



KNOWLEDGE CENTRE ON INTERPRETATION

Governance structure

- 1. Editorial/core Team.** An agile, always-in-contact structure with a limited number of members in charge of the day-to-day management.

Main tasks:

- Monitor registration and access.
- Monitor content and updates, including deleting and editing.
- Create content and updates, where appropriate.
- Create, animate with comments and contributions, and monitor the collaborative spaces.
- Act as a hub – receiving contributions and sending them out to the appropriate sub-editors (thematic and/or language – see workflow below), then validating.
- Receive and deal with any reports of misconduct, and inform all parties of the editorial decision.
- Publishing user-generated content post editing/validation.
- Reception, filtering and processing of messages from users.
- Contribute to the promotion and the social media impact of the Knowledge Centre on Interpretation in close contact with the communication unit
- Keep the platform alive by identifying and inviting to participate to other parts of DG Interpretation or to external users to take advantage of the platform possibilities: create Communities, create Forums, react to post or comments, etc.

Members/Editors:

For the day-to-day management of the platform:

- Project/Content manager
- Webmaster/web editor

For regular information and consultation on an ad-hoc basis:

- 3 further representatives from other parts of DG Interpretation

Sub-editors:

- Public Service Interpreting and Legal interpreting
- Innovation
- Sign Language
- When new types of interpretation or new topics are added further sub-editors will be appointed

Reports to:

- The Head of unit responsible who, and when appropriate, will report further to senior management (Director and Director-General)

2. **Steering Committee.** A more consolidated governance structure to establish general guidelines for the platform to meet at least twice a year.

Main tasks:

- Establish scope and objectives.
- Define and approve the general editorial policy of the platform.
- Monitor the medium and long-term evolution of the platform
- Take stock of latest developments and advise on future ones.
- The place for external users to bring new ideas and suggestions.

Members:

- Editorial/core team + 4 further representatives from other parts of DG Interpretation + 2 representatives of our external partners¹

Reports to:

- SCIC Management Board

¹ Appointed on a rotating basis for minimum 2 and maximum 3 years.

3. Linguistic correspondents

Taking into account the multilingual character of the platform, there will be a correspondent in every single language unit in order to have direct input on cultural and linguistic diversity.

4. Community moderators

- The community moderator is the person who creates it. Any authenticated user can create a community.
- Their rights in terms of editing are limited to ‘reporting’ to the editorial team, who would be the appropriate instance to edit or delete.

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