

eurodoc

The European Council of Doctoral
Candidates and Junior Researchers

**A guide to the
positions of trust
in
Eurodoc**

Table of contents

Table of contents	1
The Administrative board	2
The President	2
The Vice-President	2
The Secretary	2
The Treasurer	2
The general board members	3
The Advisory board members	3
The officers	4
Internal work officers	4
External officers	4
Communication officers	5
The working group (WG)s	6
Academic culture working groups	6
Academic career workgroups	7
Internal working groups	8

The Eurodoc Administration

The Eurodoc Administration is composed of the Administrative Board, the Advisory Board, and the Secretariat. Individuals can express an interest in applying for such roles in advance of the Annual General Meeting (AGM), where the election takes place. In the following pages, you will find a summary of the activities of each position.

The Administrative board

The duties of the administrative board (known commonly as “the board”) are specified in Eurodoc’s statutes. Below you can find a summary of each position.

The President

The Eurodoc president is the public and legal representative of Eurodoc. Between AGMs, it is the president who leads the work of Eurodoc and sees to it that Eurodoc’s plans for the upcoming year are carried out. It is the president who chairs the administrative board meetings and publicises the call for the AGM. The Eurodoc president is responsible for keeping the board of Eurodoc informed about their activities. This is done at the board meetings and at the AGM, at least. At the AGM, it is the president's responsibility to present the annual report.

The Vice-President

The vice president of Eurodoc collaborates with the president in their activities. The two work together in the planning and execution of the work of Eurodoc. The vice-president of Eurodoc acts as president of Eurodoc if the president is not able to.

The Secretary

The secretary is responsible for all the official documents in Eurodoc, as well keeping the official record of these articles updated. This includes being in charge of the minutes on the AGM and board meetings, as well as keeping the members’ register.

The secretary assists the President in the preparation- and in the calls for the AGM and the board meetings. The secretary also administers the board’s internal communications.

The Treasurer

The treasurer is in charge of Eurodoc’s assets and should keep an updated account of all incomes and expenses. At the AGM and board meetings, the treasurer should present the budget and a final financial report. The treasurer and the president together have the authorization to use Eurodocs assets.

The general board members

The general board members collaborate and help the President and Vice-President in their duties towards carrying out the work of Eurodoc and should actively contribute to the board's activities. Typically, they agree to take ownership of 2-3 topics or projects within Eurodoc's Annual Goals to support the board on key activities in the short- and long-term within the Eurodoc term.

The Advisory board members

Eurodoc has an Advisory Board that provides the Eurodoc Board with solicited and unsolicited advice. The purpose of the Advisory Board is to support the Eurodoc board and other Eurodoc bodies in fundamental activities of Eurodoc (administration and key projects). The Advisory Board will facilitate knowledge transfer between consecutive Eurodoc boards and contribute to the continuity of Eurodoc as an organisation. The advisory board is composed of 7 members suggested by the new board at the AGM and elected by the AGM.

The officers

The Eurodoc officers help Eurodoc to carry out its work in specific projects or activities. There are four **internal officers** who focus on the Eurodoc Administration organization and governance. There are five **external officers** who represent Eurodoc externally on specific projects or topics. Finally, there is a communication team composed of four **communication officers and a coordinator** who help Eurodoc with different aspects of external communication.

The workload varies between the officers, but in general you should expect to use around 5 hours per month. The workload for the **secretariat coordinator** and the **external communication coordinator** can be higher though (5 hours per week).

For the **Council of Europe officer and policy officer**, they may need to commit more time to the role, particularly around specific deadlines or events.

Internal work officers

A **Secretariat-Coordinator** who coordinates activities of secretariat members (officers and working group coordinators) and liaises with the board.

A **Financial Controller** who critically checks the work of the treasure.

A **Legal Officer(s)** who is responsible for reviewing contracts and agreement with Stakeholders and internal governance. The candidate should have legal experience.

A **Data Manager** who is responsible for internal data management and storage of data and documents. The candidate should be familiar with GDPR rules.

External officers

A **Policy Officer(s)** who is responsible for writing and contributing to policy statements and reports, and acting as a representative in the Initiative for Science in Europe (ISE). The ISE has several working groups in which Eurodoc contributes for European policy activities, mainly related to the Horizon Europe framework.

A **Skills Officer** who is responsible for developing skills policies and liaising with Eurodoc's stakeholders working on improving early career researcher (ECR)s' skills.

An **EOSC ([European Open Science Cloud](#)) Officer** who is responsible for developing EOSC and cloud policies and liaising with EOSC stakeholders. Responsible for

collaborations with external organizations in the context of EOSC-related projects (e.g. CERN and GEANT for OCRE, CatRIS).

A **Council of Europe officer** who is responsible for supporting the Eurodoc delegation at the Council of Europe. This includes coordinating the work of volunteers in the Council of Europe, engaging new volunteers, as well as participating in- and preparing for sessions and committees' meetings. The workload may be 5-15 hours per month.

A **BFUG Officer(s)** who is responsible for collaboration with the Bologna Follow-up Group (BFUG), and will help to engage the European Students Union (ESU) to contribute to the doctoral training debate in higher education. The BFUG officer will also support the board with developing policy on the European Higher Education Area.

Communication officers

An **External Communication Coordinator (ECC)** who is responsible for liaising with the board, coordinating the activities of the communication team, and issuing press releases.

A **Social Media Officer** who is responsible for Eurodoc's social media channels, including LinkedIn and Twitter accounts, as well as a Facebook page and group. The Social media officer is responsible for posting 1-2 times per week. They also monitor the social media activity of stakeholders with the ECC, and also coordinate with the ECC and board when posting and resharing material.

A **Newsletter Officer** who is responsible for collecting and publishing content in the monthly newsletter. This includes scanning for relevant news from members, stakeholders or others, writing small descriptions for news and upcoming events, and preparing monthly newsletter layout and delivering it.

A **Language Officer** who is responsible for proofreading and copy-editing Eurodoc texts to ensure clear, accurate and engaging writing in English. This includes articles for the website, the monthly newsletter, statements, documents, manuscripts, abstracts, social media posts and the occasional book chapter. The Language Officer should be a native English speaker.

A **Webmaster** who is responsible for maintaining and backing up the Eurodoc website and placing content.

The working group (WG)s

Running a working group as a **working group coordinator** usually requires 5-10 hours per month. As a coordinator, you should organize at least 4 working group meetings per year and disseminate information from the Eurodoc board to the mailing list. Besides this, you can structure your work with flexibility.

Some working groups serve mostly as knowledge sharing forums, where National Association (NA)s can meet each other, exchange good practices, and discuss issues. Other groups work on formulating joint statements or policies. It is up to the working groups and their coordinators to find a good balance. Eurodoc working groups are, in general, open to both members of NA and also other individuals, with the exception being the two internal working groups, which are only open to members of the NAs.

Occasionally, working group coordinators represent Eurodoc externally at meetings or conferences. When this is the case, it should be approved prior to the event by the board.

Below, we have included a small description of each working group, including their goals for 2021/2022. On [Eurodocs homepage](#), you can find more information about each working group.

Academic culture working groups

The WG **Democracy-Sustainability** discusses, develops and monitors policies on academic freedom and sustainability in research and academia.

In 2021-2022, this WG should produce a Eurodoc Statement on Academic Freedom, and work on its publication and dissemination. The WG could collaborate with the Council of Europe and involve universities stakeholders in the debate (i.e., The Guild, LERU, Global Young Academy and ISE).

The WG **Equality** discusses and develops policies on equality, focusing on gender, ethnic and cultural diversity, as well as special needs.

In 2021-2022, the working group aims to finalise a survey on harassment and maintain its work on raising awareness on equality. It also aims to continue working with stakeholders and partners on equality issues for ECRs.

The WG **Interdisciplinarity** discusses and develops policies on improving interdisciplinary collaboration.

In 2021-2022 the working group aims to finalize a survey on interdisciplinarity.

It also aims to continue working on developing policies on interdisciplinarity training and career assessment.

The WG **Mental Health** discusses and develops policies to raise awareness and improve mental health.

In 2021-2022, the WG should continue collaborating and working with partners to maintain awareness of ECR mental health and wellbeing. This could include developing policy recommendations on behalf of Eurodoc.

The WG **Open Science** discusses and develops policies on Open Science, focusing on Open Access and Data, and Citizen Science.

In 2021-2022, the WG should finalise its report on Open Science Skills and coordinate its dissemination. It should also continue contributing to Open Science debates with stakeholders and members.

The WG **Research Integrity and Assessment** discusses and develops policies and projects that concern research integrity and the research assessment system.

In 2021-2022, the WG should maintain collaborations with stakeholders and partners on the topic. This includes participating in ongoing debate and policy development on Research Assessment with the European Commission and other research organisations and institutions.

Academic career workgroups

The WG **Doctoral Training** discusses and develops policies on doctoral training and skills development.

In 2021-2022, the WG should complete its report on supervision in doctoral training. It should continue to support the board by developing doctoral training policies on behalf of Eurodoc and maintain collaboration with university stakeholders.

The WG **Employment & Careers** discusses and develops policies on ECRs' employment status and conditions, as well as their career development.

In 2021-2022, the WG should complete its report on the Eurodoc Postdoc Survey and coordinate its dissemination. The WG should also develop cross-collaboration with other Eurodoc WGs.

The WG **Mobility** discusses and develops policies on mobility, focusing on both intersectoral and geographic mobility, as well as 'brain drain'.

In 2021-2022, the WG should raise awareness and support training for ECRs on

Horizon Europe programmes (MSCA and ERC). The WG could initiate potential engagement with Marie Curie Alumni Association (MCAA) and Young Academy of Europe (YAE) on the topic.

The WG **Policy Research** discusses and develops general policies for early-career researchers and Eurodoc.

In 2021-2022, the WG should work with the board to help shape the new version of the 'Charter and Code for the European Researchers', as part of ongoing partnership with the European Commission. The WG should also support the board by providing comments on stakeholders' statements (e.g., open letters where Eurodoc is a signatory).

Internal working groups

The WG **Governance** and the WG **Financing** are the two internal working groups in Eurodoc, meaning that they are only open for members of National Associations to participate in.

The WG **Governance** supports the Eurodoc's administration with developing organisational sustainability and with establishing internal policies. Besides this, the Governance WG coordinator should comment on the minutes from the board meetings to ensure clarity and similarly participate in some board meetings with the purpose of providing feedback on how to ensure transparency.

In 2021-2022, the WG should work on making Eurodoc more accessible to the National Associations by updating this guide. Furthermore, the WG should work with WG **Financing** to develop paid Eurodoc positions, and to determine how Eurodoc could receive external financing.

The WG **Financing** supports Eurodoc by ensuring sustainability and transparency whilst managing the organisation's finances.

In 2021-2022, the WG should define criteria for accepting donations from external organisations, to maintain freedom from donors. The WG should also work with WG Governance to define criteria for awarding financial compensation for certain positions in the Eurodoc administration.