

OAPA Special Interest Group (SIG) Guidelines

Purpose of OAPA SIGs

Open Access Publishing Association (OAPA) Special Interest Groups (SIGs) provide a platform for scholars, practitioners, and institutions to collaborate around shared interests in open access publishing, knowledge dissemination, and scholarly communication. Each SIG is designed to support dialogue, capacity building, and scholarly activities aligned with OAPA's mission.

The objectives of OAPA SIGs include:

- To grow diamond open access research leadership,
- To develop researcher capability aligned with open access principles, and
- To build communities committed to fair and open knowledge.

Proposal Process

Current OAPA Members are eligible to propose a new OAPA SIG, provided a SIG vacancy is available. Applicants must submit a proposal including:

- Name and theme of the proposed SIG
- Proposed aim aligned to the objectives of OAPA SIGs and OAPA's mission
- Rationale for the proposal
- Names and institutional affiliations of at least three members (include their Scopus or Google Scholar profiles)
- Proposed names and roles of two to three SIG Convenors.
- Outline of intended activities for the first year
- Expected outcomes and impacts of benefit to the OAPA community
- Proposed budget (see Funding below)

Proposals should be submitted to the OAPA Partnership Committee for review and endorsement. Approved SIGs will be presented to the OAPA Board for final approval.

Membership

Membership in any OAPA SIG is open to academics, researchers, practitioners, and professionals interested in the SIG's focus that are current members of OAPA. OAPA encourages participation from diverse institutions and regions. Variation of membership to SIGs is proposed by the SIG group and approved by the OAPA Partnership Committee.

Funding

Each approved SIG is eligible for up to **AUD \$1,000 across the financial year**, to support core activities like:

- Running webinars or workshops
- Hosting meetings or events
- Developing resources or publications
- Participating in or organising conference sessions

Open Access Publishing Association

ABN: 86 344 990 373

WEB: open-publishing.org

MAIL: secretary@open-publishing.org



The proposed budget will comprise up to a maximum of \$1,000 AUD per financial year from OAPA. It may be supplemented by other secondary partnerships or sponsorships subject to the approval of OAPA's Partnership Committee.

Expectations and Reporting

Each SIG will self-govern within OAPA rules. However, OAPA Partnership Committee expects at minimum:

- Two online webinars or equivalent for OAPA members, with nominal payments for non-OAPA members using OAPA Humanitix and MS Teams through the OAPA Membership Committee.
- An Annual Report of activities and outcomes (submitted in August annually).
- A financial summary of OAPA funds expended (submitted 30 June for financial year).
- Optional: contributions to the OAPA Newsletter.

Evaluation Criteria of the Proposal

Proposals will be evaluated by the Partnership Committee and the shortlist approved by the OAPA President:

- The SIG must demonstrate clear alignment with the objectives of the OAPA SIGs and OAPA Mission, particularly in fostering leadership in open access and equitable knowledge sharing.
- The SIG should outline meaningful and achievable outcomes that benefit the wider OAPA community. Must clearly outline how impact can be achieved.
- The budget allocation is clear, well-scoped, and manageable within the first year of commencement.
- The SIG should comprise a committed group with diverse expertise and institutional affiliations.

Timeline for 2025

The timeline for appointment of up to three SIGs in 2025 will be:

- Call for proposal: 25 April 2025
- Submission Deadline: 10 June 2025
- Review: June – July 2025
- Notice of Decision: 15 July 2025
- Commencement: 15 July 2025

Submissions should be made to: secretary@open-publishing.org

Review and Sunset Clause

SIGs will be appointed for a period of three years and be required to apply for extension if they wish to continue. Inactive SIGs may be dissolved at the discretion of the OAPA Board, following consultation with the Partnership Committee.

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