



## D4 – Establishment plan: Albania



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This report has been developed within the “South-Eastern European Data Services” (SEEDS) ([www.seedsproject.ch](http://www.seedsproject.ch)) project. The participant organisations of the SEEDS project are:

Name	Short Name	Country
Faculty of Humanities and Social Sciences University of Zagreb	FFZG	Croatia
Centre for Monitoring and Research, Podgorica	CeMI	Montenegro
Centre for Political Courage, Pristina	CPC	Kosovo
Institute for Democracy and Mediation, Tirana	IDM	Albania
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

## Establishment Plan

### ADAS – ALBANIAN DATA ARCHIVE FOR SOCIAL SCIENCES

#### I. **Definition of organisation and internal structure**

##### a. Identify organization(s) to assume the data service

The Albanian national Agency for Research, Technology and Innovation (ARTI) will be the leading institution for the establishment of the Albanian Data Archive for Social Science (ADAS) in Albania.

##### b. Define organisation(s) and scope of collection

The data archive will offer data services for national and international researchers, students, and teachers. The focus of the archive collection will be on both quantitative and qualitative data in the Social Sciences. The primary focus will be on quantitative data in the disciplines anthropology, sociology, political science, psychology, education science, information science, economics and demographics; qualitative data will encompass in the first phase oral history and life story projects, as well as other narrative studies, currently undertaken within academia and NGOs. The data service will also collect and curate qualitative data, but with more careful selection and with consideration of available resources.

##### c. Establish the set of services to be provided

The new data service will provide a range of services, including: 1) selecting and acquiring data; 2) preservation, documentation, and dissemination of social science data; 3) cooperation with national statistics office, other government institutions, and other stakeholders 4) trainings for researchers (how to use the data service, how to prepare data for inclusion in the archive, and how to deposit prepared data); 5) trainings for students on usage of data services.

##### d. Develop a sustainable financing scheme and budget

Having the data research centre established within ARTI which is a national agency, funding will be secured through the state budget. In addition, the data service can participate in international projects for further financing. However, a detailed budget will be developed as part of WP5 after accessing costs of needed staffing and technical infrastructure.

##### e. Develop a governance structure (e.g. oversight board, scientific board), along with goals, roles, and responsibilities

An Oversight board will be created with representatives from: ARTI, Ministry of Innovation and Public Administration, representatives of Institute for Democracy and Mediation (IDM), as well as individuals in management positions within major research and education institutions. A Scientific/expert board will also be put together, including researchers, data experts/archivists, and data librarians.

f. Create a classification scheme of data types to be archived (according to risk level) and corresponding distribution mechanisms Bosnia and Herzegovina 4

The Oversight board will make the final decision, however different levels of access will be provided: restricted and public. For restricted data, different levels of access are envisioned: funder-determined access; depositor (researcher)-determined access (individual- and group-level); access to sensitive data. For public data, open access will be applied with individual and group level access and open access (with possible embargo period).

g. Define stakeholders and partners

The key stakeholders will include the Ministry of Innovation and Public Administration, Ministry of Education and Sports and other government agencies, the Albanian National Institute of Statistics, the State Archives, the Central Bank of Albania, public and private universities, as well as other relevant institutions government and nongovernment ones. This should also include a study of the legal questions concerning formal relationships with stakeholders.

h. Establish formal and informal communication channels with and between partner institutions and stakeholders

Formal communication should be established with key stakeholders regarding ongoing activities, so that they are regularly informed about the development and progress of the data service. Key contact person from each stakeholder institution will be identified and contacted to obtain their consent to participate as representatives on behalf of their institution. Representatives will be included in a contact database that will be used for communicating information about the data service. All interested parties can be members of this database. In addition, it would be optimal to organize annual meetings with interested stakeholders.

i. Define internal structure of organization, including an organizational chart

The new Albanian data service will include at least the following positions: Director of Data Service; Quantitative Data Archivist; Qualitative Data Archivist; Statistician; Information Technology Specialist. However, the internal structure of the data service will be defined in more details according to funding capacities.

j. Identify work space/facility

The data service will be located within ARTI.

k. Create institutional brand and logo

The new data service will need an institutional brand and logo, so that it will be easily recognised by users, stakeholders, and the public. A brand and logo should be created that graphically presents the institution and its mission. The brand and logo will ideally be linked graphically to those developed for other new data services in the region.

## I. Create website

A website will be created that presents the institution in the national languages and in English. It will clearly present on the homepage the services and mission of the infrastructure. In addition, the website will include at least the following elements: information about how to deposit and access data, contact details, links for resources for researchers, and news and events. The website will also include information about its internal organisation, stakeholders, funders, and institutional partner. There will be links to regional data service partner websites.

### m. Begin promotional activities to establish continuous visibility among key stakeholders

Promotional activities to raise visibility have already begun and should be ongoing. These should include targeted messages for specific audiences, by way of different means and platforms. The means could include meetings and workshops, email and letter campaigns, and invited visits by key stakeholders.

## **II. Human Resources**

### a. Define minimum number of staff needed and roles and responsibilities for likely staff positions (i.e. who does what)

A minimum of four full time employees are needed for this new data service. The positions will be as follows:

- 1) Head of data service (responsible for financial and executive management, communication with stakeholders, and regional and international partners)
- 2) Minimum 2 data experts (knowledgeable in social science methodology and data management)
- 3) IT expert (with experience in data management, software applications, documentation standards, and data exchange protocols, with programming and database skills)

### b. Prepare job descriptions, advertise, interview, issue contracts (near today one once funding has been secured), and/or incorporate responsibilities into existing positions

Once staff size and positions have been determined, the search for suitable candidates should begin. The search will require detailed job descriptions that are appropriately publicized. If the positions are taken over by existing staff, it should be clarified which of their responsibilities are to be transferred and which are to be maintained.

### c. Develop knowledge and skills of staff through ongoing training

Some training activities for possible future staff members have already begun as part of the SEEDS project. Staff hired for the data service before day one should begin training with respect to their future roles and responsibilities, either within the context of SEEDS or through other training mechanisms.

### d. Define institutional rules and regulations for staff (e.g. regarding sick leave) (but only needed if a new institution is envisioned)

The ADAS will be part of an existing institution, thus staff will be subject to the respective to its human resource rules and regulations.

### **III. Technical infrastructure**

#### **a. Select hardware, including servers, desktop computers, security and backup systems**

The data service will determine the hardware and systems that it will need to become operational, including decisions about the number of desktop computers and accessories, security and backup, and the number of servers required. This kind of system is expected to have a high level of security and several backup points. Also, collected data will require storage options. Dimensioning of the system should be done in cooperation with other SEEDS participants.

#### **b. Select and prepare software and tools, including statistical analysis programs (like NVivo, SPSS, STATA), NESSTAR**

An analysis based on expected data types and future services will help to decide on needed software and tools for the data service. Considering a variety of open-source solutions should be the first option. Experience from Slovenia could be valuable for this activity.

#### **c. Select databases and archiving system tools**

The data service will need to identify and select the databases and archiving tools that best suit their needs and available resources, based on the types of data that are expected to be archived. It will probably be necessary to customize the adopted tools and databases according to local needs and goals.

#### **d. Select network infrastructure and telecommunications**

Network infrastructure and telecommunications will be accessed with respect to the extent to which existing options can be relied upon (e.g., using a host organisation's systems). The data service will need to identify and select the databases and archiving tools that best suit their needs and available resources, based on the types of data that are expected to be archived. It will probably be necessary to customise the adopted tools and databases according to local needs and goals.

### **IV. Policies, quality control procedures, and workflows**

#### **a. Establish data policies and written protocols for data management and access**

Before day one, the data service will have established policies and written protocols, concerning all aspects of data management and workflow, as well as for data access. This will include policy documents on: the scope and types of data that can be included in the archive; workflow rules on how data are to be ingested and treated; guidelines for data depositors; and eligible users of archive data.

#### **b. Create a data archiving plan**

The data service will create a list of research projects from which data could be obtained, either from past collections, or from projects in progress, including contact information for project leaders. For each

project there will be a brief description of the data and a justification for its importance for the data service. Letters will be sent to project leaders to inquire about the possibility of archiving the data, and explaining the benefits of long-term preservation and sharing.

c. Develop policy and plans for data backup and security

A policy paper will be written that explains how data will be safeguarded and preserved on a long-term basis, so as to minimize data loss or improper use of the data. The paper will discuss procedures for backup, storage, and access conditions. It will describe storage formats for data files, plans for updating and migrating formats.

d. Ensure standardisation of policy and tools (including compliance with CESSDA and DSA)

A review will be undertaken to ensure that all policies and tools adopted by the data service are consistent and compliant with international standards. This includes compliance with CESSDA member rules and the Data Seal of Approval for trusted digital repositories. First, the relevant existing standards will be identified. Second, an evaluation of the expected policies and practices will identify any areas where there are differences that. Third, it will be determined what could be done to bring the data service closer to international standards and policies.

e. Develop guides for researchers and training events to promote good practice and data sharing

The data service will have to engage the research community and raise awareness about issues in data sharing and data management. As part of establishing the infrastructure, the data service will develop some promotional materials and events to be offered to researchers. This will include a workshop on data management to be given after day one, as well as guidelines for data depositors, to appear on the website. It may be possible to invite international experts to provide some of the trainings.

f. Study legal background and develop contracts

The data service will need to start on a sound legal footing, which means aligning its policies and practices with national law. The work already done in this area as part of WP1 (SEEDS Project) should be updated and extended to produce a paper that summarises national law and its implications for the data service. Also, licenses for data deposit and data use will be developed. These should be applicable to researchers within the country, but also to other researchers in the region and internationally.

g. Develop basic performance monitoring system (i.e. indicators, measures for monitoring change over time)

In order to assess the progress and success of the data service, it will be important to develop and later implement a system of performance indicators and measures, linked to institutional objectives. Each indicator will address a specific objective of the data service. As an example, a typical indicator would be researcher use of data available from the data service, with the number of datasets downloaded or delivered as the measure.



h. Create database of users

To the extent possible the data service will create and maintain a database of potential users of the data that will be available in the archive. This will be used for communication and promotional purposes before and after day one. Individuals in the database will have the option of "unsubscribing", so that they no longer received communications from the data service.

i. Create database of researchers

The data service will create a database of researchers who could be either users or providers of data. They could be associated with universities, public administration, or private research institutes. The database will be used to gather information about research activities, and for communication and promotional purposes. Researchers will have the option of "unsubscribing", so that they no longer received communications from the data service. Given potential overlap, the researchers and users may be included in a single database, where there is a flag for users (who will be a subset of the researchers).