

## DataONE Users Group Procedural Guidelines

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### About DataONE

DataONE (Observation Network for Earth) is created to ensure the preservation and access to multi-scale, multi-discipline, and multi-national science data. DataONE will transcend domain boundaries and make biological data available from the genome to the ecosystem; make environmental data available from atmospheric, ecological, hydrological, and oceanographic sources; provide secure and long-term preservation and access; and engage scientists, land managers, policy makers, students, educators, and the public through logical access and intuitive visualizations.

The foundation for excellence of DataONE is the established partnerships among participating organizations that have decades-long expertise in a wide range of fields that includes: existing archive initiatives, libraries, environmental observing systems and research networks, data and information management, science synthesis centers, and professional societies.

### About the DataONE Users Group

The DataONE Users Group (DUG) comprises representatives of the DataONE partnership communities. Its primary function is to represent the needs and interests of these communities in the activities of DataONE. In particular, the DUG provides guidance that facilitates DataONE achieving its vision and mission, which are as follows:

**Vision:** *DataONE will be commonly used by researchers, educators, and the public to better understand and conserve life on earth and the environment that sustains it.*

**Mission:** *Enable new science and knowledge creation through universal access to data about life on earth and the environment that sustains it.*

The DUG functions in an advisory capacity and will provide recommendations to DataONE Leadership via the DUG Chairs. The DUG is not responsible for making decisions or for implementing recommendations. The activities may include, but are not limited to:

- Representing the needs and interests of the stakeholder communities;
- Providing feedback on DataONE services;
- Proposing and periodically reviewing DataONE policies and procedures;
- Identifying and promoting sustainable technologies and business models;
- Collaborating with community partners on the development of mutually beneficial resources / services
- Acting in an advocacy role for DataONE
- Facilitating training and outreach events and
- Maintaining effective communication and coordination among representatives of the organizations that host Coordinating Nodes and Member Nodes and other stakeholder groups.

### DataONE Users Group Membership

Members of the DUG will comprise individuals from across the DataONE stakeholder network including, but not limited to, representatives of the Member Nodes, Coordinating Nodes and other relevant groups (e.g. research networks, professional societies, libraries, academic institutions, data

centers, data repositories, environmental observatory networks, educators, scientists, policy makers, administrators, citizen scientists, international organizations, NGOs, private companies). The DataONE Executive Team (Principal Investigator, Executive Director and Directors of Cyber Infrastructure and Community Engagement and Outreach) will serve as *ex officio*-members of the DUG.

The DUG will maintain metrics on the membership to ensure that constituents are being appropriately represented and will promote membership within relevant groups for strategic composition of the DUG. Individuals can self-nominate to become a member of the DUG.

Membership in the DUG is ongoing, or until the member requests to be removed from the group. Guests may participate in DUG meetings but would not have any voting privileges or receive DUG communications.

### **DUG Leadership**

The DUG will be led by a Chair, Vice Chair and Steering Committee, who are all members of the DUG. Chair and Vice Chair positions shall be elected by majority vote at the DUG Annual Meeting and chairs shall serve a two-year term with an option to renew for an additional 12-month period. The Steering Committee members shall be populated from within the DUG membership via expressions of interest. Activity on the Steering Committee will be for a period of two years and is renewable. The committee shall comprise no more than 16 members. The DataONE Director for Community Engagement and Outreach will serve as Executive Secretary and will support the Chair, Vice Chair and Steering Committee. The existing DUG will recommend the future structure and membership of the DUG, with concurrence from DataONE Leadership.

### **Meetings and Communications**

The DUG Chair will schedule, plan, and chair the Users Group meetings. Meeting frequency will be as is required to address relevant issues in a timely fashion (typically, once each year), in conjunction with more frequent e-mail and other communications between the DUG and DataONE Leadership. Meetings will generally be held in conjunction with a major international or other meeting (e.g. Federation of Earth Science Information Partners) and remote access will be available for virtual attendance where possible. Steering Committee meetings will be held via teleconference on a quarterly basis.

The Chair will lead the Group meetings and coordinate the development of recommendations for DataONE. The Chair will be responsible for preparing formal reports and for summarizing recommendations to the DataONE Leadership with the assistance of the Executive Secretary. The Vice Chair will serve in this capacity when the Chair is unable to fulfill this role.

The Executive Secretary will keep the DUG informed about the activities of DataONE and will communicate with the DUG, DataONE Leadership and DataONE working groups on all relevant topics and issues. There will be three primary reporting periods: (1) Following a DUG meeting, the DUG Chair shall circulate a meeting summary within 60 days. This report will contain details of recommendations made to the DataONE Leadership by the DUG. (2) A six-month report on DataONE activities, including actions taken on DUG recommendations, shall be provided to the DUG steering committee and (3) a pre-meeting status report shall be made available no less than 30 days prior to the DUG annual meeting. Interim recommendations shall be communicated from the DUG Chair to the Executive Secretary for consideration by the DataONE leadership.

### **Funding and Administration**

Users Group coordination and communication activities will be supported through DataONE. Funding for travel to meetings, and specific activities undertaken by DUG members on behalf on DataONE may

be made available by DataONE as necessary. It is intended that representatives of Member Nodes and other stakeholder groups will typically have travel covered by their home institutions.

### **Implementation**

The DUG will be implemented according to the terms and conditions outlined in this document. The DUG may convene subgroups to discuss specific technical and non-technical issues as necessary to accomplish its objectives; such subgroups will report to the full DUG at meetings and through written reports.

This document will be reviewed annually and can be modified by the Chair and Vice Chair in consultation with the DUG and DataONE Leadership as necessary.