



RDA Templates

Available or Planned Templates for
Output Reports, Recommendations,
Standards and Specifications

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1. Background and Aims

The RDA TIGER Output Services Work Package (WP4) is, as described in the project proposal, "responsible for the output support services including the necessary guidance each WG will need when developing policy or standards related outputs." To this end, WP4 should promote or create (where not already available) templates with attendant guidance for output reports, recommendations, standards, and specifications relating to such RDA-related outputs to improve their image, reusability, and quality. Another objective is to simplify annotation and machine-readability.

At the start of RDA TIGER, multiple templates and other standards already existed for RDA-related content. Where templates for outputs that WP4 considers useful for the abovementioned aims (e.g. WG presentations, reports, branding, etc.) do not exist, are outdated, or not promoted by the RDA, these are drafted and proposed to the RDA Secretariat by WP4.

This document aims to provide an overview of existing and planned templates, including their current status and development. To our knowledge, no such overview was available before, and having one should help ensure that all necessary templates are available and up to date.

2. Templates overview¹

The below table is an overview of existing and planned templates. All templates are available on the project-internal Drive.² Below is an explanation of terms used:

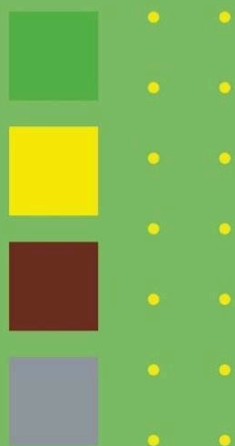
- **Status:** the current status of the template at publication time.
 - "Planned" refers to templates that are recommended to the RDA by RDA TIGER, where such templates were not available before.
 - "Available" templates are shared publicly on RDA channels.
- **RDA usage:** This column describes whether or not the template is officially promoted, required, or otherwise by the RDA.

Category	Topic	Description	Format	Status	RDA usage	Published at
Working Groups	RDA WG Statement of Work (SoW) template	Establishing an RDA Working Group	Template	Available	Promoted	https://zenodo.org/records/7506212
	WG Presentation template	Used to present WG Recommendations	Slides	Available	Promoted	https://www.rd-alliance.org/sites/default/files/attachment/RD-Alliance_WG%20Status%20Presentation%20Template.pptx
Interest Groups	RDA Interest Group Charter Template	IG Charter template, including supplementary Information IG creation	Template	Available	Unclear	https://zenodo.org/records/7390784
RDA Group (other than	RDA Group Initiation	RDA Group Initiation Request Form for:	Form	Available	Promoted	https://www.rd-alliance.org/initiate-a-group/

¹ Table source: <https://docs.google.com/spreadsheets/d/1vx5yCalfFz-j0khB1LfgnswW1Z8lrpPfb99Onb9dIGs/edit?gid=0#gid=0>

² https://drive.google.com/drive/folders/1VHkfaU-nQPQs7hv7hTn4FLnlzEjWezHh?usp=drive_link

WG/IG)	Request Form	Coordination Group; Governing Body; Historical Group [mistake?]; Maintenance Group; Regional Group				
Working Groups	Recommendations	Submission guidelines available, but apparently without template	Template	Planned		
Working Groups	Supporting outputs	Submission guidelines available, but apparently without template	Template	Planned		
Standards		... E.g. machine readability		Planned		
Specifications		...		Planned		
RDA Resources Policy				Draft		



research data sharing without barriers

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