

Thematic working groups: Guidelines for EDIHs

What is a thematic working group?

- **Thematic working groups** are groups of EDIHs from different European countries wishing to interact, exchange ideas, and further collaborate on a specific industry- or technology-related topic. The gradual establishment of thematic working groups was announced during the Country Meetings held in early 2023. Since then, some groups have been already established and are generally composed of seven or more EDIHs. Yet, smaller groups are also possible¹.
- Thematic working groups are **created and run by EDIHs**. A **Group Moderator** needs to be selected (it can be done on a rotatory basis) to coordinate the group. Ideally, the Group Moderator should be a representative of an EDIH.
- Working groups are supported by **the Digital Transformation Accelerator (DTA)**. The DTA provides practical support to the working group, helping to set it up and publish information on the EDIH portal.
- **The European Commission** may appoint a supporting Policy Officer per working group to help with the preparation of the meetings' agenda, contact speakers and facilitate interaction between the working group and the Commission, as well as other EU institutions.

How can EDIHs set up a new thematic working group?

- In order to create a new thematic working group, the interested EDIHs should send a request to info@edihnetwork.eu, specifying the following elements:
 - a) **Topic of the working group**
 - b) **Initial list of EDIHs participating in the working group**, including for each EDIH:
 - name of the contact person,
 - EDIH affiliation,
 - acronym,
 - country and
 - e-mail address (for each EDIH).
 - c) **Group Moderator of the working group:**
 - name,
 - EDIH affiliation,
 - organisation and
 - e-mail address.
 - d) **Information to be published on the EDIH network webpage** about the working group, including:
 - Short presentation of the working group, its relevance for the EDIHs and its objectives,
 - preliminary agenda for the kick-off meeting (if already ideated).
- Once the request is received, the DTA will help in the organisation of the **kick-off meeting** in close collaboration with the Group Moderator and a Policy Officer of the Commission (if applicable) and announce the launch of the working group on the [EDIH website](#) under "*Knowledge Hub > Thematic Working Groups*". The DTA will also inform the EDIHs interested in the topic via e-mail and will add

¹ The Commission and the DTA analyse each case. Ultimately, the number of EDIHs participating in a thematic working group depends on the needs of the Network of EDIHs and topics to be discussed.

them to a dedicated **distribution list**. Furthermore, the DTA will provide the online meeting link and support the Group Moderator in taking the minutes of the kick-off meeting.

- In **subsequent meetings**, it will be the responsibility of the Group Moderator to prepare the meeting and the minutes for which the DTA will provide a template. In this context, a further definition of the roles of the members within the working group is encouraged to strengthen the activities.

How can EDIHs join existing working groups?

- A number of thematic working groups already exist, while others will be launched soon. The DTA constantly updates the **list of working groups on the [EDIHs website](#)** under “*Knowledge Hub > Thematic Working Groups*”.
- If an EDIH is interested in joining one of the existing working groups, they should reach out to the DTA at info@edihnetwork.eu.

How do working groups function?

- Following the kick-off, the working group can decide **independently** which **collaborative tools** (e.g., Teams, WebEx, etc.) to use and the frequency of its meetings. The Commission may provide access to an independent, free-of charge community platform and respective support for long term use by the working group, namely Futurium.
- In most cases, working groups organise their **meetings online**. However, for selected working groups, there is also the possibility to organise **on-site meetings** during the EDIH annual summit, in the form of side sessions.
- Working groups may freely decide agendas and formats of discussion. The **Commission** remains available for planning agendas and/or contacting speakers for the working group.
- The **DTA** is readily available to facilitate communication and cooperation across working groups and, if needed, amend working groups’ web pages on the EDIH network website. Furthermore, to ensure the working group is actively working, the DTA may ask the Group Moderator to **provide at least a light update** on the group’s activities and achievements on a regular basis.

Document created by

