

SEEDI – General Guidelines

The participants of the Third International Conference "New Technologies and Standards: Digitization of National Heritage 2004" (June, 3-5, 2004, Mathematical Faculty Belgrade, Serbia), after the round table organized to facilitate the future cooperation, and following the Borovetz declaration on the development of digitization of scientific and cultural heritage in SEE (which formalized the cooperation between researchers from Belgrade, Serbia and Montenegro, and Sofia, Bulgaria) initiated the SEEDI in order to contribute to gathering and spreading specific and interdisciplinary knowledge about digitization from various institutions from the region and the European Union.

The participants of the Regional Meeting of the SEEDI on Methodology and Applications (11-13 June 2006, Institute for Bulgarian Language of the Bulgarian Academy of Sciences and Institute of Mathematics and Informatics of the Bulgarian Academy of Sciences, Sofia, Bulgaria) shall elect the Temporary Board for six-month term and adopt the present General Guidelines.

The Temporary Board shall contain seven members.

The Temporary Board shall organize the application procedure for institutions and individuals interested in becoming members of the SEEDI, and the voting procedure to elect the Executive Board of the SEEDI.

After the election of the Executive Board of the SEEDI, the Temporary Board shall be dismissed.

1.

South-Eastern European Digitization Initiative (hereinafter referred to as "SEEDI") is an international effort to develop awareness about digitization of cultural and scientific heritage in the South-Eastern Europe (hereinafter referred to as the "SEE") and to bring together:

- Archivists, librarians and curators responsible for the preservation of and permanent access to cultural and scientific heritage;
- Information technology researchers developing projects on digitization of cultural and scientific heritage,
- Scholars in the arts and humanities, social sciences, history and computer science, students and all the other interested in digitization of cultural and scientific heritage.

2.

For the purposes of the SEEDI, the SEE-region consists of, but it is not necessarily limited to, the following countries:

1. Albania
2. Bosnia and Herzegovina
3. Bulgaria

4. Croatia
5. Cyprus
6. Greece
7. Montenegro
8. Republic of Moldova
9. Romania
10. Serbia
11. The former Yugoslav Republic of Macedonia
12. Turkey
13. Ukraine

3.

The main functions of the SEEDI shall be to bring together people from regional, European and other centres having similar scientific and practical interest in digitization of scientific and cultural heritage, and to support cooperation between them.

At the national level the SEEDI shall cooperate with local research and cultural institutions in accordance with the national legislation.

4.

The SEEDI is an open forum.

The SEEDI shall consist of all interested:

- individuals and
- institutions

that accept the principles of the present General Guidelines and behave in accordance with them.

An interested individual or an institution can become a member of the SEEDI in accordance with the present General Guidelines.

5.

The SEEDI goals are:

- To build awareness of the need for digitization of cultural and scientific heritage in the region of SEE,
- To mobilize the human and material resources existing in the region,
- To mobilize all SEE countries to participate in the SEEDI
- To prepare guidelines for national strategies in the field of digitization of cultural and scientific heritage, as a recommendation for the SEE-countries
- To improve the communication between centres and people having an interest in digitization of cultural and scientific heritage and to disseminate scientific and practical information in the field,
- To create core groups of specialists, which would be able to consult, assist, monitor and develop innovative technologies and digitization projects collaborating with the local cultural and scientific heritage institutions,
- To facilitate the formation of projects in the field of digitization of cultural and scientific heritage that would include partners from the South-Eastern Europe
- To foster collaboration between the EU and South-Eastern Europe countries.

6.

The SEEDI goals shall be implemented through several measures:

- Conferences, workshops and other types of meetings,
- The journal “Review of the National Centre for Digitization (subseries “SEEDI communications”)",
- The web-site (hereinafter referred to as the “SEEDI-web-site”)
- The forum incorporated in the SEEDI-web-site (hereinafter referred to as the "SEEDI - forum"),
- The mailing list (hereinafter referred to as the “SEEDI-mailing list”),
- Any other measure decided by the SEEDI.

7.

The SEEDI shall discuss relevant issues to determine priorities and develop and publish recommendation to achieve the SEEDI goals.

The SEEDI discussions can be organized during the SEEDI meetings or by using the SEEDI- mailing list, so that each member of the SEEDI can take part in the SEEDI discussions.

Each member of the SEEDI may propose issues for discussion.

8.

“The Review of the National Centre for Digitization (subseries “SEEDI communications”)", published by the Faculty of Mathematics, Belgrade, shall serve as the forum for publishing tutorials, research papers, and other documents related to SEEDI, in accordance with the general scientific policy of the journal.

“SEEDI communications” shall have a special Editorial Board.

9.

The SEEDI-mailing list and the SEEDI - forum shall serve as the main communication tool for the SEEDI.

10.

The SEEDI-web-site shall serve as the main dissemination tool to spread information relevant to the SEEDI.

Particularly, information about the SEEDI-meetings shall be published on the SEEDI-web-site.

11.

The SEEDI shall have an Executive Board, elected from the members of the SEEDI for two-year term.

The Executive Board shall contain members from the SEE-countries (one member per country), and members outside the region. The number of members of the Executive Board that are not from the region shall be at most one third of the number of members of the Executive Board from the SEE-countries.

Individual SEEDI-members from each SEE-country shall elect their national representative in the Executive Board.

Individual SEEDI-members from each SEE-country shall elect their deputy national representative in the Executive Board. In a temporary absence or incapacity of the

national representative in the Executive Board, the deputy national representative shall act as the national representative in the Executive Board.

Individual SEEDI-members shall elect members of the Executive Board that are not from the SEE.

In the case of absence or incapacity of a member of the Executive Board, or his/her deputy, that member, or his/her deputy, shall be replaced by using the same election procedure.

12.

The Executive Board shall manage the affairs of the SEEDI.

The Executive Board shall consider applications for the SEEDI membership and decide on the approval of the applications.

The Executive Board can, after the hearing of a case, drop or suspend a member of the SEEDI.

The Executive Board shall organize discussions on all issues relevant to the SEEDI.

The Executive Board shall organize the work of the SEEDI in such a manner so as to enable all members of the SEEDI to participate in discussions and/or to be present at the SEEDI meetings.

The Executive Board shall organize voting procedures.

The Executive Board shall, in accordance with discussions in the SEEDI and the corresponding decisions, update these Guidelines.

The Executive Board shall, in accordance with discussions in the SEEDI and the corresponding decisions, define, implement and update the Strategic Plan.

The Executive Board shall organize and maintain an archive to store relevant documents created by the SEEDI.

The Executive Board shall, in accordance with the Strategic Plan, establish the Editorial Board of the "SEEDI communications" which shall consist of members of the SEEDI and representatives of the National Centre for Digitization, Belgrade, Serbia and Montenegro.

The Executive Board shall, in accordance with the Strategic Plan, establish the Editorial Board of the SEEDI-web-page.

The Executive Board shall, in accordance with the Strategic Plan, organize the SEEDI-mailing list.

The Executive Board shall, in accordance with the Strategic Plan, discussions in the SEEDI and the corresponding decisions, define and implement the Action Plan annually.

The Executive Board shall, in accordance with the Action Plan, decide on the Programme Committees for the SEEDI conferences and workshops, and on the organizers of the SEEDI conferences and workshops.

The Executive Board may, in accordance with the Action Plan, establish working groups to assist and advance the work of the SEEDI on specific issues.

The Executive Board shall try to form the budget of the SEEDI, based on international and/or national funds and private donations.

The Executive Board shall prepare reports about the activities of the SEEDI.

The Executive Board shall perform other functions assigned by the SEEDI.

13.

The Executive Board of the SEEDI shall have a Chairperson and a Vice-Chairperson for two-year term.

The Chairperson and Vice-Chairperson shall be members of the Executive Board who represent the SEE-countries.

The Executive Board shall elect the Chairperson and Vice-Chairperson.

14.

The Chairperson shall open, chair, and close the SEEDI meetings and electronic communications, moderate the debates, and perform other functions assigned by the Executive Board.

The Vice-Chairperson shall assist the Chairperson and fulfil the obligations assigned by the Executive Board of the SEEDI and the Chairperson.

In a temporary absence or incapacity of the Chairperson, the Vice-Chairperson shall act as the Chairperson of the Executive Board. In the absence of both Chairperson and Vice-Chairperson, the Executive Board shall elect a pro-term representative from its membership to act for a period to be determined by the Executive Board.

15.

Any interested individual or institution will become a member upon the acceptance of the application for membership sent to the Executive Board of the SEEDI.

Any member of the SEEDI can resign at any time by sending a message to the Executive Board of the SEEDI.

16.

Each individual member of the SEEDI has one vote in the SEEDI.

If it is not possible for all members to be present at a SEEDI meeting, the quorum is constituted by half of the SEEDI members.

If a voting procedure is organized by using the SEEDI-mailing list, the procedure shall last at least one week, except if the Executive Board decides in the opposite sense. If a voting procedure is organized by using the SEEDI-mailing list, the members of the SEEDI that take part in the voting procedure form the quorum.

In each SEEDI vote, decisions are taken with more than one-half of the total number of the individual SEEDI members present at the SEEDI meeting or taking part in the voting procedure organized by using the SEEDI-mailing list.

In the absence of the quorum, the SEEDI may discuss issues, but may not make any formal decisions.

17.

Each member of the Executive Board of the SEEDI has one vote in the Executive Board.

If it is not possible for all members of the Executive Board to be present at a SEEDI meeting or to take part in a discussion through the SEEDI-mailing list, the quorum is constituted by half of the SEEDI members of the Executive Board.

In each voting of the Executive Board, decisions are taken with more than one-half of the total number of members of the Executive Board.

In the absence of the quorum, the Executive Board may discuss issues, but may not make any formal decisions.

