

## Key Topic Working Groups - General Framework for 2024-27

The aim of Key Topic Working Groups (KT WG) is to enhance collaboration and coordination among CESSDA Service Providers around key topics which have been identified bottom up by Service Providers. Key topics shall have a direct link to the current CESSDA Strategy, addressing a specific or new problem or technological development. The groups will focus on achieving common objectives, advising Service Providers and the Main Office on their specific topics. This general framework document is effective from January 2024 and continues until December 2027.

### Document info

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0.2	15/11/2023	Updates following discussion at MO Management Meeting	Bonnie Wolff-Boenisch
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## Abbreviations

Abbreviation	Expansion
MO	(CESSDA) Main Office
KT WG	Key Topic Working Group

## Glossary

Term	Definition
Accountable (person) / Chair	Leads the working group
Consulted (person)	Gives advice to those Responsible within the working group
Responsible (person)	In charge of completing assigned tasks

## Executive Summary

The Key Topic Working Groups are free to organise their meetings, negotiation, or any similar gatherings of individuals who have agreed to work together.

The Key Topic Working Groups will operate on a self-organised basis and will only be contracted by CESSDA if there is an allocation within the CESSDA Core or other budget, previously approved in a CESSDA Directors meeting for a specific year.

## Purpose of the Working Groups

Key Topic Working Groups (KT WG in short) are WGs that tackle topics which have been identified as being of high interest for the CESSDA Service Providers.

Key topics shall have a direct link to the actual CESSDA Strategy, addressing defined goals.

## Funding

Funding for CESSDA Key Topic Working Groups will be provided in-kind, and the allocation of financial support, if available within CESSDA's Core budget, will be determined during the CESSDA Directors Meeting.

## Onboarding of New WG Members

Service Providers can join the WG at any time, and select a Chair among the group members.

The Group is expected to be led by a Chair, who is responsible (Accountable) for organising and communicating with the CESSDA Main Office, or, if directed by the Director, with various CESSDA Bodies. Group members are granted the autonomy to make decisions regarding onboarding of new members. The onboarding process is expected to be inclusive, enabling interested CESSDA Service Providers to contribute within their capacities.

The CESSDA MO will support the onboarding process by announcing the results of the roles appointed and sending an invitation to join the group.

## Duration

Key Topic WG are temporary. They exist for the duration required to address a specific task or challenge. Once the task is completed or the problem resolved,

the WG is dissolved. The continuation of a Key Topic WG will be discussed and decided by the Service Provider Forum and their Directors on an annual basis.

## Duties of the Working Group

- Consulted by the Service Provider Forum with regards to the content of the work.
- Consulted by the Directors meeting with regard to its strategic direction.
- Responsible for producing deliverables or a report that describes the current state of the art of their work. The results of the KT WG will be shared among the Service Providers, the General Assembly and where appropriate published on CESSDA's webpage or annual report.

## Duties of MO

- Responsible for arranging the removal of unproductive members from the groups.
- Responsible for publishing the name of the Chair and the WG members on its webpage.

## Removal of unproductive members

In the event of unproductive KT WG members, MO reserves the right to request their removal in consultation with the Chair. In the event that the Chair is unproductive, MO will consult with the other KT LWG members to request his/her removal

## References

None.