



GOVERNANCE

A Global Sustainability Coalition for Open Science Services (SCOSS)

1. Governance structure

Host Institution

SCOSS is an initiative of SPARC Europe which is the host institution.

The legal entity is therefore SPARC Europe. SCOSS Officers are covered by governance of SPARC Europe. Key SCOSS Board decisions pend approval by the SPARC Europe Board.

The SCOSS Board

The SCOSS Board is the strategic and decision-making body of the Coalition, subject to the approval of the SPARC Europe Board.

The Board is composed of representatives from member organisations of the *Global Sustainability Coalition for Open Science Services*. The SCOSS Board has one or two representatives from each region of the globe – Africa, Asia, Europe, Middle East, North America, Oceania, and Latin America and the Caribbean, plus two representatives from the SCOSS Executive and two representatives from SPARC Europe, making a total of between 12 and 20 members on the SCOSS Board. The SPARC Europe Director serves as a voting *ex officio* member of the SCOSS Board, in addition to the two appointed SPARC Europe representatives. SCOSS Board members can come from the diversity of professions (e.g. librarians, researchers, policy makers, research service or infrastructure providers) and organisations (e.g. library consortia, research consortia, research institutions, governments) that support open research.

The SCOSS Board has a Chair, which is elected by a majority vote of the members of the SCOSS Board. The Chair will serve for a period of two years. This position may be renewed once a due election process has been conducted. Each SCOSS Board member will have one vote. SCOSS Board members have terms of two years, and their terms may be renewed.

SCOSS is a programme of SPARC Europe. SPARC Europe has the right to have two SPARC Europe Board members on the SCOSS Board since it oversees the finances and management of SCOSS, in addition to the SCOSS Executive Group Chair. The Chair of the SPARC Europe Board will take the position of one of these Board members. All SCOSS governance, legal and financial issues require the approval of the full SPARC Europe Board. Other SCOSS decisions are subject to the approval of the full SPARC Europe Board, including the approval of the recommended Expression of Interest (EOI) list and issuing the final approval of infrastructures to be endorsed by SCOSS in each funding call.

The SCOSS Board appoints the SCOSS Executive Group. The SCOSS Executive Group oversees the day-to-day operation of the Coalition and calls for (funding) proposals. The SCOSS EG reports to the SCOSS Board.

The SCOSS Board meets at least twice a year. Agendas, papers and minutes are provided by the SCOSS Coordinator who acts as Committee Secretary. The SCOSS Board Chair has final approval of documents. SCOSS documentation is managed on SPARC Europe systems.

SCOSS Board members are required to declare any conflicts of interest at each meeting. If a SCOSS Board member is also a representative of an open science infrastructure that seeks SCOSS support, then the Board member must be excluded from all communications and deliberations about the EOI and application process and must step down from the Board if the infrastructure is approved for SCOSS support.



The SCOSS Board is advised by the SCOSS Advisory Group (see below) which proposes applications for funding based on its expertise.

The SCOSS Board is responsible for:

- reporting and monitoring progress
- strategic development
- assessing advice from the SCOSS AG and making decisions on applications for SCOSS support • promoting SCOSS to respective global regions and communities
- managing a risk register
- resolving issues pertaining to SCOSS
- approving SCOSS Executive membership
- approving SCOSS Advisory Group membership

The SCOSS Advisory Group (SCOSS AG)

The SCOSS Advisory Group (AG) is the advisory body of the SCOSS Board.

The SCOSS AG is composed of representatives of the members of the Global Sustainability Coalition for Open Science Services or by experts proposed by the SCOSS Board provided they do not require payment. People who serve on the SCOSS AG may not also serve on the SCOSS Board unless agreed by exception by the SCOSS Board.

SCOSS AG members are nominated by SCOSS Members of the Board. They will serve for a period of two years and this term may be renewed. AG members may propose another representative to act in their place in their absence.

The SCOSS Advisory Group contains advisers with strong Open Science policy, technical and financial capacities amongst its members.

The SCOSS Advisory Group has a Chair, which is elected by members of the SCOSS AG. The Chair will serve for a period of two years. This position may be renewed once a due election process has been conducted. An election will be held every two years to determine the position holder of the SCOSS AG Chair. Each SCOSS AG member will have one vote.

SCOSS AG members are required to declare any conflicts of interest at each meeting. If a SCOSS AG is also a representative of an open science infrastructure which seeks SCOSS support, then the SCOSS AG member must be excluded from all communications and deliberations about the EOI and application process and must step down from the SCOSS AG if the infrastructure is approved by the Board for SCOSS support.

The SCOSS AG is responsible for:

- feeding into the SCOSS Expression of Interest by proposing the strategic areas of funding to the SCOSS Board
- evaluating funding EOIs and applications
- making recommendations to the SCOSS Board for funding support
- reviewing annual reports from supported infrastructure



The SCOSS Executive Group (SCOSS EG)

The SCOSS Executive Group oversees the day-to-day operation of the Coalition and calls for (funding) proposals. The SCOSS EG reports to the SCOSS Board.

The Executive Group Chair is the SPARC Europe Director.

The SCOSS EG is composed of representatives of the members of the Global Sustainability Coalition for Open Science Services proposed by the SCOSS Board. They may be the same members as the SCOSS Advisory Group. The SCOSS EG consists of the Director of SPARC Europe (Chair), a SCOSS Coordinator, and the SCOSS Board Chair. The SCOSS Coordinator also manages a SCOSS communications group.

The SCOSS EG is responsible for:

- managing the SCOSS Board and SCOSS Advisory Group
- managing funding calls including reviewing applications for completeness
- managing SCOSS Board meetings
- managing communication structures between SCOSS Board members and SCOSS Advisory Group members, with applicants
- raising concerns of SCOSS supported infrastructure to the SCOSS Board
- liaison with supported infrastructure
- communicating to the public on SCOSS
- administration.

SCOSS Coordinator

SPARC Europe employs a SCOSS Coordinator position to provide additional capacity to the SCOSS program. The coordinator is part of the SCOSS Executive Group. The position is funded by the SCOSS service fee provided to supported infrastructure. The SCOSS Coordinator is responsible for:

- performing the duties of Committee Secretary for the SCOSS Board and the SCOSS Advisory Group such as scheduling meetings and developing and communicating documentation such as agendas, minutes and papers to the committee members, and managing all SCOSS documentation
- managing relations and activities on behalf of SCOSS as described in contracts between SPARC Europe, SCOSS and SCOSS family members
- monitoring SCOSS fund-raising
- developing and delivering the SCOSS marketing strategy
- managing and updating the SCOSS website
- managing SCOSS communications, including social media
- releasing communications regarding SCOSS EOIs and Applications to infrastructure regarding funding cycles and
- providing other supportive activities



2. Governance process

In short, the governance process of the Global Sustainability Coalition for Open Science Services starts with the SCOSS Executive Group conducting the day-to-day work of the Coalition. It facilitates communication between members of the Coalition and also between the Coalition and funding applicants and the public. The SCOSS Advisory Group is the advisory arm of the Coalition and reports and makes recommendations to the SCOSS Board. The SCOSS Board is the decision-making body of the Coalition, and also deals with issue and risk management and conflict resolution.

Changes of the SCOSS governance will be reviewed at regular intervals.

3. Decision-making structure

Decisions are taken by majority vote with a casting vote by the Chair of the acting governing body.

The SCOSS Board and SCOSS Advisory Group shall not deliberate and decide validly unless a majority of two-thirds (2/3) of its members are present or represented, including both SPARC Europe Board representatives. Where decisions are to be taken unanimously, all *Parties* must be represented at the specified meeting be it a SCOSS Board meeting, or a SCOSS Advisory Group Meeting. For example, if a member defaults, decisions will be reached unanimously with the exception of the defaulting partner.

When voting, each Board member shall have one vote either during disputes or when accepting proposals from the SCOSS Advisory Group.

Decisions may be taken in meetings, via teleconference/skype and/or via email.

Key decisions require the approval of the SPARC Europe Board, e.g. the call for proposals, the short list of proposals that are invited to provide full applications and the final decision on successful infrastructure applicants. This list is not to be considered exhaustive.

4. Issue, conflict and risk management

Disputes will be dealt with by the SCOSS Board. Issues should be raised to the SPARC Europe Board via the SE Board members on the SCOSS Board.

All parties may raise an issue regarding SCOSS progress and operations to the Chair of the SCOSS Executive Group who passes this on to the SCOSS Board Chair.

The SCOSS Board will manage a risk register that records any risks to the initiative and how to mitigate them. This will be addressed at each SCOSS Board Meeting.