

**To:** RDA Board

**From:** Renate Behrens, RSC Chair

**Subject:** Approval to make RDA Education and Orientation Officer role permanent

At its meeting in May 2023, the RSC discussed the desirability of extending the time-limited role of Education and Orientation Officer role to become a permanent position on the RSC ([RSC/Minutes/373-392](#) Item 376). The Restricted Minutes record “unanimous support for the idea of making the Education and Orientation Officer role a permanent member of the RSC” (RSC/RestrictedMinutes/373-392 Item 376). The Chair of the RDA Board is ex officio on the RSC and so was amongst those who supported this idea.

The RSC is, therefore, approaching the Board for approval to make the RDA Education and Orientation Officer role permanent.

In order for the Board to see the potential impact of extending this role, and aid in your decision-making, we include as appendices:

1. [RSC-RDABoard/Minutes/000-009 Item 009.1](#)
2. [RSC/Minutes/373-392 Item 383.1](#)
3. [Action Plan with proposed updates highlighted in yellow](#)
4. [Affected sections of RSC/Operations/1 with proposed updates highlighted in yellow](#)
5. [Affected sections of RSC/Operations/2 with proposed updates highlighted in yellow](#)

There are, of course, cost implications to making a time-limited post permanent. We would ask you, as always, to be advised by the Director of ALA Digital Reference with regard to budget. Although both he and the RDA Board Chair were present at the RSC Meeting in May that offered unanimous support, he was keen to point out that the Board would need to consider the budget.

## APPENDIX

### 1. [RSC-RDABoard/Minutes/000-009](#) Item 009.1 *Teaching RDA in the LIS Classroom.*

Elisa Sze gave a summary of her achievements so far in her position as RSC Education and Orientation Officer, referring to the Terms of Reference for her position, the interviews she has conducted, the report she has published ([RSC/Papers/2022/1 – Teaching RDA in the LIS Classroom](#)), and [the webinar](#) she gave in February.

### 2. [RSC/Minutes/373-392](#) Item 383.1

Elisa Sze highlighted her [report](#) and [webinar](#) for the benefit of observers, and provided a brief verbal update on her recent actions and current call for input from RDA community members. She asked Regional Representatives to take her findings back to their constituents. She is working on a handout that she can share with educators that they can use, based on the feedback from the webinar in terms of what they would find useful in a handout. 14 instructors reached out to Elisa following up on her offer to share the Application Profile and syllabus that Elisa uses in teaching in Toronto.

### 3. DRAFT of [RSC Action Plan 2023-2025](#) with proposed updates highlighted in **yellow**

## RSC Action Plan 2023-2025

### Note

This Action Plan updates [RSC/Chair/2022/5 RSC Action Plan 2022-2024](#).

There will be a further update later in 2023, once the RDA Board has published its Strategic Plan.

### Standing Tasks (done every year):

- Direct RDA development to ensure continued alignment with the governing objectives:
  - Responsiveness to user needs
  - Cost efficiency
  - Flexibility
  - Continuity
  - Internationalization
- Report yearly on progress toward internationalization of the standard
- Add and adjust examples
- Provide content updates of RDA for Toolkit releases
- Continue RDA editorial cleanup (both in the Registry and the CMS)
- Continue guidance chapter development
- Be responsive to user feedback

- Review membership and tasks of all RSC Working Groups, adjusting as needed
- Interact with RSC Working Groups, monitoring their progress and providing input as needed
- Act on submitted discussion papers or proposals
- Provide expertise and support for RDA communities
- Provide outreach to new communities as opportunities arise
- Update RSC operations documents and create additional procedural documents as needed
- Refine processes (for translations, for policy statement updating, for Registry updating, etc.)
- Be alert to developments with IFLA LRM, ICP review, IFLA MulDiCat, ISSN, ISBD, and Records in contexts-International Council on Archives (RiC-IAD) for their impact on RDA

## 2023

### 1 Develop RDA as a responsive and dynamic standard

- a. Offer support to communities interested in developing discussion papers and proposals
- b. Contribute to the development of the Strategic Plan for RDA 2023-2025
- c. Continue review of Community Resources area and communicate decisions to users
- d. Provide support for training for those transitioning to the official Toolkit
- e. Address placement, potential integration, and functionality of application profiles within the Toolkit
- f. First the Technical Working Group, then the RSC:
  - 1) Prepare new guidance chapter on collection level description
  - 2) Begin BIBFRAME mapping
  - 3) Review the concept of performance aggregates (amalgamation instructions)
- g. Begin planning for removal of soft deprecated elements
- h. Undertake a review to identify inconsistent language and use of terms
- i. Toolkit development goals that impact the RSC:
  - 1) Consolidate the RSC website with other related Drupal sites, including development of space for regional committees and better sharing of content
  - 2) Development of mapping tool
  - 3) Implement Community Resources access for both CMS users and non-CMS users

### 2 Increase the adoption of RDA

- a. Continue to support regional groups
- b. Investigate an affiliate RSC membership status for regions not yet represented on the RSC, with an eye toward moving those regions to full membership status

- c. Provide orientation and support for RSC Representative from Latin America and the Caribbean when appointed

### **3 Provide relevant governance**

- a. Recruit or re-appoint individuals to the following RSC positions: RDA Examples Editor, Wider Community Engagement Officer
- b. Review existing protocols and assigned liaisons with other information standards groups, considering new alignment(s) with IFLA

## **2024**

### **1 Develop RDA as a responsive and dynamic standard**

- a. Together with the RDA Board, review the status of countdown clock and community implementations of RDA
- b. Continue outreach and orientation to LIS education and training activities
- c. Continue review of Community resources area and communicate decisions to users
- d. Continue BIBFRAME mapping
- e. Continue planning for removal of soft deprecated elements
- f. Further the development of the Collective Agent entity by creating a working group
- g. Re-establish the Music Working Group
- h. Further develop Nomen and Timespan instructions
- i. Toolkit development goals that impact the RSC:
  - 1) Development of RDA templates

### **2 Increase the adoption of RDA**

- a. Begin outreach to archival (or other) communities in collaboration with RDA Board, as appropriate

### **3 Provide relevant governance**

- a. Recruit or re-appoint individuals to the following RSC positions: Technical Team Liaison Officer, Translations Team Liaison Officer

## **2025**

### **1 Develop RDA as a responsive and dynamic standard**

- a. If needed, review status of countdown clock and community implementations of RDA together with the RDA Board
- b. Begin executing plan for removal of soft deprecated elements

### **2 Increase the adoption of RDA**

- a. Continue outreach to archival (or other) communities in collaboration with RDA Board, as appropriate

### **3 Provide relevant governance**

- a. Establish new Archives Working Group
- b. Recruit or re-appoint individuals to the following RSC positions: Secretary, RDA Examples Editor, Wider Community Engagement Officer, **Education and Orientation Officer**
- c. Recruit for RSC Chair-Elect

#### **4. Affected sections of [RSC/Operations/1](#) with proposed updates highlighted in yellow**

### **3 Committee Structure**

The structure of the RSC consists of the following (see also [Appendix](#)):

#### **Regional Representatives**

- 6 x Regional community representatives

#### **Position Holders**

- RSC Chair
- RSC Secretary
- RDA Examples Editor
- Technical Team Liaison Officer
- Translations Team Liaison Officer
- Wider Community Engagement Officer
- **RDA Education and Orientation Officer**

#### **Ex Officio Members**

- Director of ALA Digital Reference
- RDA Board Chair

The RSC membership also includes temporary positions related to position holder transitions.

For each of these, the position holder elect becomes a member of the RSC upon appointment. In addition, at the end of each RSC Chair's term, the incumbent transitions into the position of RSC Past Chair, serving one additional year in this role.

## Co-Opted Members

The RSC may include up to two additional temporary members who serve for a fixed term to meet specific needs. [See section 3.5](#) below for details.

### 3.1 Regional Representatives

The RSC has a representative from each of the following international regions: Africa, Asia, Europe, Latin America & the Caribbean, North America, and Oceania. The [RDA Agreement](#) (section 6.1 (iii)) defines the requirements for regional representative bodies, including the need to identify a substitute should the representative be unable to attend a meeting. Until the 2014 RDA Governance Model is fully implemented, the RSC may co-opt additional individuals to fill positions that are vacant until the regional infrastructures are developed.

Regional representatives must:

- Work for an institution that has implemented RDA
- Serve for a minimum of two years
- Be considered by the appointing body to have “expert” knowledge of RDA.

### 3.2 Position Holders

Job descriptions for each position holder are available in RSC/Operations/2. With the exception of the RSC Chair and RSC Secretary, those selected for roles will be appointed for a two-year term (exclusive of service as [position]-Elect) with the possibility of one renewal. The RSC Chair serves for a single four-year term. Typically, terms begin on January 1. The RSC Secretary’s term will be determined in consultation with the RSC Chair and the Director of ALA Digital Reference. All position holders must have the support of their employers, if applicable. The RSC will strive to maintain staggered terms to ensure continuity.

Incoming position holders are normally invited to attend the in-person RSC meeting prior to the year their term starts. With the exception of voting, they hold all the rights and privileges of the position holder.

The following table outlines the specific selection process for each of the positions. Roles will be filled by application and selection; this process will usually commence eight to twelve months prior to the beginning of the next term to provide adequate time for a managed handover. In the case of the RSC Chair-Elect, the process should commence fourteen months before the term as chair would take effect.

For position holders who are eligible for reappointment, the RSC Chair will inquire halfway through their first term if they are interested in a second term. If so, and with the advice and consent of the RSC Secretary and two other RSC members, no further application and selection process will be required.

Role	Selection process
<b>RSC Chair</b>	The current RSC Chair will work with the RDA Board Chair to send out a call for applications to current RSC members and working group chairs. Applications will be assessed by the current RSC Chair, the RDA Board Chair, and the Director of ALA Digital Reference. The decision will be ratified by the RDA Board.
<b>RSC Secretary</b>	The RSC Chair will send out a call to RDA practitioners. Applications will be assessed by the RSC Chair, the current RSC Secretary, the Director of ALA Digital Reference, and one other member of the RSC. This is a paid position jointly managed by the Director of ALA Digital Reference and the RSC Chair.
<b>RDA Examples Editor</b>	The RSC Chair will send out a call to RDA practitioners. Applications will be assessed by the RSC Chair, the RSC Secretary, the Director of ALA Digital Reference, and two other members of the RSC.
<b>Technical Team Liaison Officer</b>	The RSC Chair will approach the Technical Working Group to seek applications. If no one is willing to undertake the role, a call will be sent out to RDA practitioners. Applications will be assessed by the RSC Chair, the RSC Secretary, and the Director of ALA Digital Reference. This post also chairs the Technical Working Group.
<b>Translations Team Liaison Officer</b>	The RSC Chair will approach the Translations Working Group to seek applications. Applications will be assessed by the RSC Chair, the RSC Secretary, and the Director of ALA Digital Reference. This post also chairs the Translations Working Group.
<b>Wider Community Engagement Officer</b>	The RSC Chair will send out a call to RDA practitioners. Applications will be assessed by the RSC Chair, the RSC Secretary, the Director of ALA Digital Reference, and two other members of RSC.
<b>RDA Education and Orientation Officer</b>	The RSC Chair will send out a call to RDA educators, instructors, and trainers. Applications will be assessed by the RSC Chair, the RSC Secretary, the Director of ALA Digital Reference, and two other members of RSC.

In the event that the Chair cannot complete a term and there is not a Chair-Elect or a Past Chair, the appointment of a temporary Chair will be resolved at the earliest opportunity by the RDA Board.

For all other unexpected vacancies, the RSC Chair, in consultation with the RSC, will make a temporary appointment when feasible to fill the position through the end of the scheduled term.

### **3.3 Director of ALA Digital Reference**

The Director of ALA Digital Reference responsible for the development and delivery of the Toolkit is an ex officio member of the RSC and will attend RSC meetings to share key developments and issues and provide appropriate advice.

### **3.4 Chair of RDA Board**

The current Chair of the RDA Board is an ex officio member of the RSC and is invited to attend RSC meetings as a liaison to the RDA Board. Such attendance may not be required for the full duration of the in-person RSC meetings. The Chair of the RDA Board may designate another Board member to fill this role.

### **3.5 Other positions**

Up to two additional positions (co-options) may be identified and chosen by the RSC in consultation with the RDA Board based on the key communities, knowledge or skill sets that they would like to see represented.

The RSC will prepare a justification for the additional fixed term positions, describing the reasons, qualifications of the proposed member, and the length of the term, which should be no more than three years. The Board will decide to approve or reject the proposed additional position.

The process for approving and appointing someone to the RSC in a co-opted position is as follows:

1. The RSC Chair and the Director of ALA Digital Reference seek RDA Board approval for a co-opted position.
2. The RDA Board reviews and approves the request, asking for clarification regarding the position as needed.
3. After approval by the Board, the RSC Chair will:
  - a. Develop a position description
  - b. Consult with the RSC about potential members, and/or post the position for open applications. The choice here depends on the nature of the position along with the likely number of qualified applicants
  - c. Appoint a small search committee
  - d. Interview the candidate(s)

- e. Act on the recommendation of the search committee to appoint the new RSC member.

#### **4 Decision Making and Voting Rights**

RSC meetings operate under the Chatham House Rule: participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

When the RSC needs to take a vote, the following committee members have voting rights:

- Regional community representatives, or their substitutes
- RSC Chair
- RDA Examples Editor
- Technical Team Liaison Officer
- Translations Team Liaison Officer
- Wider Community Engagement Officer
- RDA Education and Orientation Officer
- Co-opted representatives

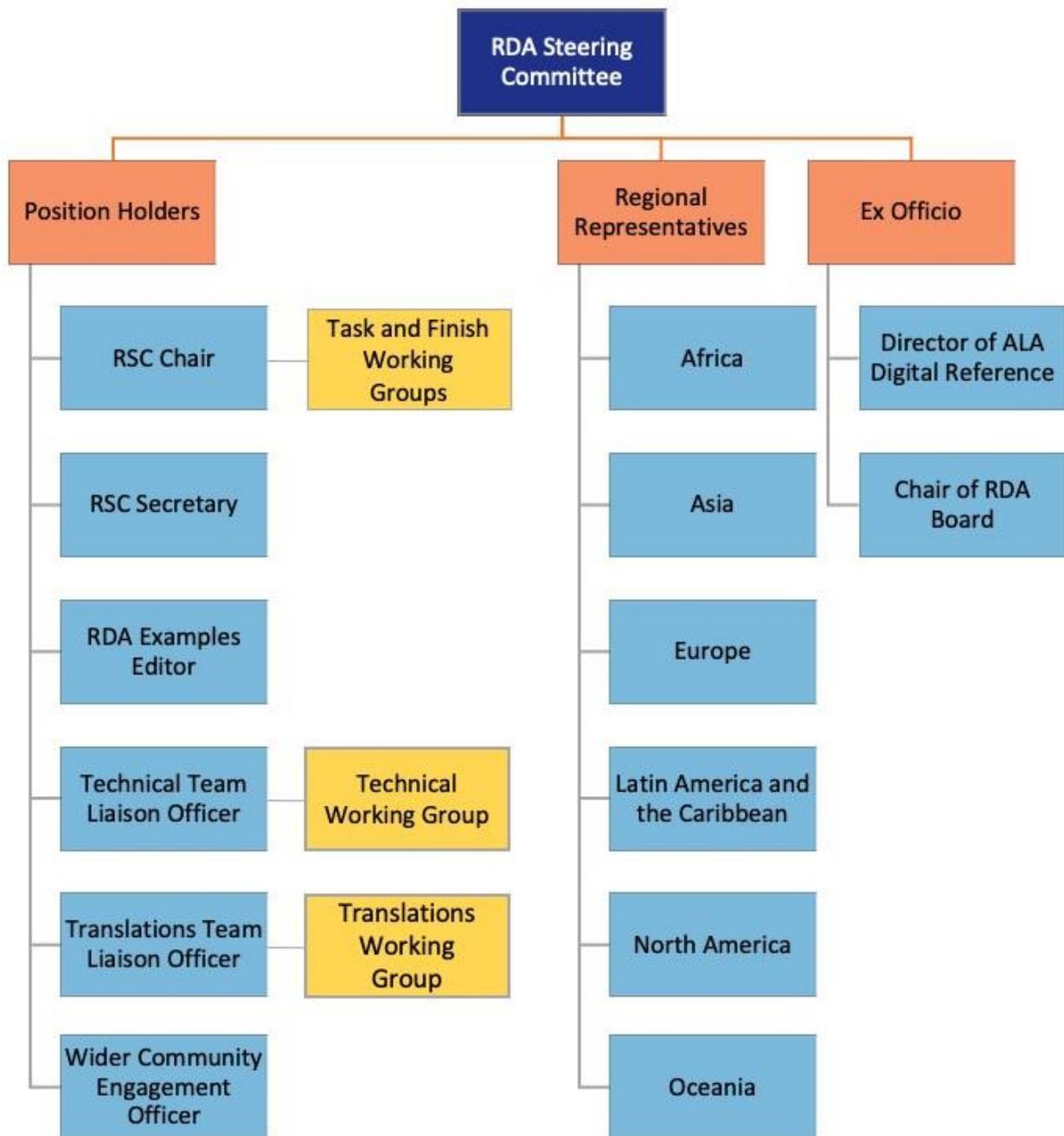
The RSC shall seek to reach a decision by consensus. However, it is acknowledged that there are times when an agreement cannot be reached in this way. In that case, decisions will be reached by a simple majority of voting members. In the event of a tie vote, the Chair shall cast the deciding vote.

Once a decision has been reached, this will be presented as the collective view of the Steering Committee with all members adhering to it.

The Chair of the RDA Board, Director of ALA Digital Reference, RSC Secretary, any position holder elect members, the RSC Past Chair, and any other invited observers/guests are not permitted to vote.

**APPENDIX: Organizational Chart\***

RDA Education and Training Officer to be added at same level as Wider Community Education Officer.



\*Up to two additional positions (co-options) may be identified and chosen by the RSC in consultation with the RDA Board.

## 5. Affected sections of [RSC/Operations/2](#) with proposed updates highlighted in yellow

### 9 RDA Education and Orientation Officer

The RDA Education and Orientation Officer facilitates effective RDA instruction relating to the RDA Toolkit and encourages and supports communities in their adoption of RDA.

#### Tasks:

- Liaise with appropriate RSC members and the communities they represent as they plan outreach events
- Liaise with LIS education communities and build an informal network of RDA educators/experts
- Identify opportunities for RDA education and orientation internationally and recommend how to handle them
- Create instructional materials for RDA content and give related presentations
- Work with the RSC Secretary in responding to some Toolkit feedback, helping to frame responses and to alert RSC to areas that might need further explanation
- Collaborate as appropriate with the WCEO in outreach and preparation of general orientation materials for the Toolkit, including presentations, support documentation, announcements, etc.
- Participate on the Standing Working Group on Examples
- Prepare RDA revision proposals, discussion papers, and fast track changes as appropriate
- Submit brief regular reports of activities and the status of tasks to the RSC

## Appendix

### ~~RDA Education and Orientation Officer (co-opt position for 2022-2023)~~

~~The RDA Education and Orientation Officer facilitates effective RDA instruction relating to the official Toolkit and encourages and supports communities in their transition to the official Toolkit. The incumbent is a voting member of the RSC.~~

#### Tasks:

- ~~Liaise with appropriate RSC members and the communities they represent as they plan outreach events~~
- ~~Liaise with the LIS education communities and build an informal network of RDA educators/experts~~
- ~~Identify opportunities for RDA education and orientation internationally and recommend how to handle them~~

- Create instructional materials for RDA content and give related presentations
- Work with the RSC Secretary in responding to some Toolkit feedback (helping frame responses and as an alert to areas that might need further explanation)
- Prepare RDA revision proposals, discussion papers, and fast track changes as appropriate