



Ligue des Bibliothèques Européennes de Recherche  
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## **APPOINTMENTS TO STEERING COMMITTEES AND WORKING GROUPS GUIDELINES FOR STEERING COMMITTEE CHAIRS WITH EFFECT FROM JANUARY 2018**

### **INTRODUCTION**

Under its Strategy 2018-2022 LIBER has three Steering Committees: Innovative Scholarly Communication; Digital Skills and Services; and Research Infrastructure. Steering Committees may also have up to three Working Groups. Fora were introduced into the LIBER structure in February 2013 but were disbanded in October 2017 when existing Fora were absorbed within the scope of Steering Committees and Working Groups. In 2009, the Executive Board recommended that Steering Committees should have up to five members and Working Groups should have up to ten members (Toulouse Board Meeting, July 2009), but it was agreed that a degree of flexibility was acceptable depending on the requirements of the particular Steering Committee. Since 2009, Working Groups have become more flexible in terms of numbers according to the scope and needs of each individual Working Group. Decisions on member numbers are made by the Chair of the Working Group in association with the Chair of the Steering Group, and the Executive Board is kept informed. In July 2017, the rules for Steering Committees and Working Groups for the period of the Strategy 2018-2022 were set out, and were approved by the Executive Board in July 2017 and by LIBER Participants at the 2017 Meeting of Participants.

### **1. STEERING COMMITTEES**

#### **1.1. Appointments**

1.1.1. Steering Committees are established by the Executive Board (Rules, Art.10.2) and are chaired by a member of the Executive Board.

1.1.2. The appointment by the Executive Board of a Chair of a Steering Committee takes place at the Board meeting following the Meeting of Participants at which the candidate who will chair the Steering Committee has been appointed to the Executive Board.

1.1.3. Each Steering Committee must appoint a Secretary from among its number (Rules, Art.10.2.3).

1.1.4. Members of Steering Committees must be LIBER Participants.

#### **1.2. Membership**

1.2.1. Each Steering Committee will comprise:

1.2.1.1. A Chair, who is appointed by the Executive Board.

1.2.1.2. The Chairs (or Co-Chairs) of Working Groups that fall under the Steering Committee's remit.

1.2.1.3. A Secretary to the Steering Committee.

1.2.1.4. The LIBER Executive Director.

NOTE: In July 2017, the Executive Board agreed that, if applicable, Steering Committee meetings may be attended by the relevant member/s of the LIBER Office (i.e. project managers for relevant projects).

### **1.3. Terms of Office**

1.3.1. Chairs of Steering Committees will serve for the period of the current Strategy from 2018 to 2022 (namely, five years).

1.3.2. Should a Steering Committee Chair demit office during the period 2018 to 2022, a new Chair will be appointed. This may be either by recruitment to the Executive Board through the normal process or by appointing an existing member of the Executive Board to the position.

1.3.3. Committee members shall serve for a period of two years and shall be eligible for re-appointment (Rules, Art.10.2.5).

1.3.4. The Secretary of the Steering Committee should maintain a list of Committee members and their terms of office.

### **1.4. Expert Advisers**

1.4.1. A Steering Committee may appoint up to two Expert Advisers as and when required. The Steering Committee Chair will encourage such Expert Advisers to join LIBER but, exceptionally, where this is not possible, Expert Advisers may be non-LIBER Participants (Rules, Art.10.2.7).

1.4.2. Expert Advisers must be approved by the Executive Board.

1.4.3. Expert Advisers shall serve for a period of two years and shall be eligible for re-appointment if required.

1.4.4. A Steering Committee Chair whose term expires during the period of the Strategic Plan 2018-2022 may be invited to become an Expert Adviser to the Steering Committee in order to ensure a smooth handover to the new Steering Committee Chair.

### **1.5. Annual Budget**

1.5.1. The annual budget for Steering Committees is decided by the Executive Board (Rules, 10.2.6), on the advice of the Finance Committee. The budget year runs from 1 January to 31 December. Guidelines on the use of Steering Committee annual budgets are available in the document 'Steering Committees, Guidelines for Use of Annual Budgets', latest issue, January 2018, which can be found on the Gold Book on the LIBER Intranet.

### **1.6. Steering Committee Chair Responsibilities**

Under the Strategy 2018-2022, the responsibilities of Chairs of Steering Committees have been defined as:-

1.6.1. Coordinating, reporting, monitoring progress and evaluating the outcomes/goals achieved by the Working Groups, and recruiting Working Group Chairs.

1.6.2. Maintaining oversight of the Working Groups, without direct participation in the Working Groups.

1.6.3. The Chair shall report on the activities of the Committee to the Executive Board at its meetings, and inform LIBER Participants via the website and at the Annual Conference and at the Meeting of Participants (Rules, Art. 10.2.1).

## **2. WORKING GROUPS**

### **2.1. Creation**

2.1.1. Working Groups are created by the Executive Board as sub-groups of Steering Committees. They focus on special interests and specific tasks within the remit of the Steering Committee (Rules, Art. 10.3).

2.1.2. Under the Strategy 2018-2022, the Executive Board has agreed that each Steering Committee may have up to three active Working Groups at any one time.

2.1.2. The Chair (or Co-Chair) of a Working Group is appointed by the Executive Board (Rules, Art. 10.3.2).

2.1.3. Under the Strategy 2018-2022, there are short-term Working Groups and permanent Working Groups. Short-term Working Groups are normally expected to achieve their set objectives within one to two years. Working Groups defined as permanent will function throughout the period of the Strategy 2018-2022. Decisions on the status of individual Working Groups are made by the Executive Board.

2.1.4. Any Chair of a Steering Committee who wishes to have a Chair (or Co-Chair) of a Working Group appointed by the Executive Board should propose the name/s to the Executive Board for approval. Should occur between two Executive Board meetings, the Board may grant its approval by email at the time at which the request is made. The decision will then be formally ratified at the next meeting of the Executive Board.

2.1.4. Chairs (or Co-Chairs) of Working Groups shall be members of the relevant Steering Committee. If a short-term Working Group is disbanded when its goals have been achieved, or if its objectives appear to be unachievable during the set timeframe, the Chair of the Working Group will step down from the Steering Committee.

2.1.5. The Chair of a Working Group, in association with the Chair of the Steering Committee, shall decide the number of members in the Working Group in line with its needs.

2.1.5. Members of Working Groups must be LIBER Participants.

2.1.6. Each Working Group must appoint a Secretary from among its number.

## **2.2. Terms of Office**

2.2.1. Working Groups are normally expected to achieve their set objectives within one to two years. However, some Working Groups are deemed to be permanent for the period of the Strategy 2018-2022. Decisions on the status of individual Working Groups are made by the Executive Board.

2.2.2. Short-term Working Group members shall serve for a period of up to two years until the objectives of the Working Group has been achieved. The Working Group is then disbanded.

2.2.3. Permanent Committee members shall serve for a period of two years and shall be eligible for re-appointment (Rules, Art.10.2.5).

2.2.4. The Secretary of a Working Group should maintain a list of Working Group members and their terms of office and should keep the Secretary of the Steering Committee informed.

## **2.3. Working Group Chair Responsibilities**

2.3.1. The Chair of a Working Group shall report on the activities of the Group to the Steering Committee and through the Steering Committee to the Executive Board (Rules, Art. 10.3.3).

## **2.4. Working Group Expert Advisers**

2.4.1. With the agreement of the Chair of the Steering Committee, a Working Group may appoint up to two Expert Advisers as and when required. The Steering Committee Chair will encourage such Expert Advisers to join LIBER but, exceptionally, where this is not possible, Expert Advisers may be non-LIBER Participants (Rules, Art.10.3.4).

2.4.2. Expert Advisers must be approved by the Executive Board.

2.4.3. Expert Advisers shall serve for a period of two years and shall be eligible or re-appointment if required.

January 2018

