

# CHARTER

## GAELIC INNOVATIVE SYSTEM FOCUS GROUP

### 1. Purpose

To coordinate and promote widespread sharing and production of information related to the Innovative system, and to develop skills and expertise among staff using the Innovative system in order to ensure the optimal use of the Innovative library system in all GAELIC libraries.

### 2. Tasks

- Arrange discussions and workshops for the sharing of expertise.
- Work closely with other Focus Groups to ensure optimum use of the Innovative system.
- Compile instruction sheets and manuals for specific tasks, e.g. backup procedures, hardware upgrades.
- Create an awareness of new Innovative system functionality and products.
- Create an awareness of IT developments that may have an impact on the INNOPAC/Millennium system.
- Participate in IUG:SA activities.
- Identify areas where new projects, investigation, research are required.

### 3. Governance

The organisation of the Focus Group will be undertaken by 3-4 members from the Focus Group who may be appointed for a period of up to two years.

The Programme Manager in the FOTIM/GAELIC Office will shape and guide the content of the Focus Group.

The Focus Group will review the ongoing existence and purpose.

### 4. Structure and content

The Focus Group will strive to integrate three levels of performance output:

- A formal and structural level - This formal coordinating role should identify, address or refer issues that come to the Focus Group's attention and which might impact on work functions and operations in GAELIC libraries e.g. input on proposals, policies, guidelines, representing GAELIC on national bodies.
- A less formal level but which requires skilled coordination. Activities will be practical in nature in order to stimulate the production of knowledge among members i.e. to expose members to new developments, debates and sources. Training needs will be addressed. The Focus Group will be a forum for members to share experiences and to debate matters of key importance to the Innovative system.
- An innovation level, where appropriate, which identifies issues that have the potential to become funded projects (including research/problems identified within the scope of the Focus Group) and which would be managed by and accountable to the FOTIM/GAELIC Office. Members from the Focus Group will be included on the project team as specialists.

### 5. Membership

#### 5.1 **Formal structure**

- Three to four appointed members (including the elected Focus Group leader).
- GAELIC Innovative System Administrator

#### 5.2 **Criteria**

- 5.2.1 Site coordinator at a GAELIC library.

### 5.3 **Less formal and innovative structures:**

- Site coordinators and system administrators from GAELIC libraries.
- Other interested staff members from GAELIC libraries.

### 5.4 **Criteria**

- 5.4.1 Familiarity with the INNOPAC/Millennium system.
- 5.4.2 Communication skills, willingness to learn and to share knowledge.
- 5.4.3 Enthusiastic about cooperation.

### 5.5 **Roles and responsibilities**

<b>Roles</b>	<b>Responsibilities</b>
Focus Group leader	Lead the Focus Group
Appointed Focus Group members	Jointly manage and coordinate the Focus Group activities
Ordinary Focus Group members	Represent their Library and/or constituencies
FOTIM/GAELIC Programme Manager - Communications	Communications, Marketing
FOTIM/GAELIC Programme Manager - Events	Events coordination
FOTIM/GAELIC Programme Manager – Financial Administration	Provide assistance with financial administration

## 6. **Leadership**

- Chosen from the three to four permanent members of the Focus Group.
- Review leadership structure every two years, if the Focus Group still exists.
- Should the Focus Group Leader be unable to perform his/her duties because of illness, etc. such Leader should appoint a situational Focus Group Leader.

## 7. **Modus operandi**

The modus operandi of the Focus Group will be determined, to a large extent, by the number of members participating and the purpose of a meeting. Meetings will be held at GAELIC member libraries, if and when required

For small specialist discussions, Focus Groups should consider making use of video- and teleconferencing.

Formal forum discussions and workshops could be held on a specific subject. Interested persons from the LIS sector would be invited to these discussions and workshops.

## 8. **Expected outcomes**

- Improved awareness of the Innovative system's capabilities among users.
- Improved usage of the Innovative system's capabilities.
- Sharing of Library system knowledge.
- Collegiality.
- Training needs identified.
- Staff skills level improved.

## 9. **Reporting and communication**

Reports on meetings and workshops will be shared with the Programme Manager who reports to the GAELIC Governing Board.

The Focus Group will have a webpage on the GAELIC website so that members can follow activities. The Focus Group will supply content to the GAELIC Office where the webpages will be maintained.

## 10. Funding

The Focus Group should be self-funded through workshop fees. There will be differentiated price structures for consortium and external participants determined annually by FOTIM.

The GAELIC Office will administer all funds generated from workshops, seminars, etc.

There should be no cost to GAELIC with regard to the running and management of the Focus Group. The hosting library is requested to cover the costs of the venue, catering and other relevant costs for the discussion or workshop.

GAELIC will not contribute towards the travel costs of members attending the workshops or meetings.

The costs for video- and teleconferencing will be shared between the participating GAELIC member libraries.

**Version 1:** 13 September 2005  
**Version 2:** 29 September 2005  
**Version 3:** 18 October 2005 – approved GGB