

Network Groups applications

Action required:

- The EC is asked to review the Terms of reference of the Network Groups.
- The EC is asked to agree to the Selection Criteria for Networks Groups.
- The EC is asked to agree with the time plan.

In 2020, the CENL Network Groups were launched for the first time. They have replaced the working groups. Their purpose is to enable knowledge exchange, network-building and professional support in relation to a chosen topic of interest. The term of each Network Group ends after three years. The existing Network Groups are allowed to respond to a new call for applications.

Membership of a CENL network group is open to all staff from CENL member libraries, particularly from second-tier leaders and experts. There are no restrictions on group member numbers, but the group must comprise of at least 5 CENL member libraries when it submits its application. Additional members can join thereafter. A group size of a maximum of 12 members is preferred.

During the first term 2020 – 2022, CENL had three network groups: Artificial Intelligence in Libraries Network Group, the Books and Audiences Network Group (BANG!) and the Copyright Network Group. For the term 2023 – 2025, these are the Artificial Intelligence in Libraries Network Group, the Books and Audiences Network Group (BANG!) and the Equity, Equality, Diversity and Inclusion (EEDI) Network Group.

The term of the current Network Groups will end on 31 December 2025. In order to ensure a smooth transition to the next term 2026-2028, the Secretariat plans to publish the call for applications already in the summer, right after the Annual General Meeting in June with a deadline for submissions by the end of August. This will ensure that the Executive Committee can decide on the Network Groups for the next term at its meeting at the end of September, so that they can start or continue their work in January 2026.

Attached you will find the Terms of Reference of the Network Groups and the Selection criteria that shall be used to evaluate the applications.

Questions:

- Does the EC agree with the current Terms of reference of the Network Groups?
- Does the EC agree to the Selection Criteria for the Network Groups?
- Does the EC agree with the time plan?

TERMS OF REFERENCE FOR CENL NETWORK GROUP

Updated: 17. April 2023

Network Group Name

Purpose of the Group

The purpose of the network group is to support the Strategic priorities as stated in the current CENL Strategy.

The network group will enable knowledge exchange, network-building and professional support in relation to a chosen topic of interest.

Membership

Membership of a CENL network group is open to all staff from CENL member libraries, particularly from second-tier leaders and experts. CENL members (i.e. the Directors of the national libraries) will not partake in network group activities.

There are no restrictions on group member numbers, but the group must comprise of at least 5 CENL member libraries when it submits its terms of reference. Additional members can join thereafter. A group size of at least 5 members and a maximum of 12 members is preferred.

Should the group size fall below 3 members for longer than 6 months, the viability of the network group will be discussed by the Executive Committee.

The period of membership is three years, after which the network group will be formally reviewed by the sitting Executive Committee. The Executive Committee can decide to renew and extend the network group following a second application process.

Network groups can include co-opted members from external organisations. These can only join by invitation and cannot jointly govern the network group.

Costs

Approved network groups will receive a budget of €5000 per annum to help with costs relating to travel to attend group meetings / seminars.

Funds will be transferred only to the national library's account and cannot be transferred to personal bank accounts.

Limitations

The network groups will be able to use the CENL name and logo in their reports and correspondence.

Network groups are not permitted to engage in any formal lobbying or advocacy activities without written permission by the Executive Committee.

Accountability

A network group will have a Group Sponsor, a member of the CENL Executive Committee who will assist with guidance and can represent the group's business on the Executive Committee.

A Group Chair and Group Secretary will be nominated in the network group application form and confirmed during the selection process by the Executive Committee.

Should a group member holding the position of Chair wish to transfer their role to another group member, this will have to be confirmed by the Executive Committee in writing.

The Group Chair is responsible for convening group meetings, setting agenda topics and for reporting to the CENL Executive Committee and the CENL Board of Directors at least once per year. The Group Secretary is responsible for collating meeting papers, minuting and administering group member contacts. The Group Secretary is responsible for safekeeping and filing all relevant group documentation and correspondence. The Group Secretary is responsible for updating the group's space on the CENL website. All administration of group data will adhere to EU GDPR and privacy guidelines.

The Group Treasurer is accountable for all income (through an annual CENL bursary) and expenditure (costs related to group meetings/workshops) incurred by the group.

The Group Treasurer will approve all the expenses before the Secretariat makes any payment. No upfront payment will be offered for costs under €500.

The treasurer requests all receipts from the group members, checks them and sends the reimbursement request with copies of the receipts to the secretariat.

The Group Treasurer will be available to communicate with the CENL Secretariat and its chosen external auditors to discuss any discrepancies in the documentation provided by the Group Treasurer.

The roles of Group Treasurer and Group Secretary can be filled by the same person, as long as this person does not work for the same institution as the Group Chair.

Review

The network groups will be expected to contribute a short written report to the Annual General Meeting (to be submitted by April each year). The written report will reflect on the relevance and value of the groups' work as well as comment on any changes required to the terms of reference.

The Executive Committee will review progress made on each working group at least once per year.

The Executive Committee will review the 'CENL Network Groups Terms of Reference' once per year.

Working methods / ways of working

The network groups will convene at least two meetings per year, one of which has to take the form of a physical meeting in a location chosen by the group members.

The group meetings will be organised and chaired by the Group Chair and minuted by the Group Secretary.

The Group Chair will call for agenda items before a meeting and is responsible for generating and circulating the agenda.

CENL Network Groups Selection Criteria

For use by the CENL Executive Committee

No.	Selection Criteria	Score	Comments
1	Is the application complete?		
			Yes = 2, more or less = 1, no=0
2	Has the application demonstrated clear roles and responsibilities of group members, and are the individuals named a good fit for the role?		
	Group Chair		Yes = 1, no=0
	Group Secretary		Yes = 1, no=0
	Group Treasurer		Yes = 1, no=0
3	Is the topic of the proposed network group a topic referring especially to national libraries?		
			Yes = 1, no=0
4	Is the network group's area of focus innovative?		
			Yes = 2, somewhat=1, no=0
5	Is the proposed network group in line with the CENL strategy?		
			Yes = 1, no=0
6	Has the application demonstrated a clear idea on how the group plans to work?		
			Yes = 1, no=0
7	Does the proposed network group include representatives of a wide geographical area?		
			Yes = 2, somewhat=1, no=0
8	Has the application demonstrated a clear plan for meetings?		
			Yes = 2, somewhat=1, no=0
9	Does a group covering this topic already exist through another organisation?		
			Yes = 0, don't know = 1, no=2
10	Does the group intend to include non-members of CENL?		
			Yes = 1, no=0
Application score		Total	
			Max. 15 points