**RDA Europe node application workplan template**

This workplan template is provided to indicate macro-areas/categories of expected activity for RDA Europe national nodes. The red text has been introduced for guidance. For your application, please provide content in each of the five main areas but feel free to adapt the format/presentation (i.e. the plan does not have to be submitted as a table).

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| **Macro-area** | **Description** | **Deliverable** | **KPI** | **Notes** |
| **A. Creation, organisation and management of a national / regional RDA community** | * Outline plans for how the node will be created and managed
* Identify the principal actors involved and in what capacity
* Specify how you will engage all relevant stakeholders
* Identify priority topics to give a focus to node activity. Priority topics should influence national digital agendas and be mapped to RDA outputs to identify activity to build on.
* How will you align with key national and European projects of relevance to your work?
 | * Project management plans
* Engagement strategies
* National priorities and concrete plans to address them
* Creation and management of node page on RDA website
* Quarterly reports
 | * Number of members mobilised from different affiliations and how
* Measurable way in which national priority is advanced
* Number of updates to national node page / measure of usage
* Timely submission of reporting
 | If any |
| **B. Interaction with national research funding bodies and RDA governance** | * Liaison with national govt./ MS to identify the top priority areas to pursue which are high on national digital agendas
* Description of existing contacts and how others will be identified, engaged and maintained
* Consider how you will contribute to RDA at a global and European level e.g. membership of RDA Europe Governing Board and involvement in TAB, OAB, Council etc
 | * Report on local funding landscape and priorities
* Meeting schedule / plans
* Summary of impact and well-defined sustainability plans
* Participation in monthly RDA European Governing Board / node network meetings and periodic events
 | * At least 3 meetings organised with research funders / govt.
* Number of contacts made and maintained
* Roles taken in RDA global / European structures
 | If any |
| **C. Promotion of open calls for European participation in RDA**  | * Which channels will you use to promote calls that support ECR/Expert attendance at plenaries and ambassadors?
* Who in your region will you target for these calls and how?
* How will you support applications? e.g. read, offer feedback
* Note local networks, listservs, RDA country pages and other vehicles that will be used to ensure announcements reach a wide and relevant local audience
 | * Targeted messaging and events to support uptake
* Emails and announcements in the national language
* Reports on dissemination
 | * 15% growth in membership
* Role / level of engagement of national members in RDA
* Number of open call applications submitted and successful
* Regularity of announcements
 | If any |
| **D. Organisation of events to disseminate & promote RDA activities and outputs** | * Define a coherent events strategy – what types of events will you run (e.g. webinars, networking fora, workshops, training etc), how will they target different communities and address local needs?
* What are the priority topics for events and optimum times to coordinate these with local activity? Events should focus on or contribute to RDA recommendations or outputs.
* Will you require members of RDA governance, RDA Europe, RDA IG/WG co-chairs or any international experts to support / speak at events?
* Will the ICT standards be tackled and addressed?
 | * Events schedule with dates, formats and topics
* Blog posts following events
* Reusable event materials
* Completed feedback data to contribute to project statistics
* Documented lessons learned
* Internal reports on outcomes
 | * Number of events run during project duration (min 2)
* Amount of new people engaged
* Generation of openly-licensed materials and number of downloads or measure of reuse
* Metrics on social media engagement
 | If any |
| **E. Dissemination of RDA activities to encourage participation and adoption of outputs** | * How will you leverage your knowledge of the local research system to help disseminate relevant RDA outputs?
* Consider how you will match local user needs and priorities with RDA outputs to proactively support use and adoption.
* How will you capture stories on local adoption and encourage publication in the CODATA journal?
* Which publications will you translate in the local language, when and how e.g. RDA in a nutshell, announcements etc
 | * Clear plan on local needs and priorities for adoption
* Announcements of adoption call and support of applications
* Adoption stories
* Publications in the CODATA journal collection
 | * Number of announcements / dissemination activities
* Increase in adoption of outputs and recommendations
* Number of publications / stories (min 1)
 | If any |
| **…add here other elements not listed above** |  |  |  |  |
| **…** |  |  |  |  |