

# Expectations of CODATA National Committee

**This document outlines expectations of CODATA National Committees for both existing and new National Members and should be perceived as a set of recommendations on efficient functioning of a CODATA National Committee.**

Expectations and recommended steps to take leading to establishment of a new CODATA National Committee are detailed in the [‘Becoming a National Member of CODATA’](#) document.

## **Expectations of CODATA National Committees (NC):**

- A NC should develop a sense of mission and purpose to disseminate and advance CODATA's [strategic priorities](#) within the national science system and internationally. Ideally, activities should reflect a serendipitous blend of national priorities and the CODATA strategy.
- NC's involvement in and support of CODATA's strategic activities is expected and gratefully received. It is by engaging actively with international activities that the benefits of CODATA membership can be most felt at national level.
- In particular, NCs should support and encourage engagement of the people they represent with CODATA strategic initiatives, with CODATA conferences and the Data Science Journal, to participate in Task Groups and Working Groups and to propose these at the General Assembly and to the Executive Committee respectively.
- NCs should nominate Officers and Executive Committee members as well as participating actively in General Assemblies in order to influence and direct the strategy of CODATA at an international level.
- NCs are encouraged to pursue activities at a national level to address strategic priorities and advance their mission. NCs have the potential to act as or to convene a national data forum to raise important issues at a national level.
- NCs are encouraged to actively liaise with national and international data related initiatives in their country, that are not directly undertaken by CODATA, and to enable and facilitate the collaboration of CODATA in such activities where possible and appropriate.
- In some countries, a National Committee acts as a point of contact for other international data organisations, including RDA. This is encouraged, but the requirements and expectations of a CODATA National Committee must be fulfilled.
- Ideally, a NC should meet face-to-face at least once a year. Regular virtual meetings through the year are also encouraged to help advance the NC activities. The National Member organisation or consortium generally provides resources to allow NC members to meet.
- An annual meeting of the NC with CODATA Officer(s) and Secretariat is strongly encouraged to give the NC an opportunity to discuss the national priorities, activities and challenges, as well as areas for possible collaboration with the CODATA leadership. A mechanism to schedule an annual meeting will be confirmed by the Secretariat.
- A brief report (link to a template will be added) providing updates on the NC strategic activities and progress shall be prepared annually and submitted to the CODATA Secretariat for review by

the CODATA Officers and/or the Executive Committees. Ideally, the report should be prepared in good time for the annual call with CODATA Officer(s).

- To draw on the benefits of being part of the CODATA and to leverage the expertise in the network as well as in the CODATA Secretariat, the NC is strongly encouraged to nominate at least two representatives to regularly join the monthly calls of CODATA Members. Communication about national / regional activities, projects and events relevant to CODATA is expected of the NC chair and/or point(s) of contact to the Secretariat and/or as part of the monthly calls.
- NC Chair and/or Points of Contacts are expected to establish a mechanism ensuring that communications from CODATA Secretariat get cascaded to all NC members, as appropriate. All members of the NC are also encouraged to join CODATA's 'international' mailing list.
- NCs are encouraged to use the CODATA logo to brand CODATA-related activities within their region. See the [guidance about CODATA logo use](#).