3001 Bern, 31.08.2022
Open Research Data - Mandate for a Working Group on Open Research Data (AKORD)

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1. Mandate to the Working Group on Open Research Data Management (AKORD)
SLiNER Board establishes AKORD, a working group on research data management services (FDM) with the following aims.

AKORD:
* Provides SLiNER with expertise to discuss the future of RDM services in libraries in the institutional variety like f.e. trainings, coordination of data stewardship programs, repositories etc.;
* Provides advice and support to SLiNER on issues related to RDM services;
* Prepares statements on current issues, and on request suggests proposals for policies and implementation measures on RDM, for example on the different action lines of the national ORD action plan;
* Ensures national and international networking in the field of RDM services;
* Maintains contact and dialogue with the RDM Support Network[1] and subject-related working groups (e.g. AKOA).[2]

2. Members of the Working Group
* The working group is composed of experts in local, institutional RDM support units of libraries at institutions of Higher Education.
* The working group is connected to the informal national RDM Support Network and thus also to non-library support units, without any disadvantages for the professional exchange between the different support units.
* The group consists of up to five members from different libraries, supplemented by administrative support.
* There are two permanent members. The first permanent members are provided by UB Basel and UB Bern. The principle of permanent and rotating members has proven successful with other working groups (e.g. the programme committee of the Open Access

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[1] The informal national RDM Support Network meets on a bi-annual basis, topics are set by all members, participation is open to all HEI, contact: gero.schreier@unibe.ch or iris.lindenmann@unibas.ch.
[2] AKORD is not part of the national governance structure, which have been created by swissuniversities and ETH-Domain in the context of the Swiss National ORD Strategy and Action Plan: https://www.swissuniversities.ch/themen/digitalisierung/open-research-data/nationale-strategie-und-aktionsplan-1.

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Days), as it ensures both continuity of work and broad participation from different institutions and the influx of new ideas. The UB Bern and the UB Basel have declared their willingness to provide a member on a permanent basis, because both institutions started and organize the Swiss RDM Support Network. If they are not able to provide the members any longer, new permanent members from other institutions will be appointed together with the SLiNER Board.

- The two permanent members propose the other members to the SLiNER Board, who confirms them. The condition for participation in the Research Data Management Working Group is a SLiNER membership of the library concerned. Membership in the working group is based on expertise, proven cooperation and the opportunity to actively participate in AKORD.
- All members of AKORD commit to active participation in the working group. They must have permission from their institutions to invest an average of 5% FTE (approx. 2 hours) per week for relevant work.
- Members are confirmed once a year by the SLiNER Board on the proposal of the permanent members of the working group. In the event that special competences are needed in the working group, new members can be appointed and additional persons from the field of research data management and libraries can be brought in selectively. It is desirable that participation in the working group should last at least one year.
- Experts in local, institutional RDM support units of libraries at institutions of Higher Education will be informed and invited to participate via mailing list or other means of regular communication. A list of all RDM contacts per institution is to be set up with SLiNER.

3. Organisation

AKORD exists parallel to AKOA and, if applicable, other SLiNER working groups. The working group shall adopt and submit to SLiNER rules of procedure, including:

- Chairing of meetings and contact person
- Organisation of regular meetings
- Accessible documentation of the work of the working group.
- Further aspects of organisation
- The SLiNER General Assembly makes funds available for an administrative and subject related support to the group to the extent of 20%. The permanent members will appoint the respective member of staff (suggestion).
- Based on an annual report and recommendations by AKORD, SLiNER Board will evaluate the working group's activities and progress and will suggest changes, if required.
- AKORD can propose topics to the SLiNER Board to work on.
- AKORD can prioritise work assignments from SLiNER members in consultation with the SLiNER Board and, if necessary, reject them for capacity reasons.
- Members of AKORD can be invited to the thematically relevant parts of SLINER meetings (Board, General Assembly).
- The SLiNER Board ensures contact with similar bodies, such as NICT.

4. Contact with SLiNER

- The working group informs the SLiNER Board about its work programme and activities and consults with the SLiNER Board regarding external communication.
- The SLiNER Board, for its part, ensures that there is a contact person for the working group.

5. Abbreviations

- AKOA = Arbeitskreis / Working Group Open Access
- AKORD = Arbeitskreis / Working Group Open Research Data Management Services
- RDM = Research Data Management
- RDM-Support network= informal network of RDM support service providers in Switzerland
- NICT = Network ICT Services for Swiss Higher Education

Confirmed by the SLiNER Board on 31 August 2022

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