

ONIX for Books National Groups: Terms of Reference

Adopted April 2010

1. Designation of a new ONIX for Books national or regional group (NG) is subject to approval by the International Steering Committee (such approval not to be unreasonably withheld if such a group can show itself to represent a constituency of users or potential users of ONIX for Books).
2. There are no specific conditions for the nature or constitution of an NG, provided that:
 - a. The group is open to the participation on a reasonable basis of all types of users or potential users of the ONIX for Books standards in the country or region concerned;
 - b. Each NG member shall have a responsibility to support and promote the development and use of the Scheme within their organization, and within the particular country or region;
 - c. Participation in a NG constitutes acceptance of EDItEUR's Policy on Intellectual Property; and
 - d. The group is able to contribute at whatever level is appropriate to EDItEUR's ONIX for Books support costs.
3. Each NG is entitled to nominate one voting representative on the ONIX International Steering Committee; other members of the group may attend meetings of the ISC as observers.
4. Each NG is expected to nominate a Liaison Representative to the EDItEUR ONIX Support Team. (The Liaison Representative may or may not be the person who represents the NG on the International Steering Committee.) It is the responsibility of the NG Liaison Representative to:
 - a. Receive from the ONIX Support Team all such communications as may be circulated from time to time in connection with the development and support of the ONIX for Books standards;
 - b. Distribute such communications within the NG for information and consultation; and
 - c. Send comments, requests and requirements from the NG to the ONIX Support Team.
5. For each new release of ONIX for Books, EDItEUR will:
 - a. Consult with the International Steering Committee (by email if between meetings) to agree a timetable for the release, including suitable time periods for NGs to contribute to and review the proposed content of the release;
 - b. Publish the timetable to NG Liaison Representatives and the ONIX_Implement listserv.

NG Liaison Representatives will be asked to provide input to and comments on the proposed content of the release, and in due course to confirm the NG's approval, in accordance with the timetable.

If no response has been received from an NG before a deadline stated in the timetable, EDItEUR may proceed as if the NG in question had confirmed approval.
6. For each new issue of the ONIX for Books Code Lists, EDItEUR will at its own discretion:
 - a. Establish a timetable for the new issue, including suitable time periods for NGs to contribute to and review the proposed content of the new issue;
 - b. Publish the timetable to NG Liaison Representatives and the ONIX_Implement listserv.

NG Liaison Representatives will be asked to provide input to and comments on the proposed content of the new issue, and in due course to confirm the NG's approval, in accordance with the timetable.