



D4 – Establishment plan: Kosovo



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Author(s): Lirika Demiri, in cooperation with:
Pëllumb Kelmendi
Arben Hajrullahu
Nitë Bylykbashi-Deliu

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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

“Service and Archive of the Primary Data in Social Sciences in Kosovo”

I. Definition and internal structure

a. Identify organisation(s) to assume the data service

The “Service and Archive of the Primary Data in Social Sciences in Kosovo” (in short: Data Service) will be established by the Centre for Political Courage (CPC) within the Institute for Social Studies and Humanities (ISSH), at the Faculty of Philosophy, University of Prishtina.

b. Define organisation(s) and scope of collection

The ISSH will provide support in data management and will promote the use of the data. The holdings will include social science data in a broader sense. The primary focus, however, will be on quantitative data in sociology, psychology, education science, political science, and economics. 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 services offered will include: selecting and acquiring data; processing and cataloguing data and documentation; data dissemination; promotion of open access; enabling secure access to sensitive data; digital preservation and (technical) systems development and maintenance; technical support; education and support for depositors (how to manage data, data management plan) and users (how and why to use data for secondary research); cooperation with the Kosovo Agency of Statistics, other government institutions, and other stakeholders.

d. Develop a sustainable financing scheme and budget

Ideally, services will be financed by the government budget, e.g. within the regular budget of the University of Prishtina.

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

The CPC and ISSH Boards, in close cooperation with the host institution, Faculty of Philosophy, University of Prishtina, will fulfil the function of a Joint Oversight Board of the “Service and Archive of the Primary Data in Social Sciences in Kosovo”.

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

The Joint Oversight Board will make the final decision, but different levels of access will be offered: funder-determined access; depositor (researcher)-determined access (individual- and group-level); access to sensitive data; and open access (with a possible embargo period).

g. Define stakeholders and partners

Stakeholders and partner institutions will, inter alia, include:

- Ministry of Education, Science and Technology (MEST) as the main science policy institution, which also provides multi-annual institutional financing of research activities (distributed to universities and public institutes);
- All relevant public and private scientific institutions and domestic and international agencies operating in Kosovo that deal directly or indirectly with social science data. This includes faculties (constituents of universities); it also includes public institutes that have their own policies about data archiving and may also have their local information specialists/librarians who can promote and facilitate data depositing and data use;
- The Kosovo Agency of Statistics, which produces national statistics, valuable and very heavily used data in social science disciplines;
- The National Archive, which can play a role in the long-term preservation of some kinds of data (e.g., publicly available data as national heritage);
- The Agency of Information Society (AIS) / Ministry of Public Administration, which is the main institution responsible for developing, maintaining and preserving the IT infrastructure and administrative data of public institutions;
- The National Library;
- The University Library;
- Think tanks and NGOs, which are engaged in social science research activity, and which promote the concept of open data. 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 the managers of relevant institutions. Formal letters should be sent to inform institutions about ongoing activities. Also, the Data Service will identify one contact person in every relevant partner institution. In some institutions, they are the librarians, and in other institutions they are the researchers and/or members of a management team. Good candidates for contact persons are researchers who are involved in international research projects. Annual meetings with representatives should be organised. A mailing list will be used to disseminate information about ongoing activities. All interested researchers, librarians and so on can be members of this mailing list.

i. Define internal structure of organisation, including an organisational chart

The internal structure of the Data Service will be defined according to funding possibilities. It is possible that some of the tasks and duties will be distributed to persons that work in other institutions.

j. Identify work space/facility

The data service will be located within the host institution, ISSH, at the Faculty of Philosophy, University of Prishtina.

k. Create institutional brand and logo

The new data service will create an institutional brand and logo, so that it will be easily recognised by users, stakeholders, and the public.

l. Create website

A website will be created that presents the institution in the official languages of the Republic of Kosovo, including in English. The homepage of the website will present the services and the mission of the infrastructure. In addition, the website will include at least the following elements: information on how data can be deposited and accessed, contact details, links to resources for researchers, and news and events. The website will also include information about its internal organisation, stakeholders, funders, and institutional partner. There will also 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 will include targeted messages to specific audiences by way of different means and platforms. The means could include meetings, workshops and conferences, 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)

For the Data Service the following dedicated staff is needed:

- Director/Head of the Data Service (S/he should be responsible for financial and executive management, communication with stakeholders, and with regional and international partners);
- Data Expert with proven knowledge in social science methodology and data management;
- IT Expert with appropriate IT knowledge and experience in data management, software applications, documentation standards, data exchange protocols, and programming and database skills;
- Office and Financial Officer to maintain day-to-day office duties and finances.

b. Prepare job descriptions, advertise, interview, issue contracts (near to day 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 on going 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)

Staff will be subject to the rules and regulations of the contracting institution.

III. Technical infrastructure

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

The data service will need to 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.

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 customise 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). Whatever is needed but not available from a host institution will have to be accessed, selected and integrated before day one.

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. 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 CESSDS 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. 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 that will appear on the website.

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. Quick online surveys of users and potential users in the future could also be used.

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. 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).