

TF-PR Terms of Reference

The Task Force TF-PR was established under the auspices of TERENA on 1 October 2003 to promote collaboration between research and education networking organisations in Europe in the areas of public relations and information dissemination, through activities at the level of PR Manager/Information Officers. TF-PR stands for Task Force on Public Relations and Information Dissemination.

The aims of the Task Force are:

1. to promote the quality and quantity of public relations and information dissemination about research and education networking in Europe, among others by collecting information and providing materials that can be used in the public relations and information dissemination activities of research and education networking organisations;
2. to enable the exchange of ideas, experiences, methods and techniques of the research and education networking organisations to improve their communication with organisations and individuals that use their services, and other organisations that are relevant for the research and education networking community.

The Task Force is open to staff of research and education networking organisations who have (or plan to have) public relations and information dissemination tasks and who can offer the appropriate expertise, manpower, equipment or services.

The chair of the Task Force will be Maria Ristkok (EENet) and the deputy chair Goran Skvarc (CARNet). The chair will be responsible for preparing the agenda of each meeting, and for co-ordinating the work of the Task Force. The chair will also be responsible for ensuring that any agreed deliverables are produced.

The Secretary of the Task Force is a member of staff of the TERENA Secretariat. He/she will be responsible for taking the minutes at each meeting, and for making logistical arrangements as necessary.

The Task Force has worked in 2-year mandate periods: the first from 1 October 2003 until 1 October 2005; the second from 1 October 2005 until 1 October 2007. The Task Force will operate with a new 2-year mandate, starting 1 October 2007. A report on the progress of the Task Force and the results achieved will be made at the TERENA Networking Conference.

The mandate of the Task Force may only be renewed by the TERENA Executive Committee (TEC). If the mandate is not renewed, the Task Force will be dissolved. The Task Force may also be dissolved if the TEC considers that it is making insufficient progress, the TEC considers the activities are no longer useful or relevant, or if the Task Force chair resigns and no replacement can be found.

The Task Force will meet at least two times per year. TF-PR will also come together at the TERENA Networking Conferences. Additional smaller meetings for specific subjects can be organised as well.

Reports and other results of the Task Force will generally be placed in the public domain. The Task Force has two mailing lists: for general use tf-pr@terena.org and for active members pr-work@terena.org.

List of Deliverables

Code	Deliverable title and short description	Actions	Deadline	Coordinator/ Deputy
A	TF-PR Workshops Workshops for the PR Managers / Information Officers of research and education networking organisations, to enable them to exchange ideas and methods for improving communication activities. The workshops will be organised approximately twice a year.	Organise (interactive) workshop Suggested topics: <ul style="list-style-type: none"> - databases, wiki - community centred NREN websites - community centred pan-European NREN services - online events management - in-house handling of payments - Future trends and visions of networking - branding of networking - research methods of communication and media (analysing texts and data) 	Every meeting	Co-ordinators: Maria Ristkok, Goran Skvarc Deputy: local meeting organiser
B	PeaR	Improve and promote information dissemination	Currently running	Co-ordinator: Gabriela Krcmarova Deputy: Rose Turner
C	PR Tool kit	Writing instructions as 'How To' sheets, gathering material for PR Tool kit		Coordinator: Gitte Kudsk Deputy: Roland Eugster
D	TF-PR Compendium Compendium of Public Relations and Communication Activities of NRENs in Europe The compendium provides a yearly comparative overview of both the resources dedicated to PR and the scope of activities undertaken.	Produce TF-PR Compendium 2008 and 2009. Annual compendium to be presented at TERENA Networking Conference	May 2008 May 2009	Co-ordinator: Russell Nelson Deputy: Lonneke Walk
E	Closed website for TF-PR members with a forum for topics and discussion	Running the website with updated contact data, drafts of documents and files	Currently running	Co-ordinator: Maria Ristkok Deputy: Federica Tanlongo
F	Gallery of images	Gather visual material for sharing in publications etc		Co-ordinator: Veerle Custers Deputy: Goran Skvarc
G	Library of Technical	Gathering together lectures on		Co-ordinator:

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	talks	networking		Laura Durnford

New deliverables may be added as the Task Force needs sees fit. An outline of the deliverables agreed upon will follow.