Memorandum of Understanding
for
International Data Week 2016

This is an agreement between Research Data Alliance/United States (RDA/US), World Data System (WDS) and the Committee on Data for Science and Technology (CODATA).

1. Scope

RDA/US, WDS and CODATA has established this agreement concerning the organization of the event titled International Data Week, hereafter referred to as the Event, which will take place in Denver, Colorado from September 11-16, 2016. The Event will be co-organized by RDA/US, WDS and CODATA, hereafter referred to as the Parties. The Event will comprise the following:

- SciDataCon, which will be held on September 11-13, and led by WDS and CODATA
- International Data Day, which will be held on September 14, and led by WDS, CODATA and RDA/US
- RDA’s 8th Plenary Meeting, which will be held on September 15 and 16, and led by RDA/US

2. Agreement Structure

The Parties have agreed to the following:

- Composition, roles and responsibilities of the Steering, Program and Organizing Committee members
- Administration of the Contract with the Event Management Company, Capital Meeting Planning (CMP)
- Organization of the Event
- Financial Management
- Public Relations and Marketing of the Event

3. Composition

3.1 The Event Steering Committee (SC) will be composed of at least one representative from each Party. SC members will rotate chairing the SC meetings, which should take place at least once per month until six months before the event, twice monthly until two months before the event and weekly for the final two months. The SC will be responsible for:

- Financial supervision and management
- Definition of event objectives, targets and goals and supervision of all activities to ensure they are achieved
- Definition of the event branding and core messaging
- Nomination of Program and Organizing Committee members
3.2 The Program Committee (PC) will be composed of one representative from each party, and six other members, nominated by the SC, that represent the scientific and technological goals of the Event and be responsible for defining a balanced program based on the Event objectives and targets set by the SC.

3.3 The Organizing Committee (OC) will be composed of at least one representative per party and be responsible for the entire organization in terms of logistics prior to, during and post Event.

4. Administration of Contract with Event Management Company

The Parties have agreed that Rensselaer Polytechnic Institute (RPI), on behalf of RDA/US, will sign a separate contract with CMP. CMP will be responsible for signing the contract with the venue hosting the Event, paying the related venue expenses, and managing onsite logistics and related tasks.

Registration and sponsorship revenue and available organizational funding will be used to reimburse CMP for the venue expenses it incurred and pay the expenses referenced in the contract between RPI and CMP. Parties agree to equally divide the expenses associated with the RPI/CMP contract (WDS to pay 1/3, CODATA to pay 1/3 and RDA/US to pay 1/3).

5. Organization of the Event

All Parties will be involved in the organization of the Event. WDS and CODATA will take responsibility for the organization of SciDataCon meetings. RDA/US will take responsibility for the organization of its 8th Plenary Meeting. WDS, CODATA and RDA/US will take responsibility for the organization of International Data Day.

6. Financial Management

The SC will be responsible for reviewing the budget and making strategic financial decisions. The SC agrees to use the IDW Master Budget to manage expenses.

6.1 Collection of Registration Revenue

CMP will collect Registration revenue for the Event, which will be allocated as follows:

- Revenue collected from registration for SciDataCon will be equally divided between WDS and CODATA to pay SciDataCon event expenses (WDS to pay ½ and CODATA to pay ½) and their individual share of the CMP contract expense
- Revenue collected from registration for RDA’s 8th Plenary will be used to pay the expenses incurred by RDA/US to pay RDA’s 8th Plenary event expenses and its share of the CMP contract expense
- Revenue collected from registration for International Data Day will be divided equally among WDS, CODATA and RDA/US to pay International Data Day’s event expenses (WDS to pay 1/3, CODATA to pay 1/3 and RDA/US to pay 1/3) and their individual share of the CMP contract expense
6.2 Collection of Sponsorship Revenue

CMP will collect Sponsorship revenue for the Event, although Parties agree to accommodate alternative collection methods if required by sponsors. Sponsorship revenue for the Event will be allocated as follows:

- 4/15 of the Sponsorship Revenue will be used to pay the related expenses incurred by WDS for SciDataCon and International Data Day and their share of the CMP contract expense
- 4/15 of the Sponsorship Revenue will be used to pay the related expenses incurred by CODATA for SciDataCon and International Data Day and its share of the CMP contract expense
- 7/15 of the Sponsorship Revenue will be used to pay the related expenses incurred by RDA/US for RDA’s 8th Plenary and International Data Day and their share of the CMP contract expense

6.3 Outstanding Expenses

In the case of insufficient Registration or Sponsorship Revenue to cover each organizations’ expenses, each Party understands it must pay CMP or RPI the remainder of its outstanding balance.

6.4 Potential Profits

In the case of a remaining profit after expenses are paid, Parties agree to allocate funds in accordance with proportions specified in section 6.2.

7. Public Relations and Marketing of the Event

Parties will coordinate to promote event to its audiences utilizing its respective communication channels, including website, e-mail marketing, and social media.

Entered into in good faith by:

Francine Berman, RDA/US Chair

Simon Hodson, CODATA

Mustapha Mokrane, WDS