

# Statute and Rules of Procedure for working groups of the **EOSC initiative in the Czech Republic** (the version from December 2023)

## Preamble

The European Open Science Cloud (EOSC) is a European initiative focused on developing infrastructure to support open science practices in research data management. Open Science has been understood as a tool for enhancing the efficiency and quality of research since the end of the last century. Simultaneously, it is seen as a way to address the multifaceted problems of contemporary society. The EOSC initiative ambitiously aims to comprehensively address the issue of working with research data based on FAIR principles. According to these principles, digital data and their metadata should be Findable, Accessible, Interoperable, and Re-usable.

The implementation of the EOSC initiative in the Czech Republic ([EOSC CZ](#)) aims to promote best practices in research data management across scientific communities and create a national node for this European initiative. The goal is to build a National Data Infrastructure (NDI), a shared platform for data sharing, management, and access, as well as computational resources for research purposes. The NDI will serve a wide range of scientific disciplines and support multidisciplinary in research.

The implementation of the EOSC initiative in the Czech Republic is primarily supported by a series of calls within the Open Science Programme Johannes Amos Comenius (P JAC). However, it naturally extends to other challenges, projects, and has institutional support. The key coordinating role is played by the systemic project EOSC-CZ, which is also a strategic project of P JAC. Its task is to monitor the entire implementation of EOSC in the Czech Republic and ensure compliance, especially within interventions supported by P JAC. Among other things, the EOSC-CZ project directly supports working groups and their activities, particularly by providing secretaries for the working groups and the possibility of explicit involvement of the EOSC-CZ secretariat as broader expert support for the working groups. The EOSC-CZ project also monitors sufficient coverage of the Czech research space by involving individuals from various institutions in working groups and helps to achieve broad coverage

## 1 Definition of working groups EOSC CZ

The working groups (WGs) of EOSC CZ constitute a key component and an open platform for the preparation and subsequent implementation of the EOSC initiative in the Czech Republic. Due to their specific (disciplinary) focus, these WGs create a space for discussion within their respective research areas, fostering collaboration and sharing among different domains and disciplines within the WGs. Within EOSC CZ, diverse experiences and knowledge in the realm of research data management are shared across fields and topics.

The goal of the WGs in EOSC CZ is to seek and find consensus within the academic and research community in the Czech Republic. This includes not only questions related to the architectural, operational, software, procedural, and metadata implementation of the EOSC initiative in the country. The activities of the WGs in EOSC CZ strengthen the national

environment in terms of competencies and knowledge necessary to fulfill the goals of the EOSC initiative in the Czech Republic. Additionally, the WGs develop and propose standards for working with research data, which, upon approval by the Coordination Committee of EOSC CZ, become binding for the implementation of the entire National Data Infrastructure.

Specific activities of each WG are defined in the Charter of each EOSC CZ WG. The Charter outlines the objectives, outputs, their applications, and describes the membership of the specific EOSC CZ WG.

## 2 Definition of scope

This statute and rules of procedure regulate the structure and proceedings of the working groups of the EOSC initiative in the Czech Republic (WG EOSC CZ).

### Activities of the working groups EOSC CZ

- 2.1 They create an open platform for collaboration among experts from various institutions and fields, connecting their experiences and knowledge.
- 2.2 They provide a space for discussion, collaboration, and addressing specific problems related to the needs of research communities in the field of research data management. The working groups focus on specific aspects of the EOSC initiative or cover a broad interdisciplinary environment.
- 2.3 They are characterized by professional (thematic/disciplinary or core/cross-cutting) focus and include experts from academic and research institutions, government bodies, and other public institutions. In specific cases, they may also incorporate experts from the industry.
- 2.4 They help to define and formulate the strategy of the EOSC CZ initiative.
- 2.5 The addressed topics include proposals for conceptual and technical solutions related to the National Data Infrastructure (NDI), training and education at all levels, proposals for organizing research work with a focus on making digital research data accessible, proposals for supporting international collaboration within European and global infrastructure networks, project preparation, technical and other assistance, and their financing.
- 2.6 The results of their work include not only recommendations but also specific measures that expand and modify the NDI and thus the EOSC in the Czech Republic itself.
- 2.7 The activities and specific focus of each working group are described in its Charter, which is created and continuously updated by the respective working group.

## 3 The composition of working groups

- 3.1 Working groups consist of members (as per point 2.3) and the secretary. Each working group is chaired by the group leader, who may have one to three deputy group leaders.
- 3.2 Membership in working groups is open to all individuals named in point 2.3 above; interested parties can join through the working groups listed at [eosc.cz/en/working-groups](https://eosc.cz/en/working-groups).



- 3.3 Any member can resign from a specific working group at any time by providing written notice of their intention to end their participation in this working group. The resignation must be communicated to the leader of the working group and the respective secretary.
- 3.4 Group membership will be regularly confirmed every year through a simple online interface. každý rok potvrzováno prostřednictvím jednoduchého on-line rozhraní.

## 4 Members of working groups

The responsibility for organizing the working group lies with its leader and the secretary. Each working group elects its own leader. The secretary for the working group is assigned by the EOSC-CZ systemic project.

### The leader of the working group, in particular

1. Convenes meetings;
2. Proposes the meeting agenda;
3. Chairs the meeting;
4. Moderates discussions;
5. Proposes priorities for the working group's activities;
6. Proposes official positions of the working group;
7. Approves the meeting minutes;
8. Builds community;
9. Alongside the secretary, ensures compliance with the Statute and Rules of Procedure.

### The deputy leader of the working group, in particular

1. The leader of each working group may have one to three representatives from among the group members;
2. The deputy leaders are appointed by the leader of the working group;
3. The role of a deputy leader is to act as the leader of the group in case of their absence from working group meetings and online communication.

### The secretary of the working group, in particular

1. Ensures long-term continuity of the agenda;
2. Coordinates the activities of the working group;
3. Oversees administrative matters;
4. Assists in community building;
5. Coordinates collaboration with the national environment, particularly through components of the EOSC-CZ systemic project (secretariat, training center, communicators, analysts, etc.) and other pillars of the EOSC initiative implementation in the Czech Republic;
6. Is responsible for compiling comprehensive regular and irregular evaluation reports on the working group's activities;
7. Is responsible for meeting minutes and keeping records of meetings;
8. Along with the leader, ensures compliance with the Statute and Rules of Procedure;

9. Cannot hold the position of leader or deputy leader;
10. Does not have voting rights.

## 5 Organization of working group meetings

- 5.1 The working group operates on the principle of an open coordination method, primarily based on consensus.
- 5.2 All members actively contribute to the work of the working group and fulfill tasks arising from the conclusions of meetings.
- 5.3 Meetings are held regularly at least once every two months in a face-to-face, online, or hybrid format. A face-to-face meeting of the working group must be convened at least once a year, with the EOSC-CZ Secretariat assisting in its organization and helping to cover direct costs associated with the event (room rental, refreshments, etc.).
- 5.4 Each meeting has its agenda. A report is prepared or a recording is made, including the meeting date, list of participants, and the content of the discussions, including agreed-upon conclusions and tasks. The report or recording is available to all members of the working group in a shared folder.
- 5.5 Members may invite additional experts/guests to specific points or the entire meeting, especially those involved in processing essential documents or experts on the topics being discussed.
- 5.6 Meetings are non-public, except for invited guests.
- 5.7 Decisions of the working group are made based on consensus.

## 6 Selection and appointment of the leader of the working group

- 6.1 Anyone from the members of the working group can become its leader. In case the tenure of the leader of the working group ends during the term, a new leader is appointed.
- 6.2 The leader is appointed and removed by the Steering Committee of the EOSC-CZ IPs project (SC EOSC-CZ) according to the relevant provisions in its Statute, based on a candidate proposal prepared by the working group's election committee.
- 6.3 The candidate for the leader is elected by secret ballot by all members of the working group. The election is organized by the election committee.
- 6.4 The election committee consists of three members, headed by the secretary, and two members of the working group. The secretary announces the collection of interested individuals in the committee at least 14 days before the committee's work begins. In case of excess interest in working in the election committee, the secretary negotiates with interested parties. If there is a disagreement, the composition of the committee is discussed and decided upon in the plenary of the working group.
- 6.5 The election committee prepares the election schedule, rules for submitting nominations for the leader, and announces the collection of candidates for the leader. Between the announcement of the election and the end of the candidate collection, there must be at least 14 days. The schedule must ensure that the election is concluded no later than one month before the expiration of the current leader's mandate.
- 6.6 Elections will take place online in a system prepared by the EOSC-CZ Secretariat, which also ensures anonymity of the elections.

- 6.7 The actual vote will take place in this system over a period of 3 working days. The election will be valid if at least 30% of registered members of the working group participate, and at least one candidate must receive at least 25% of valid votes cast. The candidate with the highest number of votes becomes the leader.
- 6.8 If less than 30% of registered members of the working group participate in the elections according to point 6.7 and at least one candidate receives more than 25% of valid votes cast, the election committee will repeat the elections after a week under the same conditions. A valid candidate for the leader will emerge from this round if they receive at least 25% of valid votes cast, regardless of participation.
- 6.9 If in the elections according to 6.7 or 6.8 no candidate receives at least 25% of valid votes cast, the election committee will announce a new schedule for the collection of candidates.
- 6.10 The candidate for the leader who emerged from the election according to points 6.7 or 6.8 will be confirmed by the SC EOSC-CZ. The steering committee EOSC-CZ only verifies the correctness of the process and the election, without evaluating the person of the elected candidate.
- 6.11 The term of office for the leader is two years. The leader of the working group can be re-elected repeatedly without a limit on the number of terms.

## **7 Selection and appointment of the leader of the working group**

- 7.1 This Statute and Rules of Procedure shall enter into force and effect on the day of its approval by the Steering Committee of the EOSC CZ IPs project.

