

RDA Plenary Session Application Review Criteria

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This document outlines the criteria to be followed during reviewing RDA groups (Working, Interest Groups, Community of Practice) and Birds of a Feather (BoF) session applications for plenary meetings.

Session applications are reviewed by the RDA Secretariat and Technical Advisory Board members.

All Session applications must:

- Comply with the RDA [Guiding Principles](#).
- Demonstrate geographic diversity as well as equity, and inclusion in its agenda and participating speakers.
- Propose innovative topics.
- Be complete, adhering to the format and guidelines provided.
- Provide a clear agenda with sufficient time allocated for participant engagement and interaction, thereby avoiding consecutive presentations by speakers.
- Be distinct insofar as RDA asks that only one session is applied for per group to encourage diversity, equity, and inclusion within the programme schedule. This does not apply to BoF or Joint session applications.
- Have a brief (7-10 words) and more descriptive session title.

Working Group (WG) Session applications must:

- Be from a group that is endorsed or has at least submitted its Statement of Work (SoW) and is currently in the review process.
- Align with the work plan outlined in the WG case statement and correspond to the application form requirements.
- Be accepted, where possible, to allow them to progress their work.

NOTE: In the case of Maintenance Working Groups, include clear details on the value of the session, including but not limited to, adoption updates, new releases, and plans for future work to supplement Outputs.

NOTE: In the case of Historical Groups only be granted where there are spaces, and all eligible / accepted sessions are accommodated. In principle, Historical Groups are not active and therefore a clear rationale for revival should be included in the application.

Joint Groups Session applications must:

- Clearly demonstrate collaboration and 'bridge building' between participating groups.
- Involve equal contributions from participating groups to the agenda and session activities.

BoF Session applications must:

- Be clearly relevant to the RDA, introducing innovative ideas into the RDA community that lead to potential new global activities.
- Complement and not overlap with [existing RDA groups](#) (overlap with historic groups may be permitted).
- Not focused exclusively on one technology / product.
- Clearly state the rationale for why they are being re-submitted if they have previously taken place at a Plenary.
 - BoFs should NOT be recurring sessions at Plenary meetings but should either progress to a group application or be 'retired' due to lack of interest, resources, or other reason.