

<b>Title</b>	Work Programme 2012
<b>Version</b>	1.0
<b>Author(s)</b>	Bente Maegaard, Steven Krauwer
<b>Date</b>	03-04-2012
<b>Status</b>	For discussion and approval by GA
<b>Distribution</b>	All meeting participants
<b>ID</b>	CE-2012-0002

---



## Work Programme 2012

### Introduction

This Work Programme presents the activities of CLARIN ERIC planned for 2012. The individual plans for the national consortia are not included here.

In the first section we address organisational issues for the Headquarters and for the Board of Directors.

The second section is organised along the same 8 pillars as used in the Strategic Plan, and presents for each of them what will be undertaken in the remainder of 2012.

### Organisational issues

#### Headquarters:

- Formal registration of CLARIN ERIC (chamber of commerce, confirmation of VAT status by tax authorities).
- Setting up the headquarters at Utrecht University (UU), arrangements for employment, office space and facilities.
- Local staffing arrangements; staff to be employed by UU.
- Financial administration arrangements with UU.
- Setting up bank account.
- Contacting CLARIN ERIC members for invoicing and payment arrangements.
- Arrangements for technical support for website.

#### Board of Directors:

- Allocation of central tasks to remote staff will be decided by Board of Directors in close consultation with national coordinators, home institutions will be reimbursed for direct costs plus a percentage for overheads (similar to EC projects).
- Organisation of internal CLARIN ERIC website.
- Organisation of public CLARIN website.
- Setting up working structures as described in founding documents, and preparing by-laws and terms of reference:
  - o Board of Directors;
  - o National Coordinators Forum;
  - o Standing Committee for CLARIN Technical Centres;
  - o Scientific Advisory Board;
  - o Centre Assessment Committee.

## CLARIN Construction

### Coverage:

#### **CLARIN Agreements**

The most important task for the management in 2012 is the organisation of the national work in member countries and setting up of centres. The CLARIN Agreement template is the basis for the adoption of an agreement with each member. All CLARIN national members have been asked to prepare their first draft before the National Coordinators' Forum meeting which follows the General Assembly. It is important for CLARIN to get to a general agreement fast and to start the work, so agreements have to be concluded with all members before the end of June.

First year's CLARIN agreements may not be so detailed, but it is important that we get started fast. For the second year both parties will know better what is needed and how the tasks are best described.

On the basis of the content of the CLARIN Agreements the National Coordinators Forum will make a joint action plan for the work done in the countries and the way it will be coordinated.

#### **Technical centres**

CLARIN needs to establish the technical infrastructure building on the centres that each member country offers. For each country this will be part of the agreement. However, it is also important to consider the centre development from the point of view of the development of the European technical infrastructure. During 2012 a development plan for the technical infrastructure will be elaborated. This will mainly be the task of the Standing Committee for CLARIN Technical Centres.

#### **Extension**

It is an ongoing task for the Board of Directors to contact potential members and to discuss the conditions for their accession to CLARIN ERIC or their observer status. The Board of Directors will also conclude agreements with third parties (institutions, regions) according to article 18. Expressions of interest have already been received from institutes in the United Kingdom, France, Italy, Sweden and Malta.

The existing European networks of institutions and individuals will be maintained, but adapted to the new situation. Main objective is to ensure that interested parties that are not (yet) part of the formal working structures can be kept informed of what happens in CLARIN, can participate in discussions and working groups, and can prepare themselves for joining at a later stage.

### Legal issues

The licence templates that have emerged from the CLARIN Preparatory Phase will be slightly enhanced and then released and their use both within and outside CLARIN promoted. There is already an agreement in principle to share them with the META-SHARE project.

A working group on legal issues will be set up in order to monitor the use of licence templates and to further adapt them to emerging needs.

## **Integration of data and services**

On the basis of the CLARIN Agreements a first Integration Plan will be worked out by the Board of Directors in close consultation with the National Coordinators' Forum and the Standing Committee for Technical Centres. One or more priority areas will be identified where coherent sets of data and services can be offered at the end of the first 3 years, and where attractive showcases can help bringing in new users.

The first Annual Conference will be organised as an internal workshop where all national consortia will be represented. It will take place towards the end of 2012. The goal is to ensure that teams in the member countries arrive at a common understanding of the CLARIN framework, its goals and its strategy.

A Standards Action Plan will be proposed by the Board of Directors, and the appropriate working structures will be put in place. A standards workshop is foreseen for late 2012.

## **Preservation**

Every member will have to appoint one centre where researchers can deposit their resources and tools for preservation and long term access. CLARIN ERIC will take measures to ensure access to persistent identifier services.

## **Ease of access**

The foundations will be laid for the CLARIN Knowledge Sharing Infrastructure.

The first action will be to design and implement the CLARIN Portal website [www.clarin.eu](http://www.clarin.eu). A first release should be in place in the summer of 2012. A chief editor, a technical editor and an editorial board will be appointed. Part of the material on the present site will be migrated to the new site.

Publicity material will be produced, and the possibility of a continuation of the CLARIN Newsletter (paper or electronic) will be discussed.

An educational working group will be set up to collect information on existing educational activities and observed needs in the member countries, and to make plans for joint activities and for sharing or jointly developing educational material. A first workshop on educational issues will take place in the autumn of 2012.

Criteria for CLARIN Knowledge Centres will be formulated, and candidate centres of expertise will be identified.

A first collection of Frequently Asked Questions (and answers) will be published. A Help Desk in the form of a referral service will be set up.

## **Crossing borders**

Collaboration with the sister HSS infrastructures in DASISH, with e-infrastructures in EUDAT, and with global data infrastructures in DAITF will be continued, and regular channels for exchanging information will be set up.

Possibilities for collaboration with the HSS sister infrastructures (and similar infrastructure projects) at the content level will be explored, and may lead to joint events or projects. Continuation of the joint CLARIN-DARIAH SDH conferences in 2013 (after successful conferences in 2010 and 2011) will be discussed.

Existing international contacts from the Preparatory Phase and new ones from the recent past will be used to explore further collaboration opportunities. Funding possibilities from the side of the EC will be taken into account.

### **Sustainability**

First priority for 2012 is to start the discussion of success criteria for CLARIN and the way to measure them. These criteria should not just be based on scientific excellence, but also on direct or indirect societal impact. A working group will be set up. Collaboration with other data infrastructures is envisaged.