

To: RDA Steering Committee

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Subject: Operations for the Secretary, Technical Team Liaison Officer and RDA Examples Editor in Implementing RSC Decisions

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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 consists of information spread across the pre-2026 Operations Documents. It reuses the numbering of RSC/Operations/4, which was previously used for *Guidelines for Discussion Papers, Proposals, and Responses to Them*. This is now covered by [RSC/Operations/2/2026](#).

It is important to note that as publisher, the Director of ALA Digital Reference is responsible for the *RDA Toolkit*, and he manages the processes to keep it up-to-date. The current document provides an overview for the RSC. It is not a manual. Nor is it a granular description of every action undertaken by the RSC Secretary, Technical Team Liaison Officer and Examples Editor to implement RSC Decisions.

2 The Editorial Group

In 2026, the Director of ALA Digital Reference identified a need to coordinate activities between the Technical Team Liaison Officer, RSC Secretary and RDA Examples Editor. The proposal decisions arising from RSC Meetings in 2026 were complex and he needed to manage the actions

taken by each of these RSC officers to coordinate with the release dates. In response to this identified need the Editorial Group was created.

There was precedent in the Development Team which he chaired during the 3R process, and it is also usual in publishing operations for those involved in production processes to meet regularly to coordinate actions.

The Editorial Group consists of the Director of ALA Digital Reference, the Technical Team Liaison Officer and the RSC Secretary. The RSC Chair is also a member of the group, in order to maintain awareness of the implementation processes and the stage that each of the decisions made in RSC Meetings is at in the publication process.

The Editorial Group does not make any changes to RSC decisions. It exists solely to ensure the efficient implementation of decisions.

The Director of ALA Digital Reference has the final word on any implementation actions required for each release of the RDA Toolkit.

3 RDA Registry, RDA Staff Registry and Glossary

As set out in [RSC/Operations/1/2026](#) Section 5.3, the Technical Team Liaison Officer maintains the RDA Registry and RDA Staff Registry. The Glossary in the *RDA Toolkit* is derived from the Registry.

This means that proposals that involve a change to the Glossary / Registry are implemented by the Technical Team Liaison Officer.

When new elements are added, this involves work to add the new element to the Registry before the Toolkit pages can be added.

The Technical Team Liaison Officer works closely with the RSC Secretary on the implementation of any decisions that require changes to the text of the Toolkit and the Registry.

The Director of ALA Digital Reference supports the Technical Team Liaison Officer as required and also manages the entirety of the processes that update the *RDA Toolkit*.

4 RDA Text

As set out in [RSC/Operations/1/2026](#) Section 5.2.2, the RSC Secretary implements changes to the text of RDA in the CMS.

The RSC Secretary works closely with the Technical Team Liaison Officer on the implementation of any decisions that require changes to the text of the Toolkit and the Registry.

The Director of ALA Digital Reference supports the RSC Secretary as required and also manages the entirety of the processes that update the *RDA Toolkit*.

5 Examples

As set out in [RSC/Operations/1/2026](#) Section 5.4, the RDA Examples Editor has primary responsibility for providing consistent, accurate, and relevant examples in the English language text of RDA.

When they are implementing RSC decisions, they coordinate with the RSC Secretary and, where necessary, the Technical Team Liaison Officer, to ensure that any new content has examples where required.

The Director of ALA Digital Reference supports the RDA Examples Editor as required and also manages the entirety of the processes that update the *RDA Toolkit*.

6 “Editorial Decisions”

Sometimes there is confusion about this term. We use it in a very specific way. As set out in [RSC/Operations/1/2026](#) Section 5.2.2, the RSC Secretary is empowered to independently correct typographical errors and reported editorial inconsistencies. The Director of ALA Digital Reference and the rest of the Editorial Group commonly refer to these and equivalent level of corrections in the Registry as “editorial” or “editorial level”. This is common parlance within Publishing.

All members of the Editorial Group operate within strict parameters to ensure that anything that requires full constituency review proceeds through the full proposals process and anything that requires a decision from the RSC proceeds through the Fast Track proposal process.

Usually it is clear whether a decision is editorial or not. When in doubt, the RSC Secretary, Technical Team Liaison Officer or RDA Examples Editor may ask for input from the Director of ALA Digital Reference, the rest of the Editorial Group, the Executive Committee or the whole RSC.

7 Impact on Translators and Policy Statement Writers

The Director of ALA Digital Reference takes the workload implications on Translators and Policy Statement Writers into account when scheduling large or complex changes. During each release, the CMS is flagged with the level of change that has been made, and a balance of low-impact and higher-impact changes are included in each release. The Director of ALA Digital Reference keeps the Translations Working Group and the Policy Statement Writers Group up-to-date on any upcoming proposals that may lead to larger-scale changes.