Community Engagement Steering Group

Terms of Reference

1. Purpose

The CESG is responsible for identifying outreach needs for the DataCite community, including current and potential DataCite members as well as the broader research community. This includes: monitoring and assessing community needs and providing feedback on DataCite's priorities and services; recommending strategies and tools to communicate about DataCite's services, features, and plans; helping to build relationships, cultivate discussions and promote collaboration among the DataCite community; and involvement in DataCite's annual meetings. The CESG aligns its work with the Services and Technology Steering Group so that activities support DataCite's services and products. The CESG works with several regional Expert Groups. In addition, the CESG will coordinate with other new and existing DataCite governance groups as required.

2. Governance

The CESG is an advisory group that makes recommendations to both the DataCite Board and DataCite staff. The work of the CESG is overseen by the DataCite Board.

3. Membership

a. Term

CESG members join the CESG for a 3-year term. This term is once renewable.

b. Appointment process

Any DataCite member can nominate an expert to serve on the CESG. The CESG has a minimum of 8 members and the upper limit of members is 15. CESG members are appointed by the CESG chair(s), in consultation with the DataCite Community Engagement Director. Member terms are renewed through appointment by the chairs. The terms follow an annual cycle.The seat is held by the individual representative, but we ask that the organization approves the nomination. When members rotate off the steering group there is an open call for new members at the end of the calendar year.

c. Types of roles

CESG members will be chosen based on their specific expertise. We strive for diversity and are therefore looking to include members from different regions, genders, backgrounds, and types of organizations. Two of the seats on the CESG are balance

seats, which can be filled by representatives from non-DataCite member organizations to ensure we have a broad range of expertise.

4. Roles and Responsibilities

The CESG is chaired by a member of the DataCite Board, together with another DataCite member representative. They are assisted by the Community Engagement team that schedules calls and prepares the documents presented during Steering Group meetings. The two co-chairs have regular meetings with the Community Engagement Director to align on goals for the CESG. Members of the Steering Group are expected to actively participate in Steering Group meetings, with written contributions between meetings.

5. Meetings

CESG meetings are held six times a year. These meetings are generally 1 hour virtual meetings held every other month.

6. Lines of communication and coordination

The CESG co-chairs and Community Engagement Director are responsible for the different lines of communication. Communication within the CESG happens via a dedicated mailing list and Slack channel. The CESG Board representative is the main point of contact between the Board and the Steering group. They obtain Board input and share Board priorities with the CESG, while also reporting back to the Board about the CESG recommendations. The Community Engagement Director shares outcomes of CESG discussions with the DataCite team.

7. Subgroups
a. Expert groups

The CESG works with three regional Expert Groups to ensure representation from different regions (Americas, APAC, EMEA). These groups consist of both DataCite members and non-members. The groups focus specifically on advising DataCite on priorities in their regions.

The three Expert Groups are chaired by CESG members assisted by the DataCite Community Engagement team. The members of the Expert Group are invited by the Expert Group Chair and the group generally consists of 5-10 individuals. They keep the CESG informed of the progress made within the Expert Groups.