membership.....	9
7.2.1	Nominations.....	9
8	EURIG Executive Committee and General Meeting of Members.....	10
8.1	Current situation.....	10
8.2	Issues.....	10
8.3	Recommendations	10
8.4	Questions for discussion	10

9	Europe Region representatives to RSC and RDA Board.....	11
9.1	Current situation.....	11
9.1.1	RSC.....	11
9.1.2	RDA Board.....	12
9.2	Issues.....	12
9.2.1	Recommendations.....	12
9.2.2	Questions.....	12
10	Communication.....	14
10.1	Current situation.....	14
10.2	Questions for discussion.....	14
11	Technical environment.....	14
11.1	Current situation.....	14
11.1.1	EURIG Website.....	14
11.1.2	EURIG Google group – Mailing List.....	14
11.1.3	EURIG Wiki.....	14
11.2	Questions for discussion.....	14
12	Appendix: Diagrams.....	16
12.1	RDA Board.....	16
12.2	RDA Steering Committee.....	16
12.3	EURIG Governance and Representation (Proposal).....	17
12.4	EURIG Decision Making (Proposal).....	17

2 Objectives

1. EURIG will take account of the new organisational structure of RSC and will start the change in the organisational structure of EURIG within the annual Meeting 2016
2. By 2019 the mechanisms and structures will be in place for EURIG to be an effective representative of the Europe Region on both RDA Steering Committee and RDA Board.
3. EURIG will articulate European perspectives through membership of the RDA Board and the RDA Steering Committee
4. By June 2016 the responsibilities of the BL, CILIP and DNB constituencies will have been transferred to an interim Europe Region.
5. The Interim European Region will:
 - a. play a full part in the development of RDA during the transition period
 - b. submit proposals and discussion papers according to the RSC schedule during the transition period
 - c. submit responses according to the RSC schedule during the transition period
 - d. nominate appropriate experts to RSC Working Groups
 - e. attend the RSC Steering Committee in November, 2016 and subsequent meetings for the duration of the interim term
 - f. contribute to the delivery of the RSC work plan

3 Principles

All members are asked to subscribe to the following principles that will guide discussion and decision making during the transition process.

1. We will focus on consensual working principles
2. We will focus on what unites us rather than the differences between us.
3. We will give all members a voice in development of RDA
4. We will share responsibility for discharging the tasks assigned to Europe Region.
5. We will take decisions in a timely manner
6. We will recognise that members' relationship with RDA will change over time
7. We will build up an efficient working structure
8. We will keep the administrative burden to a minimum
9. We will co-operate with the European representative
10. We will use the transition period to build effective mechanisms for contributing to development and governance of RDA
11. We will work within the existing co-operation agreement as far as possible
12. We will change the co-operation agreement when it no longer serves our purposes

4 Working Practices

4.1 Current

4.1.1 RSC Schedule

RDA work is scheduled around the RSC Meeting (November) and the annual RDA Update (April). Proposals for change and Discussion papers are submitted in August, with responses due by October and all content for the Update agreed by end January. In addition, there are toolkit releases in February, August and October, which include fast track amendments that are reviewed by RSC.

Under [current policies and procedures](#), constituency representatives are responsible for most of the work of RDA. A process is under way to delegate responsibility for analysis of complex issues and preparation of discussion papers and proposals to expert Working Groups. It is envisaged that in future the RSC regional representatives' role will be more managerial.

Currently BL (representing UK) and DNB are the only European constituencies. Constituencies respond to ALL RDA proposals and discussion papers and respond to all fast track proposals.

4.1.2 Supra-national and National committees

In the UK the CILIP/BL Committee on RDA meets annually (in September). In the past, it met more frequently, particularly when JSC met twice a year. The agenda has always been driven by JSC. In principle the committee can identify issues for UK constituencies to work on, but in practice institutions or members tend to work on these independently. The main purpose of the meeting in recent years has been to review RDA drafts and JSC papers.

Members contribute comments in advance using a wiki hosted by CILIP. The comments are reviewed at the meeting and form the basis for responses, which in the past were written by the CILIP and BL representatives to JSC. From 2016 UK responses will formally emanate from EURIG, representing the European Region.

Currently, the Expert Group for Descriptive Cataloguing, which is a working group of the Committee of Library Standards, organises the RDA Review Process in the German-speaking community. Each member of the Committee for Library Standards delegates a representative to the Expert Group. The Expert Group works in a wiki space and with a mailing list. The wiki space serves also as documentation of the Expert Group's work including the voting procedures.

Each year, in September the Expert Group meets to coordinate the responses concerning the RDA Proposals and Discussion Papers. The DNB representative in the RSC chairs the group. This process will be continued.

4.1.3 EURIG

EURIG has contributed discussion papers, RDA change proposals, and Fast Track changes in response to issues identified by member institutions. The work has been carried out by volunteers from among the members or by members of working groups.

EURIG has also contributed responses to RDA changes and discussion documents. EURIG has responded to *selected* RSC papers only. Views gathered informally through the Google wiki have been written up as responses by members of the executive committee or volunteers from among

the members. As the response period coincides with a holiday period and IFLA conference, there has generally been little time to draft and review responses. Consequently the responses tend to be at a general level and do not usually go into detail.

EURIG has created Working Groups in the past, but more recently has sought to participate in JSC/RSC Working Groups. EURIG has created a support network to assist its WG members.

4.2 Assumptions

1. The RDA development cycle is fixed, at least until 2017
2. RSC will continue to use Working Groups. The groups for 2016 are already in place and have been allocated tasks. RSC members will direct and review the activity of working groups, rather than author change proposals.
3. Existing national groups, such as CILIP-BL Committee on RDA or the D-A-CH RDA expert group, will remain in being during the transitional period and probably for longer.
4. The Europe representative cannot carry out all the work in person
5. EURIG members will have different views.
6. EURIG members at different stages of the implementation cycle will have different levels of commitment.
7. In the current RSC cycle EURIG will have a relatively short time in which to assimilate, review, evaluate and respond to proposals and discussion papers.
8. The number of papers for review in Frankfurt will be at least 14 (based on tasks allocated to Working Groups so far) but if recent years are any guide it may be as many as 40.

4.3 Recommendations

The following recommendations are intended to generate discussion about EURIG policy and procedures.

4.3.1 Representation

- All members are entitled to comment on RSC papers
- Members who are also members of a supra-national or national grouping within EURIG should contribute via that group (E.g. BL would contribute via CILIP/BL Committee)
- Concerns raised during the consultation must be taken into consideration.
- Consensus should be sought, but is not a necessary condition for approval of change.
- Members may request that their dissent from a decision is made explicit in the EURIG response to RSC.

4.3.2 New Work items

- New Work items include Fast Track changes; Proposals or discussion papers.
- EURIG Members may propose new work items to the Europe Representative to RSC.
- The RSC representative will consider whether they are appropriate for an RSC working group or whether they should be taken forward by EURIG.
- The RSC representative will consult with members on approval of new work items.
- A log of work items should be maintained on the wiki.

4.3.3 Responses

- Use the EURIG wiki to gather responses. Do not use e-mails to document views.

- Responses from supra-national or national bodies, such as CILIP/BL, should be collated before being submitted to avoid duplication or conflict.
- Add comment pages to the wiki as quickly as possible after publication of the paper.
- Make use of teleconferencing or virtual meetings to reach consensus or a clear understanding of differences.
- Delegate final responsibility for decisions about responses to a sub- group of members.

4.3.4 Managing workload

- Volunteers to draft papers and responses should be sought from among the membership.
- The wiki should be developed to facilitate drafting of responses, e.g. one wiki page per paper with each specific change enumerated and a clear distinction between recommendations (e.g. approve; approve with changes, reject) and commentary.

4.4 Questions for discussion

1. Should a sub-group be appointed to facilitate decision making with regard to responses?
2. If so:
 - a. How should the members of the subgroup be appointed:
 - i. By the executive committee
 - ii. By the Annual Members' Meeting
 - b. Should the membership of that group be restricted to:
 - i. Members who have already implemented RDA
 - ii. Members who have implemented RDA or are actively implementing RDA
 - iii. Some other criterion
 - c. In this context, what does "implemented RDA mean"?

These are open questions, but to spark discussion the committee has outlined a possible model, which is covered in [Section 6](#) below.

5 EURIG Membership Criteria

5.1 Current situation

EURIG members will assume additional responsibilities as a consequence of transition to an RSC region. It is therefore appropriate to review existing membership criteria.

The EURIG cooperation agreement implies two classes of membership

Article 3 Any European national library and/or bibliographic centre or other institution which is responsible for the use and implementation of the cataloguing code in its country may be a member of the Group. However, there is no absolute right to membership and whether or not a party is permitted to become a member shall be in the sole discretion of the Executive Committee

Other institutions and organisations with an interest in the use and implementation of cataloguing codes in Europe can also be members subject to the sole discretion of the Executive Committee.

In practice the agreement refers only to “members” without making any distinction between the rights and obligations of these classes. Any member is eligible for election to the executive committee and all members have an equal voice in discussion.

The current membership is diverse and includes not only national bibliographic agencies and rule makers, but standards bodies, regional or specialist libraries, LIS departments, companies, including system developers, book sellers and bibliographic agencies.

The cooperation agreement is silent on the question of who is eligible to represent EURIG on the RDA Steering Committee, but the RDA Board has made the following stipulations:

- that during the transition period the representative must be from an existing constituency (UK or DNB)
- thereafter the representative need not be from an existing constituency but **must** be from an institution that has implemented RDA

5.2 Questions for discussion

1. Should EURIG remain open to all agencies with an interest in RDA in Europe, even if they are not national bibliographic agencies or bodies with similar functions?
2. Should the Executive Committee positions continue to be open to all members?
3. Should the distinction between members who have implemented RDA and those who have not implemented RDA apply in other contexts than membership of RSC? If so, which?

6 Decision Making

6.1 Current situation

Article 9 of the EURIG Cooperation Agreement covers the decision making process.

“EURIG members will seek to reach decisions by common consent. If any member so requests, his/her reservations about a decision reached by common consent will be recorded. If there is no consensus a decision may be reached by a vote of the members.

The affirmative vote of a majority of the designated representatives in person or online shall be the act of all members.

Voting is restricted to one designated representative per member institution.

Each institution must identify its designated voting representative to the Chair of the Executive Committee prior to the beginning of any EURIG meeting. The designated voting representative of each member institution has one vote of equal weight.

Decisions are made by majority vote of all designated voting representatives. The Chair has the deciding vote if the result of the voting is evenly divided.”

The decisions on which votes are routinely taken are appointment of the officers and selection of the venue for the next meeting. Changes to the cooperation agreement also require the approval of members. A vote of members is also required to dissolve EURIG.

6.2 Recommendations

1. It is recommended that members retain the all rights set out in Article 9 with regard to the administrative processes of EURIG.
2. It is recommended that a EURIG Editorial Committee is established to formulate Europe Region’s position on RDA Proposals, Discussion Papers and Drafts.
3. To implement this an Interim Editorial Committee will be established at the Riga meeting to formulate positions ahead of the RSC meeting in November. The interim committee will in time be formalised as the EURIG Editorial committee (EEC). See the next section for Terms of Reference.

7 Editorial Committee

7.1 Purpose

The role of the Editorial Committee is to formulate the Europe Region's position on RDA Proposals, Discussion Papers and Drafts. This includes papers emanating from EURIG members as well as responses to papers emanating from other regions, working groups and bodies within the RDA community.

Members of the Editorial Committee will gain experience of working with RSC and an understanding of issues and plans for development of RDA. This will in turn create a pool of expertise from which future representatives to RSC may be drawn.

7.2 Membership

Membership of the Editorial Committee should be large enough to be representative, but small enough to work efficiently and reach timely decisions. It should not be less than 8 and should not exceed 12.

The Editorial Committee will be chaired by the Europe Representative. A member of the Executive Committee will be a member by right.

The EURIG secretary or a substitute will record the business of the Editorial Committee but is a non-voting member.

Representatives (number to be decided) of implementers will be voting members.

It is proposed that there should also be places for representatives of members who have not yet implemented RDA. The members would be full members of the committee, but would not be permitted to vote. This ensures that those who have not yet implemented have a voice in discussion. This gives the following composition of the subcommittee.

- Executive Committee Representative (1)
- Europe Region Representative to RSC (1) (Chair)
- Voting Representatives of institutions that have implemented RDA (Implementers)(≤ 7)
- Non-voting representatives from member institutions that have not implemented RDA (Observers)(≤ 2)
- Secretary (non-voting member) (1)

7.2.1 Nominations

The Executive Committee will request nominations to represent members who have implemented and members who have not implemented. In the event that the number of nominations exceeds the number of places, an election will be held. Nominees must have agreed to the nomination and must have the support of their institution.

8 EURIG Executive Committee and General Meeting of Members

8.1 Current situation

The executive committee currently consists of 3 officers: Chair, Vice-Chair and Secretary elected by the members. See article 13 of the *Cooperation Agreement*.

The general meeting of members is held annually and hosted in a different member country. Meeting hosts are decided at the preceding Members' meeting (usually a year in advance). Provision is made for special meetings and teleconferences to be convened by the Executive Committee. See article 10 of the *Cooperation Agreement*

8.2 Issues

The relationship between the committee and the representative to RSC is not formalised anywhere in the documentation.

It is anticipated that the volume of work undertaken by the executive committee will increase.

The EURIG Members' meeting is an opportunity to promote EURIG and RDA and can become the focus for regional events, as is being planned this year for Riga. This has involved more work with the local host institution and it may be prudent in future to allow more lead time to enable development and promotion of workshops, etc.

8.3 Recommendations

1. The Europe Region representative to RSC will be ex-officio a member of the EURIG executive committee
2. The Europe Region representative to RDA Board will be ex-officio a member of the EURIG executive committee
3. Consideration should be given to other roles required for the executive committee
4. Consideration should be given to a longer planning horizon for members' meetings
5. A representative of the host institution for the membership meeting should be co-opted to the executive committee.

8.4 Questions for discussion

1. What other roles would be appropriate for an expanded executive committee? For example: development of the wiki/Google docs site or technical support?
2. Are the provisions for meetings as stipulated in the current agreement sufficient for current and future needs?

9 Europe Region representatives to RSC and RDA Board

9.1 Current situation

9.1.1 RSC

This is a new position. As has already been announced, Renate Behrens (DNB) will take up the role of interim representative during the transition period. The interim representative will replace the BL, CILIP and DNB representatives on the RSC.

The responsibilities of RSC constituency representatives are defined in [6JSC/Chair/7/rev/3](#). The general policies and procedures for are currently defined in [6JSC/Policy/1/rev](#), which RSC is currently updating.

- attends the RSC meeting;
- prepares proposals and responses as required;
- contributes to other RSC work; including fast track proposals; proof reading; promotion of RDA, etc.

This represents a substantial commitment of time by the representative personally and by the representative's employer. RSC works to a strict timetable with deadlines for submission of Fast Track proposals; RSC Papers and Responses.

BL estimates that (at least) 63 days/year were directly related to RSC role in 2015 (EURIG Chair activities excluded from this)

- JSC Meeting 5 working days
- Preparation 5 working days
- Follow up 5 working days
- CILIP/BL Meeting 3 days (including preparation and follow up)
- EURIG 3 working days
- Preparation of Proposals (variable) 15 days
- Preparation of responses 10 days
- Fast tracks 5 days
- Other documents, correspondence, etc. 7 days
- Promotional work 5+ days (papers, visits, workshops)

This is an evolving role and the new structure proposed for the RSC implies that more work will be delegated to working groups. The focus for regional representatives is expected to shift to evaluation of proposals and management of WG activities. How quickly this change will take place remains to be seen, but the 2016 RSC meeting should be very different from the 2015 meeting in this respect.

The RDA fund pays travel, accommodation and subsistence costs for attendance at the RSC meeting. The representative receives access to the Toolkit, Editorial tool, RSC email list and workspaces. There is no reimbursement for time.

The term of service for RSC members is determined by constituency rules. Institutions, such as BL or LC generally do not have a term of service as the role is associated with a post within the organization, but representative bodies, such as ALA do specify a term.

9.1.2 RDA Board

At present British Library and DNB are members of the RDA Board. The Board will also transition to regional representation. It is understood that each of the international regions will have a National Institution Representative. As a condition of Board membership the national institution must have already implemented RDA or has given a commitment to implement RDA within 12 months.

9.2 Issues

EURIG as currently constituted is not a legal entity and cannot manage monies on behalf of the RDA Board or EURIG Members.

Not all members, even if they have implemented RDA, would see it as appropriate or sustainable to commit to supporting an RSC or Board representative.

The RSC and Board representatives are not mentioned in the EURIG cooperation agreement.

A formal process is required by which representatives are appointed. Note that representatives must come from a member institution that has already implemented RDA.

Mechanisms are required by which the representative can communicate with members and gather their feedback on proposals and by which the executive committee can allocate tasks to members.

No term of service for the RSC regional representatives has been defined. RDA WG members currently serve for up to 4 years.

9.2.1 Recommendations

1. Change the membership agreement to add a section on the responsibilities of the RSC Representative. The section to include eligibility and appointment process.
2. The role of EURIG is to identify and nominate a suitable representative to RSC (and in future to RDA Board). A relationship should then be established between the RDA Board and the representative or the representative's employer. A bilateral memorandum of understanding setting out rights and responsibilities should be agreed.
3. Member institutions who are willing and able to provide a representative should inform the Executive Committee.
4. The representative to RSC must have authority to take decisions without reference to EURIG. Members have a responsibility to ensure that the representative is aware of "red lines" or other significant issues in respect to given proposals.
5. EURIG should consider an appropriate term for service on RSC and whether the term should be renewable. This must be long enough to enable the representative to become an effective member of RSC but the burden on the member institution must be supportable.
6. The methods and principles agreed for RSC Representative should also be broadly applicable to selection of representative to the RDA Board.

9.2.2 Questions

1. Are the proposed changes to the membership agreement okay?
2. What should be the boundaries of the representative's authority to take decisions without reference back to EURIG?
3. What would be an acceptable length of service? Should the term be renewable? Should there be a limit on the number of consecutive terms?

10 Communication

10.1 Current situation

Up to now EURIG members communicated mainly during their annual General Meeting of Members. The Executive Committee also communicated with EURIG members via mails and sometimes asked members to provide feedback on organizational issues, on RDA content and on JSC proposals.

The Executive Committee should have a communication plan. This communication plan is dependent on the future governance of EURIG and what decisions are taken with regard to working practices.

The over-all question that we need to answer with our communication plan is: What needs to be communicated by whom, to whom, when and how? (The “how” also has to be discussed in the context of the technical environment.)

10.2 Questions for discussion

1. How to ensure the communication between the RSC representative and EURIG?
2. Push vs. pull communication and different types of information that has to be communicated
3. How to ensure communication between RSC working group members and the RSC representative?

11 Technical environment

11.1 Current situation

11.1.1 EURIG Website

EURIG has a website which is technically maintained by Gordon Dunsire. The contents are supplied by the EURIG Secretary. The website wants to inform about EURIG, its meetings and mainly serves the purpose of public relations.

11.1.2 EURIG Google group – Mailing List

EURIG has a Google group which is administered by the EURIG Secretary. The key feature of this group is the mailing list – all EURIG members were added to the Google group and therefore receive the messages sent to eurig@googlegroups.com. Most mails are sent by the Executive Committee to announce the annual members’ meeting, to distribute information on RSC activities or to ask for feedback on organizational and/or content-related issues. Since the JSC meeting 2015 the RSC Secretary also distributes RDA-related information via the mailing list.

11.1.3 EURIG Wiki

The Executive Committee tried to set up a EURIG wiki (Google site) for collaboration, to have an online workspace, to gather information about the members’ institutions etc. Unfortunately this wiki has never become popular among EURIG members.

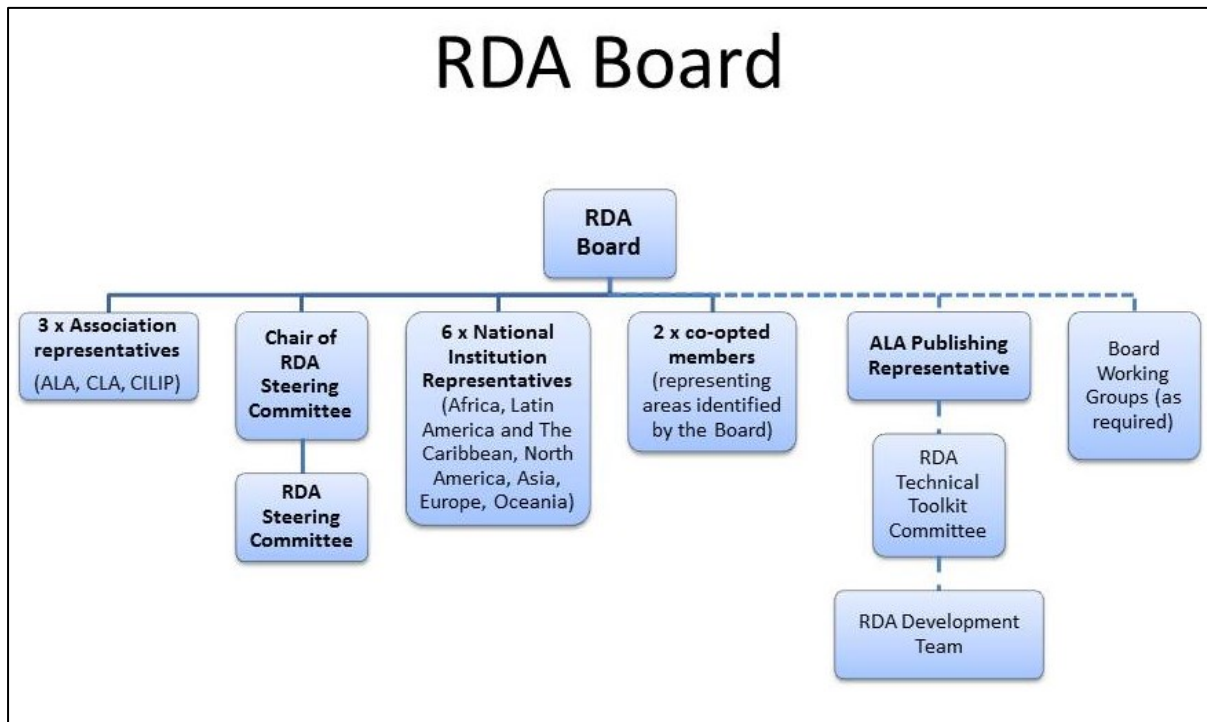
11.2 Questions for discussion

1. Are the existing tools sufficient to meet our needs?
2. What (else?) do we need to facilitate communication and collaboration? Which use cases can be defined?

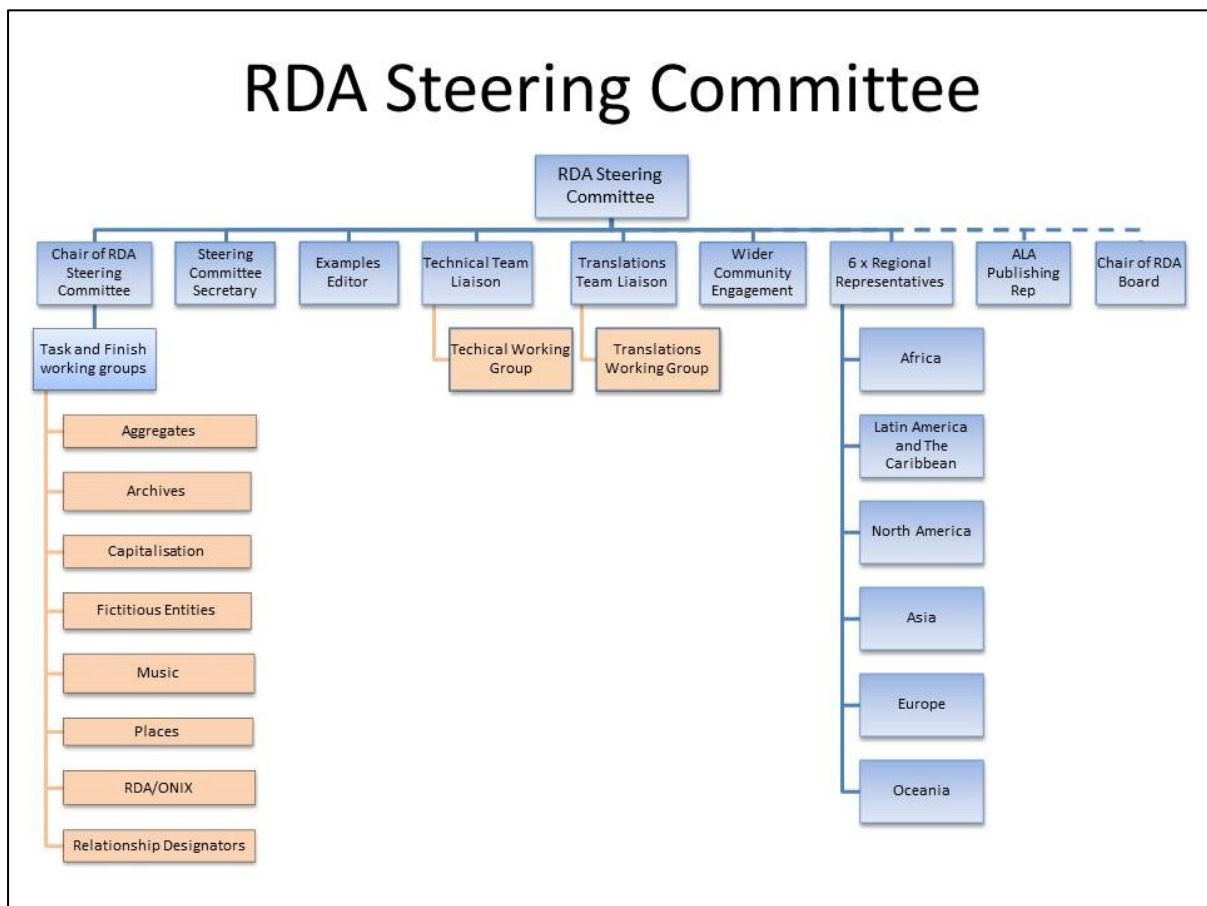
3. Which functionalities resp. key features should the perfect collaboration tool have?
(Document repository, discussion forums, web conferencing, wiki etc.)
4. Who should maintain and be responsible for the tools we want to use? (New role for an expanded executive committee?)

12 Appendix: Diagrams

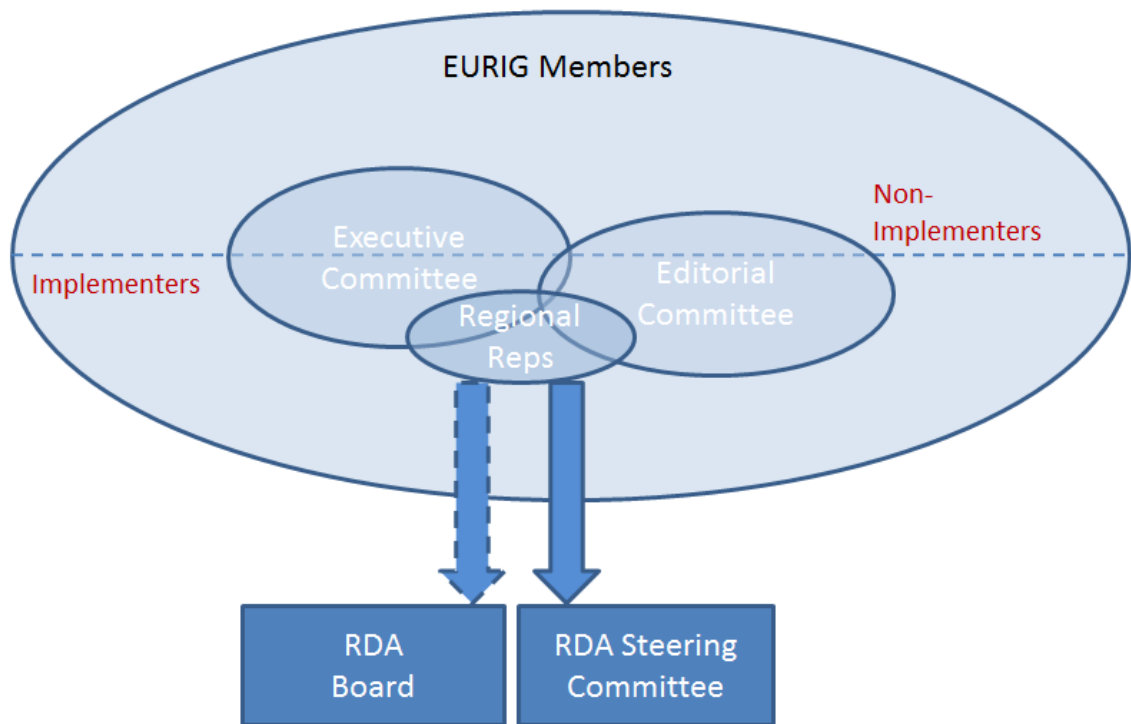
12.1 RDA Board



12.2 RDA Steering Committee



12.3 EURIG Governance and Representation (Proposal)



12.4 EURIG Decision Making (Proposal)

