

To: RDA Steering Committee
From: Renate Behrens, RSC Chair
Subject: Structure of the RSC and Guide to Its Operations

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1 Introduction

The RDA Steering Committee (RSC) is constituted in the [RDA Agreement](#) (2018) which governs the development of *RDA: Resource Description and Access*.

This document outlines operational policies and procedures for the RSC. It supersedes [RSC/Operations/1/2025](#), [RSC/Operations/2](#) and [RSC/Operations/3/2025](#) and includes a change in subject from *Policies and Procedures for RSC Operations* to *Structure of the RSC and Guide to Its Operations*. This reflects a need observed by the RSC Chair and Secretary for RSC members and others to find the structure of the RSC at speed. The order of the document and some subheadings have been changed in the similar hope that it makes it easier for RSC members and others to find the information they seek. It is important to note that there are no changes in the way the RSC conducts its operations. Changes to the Operations Documents this year (2026) are superficial, changing the order of the information in them, not the information itself.

The RSC Secretary was approved to edit the Operations Documents at the November 2025 RSC Meeting ([RSC/Minutes/538-555](#) Item 554). At the January 2026 RSC Meeting ([RSC/Minutes/556-584](#) Item 559) a change in the cycle of the review of the Operations Documents was approved so that there would no longer be a workload imbalance with the Annual Report and Action Plan. It was agreed that the Annual Report and Action Plan would be prioritised for the first meeting in the RSC calendar and the review of the Operations Documents would be carried out for the second meeting in the RSC calendar. Subsequently, the continued unbalanced workload led to the Operations Documents being presented in the July meeting.

2 RSC Responsibilities

The RSC is responsible for the development and content of the RDA standard. Revisions, consolidations, additions, and other changes may be made to RDA only with RSC approval.

The Copyright Holders Committee reserves the right to refuse proposed revisions if they would undermine the viability of the standard (See [RDA Agreement](#) section 6.2.)

The RSC will:

- Annually update a three-year rolling plan, which includes a development program, based on expertise and user consultation
- Use defined working practices to develop the standard
- Liaise with the RDA user communities via the regional representatives
- Oversee working groups
- Advise the RDA Board and RDA Fund Trustees on programs and activities appropriate for the receipt of financial support from the RDA Fund

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- Collaborate strategically with other international groups.

The RSC is also responsible for approving any official derivatives of RDA content except for translations and interpretive manuals.

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 Education and Orientation Officer
- RDA Examples Editor
- Technical Team Liaison Officer
- Translations Team Liaison Officer
- Wider Community Engagement 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. Positions elect are non-voting.

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 (currently vacant), Asia (currently vacant), 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.

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 set out in [section 6](#). 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 1 January. 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. In years with no in-person meetings, they are invited to the final RSC meeting in the year before their term starts. They hold all the rights and privileges of the position holder, but are not allowed to vote.

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
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RSC Chair	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.
RSC Secretary	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.
RDA Education and Orientation Officer	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.
RDA Examples Editor	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.
Technical Team Liaison Officer	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.
Translations Team Liaison Officer	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.

Wider Community Engagement Officer	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.
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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 is responsible for the development and delivery of the Toolkit and 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
- RDA Education and Orientation Officer
- Technical Team Liaison Officer
- Translations Team Liaison Officer
- Wider Community Engagement 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.

5 Responsibilities of individual positions¹

All RSC members are expected to:

- Attend RSC meetings (both in person and virtually)
- Actively contribute to RSC discussions, sharing their RDA expertise
- Report on their activities to the committee
- Consider other issues related to the development of RDA
- Sponsor/present workshops, programs, etc. at professional meetings (e.g., library associations)
- Volunteer to represent the RSC at conferences
- Act as liaison to other bodies and prepare discussion papers upon request.

In addition, *voting* members are expected to:

- Provide feedback/responses to proposals, discussion papers, and fast track changes
- Cast a free vote based on their expertise and on issues raised during discussion.
- Contribute to the review and approval of derivatives of RDA content (excluding translations)

5.1 RSC Chair

The RSC Chair serves as the chief executive officer of the RSC, calling and conducting all meetings, appointing and discharging RSC working groups, acting as the principal voice of the RSC in a variety of settings, and performing other duties appropriate to this office.

Tasks:

¹ These responsibilities were previously set out in [RSC/Operations/2](#)
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- Organise and lead both in-person and virtual RSC meetings, working closely with the RSC Secretary
- Act as RSC liaison with the RDA Board, the Copyright Holders Committee and with organizations outside RSC as required
- Oversee outreach activities
- Oversee development of project, communication, and strategic plans as appropriate
- Create and update RSC policy and procedure documents
- Lead search committees for RSC position holders²
- Establish and monitor working groups, including the creation of Terms of Reference (TOR), appointment of members and setting of annual tasks
- Issue documents when appropriate (e.g. commissioned reports)
- Serve as an *ex officio* member of Working Groups
- Consult with the Chair of the RDA Board as and when required
- Represent the RSC at events (subject to availability and cost)

5.2 RSC Secretary

The RSC Secretary provides administrative support to the RSC, creates and preserves the official records and reports of the RSC, and serves as a primary editor of RDA in the content management system (CMS).

5.2.1 RSC meetings

- Prepare agenda in consultation with the RSC Chair
- Issue calls for observers
- Prepare meeting minutes
- Prepare a summary list of actions for RSC members and regional community bodies, updating and distributing it along with the minutes
- Post public documentation on the RSC website, including final agenda, minutes, and any other papers, such as responses to discussion papers and proposals
- Set up to do lists for discussion paper and proposal responses
- Prepare /summary documents for proposals ahead of meetings
- Prepare /decisions documents for proposals after meetings (and ahead of implementation)
- Archive papers to ALAIR as necessary
- Assist with arrangements for in-person meetings, including

² Regional Representatives are recruited by each Regional group and the search for them is led by each Regional group.

- Coordinating with the Director of ALA Digital Reference (the budget holder) to ensure hotel and meeting venue details are sent out well in advance
- Coordinating extracurricular events as needed

5.2.2 *RDA content:*

- Input additions, revisions, and/or deletions in the CMS reflecting RSC-approved changes to RDA content
 - Mark text in the CMS to provide data for revision history
- Independently correct typographical errors and reported editorial inconsistencies
- Manage the Fast Track proposal process, documenting decisions made; prepare Fast Track proposals as needed; assist other RSC members in the preparation of Fast Track proposals as needed; create /decisions documents for Fast track proposals, publish and implement them
- Proofread changes to the content prior to an official release
- Work closely with the Technical Team Liaison Officer, who manages the RDA Registry, in coordinating changes to RDA and act as backup editor of Registry data
- Analyze RDA content as needed
- Address and respond to RSC-directed items received as Toolkit feedback
- Attend Editorial Group meetings alongside the Director of ALA Digital Reference (Chair of Editorial Group), Technical Team Liaison Officer, Examples Editor and RSC Chair

5.2.3 *RSC website:*

- Act as webmaster
- Post PDFs of proposals, discussion papers, responses, and final versions of accepted proposals
- Post announcements with RSC news, changes to RDA, and related activities
- Update information after RSC meetings
- Maintain the Presentations and Outreach pages
- Initiate the review and possible updates of other documentation (e.g., the RDA FAQ and the RSC Operations documents) at least once a year
- Revise the RSC roster and members' pages and solicit biographical information from new members for inclusion
- Archive materials to ALAIR as necessary

5.2.4 *Other communications and document distribution:*

- Attend and contribute to Executive Committee meetings

- Attend and contribute to Editorial Group meetings
- Support communication between RSC members through collaborative software (Basecamp, Google Drive) and regular video calls
- Maintain the observers' spreadsheet
- Send emails about new documents and other announcements to the RSC, RDA-L, and to other discussion lists as appropriate
- Monitor traffic on RDA-L, notifying the RSC Chair regarding posts of interest
- Supply information for RSC Chair reports to the RDA Board (both quarterly and annual reports)
- Contribute RSC news to the *IFLA Metadata Newsletter*
- Prepare and maintain documentation related to RDA and RSC processes
- Archive materials to ALAIR as necessary

5.2.5 Other tasks, as needed:

- Serve as an *ex officio* member of the Translations Working Group
- Perform additional editorial tasks
- Undertake special projects
- Assist with planning and arrangements for RDA-related events
- Assist the RSC Chair

5.3 Technical Team Liaison Officer

The Technical Team Liaison Officer provides expertise in developing RDA in technical areas, such as models, structures, and standards and has responsibility for the semantic integrity of RDA.

Tasks:

- Chair meetings and lead discussions of the Technical Working Group
- Represent the interests and concerns of the Technical Working Group on the RSC
- Prepare revision proposals, discussion papers, and Fast Track proposals on behalf of and in consultation with the Technical Working Group as appropriate
- Provide responses to revision proposals, discussion papers, and Fast Track proposals in consultation with the Technical Working Group
- Prepare personal discussion documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC
- Maintain the RDA Registry and the RDA Staff Registry
- Attend and contribute to the Editorial Group meetings

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- Serve as an *ex officio* member of the Translations Working Group
- Liaise with, or nominate a Working Group member to liaise with, RDA working groups and related standards groups as appropriate
- Submit brief regular reports of activities and the status of tasks to the RSC

5.4 RDA Examples Editor

The RDA Examples Editor has primary responsibility for providing consistent, accurate, and relevant examples in the English language text of RDA.

Tasks:

- Maintain examples in RDA for existing instructions
- Identify and implement new and/or changed examples resulting from changes to RDA content
- Identify new contextual examples for inclusion in RDA in conjunction with approved RSC proposals and in existing RDA text as needed
- Edit complete examples to illustrate the application of RDA to different resources and with alternative encoding schemes, in liaison with RSC groups and external experts
- Coordinate with external experts for the translation, transcription, localization, and contextualization of RDA examples
- Maintain the RDA Examples Guide to assist in the editing of contextual examples and to serve as a “style sheet”
- Attend and contribute to the Editorial Group meeting and liaise with the rest of the Editorial Group on the use of examples in documentation, in the CMS, and in RDA applications
- Serve as an *ex officio* member of the Translations Working Group, consulting with translators as needed on example choices and markup
- Chair the Examples Working Group, which exists to assist the Examples Editor in their work
- Submit brief regular reports of activities and the status of tasks to the RSC

5.5 Translations Team Liaison Officer

The Translations Team Liaison Officer facilitates the work of the various RDA translation teams.

Tasks:

- Chair meetings of the Translations Working Group
- Represent the interests and concerns of the Translations Working Group on the RSC

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- Prepare revision proposals, discussion papers, and Fast Track proposals on behalf of and in consultation with the Translations Working Group as appropriate
- Consult with the Translations Working Group to provide responses to revision proposals, discussion papers, and Fast Track proposals
- Prepare discussion documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC
- Consult with Director of ALA Digital Reference on development and improvement of translation process
- Provide support to full and partial translation teams in their work
- Import translation files for RDA Reference into the RDA Staff Registry
- Coordinate with Director of ALA Digital Reference to provide communication platforms for the various translation teams (mailing list, wiki, etc.)
- Submit brief regular reports of activities and the status of tasks to the RSC

5.6 Education and Orientation Officer

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 proposals as appropriate
- Provide responses to RDA revision proposals, discussion papers, and Fast Track proposals as appropriate
- Submit brief regular reports of activities and the status of tasks to the RSC

5.7 Regional Representatives

In addition to their responsibilities as RSC voting members, the Regional Representatives:

- Represent the interests of their communities to the RSC
- Organize and coordinate the work of their communities
- Serve as a communication channel between the RSC and their communities
- Monitor RDA regional discussion lists and forums, providing feedback to the RSC as needed

Tasks:

- Prepare revision proposals and discussion papers on behalf of and in consultation with their communities
- Consult the region on discussion papers and proposals that have been submitted to RSC and reflect the breadth of responses back to RSC
- Prepare personal discussion documents to explore topics before the proposal stage or to handle a specific assignment from the RSC
- Prepare Fast Track proposals for minor changes
- Respond to the Fast Track proposals from other members; this does not require consultation with their communities
- Review and provide direction on RDA issues as part of the RDA Assessment Group
- Submit brief regular reports of activities and the status of tasks to the RSC

Regions are expected to identify backup representatives to participate in RSC meetings if the Regional Representative is unable to attend. Backup representatives are expected to monitor RSC activities so they are able to step in should the need arise. Additional responsibilities may be assigned to the backup representative by the regions in their respective Terms of Reference.

5.8 Wider Community Engagement Officer

The Wider Community Engagement Officer reaches out to the wider RDA community, focusing on those who do not have official representation on the RSC.

Tasks:

- Serve as a communication channel between non-represented users and the RSC regarding RDA Toolkit
- Attend selected seminars, conferences, and/or other meetings (2-3 events per year) to disseminate information about RDA Toolkit and its ongoing development

- Assist in preparation of general orientation materials for the Toolkit, including presentations, support documentation, announcements, etc.
- Collaborate with Director of ALA Digital Reference and RDA Board members in building connections with new RDA markets
- Liaise with community groups outside of the regional representation structure, helping them understand and participate in RDA change proposals
- Monitor the impact of this role and make suggestions for the longer-term definition of tasks assigned to this position
- Submit brief regular reports of activities and the status of tasks to the RSC

5.9 Director of ALA Digital Reference

As the publisher of RDA, the Director of ALA Digital Reference provides advice and reports regarding the business matters associated with the development of RDA.

Tasks:

- Provide collaborative work spaces for RSC use
- Collaborate with RSC on production processes and schedules, and on coordination of marketing materials and outreach events
- Chair the Editorial Group
- Co-Chair the Executive Committee meetings
- Supply details for making travel arrangements for in-person RSC meetings, informing the RSC members regarding the specifics for expenses covered by the RDA Fund
- Submit brief regular reports of activities to the RSC

5.10 RDA Board Chair

The RDA Board Chair serves as an information conduit between the RSC and the RDA Board, providing advice and oversight to the RSC as needed.

5.11 [Positon] Elect

During the final eligible year of a position holder's term, the RSC will appoint an individual as the incoming position holder (e.g., RSC Secretary, Translations Team Liaison Officer). Upon appointment to the "elect" position, that individual becomes part of the RSC membership. The "elect" position holder may concurrently hold another position on the RSC.

Tasks:

- Serve as an active (non-voting) member of the RSC
- Work closely with the incumbent to become familiar with the responsibilities, tools, and resources needed to carry out the position
- Whenever possible, attend all RSC-related meetings with the incumbent
- Prepare to assume the responsibilities of the position on 1 January
- For the RSC Chair Elect, serve as Chair in the absence of the Chair
- For the RSC Chair Elect, attend the in-person RDA Board meeting
- The RSC Chair Elect position normally lasts for up to a year. Other Elect positions normally last for 3-6 months.

5.12 Past Chair

After completing the four-year term as Chair, the individual serves one final year on the RSC as Past Chair, providing advice and insights on current and past activities and initiatives. The Past Chair may concurrently hold another position on the RSC.

Tasks:

- Serve as an active (non-voting) member of the RSC
- Serve as Chair in the absence of the Chair
- Oversee the progress on specific projects initiated while Chair, and plan for their completion or handoff
- Assist with the preparation of the previous year's Annual Report
- Transmit active files to the new Chair
- Transmit inactive files to the RSC Secretary for archiving
- Transition specific liaison responsibilities with external groups to another RSC member or liaison
- Whenever possible, attend all RSC-related meetings with the Chair, with the exception of the in-person RDA Board meeting
 - Attendance at the annual in-person RSC meeting will be determined by the RSC Chair in consultation with the Director of ALA Digital Reference on a case-by-case basis

6 RSC Working Groups

The RSC uses working groups to further the development of RDA. A list of current working groups can be found at <https://www.rdatoolkit.org/rsc/workinggroups>.

6.1 Purpose

The purpose of an RSC Working Group is to support the RSC in the development of RDA by producing Discussion Papers, recommendations, proposals and other documents for consideration by the RSC.

6.2 Members

Membership of a working group may include RSC members, individuals from RSC communities, representatives of external groups, or individuals from other communities. Working group members are selected based on their knowledge, expertise, and the contribution they are able to make to the group. If possible, working groups will have at least one representative from each region. A typical working group has 7-15 members.

Each member is expected to:

- Bring professional or specialist knowledge to the group
- Make an effective contribution to the work of the group
- Promote the work of the Working Group and the RSC to peers
- Give feedback to the member's community or external group, if applicable

6.3 Charge (Duties and Responsibilities)

An RSC Working Group is charged to:

- Carry out the tasks assigned by the RSC in a timely and appropriate fashion
- Seek the views of expert groups and individuals outside of its membership to inform its activities
- Reach consensus on the content of documents developed by the group before submission to the RSC
- Follow standard procedures and policies for submitting documents to the RSC, and any ad hoc instructions issued by the RSC Chair
- Identify new tasks within the group's specific terms of reference and propose them to the RSC

6.3.1 Tasks

RSC Working Groups are usually assigned a set of specific tasks approved by the RSC and numbered for identification and reference. Adjustments, such as the revision or addition of tasks, may be proposed by either the RSC or the Working Group. The RSC and the Working Group must agree on all tasks.

6.3.2 Charge / Terms of Reference (TOR) Document

Each Working Group has a charge document (sometimes referred to as a Terms of Reference or TOR Document). This is maintained by the RSC Secretary on behalf of the RSC Chair. It contains the current roster of members, the tasks the Working Group is undertaking, and any background references. The Charge document is agreed by the members of the Working Group and the RSC. It is posted to the RSC website and on ALAIR. Charge documents are revised and updated annually, or sooner if needed (e.g. to reflect membership changes and task completion).

6.4 Resources and Method of Working

The RSC will not normally provide funding to support an RSC Working Group or its members.

The RSC will provide access to RDA Toolkit and to internal RSC documents, as needed, to members of an RSC Working Group.

The RSC will provide public information about each RSC Working Group on the RSC website, including its terms of reference, current membership, current tasks and activities, and formal output.

An RSC Working Group is expected to carry out its tasks using a variety of communication channels, including:

- meetings
- remote conferencing facilities
- email
- collaborative workspaces.

The RSC can arrange access to remote conferencing facilities and to a collaborative workspace provided by ALA Digital Reference

6.5 Standing Working Groups

The RDA Board has established three standing working groups: the Examples Working Group, the Technical Working Group and the Translations Working Group. The chairs of these three groups are also voting members of the RSC.

Standing working groups may only be established, reviewed, or terminated with the permission of the RDA Board.

6.5.1 Selection of Standing Working Group Members

Standing working group members are selected based on specific expertise and/or roles.

Examples Working Group members are appointed to two-year terms with the possibility of one or more renewal.

Technical Working Group members are appointed to two-year terms with the possibility of one or more renewal.

Translation Working Group members represent the different translation teams. They are selected by their language communities, who also determine their terms of service.

Term limit exceptions may be made with the agreement of the RSC.

6.5.2 Task Forces

With the approval of the RSC, standing working groups may form task forces to carry out specific work within a specified time frame. Members of the task forces will be nominated by the working group and the RSC. The RSC will approve the continuation of such task forces and their members on an annual basis.

There is currently one Task Force, the RDA / MARC 21 Alignment Task Force. The Technical Working Group has oversight over this.

6.6 Task and Finish Working Groups

The RSC establishes task and finish working groups to address specific topics. Such working groups normally serve one to two years. Their duration may be extended in consultation with the RSC.

6.6.1 Selection of Task and Finish Working Group Members

RSC members nominate potential members of an RSC Working Group. The RSC approves the final membership list.

Task and finish working group members normally serve for the duration of the working group. If the group exists for more than two years, members may be reappointed with the agreement of the Chair of the Working Group and the RSC.

6.6.2 Chair

The Chair of a task and finish RSC Working Group comes from among its members and is normally selected by the RSC. The responsibilities may be divided between two individual co-Chairs. In some cases, the working group may select its own Chair with RSC approval.

The Chair of an RSC Working Group is expected to:

- lead the Group by setting agendas, timescales, etc.
- liaise with the RSC Chair on a regular basis
- submit to the RSC regular reports of the activities of the Group and the status of its tasks
- present the output of the Group to the RSC at its meetings, as appropriate:
 - in person
 - using remote conferencing facilities
 - via a proxy
 - in a written report.

A working group chair serves for a two-year term, with the possibility of one renewal.

6.6.3 Reporting Line

An RSC Working Group reports via its Chair to the RSC Chair. The Chair of the Working Group may nominate a proxy when appropriate.

6.6.4 Annual Review

The RSC will review the need to continue each task and finish RSC Working Group on an annual basis.

6.6.5 Discharge

The RSC will discharge a task and finish RSC Working Group if it deems that the Group has completed its activities, is no longer required, or is ineffective.

An RSC Working Group, through its chair, may ask the RSC to discharge the Group at any time.

In either case, within three months of its termination, the Chair of the Working Group will send the RSC Secretary any relevant archival material, such as interim drafts of documents and data

gathered to inform its activities, subject to data privacy and protection considerations. This material may be used for the future development of RDA. The RSC will not normally publish such material without the permission of the members of the Working Group.

6.7 Advisory Working Groups

At its meeting in November 2024, the RSC identified the need for a class of Working Group between Task and Finish and Standing Working Groups ([RSC/Minutes/483-499 Item 498.1.1](#)). It applied to the RDA Board for permission to institute Advisory Working Groups, which can exist for a longer period of time than Task and Finish Working Groups.

The RDA Board approved the creation of Advisory Working Groups at its meeting in December 2024. ([RSC/Minutes/500-507 Item 506.1.1.1](#)) It also approved a change in status of the Religions in RDA Working Group from Task and Finish to Advisory Working Group. Further, it approved the creation of the new Archives Working Group as an Advisory Working Group. **The Music Working Group was established in April 2025 ([RSC/Chair/2025/14](#)).**

Further Advisory Working Groups may be established only with permission from the RDA Board.

6.7.1 Selection of Advisory Working Group Members

RSC members nominate potential members of an RSC Working Group. The RSC approves the final membership list.

Advisory Working Group members are appointed for two years in the first instance, with the possibility of extension. Any extension must be approved by the RSC.

6.7.2 Chair

The Chair of an RSC Advisory Working Group comes from among its members and is normally selected by the RSC. The responsibilities may be divided between two individual co- Chairs. In some cases, the working group may select its own Chair with RSC approval.

The Chair of an RSC Working Group is expected to:

- lead the Group by setting agendas, timescales, etc.
- liaise with the RSC Chair on a regular basis
- submit to the RSC regular reports of the activities of the Group and the status of its tasks
- present the output of the Group to the RSC at its meetings, as appropriate:
 - in person
 - using remote conferencing facilities
 - via a proxy

- in a written report.

A working group chair serves for a two-year term, with the possibility of one renewal.

6.7.3 Reporting line

An RSC Advisory Working Group reports via its Chair to the RSC Chair. The Chair of the Working Group may nominate a proxy when appropriate.

6.7.4 Review

The RSC will review the need to continue each RSC Advisory Working Group on an annual basis.

6.7.5 Discharge

The RSC will terminate an RSC Advisory Working Group if it deems that the Group has completed its activities, is no longer required, or is ineffective.

An RSC Working Group, through its chair, may ask the RSC to discharge the Group at any time.

In either case, within three months of its discharge, the Chair of the Working Group will send the RSC Secretary any relevant archival material, such as interim drafts of documents and data gathered to inform its activities, subject to data privacy and protection considerations. This material may be used for the future development of RDA. The RSC will not normally publish such material without the permission of the members of the Working Group.

7 External Relationships

To facilitate collaboration with other standards communities and the furtherance of its objectives, the RSC may appoint liaisons to external groups. These will usually operate within an agreed protocol between the RSC and the appropriate other groups. In all cases, protocols establish the RSC Chair as the liaison and empowers them to delegate the liaison to another person of their choosing. Where a liaison is delegated, there is an expectation that the RSC Chair will be kept fully up-to-date with all activities undertaken. The list of current protocols is available on the RSC website: <https://www.rdatoolkit.org/rsc/RSCprotocols>

8 Communication Channels

The RSC maintains the following communication channels to provide information on RSC and RDA development.

8.1 RSC Website

The RSC website will include information about:

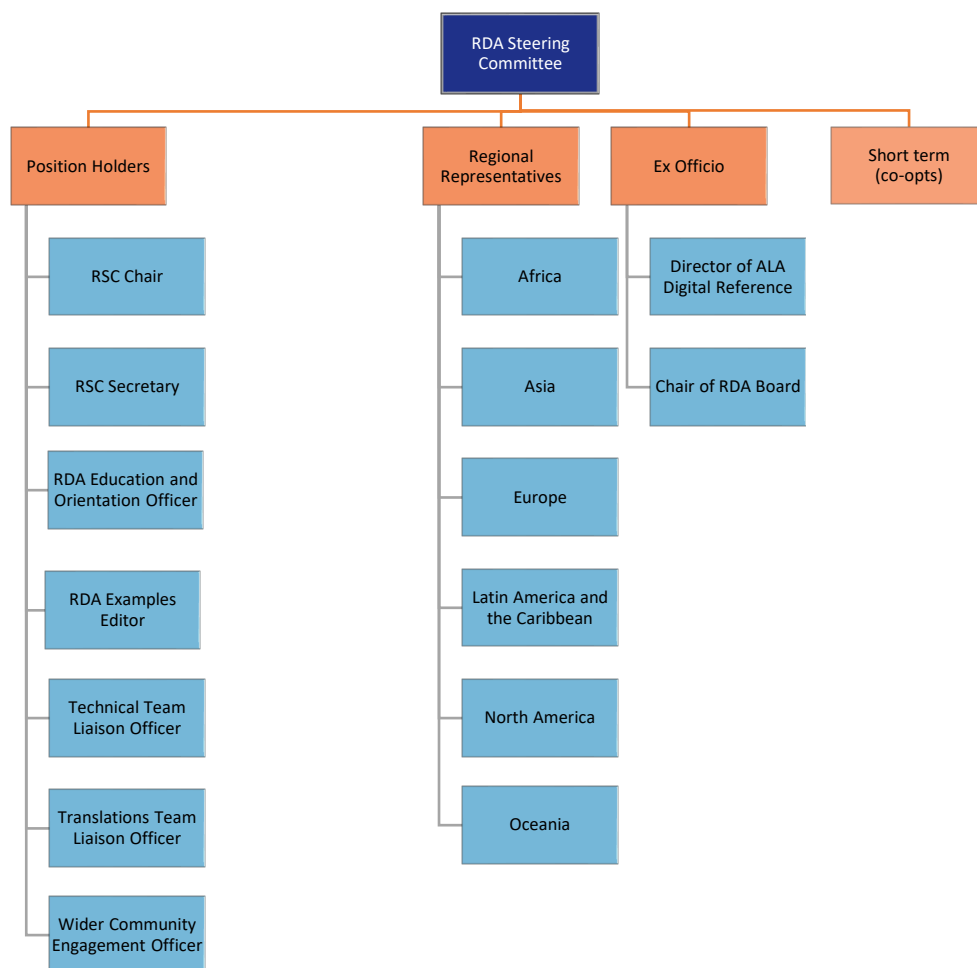
- The RDA development process
- RSC membership
- Current RSC activities
- Presentations on RDA
- Protocols with external groups
- Working documents
- Historic documents

Note: In 2026 the RSC Secretary is undertaking a project to ensure that all historic documents are archived in ALAIR and linked from the appropriate part of the RSC website.

8.2 RSC Announcements

The RSC Secretary makes announcements to <https://www.rdatoolkit.org/rsc/news> in the first instance. Selected news is then distributed by them to other news lists. The Regional Representatives and Wider Community Engagement Officer are vital in disseminating news and announcements within their constituencies and are expected to keep up-to-date with <https://www.rdatoolkit.org/rsc/news>. Whenever practicable, the RSC Secretary alerts the Regional Representatives and Wider Community Engagement Officer to news, but this is a courtesy and is carried out within the time constraints imposed by the Secretary's workload. It is the responsibility of Regional Representatives and the Wider Community Engagement Officer to decide the best routes for further dissemination of news and announcements within their constituencies, since they are the experts in communication within their constituencies.

APPENDIX: Organizational Chart*



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