

Digital European Toolkit – Action Group (DET) Terms of Reference for 2019

Name of Action Group	Digital European Toolkit – Action Group
Chair	Balazs Jo, NMHH (Hungary)
Background	European audiovisual regulators and their boards are faced with similar challenges with regard to the oversight of a constantly changing media landscape. One of ERGA’s tasks is “to provide for an exchange of experience and good practice as to the application of regulatory framework for audiovisual media services”. By exchanging good practices and experiences, regulators can support each other and be more efficient. For this purpose, ERGA created a Digital European Toolkit in 2016 by pooling existing documents and templates for all of its Members.
Action Group scope and purpose	<p>Principal purpose: The Action Group’s principal purpose is to provide for the exchange of good practice and expertise among the European audiovisual regulators in a structured, flexible and efficient way. The Action Group will continue the work of the previous Sub-Group 3 (2016), Sub-Group 1 (2017) and Sub-Group 2 (2018).</p> <p><u>Scope in 2019:</u></p> <p>With regard to the online database, the Action Group will focus on the further improvement of the Digital European Toolkit or DET, as well as on its promotion among the NRAs.</p> <p>In 2018, a two-tier editing structure was introduced: the first level consisting of the NATIONAL EDITORS, and the second level consisting the CHIEF EDITORS.</p> <p>NATIONAL EDITORS shall be responsible for tagging and uploading the documents preferably in English, and they shall be encouraged (to promote) and, among other things, increase the findability of the content by preparing short summaries, abstracts, key words (tagging); CHIEF EDITORS will review and improve these summaries, the best of them will be regularly circulated in the ERGA newsletters.</p> <p>CHIEF EDITORS will call for a comprehensive revision of the uploaded content once a year. The call for revision shall be announced in November – the deadlines shall be the end of the pertinent month. All the members have to assess whether all uploaded material are still relevant. The documents that do not fall into the scope of the relevant category must be deleted.</p> <p>CHIEF EDITORS shall – after a thorough revision by the NATIONAL EDITORS – validate and correct the tag lists and descriptions of the documents in English three times a year. Furthermore, CHIEF EDITORS shall notify the NATIONAL EDITORS about the identified mistakes in the given sections. The first review will be in March, the date of the second review shall be announced in June, and the date of the third review shall be announced in September. The deadline for the reviews shall be the end of the month in which the call has been issued.</p> <p><i>Promoting DET</i> The Action Group shall endorse DET among the staff of NRAs. DET needs more users to fulfil its full potential.</p> <p><i>Assisting ERGA subgroups</i> The Action Group shall facilitate the communication and information sharing of the ERGA subgroups providing a platform for them to distribute and gather</p>

	<p>information about their subjects. In order to do so, the Action Group will liaise – where it is appropriate – with the other Subgroups.</p> <p><i>Preparation of the next version DET:</i> The Action Group shall discuss the future development of the DET and prepare the directions for the follow-up. It shall draw on the experience from the creation and design of previous versions.</p>
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Deliverables

<i>Deliverable type</i>	<i>Functional website, a rich, up to date knowledge base, smoothly working coordination mechanism</i>
<i>Deliverable title</i>	<i>ERGA knowledge base</i>
<i>Due date</i>	<i>Plenary meeting in November 2019</i>
<i>Public consultation</i>	<i>No</i>
<i>Publication</i>	<i>No</i>

Allocated Resources

<i>Active members (drafters/chief editors)</i>	Balazs Jo, Stanislav Bender, Aggeliki Simitopoulou, Adelaide Jesus, Sonia Monjas, Simon van Dooremalen, Ján Hurtík
<i>Members /national editors</i>	Stanislav Bender, Aggeliki Simitopoulou, Adelaide Jesus, Sonia Monjas, Simon van Dooremalen, Ján Hurtík, Iva Zebec, Frederic Vergez, Anna Bæhr Christiansen, Emma Tjørnelund Thomsen, Konstantinos (Costas) Apostolas, Nerijus Maliukevicius, Birute Kersiene, Marko Štefelin, Marie Swanström, Adelaide Jesus, Maria Borkowska, Zofia Kołosowska, Simon van Dooremalen, Marcel Betzel, Agnese Berga, Sonia Monjas, Ruxandra Minea-Cristea, Arnaud Berthou, Marianna Aletrari, Gudbrand Guthus, Pierre Dagard, Adele Morello
<i>Other resources</i>	<i>European Commission, ERGA Secretariat, CIRCABC</i>

Work flow (internal and external milestones)

Date	Action / deliverable	Internal <i>Action Group only</i>	External <i>Board, CN, Plenary, Publication</i>
<i>Year 2019</i>			
9 January	Draft ToR distributed to AG members	All members	
15 January	Updated draft ToR based on AG members' comments	Chair	
17 January	Receive feedback on the updated draft ToR	Chair	
18 January – 1 February	Written adoption procedure (1 st step: consultation)		CN/Plenary
8 February – 15 February	Written adoption procedure (2 nd step: electronic vote)		Plenary
<i>March</i>	Revision of summaries and tags	<i>National Editors and Chief Editors</i>	
<i>June</i>	Revision of summaries and tags	<i>National Editors and Chief Editors</i>	
<i>September</i>	Revision of summaries and tags	<i>National Editors and Chief Editors</i>	
<i>November</i>	Revision of the uploaded content	<i>National Editors and Chief Editors</i>	