

Draft Charter and Work Plan: Task Group on Member/Partner Programs

Charge (from Stuart's slides):

- Critically review current criteria for Member & Partner program membership with the goal of:
 - Expanding/opening the Member categories to organizations based on criteria other than regional representation *while preserving the rights and obligations of current regional Members*
 - For example, consortia of linguistic groups (spanning regions), topically focused groups or other categories or organizations (e.g., iCaucus)
- Examine whether the original Member fee structure based on regional GNP realistically reflects:
 - Actual Member "capacity"; and
 - Potential return on Member investment.
- Examine whether a larger membership based on a flat (or minimally tiered) fee structure with lower maximum fees would be more likely to encourage membership
- Explore potential direct DCMI services for Members that would enhance return on investment
- Report (including recommendations) to OC/AB within 6 months of TG formation

Working Assumption: The TG will focus on revisions to criteria that would create the most advantageous, attractive membership structure for DCMI even those requiring amendment of the DCMI Articles of Association.

Work Plan:

- 1) Collect existing documents related to this charge, in particular:
 - a. the current membership agreement,
 - b. the current fee table, and
 - c. the analysis of revenue options that was generated from the Frankfurt retreat
- 2) Create a shared workspace in DCMI website/wiki/listserv for work group to share documents and record discussions.
- 3) Craft statements related to the following areas for discussion:
 - a. Revised set of member/partner categories
 - b. Revised rationale for member and partner fees
 - c. Definition of member/partner responsibilities
 - d. Return on investment for partners and members
 - i. Good examples of this came up in the vocabulary management workshop: http://labs.mondeca.com/dataset/lov/details/vocabulary_dc.html, Gordon Dunsire's explication of DC's role as top-level aggregator for disparate vocabularies. We need to make these explicit and develop further
 - ii. Stuart also listed several existing benefits, such as the OCS role in providing infrastructure and archival resources for regional meetings, the role of DCMI as an integrator for multiple standards/tools, documentation and maintenance of the Dublin Core standard, and education and training
- 4) Provide final report with multiple options for moving forward for discussion among the OC & AB.

- 5) Timescale for working –end of November 2011 start work with the first meeting of the Task Group – end of April 2012 complete work with a report and recommendations to the Oversight Committee.

Modus operandi of the Task Group

The Task Group will report to the DCMI Oversight Committee.

- Chairs of the Task Group: Mike Crandall and Rachel Bruce, they will be responsible for the agendas and notes of agreements of the meetings, and communication with the Oversight Committee.
- Members: four additional member are being invited to participate in the Task Group
- Mode of meeting: skype or telephone conferences
- Mode of working – members to undertake background work that will be allocated at the first meeting, then to undertaken identified tasks to support the above work plan, this will include some drafting of sections of the paper for the Oversight Committee, as per the statements suggested above.

It is anticipated that members will need to dedicate 1 and half days work per month to the Task Group from December 2011 – April 2012.

The Group will use a DCMI wiki space to share documents and working papers and will communicate via a dedicated DCMI list. The wiki space is here: http://wiki.dublincore.org/index.php/DCMI_Membership

Schedule of the Task Group:

- First meeting: end of November/early December

At this meeting the work plan and scope of the Task Group will be discussed and agreed and background work for particular areas allocated to members.

- Second meeting: Second week in January 2012

At this meeting members will report on their background work and next steps for work packages will be agreed and allocated. We will also review the feasibility of the working methods and see how this is progressing and assess if we need to make any changes.

- Third meeting: Second week in February 2012,

Early outlines of papers/statements will be shared and discussed.

- Fourth meeting: Second week in March 2012

Drafts shared and discussed.

- Fifth and final meeting: Second week in April 2012

Final drafts shared and discussed and recommendations and options agreed.

- End of April

final papers for the Oversight committee shared for comment, followed by circulation to the Oversight Committee and agreement for next steps sought.