



D4 – Establishment plan: Montenegro



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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 Montenegro”

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 Montenegro” (in short: Data Service) will be established by the Centre for Monitoring and Research (CeMI) within the Ministry of Science and the Ministry of Education of Montenegro.

b. Define organisation(s) and scope of collection

Centre for Monitoring and Research (CeMI), within the Ministry of Science and the Ministry of Education, will provide support in data management and will promote the use of the data. The focus of the archive will be on both quantitative and qualitative data in the Social Sciences. The archiving will include data in sociology, psychology, law, political science, economics, business and management and similar social science disciplines.

c. Establish the set of services to be provided

The services offered will provide selecting and acquiring data; preservation, documentation, and dissemination of collected data, technical support with technical system development and maintenance, trainings for researchers in order to make them capable for using the data service), trainings for users in order to teach them use data for secondary research. The services will also include cooperation with universities, Montenegrin Academy of Sciences and Arts, Montenegrin Agency of Statistics, Ministry for Information Society and Telecommunications, other government institutions, and other stakeholders.

d. Develop a sustainable financing scheme and budget

New Data Service will be financed by the Ministry of Science and Ministry of Education regular budgets. Additional funds will be provided by some domestic or international donor organisations. The budget will provide costs for staff and technical infrastructure of new data service.

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

An joint oversight board will be consisted of representatives of the Ministry of Science, Ministry of Education, the Ministry for Information Society and Telecommunications, Montenegrin Academy of Sciences and Arts and CeMI. In addition, scientific board will be created among eminent researchers, data experts, data librarians. Through internal acts of

new Data Service, aims, mission, responsibilities and working and decision making procedures will be specified.

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

CeMI will host public and restricted data. CeMI will provide open access for public data. However, CeMI will define different levels of access for restricted data (such as funder-determined access, depositor-determined access, open access to sensitive data under special protocols).

g. Define stakeholders and partners

Stakeholders and partner institutions will include:

- The Ministry of Science and its Sector for Scientific Research Activity which perform administrative tasks related to this field and professional tasks related to: the implementation of programs of common interest through which priorities are implemented in this sector; development of plans and programs of scientific research activities; making scientific policy and strategy; proposing and implementing laws and other regulations; harmonization of laws and regulations with EU regulations; drafting regulations on scientific and technological cooperation between Montenegro and other countries (agreements, treaties, protocols, programs); Montenegro's participation in multilateral, regional and bilateral programs and projects relating to science, research and development; project implementation in the field of science financed from the EU pre-accession funds - IPA and other international funds; implementation of bilateral scientific and technological cooperation between Montenegro and other countries; promoting EU Framework Programme and other programs of international cooperation; organization and coordination of the NCP (National Contact person for the Framework programs) and individual programs or parts of programs; monitoring of the implementation of the strategy of scientific research activities in Montenegro; program of the Ministry for scientific and research activities; report on the work of the Government in the field of scientific research; licensing of research institutions and keeping a register of institutions; management of databases in the field of scientific research activities in accordance with the law; and other activities within its scope.
- The Ministry of Education which is responsible, in this field, for the development of higher education system in Montenegro;
- The Ministry for Information Society and Telecommunications which has no direct competences when it comes to establishing research data archives, but gives support regarding software and related issues;
- The Council for Scientific Research Activity which analyses issues related to science in Montenegro and achievements in scientific research activity, makes expert proposals and opinions regarding all issues in this field, and thus contributes to improving scientific research activity in Montenegro;
- Montenegrin Academy of Sciences and Arts;

- All relevant public and private scientific and research institutes;
- public and private universities;
- The National Library;
- Libraries of all Montenegrin universities;
- Think tanks and NGOs, which are engaged in social science research activity, and which promote the concept of open data.

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

The main communication channels with stakeholders will be defined. In this way, stakeholders will be informed regarding development of the new data service. I will be defined contacts list with name of all representatives from each stakeholder institution. This contact list will be used for complete communication about ongoing activities of the data service. In addition, periodical meetings will be organized for all partner and stakeholders representatives.

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

The new data service will include few positions: Director, Quantitative Data Archivist, Qualitative Data Archivist, Statistician, Data Acquisition Officer, Dissemination and User Management Officer, Legal Officer, Information Technology Specialist, and Systems Librarian. Through internal acts, roles, responsibility and hierarchy between these positions will be defined.

j. Identify work space/facility

The data service will be housed at the Centre for Monitoring and Research.

k. Create institutional brand and logo

The new data service will have its own brand and logo, so that it will be easily recognised by users, stakeholders, and the public.

l. Create website

A website of the new data service will be created. It will contain mission and goals of the established data service, internal organisation information with contacts of all partners, stakeholders, and other institutions. Website will also contain all information that could be useful for scientists and users regarding instructions for deposit and access data, contact information, news, upcoming events.

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

Promotional activities are very important for raising visibility. Because of that, promotional activities will be of great importance of new data service. Promotion activities will contain daily updating of the website, conducting public campaigns, organising meeting, workshops, conferences and round tables.

II. Human Resources

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

Staff will include a Director (responsible for overall management of data service), Quantitative Data Archivist (responsible for quantitative data management), Qualitative Data Archivist (responsible for qualitative data management), as well as Statistician, Data Acquisition Officer, Dissemination and User Management Officer, Legal Officer, Information Technology Specialist, and Systems Librarian.

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

The engagement of professional and highly qualified candidates for all positions in data service is very important. The search for suitable candidates 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 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.

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

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 related to 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.

It will be sent official letters to project leaders for archiving the data from their projects, at the same time explaining the benefits of long-term preservation and sharing data.

c. Develop policy and plans for data backup and security

The data service would produce special protocol regarding procedures for preserving data on a long-term basis. The main goal of the protocol will be to minimize data loss or inadequate use.

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

The data service will establish concrete and very strict standard procedure that will ensure that all policies and tools of data service are compliant with international standards.

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

The data service will conduct campaign for raising awareness about issues in data sharing and data management among researchers. In this sense, the data service will develop some promotional materials and events to be offered to researchers. This will include organisation of trainings and workshops on data management.

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)

The data service will define a system of performance indicators and measures, in order to assess the progress and success of the data service. This system will be consisted of precisely defined indicators that address a specific objective of the data service. Appropriate online evaluation forms will be available to users.

h. Create database of users

The data service will create a database of potential users of the data. Their contacts will be achieved and used for communication, as well as promotional purposes. Individuals in the database will have the option of "unsubscribing", so that they no longer received information from the data service.

i. Create database of researchers

The data service will also create a database of researchers, both data users or data providers. 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.