South-Eastern European Data Services

D2 – Report on Workshop I

Deliverable Lead:	IES, ISPJR
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1.0	November 3, 2015	Released version	IES
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Name	Short Name	Country
Centre for Monitoring and Research, Podgorica	CeMI	Montenegro
Centre for Political Courage, Pristina	CPC	Kosovo
Institute for Democracy and Mediation, Tirana	IDM	Albania
Faculty of Humanities and Social Sciences University of Zagreb	FFZG	Croatia
Institute of Economic Sciences, Belgrade	IES	Serbia
Saints Cyril and Methodius University, Institute for Sociological, Political and Juridical Research, Skopje	ISPJR	Macedonia
Swiss Foundation for Research in Social Sciences, Lausanne	FORS	Switzerland
University of Ljubljana, Social Science Data Archive, Ljubljana	UL	Slovenia

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1. List of Participants

1.	Brain Kleiner	FORS, Switzerland
2.	Bojana Tasić	FORS, Switzerland
3.	Janez Štebe	UL, Slovenia
4.	Irena Vipavc Brvar	UL, Slovenia
5.	Hilary Beedham	UKDA, United Kingdom
6.	Marijana Glavica	FFZG, Croatia
7.	Irena Kranjec	FFZG, Croatia
8.	Alen Vodopijevec	FFZG, Croatia
9.	Dobrica Pavlinušić	FFZG, Croatia
10.	Klime Babunski	ISPJR, Macedonia
11.	Aneta Cekik	ISPJR, Macedonia
12.	Vesna Zabijakin-Catleska	ISPJR, Macedonia
13.	Lirika Demiri	CPC, Kosovo
14.	Artela Mitrusi	IDM, Albania
15.	Nikoleta Tomović	CeMI, Montenegro
16.	Ivana Vujović	CeMI, Montenegro
17.	Aleksandra Bradić-Martinović	IES, Serbia
18.	Aleksandar Zdravković	IES, Serbia
19.	Larisa Malić	IES, Serbia

1. Report on Workshop I

The first training workshop took place on October 13-15, 2015 in Belgrade, Serbia, in the frame of the SEEDS project.

The agenda of the workshop included (the Annex I includes the full Agenda):

- Presentation of UK Data Archive and Services;
- Presentations of OAIS;
- Presentations of Policy and Procedures Documents;
- Presentations and discussion of reports on evaluation or research and legal conditions in Albania, Kosovo, Macedonia and Montenegro;
- Starting discussion and hands-on Establishment plans preparation and Policy and procedure documents;
- Discussion about cooperation with RRPP and
- Planning next steps.

On the first day (13 October) Hilary Beedham began with an overview of the UK Data Archive and with a description of the services that it supports including infrastructure, capacity and skills. Bojana Tasić and Irena Vipavc Brvar continued with presentations regarding OAIS in details, and at the end of the day Brian Kleiner, Aleksandra Bradić-Martinović and Marijana Glavica presented existing Policy and Procedures documents in Serbian and Croatian prototype of data archives. The objective of the first day was to provide additional knowledge for new partners about all relevant topics needed for establishment of data archive in social sciences.

The second day (14 October) was mainly dedicated to reports on evaluation or research and legal conditions. Participants from new partner countries presented the results of mapping and analysis of existing potentials for the establishment of a social science digital data archives in Albania, Kosovo, Macedonia and Montenegro. At the end of the second day participants from new partner countries, with the support of CESSDA partners and old partner countries, started to fill in the elements of the establishment plans. Basically, they brainstormed about the identity of the new organizations, the scope of collections, the potential set of services, governance structures, stakeholders and partner institutions, and potential organizational charts. The first day finished with discussion about the initial versions of the establishment plans. General conclusions point out that new partner countries should continue construction of establishment plans within their institutions and with support of their managements and stakeholders.

The third day (15 October) was dedicated to discussion about cooperation with RRPP (Regional Research Promotion Programme - http://www.rrpp-westernbalkans.net/). Brian Kleiner proposed project "RRPP Data Rescue" to all SEEDS partners. This project has the objective to ensure long-term preservation of and access to data produced within the RRPP projects. These data are collected in each country involved in the SEEDS project, and so the final benefit of this project would be double. First, the data will be safeguarded, discoverable, and usable by the larger scientific community, and the second, the partners within the SEEDS project will have datasets and descriptions prepared for new archives.

The main issue regarding this project is the short deadline, end of December 2016. The partners have concerns about that, having in mind that it would be a parallel activity to the SEEDS project. At the end of the discussion we agree to start with this initiative and to work on at least one or two datasets with value in the sense of interest, sufficient documentation and good contact with researchers who collected it. Brian Kleiner will continue negotiations with RRPP and will contact colleagues from Bosna and Herzegovina in order to include them in the new project initiative.

The end of the workshop was dedicated to next steps within the SEEDS project. We agreed to swap second and third workshops. According to the proposal we are supposed to organize Workshop II in Zagreb. This workshop should cover data solicitation and curation of both quantitative and qualitative data, and there will be presentation and discussion of best practices and standards regarding data preparation and documentation, including the international metadata standard DDI (Data Documentation Initiative). The Workshop III should be in Ljubljana, and it will cover the Data Seal of Approval (DSA), the assessment tool used by CESSDA to ensure that its members apply best practices in digital data preservation. Each participant will evaluate the steps that will need to be taken for them to satisfy the requirements of the DSA. The workshop will also cover important questions concerning data security and backup, from technical and conceptual viewpoints. After the swap, the Ljubljana workshop could be on the second or third week of February, and the Zagreb workshop will be at autumn 2016. We concluded that this order is better, having in mind participants' needs for practical knowledge of data curation, in line with the RRPP project.

Annex I

Belgrade Workshop
(13-15 October 2015)

Tuesday, October 13, 2015

09.00 to 09.15	**Welcome and opening** (Aleksandra Bradić-Martinović and Jovan Zubović, IES)
09.15 to 09.30	**Programme and objectives of workshop** (Brian Kleiner FORS)
09.30 to 11.00	**UK Data Archive and Services / Capacity and Skills / Data lifecycle** (Hilary Beedham UKDA)
11.00 to 11.15	*Coffee and tea break*
11.15 to 11.30	**Open Archival Information System – OAIS** (Bojana Tasić FORS)
11.30 to 12.00	**Ingest – Acquisition and deposit** (Irena Vipavc Brvar ADP)
12.00 to 12.30	**Ingest - workflow** (Irena Vipavc Brvar ADP)
12.30 to 13.30	*Lunch*
13.30 to 15.00	**Data Management / Archival Storage / Preservation planning / Administration** (Bojana Tasić FORS)
15.00 to 15.15	*Coffee and tea break*
15.15 to 15.45	**Access** (Irena Vipavc Brvar ADP)
15.45 to 17.00	**Policy and Procedure documents** (Brian Kleiner FORS, Aleksandra Bradić-Martinović IES, Marijana Glavica FFZG**)**

Wednesday, October 14, 2015

09.00 to 09.30	**Report on evaluation or research and legal conditions (Albania)**
09:30 to 10.00	**Report on evaluation or research and legal conditions (Kosovo)**
10.30 to 11:00	**Report on evaluation or research and legal conditions (Macedonia)**
11.00 to 11.15	*Coffee and tea break*
11.15 to 11.45	**Report on evaluation or research and legal conditions (Montenegro)**
11.45 to 12.30	**WP1 - Report on evaluation or research and legal conditions – discussion (all)**
12.30 to 13.30	

13.30 to 15.00	*Lunch*
	WP1 – Establishment plan preparation – hands on (all)
15.00 to 15.15	
	Coffee and tea break
15.15 to 17.00	
	WP1 - Policy and procedure document – hands on (all)
20.00	
	Dinner - Etno Restaurant "Zavičaj" (at your expense)

Thursday, October 15, 2015

09.00 to 10.00	**Cooperation with RRPP** (Brian Kleiner FORS)
10.00 to 11.00	**Planning next steps** (Brian Kleiner and Bojana Tasić, FORS)
11.00 to 11.15	*Coffee and tea break*
11.15 to 12.30	**Planning next steps** (Brian Kleiner and Bojana Tasić FORS)
12.30 to 13.30	*Lunch*

End of the Workshop