PODRŠKA STVARANJU DRŽAVNIH/REGIONALNIH ARHIVA
ISTRAŽIVAČKIH PODATAKA IZ OBLASTI DRUŠTVENIH NAUKA

SUPPORT FOR ESTABLISHMENT OF NATIONAL/REGIONAL
SOCIAL SCIENCES DATA ARCHIVES

Kick-Off Meeting

Sarajevo 16-17 February 2012

serscida.eu

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1. The SERSCIDA Kick-off Meeting in Sarajevo, Bosnia and Herzegovina

The first meeting of the operational phase SERSCIDA network gathered 15 participants in Sarajevo, Bosnia and Herzegovina, where seven SERSCIDA partners, from the 7 partners *Fondation Suisse pour la Recherche en Sciences Sociales* (Swiss Foundation for Research in Social Sciences) from Switzerland, *Goeteborgs Universitet* (University of Gothenburg) from Sweden, *University of Essex* from the United Kingdom, *Univerza v Ljubljani* (University of Ljubljana) from Slovenia, *Institut ekonomskih nauka* (Institute of economic sciences) from Serbia, *Filozofski fakultet Sveucilista u Zagrebu* (Faculty of Humanities and Social Sciences of the University of Zagreb) and Centar za ljudska prava Univeziteta u Sarajevu (Human Rights Centre of University of Sarajevo) (full list of participants in Annex I).

The Kick-off Meeting was attended by Open Access Policy Officer of the European Commission of DG Research & Innovation the highlight the role of the European Commission in the project implementation and participate in the discussion.

This was an opportunity for the SERSCIDA partners to work together in order to further define the thematic areas and themes that they will be working on together during the 30 months of the programme, to programme their future exchanges and to agree outcomes from the project.

The purpose of the Kick-Off meeting was to clarify in more detail all 6 work packages of the project, define roles of project partners in work packages that they do not lead, and co-leadership for those where two partners are sharing leadership.

The agenda of the Kick-Off meeting included (the Annex II includes the full Agenda):

- Discussion on Work Package operational plans
- Definition of list of external peer review experts
- Discussion on the Quality Assurance Plan
- Executive Steering Board Meeting

2. Opening speeches

The Kick-Off meeting was opened by **Sasa Madacki, Director of the Human Rights Centre of the University of Sarajevo** and **Jean-Francois Dechamp, Open Access Policy Officer of the European Commission of DG Research & Innovation**.

Sasa Madacki welcome everyone to Sarajevo and to the SERSCIDA project, expressed his pleasure at seeing the project implementation beginning. He apologised for the bad weather and snow storms, but work had to start and activities had to be implemented.

Jean-Francois Dechamp described the first programme Science and Society, a vertically based programme focused on the researchers. Information society and the media, developed more horizontally

for the citizens in general is a programme called digital agenda, which is more dedicated to European digitisation of archives in culture. These two programmes work together, but SERSCIDA is more linked to Science and Society, there are some overlaps of these two programmes. To help to understand to be coherent within SERSCIDA and within the Science and Society programme.

A few words on Open Access, the policy programme has been working on for a couple of years in a little team of three, trying to develop the principle and the implementation of OA to scholarly publications, but also to research data and this is why in 2011 we created this call for proposals that was quite focused on data. We needed some practical experience and we hope we will be able to gain this experience and get feedback from you in order to feed the Policy on Open Access, for us in the Commission, for projects that we fund but also for the member states. We want to have all researchers in Europe, at large, to be treated at the same level. This global idea is called European research area, where you have free circulation of researchers, mobility of researchers, in terms of interoperability of infrastructures in terms of intentional cooperation but also open access. We are preparing with our colleagues from Society and Media two documents that should be issues in June this year, a communication from the Commission and a recommendation to the member states. The communication is going to be a statement where the Commission will say that within FP7 and follow up 20/20, that there is a coherent policy for open access for publications and data and also any kind of research results, thesis, etc. The second document, a recommendation is not as strong as a directive or a rule, but with a recommendation we want to gently have member states focusing on dissemination and preservation of research results, to have some funding and some policies for open access strategies and dissemination of research results. We will be following up on this with the coordinator of SERSCIDA. (For more information please visit http://ec.europa.eu/research/science-society/index.cfm?fuseaction=public.topic&id=1294&lang=1)

Administration and finances, SERSCIDA needs to know that the rules are quite strong and that the Policy Officer's role is to be a buffer between reality here and the other reality that colleagues from the legal department and finances in Brussels have to deal with as every Eurocent has to be justified, as they are heavily scrutinised the by the court of auditors. I hope you have people in your institutions to help you with this work.

3. Discussion on Work Package plans

a. Work Package 1 – Project Management and Finances

The issues regarding budgeting of specific activities in work packages were discussed within those work packages. The key conclusion was that the budget for the activities was developed in a very general manner and that a more detailed budget will have to be developed within each of the SERSCIDA partners that can then be shared and discussed at the Executive Board Meetings. HRC shared the thinking behind the budget preparation in the project development process that is here presented as Annex III.

- It is agreed that changes in the budget can be communicated to the EC, through the Finance Officer and with a copy to the Project Officer, and that changes can be done as long as there are good arguments, and that the total budget is not exceeded.
- The Project Officer also stressed the significance of identifying support from the partners' own financial teams and persons in charge of finances in those institutions.
- Timesheets need to be kept for all staff or consultants paid from the SERSDICA project. These will not have to be sent to the Project Officer, but need to be maintained locally and kept on the premises.
- Once activities take up speed, a mechanism will be identified to share information on how the costs are managed and spent by each of the participating partners.
- The Project Officer is open for all additional questions the partners might have on the financial issues.
- Communication: it was agreed that there will be a mailing list for the partners which will be shared for daily communication and coordination of work package implementation, while specific information only will be shared with the Project Officer and he will not be a member of the mailing list.

b. Work Package 2 - Mapping the existing potentials was presented by Hans Joergen Marker, UGOT.

The objectives of the Work package "Mapping the existing potentials" are to:

- Develop methodology for analysis of existing potentials for establishment of social science digital data archives in the WB region
- Analyse existing potentials and infrastructure for data archiving in the WB countries involved
- Provide recommendations for making use of the existing potentials, if any

The discussion that followed defined further specific details on this work package:

Questions	*Answers, Conclusions*
When we would start with field work?	It was agreed that the first draft of the methodology with instruments would be submitted by end of April, while these would be finalised by end May.
Hilary suggested that SERSCIDA uses and has a look at the ...project, not to use the questionnaire in its entirety, but to use is it to get an idea of what the whole process is about.	
In terms of methodology what were the tools planned?	Need to understand the potentials of the partners, what knowledge do we have between

	ourselves. Providers, users, policy makers would all participate. This needs to give us answers such as, would researchers want to do online manipulation of data, how many data sets can we gather and what can policy makers do to share the data and support the process. It was suggested that the three partner organisations do a **Stakeholder analysis** of potential providers, users and policy makers. It was also agreed that a **mapping of areas** where the research will take place to ensure that the area is short-listed, i.e. the bigger areas first. The field work would be done by phone, skype and online. It was suggested that the stakeholder analysis includes also those who **fund research**.
	It was suggested that parallel to this research partner countries identify **what policies are in place** to foster the data archive founding process.
Keep in mind that the interviews, in particular those by phone and skype are going to be promoting the Open Access approach.	Be prepared to **promote Open Access** and have some arguments and important points on Open Access ready.

c. Work Package 3 – Policy dialogue and conference was presented by Aleksandra-Bradic Martinovic and Bojana Radovanovic, IEN.

This work package is dedicated to setting the agenda and list of potential participants, including activities:

- List of potential participants
- List of themes for meetings and round-table sessions
- Realization of meetings and round-table sessions - from October, 1st until the end of December, 15th 2012
- Three days conference in Belgrade would bring together
    - All SERSCIDA researchers
    - Stakeholders
        - Expectations:
    - Serbia – 60 participants
    - Croatia – 40 participants
    - Bosnia and Herzegovina – 40 participants
    - CESSDA institutions – 30 participants

Questions	*Answers, Conclusions*
Could the CESSDA meeting take place at the	Hans Joergen Marker will check this and give

same time as the Conference?	feedback to SERSCIDA
How can we have so many participants, can this be reduced?	It was agreed to **reduce the number of participants**, in particular having in mind the budget for the Conference.
	Restructure the Conference programme to provide parallel sessions in place of concurring once.

d. Work Package 4 – Building capacities for establishment of SSDDA was presented by Hilary Beedham, UEssex.

The objective of this work package is to support the preparation of a detailed action plan for the establishment of a social science digital data archive(s) in the region of Western Balkans and to provide training for potential institutions on how to set up the digital data archive(s).

- The WP 3 and Conference outcomes will have direct impact on the implementation of this WP and key actors in the establishment and management of the archive(s) will have been identified. The action plan preparation process will include all three countries with the support of SERSCIDA partners, but also CESSDA members will have a key impact on the action plan development.
- Training for partners will be organised at the four CESSDA member partners in UEssex in the UK, while visits will be organised to the data base archives in UL in Slovenia, FORS in Switzerland and UGOT in Sweden. A total of 15 persons, 5 from each country, will be trained in UEssex and will visit the three data base archives hosted by the CESSDA member partners.

e. Work Package 5 - Establishment of prototype SSDDA was presented by Brian Kleiner and Bojana Tasic, FORS.

This work package is the crown of the project implementation as it is intended to provide the main preconditions for the establishment of the archive(s), establish prototypes for testing and prepare the basis for future activities for the establishment of the archive(s) and their functioning:

- The work package will start off by reviewing previous work that addressed conditions for establishing data archives (e.g., CESSDA- PPP) and then based on the results of WPs 3 and 4 identify specific conditions or qualifications that apply in the three countries. The preparation process would entail defining all relevant preconditions for setting up archives in the three countries.
- The second part of the task will be to evaluate the needs and available resources, in particular regarding existing technical platforms in relation to needs, resources, and local IT infrastructures. The next step would be to select, adjust, and test most appropriate and readily usable technical platform(s) for the three countries.
- The finalisation of the WP would include the definition and codification of policies on data access and use and documentation standards; definition of staff types and related profiles. The three participating partner countries, Bosnia and Herzegovina, Croatia and Serbia would have a leading role in defining the budgetary requirements for a 5 year period for the establishment of the archive(s).

f. Work Package 6 – Dissemination

The dissemination discussion was focused on the development of the web site and on the dissemination meeting planned for month 30 in 2014:

- Web page: it was agreed that the web page will be in all three languages and in English, while information pertaining to a specific country, for instance Croatia, will appear only in Croatian and in English. The country team putting up information on the web site will be obliged to provide the translation of the news into English, too. HRC will lead in identifying a designer for the SERSCIDA logo and web site design, as well as the purchase of the www.serscida.eu web address. FFZG offered to participate in the IT design of the process. It was agreed that the web site will be developed to enable all SERSCIDA partners to insert news.
- Dissemination meeting is seen as a follow-up on the Conference in 2013 that would review the project accomplishment and the review the policy looking ahead at its implementation. Another significant topic for the meeting would be the connections between SERSCIDA and other similar projects, as well as similar networks.

g. Definition of list of external peer review experts.

It was agreed that the SERSCIDA partners will share a list of peer review experts with the Project Coordinator, who will contact the suggested peer review experts and communicate their interest to the group.

4. Discussion on Quality Assurance Plan

An external peer review process will be implemented for each major deliverable to be submitted. The list of the potential external reviewers will be set up at the Kick-off meeting of the partners. The UGOT together with HRC Sarajevo will also develop a quality assurance plan. The quality assurance plan will additionally define procedures for the project management. The UGOT experts will check the deliverables subject to quality assurance processes, i.e. check the deliverables assuring consistency in criteria such as quality of the content, length, consistency, major strengths and weaknesses. Suggested changes will be implemented by the partners responsible for particular deliverables.

Annex I SERSCIDA Kick-Off Meeting List of Participants

SUPPORT FOR ESTABLISHMENT OF NATIONAL/REGIONAL SOCIAL SCIENCES DATA ARCHIVES

KICK-OFF MEETING

16-17. February, 2012

Human Rights Centre of University of Sarajevo, Sarajevo, Bosnia and Herzegovina

List of participants

	Institution	Name
1.	EC	Jean-Claude Dechamp
2.	UEssex	Hilary Beedham
3.	FORS	Brian Kleiner
4.	FORS	Bojana Tasic
5.	UGOT	Hans Joergen Marker
6.	UL	Irena Vipavc
7.	UL	Janez Stebe
8.	FFZG	Marijana Glavica
9.	FFZG	Alen Vodopivec
10.	IEN	Bojana Radovanovic
11.	IEN	Aleksandra Bradic-Martinovic
12.	IEN	Aleksandar Zdravkovic

	Organisers	Name	Tel	email
13.	US	Saša Madacki	+387 (0)33 66 82 51	SM@hrc.unsa.ba
14.	US	Lejla Somun-Krupalija	+387 (0)62 332 912	LSK@hrc.unsa.ba
15.	US	Aida Mehičević	+387 (0)33 66 82 51	AM@hrc.unsa.ba

Annex II SERSCIDA Kick-Off Meeting Agenda

SUPPORT FOR ESTABLISHMENT OF NATIONAL/REGIONAL SOCIAL SCIENCES DATA ARCHIVES

KICK-OFF MEETING

16-17. February, 2012

Human Rights Centre of University of Sarajevo,[1] Sarajevo, Bosnia and Herzegovina

Draft Agenda

Chair: Lejla Somun-Krupalija

Thursday, 16 February	**DAY ONE**	
10.00	Opening	
	Saša Madacki	Human Rights Centre of University of Sarajevo
	Jean-François Dechamp	European Commission Directorate-General for Research and Innovation
10.30	Discussion on Work package operational plans	
	WP2 - Mapping the existing potential	Goeteborgs Universitet, Sweden
11.30	Coffee break	*provided by Human Rights Centre*
11.45	WP3 – Policy dialogue and conference	Institut ekonomskih nauka, Serbia
12.45	Lunch	*provided by Human Rights Centre*
14.00	WP4 - Building capacities for establishment of SSDDA	University of Essex, United Kingdom
15.00	Definition of list of external peer review experts	
15.30	Coffee break	*provided by Human Rights Centre*
16.00	WP5 - Establishment of prototype SSDDA	Fondation Suisse pour la Recherche en Sciences Sociales, Switzerland
17.00	Close of day one	
20.00	Evening out	after-dinner drinks in city center, location to be confirmed *(drinks not covered by the budget)*

[1] Please see page three for map and directions.

Friday, 17 February	DAY TWO	
09.00	WP6 – Dissemination	University of Sarajevo, Bosnia and Herzegovina
10.00	Discussion on the Quality Assurance Plan	Goeteborgs Universitet, Sweden
10.30	Coffee Break	*provided by Human Rights Centre*
11.00	WP1 – Project Management and Finances	University of Sarajevo, Bosnia and Herzegovina
12.30	Lunch	*provided by Human Rights Centre*
13.30	Kick off meeting conclusions	
14.00	Executive Steering Board meeting	
16.00	Close of Kick-off meeting	
19.00	„Sinergy“ Jevgenij Xaverjev – cello , Sanja Stijacic – flute , Ehlimana Tikveša – piano	Bosniak Institute[2] and after-concert drinks at nearby cafe *(concert tickets free, drinks not covered by the budget)*

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[2] http://www.bosnjackiinstitut.ba/home/sadrzaj/80

Annex III The thinking behind the budget development process

	HRC Sarajevo	FORS	UGOT	Uessex	ADP	IEN	FFZG
WP1							
1. Kick off meeting Sarajevo	Consumables (lunch---) **380 EUR**	Travel costs Lauussane-SA-Lausanne (2 persons) **1.350 EUR**	Travel costs Gothenborg-SA-Gothenborg (2 persons) **1.350 EUR**	Travel costs Essex-SA-Essex (2 persons) **1.350 EUR**	Travel costs Ljubljana-SA-Ljubljana (2 persons) **600 EUR**	Travel costs Beograd-SA-Beograd (2 persons) **600 EUR**	Travel costs Zagreb-SA-Zagreb (2 persons) **400 EUR**
		accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons three nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**
2. 2nd Project Partners Meeting Belgrade	Travel costs SA-Belgrade-SA (1 person) **200 EUR**	Travel costs Lauussane-BG-Lausanne (1 person) **750 EUR**	Travel costs Gothenborg-BG-Gothenborg (1 person) **550 EUR**	Travel costs Essex-BG-Essex (1 person) **675 EUR**	Travel costs Ljubljana-BG-Ljubljana (1 person) **250 EUR**	Consumables - lunch **200 EUR**	Travel costs Zagreb-BG-Zagreb (1 person) **200 EUR**
	accommodation plus meals (1 person 2 nights) **400 EUR**	accommodation plus meals (1 person 2 nights) **400 EUR**	accommodation plus meals (1 person 2 nights) **400 EUR**	accommodation plus meals (1 person 2 nights) **400 EUR**	accommodation plus meals (1 person 2 nights) **400 EUR**		accommodation plus meals (1 person 2 nights) **400 EUR**
3. 3rd Project Partners Meeting Zagreb	Travel costs SA-Zagreb-SA (1 person) **200 EUR**	Travel costs Lauussane-ZG-Lausanne (1 person) **675 EUR**	Travel costs Gothenborg-ZG-Gothenborg (1 person) **475 EUR**	Travel costs Essex-ZG-Essex (1 person) **675 EUR**	Travel costs Ljubljana-ZG-Ljubljana (1 person) **200 EUR**	Travel costs Beograd-Zagreb-Beograd (1 person) **250 EUR**	
	accommodation plus meals (1 person 2 nights) **300 EUR**	accommodation plus meals (1 person 2 nights) **300 EUR**	accommodation plus meals (1 person 2 nights) **300 EUR**	accommodation plus meals (1 person 2 nights) **300 EUR**	accommodation plus meals (1 person 2 nights) **300 EUR**	accommodation plus meals (1 person 2 nights) **300 EUR**	Consumables - lunch **500 EUR**

4. Final Review Meeting Sarajevo	Consumables (lunch---) **700 EUR**	Travel costs Laussane-SA-Lausanne (2 persons) **1.320 EUR**	Travel costs Gothenborg-SA-Gothenborg (2 persons) **1.350 EUR**	Travel costs Essex-SA-Essex (2 persons) **1.350 EUR**	Travel costs Ljubljana-SA-Ljubljana (2 persons) **600 EUR**	Travel costs Beograd-SA-Beograd (2 persons) **600 EUR**	Travel costs Zagreb-SA-Zagreb (2 persons) **400 EUR**
		accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**	accommodation plus meals (2 persons 3 nights) **600 EUR**
WP2							
	local travel					local travel	local travel
WP3							
Conference participation	Travel costs SA-Beograd-SA (25 persons) **5.000 EUR**	Travel costs Lauussane-BG-Lausanne (3 persons) **2.025 EUR**	Travel costs Gothenborg-BG-Gothenborg (3 persons) **2.025 EUR**	Travel costs Essex-BG-Essex (3 persons) **2.025 EUR**	Travel costs Ljubljana-BG-Ljubljana (3 persons) **750 EUR**	local travel (25 persons max) **1.300 EUR**	Travel costs Zagreb-BG-Zagreb (25 persons) **5000 EUR**
	accommodation plus meals (25 persons 3 nights) **11.250 EUR**	accommodation plus meals (3 persons 3 nights) **1.350 EUR**	accommodation plus meals (3 persons 3 nights) **1.350 EUR**	accommodation plus meals (3 persons 3 nights) **1.350 EUR**	accommodation plus meals (3 persons 3 nights) **1.350 EUR**		accommodation plus meals (25 persons 3 nights) **11.250 EUR**
Speakers						10 max	
Conference room						3 days **150 EUR**	
Brochure						full color **8.000** EUR	
Refreshments						100 persons max **700 EUR**	
WP4							

Elaboration of action plan - first meeting (brainstorming) Ljubljana	Travel costs - Sarajevo-Ljubljana Sarajevo (2 persons) **600 EUR**	Travel costs Lauussane-Ljubljana-Lausanne (2 persons) **1.600 EUR**	Travel costs Gothenborg-Ljubljana-Gothenborg (2 persons) **850 EUR**	Travel costs Essex-Ljubljana-Essex (2 persons) **600 EUR**	Consumables-lunch **650 EUR**	Travel costs Beograd-Ljubljana-Beograd (3 persons) **250 EUR**	Travel costs Zagreb-Ljubljana-Zagreb (2 persons) **200 EUR**
	accomodation plus meals (2 persons 2 nights) **600 EUR-+**	accommodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR**		accommodation plus meals (3 persons 2 nights) **900 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR-**
Elaboration of action plan - second meeting (brainstorming) Zagreb	Travel costs - Sarajevo-Zagreb Sarajevo (2 persons) **400 EUR**	Travel costs Lauussane-Zagreb-Lausanne (2 persons) **1.350 EUR**	Travel costs Gothenborg-Zagreb-Gothenborg (2 persons) **1.200 EUR**	Travel costs Essex-Zagreb-Essex (2 persons) **1.350 EUR**	Travel costs Ljubljana-Zagreb - Ljubljana (2 persons) **200 EUR**	Travel costs Beograd-Zagreb-Beograd (3 persons) **300 EUR**	Consumables - lunch **650 EUR**
	accomodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (2 persons 2 nights) **600 EUR**	accommodation plus meals (3 persons 2 nights) **900 EUR**	
Working visits (2 days working - 4 nights in each: Laussanne, Gothenburg, Essex, Ljubljana)	5 persons from B&H (travel, accommodation) **23.625 EUR-travel 11.625 + 12.000 EUR accommodation**	hosting costs - lunch,refreshments **1.400 EUR**	hosting costs - lunch,refreshments **1.400 EUR**	hosting costs - lunch,refreshments **1.400 EUR**	hosting costs - lunch,refreshments **1.400 EUR**	5 persons from Serbia (travel, accommodation) **23.625 EUR-travel 11.625 + 12.000 accommodation**	5 persons from Croatia (travel, accommodation) **23.625 EUR-travel 11.625 + 12.000 accommodation**

Trainings	5 persons from B&H (travel, accommodation) **23.625 EUR- travel 11.625 + 12.000 EUR accommodation**			hosting costs - lunch,refreshments , lecturers **4.200 EUR**		5 persons from Serbia (travel, accommodation) **23.625 EUR- travel 11.625 + 12.000 accommodation**	5 persons from Croatia (travel, accommodation) **23.625 EUR- travel 11.625 + 12.000 accommodation**
WP5							
prototype database (CONSULT with PARTNERS)							
WP6							
Website	Website (all related costs) **5.000 EUR**						
Dissemination meeting Sarajevo	all related costs **18.600 EUR + 8.000 EUR brochure + 700 EUR refreshment + 150 EUR meeting room**	travel and accommodation **3.150 EUR - 1.125 accomm. + 2.025 EUR travel**	travel and accommodation **3.150 EUR - 1.125 accomm. + 2.025 EUR travel**	travel and accommodation **3.150 EUR - 1.125 accomm. + 2.025 EUR travel**	**travel and accomm. 2.025 EUR - 1.125 accomm. + 900 EUR travel**	travel and accommodation **1.725 EUR - 1.125 accomm. + 600 EUR travel**	travel and accommodation **1.725 EUR - 1.125 accomm. + 600 EUR travel**