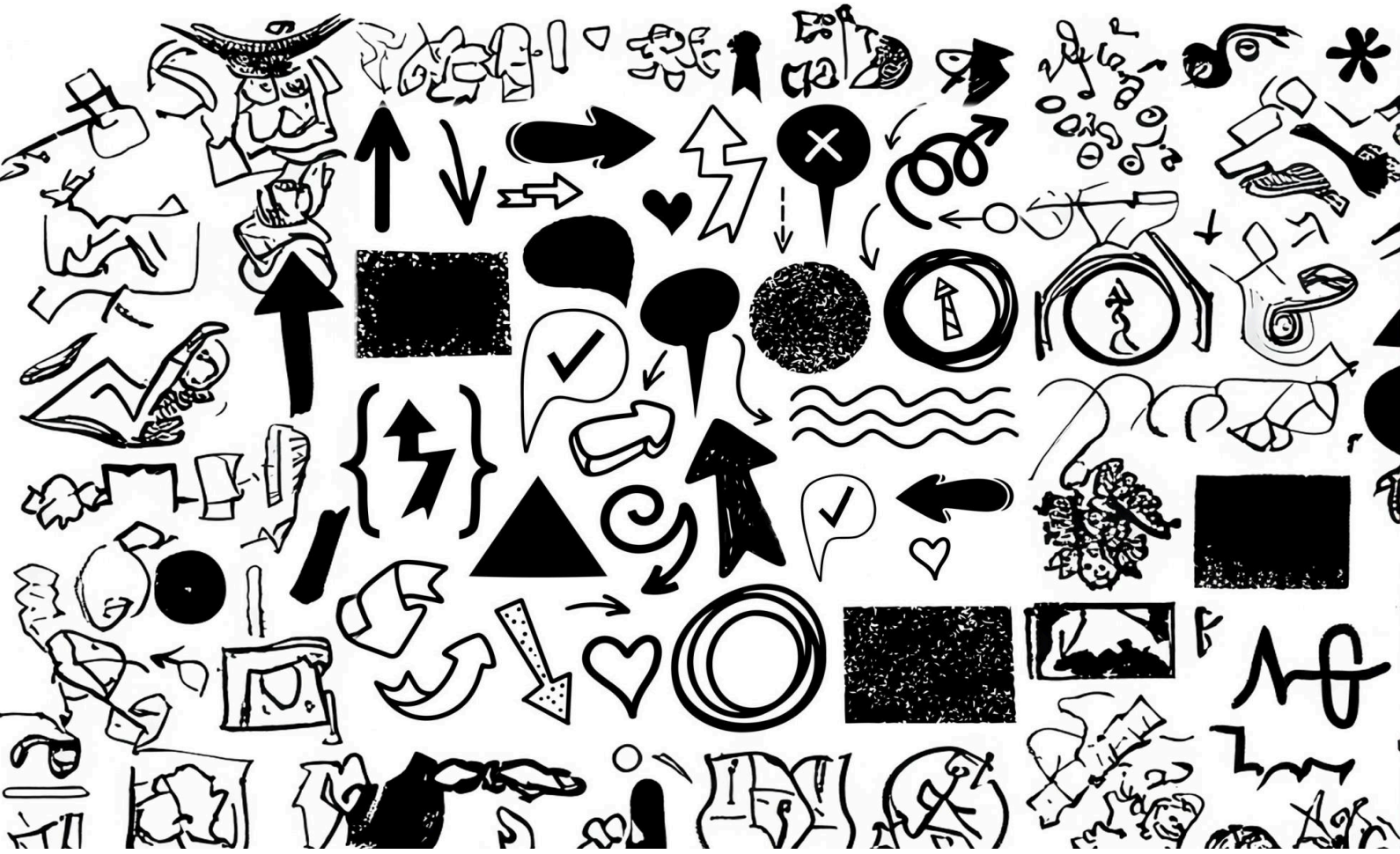
TDCC-SSH
Social Sciences & Humanities

Terms of Reference for Committees 2024/25



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Annexes: Committee Specifics

- **Annex 1: Assessment & Selection Committee Guidelines**
- (further annexes expected, as new committee form)

1. Introduction

Through our network activity and investments, the goal of the TDCC SSH programme is to accomplish a substantial increase of reusable research data and software across the domain. We'll do this by supporting researchers and support staff to address issues related to the collection and usage of data and software. We'll broker funding and advocate for knowledge sharing, awareness raising, digital transformation and policy development.

2. Background

The TDCC SSH governance has a simple four part structure. The **Leadership Team** - a Network Manager and a Community Coordinator - are responsible for the day to day operations of the programme. The **Advisory Board -** 18-20 people from the SSH sector, offer vital advice and strategic guidance. The **Executive Board,** with ultimate decision making mandate, is a three person entity representing the consortium members of the programme - CLARIAH, ODISSEI and DANS. The **Network** underlies all activities and represents our broader community of stakeholders. For further information about the programme and our governance please refer to tdcc.nl/ssh.

3. Committees Purpose and Objectives

Committees will form for specific periods of time to focus on strategic and operational processes that require community input and/or a decision making mandate. These committees will be formed, composed and led by individuals from the network with relevant expertise and insights.

4. Operational Focus

Each committee will align with one of four operational areas of the TDCC SSH programmes. See the governance framework for further info.

- Build Alliances - hosting activities and develop comms which engage and inform our stakeholders
- Invest in the Sector - brokering investments into SSH related data and software projects

- Shape the Network- building connections between communities to facilitate sharing knowledge, best practice, skills and tools
- Influence & Change - building influence among decision makers with evidence based recommendations

The first three committees to launch and run in 2024/25 are:

- **Assessment & Selection**: decide on the processes and policies for our project investments; active involvement in assessing and selecting project ideas under the NWO TDCC SSH call (Invest in the Sector)
- **Impact, Monitoring & Evaluation**: devise metrics and tools to evaluate our investments and the TDCC SSH programme overall (Influence & Change)
- **Strategic Planning**: revise our 2022 Roadmap and feed into our multi-year long term strategy and vision (Shape the Network)

5. Guiding Principles

All committees will uphold the values of the Science Europe Values Framework:

- autonomy / freedom
- care and collegiality
- collaboration
- equity, diversity, inclusion, integrity and ethics
- openness and transparency

6. Personal Interests

All members will adhere to NWO's Code Strategy and Policy Advice when acting in an advisory capacity. In a decision making role, members will follow the NWO's Code for Dealing with Personal Interests.
Committee members might apply for TDCC SSH funding, which does not preclude them from joining a committee. In cases of potential conflict of interest, their involvement will be limited according to the NWO codes noted above. At all times, members are required to be transparent and disclose (possible) conflicts of interest. During the onboarding process all members will be briefed on the codes as they relate to them.

7. Members

Each committee will consist of members brought together by their expertise and experience with the content of a particular topic (e.g. open science) and / or context around it (e.g. project management). The number of members in each committee will vary according to specific requirements and processes. Membership is only open to people working closely with the Dutch research sector.

Appointment

Approximately a third of the positions in each committee will be reserved for members of the TDCC SSH Advisory Board. The remaining seats will be filled through an invitation and/or open call process, to be determined for each committee.

The TDCC SSH Leadership Team and Executive Board are ultimately responsible for selecting committee members, in consultation with the Advisory Board (excluding anyone in the committee itself).

Period of Service

Members are expected to commit to join for the entire duration of the committee. They will receive an overview of the expected timeline and time commitment before agreeing to join.

Compensation

Expenses accrued for participating in committee related meetings or events will be compensated. In general, no other monetary remuneration will be offered.

8. Roles and Responsibilities

The general structure of the committee is outlined here, with further specifics outlined in the specific committee guidelines (see annexes).

Technical Chair

The technical chair of each committee is a representative from the Leadership Team. The chair has the following responsibilities:

- facilitating meetings and ensuring productive discussions;
- If necessary, guide the members in their decision making process (in a non-voting capacity)
- setting the agenda for the meetings in consultation with members;
- making sure that each meeting is planned effectively and that matters are dealt with in an orderly and efficient manner;
- encouraging participation of all members in the discussions; and
- summarising the conclusions of discussions and any agreed follow-up actions.

Members

Members have the following responsibilities:

- participating actively in meetings and discussions;
- reviewing and providing feedback on documentation
- providing expertise, insights, and recommendations related to the committee remit
- where relevant, follow a decision making process to reach consensus

9. Meetings and Alignment

Frequency and format

Meeting frequency will be determined for each committee. Remote participation will be facilitated.
The chair will develop the meeting agendas, taking into account any input from members. Agendas and any supporting materials will be circulated at least one week prior to each meeting, allowing sufficient time for preparation.

Agenda and meeting minutes

Anonymised agendas and meeting minutes will be published on the tdcc.nl website.

Alignment

An online space will be created for committee members to share documents and discussions in a protected and secure environment. Any documents for review, input or considered by the committee will be presented by the chair to the group.

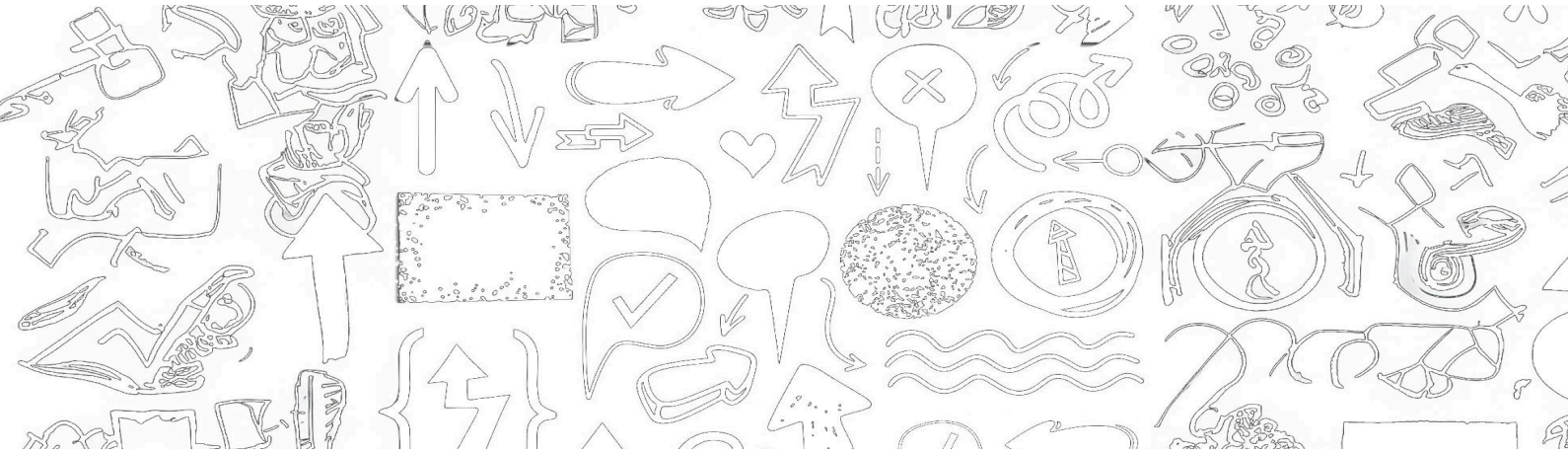
10. Support and Resources

The committees will be provided administrative support via the Leadership Team for:

- maintaining a shared online dedicated workspace
- scheduling meetings
- coordinating meeting logistics such as online links and if necessary room bookings and equipment
- distributing meeting agendas and relevant materials
- taking and distributing meeting minutes
- publishing documents online

Annexes: Committee Specifics

Annex 1: Selection & Assessment Committee



Purpose

The Assessment & Selection (A&S) committee has the remit to assess and select the projects that will be submitted under the TDCC SSH NWO open call. The A&S committee members will evaluate project ideas and advise on the prioritisation of which applicants to invite to write a full proposal. They will also provide feedback on the proposals before final submission to NWO.

Background

The NWO TDCC call offers project funding to address sector specific challenges outlined by each TDCC. For the TDCC SSH, ten general challenges were defined and clustered into five bottleneck areas, outlined in our roadmap. The call runs from 15 November 2023 - 15 November 2024, with €1,6 mil for each TDCC to broker into projects. Individual projects can run for up to 24 months with a budget between €50k - €400k.
The aim with this assessment and selection process is to ensure that project submissions under the TDCC SSH reflect the needs of the Social Sciences and Humanities sector at large. Throughout the process, different entities of the TDCC SSH governance play a role, as outlined below.

Guiding Principles and Values

Through consultation with the community, values were agreed to help guide the assessment and selection process. The TDCC SSH values for this funding call focus on project ideas that feature an open and inclusive approach, a diversity of expertise and disciplines and are well supported by the community. The results should be tangible and broadly applicable using a robust methodology that ensures sustainability. Creative unconventional “high risk” ideas are also welcome.
The community-driven approach of the NWO TDCC call is a novel endeavour which deviates from standard

NWO calls. The process will be iterative and dynamic with challenges that could not not have been anticipated. All people involved will be asked to develop and evaluate the processes critically. Everyone is expected to engage with an open mind, acknowledging that mistakes will be made and encouraging each other to reflect and learn during the experience.

Members

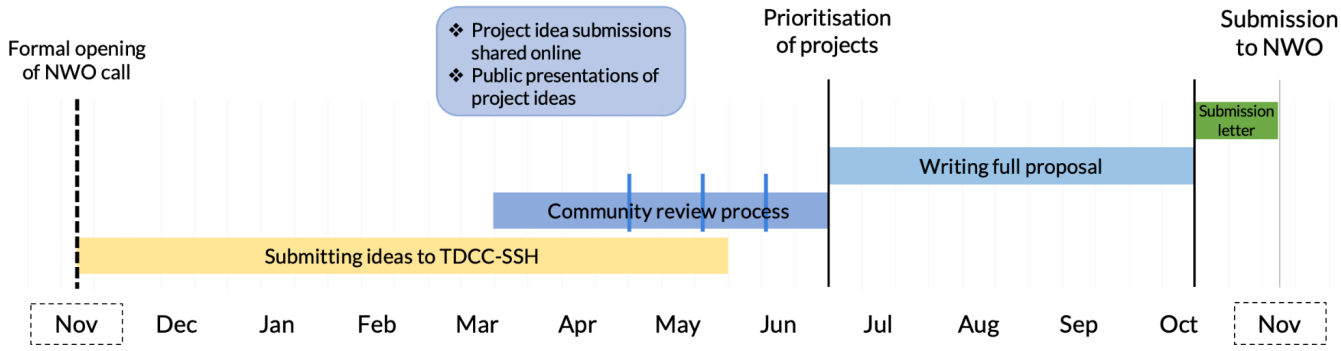
Profiles and Appointment

Members for this committee will have expertise from Humanities, Social Sciences, Project Development, Open Science, Research Data, Research Software and Meta Research. Following a recruitment process, up to fifteen members will be appointed, with up to three members recruited from the TDCC SSH Advisory Board.

Schedule and Time Commitment

An initial briefing meeting will take place followed by individual and group check-in meetings, as needed. Overall the expected time commitment will be 2.5 hours for admin and up to 20 hours for proposal review. Most of the work will take place in June and September/October 2024.

Projects Timeline



Idea Submission

Project ideas can be submitted through the TDCC website until **24 May 2024**, 14:00 CEST. These ideas will be openly shared on the TDCC website to encourage community feedback. Ahead of publication on our website, the TDCC-SSH Executive Board has a chance to review the submissions.

Public Review

All applicants must present their project idea at one of the Project Initiative Meetings on **2 May, 21 May or 12 June 2024**. During the publicly announced and open online meetings, the broader SSH communities can provide feedback and input. Notes will be taken by an independent observer and made available to the A&S committee. Members of the A&S committee are welcome to attend any or all of these meetings, but this is not mandatory.

Committee Prioritisation

The Committee review period runs from **17 June - 1 July 2024**. During this period project ideas will be reviewed by the A&S committee (described in more detail below). The TDCC SSH Leadership Team will ensure that the committee receives the full applications as well as the notes from the Project Initiative Meetings.

Prioritisation

The project ideas selected based on prioritisation will be announced publicly in the first week of **July 2024**, the project idea teams may then start writing their proposals.

Proposal Writing and Review

The proposal writing period runs from **1 July - 15 October 2024**. By **2 September** a first draft must be ready for the A&S committee members to review. Feedback will be provided to the applicants by **15 September**. By **15 October** the applicants must provide a final draft for review, with feedback from the A&S committee provided to the applicants by **31 October.** Applicants will be required to confirm that they have implemented all feedback or explain any deviations.

Proposal Submission to NWO

Barring any major issues or concerns, each applicant will receive a submission letter from the TDCC SSH Executive Board along with the final feedback on the **31st October**. The applicant must then upload their proposal and letter to the NWO ISAAC platform by **14 November 2024.**

Decision Making Process

These are the initial steps envisaged during the assessment and selection process, which will remain iterative and open to further refinement, together with the committee.

Eligibility check

After project ideas are submitted, they will undergo a cursory eligibility check by the TDCC SSH Leadership Team. All viable ideas will then be published on the TDCC website.

Assessment criteria

The A&S committee members will be expected to adhere to a decision making process that reflects the NWO's inclusive assessment policies. They will be guided in this by the committee's technical chair. The general NWO TDCC call includes the following evaluation criteria:

- TDCC domain involvement in application preparation
- Relevance
- Project design

These criteria inform the assessment questions (listed below), which are the basis for the initial review by the A&S committee members. The questions also reflect the guiding principles listed above.

Prioritisation of project ideas

Each idea will be reviewed by three committee members. Based on this evaluation, a prioritisation order will be used to choose which ideas are invited to be developed into proposals, keeping in mind the available budget of €1,6 mil. Feedback will be compiled and sent to applicants, including the decision on how much budget they will be allocated. Project ideas that are not chosen will be placed on a waiting list for this call and will also remain eligible for future calls.

Feedback on Proposal Drafts

During the writing stage, there will be two rounds of feedback for each proposal. Two A&S committee members will review each proposal in each of these two rounds. The applicants will receive final feedback along with a submission letter from the TDCC SSH Executive Board, on the condition that the feedback is addressed. This part of the process will be further shaped together with the committee members based on learnings from the earlier part of the review process.

Members

The A&S committee members for the 2023/24 Challenge Project Call:

- Ahmad Hesam - SURF, Project Manager Research Infrastructures
- Andrea Scharnhorst - DARIAH, Chief Integration Officer
- Arja Firet - Utrecht University Library, (Digital) Humanities Librarian
- Caspar van Lissa - Tilburg University / Open Science Community Tilburg, Associate Professor, Methodology / Chair
- Jerry de Vries - KNAW Digital Competence Centre, Coordinator DCC-KNAW
- Kasia Karpinska - ODISSEI (Open Data Infrastructure for Social Sciences and Economic Innovations), Scientific Manager
- Kathleen Gregory - Leiden University, Centre for Science and Technology Studies, Researcher
- Margriet Miedema - Landelijk Coördinatiepunt Research Data Management (LCRDM), Coordinator
- Maurice de Kleijn - eScience Center, Senior Research Software Engineer
- Puck Wildschut - Tilburg University, Policy Officer for Research, Monitoring and Reporting
- Rasa Bočytė - Nederlands Instituut voor Beeld & Geluid, Senior Advisor Research Collaborations
- Rene Bekkers - Vrije Universiteit Amsterdam, Full Professor Faculty of Social Sciences, Sociology; Civil Society and Philanthropy
- Roeland Ordelman - CLARIAH, Chief Technology Officer
- Sarah Coombs - Hogeschool Saxion / Digital Competence Center voor Praktijkgericht onderzoek (DCC-PO), Research Support Advisor / Manager