



DARIAH National Coordinator Handbook

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DARIAH National Coordinator Handbook

Drafted by Edward Gray, DARIAH Officer for National Coordination

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Welcome to DARIAH, and to your new role as National Coordinator! National Coordinators (NCs) are key players in the DARIAH infrastructure, as they are in charge of the scientific activities of their national consortium, its daily operation, and being the interface between DARIAH-EU and their national communities.² As this is a significant task, we suggest as well the nomination of a Deputy National Coordinator, who can stand in for the National Coordinator when they are unavailable and ensure that your consortium's needs are met. This Handbook is meant to be a comprehensive, even if it is not exhaustive, document that can help not only new National Coordinators, but also serve as a reference work for currently active National Coordinators, Deputies, and their staffs.

National Coordinators are, by right, standing members of the DARIAH National Coordinator's Committee, where different NCs meet and organize, in order to represent the needs of their national consortia, and to receive information and give feedback to DARIAH-EU. One can broadly think of two aspects of this role: those focused on national organization, and those focused on representing your country within the DARIAH and broader European ecosystem. More specifically, there are three types of tasks one is faced with as National Coordinator: Running the national consortium both on a day-to-day basis as well as with a strategic plan in mind for the future, assuring the flow of information between the EU and National nodes, and handling reporting.

In terms of daily operations for a national consortium, that is up to each Member to decide according to their internal processes, policies, and strategy. Nevertheless, DARIAH-EU

¹ Please note that due to operational reasons, this update is published while the new DARIAH website is still in deployment. While every effort has been made to ensure links remain valid and alive, it may happen that a link does not resolve. Please contact DARIAH-EU staff in this case, if you cannot find what you are looking for.

² Full definition of National Coordinator, from DARIAH Statutes: "Person appointed by the National Coordinating Institution on behalf of a Member or an Observer, who acts as the scientific leader of the National Consortium, and as a link between DARIAH ERIC and the National Consortium. National Coordinators may appoint a Deputy."

<https://www.dariah.eu/wp-content/uploads/2026/04/DARIAH-ERIC-Statutes-Version-February-2026-1.pdf>

colleagues are more than happy to help, answer questions, provide tips based on what we've seen that works, and give feedback on ideas - but it is up to each country to decide how to run and organize itself.

In terms of international duties, we can think of them in terms of active participation in DARIAH-EU, reporting via the annual "Unified National Report," spreading news amongst your national consortium. We recommend that the NC surrounds themselves with a staff that can help them with the significant task that is running a national consortium. Running a national consortium is an intensive commitment, and help is often appreciated, as we cannot always be in the same place at once. To this end, we strongly suggest that you nominate a Deputy National Coordinator.

National Coordinator Onboarding

National Coordinators are named by the National Coordinating Institution, and upon reception of their nomination at DARIAH-EU, the new National Coordinator will be invited to join relevant communication channels (Basecamp, etc) and invitations for upcoming National Coordination Committee meetings. The new NC will also be invited to have a meeting with DARIAH's Officer for National Coordination. During this meeting, the NC will be introduced to the community and the expectations, while answering any questions the new NC may have.

The new NC will also be asked if they would like to benefit from peer mentorship, where a current National Coordinator will meet with them and answer relevant questions, which DARIAH-EU will assist in setting up. Finally, a new National Coordinator can have a meeting after approximately 6 months in post with the Officer of National Coordination, and a meeting after nearly a year (or upon request) with a Director.

Aside from reading this Handbook, we also recommend reading over recent Annual Reports³ and the current Strategic Plan⁴.

The National Coordinators Committee (NCC)

The National Coordinators Committee is one of the two operational organs of DARIAH ERIC, and aims to integrate and coordinate national DARIAH activities at European levels⁵. It is made up of one National Coordinator for each Member and Observer country.

The NCC meets ten times a year: eight times online and twice in-person (before the Annual

³ [Annual Report 2023](#) & [Annual Report 2024](#)

⁴ [Strategic Plan 2019-2026](#) & Strategic Action Plan [2022-2025](#).

⁵ See DARIAH Statutes, Article 21

<https://www.dariah.eu/wp-content/uploads/2026/04/DARIAH-ERIC-Statutes-Version-February-2026-1.pdf>
& DARIAH Internal Rules of Procedure and Policies Section 7
<https://www.dariah.eu/wp-content/uploads/2024/12/IRP-Version-December-2024.pdf>.

Event, usually in May or June, and in November during the joint GA/NCC Meetings). Of the eight online meetings, five are “regular” meetings of 1 hour 45 min (January, March, May, September, December), and three, one-hour-long meetings on “thematic” topics (February, April, October) - that are dedicated to one subject.

While attendance is ideally restricted to National Coordinators, Deputies, and other National Coordination Staff for regular or in-person meetings, thematic meetings are intended to be more open within the DARIAH community, and National Coordinators are encouraged to invite relevant colleagues from their consortium to attend when the topic is relevant. Additionally, candidate countries that are particularly advanced in the application process may sit in on NCC meetings to help their transition to full Membership.

NCC meetings are generally on the third Monday of the month, and begin at 14:00 CE(S)T. This regularity is intended to give national coordinators and their staff the ability to anticipate and plan around other obligations.

Attendance by the National Coordinator, Deputy, or another member of the coordination staff is *vital* for the effective exchange of information in the European network. Despite this, we recognize that National Coordinators are often facing multiple, competing obligations in their professional lives. This is why DARIAH has established an Absentee policy that clearly outlines expectations.

A National Coordinator is considered to be absentee when they have missed three (3) NCC Meetings in a six (6) month period.

Concerning attendance, this is considered holistically for the national consortium, that is, a deputy’s attendance or someone designated to represent the NC in the case of a schedule conflict “counts” for attendance purposes.

Relationship with the National Representative (NR)

In general, it is ideal that a National Coordinator has a good working relationship with their National Representative, so that they can exchange on national priorities, while recognizing that the NC and the NR may have different visions of the infrastructure. We recognize that this is sometimes difficult due to workload or ministerial policies, nevertheless the most effective way to represent the interests of your national scientific community is through good communication between the National Representative (representing the ministry/funding agency) and the National Coordinator (representing the scientific community and national partner institutions).

One important manifestation of this is in preparation for DARIAH General Assemblies. The National Coordinator, ideally, acts as an advisor to the National Representative, informing them of their opinion of how DARIAH is working on both the national and European level, and their advice on how to vote on the various propositions in order to represent the best interests of their national consortium.

Similarly, during the General Assembly, a National Representative is permitted to come with two advisors, often this role is filled by the National Coordinator. In any event, this is an invitation which must be extended by the National Representative, and is not a standing right.

DARIAH Resources: Valorizing national resources

The *raison d'être* for a European research infrastructure like DARIAH is to mutualize resources, be they tools, data, or knowledge, and a key component of this is increasing the visibility and impact of your national resources across DARIAH's European platforms. We can think of these across four broad categories: Tools & Services, Pedagogical Resources, Data, and Publications. For more in-depth considerations, please read DARIAH's Services Policy.⁶

Tools & Services: DARIAH maintains a [Tools & Services Catalogue](#), which is in turn fed by entries on the [SSH Open Marketplace](#).⁷ We require National Coordinators and their staffs to ensure that tools and services declared as in-kind contributions to DARIAH are registered in the SSH Open Marketplace, so that they can then be brought into the Tools & Services Catalogue. For information on this process, see this [guideline](#). If you have further questions, please contact either [Edward Gray](#), DARIAH Officer for National Coordination, or [Laure Barbot](#), DARIAH Services Officer & Chief Editor of the SSH Open Marketplace.

Training & Education resources: DARIAH runs [DARIAH-Campus](#), which is a discovery and hosting platform for asynchronous self-directed Digital Humanities related courses, modules, and other pedagogical resources. We encourage National Coordinators to upload their national resources on this platform. In addition, DARIAH is one of the key partners in the [Digital Humanities Course Registry \(DHCR\)](#), a free and regularly updated catalogue of in-person courses and degree programmes across Europe and beyond. For more details on either of these, please get in touch with [Vicky Garnett](#), DARIAH's Training & Education Officer.

Data: Please follow the guidelines and principles outlined in the [DARIAH Data Policy](#)⁸, notably with regards to integration into [DARIAH's OpenAire](#). For questions, please contact DARIAH's Open Science Officer, [Françoise Gouzi](#).

Publications: In terms of platforms for hosting publications, beyond any national or institutional repository, DARIAH suggests using either DARIAH's [HAL](#) portal (HAL is a repository that is a

⁶ Durco, M., Barbot, L., Tasovac, T., Tóth-Czifra, E., Roi, A., Chambers, S., Benardou, A., Constantopoulos, P., Dobrova, M., Scharnhorst, A., Kálmán, T., Rißler-Pipka, N., & McConville, A. (2023). DARIAH Services Policy. Zenodo. <https://doi.org/10.5281/zenodo.10184825>

⁷ <https://marketplace.sshopencloud.eu/> The SSH Open Marketplace was developed part of the Horizon 2020 SSHOC project, and is maintained by the active collaboration of DARIAH, CLARIN, and CESSDA and forms a key part of the SSH Open Cluster and its contributions to the European Open Science Cloud.

⁸ Gouzi, F., Barbot, L., Durco, M., Chambers, S., & Tasovac, T. (2024). DARIAH Data Policy. Zenodo. <https://doi.org/10.5281/zenodo.14515142>

French contribution to DARIAH) or [Zenodo](#) (where we maintain a collection). Additionally, DARIAH maintains a [Zotero](#) library, organized by Member country, for publications related to DARIAH, DARIAH tools or data, published about DARIAH, or by people affiliated with DARIAH-EU or our national nodes. As part of our annual reporting metrics, keeping track of national publications is vital. Please see this [explainer](#) for more on the process and qualifications as DARIAH Publications. For further questions, please contact DARIAH's Open Science Officer, [Françoise Gouzi](#).

Reporting: The Unified National Report (UNR)

One of the most important obligations of the National Coordinator is reporting, accomplished via the Unified National Reporting tool, which reports both vital Key Performance Indicators (KPIs) and In-kind contributions. These KPIs are absolutely vital, as it allows us to valorize your national resources and reflect the strength of our network, once all national- and european-level data is compiled. This data allows us to show Ministries, the European Commission, and our communities the impact that we have. It is also a statutory obligation of DARIAH Member countries, as our business model relies on cash contributions to help run the (very light) DARIAH-EU office & in-kind contributions (noted through the Unified National Report) which pool and share resources across the network, and give a monetary figure to the work that your consortium does.

You will enter this data via the UNR reporting tool⁹, which was developed in-house to fit our needs. Contact DARIAH Staff (notably Edward Pinot Gray) for credentials to access the tool. You will receive both a general login, that you may choose to share with other members of your coordination staff, or even heads of various partner institutions; and a personal login as National coordinator, that allows you to submit your finalized report. Understand that as our reporting tool feeds into our DARIAH Knowledge Base, which acts as a “Source of Truth” for all DARIAH matters, the information that you enter will also be useful for keeping the DARIAH-EU website up to date.

The most up-to-date guidelines on what information is collected, suggested methodology, etc can be found in the [documentation for the tool itself](#). As well, lump-sum calculations can also be found through the UNR Tool's documentation page.¹⁰ You may also find it interesting to check out [this primer on the calculation of national in-kinds](#). If you have any questions, and particularly, if this is your first time, you are *strongly encouraged to contact Edward Pinot Gray to arrange a meeting with DARIAH-EU staff*.

In light of the importance of this task, DARIAH-EU has established a policy regarding the calendar of the UNR. The UNR platform will be open for a minimum of six weeks, and National Coordinators are expected to submit their report by the established deadline. If they are late, the following escalation will apply:

⁹ UNR Reporting Tool: www.reporting.dariah.eu

¹⁰ DARIAH [Policy on the financial value of DARIAH services and other IKCs](#)

In the event that a Member or Observer has not provided their annual national report by the stated deadline, the NC will receive a reminder from the DCO. If the report has still not been received within three weeks, the Chair and Vice-Chair of the NCC will contact the NC. If the report is not submitted within another two weeks, the Board of Directors (BoD) will contact the NC. Finally, if the report has not been received within a further four weeks, the Member's or Observer's National Representative will be informed.

N.B.: The most challenging part of reporting is not so much the figures themselves, but collecting them. This is why we encourage National Coordinators and their staffs to proactively plan for collecting data from year to year, and particularly, to approach national partners well in advance of year deadlines (which is usually in March or April, depending on the time of the Spring General Assembly).

Communication

All National Coordinators and Deputy National Coordinators are invited to join the [NCC Basecamp channel](#). This is the primary internal channel of communication within DARIAH, accessible only to those added, and all members are encouraged to use it to post information that may be useful or interesting to the group. The utility of Basecamp is that not only does it send an email, but as an online forum it provides a more permanent trace of the conversations so that information can be found more easily. Once added, you will receive an email inviting you to fill out your profile. While completion of this profile is not necessary to receive emails, it will allow you to log in and make comments.

In terms of disseminating information to the wider European network (e.g. CFP, events, fellowships or funding calls, job opportunities, publications, a significant national achievement), you are invited to circulate this information via Basecamp, and/or contact DARIAH staff directly (DARIAH Communication & Outreach Officer, [Eliza Papaki](#)) to circulate these events, calls, and other items on the DARIAH communication channels (DARIAH website¹¹, social media platforms¹² and monthly newsletters). We particularly encourage NCs to share “success stories” (good news in their national consortia) with the NCs via basecamp. DARIAH currently has a company page on LinkedIn and profiles on BlueSky, and Mastodon. DARIAH also has a Youtube channel and a Flickr account for archiving events pictures.

The DARIAH newsletters are sent out monthly on the last Wednesday of each month. You can sign up for the monthly DARIAH Newsletter [here](#), and if you have anything you would like to have featured in the newsletter you may write to [Eliza Papaki](#), Communications & Outreach Officer by the 20th of each month at the latest. Newsletter items should ideally be 100-150 words.

¹¹ <https://www.dariah.eu/>

¹² [LinkedIn](#), [BlueSky](#), [Mastodon](#), [X](#)

All National Consortia are featured on the DARIAH website in the relevant [members and partners page](#). Please keep an eye out for, and inform the DARIAH staff of, any necessary updates to your national page. Generally, National Coordinators should be able to update their national consortium webpage via the DARIAH Knowledge Base, though DARIAH staff remains available to help. In addition to this, all National Coordinators and Deputy NCs are featured under the [Organisation and Governance page](#). If you have any questions, you are invited to get in touch with Eliza & Edward.

Finally, highlights from the activities and achievements of the National Consortia and Cooperating Partners are featured in the DARIAH Annual Report. The Annual Reports are published annually in early Summer, both digitally on the DARIAH website and in print.¹³ Apart from that, each Annual Report features interviews with two National Coordinators and a spotlight on their countries as members of DARIAH. This work is coordinated by Officer for National Coordination, Edward Pinot Gray, and Outreach and Communications Officer, Eliza Papaki.

Other DARIAH-EU Bodies

The National Coordinators Committee is one of the most important bodies and organizations in DARIAH-EU, but is far from the only one.¹⁴

Similar in organization to the NCC is the **DARIAH General Assembly**, made up of the National Representatives of each Member and Observer state. This body is the governing organization of DARIAH, representing the Member States. The GA hires Directors, approves budgets and other financial reports, and votes to accept new Members, Observers, or Cooperating Partners, amongst other duties.

The other bodies in DARIAH are more closely attached to the European node of DARIAH. These include the Board of Directors, the Senior Management Team, the Joint Research Committee, the Scientific Board, and the Working Groups.

The **Board of Directors** (BoD) is the executive body of DARIAH-EU, and its legal representative. It is composed of three directors, who are elected by the General Assembly to serve a three-year term, renewable once. One of the directors will assume the role of President of the Board of Directors.

¹³ We traditionally distribute paper copies on request, and bring them to the in-person GA & NCC meetings in November. You can find all digital copies on our website:

<https://www.dariah.eu/about/documents>

¹⁴ More detailed descriptions of these bodies, including their administrative and legal framework, can be found in the DARIAH Statutes & DARIAH Internal Rules of Procedure and Policies document.

<https://www.dariah.eu/wp-content/uploads/2026/04/DARIAH-ERIC-Statutes-Version-February-2026-1.pdf> & <https://www.dariah.eu/wp-content/uploads/2024/12/IRP-Version-December-2024.pdf>

The **DARIAH Coordination Office** (DCO) is the administrative heart of the ERIC in charge of managing the day-to-day activities of the infrastructure. It consists of five distributed teams, in Berlin, Dublin, Paris, Toulouse, and The Hague.

The Board of Directors consults the **Senior Management Team** (SMT) on all general matters. The SMT is composed of the Chair and the Vice-Chairs of the National Coordinators Committee, as well as the Chair and Vice-Chair of the Joint Research Committee. In addition, the Chair of the Scientific Board and the relevant officers of the DARIAH-EU Coordination Office are invited to attend Senior Management Team meetings. The SMT plays a pivotal role in ensuring the balanced input of all of DARIAH's constituent bodies.

The **Joint Research Committee** (JRC) is responsible for the organization of the scientific and technical integration of DARIAH activities, and provides active advice to the Board of Directors. It often acts in a formal review capacity, for DARIAH events (Annual Event), funding calls (Theme & Working Group Funding), and other matters where their scientific expertise is called upon. Members of the JRC must be affiliated with an institution in a DARIAH Member country.

DARIAH **Working Groups** are grassroots organizations, both transdisciplinary and transnational, organized around common problems and methodological issues in digital humanities. There are currently 20 Working Groups ([see currently active list here](#)). Working Groups are grassroots organizations, representing the needs and interests of our communities, and as these interests ebb and flow, they sometimes are decommissioned. They are governed by the JRC, and organized by Working Group Chairs (one of whom must obligatorily be in a DARIAH Member Country), though members can and do come from all across the globe. Joining a Working Group is simple, as governance is in the hands of the Chairs, you write to them to be integrated into their organization and workflows. We encourage you, as National Coordinator, to ensure that your communities are aware of how Working Groups function, which Working Groups are available, and how to engage with them or even found a new Working Group!

The **Scientific Advisory Board** is an advisory body made up of five to ten independent experts, appointed by the General Assembly based on recommendations of the SMT, whose role is to provide advice and guidance to DARIAH on scientific and technical matters. In contrast to the JRC, its members are external and take a less-active role in day-to-day DARIAH activities.

How to Structure and Operate a DARIAH National Consortium

DARIAH-EU does not exercise control over how Members and Observers organize their national consortium. It is up to each consortium to compose its members, priorities, and actions based on their national strategy. In that sense, each Member or Observer is sovereign. Nevertheless, we recognize that there is sometimes desire, on behalf of National Consortia, for best practices and recommendations.

In terms of governance, we have found that it is useful to have a structured consortium with an agreed upon governance plan. Again, while each nation will decide how this is organized, we have found that the most effective national consortia structure themselves around a governing body that is made up of representatives of each Partner Institution. The remit of this governing body can change, from taking binding decisions to being consultative with regards to decisions (hosting events, defining national strategy, submitting funding applications from National Roadmap funding). As a result, the national DARIAH consortium is mechanically brought closer together as different institutions and actors have a formally-sanctioned (and necessary) place to exchange. By actively engaging consortium members in the actions and decisions of the national DARIAH organization, they feel more invested.

As far as managing your national consortium is concerned, we find that it is *vital* to have staff for whom managing and animating the national community is their job. Often, National Coordinators are established academics, who have multiple and competing obligations: this is normal, and why we suggest that, within the limits of budgetary constraints, an effort be made to hire colleagues who have time to focus on structuring, organizing, animating and otherwise operating the national consortium.

Furthermore, we've found that good communication is vital, both within your national consortium, and outside of it to your national digital humanities research communities. It goes almost without saying that it is important for the national consortium members to understand where the organization is heading, but it is a difficult task and worth insisting upon! You may consider setting up a national communications channel (Basecamp, Slack, Mattermost, etc) as well as a listserv for coordinators. You can write to Eliza Papaki or Ed Gray for advice on these matters.

External communication is valuable as well. We can build the most robust, useful research infrastructure in Europe, but it is not worth much if our users don't know that it exists, or how to access it! You may consider hosting a national website (to share news, events, links to resources, etc), as well as other communication channels such as public listservs, social media, etc.

We have also found that hosting events can be very fruitful, not just for the value of the event itself (conference, training workshops) but also for the knock-on benefits of bringing together the major DH actors in your country and beyond. We often joke that the most important part of meetings are the coffee breaks, and this is in many respects true - so run events, and give your communities the chance to meet and collaborate together! It is important to note as well that you can invite DARIAH-EU staff to these events, be they Directors or members of DCO, or even other National Coordinators or Working Group chairs.

In terms of composition of your national DARIAH consortium, this will naturally rely on the priorities and strategies of your country, and the modalities that are decided by Ministries with regards to adhesion. Nevertheless, we've found that the most successful DARIAH national consortia have several components: a commitment to provision of useful tools, services and

data useful for researchers, including but not limited to providing hardware and data hosting, major research-producing universities (or other means of integrating your communities), and engagement with the relevant cultural heritage institutions in your country (particularly within the Collections as Data movement).

This may seem daunting (for organizational and political reasons), especially if you are associated with a recently established consortium, but an englobing approach will ensure the long-term usefulness of your national consortium. Remember, ERICs exist as structuring mechanisms to align and organize the European Research Area, via research infrastructures. By combining service provision, data hosting, and community engagement, you can help build a national consortium that is not only successful, but vital for arts and humanities research in your country.

Useful DARIAH Contacts:

The following list is not exhaustive, but contains the DARIAH-EU persons that you are most likely to need to contact within your duties as National Coordinator. Please find [the full list here](#).

DARIAH Board of Directors

[Agiatis Benardou](#), President, Board of Directors
[Sally Chambers](#), Director, Board of Directors
[Susan Schreibman](#), Director, Board of Directors

DARIAH Coordination Office

[Arnaud Roi](#), Secretary-General
[Edward Pinot Gray](#), Officer for National Coordination
[Anne Grésillon](#), Legal & Administrative Officer
[Eliza Papaki](#), Outreach and Communications Officer
[Matej Ďurčo](#), Chief Technology Officer
[Marco Raciti](#), European Projects Officer
DARIAH Pillar Heads
[Laure Barbot](#), Officer for Service Development and Integration
[Michael Kurzmeier](#), Technical Officer
[Vicky Garnett](#), Training & Education Officer
[Françoise Gouzi](#), Open Science Officer
[Maria Ilvanidou](#), Community Engagement Officer

DARIAH National Coordinators Committee

Contact alias: ncc@dariah.eu
Richard Zijdeman, Chair of NCC 2026-2028
Rita Gautschy, Vice-Chair of NCC 2026-2028
Walter Scholger, Vice-Chair of NCC 2026-2028