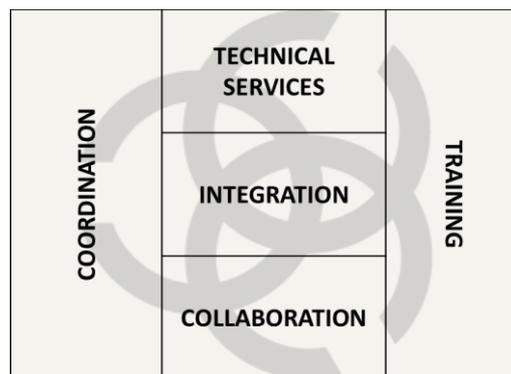


CESSDA: Work Plan 2014-2015



“The CESSDA-ERIC will improve social science research across the European Research Area (ERA) by providing, on not for profit basis, a comprehensive and integrated social science data research infrastructure which will facilitate and support research, teaching and learning of the highest quality throughout the social sciences. It will achieve this through the development and co-ordination of standards, protocols and professional best practices pertaining to the preservation and dissemination of data and associated digital objects and by facilitating researcher access to important resources of relevance to the European social science research agenda”. (CESSDA PPP: Key Strategic Drivers for the CESSDA-ERIC 2010-2015 (D3.1a).

Introduction

Objectives

The strategic case for CESSDA states that the overarching vision for the consortium is to increase the impact of the activities of its Members by providing full scale, integrated and sustainable research infrastructures (Strategic Case for CESSDA-ERIC, April 2011).

CESSDA already has a critical impact on the social sciences and related research communities, as it provides access to numerous data collections, enabling European comparative research and contributing to thousands of theses and scientific publications.

A major upgrade is necessary, however, in order to strengthen and widen the existing research infrastructure and make it more comprehensive, efficient, effective, integrated and pan-European. The aim of this upgraded infrastructure is to enable researchers to work together within and across research fields, regions and countries, developing leading-edge research methods and tools to analyse all forms of data relevant to social science research.

Organisation

CESSDA was fully implemented in June 2013 when it was set up as a permanent legal entity known as the Consortium of European Social Science Data Archives (CESSDA AS).¹ It is organised as a distributed infrastructure where each Member is entitled to nominate a Service Provider to act as local infrastructure. These Service Providers must meet the specific demands and requirements set out in the CESSDA Statutes, and must be appropriately supported (financially and operationally) by the individual Member states' ministry of research or a delegated institution. Norway hosts CESSDA, and the main office is located in Bergen. As of today 13 European countries are Members of CESSDA: Austria, Czech Republic, Denmark, Finland, France, Germany, Lithuania, Netherland, Norway, Slovenia, Sweden, Switzerland and the United Kingdom and there are 12 Service Providers.

For various reasons some of the nations represented in 'old' CESSDA (the Council) are unable (at present) to participate in 'new' CESSDA (the Consortium). The following countries have some national infrastructure for social science data sharing, but are not currently Members of the consortium: Estonia, Greece, Hungary, Ireland, Italy, Luxembourg, Spain, Portugal, Romania and Slovakia. Slovakia has applied for Observer status.²

Some countries will require more time and effort than others to secure the appropriate levels of financial support needed and, in some cases, also a Service Provider that is able to meet the requirements set in CESSDA's Statutes. As a result an important strategic driver will be to increase the number of Members over time.

¹ For clarity in this document we shall refer to **CESSDA AS** when discussing the Norwegian limited liability company formally owned by the Norwegian Ministry of Education and Research, and **CESSDA** when discussing the Consortium. CESSDA AS is the legal vehicle for CESSDA. The governance and operation of the consortium CESSDA is regulated by a Memorandum of Understanding between Norway and each of the members of the consortium.

² Entities, which adhere to the MoU establishing CESSDA, may become Members or they can join as Observers without voting rights of CESSDA.

Beneficiaries

While CESSDA Members are the coordinators or funders of research in their nation, the impact on the members must be spread across the different stakeholder communities in those countries. The Service Providers are a primary beneficiary of the impact of CESSDA, but their stakeholders must also be beneficiaries. These secondary beneficiaries include data owners and most important the researchers who are the data users.

Drivers

Throughout the remainder of this document, a number of key drivers for CESSDA are assumed. These drivers are the overall vision for CESSDA, the stated objectives, including the necessity to extend the consortium to all countries in Europe, the indicative budget available and the task allocations which are laid down in Annex 6 of the Statutes. Taken together these factors have an effect on the timing, level of effort and prioritisation of activities.

Organization and Governance

CESSDA is governed by a General Assembly (GA), a Board of Directors and managed by a Managing Director. Additionally CESSDA is provided with two advisory bodies; the Scientific Advisory Board and the Service Providers' Forum.

The General Assembly is the ultimate authority of CESSDA setting the budget and the funding formula for the consortium. It also has responsibility for adopting strategic plans, audit reports as well as the Annual Report.

The Board of Directors is responsible for implementing the strategies adopted by the GA and for executing the set budget. The Board of Directors is furthermore responsible for the financial planning and preparation of the next budget and for the development of CESSDA's strategy and vision, to be adopted by the GA.

According to the CESSDA Statutes it is mandatory for each CESSDA Member to assign their Service Provider. The major part of the development work of CESSDA will be performed by Service Providers and they will thus constitute the main resource of CESSDA.

The Service Providers' Forum consists of one representative from each country that is Member or Observer representing the CESSDA Service Provider(s). The Board of Directors consults with the Service Providers' Forum annually (at least) on the future plans and technical aspects of the development tasks and duties.

Work Plan Design

The first meeting of the SPF was held on 31 October 2013. A proposal was made at this meeting to create five work plan groups to study, develop and plan for the major tasks to be carried out by CESSDA. This proposal was accepted. The five work groups were constituted as below:

1. **Coordination / Office** with the primary objective of ensuring consistency of outputs across the work groups and a secondary objective to cover the activities of the Main Office (MO);
2. **Technical Services and Access** with the primary objective of planning key technical infrastructure;
3. **Integration** with the primary objective of ensuring that Service Providers meet the requirement of Annex 2 of the Statutes;
4. **Collaboration** with the primary objective of ensuring that close relations with a wide range of stakeholder bodies and service users are maintained;
5. **Training** with the primary objective of ensuring that key competencies across CESSDA are used to provide a coordinated training programme.

The GA approved the proposal at its meeting on 5 December 2013 and asked the Board of Directors to nominate persons to lead the five work groups. The following persons were nominated and accepted:

1. **Coordination / Office:** Vigdis Kvalheim (Acting Managing Director) in collaboration with Matthew Woollard (CESSDA BoD)
2. **Technical Services (Access):** Ørnulf Risnes (NSD)
3. **Integration:** Heiko Tjalsma (DANS)
4. **Collaboration:** Jindřich Krejčí (ČSDA)
5. **Training:** Alexia Katsanidou (GESIS)

These work group leaders established their teams, ensuring where possible, involvement from 'old' CESSDA members.

1. **Coordination / Office:** Vigdis Kvalheim (Acting Managing Director); Matthew Woollard (CESSDA BoD)
2. **Technical Services:** Ørnulf Risnes (NSD); Wolfgang Zenk-Möltgen (GESIS); Bojana Tasic (FORS); Sanja Lužar (ADP) (later stepped down)
3. **Integration:** Heiko Tjalsma (DANS); Mari Kleemola (FSD); Reiner Mauer (GESIS); Janez Štebe (ADP)
4. **Collaboration:** Jindřich Krejčí (ČSDA); Sami Borg (FSD); Roxane Silberman (PRODEGO-Réseau Quetelet), Stefan Buerli (FORS)
5. **Training:** Alexia Katsanidou (GESIS); Vanessa Higgins (UKDS); Adrian Dusa (RODA); Irena Vipavc Brvar (ADP)

The Coordination /Office group received reports from these work groups by 18 April 2014. The full reports are available through CESSDA's BaseCamp site. These reports were integrated by Vigdis

Kvalheim and Matthew Woollard, and were presented to the Board of Directors on 15 May (CESSDA BoD 2014/34). This draft was discussed in detail, and this revised proposal was created for submission to the GA.

CESSDA Work Plan 2014-2015

Introduction

This proposed Work Plan builds on both existing and previous activities. Previous activities include, but are not restricted to the CESSDA-PPP and the MADIERA projects; current activities include the FP7 DwB and DASISH projects and most importantly, the reports from the four work groups.

The CESSDA PPP documents and the strategic documents describing the idea behind the new CESSDA, the organisation and management model and the tasks and priorities set by the Steering Committee and approved by the first GA, have been important background material for the work groups. The result is a proposal for a CESSDA Work Plan 2014-2015 based on the overall vision for CESSDA, key strategic priorities, key Service Provider priorities, the estimated annual budget, and various other dependencies, including those specifically highlighted in Annexes 2 and 6 to the Statutes.

The reports from the work plan work groups provided the expected input to the strategic planning of CESSDA, setting a starting point both for short-term operational and long-term strategic planning. The reports from the work plan work groups provided the expected input to the planning of CESSDA, setting a starting point for both short-term operational and long-term strategic planning. The BoD assessed the priority statements made in the work groups and matched them to available resources and overarching considerations, leading to a selection of prioritised activities and a common structure for their timing. The present proposal accommodates the majority of the tasks prioritised by the work groups placing them in the wider context of the objectives of CESSDA, but also accepting various constraints inherent in the organisation.

The main challenge has been to strike the balance between the selection of activities and the known capacity and competencies across the CESSDA Service Providers. We have opted here to prioritise overall the development of capacity and competences, ensuring the broadest participation in future years.

The different level of maturity of the Service Providers, and their different (local) missions has also been kept in mind in this proposal. Only by the inclusion of many Service Providers in the various CESSDA activities will it be possible to meet the overall goal of making CESSDA a full scale, integrated, sustainable and truly pan-European research infrastructure.

Priority 1: Develop the capacity and competencies of Service Providers, building on the 'Trust Project' (see below)

Accordingly, the BoD sets as the highest priority in this construction and build up phase the continued work of the 'Trust Project' which commenced in 2013 and is proposed to continue through 2014 and beyond. The BoD sees the continuation and the success of this project as critical

to the success of CESSDA. In this context training of members of staff of the CESSDA service providers and CESSDA associate as well as aspiring CESSDA members will also be prioritised.

It is also critical that the Main Office is rapidly developed to increase the relevance, visibility and impact of CESSDA and its Service Providers. The importance of this development is underlined in the recommendations by a high level expert group in their report to the European Commission, DG Research and Innovation (“Assessing the projects on the ESFRI roadmap”, August 2013). One of their main concerns was that several of the distributed research infrastructures on the ESFRI Roadmap lacked the most fundamental features of an organisation and was more like networks of facilities instead of European research infrastructures.

In many cases the central hub of distributed research infrastructures, that should reflect the European added value, has very little or no control or influence over the national investments and the initial activity plan is just the sum of the ongoing, largely independent national activity plans. Strengthening of the central hubs of distributed research infrastructures in relation to the national nodes is recommended in order to allow them to operate as a single European research infrastructure (“Assessing the projects on the ESFRI roadmap”, August 2013).

Priority 2: Develop the Main Office as a coordinating hub to ensure CESSDA operates as a *single* European Research Infrastructure.

A critical success factor for CESSDA will be to demonstrate its ability to act as an organisation and as a single European research infrastructure. The expert group’s concern is excellent in principle, but hugely challenging to implement with Service Providers of different levels of maturity and different national priorities. Therefore the Work Plan is designed to meet these challenges head on, and concentrate on activities which lead towards a pan European research infrastructure, with common activities carried out across all Service Providers.

The main functions of CESSDA are set out in the CESSDA Statutes. Many of these functions are already in place such as financial arrangements and governance arrangements, including clarification of the responsibilities of the various CESSDA organs as spelled out in the CESSDA Statutes and Appendix. Other activities are also under development, such as the CESSDA website and new corporate identity, as well as the strategies for bringing in more countries and for collaboration with external stakeholders such as the national statistical offices, Eurostat and other important stakeholders funding, producing and using research data.

Each of the five work groups made specific recommendations for the activities of the Main Office. Key to the success of CESSDA will be that the Main Office leads and coordinates (and supports) collaboration between the service providers. This proposal is in line with the CESSDA strategy adopted by the GA in June 2013, whereby the Main Office is not just a “central office” providing central services, but acting as hub in collaborative actions with stakeholders at both the international and the national levels. The CESSDA Work plan also implies that the Main Office should lead and take responsibility for external collaboration, assisted by the collaboration expert task force.

Priority 3: Planning and implementing a collaboration task force

One of the key reasons for creating CESSDA as a legal entity was to strengthen CESSDA's position as a trusted partner for among other the European Statistical System (Eurostat and NSIs), as well as a home for a potential central point of access to resources. In line with this, CESSDA should give high priority to the exploration of various paths to improve access to data through the cooperation between CESSDA and NSIs on a national and European level. To become a comprehensive and truly pan-European research infrastructure consortium, CESSDA must aim to offer mediation and support services for government microdata in close cooperation with EUROSTAT and the NSIs. CESSDA should also strongly encourage Service Providers to reinforce their role in this area where it already exists, and to work together to ensure its construction in the most appropriate manner.

In this context the continued cooperation with NSIs and Eurostat and the assessment of various DwB outputs, tools and proposals are of vital importance. We propose therefore that this collaboration task force should set up a dedicated work group with the primary objective of exploring how to follow up on DwB outputs, tools and proposals within the CESSDA framework, in order to feed into the next version (2015 onwards) work plan. This collaboration task force would be expected to work strongly with the Main Office, ensuring a transparent and broadly based procedure for assessment of various proposals before they are adopted and integrated into CESSDA as permanent services, tasks and functions by the BOD and subsequently the GA.

Priority 4: Widening the CESSDA consortium

The fourth priority addressed in this proposal for the first year's work plan, is to extend CESSDA's reach, by addressing the issue caused by the transformation of the old Council into the new Consortium.

Priority 5: A CESSDA Catalogue project

The fifth and final priority addressed in this first year's work plan, is to build up a central one-stop-shop for search/discovery of data regardless of their access conditions. (Discoverable aspects of data include: dataset level (study level) information like abstract, spatial and temporal coverage, variable information, question formulations.)

In order to maximise the likelihood of meeting these priorities, we propose a series of activities, which will either be a) a project model; b) task forces; or c) training activities.

- **Project Model**, where prioritized tasks are organized in projects to be undertaken by the Main Office and/or the various Service Providers;
- **Task Force Model**, where activities are supported by a task force, providing a coordinated response for internal policy development and further work planning.

Proposal

The following overarching activities are proposed to be endorsed by the GA. These costs are indicative and cover the period 2014-2015.

Activity 1: Construct and implement a comprehensive training programme (*Across priorities*).

Noting that each of the work groups made specific recommendations for training activities which have already been incorporated in the Training Work Group report and that there are earmarked funds to undertake these activities. There will be a focus on training activities to support the tasks and activities prioritized below.

Cost: 2014 – Euro 182,000

2015 – Euro 270,000

Activity 2: Coordinating Trusted Digital Repository status (DSA) for all Service Providers ensuring the obligations in Statutes Annex 2 are in place before the end of 2015 (*Priority 1*).

It is proposed that CESSDA provides central funding to the Data Seal of Approval through the Trust Project.

Cost: 2014 – Euro 104,000

2015 – Euro 250,000

Activity 3: Formation of a Collaboration Task Force (*Priority 3*).

Cost: 2014 – Euro 30,000

2015 – Euro 60,000

Activity 4: Formation of a Widening Task Force (*Priority 4*).

Cost: 2014 – Euro 30,000

2015 – Euro 60,000

Activity 5: A CESSDA Catalogue project (*Priority 5*).

This project will present a plan for an integrated catalogue of all the holdings of all the existing Service Providers.

Cost: 2014 – Euro 235,000

2015 – Euro 500,000

Activity 6: Formation of a temporary governance and constitution task force

This Task Force will be mandated to assess the need for permanent committees in relation to specific issues, e.g. a legal and ethical committee, a technical watch committee, a service level compliance committee, and to make suggestions for their operational basis and necessary amendments of the CESSDA Statutes.

Cost: 2014 – Euro 30,000

2015 – Euro 60,000

Activity 7: Funding to continue the five existing work groups until the end of 2014

These work groups will be mandated to support the Coordination/Main Office group in its work detailing the work plan for 2014 and beyond, and the corresponding budget. In interaction with that, a contract between CESSDA AS and Germany will be worked out as required by Annex 6 of the statutes that, at the operational level, among other things specifies the role of the German service provider in particular tasks.

Cost: 2014 – Euro 100,000

The table on the following page contextualises these activities for 2014 with the known priorities for the following years.

Theme: Key activities are divided by theme. It should be possible to ensure that every Service Provider has some involvement in each of the key themes.

Task Description: A brief description of the task to be carried out. These should mesh with the descriptions in Appendix 1: Prioritised Projects.

Responsibility: Organisation with the primary responsibility (but not necessarily sole responsibility) for the carrying out and resourcing of those activities. Key: MO: Main Office; SP: Service Provider (usually by tender); TC: Training Centre (through ring-fenced budget); TF: Task Force (financed by Main Office).

Quarters: Black indicates intensive improvement and development (high levels of activity); Grey indicates service provision/continuous activity (lower levels of activity); white indicates no activity.

Theme	Task Description	Responsibility	Q3/Q4 2014	Q1/Q2 2015	Q3/Q4 2015	Q1/Q2 2016	Q3/Q4 2016
Governance/Finance	Governance/administration/etc.	MO					
Communication	Corporate identity/PR/Design/Web	MO					
Governance/Finance	Project Coordination	MO					
Governance/Finance	Staffing	MO					
Monitoring	Consortium Coordination/Network/Service Level Monitoring/etc.	MO					
Monitoring	TechWatch of best practice within CESSDA; and new developments outside of CESSDA	MO					
Policy/Widening	Widening Task Force	MO/TF					
Policy/Collaboration	Developing models of partnership and collaboration with non-member data organisations	MO/TF					
Monitoring	Monitoring developments in non-members countries	MO/TF					
Policy	Guidelines for Selection Procedures	MO/SP					
Policy	Establish data sharing policy	MO/TF					
Policy	Strategy on new data types	MO/TF					
Policy/Collaboration	Collaboration Task Force	MO/TF					
Deposit and Access	CESSDA Catalogue	SP					
Deposit and Access	Metadata Development and provision	SP					
Deposit and Access	ELLST/local language(s) within the multi-lingual thesaurus	SP					
Deposit and Access	Secure Access Portal with cross-national direct access to restricted data	SP					
Deposit and Access	Develop, adopt and apply common single sign-on user authentication system as required	SP					
Deposit and Access	Make Service Provider's data holdings downloadable through common data gateways	SP					
Deposit and Access	Tools for (social science) users (Repository services)	SP					
Deposit and Access	Enable harvesting metadata for inclusion in the CESSDA data portal	SP					
Deposit and Access	Cross national data harmonisation activities	GESIS					
Deposit and Access	Authentication and Authorization Infrastructure	SP					
Deposit and Access	CESSDA EuroQuestionBank/Question search	GESIS/SP					
Deposit and Access	Persistent Identifier (PID) Services	GESIS/SP					

Trust Project	Service Providers: DDI alignment, Data and Metadata Versioning	SP					
Trust Project	Adhere to the CESSDA's Data Access and Dissemination Policy	SP					
Trust Project	Adhere to the provisions [of] the entire Organisation's policies as required.	SP					
Trust Project	Share data archiving tools under the CESSDA IP conditions	SP					
Trust Project	Adhere to the principles of the OAIS reference model and CESSDA requirements	SP					
Training	Training Infrastructure	TC					
Training	Public Relations (training)	MO/TC					
Training	Understanding the community and its needs	TC/MO					
Training	Internal Training	TC/MO					
Training	Shaping the present, anticipating the future	TC/MO/SP					
Training	External Training	TC/SP/MO					

Annex 1: Prioritized Projects

The following tasks/projects are proposed to be prioritized in the first year (ending June 2015)

Governance/Finance

Governance/administration, etc.

The Main Office is now in a build-up phase. Governing and advisory structures are mostly established or in progress. In this period the Main Office shall establish all functions and ensure that they are provided with resources.

Project Coordination

CESSDA's development projects will mainly be performed by Service Providers. The distributed structure requires coordination and central project services and management of the tendering processes.

Staffing

In the budget endorsed by the GA meeting on 18 June 2014 the Main Office was allocated with 7.5 FTEs. At the present CESSDA has a Temporary Managing Director. Recruitment of a MD is in progress. Additionally, planning and administrative work is temporarily being performed by NSD staff under contract to CESSDA. At the time of writing two job vacancies: 1) Administrative Secretary and 2) Senior Communications Officer are being advertised. Further staffing will be followed up by the Main Office.

Communication

Corporate identity/PR/Design/Web

Currently being established in cooperation with Training Centre.

Policy

Widening Task Force / Collaboration Task Force

Establishing two Task Forces (Collaboration and Widening) of four to seven experts that will contribute to widening and building the pan-European network. In this context it is envisaged that a proper procedure for assessment of various outputs from DwB and DASISH and other initiatives are established.

Developing models of partnership and collaboration with non-member data organisations

Develop models of partnership between CESSDA and non-member data organisations of different types, i.e. data providers in transition to Service Providers, other non-member national data providers, and other types of organisations. Develop the model MoU on transition into CESSDA member in between CESSDA and potential new member state, and the model agreement on partnership in between CESSDA and non-member data organisation.

Establish data sharing policy

The objective is to develop a basis for a sharing/licensing methodology between the Service Providers.

Strategy on new data types

The objective is to monitor the situation at national, European and international level, particularly in the fields of health, environment, geo-referenced data, big data, identifying main actors, specific issues, possible initiatives and collaborations for CESSDA, and based on the outcome of the monitoring to propose a CESSDA strategy on new data types and big data.

Monitoring

Consortium Coordination/Network/Service Level Monitoring etc.

The Statutes require Service Providers to meet certain requirements. The Main Office will need to guide, coordinate and monitor the Service Providers' service level. (see also Trust project)

TechWatch of best practice within CESSDA; and new developments outside of CESSDA

The objective is to identify trends and opportunities in technological landscape and domain perimeter. This should include best practices in digital curation, information security, ethical and legal issues as well as more 'technical' issues.

Monitoring developments in non-member countries

The objective is to monitor and report on developments in countries which are not represented in CESSDA. This could include on-site visits at CESSDA Partners for the purposes of planning of transition into Service Provider (example SERCIDA-project).

Deposit and Access

CESSDA Catalogue

The goal is to build up a central one-stop-shop for search/discovery of microdata sets relevant to social science research. The CESSDA Catalogue will be the main interaction point between CESSDA and researchers, and needs to support required functionality and workflows to fulfil this role. The CESSDA Catalogue should enable discovery of data regardless of their access conditions or location. CESSDA will not hold any data or provide direct access to data. The CESSDA Catalogue should also be the point of access to the EuroQuestionBank and the Access Portal. That includes the requirement of integration AAI-solutions and Persistent Identifiers for citation.

CESSDA EuroQuestionBank/Question Search

The aim is to develop and implement a central search facility across all Service Provider's survey holdings in a way that provides as much coverage of survey questions as possible. It should be an accessible single point of entry for question discovery or survey creation.

ELSLST/local language(s) within the multi-lingual thesaurus

ELSLT is a broad-based multilingual thesaurus that has been developed over the years by the CESSDA members. The objective is to manage and develop ELSST so that the Service Providers can freely use any or all language versions of the thesaurus, for documenting and as a search tool, also in their local systems.

The use of ELSST within the Catalogue will ensure increased metadata quality, consistency of discovery and will bridge some of the European language barriers. The goal is to offer and maintain and updated, online multilingual Social Science thesaurus for metadata providers and tools developers. It is important to ensure a usable technical and legal (licensing) framework around ELSST development and management.

Persistent Identifier (PID) Services

Develop and implement solutions for the data registration service/persistent identifiers (PID). This requires decisions about PID systems, a model of supporting Service Providers in implementing the local side of a registration infrastructure, and central facilities to give access to international PID resolution services. This will build on work in DASISH and other projects and is highly related to the portal development and must thus be planned as that. CESSDA will need to develop and implement this in order to encourage proper data citation, to facilitate a common catalogue of data resources across different data repositories, and to connect knowledge products to data resources.

The Trust Project

The primary aim of this project is to ensure that each Service Provider reaches a level of capability to achieve a Trusted Digital Repository status and meet the additional requirements and obligations which are detailed in Annex 2 of the Statutes.

The work will build on the work of the CESSDA Trust Process. A major finding in the process was that most participants were either in a good position to apply for DSA certification or aware of the challenges they face before applying. It was also clear that a certain timespan, possibly one or two years, is needed to achieve the goal of all Service Providers being DSA-certified. Clarification is also needed on how best to integrate the DSA certification with the Annex 2 obligations.

Training

In line with CESSDA's objectives on upgrading of the infrastructure and to make a greater impact on both national and European level, training within CESSDA will be the main priority the first year, though external training will not be ignored. The primary goal of the training centre will be focussed around activities which demonstrably lead towards a pan European research infrastructure.

The training activities will rely both on existing expertise as well as on a new and coordinated training strategy, filling the knowledge gaps and developing new skills and competences across members, users and other stakeholders.

Training Infrastructure

The objective is to enable the Training Centre to deliver a training programme for Service Providers and to make online training materials available. This will include the Virtual Centre of Competence, online tutorials, upcoming training events and links to materials from past events.

Understanding the community and its needs

Before drafting a CESSDA Training Programme it is necessary to understand the internal staff training and external user training already on offer by national service providers. This will help to identify training needs. The knowledge will be achieved via a survey to all Service Providers that will identify training needs and will also provide us with a list of experts in various fields.

Internal Training

In order to ensure that all CESSDA members are working to the same standards and understand the requirements of the CESSDA common tools, a programme of on-going internal training needs to be established. Participants in this training will be members of staff of the CESSDA service providers and CESSDA associate and affiliate members as well as aspiring CESSDA members. The themes of these workshops will be identified from the CESSDA Working Plan.

Public Relations (training)

The objective is to make activities known and engaging amongst the different stakeholder communities. It will include maintaining the website, writing a blog, being active in social media, writing newsletters. These tasks will be completed in collaboration with the public relations officer of the Main Office. The primary stakeholder audience will be staff within Service Providers.

External training

Training for other key stakeholders: data users, data suppliers, data owners, etc.