

Thema National Groups

Terms of Reference

20th September 2013

1. A **Thema National Group** (TNG) shall be made up of representatives of organizations which are users or potential users of the **Thema Subject Classification Scheme** (the Scheme) in a particular country or region or language area.
2. There are no specific conditions for the constitution of a Thema National Group, provided that:
 - a. The group is open to the participation on a reasonable basis of all types of organization which are users or potential users of the Scheme in the particular country or region;
 - b. The group is able to contribute at an appropriate level to the support and development of the Scheme;
 - c. Each TNG 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;
 - d. Participation in a TNG constitutes acceptance of EDItEUR's Policy on Intellectual Property with regard to any input to the Scheme.
3. Each new TNG is subject to approval by the **Thema International Steering Committee** (TISC), such approval not to be unreasonably withheld if the group can demonstrate that it represents a constituency of users or potential users of the Scheme and that it meets the conditions in 2.
4. Each TNG shall have the following responsibilities:
 - a. To nominate one TNG member who will liaise with EDItEUR and with the TISC on behalf of the TNG. It is the responsibility of the nominated member to receive and distribute all communications from EDItEUR and from the TISC in connection with the Scheme, to collate requests, comments and responses from the TNG and to communicate these to EDItEUR and the TISC in a timely manner;
 - b. To nominate one TNG member who will represent the TNG on the TISC. It is the responsibility of the nominated member to represent the TNG in all TISC business, including wherever possible attendance at the face-to-face and other meetings of the TISC, and to ensure the outcomes of TISC business is communicated back to the TNG;
 - c. To coordinate proposals for, and to ensure the on-going maintenance of, any national extensions within the Scheme.

For the avoidance of doubt, these need not be the same TNG member, nor need they be representatives of an EDItEUR member organization. Other members of the TNG may attend and speak at TISC meetings, but each TNG may have only one official representative with decision-making rights.

5. EDItEUR and the TISC shall have the joint responsibilities:
 - a. To ensure that each TNGs is informed of proposals for the development of the Scheme, and that a reasonable timetable is set for such proposals to be discussed within each TNG and for suggestions, comments and alternative proposals to be communicated by the TNG to EDItEUR and the TISC;

- b. To consider such suggestions, comments and alternative proposals as are received from TNGs in accordance with the timetable before any developments of the scheme are approved by the TISC.