

# Nodes

## 1. General Vision

The SRDSN uses the concept of “nodes” to focus on specific topics related to professionalizing RDM support in Swiss HEIs. Nodes allow smaller groups to address distinct questions, problems, and interests related to RDM that are relevant at institutional or national levels. They facilitate sharing and creating practical knowledge, with outputs disseminated via SRDSN communication channels.

## 2. Definition

Each node focuses on a specific topic and aims to enhance RDM services and support. They can be temporary or ongoing, and have predefined goals and timelines. Nodes regularly report progress to the Steering Committee (SC) and present annually at the SRDSN fall meeting. Nodes can be initiated by SRDSN members or proposed by any of the organizational bodies of the SRDSN. They require approval from the SC, which is given based on criteria like cross-institutional relevance and potential collaborations. Nodes can also consist of already existing working groups (from related networks).

The MoU and CoC apply in the same way to the nodes as to the entire network.

## 3. Organization of the node

All nodes must have a lead that is responsible for the running of the node. They can organize themselves internally, considering roles like communication and membership management which collaborate with the Operational Committee (OC) of the SRDN. Nodes set their own agendas, activities, and deliverables aligned with SRDSN objectives.

Nodes share meeting dates and minutes through SRDSN communication channels and publish deliverables openly on Zenodo as well as the SRDSN website, barring legal or ethical issues. Each node has a folder for all its documents. The folders are open to all members of the SRDSN.

All nodes and their members are listed on the SRDSN webpage with contact details.

## 4. Members of the node

Any member of the SRDSN can become a member of a node via the SRDSN webpage. Non-members interested in joining a node must become SRDSN members first (see [SRDSN website](#)).

Node members are expected to be active participants of the node.

## 5. Responsibilities of the nodes

The initiator of a node does not need to be the lead, but guarantees that the node votes for a lead. The node's lead is chosen for one year by the node's members according to the overall SRDSN voting procedure. If a node cannot put forward a lead, the node is closed in accordance with its members and the SC.

- The node's lead reports on the node activities annually at the SRDSN fall meeting .
- The leads of all SRDSN nodes meet at least once a year with the SC to report on activities and to assure collaboration across the different nodes. If the aims and activities of a node have changed, the SC will encourage the lead to redefine the node or create a new node.
- The node's lead ensures the communication of the node using the SRDSN communication channels. They ensure that a short description of the node is on the webpage and that interested members can join the node via the membership management of SRDSN.
- The lead informs about upcoming events in order to involve interested RDM professionals who are not part of the node. Whenever possible, events are shared openly via the SRDSN webpage.
- The lead informs the SC if the node ends its activities. If a node is not active during one year or changes its aims, the SC can decide on ending the node after discussing it with the node's lead and/or recent members.
- If a node is closed, the last lead is responsible for assuring that the information on the webpage about the node is updated and that it is no longer possible to join the node via the membership management system.

## 6. Becoming a node – Application process

New nodes apply to the SC, using the application form in the appendix.

The SC reviews the application, suggests changes (if necessary), and accepts or rejects the application. Conflicts of interests on the part of members of the SC must be made transparent and the respective member of the SC must abstain from the decisions.

An application form with specific criteria is provided in the appendix.

When accepted, the new node informs all members of the SRDSN about their existence via the SRDSN communication channels. It should be a brief version of their application, describing

- 1.) the aims of the node
- 2.) desired target group
- 3.) 1st dates of meeting
- 4.) Contact information

## 7. References

<https://lcrdm.nl/task-groups/>

<https://www.swissrn.org/contents/community/nodes/>

## Appendix

### Application form for the node

Title of the node:

Name of the initiator/s:

Date:

Contact details:

Interested members (name, affiliation, expertise/interest):

Description of:

- Aims and tasks of the node.
- Reasoning: Why is this issue relevant for the SRDSN, of cross-institutional and / or national relevance?
- Who are the target members?

- In what ways does the node complement or is different from existing nodes?  
What other already existing initiatives could it potentially fuse?
- Estimated agenda, including general output and if already possible specific deliverables
- Estimated duration and milestones of the node