



Report Executive Director - May 2018

Until the launch of the new strategy in November 2017, the LIBER Office devoted a great deal of time to strategy development. After the launch, attention has been paid to the question of how the LIBER Office can provide maximum support in implementing the strategy. As a result, the workforce has been optimised and the competencies of the staff have been developed. A function has been set up for Human Resource Management. In addition, time was spent on optimising the administrative and financial processes so that LIBER can function efficiently and does not waste any unnecessary time on administration. In parallel with the review of the processes, work was carried out on making LIBER compliant with applicable legislation and regulations on an European and national level and regulations on Horizon 2020, The EU Framework Programme for Research and Innovation in which LIBER participates through a number of projects. A few of the issues that are particularly important will receive special attention in this report.

1. Business Operations / LIBER Office

1.1 Compliance with legislation

1.1.1 General Data Protection Regulation (GDPR)

Like any organisation that collects personal data, LIBER must comply with the new EU General Data Protection Regulation. In order to meet this need, a roadmap has been drawn up, which includes measures to ensure that participants' personal data are properly handled. (See appendix 1 for the step-by-step plan). Most of the actions were launched in May 2018. In the coming months, we will continue to work on the implementation of the measures.

1.1.2 Occupational Health and Safety Service

Until recently LIBER had no contract with an occupational health and safety service while the Dutch Working Conditions Act, which entered into force on 1 July 2017, requires the conclusion of a so-called "basic contract between an employer and an occupational health and safety service". The mandatory basic contract applies to all employers, regardless of the number of employees. The commitment commences on 1 July 2018. In the Appointments Committee of February 15th 2018 it was therefore decided that a tender exercise for a Health and Safety Service was to be conducted.

Based on the Committee's decision, we invited six possible suppliers to participate in a mini competition based on the LIBER requirements. It was decided to enter an agreement with the company "VaardigWerk" based on the following facts:

- VaardigWerk is focused on small organisations and uses a flexible approach
- VaardigWerk is a midsize firm with a good reputation. This means not only a good quality of work but also continuity. All the other suppliers have only a few employees.

The contract with VaardigWerk was concluded on 28 May 2018.

1.2 Sustainable Financial Administration

In order to achieve a future-ready and sustainable financial administration, the Executive Board approved on October 20th 2017 a project initiative to

- analyze current working processes and introduce, if necessary, new work processes;
- analyze current reporting processes and investigate the possibility of the implementation of new software to support the monthly reporting process and improve the quality and relevancy of the provided management information;
- provide a business case weighing several possible solutions with respect to their costs, their risks and their rewards.

The business case for the project was presented to the Executive Board on February 16th 2018. The board approved the business case and chose the option to implement new standard software, improve the existing work processes and extend the management reporting.

The project was successfully completed in May 2018. In terms of establishing a sustainable financial administration all the set goals are reached:

- steering information improved and available 24/7;
- continuity of service by controller/bookkeeper is assured;
- processes (finance, projects, time writing, members administration) are integrated in one application;
- One single point of truth is established for financial and project administration.

The final report of the project will be discussed in the Finance Committee on 2 July 2018.

2. Support of the LIBER Organisation

After the launch of the strategy, the LIBER Office intensified its support of Steering Committees and Working Groups. In order to promote communication and cooperation between Working Groups, projects and the LIBER office, a member of the LIBER office's staff has been appointed as the contact person for each Working Group. This contact person participates in the meetings of the Working Groups in order to increase the transfer of knowledge and cooperation. The Executive Director also maintains contact with all Chairs of the Working Groups and participates in most of the WG meetings in order to stimulate the cooperation between them.

The LIBER Office supports the Working Groups in, among other things, organizing meetings, developing web pages, communication and promotional activities, attracting new members, organizing workshops and publishing of results.

Due to the great willingness of the LIBER participants to implement the strategy, several new Working Groups are being set up. Although the LIBER Office can now support all of them, a point of attention for the future is how best to distribute resources in order to continue to provide maximum support.

3. Networking Activities

3.1 GO TRAIN

On 26 January the Executive Director took part in a GO TRAIN workshop organised in Leiden. Susan Reilly participated in the first stakeholder workshop of GO TRAIN, convened by CODATA in Paris on 3 February 2017. GO TRAIN is one of the pillars of GO FAIR. GO FAIR (Global Open FAIR) is a self-governed, community-driven initiative to accelerate the early development of the Internet of FAIR Data and Services. GO FAIR originated in Europe,

inspired by the European Commission's High Level Expert Group on the European Science Cloud (EOSC). GO FAIR will be implemented by three pillars: GO CHANGE, GO BUILD, and GO TRAIN. GO CHANGE aims to instigate cultural change to make the FAIR principles a working standard in science and to reform reward systems to incorporate open science activities; GO BUILD deals with building the technical infrastructure; and GO TRAIN will provide the training and in the future the mechanism for the standards-compliant certification.

The workshop was aimed to establish the scope, specific goals, and foreseen activities of GO TRAIN. In addition, it aimed to define a step towards realising one or more formal GO TRAIN Implementation Networks (so called INs). GO FAIR INs are consortia of individuals, institutions, projects, and international organisations who have decided to jointly implement the FAIR principles in their fields towards the goals of GO FAIR. Although GO TRAIN has no subsidy funds, it might be interesting for LIBER to further explore the cooperation with GO TRAIN.

A full report of the workshop can be found here: <https://www.go-fair.org/2018/02/08/go-fair-training-go-train-kicked-off/>.

4. EU-projects

Mainly because of the gap in management that was created by the resignations of the previous Executive Director and the European Project Manager in 2017 LIBER has missed some opportunities in the acquisition of new projects. In particular in this period we were unable to bid for new opportunities such as OpenAire Advanced and the EOSC-Hub project.

Since the fall of 2017 the LIBER Office has given a high priority to the acquisition of new projects that are related to our strategy and can give an impulse to implementing it. At the timing of writing this report LIBER is participating in four European project proposals.

5. Annual Conference

On 15 November, a workshop with the organizing team from Lille and Dublin, Office staff, Jeannette Frey (Chair Conference Program Committee), two staff members from Helsinki who organized the conference in 2016, and Margo de Groot (event manager) took place. The purpose of this workshop was to have a common view of responsibilities in organizing the Conference. The results of the day have provided an unambiguous picture of who is doing what and agreement has been reached on a number of desirable changes in the format of the Conference. As a result in Lille we shall introduce the following innovations:

1. organize a "newcomers session" for people who are participating for the first time;
2. have more interactive sessions;
3. try a new format by giving "7-minute presentations".

A new Conference website was launched in November, which can be used every year and is maintained by the LIBER Office. This saves the local team work and ensures a continuous view of the Annual Conference.

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Appendix 1. GDPR Actions for LIBER Office

The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and is designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organizations across the region approach data privacy. The Enforcement date is 25 May 2018. Read more about GDPR at <https://www.eugdpr.org/>.

Like any organisation that collects personal data, LIBER must comply with the new law. In order to comply to the General Data Protection Regulation, LIBER will take the following actions:

Action point 1 - Documentation

As from 25 May 2018, it is mandatory to have documented how personal data is handled. LIBER will start by documenting how we obtain personal data, what we do with it, how we store it and with whom data has been shared. This documentation will be stored in a Data Register. This register will entail information about what personal data we process, for what purpose, where the data comes from and with whom we share it. In appropriate cases, the legal basis on which this is done will be maintained.

Action point 2 - Give the right to inspect the documentation

LIBER participants / customers will have the right to inspect the data stored. LIBER will give them the opportunity to do so. So for all our customers who ask for it we create a file with the following details:

- a. What data have been retained?
- b. Purpose of the processing
- c. With whom the data is shared
- d. How the data were obtained

Action point 3 - Give the right to correction / removal

Accessing data is one thing but if participants/customers subsequently demand correction or deletion, LIBER will do this immediately.

Action point 4 - Amendment of conditions

The conditions given at events, such as the Annual Conference and workshops, or at surveys will be reviewed and updated with all the information necessary to comply with the GDPR. This means that information will be included about data that LIBER keeps of (potential) participants / customers.

Action point 5 - Investigating the use of Google Analytics and, if necessary, making the data Privacy Friendly

Analytical cookies are used by Google Analytics to process personal data of website visitors. Analytical cookies are not used to view individual persons, but these data are available. Therefore it is necessary to set up a Google Analytics account for privacy. There is a description available of how to do this in the Dutch Data Protection Authority (Autoriteit Persoonsgegevens):

https://www.autoriteitpersoonsgegevens.nl/sites/default/files/atoms/files/handleiding_privacyvriendelijk_instellen_google_analytics_mrt_2018.pdf

Action point 6 - Checking and modifying email marketing

Although the LIBER Foundation does not refer to e-mail marketing, mailings are sent to all LIBER participants a number of times a year. This is done by means of the LIBER-All mailing list. There are a number of points on which we are going to take action in order to comply with the GDPR.

- a. LIBER will use a double opt-in for e-mails sent to participants. As a result, the recipient expressly consents to receiving the e-mails sent by LIBER.
- The opt-in will be given voluntarily (with active action).
 - The opt-in will not be part of (general) terms and conditions.
 - During the collection of the data, it will be made clear what the data will be used for.
 - When someone is not yet 16 years old, someone with parental authority will (co)give permission. At LIBER, this will seldom if ever happen, given the criteria that are already set for LIBER membership.
 - Opt ins will be registered.

Our sponsors of the Annual Conference will be asked to abide by these agreements. They can only send mailings to participants of the conference with explicit consent by means of a double opt-in.

b. When someone unsubscribes, they will no longer receive e-mails.

c. No e-mails will be sent from a noreply address (noreply@e-mail.nl). People should be able to reply to the e-mails sent by LIBER. The local host who organises the Annual Conference each year will also be asked to comply with this. This may occur, for example, in the case of an organisation that is hired to handle the registrations.

d. Initially, only an e-mail address and name of the persons will be requested. If LIBER needs more information, we will indicate in advance why we need this data.

e. A registration form always refers to the privacy statement on the LIBER website [Friedel: I don't think we have one now? See also Action 7]

f. The LIBER e-mails are provided with an unsubscribe link.

LIBER used Mailchimp as an e-mail provider to send mailings. Since this is used to store data outside Europe, LIBER abandoned this programme in March 2017.

Action point 7 - Privacy statement / cookies website

LIBER currently has no privacy statement on its website. This is necessary if, for example, Google Analytics is used so that visitors are aware of this. The statement will make clear what LIBER does with the data.

See for an example: <https://rummarketing.nl/privacy-verklaring-en-cookie-beleid/>

Action point 8 - Determine the need for the appointment of a Data Protection Officer

Under the General Data Protection Regulation, certain organizations must appoint a data protection officer. This applies to all public authorities and bodies and to other organizations that systematically and on a large scale observe as one of their core tasks or process certain categories of personal data on a large scale. Since LIBER does not belong to these categories and does not process personal data on a large scale, no Data Protection Officer will be appointed.

However, the employees of the LIBER Office will be made aware of the new GDPR through discussions and training.

Action point 9 - Privacy by Design & Privacy by Default

LIBER will make itself familiar with the terms Privacy by Design & Privacy by Default. LIBER will take more account of Privacy by Design and Privacy by Default. When designing LIBER's products and services, the protection of personal data is taken into account.

Action point 10 - Research on HTTPS on the LIBER website

LIBER had a website without https. As a result, personal data are processed in an unsafe manner. The website is now secured via https.

Action point 11 - Existing contracts and agreements

LIBER will assess existing contracts for compliance with the GDPR and will make the necessary changes in a timely manner. In this context, processing contracts will also be concluded between LIBER and data processors, for example the payroll administrator. The agreement contains, among other things, agreements on the purpose and the manner of

processing. If necessary, additional agreements will be laid down, for example agreements on confidentiality and security.