

Statute and Rules of Procedure of Working Groups of the EOSC initiative in the Czech Republic

(February 2026)

Preamble

The European Open Science Cloud (EOSC) is a European initiative focused on developing infrastructure that supports open science practices in research data management. Open Science has been understood since roughly the end of the last century as a tool to increase the efficiency and quality of research, as well as a way to address the multifaceted problems of contemporary society. The EOSC initiative aims to comprehensively tackle the issues of working with research data based on the FAIR principles, according to which digital data and their metadata should be Findable, Accessible, Interoperable, and Reusable.

The implementation of the EOSC initiative in the Czech Republic ([EOSC CZ](#)) aims to support good practice in research data management across scientific communities and to create a national node of this European initiative. For this purpose, the goal is to build a so-called National Data Infrastructure (NDI), a shared platform for sharing, management, and access to data and computing resources for research purposes. The NDI will serve a wide range of scientific fields and disciplines and promote multidisciplinarity in research.

The implementation of the EOSC initiative in the Czech Republic is primarily supported by a series of calls from the Open Science Operational Program Jan Amos Komenský (OP JAK), but it naturally also reflects in other calls, projects, and has its own institutional support. The key overarching role is played by the EOSC-CZ systemic project, which is also a strategic project under OP JAK with the task of monitoring the entire EOSC implementation in the Czech Republic and ensuring alignment, especially within interventions supported by OP JAK. Among other things, this project directly supports working groups and their activities, primarily by providing the secretaries of the working groups, and the possibility of the explicit involvement of the EOSC-CZ Secretariat (hereinafter referred to as the Secretariat) as a broader expert support for the working groups. The EOSC-CZ project also monitors adequate coverage of the Czech research space by engaging individuals from various institutions in the working groups and helps achieve broad coverage.

1 Definition of EOSC CZ Working Groups

The EOSC CZ working groups (WGs) are a key component and an open platform for both the preparation and subsequent implementation of the EOSC initiative in the Czech Republic. Since these are WGs with a specific (disciplinary) focus, they create a space for discussion within their area of research and subsequent collaboration and sharing between the different areas and disciplines of the WGs. Within EOSC CZ, this leads to the sharing of diverse experiences and



Co-funded by
the European Union



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knowledge in the field of research data management across various fields and topics.

The aim of the EOSC CZ Working Group is to seek and find consensus within the academic and research community in the Czech Republic, not only regarding the architectural, operational, software, process, and metadata implementation of the EOSC initiative in the Czech Republic. The activities of the EOSC CZ Working Group strengthen the national environment in terms of the competencies and knowledge necessary to achieve the objectives of the EOSC initiative in the Czech Republic. The working groups also develop and propose standards for working with research data, which, once approved by the EOSC CZ Coordination Board, will be mandatory for the implementation of the entire National Data Infrastructure.

The specific activities of the working group are defined in the Charter of each EOSC CZ WG, which includes goals, outputs and their applications, and describes membership in the specific EOSC CZ WG.

2 Definition of scope

This Statute and Rules of Procedure regulate the structure and functioning of the working groups of the EOSC initiative in the Czech Republic (EOSC CZ WGs).

Activities of the EOSC CZ working groups

- 2.1 They create an open platform for collaboration among experts from various institutions and fields, thereby connecting their experiences and knowledge.
- 2.2 They provide a space for discussion, collaboration, and solving specific problems related to the needs of research communities in the area of research data management. Working groups focus on a specific aspect of the EOSC initiative or cover a broad multidisciplinary environment.
- 2.3 They are characterized by their professional (disciplinary or cross-disciplinary) focus and include experts from academic and research institutions, government bodies, and other public institutions; in specific cases, they may also include experts from industry.
- 2.4 They help define and formulate the strategy of the EOSC CZ initiative.
- 2.5 The topics addressed include proposals for conceptual and technical solutions related to NDI, training and education at all levels, proposals for organizing research work with regard to making digital research data accessible, proposals to support international cooperation within European and global infrastructure networks and beyond, project preparation including technical and other assistance, and funding for these activities.
- 2.6 The outcome of their work includes not only recommendations but also specific measures that expand and modify NDI and thereby EOSC itself in the Czech Republic.
- 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 Working group composition

- 3.1 Working groups are composed of members (as per point 2.3) and the relevant secretary.

Each working group is chaired by a group leader, who appoints one to three deputies.

- 3.2 Membership in working groups is open to all individuals appointed in point 2.3 above; interested parties can join by filling out a [registration form](#).
- 3.3 A member may leave a particular working group at any time by notifying or agreeing with the respective group leader and/or the relevant secretary, who informs each other.
- 3.4 Membership in the group will be continuously renewed through a simple online interface.

4 Working group members

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

Leader of the working group:

- 1. is a member of the working group;
- 2. proposes the agenda of the meeting;
- 3. manages the course of the meeting;
- 4. moderates the discussion;
- 5. proposes priorities for the activities of the working group;
- 6. proposes official positions of the working group;
- 7. builds the community;
- 8. together with the secretary, is responsible for compliance with the Statute and Rules of Procedure.

Deputy Leader of the working group:

- 1. is a member of the working group;
- 2. is appointed by the leader of the working group;
- 3. is responsible for fulfilling the role of the leader in the absence of the leader at working group meetings and in case of their inactivity in online communication.

Secretary of the working group:

- 1. ensures the long-term continuity of the agenda;
- 2. coordinates the activities of the working group;
- 3. establishes and supervises the administrative support;
- 4. calls meetings in agreement with the leader;
- 5. builds the community;
- 6. coordinates cooperation with the national environment, particularly through components of the EOSC-CZ system project (Secretariat, Training Center, communicators, analysts, etc.) and other pillars of implementing the EOSC initiative in the Czech Republic;
- 7. is responsible for compiling comprehensive, regular, and extraordinary evaluation reports on the activities of the working group;
- 8. is responsible for taking documentation or minutes of meetings;

9. together with the leader, ensures compliance with the Statute and Rules of Procedure;
10. cannot hold the position of leader or deputy leader;
11. does not have voting rights.

Member of the working group:

1. actively participates in the professional activities of the working group;
2. attends meetings of the working group;
3. may run for and be elected as the leader of the working group;
4. may be appointed as the deputy leader of the working group by the leader;
5. has the right to vote.

5 Organization of working group meetings

- 5.1 The working group operates on the principle of an open method of coordination and makes its decisions based on consensus.
- 5.2 All members actively participate in the professional activities of the working group and carry out tasks arising from the conclusions of the meetings.
- 5.3 Meetings are held in-person, online, or in a hybrid format at a frequency that corresponds to the needs and habits of the WG. During in-person meetings of the working group, the Secretariat may, in addition to providing organizational support, also contribute to covering some direct costs.
- 5.4 Each meeting has its own agenda. Documentation or a record is made of the working group meetings, which includes the date and content of the meeting, including agreed conclusions and tasks. The minutes or records are available to all working group members in a shared folder.
- 5.5 Members may invite additional experts/guests to certain points or to the entire meeting (especially authors of key documents or experts related to the topic under discussion).
- 5.6 Meetings are not public, except for invited guests.

6 Election and appointment of the leader of the working group

- 6.1 Any member of the working group can become the leader of the working group. In the event that the leader of the working group ends their tenure during the electoral term, a new leader is appointed.
- 6.2 A candidate for the leader of the working group can also be a non-member of the working group. In the event of being elected as the leader, they automatically become a member.
- 6.3 The leader is appointed and dismissed by the Steering Committee of the EOSC CZ IPs project (SC IPs EOSC-CZ) according to the relevant provisions in its Statute, based on a candidate proposal prepared by the election committee.
- 6.4 The leader is elected by a secret ballot of the working group members who have joined the working group no later than the day before the election is announced. The election committee supervises the proper conduct of the elections.
- 6.5 The election committee consists of five members, including a secretary and four members

of the working groups. A member of the election committee cannot be a candidate for leader. The Secretariat announces the call for candidates for committee membership at least 14 days before the committee begins its work. The final composition of the election committee is determined by the Secretariat.

- 6.6 The Secretariat will prepare a schedule for collecting candidates and the election, which will be approved by the election committee, the rules for submitting a proposal for the position of leader, and will announce the collection of candidates for the leader. There must be at least 14 days between the announcement of the election and the end of the candidate collection. The schedule must ensure that the regular election is completed before the current leader's term expires.
- 6.7 Elections will take place online in a system prepared by the Secretariat; it is also responsible for ensuring the anonymity of the elections.
- 6.8 The actual election will be conducted in this system over a period of 3 working days. The election will be valid if at least 30% of the working group members participate and at least one candidate receives at least 25% of the valid votes cast. The candidate with the highest number of votes will become the leader.
- 6.9 If less than 30% of the working group members participate in the election under point 6.8 and at the same time at least one candidate receives more than 25% of the valid votes cast, the election committee will repeat the election within a week under the same conditions.
- 6.10 If in the elections according to point 6.8 two or more candidates receive at least 25% of valid votes cast and the same number of votes, the Secretariat and the election committee will announce a new round of elections among these candidates.
- 6.11 If according to points 6.8 and 6.9 in two consecutive rounds of elections a 30% turnout is not achieved, the management of the working group is taken over by the SC IPs EOSC-CZ.
- 6.12 If in the elections according to point 6.8 no candidate receives at least 25% of valid votes cast, the election committee will announce a new schedule for collecting candidates.
- 6.13 The candidate for leader elected according to point 6.8 becomes the leader after confirmation by the SC EOSC CZ IPs project.
- 6.14 The term of office for the leader is two years. The working group leader may be reelected repeatedly without any limit on the number of terms.

7 Final provisions

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