

Charter of Working Group Metadata

Version 2.0 of 4.1.2024, by Petra Černohlávková (petra.cernohlavkova@techlib.cz) in collaboration with the Secretary and the members of the group.

1. Introduction

One of the main pillars of implementing the European Open Science Cloud (EOSC) in the Czech Republic is establishing a National Repository Platform (NRP) for research data. It is to serve as one of the essential elements of the infrastructure for research data in the Czech Republic, together with an environment for storing unstructured data, a computing environment, and a collaboration environment.

The Metadata Working Group was established to support the work, setup, and development of the National Metadata Directory (NMA – one of the results of the project IPs EOSC-CZ; a central search engine for research data), which is essential for implementing EOSC in the country. The proposal of the working group was developed considering the knowledge of the environment and the topics discussed in the context of EOSC at the national and European level. The following resources were used:

- [EOSC Strategic Research and Innovation Agenda \(SRIA\)](#),
- [EOSC Task Forces](#) being implemented at the European level,
- RDM topics identified by [WG-RDM.cz](#),
- topics from the discussions of the Coordination Committee for the implementation of the EOSC initiative in the Czech Republic at the Ministry of Education and Science,
- librarians' experience of working with metadata and document repositories.

Following the thematic extension of the Metadata Working Group, the members of the WG will contribute to build the overall research data management background and provide expert support in the area of research data metadata. The WG will assist the Expert Methodology Unit for Supporting the Work with Research Data Metadata being established at the National Technical Library (hereafter referred to as the NTK Metadata Unit) within the framework of the IPs CARDS project. The aim is to create a high-quality facility for working with research data metadata in the Czech Republic.

2. Objectives

The WG aims to work on the fundamental issues of working with research data metadata and to cooperate with other EOSC-CZ working groups in creating the background for implementing EOSC in the Czech Republic. Members of the WG will, in cooperation with the NTK Metadata Unit, propose recommendations and binding standards for the gradual implementation of the emerging National Data Infrastructure (NDI)/National Repository Platform (NRP). The WG will also comment on critical outputs of the NTK Metadata Unit, particularly the basic model for metadata description of research data - and assist in its validation and implementation in the National Metadata Directory (NMA). Members of the group will also contribute their expertise to determining the functions and further development of the NMA and the National Repository Catalogue (NKR). The working group will also serve as a network of metadata and subject matter specialists for consultation on selected topics.

The Metadata WG will work closely with other working groups:

- PS Architecture:
 - Design the corresponding technical solution for the NMA.



- Further development and implementation of the NMA.
 - Connecting resources to the NMA.
 - Linking the NMA to other systems/aggregators such as OpenAIRE.
 - Consultation on proposed technical solutions regarding interoperability.
- PS Core Services
 - Consultation on services related to metadata issues.
 - Consultation on services related to persistent identifiers.
- PS Education
 - Educational objectives on research data metadata.
 - Collaboration on educational materials related to research data metadata.
- PS Disciplinary/topic clusters:
 - Analysis of existing relevant metadata schemas for describing data in a given science cluster.
 - Mapping of each existing or newly created discipline-specific (detailed) metadata schema to the underlying metadata model or models to each other to ensure the necessary metadata exchange.
 - Support in defining the appropriate metadata schema, processing, management processes, and metadata validation, i.e., the life cycle of records (obligation, repeatability, structure, etc.).

The group will also address the following topics (or facilitate consultations on them as appropriate):

- selecting or adapting appropriate metadata models for emerging repositories;
- in cooperation with the Architecture WG, the creation of import and export exchange models in various formats;
- automatic generation of parts of metadata records to facilitate FAIRification;
- creation of new or implementation of existing controlled vocabularies;
- semantic interoperability of metadata
- prepare the basis for ensuring/setting up interoperability between the National Metadata Directory and other R&D&I systems.

3. Outputs and their applications

Recommendations and agreed standards of the Metadata WG will be binding for the NDI after approval by the Coordination Committee of EOSC implementation in the Czech Republic. The proposals of the Metadata WG will be an essential input for the implementation and development of the NMA and EOSC implementation in the Czech Republic. Comments on the suggestions, recommendations, or results of the verification of the NTK Metadata Unit outputs by the WG members will be taken into account when modifying or implementing these outputs.

4. Membership, expected members, mode of operation

The Metadata WG is open to interested members with experience in working with research data; there is no limit to the number of members of the WG. Members' experience with universal or domain-specific metadata schemas, experience in running data repositories, and other processes related to the data lifecycle. Building an expert group representing as many entities working with research data in the Czech Republic as possible across R&D&I research organizations is essential. The aim is also to create a network of experts in research data metadata description to complement the knowledge and services of the NTK Metadata Workplace.



Membership of the WG is particularly suitable for data curators, metadata experts, repository managers, and other professionals involved in managing or populating data management systems or publications.

Over time, the group may be divided into subgroups with a particular thematic or subject area focus. Alternatively, a core group may be formed to actively work on needed topics or to lead some topic subgroups. Still, all group members will be given space to comment, feedback, and approve the final WG deliverables.

The organization of the Working Group, including the election of the leader and his/her deputy, is subject to the Statutes and Rules of Procedure of the EOSC Working Groups in the Czech Republic. The group is led by the leader of the WG or his/her deputy, together with the Secretary of the WG. Due to the charter of the CARDS Complementary Systems Project, the Metadata WG leader (if the leader/chosen person is outside the CARDS project team) needs to cooperate and coordinate the activities of the WG with the CARDS project investigators. In this case, the WG leader will report on the group's activities to the KA3 expert guarantor of the CARDS project, and together they will establish a plan of activities for the WG. Meetings are convened as needed (but at least once every two months) with online, physical, or hybrid participation. Minutes of each meeting are taken and are accessible to all members, who can add to or comment on them.

The group will actively collaborate with other EOSC Implementation Working Groups in the Czech Republic, R&D&I partners, consultants, and other projects in the Czech Republic, EU, and worldwide.

