Support for Establishment of National/Regional Social Sciences Data Archives

Title	**SERSCIDA Road Map for achievement of archives in West Balkans**
Work Package	WP4.3 SERSCIDA WP4 Report of Training Activities
Authors	UKDA with contributions from all partners
Dissemination Level	PU (Public)

Summary/abstract

D4.3 presents the work on organised training that has been undertaken under WP4 of the SERSCIDA project. It also includes information about external training opportunities undertaken, during the period of WP4, by the West Balkan partners. The goal of WP4 has been to identify and fill the basic training needs, required by the West Balkan partner organisations, to facilitate the establishment of their new data service providers.

The work package has been led by the UK Data Archive at the University of Essex with significant contributions from ADP (the Slovenian archive), FORS (the Swiss archive) and with support from SND (our Swedish partner). The UKDA, ADP, FORS and SND are all members of CESSDA A.S.

1. Plan of work

The interest in providing data services for the West Balkan States has originated from diverse university departments and institutes and has different histories and origins in each country. The work of WP4, therefore, has been based on earlier work in WP 2 which undertook a scoping exercise, comprising a survey and round table sessions and a conference, all of which were designed not only to assess the interest for new data services but also to collate information about the levels of existing and relevant know-how and skills in each of the partner States and to introduce the concept of data services to potential funders and policy makers. Much of this activity was undertaken in the context of the service provider requirements that are set out in Annex 2 of the CESSDA A.S. Statutes.

The first WP4 task was for each of the W. Balkan partners, supported by CESSDA partners, to prepare a roadmap for the establishment of their data service. Significant work was done on this at the first of the WP4 meetings at ADP in May 2013. As a result of that meeting, three roadmaps were prepared, one each for Croatia, Bosnia-Herzegovina and Serbia. It should be noted that these original roadmaps provided only an initial and high level plan for work based on the results from WP2 and WP3. The partners at the meeting agreed that these would be living documents which will continue to be refined and updated to the end of the project and beyond. The value and precision of the roadmaps is expected to improve over time, partly in response to knowledge gained as a result of the WP4 training activities and to national outcomes in relation to policy, sustainability and funding decisions that are all likely to become clearer and better defined during the final period of the project.

The results from both WP3 and WP4 clearly identified a need for an holistic approach to the initial training. Whilst the partners were becoming aware of elements of the technical language of data provision (in particular, the language of the OAIS reference model) and of the processes these describe, the whole is sufficiently complex to require structured, well-supported training that provides the context and describes the processes required for successful data service provision.

The UK Data Archive provided this training as a bespoke version of its already well-established course, 'How to set up and run a data service'. Staff from Essex joined the meeting at ADP and provided an overview of the standard course and following a detailed discussion of its content, planned an extended and enhanced version of the course for the project team.

The bespoke training was the first of the formal training activities scheduled within the work plan. The UKDA already had a wealth of available information which it has willingly shared with organisations wishing to set up data centres. This material was not, however, easily accessible so, following the expanded event for the SERSCIDA partners, the UKDA undertook a significant amount of work to collate and restructure this explanatory information into an accessible online resource with links to relevant documents, for use by the partners and future attendees of the course and accessible from its website. The information has been supplemented with links to similar documents from other CESSDA partners where these exist, to demonstrate flexibility and uniqueness between data services at different stages of development, and with different governance structures and cultural experiences.[1]

In addition, ADP offered to organise and host a training event during which the West Balkan teams were supported by the ADP team, in preparing and depositing a dataset at ADP, for use by the social science research community. This proved to be an unplanned but extremely beneficial opportunity for those working to establish a new data service.

[1] The training manual is currently being finalised and is available at: http://www.data-archive.ac.uk/curate/archive-training-manual

The work described above provided a thorough introduction to the operational activities and processes required to run a data service. However, it provided only a high level set of information on funding and sustainability issues surrounding the establishment and management of new services. It was aimed at staff who will be at the 'coal face' in these organisations: it did not cater for policy makers, funders or other stakeholders on whom the continued existence of data services depends.

WP4 addressed the knowledge gap faced by the latter group through a series of high level, face to face meetings for policy makers, potential funders and stakeholders of the new services. These were designed to provide an overview of how data services are structured, funded and governed in a variety of countries (UK, Slovenia and Sweden).

In addition to the training and information exchange activities that were planned within the project, the W. Balkan partners capitalised on opportunities offered by, or in association with, CESSDA including attendance at the CESSDA Trust workshop and the CESSDA expert seminar and participation at the 2013 IASSIST conference and the first regional meeting of the Data without Boundaries project.

The following sections give details of the activities summarised above.

2. Formal events

2.1 WP4 Brainstorming Meeting, Slovenia

This meeting took place in May 2013 and was attended by all project partners excepting SND. Louise Corti from the UKDA joined the meeting for the second day which concentrated on training needs. Louise is an experienced trainer and co-ordinates the training activities at the UKDA.

The meeting comprised two activities. In the first, the W. Balkan teams worked with CESSDA partners to generate their draft road maps. This process helped to identify, for each of the W. Balkan partners, the areas where training and knowledge exchange were required. The perceived training needs were not insignificant and were addressed in detail during the second activity for which Louise led the discussions that determined the scope and content of the bespoke workshop for the W. Balkan partners. Working from the standard programme for the 'How to run a data service' this second session helped the UKDA to adjust the emphasis in different parts of the course to meet the precise needs of the project partners. The overall content was then reviewed and a decision was made to extend the standard two-day programme into a third day.

Partners reported a number of tangible results and benefits. In particular, the roadmaps, developed with support from established archives, introduced all phases of the creation of a data centre and allowed prospective service providers (SPs) to gain a clearer understanding of the application of the OAIS model as a framework and a means of managing the activities and establishing appropriate procedures that are necessary for the effective running of a data service. With help from UKDA, FORS and ADP, the prospective SPs created their own draft Establishment and Operational Plans with defined activities, the associated period of activity, dependencies, and ownership and resource requirements for future data centres in Bosnia-Herzegovina, Croatia and Serbia. The need for awareness of each individual step in the process was highlighted and the opportunity for dialogue with partners about the dilemmas and potential limitations that might arise during implementation was welcomed.

The benefits were two way as the discussion helped the CESSDA partners to consider the importance of not making assumptions about the level of understanding of their day to day working environment. This understanding made a significant contribution to decisions about content and presentation of the training material that was developed following the training session at Essex.

2.2 Visit to UKDA: How to set up a data service

This activity was attended by staff from each of the W. Balkan partner organisations who are expected to be directly involved in the management and day to day operations of the new services.

The training began with an overview of the UK Data Archive with a description of the services that it supports including infrastructure, capacity and skills. This was followed by a series of general presentations about ingest activities. The first of these covered acquisition procedures as they relate to data producers and including data appraisal and, most importantly, licensing - the mechanism under which CESSDA archives distribute data for secondary use. The next focussed on the processing of both data and documentation for qualitative and quantitative studies and was followed by a supporting presentation on best

practice principles in data management, highlighting the importance and benefits of supporting data creators prior to deposit and during the data collection stage of their projects.

There followed a double session on access, the first part of which focussed on access to sensitive data within secure environments and the second on access to open and less sensitive data via simple download systems. The next presentation was dedicated to supporting users, including a discussion of the types of information and materials that users might need when choosing and analysing a study and the final session of day 1 centred on digital preservation and systems

Day 2 started with a more detailed presentation of information about data acquisition and the appraisal of incoming studies which was followed by a presentation and subsequent discussion about the tasks surrounding the creation and management of a data catalogue, an essential tool for internal management of a collection and to enable potential users to find studies which are appropriate to their research needs. Thesauri, including the multilingual thesaurus, ELSST, were also discussed during this part of the meeting.

After receiving more detailed information about data processing activities for both quantitative and qualitative data, participants were then given an opportunity to see the data processing team at work and to watch a demonstration of data preparation using the NESSTAR software. The final session on the second day was dedicated to a more detailed discussion of researcher support needs.

The final session of the training was a surgery session during which participants were given the opportunity to sign up for in-depth discussions on topics of their choice, with the UKDA's topic experts. Four of these surgeries were arranged: digital preservation and systems (technical strand); technical support; user access; and user support.

Following this meeting, the team at Essex prepared a training guide which followed the programme for the bespoke training presented during the visit and is structured around the OAIS reference model. The guide provides more detail than is included in the slides used during the training session, summarises the processes undertaken by established data services and, most importantly, provides further information about where to find documents that provide the very detailed information that new data providers need. These include links to published documents, e.g. depositor and user licence forms, policy documents and procedures. For data security reasons, some internal documents were not immediately available and where possible, redacted versions of these were prepared for use by the SERSCIDA partners and other developing service providers. The guide also provides links to similar documents from other partner archives where these can be shared.

Participants in the training activity highlighted the following benefits:

The primary benefit for the visitors to the UKDA was the opportunity to meet people engaged in process of data collection and preservation and who shared their experience with their visitors. The team members from the National Library of Serbia and IT Centre of University of Belgrade gained their first insights into data archiving and other SERSCIDA team members had the chance to expand their knowledge about data archives and to see the structure and organization of UKDA, a large archive with many years of experience.

Other noted benefits and information gained included:

- A description of the organization of a large data archive
- introduction to the management of both quantitative and qualitative data
- introduction to Nesstar
- a list of arguments in response to researcher resistance to data sharing

- very valuable knowledge about data security at different levels (from Open Access to safe room)
- knowledge about self-archiving as a possible form of data preservation
- knowledge about importance of policy and the need for legal advisors
- knowledge about different software: Jira, Fig-base, Fig-share, Liberum
- information about the importance of teaching process and materials
- information about importance of collaboration between data archive and university
- an understanding of the importance of building trust!
- an understanding of the importance of data management planning

2.3 Data Publishing workshop, Slovenia

At the brainstorming meeting in Slovenia, representatives from Croatia, Bosnia-Herzegovina and Serbia expressed their interest in a training event during which they could experience data management in a 'hands on' manner. ADP generously offered to arrange a workshop during which participants could process and publish their own study. The training covered the actual workflow of preparing data and related documentation and publishing them on the ADP portal. It consisted of extensive hands on activities where the partners initiated the processing of the national case studies which they had taken to the workshop.

The event took place over two days in Slovenia during September 2013.

It was supported by five staff from ADP and attended by four staff from Belgrade, six staff from Sarajevo and five staff from Zagreb. The trainees included researchers, IT experts and SERSCIDA team staff.

Each of the teams arrived with a study which they wanted to process and publish. The ADP team supported them through the entire process and as part of the training provided operational level information including: an introduction to metadata specifications (DDI) and tools for editing study descriptions; an introduction to Nesstar Publisher 4.0.9; the research data workflow; and preparation of a study for dissemination and access.

As a result of the Workshop, the participants should have acquired sufficient skills to use the tools that will be introduced in the future data archives and services in each of their countries. The researchers who attended now have the capacity to use these tools to track their data and to promote them among other researchers.

The ADP training was considered very useful for members of SERSCIDA team. It provided them with the chance to learn about different standards and specifications, study descriptions and, for the first time, to work with real data in Nesstar Publisher. Team members from their IT sectors became familiar with hardware and software requirements in a relatively small data archive.

The workshop sessions and presentations[2] were delivered in the following order:

a) Introduction to metadata standards (DDI) + tools for editing Study descriptions

b) Introduction to Nesstar Publisher 4.0.9

- Nesstar Publisher

[2] Presentations from the workshop are available from: http://www.adp.fdv.uni-lj.si/serscida_wp4_lj2013_workshop/presentations.html

- Nesstar Template [NesstarTemplate]
- Presentation [pptx]
- Style and example [zip]

c) Research data workflow

- Presentation [pptx]
- Submission form [pdf]
- SPSS syntax [sps]

d) Preparing survey for distribution

e) Tools for publishing data and metadata

f) Data Acquisition: Sharing your data - why and how (from Managing and Sharing Data - UKDA, training resources)

g) Examples of problematic data

As a follow up activity it was decided that some of the studies prepared during and after the seminar will be available in ADP portal for testing results and for promotion of the project aims.

Participants reported the following experiences:

- step by step learning on how to acquire, prepare and clean a data set
- description of metadata standards (DDI), noting the difference between DDI2 and DDI3 and data life cycle
- the chance to work with a real data set
- learning about possible problems with data sets
- consideration of potential problems in communication with researchers
- methods for presenting arguments in favour of sharing data to researchers who do not want to give data sets
- preparation of a data description

Srdjan Puhalo of PRIME Communications, Banja Luka, Bosnia and Herzegovina has informed the team that 'I am very excited that my data was used as an example for the training at ADP in Ljubljana, Slovenia, for me, as a reasearcher, this is significant from the perspective of being able to [share] ... my current work'.

Fedja Kulenovic, of Ubuntu Reading, Bosnia and Herzegovina attended practical training sessions and described them as important opportunities to hear, first hand, about the experiences of different institutions and experts, including the obstacles they have faced in establishing data archives. For an IT person, it was very important to hear directly about experiences and lessons learned from colleagues working in these institutions, as well as the experiences of other staff using different tools for describing, archiving and preserving important social science data. *'If I was only limited to occasional on-line meeting and reading of different papers/reports then I wouldn't have been able to get the full picture in complexities and best practices in building Social Science Data Archives.'*

Dalibor Pancic from the National and University Library of Republic of Srpska (NUB RS), Bosnia and Herzegovina also attended training events at ADP and at the UKDA and was *'very grateful to have been part of the training… [which] enrich[ed] my knowledge in the field of data archives. During our visits to these countries we were introduced to their way of working*

within data archives, managing data, cooperating with researchers and other significant stakeholders. It was significant to be able to experience the entire process from the moment the researcher contacts a data archive, to the depositing of data, or sharing with users, and everyday maintenance and management of data.

The knowledge and skills I have gained in this project and during these visits and with the current technical infrastructure of the NUB RS, we have created some of the most significant preconditions for the establishment of a digital data archive at NUB RS.'

Saša Madacki, Director of the Human Rights Centre at the University of Sarajevo reported that the *'visit to UKDA was extremely helpful giving us food for thought on how include visualized data in classroom. Visual representation of data for teaching purposes is a highly important topic since it will be a stimulus for students to approach data differently. Using this approach, teaching and learning can be more interactive more appealing to students. This can result in different approach to research data, together with final result that is important for us – depositing the data in DA's.'*

2.4 Fact Finding Visit to Slovenia, October 2013

The Slovenian archive organised this visit to a number of Slovenian institutions. The programme was created to show how ADP is involved in a wider institutional and expert network. The emphasis was on current activities in the fields of development of scientific infrastructure, open access to scientific results (data and publications) and the evaluation of research data deposited in an authorized data centre which is analogous to scientific publications that are visible in a researcher's bibliography. The foreign delegation consisted of representatives of the following institutions: the Institute of Economic Sciences and the National Library, both from Serbia; the University of Sarajevo and the Human Rights Centre from Bosnia and Herzegovina; the Faculty of Philosophy in Zagreb, the Croatian Science Foundation, the University Computing Centre in Zagreb, the Faculty of Organization and Informatics in Varaždin, the Faculty of Education and Rehabilitation Sciences and the University of Zagreb, all from Croatia.

The kick-off for the visit took place at ADP in the Faculty of Social Sciences. The welcome speech was given by the Vice-Dean for Doctoral Studies, Research and International Relations Dr. Maja Bučar. She stressed the importance of the Social Science Data Archives (ADP) as a scientific, research-supporting infrastructure and service which plays an important role in the relationship between students, professors and researchers. The next speaker to welcome guests was Dr. Niko Toš, the Head of the Public Opinion and Mass Communication Research Centre, one of Slovenia's largest social science data producers. He briefly presented the beginnings of social research in the former Yugoslavia and the first steps of establishing the Social Science Data Archives. The presentation was followed by a short overview of current activities and the position of the Social Science Data Archives, given by the Head of the organization, Dr. Janez Štebe.

The event continued with a visit to the Statistical Office of the Republic of Slovenia (SORS). SORS and ADP work together co-operatively. Both organizations collaborate, particularly on the preparation of metadata for official statistics research micro-data series. The welcome speech was given by Tomaž Smrekar, the Head of Sector for Dissemination of Statistical Data and Methods. In his presentation he concentrated on the co-operation with ADP and stressed the importance of micro-data for scientific use. It was followed by a presentation from Nataša Zidar of the Department for Data Dissemination, who explained the administrative procedures for micro-data access, and a presentation about statistical data

protection, which was prepared by Andreja Smukavec of the Sector for General Methodology and Standards and given by Tomaž Smrekar. The last presenter at the Statistical Office was Irena Svetin of the Labour Market Statistics Department. She talked about the reasons for the increased effort to prepare micro-data and documentation for the Labour Force Survey, with the intention of improving access for researchers. She explained that it represented the first example of more extensive co-operation between ADP and SORS.

The next stop for the guests was the National and University Library (NUK), where they were greeted and welcomed by Melita Ambrožič, the Deputy Director for Ljubljana University Library System. Among other things, she talked about supporting access and work with data, provided to researchers by librarians. It was followed by presentations from her colleagues at NUK. MSc. Zoran Krstulović, the Deputy Director for Library Programs, presented a wider view of the role of libraries in the digital culture field and in the dLib (digital library) project. Dr. Alenka Kavčič Čolić, the Head of Research and Development, presented this work, the purpose of the digital agenda working group and information about the possibilities of including research data on the national concept of services in the field of long-term digital preservation. Bakir Toskić and Matjaž Kragelj of the Digital Library Office provided information about the technological aspects related to the permanent preservation of materials, including examples of good practice in the digital preservation field and talking about the importance of persistent identifiers.

The first day ended at the University of Ljubljana, where the guests were welcomed and greeted by the Vice-Rector Dr. Maja Makovec Brenčič. It was followed by a presentation from Dr. Marijan Leban of the University Office for Research, Development and Intellectual Property. He outlined the research activity of the University, its organization, scope and problems and placed emphasis on the University of Ljubljana's infrastructure research programme (history, state of art, future potential) of which ADP is a part and the Research Infrastructure Development Plan. He also talked about the activities of the University with the establishment of the policy of demand for open access in relation to the Inter-University repository. After his presentation, Dr. Mojca Kotar of the University Office of Library Services talked about the potential of the open AIRE project, about working with research data at the institutions and about the national portal openaccess.si, which is being developed in cooperation with ADP. The last presentation of the day was given by Dr. Milan Ojsteršek, Associate Professor, Faculty of Electrical Engineering and Computer Science, University of Maribor, who talked about the repository of four Slovene Universities and the prospect of harvesting ADP's holding to integrate the metadata in the common repository search (Project ODUN).

The second day started with a visit to the Slovenian Research Agency (ARRS). The guests were welcomed and greeted by Dr. Janez Slak, the Deputy Director. He presented the organization, the purpose, the mission and the activities of the agency. It was followed by a presentation from Dr. Stojan Pečlin of the Department of Research Programmes and Young researchers, Analysis and Monitoring. He informed the guests about the evaluation and point system for evaluating science publications in bibliographies which includes also the research data registered at ADP. The position of ADP in the Slovenian research infrastructure was described by Dr. Primož Pristovšek, the Head of the Department of Research Infrastructure and International Co-operation. This was followed by a presentation from, Davor Šoštarič, the Director of Institute of Information Science (IZUM), who mostly talked about the organization and maintenance of Slovenian Current Research Information System (SICRIS) and Co-operative Online Bibliographic System and Services (COBISS.SI).

The visit continued at the Ministry of Education, Science and Sport, where the guests were welcomed and greeted by MSc. Urban Krajcar, the Acting Director-General - Directorate for

Science. He informed the participants about the importance of open access, which represents one of the key priorities of the next financial perspective. Dr. Tomaž Boh, the Head of the Directorate for Science talked about the needs, conditions and possibilities for realizing the national action plan for establishing a system of open access to research data financed by public funds. ADP recently delivered the draft action plan as part of a project undertaken for the Ministry He also spoke about the Research Infrastructure Development Plan 2011-2020 (RISS), the European Strategy Forum on Research Infrastructures (ESFRI) and the work needed to be done for the introduction to CESSDA.

After the visit to the Ministry, the participants returned to the Faculty of Social Sciences. MSc. Janez Jug of the Jože Goričar Central Social Sciences Library talked about the role and importance of the Library. He informed the guests about the bibliographic units entering system and about the way bibliographic entries are verified. He also talked generally about the activities and the role of the Central Specialised Research Centres (OSIC).

The final presentation was followed by a short wrap-up discussion in which the guests expressed the satisfaction with the topics presented. They believed that the information they had obtained during the visit would serve well as a support for better planning of the establishment of social science data archives in their countries and their positioning in the wider organizational system of science, research and education.

The visiting teams reported that the visit provided them with valuable knowledge about:

- co-operation between the SP and the statistical office in Slovenia
- all phases of data management and how to integrate into the national policy environment
- collaboration and co-operation between the university library and the SP
- the organizational structure and collaboration between data archive and university
- the financing scheme of projects in Slovenia within Slovenian Research Agency and information systems: COBISS and SICRIS
- organizational details and founding arrangements of ADP and future national research data and research infrastructure policy plans

2.5 Fact Finding Visit to UKDA

This activity was attended by staff from each of the W. Balkan partner organisations, each of which brought with them a delegation of stakeholders including, for example: representatives from ministries of education, science and research; representatives from funding councils; and senior representatives from their home organisations.

The delegates were welcomed by Professor Matthew Woollard, the Director of the UK Data Archive and Director of the UK Data Service who then provided a high level description of the structure of the UKDA, its governance and its position as a department of the University of Essex and included information about the national services that are managed by the UKDA.

A team of managers from the UKDA then gave short summaries of the operational responsibilities of each of their sections. This was followed by a presentation by Alison Weir, the Head of International Strategy at the Economic and Social Research Council (ESRC) which funds the UK Data Service, including its Secure Lab and the recently announced Administrative Data Service.

After lunch, discussion concentrated on the benefits of having an established data service for data producers and owners, researchers and the University of Essex. The first speaker, from the Institute of Social and Economic Research (ISER) explained how the UKDA provides support and an easy access mechanism for data produced and deposited by ISER and offered his views on the benefits for data producers. A representative from the Office for National Statistics which has agreed a Concordat with the UKDA for distribution of official statistics explained the rationale for the agreement as the culmination of many years of working together in a trusted environment. The final presentation was made by the Executive Dean of Social Sciences at the University of Essex who talked about the advantages of having the data archive located within the University.

The formal programme ended with a discussion session led by the Director of the UK Data Archive and was followed by dinner, hosted by the Director on behalf of the ESRC.

By delaying their return slightly, the Croatian delegation was able to take the opportunity to visit the ESRC at their Swindon offices for wider discussion of the social science landscape, beyond the provision of data services.

Two participants provided detailed feedback on this visit which is reproduced in full below:

Sunčica Stefanović Šestić: Head of Statistical Department for Education, Scientific and Culture, Statistical Office of Serbia

'I was a little skeptical about: Whether the statistician researcher (expert) the right person for this topic, should it be IT expert? After a full-day of introduction to the importance and the way how does the UKDA work, I finally have a complete picture of the need and importance of establishing institutions which would allow open access to and dissemination of primary data collected through different surveys.

What I have identified as the key point for the Statistical Office of the Republic of Serbia(SORS):

- Increasing the visibility of statistical data

Users have public access for the aggregated data only. There is entire list of data which remains in the SORS, they are not published, so that users do not know that they even exists;

- Re - use of data

The results of the survey are processed and published as the main beneficiary required. There are still plenty of opportunities for cross analysis and lot of other data which could be analyzed by the other researchers;

- Decreased number of requests for data from the SORS;'

Marija Veličković: Analysist for Social Sciences in the Ministry of Education, Science and Technical Development of Republic of Serbia

'UKDA presented to us organizational structure of the archive, the laws and norms that govern it, the strategy of its development, the links with other institutions such as the National Bureau of Statistics, financing and provision of budget and the importance of preservation of digitized data for both researchers and for public administration and the decision-making process. It is especially pointed out that the information and documentation used mainly by researchers and students (76%) and the remaining 24 % of data is used for the analysis carried out by the public administration, independent organizations and research centers , and the public .

In the case of Serbia the digitization of data would be equally useful to researchers and to the public administration. The budget for science could be significantly saved (our budget for science is one of the lowest in the civilized world - only 0.3 % of GDP) by avoiding replicated and duplicated research. Also, the digital archive would have multiple benefits for decision makers who are engaged in the process of creation and implementation of the National Strategy for Scientific and Technological Development 2011-2015 of Republic of Serbia.'

Partners also offered other benefits mentioned by their guests, after their first visit:

- knowledge about governance, organizational structure in detail and all operations within UKDA
- very interesting and important knowledge about the funding process in UK for its social science data archive and the role of Research Council; in Serbia the funding process is a part of the role of the Ministry, but now we think that the independent body, like in UK and Slovenia, is a better solution
- very valuable knowledge about benefits of data archive for the researchers and for the society

2.6 Fact Finding Visit to SND

The working visit to SND on November 11-12 was the third of four visits of representatives of the Western Balkan data archives and their supporting organisations to their CESSDA partner institutions. The aim of this particular meeting was to share the experiences of building and maintaining data archive and data service in Sweden, focussing on issues of the political support, legal framework, and cooperation on a national and EU level.

The participants from Bosnia-Herzegovina, Serbia and Croatia represented a variety of stakeholders: policy makers; funding institutions, universities, researchers, National Statistical Institutions.

The programme for the meeting was composed to introduce the participants to the development of data archives in Sweden in the context of Swedish and EU policy of research infrastructures. The invited speakers shared their experiences of financing, hosting and cooperating with a data service.

The participants were welcome by the Director of SND, Hans Jørgen Marker. After that, Iris Alfredsson, the Assistant Director of SND introduced the development of the data archives and data services in Sweden up to 2013, identifying the critical factors for the development. The meeting continued with a presentation from Professor Anders Brandström, Chairman of SND Board, who presented the vision for the future. He identified both opportunities and challenges for SND's activities in the context of the Swedish policy for research infrastructures and the legal framework for use of statistical data for research purposes.

Claus-Göran Hjelm from Statistics Sweden presented the data resources and services available in Statistics Sweden, and the DwB (Data without Boundaries) project, identifying areas for cooperation between SND and Statistics Sweden. The afternoon session started with a presentation about international cooperation opportunities. Hans Jørgen Marker presented the international organisations and projects in which SND is participating (e.g. CESSDA, DDI Alliance and others), emphasizing those that could be of interest for the new data archives in Bosnia-Herzegovina, Croatia and Serbia.

The official programme on Day 1 ended with a reception, giving an opportunity for the participants to meet and discuss with SND staff in a more informal atmosphere. It was followed by dinner, hosted by SND.

The second day of the meeting began with a presentation from Lennart Weibull, the former Pro Vice Chancellor at the University of Gothenburg. He emphasized the benefits that the University of Gothenburg gains from hosting SND. The final presentation by Björn Halleröd, Professor of Sociology in University of Gothenburg and a member of the Council for Research Infrastructures, positioned SND as an asset in a wider context of the Swedish research infrastructure. The meeting ended with a summary of the working visit events, moderated by Hans Jørgen Marker.

Two participants provided detailed feedback for this visit which is reproduced in full below:

Mirjana Rašević: Institute for Sociological Research, Serbia

'The working visit at SND was my first direct contact with an institution of this type. On this occasion, I learned a lot of facts that would allow me to promote our research community and the public the idea of forming a similar data center in Serbia. I learned about the creation of the archives, the working program, financing schemes, links to relevant national and international institutions, the prerequisites for the establishment, barriers to successful operation and their experience in solving the problems.'

Marija Veličković: Ministry of Education, Sciences and Technological Development of Republic of Serbia

'A visit to the SND at Gothenburg University familiarised us with the organization and structure of the archive, its history, financing and vision for future development. Also, we gained an insight to the international association and network of digital archives - CESSDA.

Specifics of the SND are reflected in the financing. Two-thirds of financing is implemented through the Council for Science (Research Council), and one-third through the University of Gothenburg. However, additional funding is possible through the participation in the international projects.

According to Serbian Law on research our Ministry provides funds for fourteen programmes that are identified as programmes of general interest for the Republic of Serbia. The financing of a future digital archive can be achieved through one of the programmes, such as the Programme for the transfer of knowledge and technology, or the Ministry can suggest amendments in Law, in order to make the Serbian Data Service in Social Science a special programme for financing. Also, it would be possible to achieve project financing which is currently being implemented by applying the four- or five-year cycle.'

Partners also noted that it had been useful to learn about the importance of international cooperation and possibilities of financing through international projects and about Sweden's experience with funding through Swedish Research Council.

Two members of the visiting team from Bosnia and Herzegovina have written short, general reports about the impact and benefits of the visits they participated in. Each gives an insight into the extent to which information gained from these visits has already begun to have an effect on policy and strategic planning in Bosnia and Herzegovina. These two reports are reproduced in full:

Kenan Filipovic is the Legal Advisor to the Rector and a Member of Executive Board of the University of Sarajevo:

'The visits I participated in (Ljubljana, Gothenburg) were very significant for me, both professionally, as certain experiences and procedures that are implemented in the institutions we visited can be applied immediately in our institution, and also personally.

I was also very pleased to see that our Centre of the University of Sarajevo is taking the right way and that the establishment of the University of Sarajevo Digital Data Archives and Services will be of both an international and regional significance. This would not have been possible had it not been for the creativity of this team [and their…] professional and useful work, for which I am very grateful and I hope I have contributed at least a little bit.

In the end, equally significant, is the strenghtening of regional cooperation (Slovenia, Serbia, Croatia and BiH) which is one of the main contributions of this project and proof how many potentials and strenghts we have when we participate in joint projects.'

Selma Porobic is the Director of the Centre for Refugee and IDP Studies (CESI) at the Faculty of Political Studies, University of Sarajevo:

'Thank you for enabling us to participate in these visits which we find very useful for our Centre as well as for the future users of Data Archives, in which we could find joint interest in depositing our compiled data. It was in particular useful for CESI to have an understanding of the ***nature of data*** *and participate in discussions about the* ***principles of work during data depositing*** *(depersonalisation, anonymisation, and categorisation) in terms of establishing such a credible and trustworthy institution in the BiH framework.*

Given that CESI is dealing with specific data, in particular regarding forced migrants (displaced persons, returnees, refugees from the region, asylum seekers in BiH and those long-term displaced in diaspora) who are an additionally marginalised, politicised and vulnerable social group with little trust in public institutions, including education institutions it is of utmost importance for us to have an insight in the way data about them will be treated and further distributed in the future BiH Data Archive.

Thus, for instance, the visit to the UK Data Archive and insight into their work, then many questions I could ask there, having in mind the complexity of data depositing processes, was the most useful visit for CESI as I understood, on one hand, the ethical considerations regarding access to complied data, that are just now becoming important even with institutions that have dealt with data for long periods of time. On the other hand, it was an excellent insight into the required adequate techniques in order to anonymise certain groups in society, while to date the focus was on anonymising the individual.

These issues are very current for CESI, as they encouraged me to think about compiling information and data for a CESI in-house data base that is still not in the phase of treating compiled data, but just categorising it according to different subject areas.

The visit to the SND was also very useful for a number of reasons, the most dominant one being the ability to see how widespread the use of such a data archive is not only in the academic society, but society at large. It is clearly a great challenge, as in my own stay and scientific work in Sweden in 2002-09 I had never come across SND, nor offered to deposit my data with them. The way universities are informed about data archives is an issue we are bringing back to BiH with these lessons learnt from Sweden.'

2.7 Visit to FORS December 2013

This was the final training activity in WP4. The format of the visit was altered from that of the fact-finding visits to ADP, UKDA and SND. The reasons were firstly because it proved difficult for stakeholders to find time to visit all the proposed locations and secondly because it was agreed that it would be useful to have a joint meeting towards the end of WP4 so that the Roadmaps could be updated with the benefit of the knowledge gained from all the training events. In addition, it was considered cost effective to combine this meeting with a technical planning meeting for WP5.

This visit began with a tour of FORS and a presentation about the FORS data service and FORSbase (their IT archiving platform which is in development) and their current and future archiving work flow. The group then split into a technical work group which considered needs for hardware, servers, desktop computers, security and backup systems, network infrastructure and telecommunications, and a policy and administration group which looked at human resources and organisational structure. The technical group was supported by senior staff from FORS and ADP who participated in discussions and provided information and answers to the detailed technical questions posed by the W. Balkan technicians. Technical information from each of the CESSDA partners was presented and the team discussed where in the OAIS model each of the softwares described could be used. The technical group also included a member of staff from Bosnia and Herzegovina who was unable to attend in person but joined via conferencing software.

On day two, the technical group looked in more detail at tools which are available for adoption by the new services and participants were given an opportunity for hands on use of EPrints and an introduction to CKAN and DSpace. Meanwhile, a representative from the UKDA joined the administrative group for part of the meeting, by teleconference. This group worked through their roadmaps and identified the policies and procedures that would need to be in place for the successful establishment of the new services. The roadmaps were updated with dates for completion of these policies and procedures. The team also assessed the extent to which documents could be shared between partners or would need to be written for each of the three countries.

The meeting closed with a review of the decisions taken, an evaluation of the tools and a discussion of next steps for WP5.

3. External Training Opportunities and related Events

3.1 DwB (Data without Boundaries) First regional workshop April 2013, Ljubljana [3]

The SERSCIDA team were invited to attend this workshop as an information exchange activity. The workshop was hosted by the Statistical Office of the Republic of Slovenia (SORS) and entitled '1st Regional Workshop on Micro-data Access in European Countries: Co-operation between National Statistical Institutes & Social Science Data Archives'. The main aim of the workshop was to bring together and connect representatives of National

[3] The official report from the workshop is Deliverable D6.3 for the Data Without Boundaries project and can be found at:
http://www.dwbproject.org/export/sites/default/about/public_deliveraples/dwb_d6-3_regional-workshop-report.pdf

Statistical Institutes (NSI's) with representatives of Social Science Data Archives to promote co-operation between these institutions in the Central and Eastern European countries. A further goal was to connect European researchers, NSI's and archives to promote the development of a quality research environment from which easier access to European official statistics data would be possible. Both of these goals are important goals for the SERSCIDA partners and the workshop provided a valuable opportunity for them to connect with and strengthen existing links with their NSI's.

At the workshop main activities of DWB project were presented, followed by an overview of research access to micro-data in Europe, as well as activities and future plans of CESSDA.

In the second session, examples of activities in the region were presented, talking about the establishment of archives in Estonia and Romania. During this session, Lejla Somun-Krupalija, project coordinator, presented the SERSCIDA project.

The following sessions provided SERSCIDA representatives with more examples of good practices in co-operation between NSI's and data archives. The Slovenian Social Science Data Archives (ADP) actively participated in the workshop by sharing their experience of co-operation with the Statistical Office of the Republic of Slovenia. Descriptions of different access methods to SORS micro-data; explanations of the purpose of the relationship and the forms of co-operation; future proposals; and the results of the co-operation were presented. Everybody involved agreed that the current co-operation makes sense and represents an added value to the development of the national research environment and consequently emphasizes good practice, the introduction of which would have a positive influence in other European countries.

The afternoon concluded with a working session on possible forms of co-operation. The idea was to work on different scenarios of tasks related to a study: Collection; archiving; distribution; and promotion activities. Participants split into groups where individuals assumed the roles of representatives from an NSI, a data archive, a research institute or primary investigator and were tasked with reducing the workload or cost to their organisation of having the capacities and knowledge that the other team members could offer.

The second day gave an insight into training offered by the UKDA (for researchers using micro-data), from GESIS (for research methods) and also some training initiatives within DWB whereby researchers have an opportunity to work on micro-data from European official statistics. This was followed by session about metadata management issues and the metadata tool for official micro-data in Europe – CIMES.

At the end of the workshop, the process of enhancing access to Eurostat data was presented as well as access to Integrated European Census Micro-data.

The workshop presented an opportunity to discuss the purposes of the DwB project, to share the experience in the training of researchers and to talk about the options for accessing official statistical micro-data in individual countries.

3.2 IASSIST Conference May 2013, Cologne[4]

Aleksandra Bradić-Martinović (Serbia) and Lejla Somun-Krupalija (Bosnia-Herzegovina) were awarded IASSIST fellowships to subsidise their attendance at the IASSIST conference. Marijana Glavica (Croatia) attended as did representatives of all the CESSDA particpants in SERSCIDA.

The co-ordinator, Lejla Somun-Krupalija, presented the project in the third track of the Conference, 'Data Public Services/Librarianship'.[5] The session was very well received.

IASSIST is the only professional organisation for social science information scientists. It is a world-wide community and therefore attendance at this conference offered an exceptional training and networking opportunity for the leaders of the fledgling SERSCIDA SPs. SERSCIDA partners were able to meet and network with experts from data service providers from Europe, North America, the Asia-Pacific region and Africa and to further develop their relationships and networks within CESSDA.

3.3 CESSDA Trust Workshop October 2013, Cologne

This second CESSDA Trust workshop was part of a programme under which CESSDA members are undertaking self-assessment and undergoing a peer review against the 16 Data Seal of Approval (DSA) Guidelines[6].

There are four main purposes behind the CESSDA Self-Assessment and Review Process:

- to gauge the level of conformity of Service Providers (SP) to the DSA
- to gauge the applicability of the DSA for the new CESSDA consortium
- to better understand the relationship of the DSA and the "obligations" of CESSDA Service Providers
- to ensure that the "obligations" of the CESSDA Service Providers are relevant, and where possible mapped to the DSA.

The Data Seal of Approval is an important instrument in assessing the trustworthiness of a digital repository. While initially designed by DANS, one of the members of CESSDA, it has been developed by a Board with membership by other digital repositories holding data, and it has been included explicitly within an EU Framework for trusted digital repositories. It is the "bottom rung" of a series of steps to accreditation. It has been selected as a base-line to cover a number of obligations for the new CESSDA organisation.

All of the SERSCIDA partner organisations were represented at this second CESSDA Trust Workshop and attended the meeting having undertaken the first stage of the programme: the self-assessment.

Although this meant that to some extent the teams from the proposed new service providers were at a disadvantage at the workshop and one partner felt that the timing was not ideal due to the timing of scheduled project activities, it did provide a useful knowledge exchange and training opportunity in the following ways:

[4] For full details see the IASSIST Conference web site at: http://www.iassistdata.org/topic/iassist-conferences/iassist-2013
[5] See session information at: http://www.iassist2013.org/program/sessions/session-f2/#c248
[6] For more details of the DSA see: http://datasealofapproval.org/en/

- it introduced team members to a different and more technically-minded set of experts
- it demonstrated the extent to which even established and experienced SPs are struggling with some basic issues and that CESSDA is still a network in the making
- it introduced the DSA in a working environment
- it demonstrated the rigour and expectations of CESSDA membership whilst also demonstrating the collaborative approach taken by CESSDA in supporting less well-established partners
- it set future goals for the non-CESSDA SERSCIDA partners

3.4 CESSDA Expert Seminar October 2013, Vienna

The 25th CESSDA Expert Seminar was the last time that experts gathered to hold a CESSDA expert seminar before CESSDA is reborn as an established legal data infrastructure, CESSDA AS.

The work topic of this Expert Seminar was “Research Data Management: Cost and Incentives”. Participants included about twenty representatives from European data archives. SERSCIDA was represented by partners from Serbia and Croatia. The visit by the SERSCIDA team was generously subsidised from the funds remaining from the original CESSDA organisation.

The goals of the meeting were to promote further co-operation between archives, identify experts who could contribute to co-operation, and discuss the possibility for common European RDM support. To approach these goals the meeting was structured into two parts. The first part was about incentives and teaching and second was about costing for archives and researchers.

For SERSCIDA team members it was very helpful to hear about the importance of making data management plans and of incentivising data management for researchers, as well as how researchers can cost their research data management needs: practicalities, expectations and responsibilities. Some focus was placed on the DANS cost model. The SERSCIDA partners expect to be able to put knowledge acquired during the meeting into practice, after the founding of new archives in their countries.

5. Conclusion

In conclusion, the partners have made the maximum use of, and gained great benefit from, the training and knowledge exchange activities that have been organised during WP4. They have also taken every opportunity offered, to participate in external events which have, in the main, been suggested by the CESSDA partners and were offered within the CESSDA community. The participation of CESSDA members in this project and in particular in this work package, has enabled the partners to identify opportunities for additional support from CESSDA (for attendance at the CESSDA expert seminar) and IASSIST (for attendance at the IASSIST conference).

The consequence of this has been a heavy workload for the teams in the three West Balkan countries; in particular, October was extremely busy because of the number of events scheduled during that month. The main reason for this was that events originally planned for the summer months did not take place because many key stakeholders were not able to travel during the summer or were unavailable due to vacation.

Practically, however, the events have been very successful. The operational teams have a much better understanding of the planning and work that still needs to be done before the new service providers are launched and their stakeholders have a much better understanding of the very many benefits that archives can offer and of the importance of funding the development of these organisations in a sustainable manner.