

<b>Title</b>	CLARIN Knowledge Centre application
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### **Background**

One of the building bricks of the CLARIN Knowledge Sharing Infrastructure are knowledge centres (abbreviated K-centres). Their role is to provide a place (physical or virtual) where people can get cross-border access to knowledge and expertise in specific areas. They can be

- physical: a group of people in one physical location or institute  
or virtual: people spread over various locations in one or more countries
- thematic: specialized in one topic  
or broad: covering a variety of topics
- proactive: e.g. by offering face-to-face or web-based training courses  
or reactive: e.g. helpdesks, advice, consultancy), or both.

The instruments they use may vary. Knowledge centres may or may not offer technical infrastructure or data services as well (e.g. as a CLARIN A- or B-centre), and may be located in or outside CLARIN ERIC countries.

### **Criteria**

The criteria for being recognized as a K-centre are the following (in some cases a simple confirmation is sufficient):

1. **Scope:** In their application and on their website the applicants provide a clear description of the scope of their services (e.g. helpdesk, hosting, technical assistance, courses).
2. **Website:** In their application the applicants should provide the URL of (a first draft of) the welcome page of their K-centre. As for the content of this website one could think of the following potential building bricks (the selection of which may also be dependent on the theme):
  - description of what is offered
  - guide for getting started
  - documentation
  - relevant standards
  - instructions and guidelines
  - walkthrough
  - online tutorial
  - faq
  - wiki or other forum for discussions
  - contact details

Every page should be available at least in English
3. **Themes:** In their application and on their website they provide a clear description of the thematic areas they cover and a proposed name for the centre (max 50 characters), and if possible a short name or acronym. The long name should include "CLARIN" and should reflect the main theme(s) covered.
4. **Audiences:** In their application and on their website they provide a clear statement of the audiences they serve (e.g. humanities scholars, infrastructure operators, ...).

5. **Registration:** The knowledge sharing activities they offer (proactive and reactive) should be registered in the CLARIN Knowledge Sharing Registry (see comment below) and kept up-to-date by the applicant.
6. **International:** They serve the CLARIN community at large (as opposed to operating just at the national level), and offer their services at least in English.
7. **Reactive and proactive:** At least part of their knowledge services are reactive (i.e. they react to requests from customers, i.e. not just a website with useful information).
8. **Response time:** They respond to queries and requests within 2 working days (at least acknowledgement and info about further procedure).
9. **Publications:** In their application for recognition they should list 5 major publications over the last 3 years in the thematic areas covered.
10. **Critical mass:** They should have sufficient critical mass consisting of at least 1 chair or 3 fte permanent staff (but see comment below), which may be distributed over different physical locations, not necessarily in the same country.
11. **Distributed:** If the centre is virtual (i.e. distributed over different institutions) the application has to specify the participating institutions and has to provide a description of the way the collaboration between the centres is organized to ensure that they can act as one knowledge centre.

### **Application process**

Applications (see comment below) to be recognized as a CLARIN K-centre should be submitted by the head of the institution(s) to the CLARIN ERIC Office. They will be reviewed by the CLARIN Knowledge Sharing Infrastructure Committee, which will send feed-back or requests for clarification to the applicant and make its recommendation to the Board of Directors.

The recognition will be valid for three years. Recognized K-centres will be listed on the CLARIN website.

### **Comments**

1. **Application forms:** At this moment there is no template for the application. You can just use the 10 points above as a checklist and provide a numbered list of responses.
2. **KS registry:** You will receive instructions on how to feed your details into the registry and maintain your date when your application has been processed.
3. **Critical mass:** It has been pointed out to us that in some countries the existence of a chair in an area has no predictive value for the critical mass, and that fte permanent staff would count as a better measure. On the other hand we know that e.g. in German universities permanent positions are only available for professors (and maybe also cleaning staff), and that the average professor comes with a cloud of PhD students and Postdocs on temporary contracts. Rather than to embark on a bureaucratic exercise to develop objective and universal criteria for critical mass we hope that the two criteria mentioned will lead to a common interpretation of what is meant by critical mass: properly anchored in the organization, and not based on individual hobby horses. Please note that the critical mass requirement serves to ensure sustainability of the K-centre, and leaves completely open how much effort the centre will put into providing the services.