



## CESSDA Widening Activities 2019

### Deliverable 3 - Report on the Online Support Service and the Mentorship Programme

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## 1 Executive Summary

The project “CESSDA Widening Activities 2019” has the aim of building on recent developments and ensuring continuity of long-term CESSDA widening efforts. Within this project, one of the main activities is to offer more active support to CESSDA partners, i.e., data archives that are aiming to join CESSDA. For this purpose, two new activities were developed in 2019: the Support Service for Data Archives and the Mentorship Programme.

The Support Service for Data Archives is an email service, communicated on the CESSDA website, where CESSDA partners can get personalised advice and feedback to their specific questions from CESSDA Service Providers. The specificity of this service is to offer more active support, direct help, and rapid answers for data archives that are aiming to join CESSDA. In spite of emails sent to inform, remind CESSDA partners about this service, and encourage them to seek answers to their questions through it, there were only 4 questions asked in 2019. In our view, this service should be shut down in 2020.

However, the Mentorship Programme was successful. It offers one-on-one support, matching experts active in Widening Activities with interested CESSDA SPs and partners during the course of 2019. The aim is to assist the mentees in defining and realising their short-term goals. These could be strategic, policy related, practical, or technical. The mentor is responsible for actively accompanying partners throughout the year.

The Mentorship Programme is a way to ensure that CESSDA SPs and partners stay active during the year, clarify and move towards realistic goals, and are closely supported and encouraged. In 2019, seven CESSDA SPs and partners participated in the mentorship: CREDI (Bosnia and Herzegovina), FFZG (Croatia), UniData (Italy), CPC (Kosovo), LiDA (Lithuania), MK DASS (Macedonia), and DCS (Serbia).

## 2 Introduction

Widening European coverage is among the priorities highlighted in the CESSDA strategy documents, and widening activities were covered within the framework of CESSDA SaW as well as other projects, such as SERSCIDA and SEEDS. The ultimate objectives of widening activities are to help CESSDA partners (i.e., data archive services that are aiming to join CESSDA) in building mature data services and achieving CESSDA membership.

The project “CESSDA Widening Activities 2019” has the aim of building on recent developments and ensuring continuity of long-term CESSDA widening efforts. Within this project, one of the main activities is to offer more active support to CESSDA partners. For this purpose, two new activities were developed in 2019: the Support Service for Data Archives and the Mentorship Programme.

The institutions involved in this task are: FORS (lead), ADP, CSDA, SND and TARKI. All institutions were involved in building the Support Service for Data Archives and mentored partners within the Mentorship Programme.

## 3 Support Service for Data Archives

### 3.1 Aims

The first goal of the Support Service for Data Archives (mentioned as “Helpdesk” in the Work Plan) is to provide an email service where CESSDA partners can get personalised advice and feedback to their specific questions from CESSDA Service Providers. The specificity of this service was to offer more active support, direct help, and rapid answers for data archives that are aiming to join CESSDA.

Second, questions and answers are documented to assess the needs and gradually close the gaps with new activities and resources.

2019 served as a test year for the service, which could subsequently be improved if the service was used and deemed useful.

### 3.2 Activities

#### 3.2.1 Communication about the service

The communication of this service is done through the CESSDA website. The Support Service for Data Archives was published the 23rd of April on the CESSDA website with the help of CESSDA MO. It is listed under the section “Tools and Services for Service

Providers". The partners could use the following email address for sending their questions: [archive-support@CESSDA.eu](mailto:archive-support@CESSDA.eu).

Emails were also sent to inform and remind partners about this service, and encourage them to seek answers to their questions through it.

### *3.2.2 Treatment of questions*

This service offers ongoing reception and dispatching of questions.

The treatment of the questions was the following: The questions sent to the email address – [archive-support@CESSDA.eu](mailto:archive-support@CESSDA.eu) – were transferred to the task leader who was responsible for distributing the questions among the 2019 Widening Activities experts. Then, the person in charge of a question should make sure either 1) to answer directly the question, or 2) that the answer is provided by another CESSDA expert if the question is very specific or technical. Indeed, in some cases questions could be forwarded to experts in particular CESSDA Work Groups, such as the trust group, the training group, or the technical group, as approved by the WG leaders.

To help the distribution of questions among the WA experts, a google sheet was created to list their expertise, as well as to list the main contact persons in each CESSDA WG, CESSDA MO and other relevant CESSDA SPs (with other expertise areas).

### *3.2.3 Documentation of questions and answers*

In order to monitor the needs and possibly establish new services and/or activities to gradually close the gaps identified, questions and answers (along with the shared resources if any) are documented in another google sheet. The WA expert in charge of a question is also in charge of this documentation.

In spite of the creation of the CESSDA webpage and the information and reminder emails, we received only two requests through the Support Service for Data Archives. The two other questions listed in the google sheet were asked directly to one WA expert, without going through this service. They however pertain to it. Among these four questions, only two answers solved the questions raised.

## *3.3 Conclusion on the Support Service for Data Archives*

2019 served as a test year for this service. As it was not used (only 4 questions received), this service is not provided in 2020. Due to the low number of questions, it was also not possible to assess the needs and propose new activities and resources to close the gaps.

## 4 Mentorship Programme

### 4.1 Aims

The Mentorship Programme offers one-on-one support, matching experts active in Widening Activities with interested CESSDA SPs and partners during the course of 2019. The aim is to assist partners in defining and realising their short-term goals. These could be strategic, policy related, practical, or technical. The mentor is responsible for actively accompanying partners throughout the year.

The CESSDA Mentorship Programme is a way to ensure that CESSDA SPs and partners stay active during the year, clarify and move towards realistic goals, and are closely supported and encouraged.

### 4.2 Timeline

The year was divided between three main activities:

	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1. Selection	■	■											
2. Mentoring			■	■	■	■	■	■	■	■	■	■	■
3. Report													■

#### 1. Selection of mentees, assign a mentor and set the rules

Dec. 2018: Information on the mentorship and how to apply sent to partners

Jan. 2019 – kick off meeting:

- Review of the applications received, selection of partners and allocation of mentors
- Discussion on broad rules for the mentorship

#### 2. Active mentoring

Feb.-Nov. 2019: Running mentorships

#### 3. Report on each mentorship

Dec. 2019: Written by both the mentee and the mentor

### 4.3 Selection of mentees

Each CESSDA partner had the opportunity to join the Mentorship Programme after submission of a proposal. The proposal should contain information on their current situation and their goals for 2019 in terms of institutionalizing the archive and building and developing their services. Based on these goals, they should mention how CESSDA WA experts could help and what were the expected benefits from the mentorship.

The call was open since the 29<sup>th</sup> of November, and a reminder was sent the 12<sup>th</sup> of December. By the 10<sup>th</sup> of January, we received 7 applications. During the kick-off

meeting in Prague, it was decided to offer all 7 partners a mentorship and to allocate each institution to a CESSDA SP as follows:

<b>Mentors</b>	<b>Mentees</b>
ADP	FFZG (Croatia) LiDA (Lithuania)
CSDA	CPC (Kosovo)
FORS	DCS (Serbia)
SND	UniData (Italy) MK DASS (Macedonia)
TARKI	CREDI (Bosnia and Herzegovina)

The table below summarises the mentees' goals and interests for the mentorship:

	<b>FFZG</b>	<b>LiDA</b>	<b>CPC</b>	<b>DCS</b>	<b>UniData</b>	<b>MK DASS</b>	<b>CREDI</b>
<b>Organisation models</b> (node)					+ NDP		
<b>Policies, legal procedures</b>							
<b>Data curation, pres., dissemination</b>				Workflow, OAS	Materials for researchers	Quali data, formats, R	
<b>Dataverse</b> (implem. and workflow)							
<b>Staff</b>	Job descriptions		Capacity building				
<b>Advocacy</b>	+ Visits	Ministry + visits	Data producers		Research funding agen.		For new policy
<b>Networks</b>	Technical infrastructure				Data producers		
<b>CESSDA membership application</b>							
<b>Other</b>		Core Trust Seal				Risk assessment plan	

#### 4.4 Mentorship rules

Broad mentorship rules were developed and agreed on by the Widening Activities experts (the mentors) during the kick-off meeting in Prague.

The mentor:

- is the mentee's reference contact person for this year;
- is responsible for actively accompanying the partner throughout the year and having regular interactions;
- documents the interactions in periodic reports;
- stays in regular contact with the other mentors to share their mentees' needs and find together solutions to assist the mentees if necessary.

The mentee:

- agrees to collaborate with the mentor;
- provides at the end of the year a final report on the received mentorship:
  - reporting the goals and activities realised during the year;
  - discussing what went well and what could be improved for future mentoring activities;
  - updating the situation and plans for 2020.

Each mentee agreed for the assigned mentor and these rules. Mentorship could begin in February 2019.

Hereafter are the specific final reports on each mentorship provided by the mentors. These reports were written by the mentors, with some parts provided directly by the mentees, as agreed in the beginning of the mentorship. The subjects covered by these reports are the following:

- The situation of the mentee partner at the beginning of the mentorship
- The mentorship goals
- The mentorship activities during 2019
- The mentee's situation at the end of 2019 and plans for 2020
- Reflections on the mentorship by the mentee

## 4.5 *Mentorship between ADP & FFZG*

### 4.5.1 *The situation of the mentee partner at the beginning of the mentorship*

Towards the end of 2018, the Ministry issued the decision on supporting the development of scientific activities in public scientific organisations that are participating in ESFRI related projects and ERIC consortia. The organisational model of the future data archive that can serve as a service provider for CESSDA was heavily influenced by this. The decision supporting organizations participating in ERIC consortia was made just a month before the meeting of a representative of the Croatian Ministry of Science and Education with the CESSDA director and the main office staff at the CESSDA Widening event in Belgrade in November 2018.

FFZG was committed to fulfill requirements needed to be recognised as a capable hosting institution for the future data archive that can serve as CESSDA service provider, or in other terms, to become a "national coordinating institution" for CESSDA (following



the perspective and terminology used in the Ministry decision). In February 2019, FFZG sent an official letter to the Ministry with an initiative to initiate the CESSDA membership process and explained its capabilities to assume the role of a national service provider. Example policies and procedures, prototype data catalog and technical infrastructures, and establishment plans were developed during previous projects (SERSCIDA, SEEDS, and CESSDA-SaW).

#### 4.5.2 *The mentorship goals*

In the application for the CESSDA Widening Mentorship Programme in 2019, CESSDA mentioned that their goals for 2019 are related to and depend upon recent developments at the Ministry and their support for infrastructures on the ESFRI Roadmap and their interest in ERIC memberships.

Main goals were:

- To get support from relevant institutions for the initiative for the establishment of Croatian Data Archive Services for the Social Sciences
- To become a "national coordinating institution", e.g. service provider, for CESSDA (in the process of Croatia becoming a member in CESSDA)
- Together with all interested institutions, to develop a new version of the establishment plan and organizational model for the data archive.
- To develop job profiles for two postdoctoral fellows to be employed in the data archive (according to the Ministry decision)
- To identify, select, and collect more recent datasets for archiving

#### 4.5.3 *The mentorship activities during 2019*

At the 12th CESSDA SPF meeting, in April 2019, in Denmark, Croatia expressed interest in applying for the CESSDA Membership. CESSDA MO has received a draft application from the Ministry of Science and Education of the Republic of Croatia on 20th of March. The position of the Ministry was presented at the SPF by its representative, and the situation at the Faculty of Humanities and Social Sciences, University of Zagreb (FFZG), which was appointed as the national coordinating institution for CESSDA, was presented by members of the current archival initiative. Working social science data archives would improve the visibility of researcher outputs and encourage involvement in EU infrastructures. At the SPF members received the introduction of membership applications (in addition to Croatia an application from North Macedonia was received) to which they unanimously advised positively towards the joining of both countries. This meant a green light in signing membership documents.

Croatia became a member of CESSDA in June 2019 and participated at the 13th CESSDA SPF meeting, in November 2019, in Norway. The Croatian representative explained how FFZG was appointed by the Ministry to serve as a national coordinating body and not as a service provider. But, that just means that the strong focus is on mobilisation of all relevant institutions in the research infrastructure establishment process, and that the role of a service provider needs to be defined in future documents (e.g. a contract). At the time, the Croatian representative reported having the Dataverse application

installed and DOIs used from da|ra. They planned to focus more on developing a culture on data sharing, especially in focusing on training on Data Management Plans.

Mentorship activities in 2019 were limited to the fact that CROSSDA was waiting till almost the end of the year to get approval from the Ministry about new employments and hence the real start of the archive. During 2019, representatives of CROSSDA and ADP met at several occasions and exchanged emails to help develop the organizational model of the new organization, on the basis of the documents prepared in SERSCIDA and SEEDS projects. The organizational structure of CROSSDA will at first have similar roots as ADP's (established as an infrastructure center under University/Faculty).

Communication also covered the advice on staff competencies and profiles needed in a data archive and specificity in employing research assistants (financed by the ministry), where archives would also need a more permanent professional and administrative staff. ADP explained the internal structure and discussed minimal competencies needed at this point. Archives being established now can see organizational and staff structure of other CESSDA archives published online. The original decision to employ only post-doc was revised at the end of 2019, and it allowed employment of two assistants and/or postdoctoral fellows (maximum of 2) at institutions with the status of the national coordinating institution.

Different paths and tools for technical infrastructures and relations with other parts of national infrastructures and national/university computing centers were also discussed. CROSSDA has good technical support in their home institutions (Faculty of Humanities and Social Sciences, its library, and University of Zagreb University Computing Centre). It is more about the division of work/responsibilities and hardware/software solutions they will still need to work on. Possible tools like Dataverse and Archivematica were discussed.

Due to the fact that CROSSDA had not officially started its work in 2019, we were not able to make any real progress in handling concrete datasets. We did have consultations via e-mail related to copyright issues of the archived datasets.

Representatives of ADP and CROSSDA meet on several occasions during 2019:

- In February, at the writing of the GUIDE proposal (CESSDA) in Copenhagen, Denmark.
- In April, at the SPF in Copenhagen, Denmark, where FFZG and ministry presented an application for CESSDA membership.
- In May, at the CESSDA Train-the-Trainers workshop in Athens.
- In May, at the Open Science Conference, in Ljubljana, Slovenia. After the conference, ADP and CROSSDA (together with FFZG library staff) had a meeting on open topics related to the establishment of an archive and technical solutions.
- In July, at ESRA 2019 conference in Zagreb, Croatia. Parallel to ESRA conference, SERISS project held its final workshop, which was greatly attended by Croatian researchers and librarians. At ESRA, dinner meeting was held with CROSSDA, ADP and UKDS (Manchester), which led to organization and delivery of a Workshop on Data Management for Open Science that was organized with the

help of CESSDA Training project 2019 in Zagreb on the 4 December 2019, where CROSSDA was first officially presented to the public.

- In October, at the 13th SPF in Bergen, Norway, where CROSSDA was coming for the first time as a CESSDA Member.
- In December, at the Regional Round Table on Legal and Ethical Issues in Research Data Management and Open Science in SEE Countries, in Belgrade Serbia.

#### 4.5.4 *The mentee situation at the end of 2019 and plans for 2020*

Croatia became a member of CESSDA in June 2019. During that process, FFZG, a hosting institution for CROSSDA, became a national coordinator and a Service Provider for CESSDA ERIC, appointed by the Ministry of Science and Education of the Republic of Croatia. With this, FFZG is now eligible to receive funding from the Ministry. Initial funding was received in December 2019 to cover ongoing costs for the establishment of the data archive, and the contract between the Ministry and FFZG was signed on March 5th, 2020, which will allow for regular yearly funding. Moreover, FFZG is eligible for funding of two new employees (research assistants) for the period of 6 years starting from 2020. Jobs are planned to be realized in spring 2020. However, due to the COVID-19 crisis and larger earthquake, funding and job applications are on hold.

The first public announcement of CROSSDA as a national service provider was done on 4th December 2019, with a workshop on data management and open science supported by CESSDA Training group, and it was well received among researchers.

When CROSSDA will be able to fully start its work help will be needed in the following areas:

- Educating new staff
- Promoting data archive services and educating researchers about data management and open science
- Engaging guest speakers, experts from CESSDA community, at local promotional and educational events
- Exchanging software tools and expertise in data management and processing (for example, questions about metadata elements, details about documentation, data cleaning, formats, legal issues, etc.)
- Long time preservation of digital objects
- Discussion about technical infrastructures and relations with other parts of national infrastructures and national/university computing centres

#### 4.5.5 *Reflections on the mentorship from ADP & FFZG*

FFZG (CROSSDA) was assigned to ADP, knowing that organizations have active communication for more than 10 years now. Organizations being in neighboring countries also made it easier for representatives to travel and meet in person. ADP did not have all the technical knowledge CROSSDA was looking for but was able to advise on further contact among CESSDA members.

In 2019 mentorship was more on strategic, organizational level, trying to promote CROSSDA among researchers nationally. But real work for CROSSDA will start in 2020,

once they get new staff in and will start working on their collections and communication with researchers as well as research funders and scientific journals.

## 4.6 *Mentorship between ADP & LiDA*

### 4.6.1 *The situation of the mentee partner at the beginning of the mentorship*

Lithuanian Data Archive for Social Sciences and Humanities (LiDA) is hosted by the Kaunas University of Technology. The archive is promoting access to the national and international collections of digital data in the social sciences and humanities in Lithuania. LiDA's digital catalogues contain social survey data, historical statistics and data about Lithuanian political system. All the metadata are bilingually documented in English and Lithuanian. LiDA is also cooperating with other data archives worldwide in sharing data collections, data management and preservation standards as well as best practice in archive administration.

Since 2018 LiDA has a new administrative unit – the Center for Data Analysis and Archiving (DATA center) in the Faculty of Social Sciences, Arts and Humanities. DATA center is the Lithuanian national service provider for the European Social Survey (ESS) ERIC and it also represents Kaunas University of Technology in a joint membership of the International Social Survey Programme (ISSP).

Currently more than 310 social survey data sets, more than 200 Lithuanian political system data sets and around 80 historical statistics files are stored within LiDA. The new datasets are being archived regularly and there is a full time position of senior data manager for the purposes of data archiving and curation (faculty supported). There are around 2000 unique registered users of LiDA (as of 2017).

LiDA is actively seeking full membership in the CESSDA ERIC in order to become the Lithuanian national service provider. LiDA has already some support from neighbouring universities (e.g. Vilnius University). As its short term goal, LiDA is going to explore the CoreTrustSeal Data Repositories Requirements, complete a test in 2019 and seek for certification. LiDA will further remain actively involved in the various CESSDA Widening activities and the following outcomes, e.g. GUIDE project proposal.

### 4.6.2 *The mentorship goals*

ADP will help develop a Lithuanian CESSDA ERIC membership application, including national lobbying. This would include visits to Lithuania and experience sharing on: how to mobilize national support from academia; how to negotiate and convince the ministry; how to prepare the membership application.

ADP will help prepare LiDA for CoreTrustSeal certification. ADP will provide guidance on the certification process and experience sharing about designing improvements, e.g. related to archive infrastructure development, preparing Policy and procedures documents, improving management structure, etc.

### 4.6.3 *The mentorship activities during 2019*

ADP and LiDA discussed possibilities about mentorship at GUIDE preparation meeting in Copenhagen (February 2019). An on-site visit of LiDA representatives to ADP, Ljubljana, was planned for 15-16 April 2019.

The main purpose of the visit of ADP was receiving guidance on the Core Trustworthy Data Repositories Requirements (CoreTrustSeal) by getting a glimpse into the experience of the ADP with its certification process and receiving support in developing a digital preservation policy that would determine the rules, responsibilities, roles and a system of monitoring data management in LiDA. Arising from additional interests exposed during the visit, extra issues in data archiving service and future collaboration were included into the visit's schedule.

The process of applying for a CoreTrustSeal certification was discussed in detail. This included a quick overview of the 16 CoreTrustSeal requirements and consideration of how they apply to CESSDA members. LiDA currently has varying levels of progress concerning individual requirements towards certification since their organisational infrastructure and sustainability challenges are either not well developed yet or at the moment impossible to fully determine (unstable funding and lack of governmental support for CESSDA membership). It was suggested that a first step towards preparing a CoreTrustSeal certification application ought to be a preparation of a digital preservation policy, where LiDA would define its mission, rules, responsibilities, roles, and functioning, specifically focusing on establishing appropriate pieces of evidence that would support the responses to individual requirements (noting down workflows, procedures and creating the necessary documentation). In addition, the policy should focus on defining areas where improvements are necessary in order to ensure larger transparency and fulfillment of the core mission of the organization. Such a policy should be developed in line with the core mission of the organization in order to assure permanent accessibility of archives' holdings and thus present the archive as a trustworthy data repository in the eyes of its users, data providers, and funders. A fully developed digital preservation policy is a good starting point for a latter preparation of the application for CoreTrustSeal. LiDA's representative got an overview of the experience of the ADP in preparing its Digital Preservation Policy and creating the necessary pieces of evidence to support the statements being made in the policy document.

Later, each of the individual requirements was explained in detail, sharing experiences of the ADP on how to prepare the response and additional supporting documentation. Additional tips and tricks were shared on how to prepare a successful application and appropriate supporting documentation.

The critical points of the CoreTrustSeal requirements were discussed. In particular, requirements connected with sustainability, which need a guarantee by third parties, were exposed as the most challenging. Examples referred to establishing institutional, funder and peer national or international organisational agreements. National open access policies were referred to as a vehicle for presenting the role and benefits of having a strong DAS.

Other activities included:

- Sharing ADP's experiences in the Dataverse installation and adaptation process.
- Discussing the process of data archiving: ADP walked LiDa representative through its process of archiving, which included an introduction to the policy of archiving, insight into the legal documents and templates and discussion of the needs of LiDa regarding data archiving workflows and procedures in the future.
- Visit to the Public opinion and mass communication research centre (CJMMK), which is the service provider for European Social Survey (ESS), where the forms of cooperation established between the two infrastructure units, that is CESSDA and the ESS, were discussed. Information was exchanged about the Cronos panel and the SERISS project results.
- Discussion around the planned national projects, that are of common interest from both a research and data service perspective in Slovenia and Lithuania.

A two-day visit was full of interesting discussions and useful information sharing regarding the work in the social science data archives, yielding a fruitful two-way exchange of the experiences.

#### *4.6.4 The mentee situation at the end of 2019 and plans for 2020*

During the 2019 LiDA started devising its strategic documents on data curation policies. Strategic sessions were held, where LiDA's mission, vision, and target audiences of the archive were discussed. As a result, a clearer vision of the services that the archive should prioritize in providing to the Lithuanian social science community was crystallized. Also, the institutional structure was devised (however, still not implemented). In general, these activities were instrumental in subsequently writing applications for Lithuanian membership in the CESSDA ERIC and inclusion of LiDA into the Lithuanian Roadmap for Research Infrastructures. Another major activity was related to attempts to renew the technical infrastructure of the archive. Basically, two directions of activities were undertaken: search for funding opportunities and devising the best strategy for developing the infrastructure. It was decided that national consortium involving all the major research institutions would be the best long-term solution for developing national technical infrastructure for data curation (LiDA would become part of this infrastructure). It is hoped that this type of solution would have best chances to receive support from national funding institutions. In the meantime, the outdated infrastructure is prepared for migration to the Dataverse application (this solution was also discussed during the visit to the ADP).

#### *4.6.5 Reflections on the mentorship from LiDA*

CESSDA Mentorship is a great program devised for helping less developed archives to improve their operations. In general, partnerships, joint activities and visits to each others' institutions are all great ways of sharing best practices and experiences. The visit to the ADP was very useful and provided a lot of practical advice. The shared knowledge and experience eventually allowed LiDA to successfully apply for the CoreTrustSeal certification. Best practice guidance and relevant documents for further study were also provided. Experiences related to communication and cooperation with the national stakeholders in academia and funding institutions were shared and provided insights

into possibilities of mobilizing national support for LiDA and the future CESSDA ERIC membership application.

## 4.7 *Mentorship between CSDA & CPC*

### 4.7.1 *The situation of the mentee partner at the beginning of the mentorship*

The Center for Political Courage (CPC or mentee) as a Kosovan think-tank was a part of the SEEDS project in 2015-2017. According to the mentee, this was the first initiative to create a data archive for social sciences in Kosovo. SEEDS project was very productive in evaluating research and legal conditions in Kosovo, as well as offering knowledge and training of data specialists with tools related to data service infrastructures and setting up data archive establishment plan. As a part of mentioned project, the Kosovo Social Sciences Data Center (KSSDC) was created. Unfortunately, due to the lack of the follow up project activities, CPC was not capable to support and develop this proto archive initiative. Besides, two researchers actively engaged in SEEDS left Kosovo, resulting in a major drain of knowledge and skills necessary for developing KSSDC project.

The establishment plan developed within SEEDS expected the data archive to be directly funded by the University of Pristina and managed by the Institute for Humanities and Social Science at the Faculty of Philosophy in partnership with the CPC. However, in the application for mentorship project CPC mentioned that there are no binding arrangements either with the Ministry of Education, Science and Technology, or the University of Pristina to invest in establishing and maintaining the data archive. Therefore, the main goal for the mentee in 2019 was to initiate the establishment of the data archive within the CPC.

### 4.7.2 *The mentorship goals*

From the mentorship project CPC expected to receive help and guidance in 3 main areas:

1. human capacity building (involves training of two people to maintain the archive in the future);
2. development of legal documents for data archiving (i.e. rules for depositing and receiving data, copyright, accessing the data, data backup and security etc.);
3. establishing policy dialogue with the stakeholders (i.e. state institutions, NGOs, research fund programs) in order to get necessary support, to inform about the data services, to seek for cooperation, and to obtain data from previous research conducted in Kosovo.

### 4.7.3 *The mentorship activities during 2019*

The first e-mail contact with CPC was made in March 2019. After the exchange of emails CSDA and CPC agreed on a video conference to specify and discuss the needs and the strategy. During the first introductory skype call (03/04/2019) CPC provided the short

overview of the situation in Kosovo and both parties exchanged the ideas on mentorship and discussed the possibility of a visit to CSDA. Following the discussion of CPC needs, CSDA provided information on selected CESSDA resources and a package of materials from the last evaluation of CSDA, which includes detailed description of the archive, related activities and structured argumentation justifying the mission and operations to the funders and politicians. CSDA also shared a CTS implementation document, which includes description of the archiving policies and links to the most of the important documents (all the documents and useful materials were uploaded into a working folder on Gdrive). The administrative negotiations and the preparation of the visit took a bit more than 2 months. CSDA managed to find local funding to cover the travel costs for two CPC experts to come to Prague for an intensive two-day visit. In the course of preparation both sides actively participated in developing the program of the visit and adopting it to the most urgent needs of the mentee.

The visit took place at the Institute of Sociology of the Czech Academy of Sciences (Prague) on the 19<sup>th</sup> and 20<sup>th</sup> of June. Two representatives of CPC and five employees of CSDA participated in the meeting. CSDA experts prepared a series of presentations about CSDA data services, policy dialogue and advocacy (including brief overview of the funding system for RIs in the CR and EU, ESFRI Roadmap, OA, FAIR Data EOSC, GDPR, Copyright issues etc.), CESSDA resources for building the data services (Resource Directory, Data Management Expert Guide, and Communication and Training in CESSDA), and the procedures and tools for development of data archiving services (Core Trust Seal certification, Structure and system, Data acquisition, Data ingest, Long term data preservation, Dissemination, Monitoring).

The format of the meeting was more of an informal brainstorming and the discussion did not always stick strictly to the program. The representatives of CPC were encouraged to ask questions and discuss in more details whatever aspects they found relevant at any point. The discussion was lively, participants debated the current limitations and possible strategies to develop data services in Kosovo, including institutional, legal and technical aspects of setting the RI and strategies for promotion of data sharing culture. CPC and CSDA discussed the possibility of using the results of SEEDS, including the Kosovan archive prototype Kosovo Social Sciences Data Center (KSSDS) developed within the SEEDS project. At the moment the prototype of the Web page<sup>1</sup> is located at the FFZG in Zagreb, while several data collections from different research projects in Kosovo are archived at FORS - the Swiss Centre of Expertise in the Social Sciences. It was agreed to discuss the further usage of SEEDS deliverables for potential advocacy among stakeholders, i.e., providing an example of interesting research data and promoting the benefit and the need for national data service.

As a follow up event, the joint virtual meeting between the representatives of CPC, CSDA, and FORS took place on the 15<sup>th</sup> of July. FORS expressed their support for establishment of data services in Kosovo. Representatives of FORS also informed that SEEDSbase - a data access portal holding Kosovan RRPP data and hosted by FORS - was designed as a temporary solution and that FORS prefer not to keep the data for a long term but to transfer them once the preservation of the data in a national archive is

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<sup>1</sup> <https://ks.seedsproject.ffzg.hr>



ensured (like for example Serbian and Macedonian data). FORS has developed all documents needed for the transfer and they are ready to sign the contract as soon as an archive in Kosovo is established. There is no time pressure and Kosovan data could stay at FORS as long as necessary, but the final goal should be the full transfer. If necessary, it is possible to backup the data at FORS for some time but it is expected that newly established SPs will take the full responsibility for the backup. Shortly after the call FORS also provided information about Kosovan datasets stored in SEEDSbase<sup>2</sup> and shared the Guide for Developing National Data Service Plan<sup>3</sup> (CESSDA SaW deliverable 3.3). CPC also expressed interest in learning more details about the RI funding models in Serbia and North Macedonia, which could be useful for future negotiations. CSDA and FORS gathered available information and also agreed to arrange a side meeting during the CESSDA Widening event in Skopje involving other archives with relevant experience.

The side meeting gathered together 9 people from 7 institutions: CPC, CSDA, FORS, CESSDA Main Office, DCS (Data Center Serbia for Social Sciences), ADP (the Slovenian Social Science Data Archives), and the Polish Social Data Archive. The main issues discussed were the institutional settings of the archive and the advocacy. CPC presented the state of the current negotiations and discussed possible models for institutionalization, where the archive could be hosted by the Academy of Sciences, the University of Pristina or the CPC itself. Another proposed scenario is to have CPC as a coordination body working in a consortium with the data producers (archiving and curation could be done by data producers). CPC is also trying to find some synergy with NGO Open data Kosovo, which manages administrative data in the country (financed from projects). After discussing the capacities in terms of human resources and the infrastructure, most of the participants agreed on the strategy to establish the data archive within CPC. It would be wise to start small (within the existing structure of CPC) and then try to get some project funding and gradually involve people from other institutions, universities and also important data producers (and probably organize a consortium). In terms of IT infrastructure is it a good strategy to cooperate closely with universities, which usually have decent IT infrastructure (hardware, software and also qualified IT specialists). It was agreed that even the declaratory support (if not financial) from the Ministry is crucial. Also, for RI advocacy it could be useful to communicate to relevant stakeholders that data management planning, open publications and open data will be obligatory for Horizon Europe projects; therefore, developing adequate RI on the national level will be anyway on the table in the nearest future. Prof. Hajrullahu mentioned that CPC will most probably not have problems to be recognized as a service provider; though, the Ministry is not very eager to make any financial obligations. In terms of finances, it could be also useful to emphasize that the total costs for such RI are in fact not high and for a start the support could be through a short-term project (for example 2,5 FTE for data specialists for 2-3 years). It was agreed that CPC will prepare the letter and approach the Ministry (once the new government is established) asking for the endorsement. CPC could also count with the support from MO in case some high-level meeting or letter of support is needed. But the letter from the Ministry asking CPC to set up the data service for the research data should precede (here it is

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<sup>2</sup> SEEDSbase was shut down in March 2020. The metadata and datasets can be found in FORSbase (<https://forsbase.unil.ch>).

<sup>3</sup> Bornatici et al. (2017). CESSDA SaW D3.3: Guide for national planning for setting up new data services. <https://doi.org/10.5281/zenodo.3769241>

probably better to approach some middle level clerk at the Ministry, who could survive potential personnel changes). The binding agreement with the Ministry is the desired outcome here but not the first step.

#### *4.7.4 The mentee situation at the end of 2019 and plans for 2020*

In the course of the mentorship project CPC staff gained valuable knowledge and relevant training to pursue the establishment of RI; though the process of institutionalization is still under negotiation. When it comes to the institutional settings, CPC has discussed with the representatives of the sociology section of the Kosovan Academy of Sciences to host the data archive. However, establishing the archive within CPC seems like an easier and faster strategy at the moment. As per 2020 plans, CPC is seeking funding to help develop a baseline assessment study for the current state of research in Kosovo and the need to have such an archive in the country. Through this assessment CPC is aiming to raise public awareness on the importance of having the archive, and to advocate for a government to support this initiative. Intended in-depth study also aims to measure the willingness of Kosovar researchers and institutions to share their data with the rest of the research community (and help expand the data collection of the archive). Once the study is conducted, CPC will present the findings to the Ministry of Education. Assuming the findings of the study will be in favor of the need to have such an infrastructure, CPC is willing to take over the archive proto-type and to approach different public institutions with a proposal for cooperation. The main issue at the moment is to solve the location of the archive; once it is fixed, CPC plans to approach the Ministry of Education to negotiate the endorsement letter and potential financial support. In the future CSDA could help CPC by continuously sharing the information on the upcoming conferences and trainings, so that CPC could keep up with the recent trends. Once the assessment study is conducted, CPC would like to have CESSDA representatives to participate in the local event and to help convince relevant stakeholders to support the efforts aimed on establishment and development of national RI.

#### *4.7.5 Reflections on the mentorship from CSDA and CPC*

The activities held in 2019 by CSDA and CPC helped to move towards all three initial goals of the mentorship project mentioned in the application. The project facilitated the development of human capacities. 4 people at CPC were (more or less intensively) involved in virtual meetings and 2 face-to-face training and consultations. Mentioned staff could be useful for establishing and maintaining the RI the future. In the course of the project, CPC representatives also received guidance necessary to develop legal documents for data archiving. Two people from CPC received intensive training during the visit to CSDA and they had an opportunity to discuss in detail the most emerging issues. A number of relevant documents and material were made available for the representatives of CPC before and after the mentioned visit. Last but not least, in the course of 2019 the key representative and founder of CPC (re)established the policy dialogue with the stakeholders on the national level. Here CSDA was not only guiding and discussing relevant strategy but also facilitated contacts with other CESSDA RIs with relevant expertise and helped to brainstorm future advocacy and strategic plans. From the CSDA point of view, the follow-up of the mentorship project would be useful to

support the current progress in Kosovo and to provide ad hoc assistance and guidance during the establishment of fully effective RI.

## 4.8 Mentorship between FORS & DCS

### 4.8.1 The situation of DCS at the beginning of the mentorship

The Data Center Serbia for Social Sciences (DCS) was formally established in March 2014 as an organizational unit of the Institute of Economic Sciences Belgrade, which is part of the scientific research infrastructure of the Republic of Serbia. The establishment and development of the DCS were facilitated through the implementation of several international projects (FP7 SERSCIDA, H2020 CESSDA SaW, SCOPES, SEEDS and RRPP Data Rescue) between 2012 and 2017. During 2016, within the RRPP Data Rescue project, DCS put 23 studies with approximately 100 files with quantitative and qualitative datasets in the SEEDSbase platform<sup>4</sup>, which was administered by FORS, the leader of the project. These datasets should be transferred to DCS, according to the original agreement.

The Republic of Serbia became a CESSDA ERIC member at the General Assembly in Lausanne in November 2018, while at the same period, DCS has been promoted to the national Service Provider.

At the end of 2018, DCS had a basic infrastructure for the data preservation – ePrints platform with Re-Collect plugin. This platform is a temporary solution due to old DDI metadata schema, and needs to be replaced.

### 4.8.2 The mentorship goals

In 2019, DCS had the following main goals:

- (Re)identification of main stakeholders and strategic partners;
- Establishment of formal governance structure (Oversight board and Scientific board);
- Development a sustainable financing scheme and budget (our starting points are Ministry and foreign funds which could be used for direct or indirect funding of our operations);
- Establishment of new and updating of existing data policies and written protocols for data management and access (workflow rules on how data are to be ingested and treated, guidelines for data depositors, etc.);
- Establishment of formal and informal communication channels with and between partner institutions and stakeholders, with a special emphasis on designated community;
- Studying legal background and development of contracts;
- Creating a data achieving plan, preferably with Ministry;
- Development of policy and plans for data backup and security;

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<sup>4</sup> SEEDSbase was shut down in March 2020. The metadata and datasets can be found in FORSbase (<https://forsbase.unil.ch>).

- Ensure standardisation of policy and tools (including compliance with CESSDA and CTS);
- Organization of various promotional activities to establish continuous visibility among key stakeholders (training for the research and teaching community, as well as roundtable or conference);
- Development of guides for researchers and training events to promote good practice and data sharing;
- Development of knowledge and skills of DCS staff through ongoing training;
- Migration and update the website created during the SEEDS project (<https://rs.seedsproject.ffzg.hr/>);
- Resolving issues with Dataverse and update a system according to CESSDA's efforts on metadata schemes.

Based on these goals, DCS asked supports and guidance for:

- the establishment of new and updating of existing data policies and written protocols for data management and access (workflow rules on how data are to be ingested and treated, guidelines for data depositors, etc.);
- covering information flow in OAIS and to properly monitor and record it.

As FORS was DCS mentor, they changed their original application goals to organise the transfer of the Serbian RRPP data (currently held in SEEDSbase) to DCS. DCS would also take this opportunity to review their workflows, policies and practices around data acquisition, curation and dissemination. The following table show the new activities planned by DCS for the mentorship.

<b>Pre-SIP phase (Duration: 1.5 month)</b>		
<b>Description</b>	<b>Type of support</b>	<b>Practical part</b>
Communication with researchers, answering questions around documenting qualitative and quantitative data, answering questions around depositing ...preferred formats (why, how, etc ) ...data curation ...anonymising - tools a researcher can use, we can use	Procedures Examples	Transfer of study description and datasets from SEEDSbase
Managing emails, tools for preserving correspondence	Manuals, instructions, examples	
<b>SIP phase (Duration: 2 months)</b>		
<b>Description</b>	<b>Type of support</b>	<b>Practical part</b>
Depositing	Manuals, instructions	Revival contacts with SEEDSbase depositors
Legal side of depositing (contracts, user	Examples	

forms, licenses)		Check all contracts, materials, data files
Materials to deposit (dataset, documentation, codebook, consent forms)	Examples	
<b>AIP phase (Duration: 3-4 months)</b>		
<b>Description</b>	<b>Type of support</b>	<b>Practical part</b>
Cleaning procedures, other forms of preparing the data	Instructions, tools, examples	Hands-on
Preservation planning: where do we store the data, what is the roll back scenario, checksums, prevent loss, authentic data - suggestions and explanations	Suggestions, explanations, FORS experience and tools	
How to create AIP? (dataset, documentation, codebook, consent forms)	Instruction, tools	
<b>DIP phase (Duration: 1.5 months)</b>		
<b>Description</b>	<b>Type of support</b>	<b>Practical part</b>
Publishing data	Suggestions	Dataverse - hands-on
Digital Object identifiers	Instructions	
Promotion of data for reuse	Suggestions	

#### 4.8.3 The mentorship activities during 2019

FORS and DCS had email conversations and one virtual meeting in March. It was decided during this virtual meeting that the first part of the year was dedicated to the preparation of the transfer of RRPP data from FORS to DCS. The transfer and treatment of the RRPP data would be done during the second part of the year. The first part of the year was also the opportunity for DCS to review some of their process with the help of FORS. If DCS staff knows well the pre-SIP and SIP phases of the archival process, it was also decided that a virtual tour of the whole archival process at FORS (using FORSbase) would be given.

A contract on the RRPP data transfer was prepared by FORS and signed by DCS. The contract obliges DCS to ensure that all original RRPP researchers agree to the transfer of their data from FORS to DCS. DCS began contacting RRPP researchers about the transfer of their data. The problem was that researchers were not responsive. Indeed, at the beginning of July, DCS collected only 3 approvals out of 23 contacted researchers. The same problem occurred during the RRPP Data Rescue project.

At the beginning of September, DCS decided to stop the Mentorship Programme due to lack of resources. Indeed, DCS was facing great challenges, and the most significant was

a lack of personnel (data specialist and IT support) and proper data platform. Also, CESSDA mentorship was one among many activities in the DCS Work Plan for 2019, and DCS chose to focus on CESSDA Training and Tools & Services WG activities.

#### *4.8.4 DCS's situation at the end of 2019 and plans for 2020*

The establishment and development of DCS was further facilitated in 2019 by CESSDA seed money. If resources were lacking in 2019, DCS expects much better circumstances in 2020, having in mind that the Ministry will cover over 60% of the cost for DCS activities. DCS will be able to involve two more associates and to obtain proper IT support.

In November 2019, DCS work plan for 2020 included the following activities:

- Participation in two CESSDA WGs activities (Training and Tools & Services), and in the CESSDA Widening Activities project;
- Starting cooperation with the new funding agency: Fund for Science of the Republic of Serbia. DCS will try to make an agreement with them to add an obligation to deposit datasets in DCS in new contracts for the publicly funded projects, according to the document Platform for Open Science issued by the Minister in July 2018;
- To install fully operated contemporary data platform, preferably Dataverse;
- To collect and preserve at least 5 datasets and to finish the RRPP data transfer from FORS;
- Organization of three events: info days, a round table and a workshop (with the Ministry aiming to promote our activities);
- Translation in Serbian of:
  - Questions from Data Management Expert Guide as a foundation for training researchers to make Data Management Plans;
  - FAIRy Tale;
  - The book "Managing and Sharing Research Data" (if we get consent from UKDS);
- To assess the benefits of DCS to strengthen our position towards potential funders;
- To improve the document "Policy and Procedures" and to develop KPIs.

#### *4.8.5 Reflections on the mentorship from DCS*

DCS could not contribute to this part of the report, due to the above-mentioned circumstances.

## 4.9 Mentorship between SND & MK DASS

### 4.9.1 The situation of MK DASS at the beginning of the mentorship

Activities towards establishing the Macedonian social science data archive were performed by a team of researchers from the Institute for sociological, political and juridical research at Ss. Cyril and Methodius University in Skopje.

The team had since 2015 participated in two international projects, the SEEDS (South-Eastern European Data Services) and the RRPP data rescue project. Through these projects, with guidance from FORS and ADP and in collaboration with regional partners, they received training and practical experience in archiving qualitative and quantitative social science datasets. The team also prepared documents and plans for establishing a social science data archive, including policy and procedure documents and a prototype of a web site. They were also regularly taking part in CESSDA widening activities.

The Ministry of education and science of the R. Macedonia was informed about the activities. A representative from the ministry took part in events/conferences arranged by the team, and also attended CESSDA widening workshops in Lisbon (2017) and Milan (2018). The head of the Sector of science within the Ministry was also supportive of their activities.

Since the team began its work in 2015 three ministers have changed. During this time the team sent official letters and subsequently, after a positive reply from the minister R. Deskoska, a detailed plan and budget for establishing the data archive. After a meeting with the deputy-minister in November 2018, the team received the information that membership in CESSDA will be supported and that a budget for the planned activities will be allocated.

On 24.01.2019 the Ministry of education and science (MES) appointed the Institute for sociological, political and juridical research (ISPJR) as an institution that will archive the research data for social sciences in the Republic of North Macedonia (RNM) and expressed interest for membership in CESSDA.

On 5.04.2019 the MES submitted a request for membership of RNM in the Consortium of the European Social Science Data Archives (CESSDA ERIC).

On 13.06.2019, based on the recommendation from CESSDA's Service Providers Forum and the voting within the General Assembly of CESSDA, the RNM became member of the Consortium of European Social Science Data Archives (CESSDA ERIC).

The ISPJR within its organizational structure and also in the Statute, formed an organizational unite – Archive of research data from social sciences in the RNM (MK АИПОН).

#### 4.9.2 *The mentorship goals*

In the application for the CESSDA Widening Mentorship Programme, MK DASS mentioned the following areas where they should benefit from expert support by CESSDA's more experienced members:

- Rules, issues and procedures in licensing of datasets;
- Contents and specifics of data deposit and user agreements (particularly level of access, prevention of misuse of data etc.);
- Installation and operation of Dataverse (IT aspects);
- Workflow in Dataverse and other tools for data processing - we will benefit from detailed training on this for our data specialists since we had not used Dataverse yet;
- Anonymization of qualitative data - although we do have prior experience with this, advice from experienced data specialist will be welcomed on how to decide on the level of anonymization (public officials, politicians, marginalized groups, issue of small country etc.) and other aspects on working with qualitative data that need anonymization;
- Formats of data files for long term preservation (including migration of files);
- Preparation of risk assessment plan for the archive;
- Working with and archiving of datasets in R (this is lower priority issue).

#### 4.9.3 *The mentorship activities during 2019*

MK DASS and SND had their first virtual meeting in the beginning of April 2019. During this meeting they were going through the mentorship application. After the meeting some exchange of documents and updates about the situation.

The second virtual meeting took place in June and the discussion was mainly about staffing, how to train new staff, licenses and other agreements.

In connection with the Widening meeting in Skopje in November, MK DASS and SND had a FTF meeting at the Archive.

The plans of MK DASS were planned within the document for establishing the Archive, submitted to the Ministry of Education and Science (MES). Although the MES showed a will to support the establishing of MK DASS, but due to the fact that the agreement has not yet been signed, there is an essential lack of financial resources. Hence many of the planned activities, such as installation and testing of Dataverse, training of how to use the Dataverse software, archiving of several studies and datasets from previous research done at the ISPPJ, and providing hands on training to colleagues on how to prepare documentation and data for long term preservation have been postponed.

On the other side, activities that have not been necessarily connected with the financial support from the MES, like the formal establishment of the Archive as a Centre within the Institute for sociological political and juridical research and participation in CESSDA widening activities and CESSDA projects have been realized.

In addition to this, MK DASS joined the project within the COST Action on Ethnic and Migrant Minorities' integration and survey data, led by prof. Laura Morales, Sciences Po,



Paris, and started the preparation for mapping of studies which fulfil the criteria to be included in this collection. These studies will also be part of the MK DASS collection in the future. One junior researcher has joined the team to work on this project.

MK DASS participates in SEED activity Legal and ethical issues in research data management and open science in SEE countries, part of CESSDA training activities 2019, in cooperation with Serbian and Croatian archive.

#### *4.9.4 MK DASS's situation at the end of 2019 and plans for 2020*

MK DASS hopes that the Agreement with the MES will be signed, so the plan for the next year of MK DASS will be a long list of duties.

On one side we have to carry out the postponed activities from 2019 and on the other side we will have to carry out the already planned activities:

- Establish National advisory body with representatives from research institutions across the country and from various disciplines to oversee our work;
- Prepare the legal acts to regulate our activity, in accordance with the new Law on higher education, the Law on scientific and research activity, the new Statute of our University and other laws related to our activity;
- Draft contracts and other legal documents to be used in our day to day activity with data deponents and users;
- Visit several universities across the country in order to present the policy and procedures of MK DASS to social science researchers and provide basic training on how to document and prepare data for long term preservation. In addition to this, in 2019-2020 we will also provide appropriate presentations of MK DASS for main donor organizations, foundations, think-tanks and research oriented NGOs that are active in our country.
- We will open a call and invite researchers (throughout the mentioned events and the mailing list we have of 1200 researchers in the social sciences in Macedonia - the total population) to submit studies and datasets for preservation in our archive;
- We will select studies of national importance and a satisfactory level of quality in order to be archived in 2019 and in 2020.
- Participating in CESSDA widening group and will take part in widening events and other activities of this working group.
- Participating within the COST Action on Ethnic and Migrant Minorities' integration and survey data. We will have the task to collect metadata about the projects and survey data that include ethnic minorities in the sample and/or the issue of the project is connected with ethnic minorities or migrants.

#### *4.9.5 Reflections on the mentorship from MK DASS*

During 2019 MK DASS and SND had a useful communication, by Internet and also a meeting during the CESSDA Conference in Skopje. Firstly we had presentation of the position of MK DASS, especially about our experience and plan for future activities, and in all this we stressed the importance of the Agreement with the MES.

Of course, we are aware that for some of the issues there are different regulation frames in Sweden and in Macedonia, but anyway, the experience from SND will be very useful. Also, even if SND has not its own knowledge about some issues, we will appreciate any advice or hint from SND where the answer that we will need, could be found.

## 4.10 Mentorship between SND & UniData

### 4.10.1 The situation of UniData at the beginning of the mentorship

UniData is an interdepartmental centre born in 2015 as a joint project coming from eight departments of the University of Milano-Bicocca. It inherits the long work carried out since 1999 by ADPSS-Sociodata, the Italian data archive that has been operating in the field of standardization, sharing and dissemination of research data.

In terms of institutionalization, UniData acts as a Social Science Data Archive in Italy, covering the main scientific disciplines of the SSH domain (Social Sciences and Humanities) through the involvement of eight academic Departments of the University of Milan-Bicocca: Sociology, Statistics, Economics, Psychology, Education, Law, Computer Sciences, and Environmental Sciences. Despite this, the Ministry of Education have not formally recognized UniData as the Italian SSDA yet but, at present, UniData is collaborating with the National Research Council (CNR) for the definition of a new entity that will operate as the Italian node of the CESSDA infrastructure. Most likely, this entity will have a distributed structure, i.e. University of Milan-Bicocca (which UniData belongs to) and CNR will share resources (staff, assets, etc.) in order to make the node working, without creating a new institute/centre. In the future the CNR will receive funding from the Ministry of Education, which will be used for the functioning of the institutions that compose the Italian node (UniData and CNR). The new entity also intends to start a partnership with Italian universities to facilitate the deposit of data by researchers.

Concerning the activities, UniData provides services on data preservation, data dissemination, and consultancy on data archiving/dissemination. From its foundation, the archive has adopted the OAIS model in order to develop their data preservation activities, both qualitative and quantitative data. In its own workflow, UniData includes also the creation of the related metadata based on the DDI 2.5 standard. In terms of data dissemination services, UniData manage the data accesses and the arrangement of the related licenses (End User License). Data are direct downloadable through the UniData's website, and the online data analysis is available through the Nesstar platform. Lastly, UniData provides support to researchers and data creators on DMP, FAIR principles and all data archiving/dissemination issues.

When the Mentorship Programme started UniData worked on the following activities:

- Development of a metadata scheme compliant to the CESSDA CMM model. These activities also concern the use and translation of controlled vocabularies of CMM

- Creation on a User Interface in R for the creation of metadata based on the DDI standard
- Test and validation of the qualitative data archiving procedures according to the OAIS model
- Collaboration with National Research Council (CNR) in order to define the Italian Service Provider of the CESSDA ERIC

#### 4.10.2 *The mentorship goals*

The mentorship goals derives from UniData goals for 2019:

1. Institutionalization of Italian Service Provider  
 During 2019, UniData intends to continue the collaboration already started with the CNR in order to establish an Italian National Service Provider. The following short-term goals are identified to achieve this objective:
  - Goal 1: definition of formal agreement between UniData and CNR. The agreement will define the resources in terms of knowledge, skills and expertise needed to ensure the establishment of a new joint entity. The new entity will operate as the Italian node of the CESSDA ERIC
  - Goal 2: drafting of a clear development plan, with a well-defined time schedule, division of roles and tasks, and the definition of technical infrastructure as well
2. Creation of partnerships and academic networks  
 In 2019, the UniData activities will also address to the networks and partnerships building at the national level in order to improve the visibility of the Service Provider and to start new collaboration with the key actors in the research data field. The following short-term goals are defined to achieve this objective:
  - Goal 1: create a partnership with Italian universities and some national data sources (institutional and otherwise) to facilitate the deposit of data by researchers, to legitimize the work of Service Provider as an approved distributor of research data in Italy, and ensuring steady input of data
  - Goal 2: starting collaboration with other key actors who operate in the Open Science and Open access field in order to sharing archiving practices and reducing the risk of fragmentation of access points (diffusion of multiple local multidisciplinary repositories, with often poorly documented data)
3. Implementation of a Dataverse catalogue in order to manage its own studies  
 UniData already begin the study of Dataverse through its involvement in the DataverseEU project. During 2019, UniData intends to achieve the following short-term goals:
  - Goal 1: installation and configuration of the Multilanguage Dataverse platform according to the results of the DataverseEU project
  - Goal 2: migration from current system of data cataloguing to the new one
  - Goal 3: definition of the new workflow, with the drafting of the new version of internal manuals on ingest procedures
4. Provide supporting materials for researchers on data organization to deposit  
 A last important objective concerns the communication to the users, who should

be correctly informed about available services and how to manage their data in order to deposit them. During 2019 UniData will work on the creation of the following materials:

- Template on Informed consent GDPR compliant
- Qualitative and quantitative data anonymization guidelines
- Guide to data preparation and archiving

To achieve the goals listed above, UniData, in its application for the CESSDA Widening Mentorship Programme, listed the following as areas where they could benefit from support:

1. Institutionalization of Italian Service Provider
  - Advice and feedback on the kind of structure of the potential Italian node (that most likely will be a distributed service)
  - Oversight and monitoring on the definition of the Development Plan
2. Creation of partnerships and networks
  - Support in the involvement of national data sources (NSI, Bank of Italy, etc.), if deemed appropriate also based on best practices in other countries
  - Advice and support in the definition of the best practices in order to encourage and promote the insertion of incentives, requirements and recommendations for sharing research data by funding public agencies
3. Implementation of a Dataverse catalogue
  - Advice on technical issues of Dataverse
  - Advice on the new workflow definition
4. Provide supporting materials for researchers
  - Feedback on materials and documents produced

#### *4.10.3 The mentorship activities during 2019*

##### **Re-planning of objectives**

The planned activities for Mentorship Programme has been changed mainly due to the delay concerning the institutionalization of the Italian Service Provider. The collaboration with the CNR (National Council of Research) started in recent years has remained pending for the confirmation of the funding allocation for the CESSDA membership from MIUR (Italian Ministry of Education). Contrary to what was planned, therefore, it was not possible to work concretely in order to establish a new joint entity that could serve as the Italian node of the CESSDA ERIC, and to outline a clear national development plan. The funding allocation for the CESSDA membership has come at the end of 2019, so the institutionalization of the Italian Service Provider will be a possible goal for 2020. In the meantime, UniData has been involved in a project of excellence concerning the implementation of a longitudinal quantitative-qualitative survey on Life Courses in Italy. UniData takes care of the documentation and archiving of the collected data and, consequently, has necessarily reduced the resources dedicated to planned or developing activities (see the "UniData's current situation and plans for 2020" section for more details). Based on these changes, and in agreement with the mentor, it was decided to redefine the activities of the Mentorship Programme focusing on the archiving procedures developed by UniData. The shared objective was twofold: on the

one hand, the preparation of solid and validated data archiving procedures through supervision and feedback from the mentor; on the other hand, the drafting of documents that accurately describe the work done daily by UniData in order to produce a useful documentation in respect of a future trusted certification.

### **Activity carried out**

Brief discussion in Copenhagen in connection with the GUIDE proposal writing meeting in February.

UniData and SND had their first virtual meeting in March. During the meeting they were going through the mentorship application. The main discussion was about how to create networks with other universities. The possibility of having a site visit at SND was mentioned. As SND does not work with Dataverse it was suggested to contact DANS for questions regarding the use of Dataverse.

Operationally, the work done by UniData concerned the translation of the internal archiving manual. UniData has implemented a manual for internal use (in Italian) that describes the workflow adopted for data archiving compliant with the OAIS model. The manual reports the procedures adopted in order to manage all the activities that must be carried out in order to ensure the long-term data preservation, from data acquisition to data sharing and dissemination. For this reason, the manual is divided into two main parts: the first is dedicated to the description of the activities involved in the Pre-Ingest phase (depositor contact, checking eligibility, transfer of materials and quality control of the documentation received, etc.); the second is dedicated to the description of the activities involved in the Ingest phase (creation of the three OAIS packages - SIP, AIP and DIP, data transformation for long-term preservation, metadata production, updating the catalog, data publication on the archive's website, etc.).

For each of such parts UniData has created an index and a summary document in English, which was then submitted to the mentor. On the basis of the feedback received, the manual was subsequently modified. During the period from April to May the part relating to the Pre-Ingest was translated, whereas during the period from September to October the part relating to the Ingest phase was translated.

UniData and SND had a virtual meeting in June. During the meeting they have discuss the translation of the Pre-Ingest part of the manual. SND has provided several useful feedback and UniData has sent a reviewed version of the manual in July.

For the entire duration of the Mentorship Programme, UniData and SND were in contact via email, both to exchange inputs with each other and to plan the activities of the following months.

#### *4.10.4 UniData's situation at the end of 2019 and plans for 2020*

In recent months the Italian Parliament approved the allocation of funds for research bodies and institutions within which, for the first time, was allocated specific funding for the Italian participation in CESSDA ERIC. In the coming months, contacts will be re-established with the National Research Council (CNR) to start negotiations that will lead to the definition of a new entity that will act as the National Service Provider for

Italy. Such negotiations aim to define the governance, resources and staff of the new entity and to prepare an activity plan, in order to become a full CESSDA member in autumn 2020. The first meeting with the CNR will take place before the end of 2019.

Meanwhile, UniData contacted the Social Science Departments of several Italian Universities to create a collaborative network to raise awareness on data preservation and to facilitate the access to data produced by researchers. To date, 8 Departments have signed a document in which they express their interest in collaborating with UniData and in supporting the Centre in view of the establishment of a national data archive.

Concerning the activities, UniData is the beneficiary of a project of the Department of Sociology and Social Research of the University of Milano-Bicocca, financed by the Ministry of Education. Such project consists of a quantitative and qualitative panel survey on life courses in Italy. Within this project, the UniData staff has taken on the role of data manager with the following aims: preparation of the information leaflets for participants (with particular attention to the GDPR issues); data quality control during the fieldwork; preparation of the documentation; preparation of the public use files for the scientific community. To date, fieldwork is still in progress and will end in the early months of 2020.

In addition to ordinary data archiving activities, in 2019 UniData carried out the following tasks:

- translation of CESSDA Controlled Vocabularies into Italian, using the new CESSDA Vocabulary Service tool;
- creation of a new cumulative dataset, starting from the data of an important national survey (Istat - Aspects of Daily Life), to provide a harmonised and ready-to-use product for users interested in performing longitudinal analysis;
- new outreach activities within the departments involved in UniData, to raise awareness of the services provided by the Centre and facilitate the acquisition of new research data.

In 2020 UniData will mainly focus on the establishment of the new Italian node, in collaboration with the CNR. In particular, it will be necessary to enter into an agreement to define the mission and the governance of the entity and to draw up a National Development Plan with a clear identification of the resources and activities. As already mentioned, this process is expected to be completed with a view to becoming CESSDA member by the end of 2020.

UniData also intends to strengthen its collaboration with the supporting universities to outline a plan of outreach and communication activities aimed at the community of researchers. The possibility of involving the Departments in the activities of data archiving will also be evaluated, thus laying the foundations for the development of a distributed organization, based on the model of the Swedish data archive.

The project to migrate to the Dataverse platform, which is currently suspended due to a lack of human resources, will be resumed. The collaboration with the CNR should

facilitate this process thanks to the IT skills that the latter will make available to the future Service Provider.

The last objective, finally, is to prepare the necessary documentation to apply for the Core Trust Seal certification, with the aim of applying in 2021.

#### *4.10.5 Reflections on the mentorship from UniData*

The Mentorship Programme was a very good experience for us since it allowed us:

- to ask for advice to a structured archive with a long experience and to have a useful support on several issues concerning data archiving
- to receive constructive feedback that has improved our ability to carry out the day-to-day work of the archive
- to be able to know the structure of the Swedish archive, organized on a model of services distributed in a capillary way on the national territory. A similar model can probably be replicated in the Italian context.

Another positive remark concerns the possibility to redefine the activities that, although focused on more specific and operational aspects, allowed to achieve the new objectives. In this sense, the Mentorship Programme has been a successful experience as it has brought added value to UniData.

Finally, looking back at the path taken, perhaps we had set too ambitious goals in relation to the resources actually available. Our experience suggests that the Mentorship Programme can probably work better on well-defined and more circumscribed objectives: maybe less ambitious, but more focused on specific aspects that allow the archive to improve step-by-step.

### *4.11 Mentorship between TARKI & CREDI*

#### *4.11.1 The situation of the mentee partner at the beginning of the mentorship*

DASS-BiH (Data Archive for Social Sciences - Bosnia and Herzegovina) is a national service currently under development. Its role is to ensure long-term preservation and dissemination of social science research data. Currently, it operates as an organisational unit of the Centre for Development Evaluation and Social Science Research (CREDI).

Data that are included in DASS-BiH are survey data from social science research in various disciplines, including economics, development, education, political sciences, psychology and sociology. Both quantitative and qualitative data are included. In the next stage, DASS-BiH aims to also include administrative datasets.

#### *4.11.2 The mentorship goals*

The main goal of the mentorship program is to support the development of the DASS-BiH as create procedures and documents regarding to the archiving works,

support the activity in the CESSDA community, give advice regarding to the future challenges of the data archive.

#### *4.11.3 The mentorship activities during 2019*

DASS-BiH visited the TARKI in February for one week. We discussed the most important development issues to create a stable infrastructure in Bosnia and Herzegovina, for example institutionalisation, data catalogue, internal network building, etc. CREDI have created the first version of their Preservation policy in March, we worked together with the outstanding questions and finalised the policy after that.

Parallel we discussed with the CESSDA Main Office to add the DASS-BiH as partner institutions to the CESSDA web site. This helps to find the DASS-BiH easier and provide main information about the organization and their role in BiH, moreover the main contact of the DASS-BiH can be found here.

During the summer, after the successful finalising of the preservation policy, the DASS-BiH start to create the other archiving related documents as the depositor licence agreement, general term of condition of use, online user declaration form and user request form. We send our comments regarding this to our colleagues in the DASS-BiH.

One more common activity was in this year: The DASS-BiH (together with the CSDA, ADP, Tarki) was part of the AUSSDA leded Interreg proposal, we worked together to implement the proposal during this year.

#### *4.11.4 The mentee situation at the end of 2019 and plans for 2020*

DASS-BiH starts to build up the national network of data centers and research institutions, which will be coordinated by us. Together with the network members we continue advocating for our CESSDA membership application towards our national ministry. These activities were going just fine before the virus situation emerge.

DASS-BiH received FairSFair Support for CoreTrustSeal certification process and we started building the very first draft of our application. As part of this process, DASS-BiH have updated our policies, the ones we initially developed with your support as mentor.

At the beginning of this year DASS-BiH received approval by researchers to transfer data from RRPP project from FORS to DASS-BiH. Currently, we cooperate with FORS to organize technical procedure for the transfer.

Also had a plan to organize presentations and training at the major universities in our country. The idea was to promote our services and to provide training in DMP and GDPR for our researchers. We already prepare some promotional and training materials on our language and also received some promotional materials from CESSDA Main Office. Unfortunately, these events are delayed, but still we hope that some of them will be organized this year.



Just recently we started building DASS-BiH sub-page on CREDI web-page with all details and searchable data catalogue with the plan to publish it soon, and promote it in our designated community of researchers.

#### *4.11.5 Reflections on the mentorship from TARKI*

The collaboration with the DASS-BiH was successful, hopefully we helped the new organisation to finalise some documentation and hopefully we have established a good collaboration that can be a basis for future common work.

### *4.12 Conclusion on the Mentorship Programme*

To conclude, the Mentorship Programme in 2019 was a success for different reasons:

- We received 7 applications (which was unexpected as this was the first year this activity was run), and treated all demands;
- The collaboration between the mentors and the mentees was successful, and constitutes the basis for future collaborations;
- There was progress and achievement of some goals.

We learned that site visits are important to make progress thanks to fruitful discussions and concrete presentation of the archiving process in a more advanced archive.

There were also some difficulties. Some mentorships were affected by context-specific problems beyond the control of the mentors. These could involve delay in institutionalization or funding decisions. In best cases, the mentorship proposals were readapted, while in the worst case the mentorship was stopped.

We learned also that the mentorship could be more helpful after the institutionalisation of the data archive.

There was also uncertainty among the mentors on how regular the contacts should be, and on who should take the initiative to contact the other.

All in all, the Mentorship Programme was appreciated by both the mentees and the mentors, and many different activities were undertaken in 2019.