

# **GO FAIR Executive Board**

## **Terms of Reference**

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*Please note that this document will be updated on a regular basis in order to ensure that it reflects the most current practices and developments in the GO FAIR initiative.*

## 1. TASKS OF GO FAIR EXECUTIVE BOARD MEMBERS

Concrete tasks of the GO FAIR Executive Board Members are as follows:

- Actively **participate** in meetings through attendance, discussion, and review of minutes, papers and other Executive Board documents;
- Ensure that **practical implementation** of the strategic goals and work programme of the GO FAIR initiative (set by the Steering Committee) is achieved through active cooperation with the GO FAIR International Support and Coordination Office (GFISCO);
- Actively **cooperate** with GFISCO to ensure smooth operations of the INs, across the INs and the GO FAIR pillars;
- Act as an **interface** between the GO FAIR Implementation Networks (INs) community and GO FAIR Steering Committee through the elected Chair;
- **Provide** information and advice to the Steering Committee upon request;
- **Endorse** establishment and membership of necessary (temporary) Working Groups, such as IN Resources Matrix WG or Technical Coordinator WG.
- **Engage** external experts as needed in order to ensure alignment of implementations with other parts of the data community, on the basis of formal mandate given to the Executive Board by the Steering Committee.

The broader role of the Executive Board Members moreover includes:

- Take a genuine **interest** in the work progress of the individual INs contributing to the IFDS;
- **Encourage and support** (also through the Working Groups) cross IN collaboration aspects;
- **Ensure** appropriate representation of the Executive Board body in the quarterly Stakeholder Forum/IN Coordinator meeting or teleconference organised by the GFISCO;
- **Act on opportunities** to communicate about the GO FAIR initiative.

## 2. WORKING GROUPS ESTABLISHED BY THE EXECUTIVE BOARD

The Executive Board may decide from time to time, to establish Working Groups that would be tasked to support specific goal(s) towards realisation of the Internet of FAIR Data and Services across the INs and would serve as an advisory body to the Executive Board. The Working Group topics/areas of operation may be suggested by the Board Members (also representing the interests of the Stakeholder Forum), by the GFISCO or by the Steering Committee.

Members of the Working Group(s) shall be nominated and appointed from the pool of IN members with expertise relevant to the Working Group topic. The Working Group members should have a strong interest in more frequent interface (and cooperation) with the GFISCO.

### **3. MEMBERSHIP**

The Executive Board shall have nine Members in total, where each GO FAIR pillar (GO CHANGE, GO TRAIN, GO BUILD) shall be represented by three Members with the aim to achieve variety of expertise of the Members.

The Members shall be proposed (and elected) by the Stakeholder Forum from within the member community of the INs that are active under the GO FAIR pillar in question, but members from outside the community might be proposed as well, if deemed appropriate. Should an IN operate under multiple pillars, the nominated (and elected) Member may only represent one of the pillars.

Executive Board Members are appointed for the duration of 2 years, with a possibility to extend the term for 1 year.

In the first meeting the Executive Board members will elect an Executive Board Chair and a Vice Chair for the duration of 2 years. The Chair will preside at the meetings and be in charge of the communication between the Executive Board and the Steering Committee.

GFISCO Scientific Coordinator or nominated proxy shall act as secretary of the Executive Board and participate in its meetings.

### **4. FREQUENCY AND LOCATION OF MEETINGS**

The Executive Board shall meet twice per year in person or via teleconference. Additional meetings or teleconferences can be called on demand. The location of the face to face meetings will be suggested by GFISCO upfront and when possible combined with other meetings of INs community.

In order to adequately support developments in the INs community, the Executive Board may be asked to provide its opinion in writing, if no meeting is scheduled in the near future and/or should GFISCO deem the written procedure to be more efficient. Any written procedure shall be initiated by the Executive Board secretary or proxy from GFISCO.

### **5. DECISION-MAKING PROCESS**

Decisions shall be reached by a single majority of Executive Board members present and voting.