Statute and Rules of Procedure of Task Forces

of EOSC-CZ initiative

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1 Preamble

The European Open Science Cloud (EOSC) is a European initiative aimed at developing a broadly understood framework supporting open science practices in the field of research data management. Open Science is understood as a tool for increasing the efficiency and quality of research and as a way to solve the multifaceted problems of contemporary society. The EOSC initiative has the ambition to comprehensively address the issue of working with research data based on the FAIR principles, according to which 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 support good practice in the field of research data management across scientific communities and to create a national hub for this European initiative. One of the goals is to build a National Data Infrastructure (NDI) – a comprehensive environment for sharing, managing and accessing data for research purposes with an emphasis on multidisciplinary research. The NDI includes the National Repository Platform (NRP), an infrastructure for storing and making FAIR research data available. To achieve this goal, the EOSC CZ Working Groups (PS EOSC CZ) play a critical role, bringing together experts and interested parties across research areas.

2 Definition of EOSC CZ Task Forces

Task Forces (TF) follow on from the work of the PS EOSC CZ. The TF serves as a platform for researchers and experts who work together on specifically defined topics related to the implementation of EOSC, or rather, work with FAIR research data. The operation of each TF is limited in time by the achievement of the results to which it committed itself when it was established. The initiative to establish a TF can come from any expert who identifies a problem, proposes a basic approach to its solution, and compiles a brief charter of the TF. This Statute and Rules of Procedure regulate the form and activities of the Task Forces of the EOSC initiative in the Czech Republic (TF EOSC CZ).

3 Activities of ESOC CZ Task Forces

3.1 As an open platform, they provide space for collaboration and active solutions to specific problems or issues related to the needs of research communities in the area of research data management.

3.2 They include experts from academic and research institutions, government bodies, and other public institutions; in specific cases, they may also involve experts from industry.

3.3 In line with the objectives of the EOSC CZ initiative, they contribute to the development of the National Data Infrastructure environment and promote good practices in research data management in the Czech Republic.

3.4 The outcomes of their work include recommendations, methodologies, measures, as well as conceptual and technical solutions that extend and modify the National Data Infrastructure (NDI) and thereby contribute to the implementation of EOSC in the Czech Republic.

3.5 The activities and specific focus of each Task Force are described in its Charter, for whose preparation the Task Force Leader is responsible. The Charter may be updated on an ongoing basis by the respective Task Force as needed.

3.6 The TF's activities are time-limited. The TF undertakes to achieve its objectives no later than 24 months from its establishment or by the deadline defined in the TF Charter. When one of these deadlines approaches, the TF's activities and results are evaluated by the EOSC CZ Secretariat and the TF Leader, who, if necessary, define a new termination date. Alternatively, the TF's activities may be terminated.

4 Task Forces Composition

4.1 TFs consist of members (as per point 3.2) and a respective Secretary. Each TF is chaired by a TF Leader.

4.2 Membership in a TF is open to all interested individuals, subject to approval by the Task Force Leader.

4.3 Any member may withdraw from a TF at any time by notifying the Task Force Leader and the respective Secretary of their intention to do so.

5 Members of the Task Forces

The responsibility for the organization of the TF lies with its Leader and Secretary. The Leader of the TF is its founder, unless otherwise specified. The support of the TF through the Secretary is provided by the EOSC CZ Secretariat.

Task Force Leader:

1. convenes meetings;
2. proposes the meeting agenda;
3. controls the course of the meeting;
4. moderates discussion;
5. proposes priorities for TF activities;
6. proposes official TF positions;
7. approves the minutes of the meeting;
8. proposes the structure of membership and responsibilities in the TF;
9. is, together with the Secretary, responsible for compliance with the Statute and Rules of Procedure and the Task Force Charter.

Task Force Secretary:

1. ensures long-term continuity of the agenda;
2. coordinates the activities of the TF;
3. oversees the administrative background;
4. coordinates interaction with the national environment, especially through the components of the EOSC CZ IPs project (secretariat, training center, communicators, analysts, etc.) and other pillars of the implementation of the EOSC initiative in the Czech Republic;
5. is responsible for compiling summary, regular and extraordinary evaluation reports on the TF's activities;
6. is responsible for taking minutes and records of meetings, if required by the TF;

7. has a joint responsibility with the leader for compliance with the Statute and Rules of Procedure of the TF;
8. cannot perform the function of the TF Leader.

Task Force Member:

1. is actively involved in solving the TF objective.

6 Organization of Task Force activities

6.1 The Task Force (TF) operates according to the principles of the open method of coordination, primarily on the basis of consensus.

6.2 All members actively contribute to the work of the TF and carry out tasks arising from the conclusions of its meetings.

6.3 Meetings are held in person, online, or in a hybrid format. When convening a face-to-face meeting, the EOSC-CZ Secretariat assists with the organization.

6.4 Documentation or a record of TF meetings may be produced, containing the date and content of the meeting, including agreed conclusions and action items. Meeting minutes or recordings are made available to all TF members in a shared repository.

6.5 Members may invite other experts/guests (especially the authors of key documents, or experts on the topic under discussion) to specific points or to the entire meeting.

6.6 Meetings are not open to the public, except for invited guests.

7 Appointment of the Task Force Leader

7.1 A person may become a Task Force Leader through the establishment and proposal of a Task Force.

7.2 The establishment of the TF and the appointment of its Leader are approved by the Head of the EOSC-CZ Secretariat.

7.3 If a Task Force Leader ceases to serve during the lifetime of the Task Force, a new Leader shall be appointed or the Task Force shall be dissolved.

7.4 The dissolution of a Task Force and the dismissal of its Leader are subject to approval by the Head of the EOSC CZ Secretariat. The appeal body is the Steering Committee of the IPs EOSC-CZ.

8 Final provisions

8.1 This Statute and Rules of Procedure shall enter into force and take effect on the date of their approval by the Steering Committee of the IPs EOSC-CZ.