



Task Group Proposal for Presentation to the 32nd CODATA General Assembly

15-16 November 2021, fully virtual

This document invites proposals for Task Groups to be approved by the [32nd CODATA General Assembly](#) which will be held as a fully virtual event on 15-16 November 2021.

The deadline for submissions of Task Group Proposals is 12 July 2021. Proposals will be reviewed by the CODATA Executive Committee and by external experts. Recommendations will be presented to the CODATA General Assembly which will vote on and select the Task Groups.

Task Groups are approved by the General Assembly for two years. Existing CODATA Task Groups may apply for renewal and are subject to the same criteria, as described below.

Task Groups and the CODATA Decadal Programme, Mission and Strategy

Task Groups are an important means through which CODATA delivers on its mission and Strategic Programme, including the [Decadal Programme 'Making Data Work for Cross-Domain Grand Challenges'](#).

In this 2021 call, we strongly encourage Task Groups that contribute to one or more of the themes that are laid out in the Decadal Programme as described below. Task Group proposals that address other areas of the [CODATA mission and strategic priorities](#) (including Data Policy and Data Education) are also in scope. In general, we invite and encourage innovative ideas from the CODATA community that look to the needs of the future.

Decadal Programme Themes and Priority Activities

The overall aim of the CODATA Decadal Programme is to enable an ecosystem for FAIR data for cross domain research to be developed and implemented. To do so, the Decadal Programme addresses three broad themes. Proposals should state clearly and specifically how the Task Group activities will contribute to the realisation of one or more of these objectives.

1) Enabling Technologies and Good Practice for Data-Intensive Science

Desired activities should aim to identify, define, develop or validate enabling technologies and good practices for data-intensive science that is applicable across disciplines. The scope includes the emerging core model for FAIR resources, interoperability and interchange (including FAIR Digital Objects, FAIR Implementation Profiles); the supporting ecosystem of identifiers, registries, vocabularies, ontologies, metadata specifications and other internationally critical core resources; efforts to model and support cross-domain interoperability and integration, and to document data processing and provenance; and approaches such as the data science and machine learning techniques applied to transparent and reproducible research findings.

2) Mobilising Domains and Breaking Down Silos

Desired activities should promote and progress interoperability of data and related services within and across the disciplines of science. Examples would be actions aiming to optimize the cross-disciplinary reuse of methods and standards leading to FAIR data and services, both through building on existing development and by initiating new work. Task Groups involving International Scientific Unions and other domain

organisations (including repositories and organisations that curate semantic artefacts) to define and encourage the adoption of good practices within and across domains are encouraged.

3) Advancing Interoperability Through Cross-Domain Exemplary Case Studies

Desired activities would seek to develop and apply solutions for interoperability and reuse of data in cross domain case studies and all areas of research which rely on combining data from disparate, and often heterogeneous sources. Examples of such cross domain case studies include but are not limited to: Sustainable Development Goals, disaster risk reduction and reporting, urban health and resilience and infectious diseases.

Partnerships

Task Group proposals involving Data Together partners, groups and networks, ISC Programmes and International Scientific Unions and Associations are strongly encouraged.

Responsibilities of CODATA Task Groups

Please also refer to the [Task Group Guidelines](#) for more detailed information.

Task Groups (TGs) are expected to:

1. Contribute to the realisation of the CODATA Strategic Programme (and to the Decadal Programme 'Making Data Work for Cross-Domain Grand Challenges' in particular) and of CODATA's overall mission.
2. Contribute to global collaboration around Open Science and FAIR data, including participation and engagement from CODATA National Committees and with international scientific and data organisations (including International Scientific Unions, other CODATA members and the Data Together partners).
3. Pursue clearly stated and well-defined objectives and to produce tangible public outputs that contribute to the realisation of these objectives. This includes appropriate use of CODATA branding and following CODATA guidelines and expectations for outputs.
4. Participate in CODATA activities and events, including SciDataCon/International Data Week and other major CODATA Conferences.
5. Maintain regular reporting and prompt and proactive communication with the CODATA Secretariat and Executive Committee (EC) Liaison, including following CODATA expectations for reporting, communication and Task Group organisation.
6. Provide public and transparent accounts of their activities via the CODATA website and other communication channels, including working with the CODATA Secretariat to ensure communications and key information about the TG are disseminated regularly and kept up to date.

Task Group membership and composition

Please also refer to the [Task Group Guidelines](#) for more detailed information.

CODATA's mission is to connect data and people to advance science and improve our world. TGs are intended to bring people together under the CODATA umbrella in support of this mission and to encourage global scientific cooperation around data.

Co-chairs: TGs must have 2 or more named Co-chairs, with regional and gender diversity. Co-chairs provide direction for the TG and are the key point of contact with CODATA. TG Co-chairs are expected to communicate frequently with and engage all named TG members.

Secretary: In addition to the Co-chairs, it is strongly encouraged for the TG to have a named Secretary who will plan meetings, respond to requests for information, maintain the TG wiki, blog or other tool etc. This role could be taken by a Co-chair, an early career member or a secondee/intern. The Secretary will take primary responsibility for key aspects of TG coordination.

Early Career Members: TGs are encouraged to have at least two named early career members who will be strongly involved in substantive aspects of the TGs activity. These members should also become involved with the CODATA Connect early career and alumni network and receive benefits from that engagement (including where available, training opportunities, bursaries, network benefits etc).

Internships/Secondments: TGs are strongly encouraged to increase capacity through internships/secondments. Effort might be lent to the TG by CODATA National Members or by partner organizations, for example. Similarly, the activity of the Task Group might be one that incorporates a topic for post-graduate or post-doctoral research.

TG Membership Diversity: One of the benefits of CODATA TGs is to bring international and diverse perspectives and cooperation to bear on an issue. TG membership should be geographically and gender diverse.

Task Groups Funding

Please also refer to the [Task Group Guidelines](#) for more detailed information.

CODATA Funding: CODATA designates part of its budget for Task Groups and at the discretion of the Executive Committee provides a small amount of seed funding: historically this has ranged between 1K and 10K Euros per year. In recent years, allocations of 4K Euros per year have been most common. Such funding must be used to achieve tangible TG outputs. For example, directly supporting the drafting, publication or testing of TG outputs, convening a workshop or similar is within scope; speculative attendance at a conference is not. CODATA Task Group funding is allocated annually. The 12-month progress report from each Task Group will be used to guide the funding allocation for year two. Funding is expected to be expended in the calendar year it is received unless permission is received from CODATA.

Shortly after approval at a General Assembly, the CODATA Secretariat will contact the new TG to request information including the TG's work plan and a budget request with detail on how any money will be used, which will be considered by the Executive Committee. CODATA's usual practice is to disburse funds on receipt of an invoice or expenses claim within the budgeted amount. By arrangement, where necessary, funds can be advanced in response to a detailed activity plan.

External Funding: TGs are strongly encouraged to look for funding from external sources and historically the status of being a CODATA TG has assisted with this. The CODATA Secretariat and Executive Committee are willing in principle to provide letters of support and to assist in other ways with such proposals. Proposals to CODATA to continue a TG or to establish a new TG should indicate what steps will be taken to pursue external funding.

How CODATA Assesses Task Group Proposals

Task Group proposals are peer reviewed and are also assessed by the Executive Committee.

The criteria used include the following:

- Alignment of the proposal with the **Requirements of CODATA Task Groups** described above;
- The significance and merit of the proposed work and its contribution to CODATA's mission and objectives as laid out in the Decadal Programme;
- The clarity and merit of the objectives, outputs and outcomes described;
- The feasibility of the work plan;
- The existence of appropriate collaboration with other organizations or groups, ensuring the proposed work does not duplicate other activities;
- The expertise and appropriateness of the Task Group membership, including gender balance, the participation of early career scientists, and appropriate representation from developing countries;
- The existence of other likely sources of funding and support if needed to accomplish the work.

On the basis of the peer review and its own assessment, the Executive Committee will make recommendations to the General Assembly.

Proposers will be required to give either a presentation or poster at the General Assembly. The presentation or poster may be given virtually or by a CODATA Member Delegate if proposers are unable to travel. The General Assembly takes this presentation and the recommendations of the Executive Committee into account when deciding which proposals to approve.

Submission Procedure and Deadlines

Applications should be made by filling out the [form available at CODATA website](#) as completely as possible by **12 July 2021**. This form is the principal information source used for evaluating the proposals.

Proposers are encouraged to [download a template to pre-fill](#) proposed membership of the Task Group for easy upload to the webform when submitting the proposal.

For existing CODATA Task Groups that are applying for renewal, there is an additional section required, in which the Task Group should report on its activities, outputs and outcomes to date.

Proposers are encouraged to liaise with Simon Hodson, CODATA Executive Director simon@codata.org as early as possible in the process for guidance, advice and to ensure criteria are met as far as possible.