

Policy session

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FORS

SEEDS Workshop III

Zagreb, 2-4 November



South-Eastern European Data Services



Introduction



- The aim of the policy session: Deliverable D5...
- ...but also more generally to reflect on policies for a future data archive for social sciences in your country!



[2]



What was D5 again?

- Have ready-made documents
- Policies and procedures for future data service for stakeholders:
 - Funding and governmental bodies
 - Data providers
 - Data users
 - Host institution
 - Etc.

Also: try to highlight the many benefits that data services offer!

Get inspired ... but try not to copy paste!

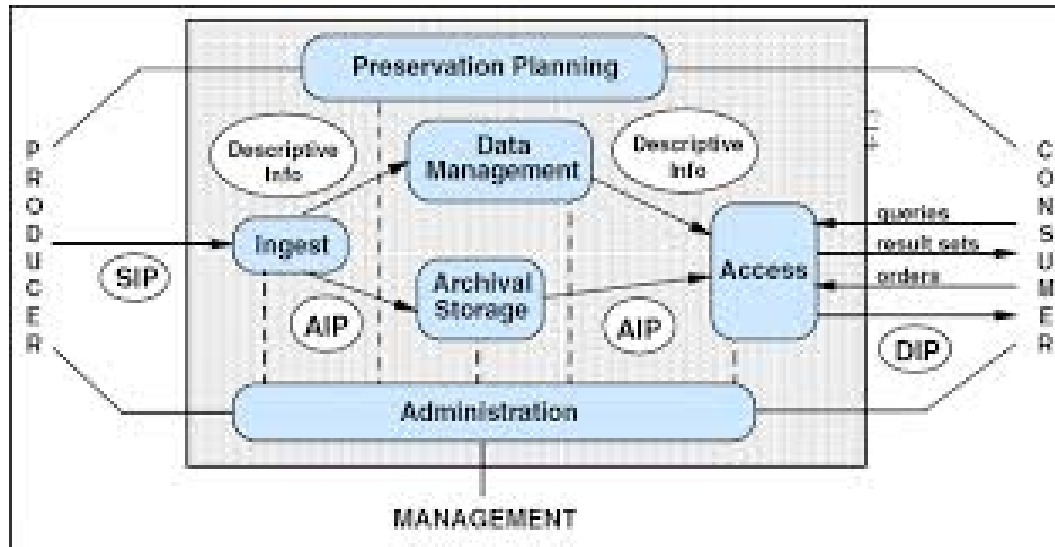


SERSCIDA

- Deliverables (especially D5.1): <http://www.serscida.eu/en/deliverables>
- Trainings (especially D4.2): <http://www.data-archive.ac.uk/curate/archive-training-manual>

OAIS

- Reference Model for an Open Archival Information System:
<https://public.ccsds.org/pubs/650x0m2.pdf>
- DPC Technology Watch Report by Brian Lavoie:
<http://www.oclc.org/research/news/2014/12-04.html>



European Framework for Audit and Certification of Digital Repositories (Basic – Extended – Formal Certification)

Data Seal of Approval:

<http://www.datasealofapproval.org/en/information/guidelines/>

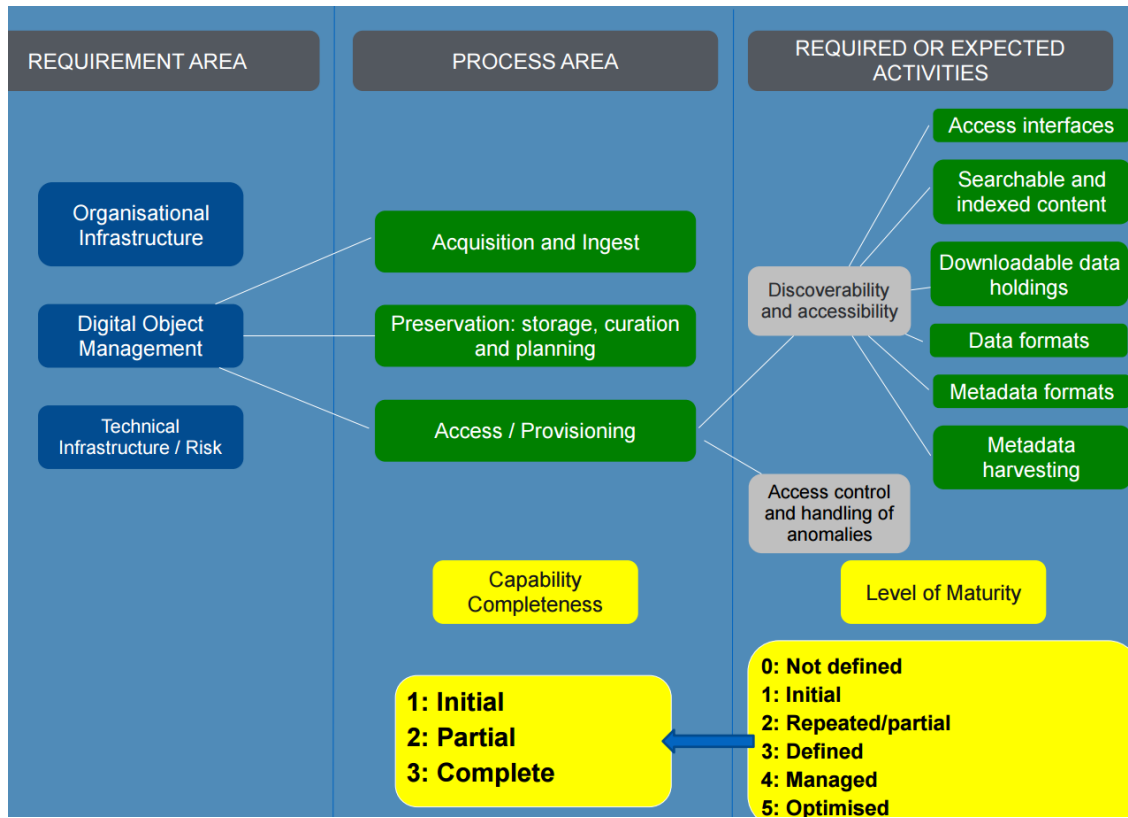
- Catalogue of common requirements DSA-WDS:

<https://www.rd-alliance.org/system/files/DSA-WDS%20Catalogue%20of%20Common%20Requirements%20V2.2.pdf>

Organizational Infrastructure	Digital Object Management	Technology
<ul style="list-style-type: none"> I. Mission/Scope/Purpose II. Licenses III. Continuity of access IV. Confidentiality/Ethics V. Organizational infrastructure VI. Expert guidance 	<ul style="list-style-type: none"> VII. Data integrity and authenticity VIII. Appraisal and selection IX. Documented storage procedures X. Preservation plan XI. Data quality XII. Workflows XIII. Data discovery and identification XIV. Data reuse 	<ul style="list-style-type: none"> XV. Technical infrastructure XVI. Security



CESSDA – Maturity model



SEEDS – Technical Group (D11: Individual country websites)

- About us
- Get data
- Use data
- Manage data
- Deposit data

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How can you adapt all that to your country context?



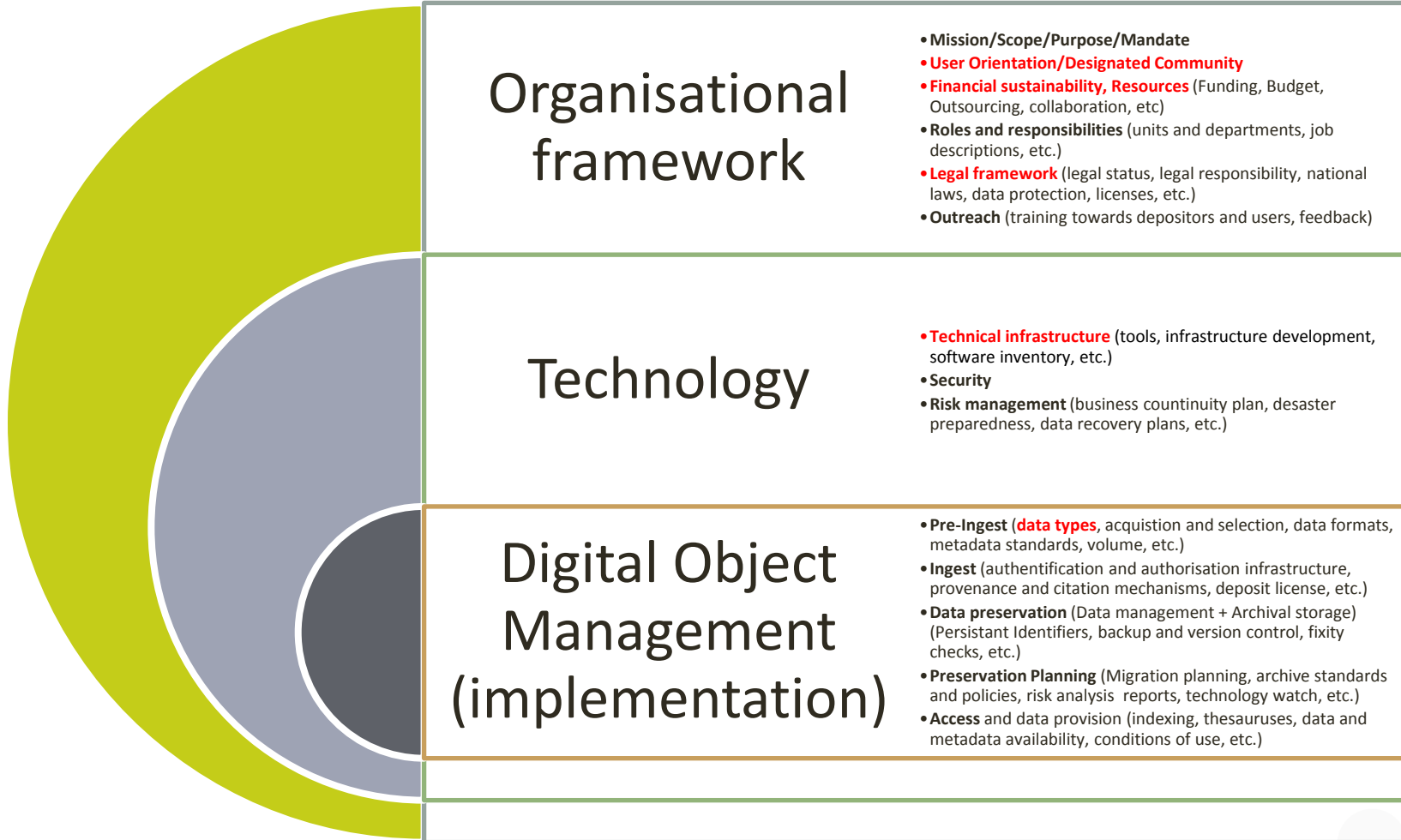
- What are the essentials when establishing a data service in your country?
- Which critical issues are there?
- -> What are the influential parameters !?

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(11)

Influential parameters

- Designated community
- Finances/human resources
- Infrastructure/tools
- Legal framework
- Data types
- ...



Organisational framework

- **Mission/Scope/Purpose/Mandate**
- **User Orientation/Designated Community**
- **Financial sustainability, Resources** (Funding, Budget, Outsourcing, collaboration, etc)
- **Roles and responsibilities** (units and departments, job descriptions, etc.)
- **Legal framework** (legal status, legal responsibility, national laws, data protection, licenses, etc.)
- **Outreach** (training towards depositors and users, feedback)

Technology

- **Technical infrastructure** (tools, infrastructure development, software inventory, etc.)
- **Security**
- **Risk management** (business continuity plan, disaster preparedness, data recovery plans, etc.)

Digital Object Management (implementation)

- **Pre-Ingest (data types, acquisition and selection, data formats, metadata standards, volume, etc.)**
- **Ingest** (authentication and authorisation infrastructure, provenance and citation mechanisms, deposit license, etc.)
- **Data preservation** (Data management + Archival storage) (Persistent Identifiers, backup and version control, fixity checks, etc.)
- **Preservation Planning** (Migration planning, archive standards and policies, risk analysis reports, technology watch, etc.)
- **Access and data provision** (indexing, thesauruses, data and metadata availability, conditions of use, etc.)

Exercise

- **Data collection**

- ❖ What is the scope of data collection?
- ❖ Data from which disciplines are going to be collected?
- ❖ What are the quality standards applied to the data?
- ❖ ...

Exercise

- **Data curation**

- ❖ What data processing steps are you planning?
- ❖ Which anonymisation standards do you apply?
- ❖ How are you going to ingest the data?
- ❖ ...

Exercise

- **Data access**

- ❖ How has access to your data?
- ❖ What are the usage conditions?
- ❖ Any embargos on the data?
- ❖ ...



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