

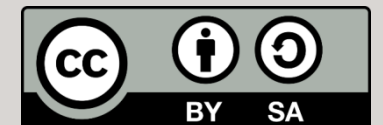
CESSDA ERIC

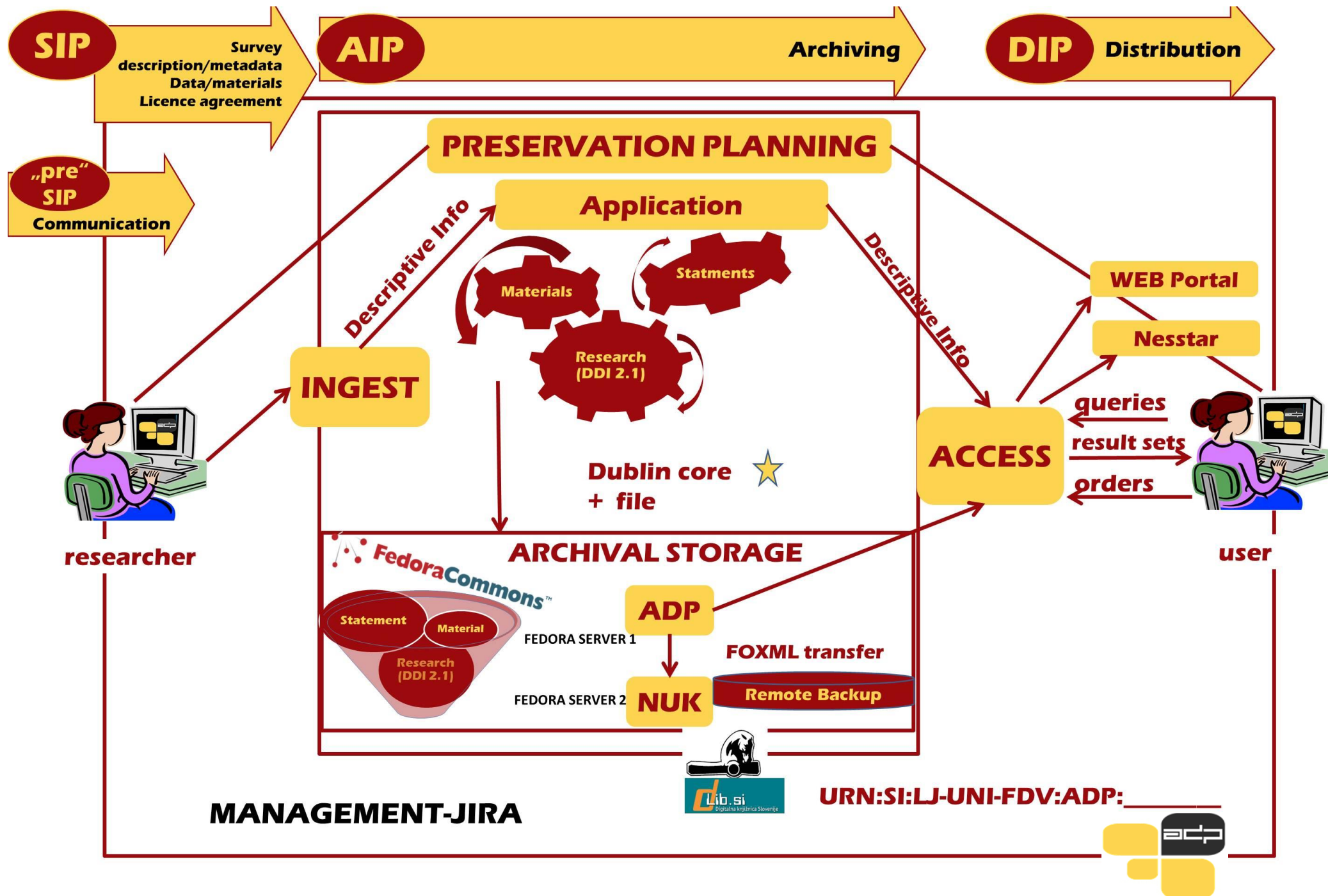
Consortium of European Social Science Data Archives
European Research Infrastructure Consortium



Sharing and reusing research data

Irena Vipavc Brvar
Slovenian Social Science Data Archives





Training team at CESSDA ERIC

webinar / workshop / summer schools / guides

Research Data
Management

Researcher /
producer

Service
providers

SP staff

Data Discovery

Researcher /
user

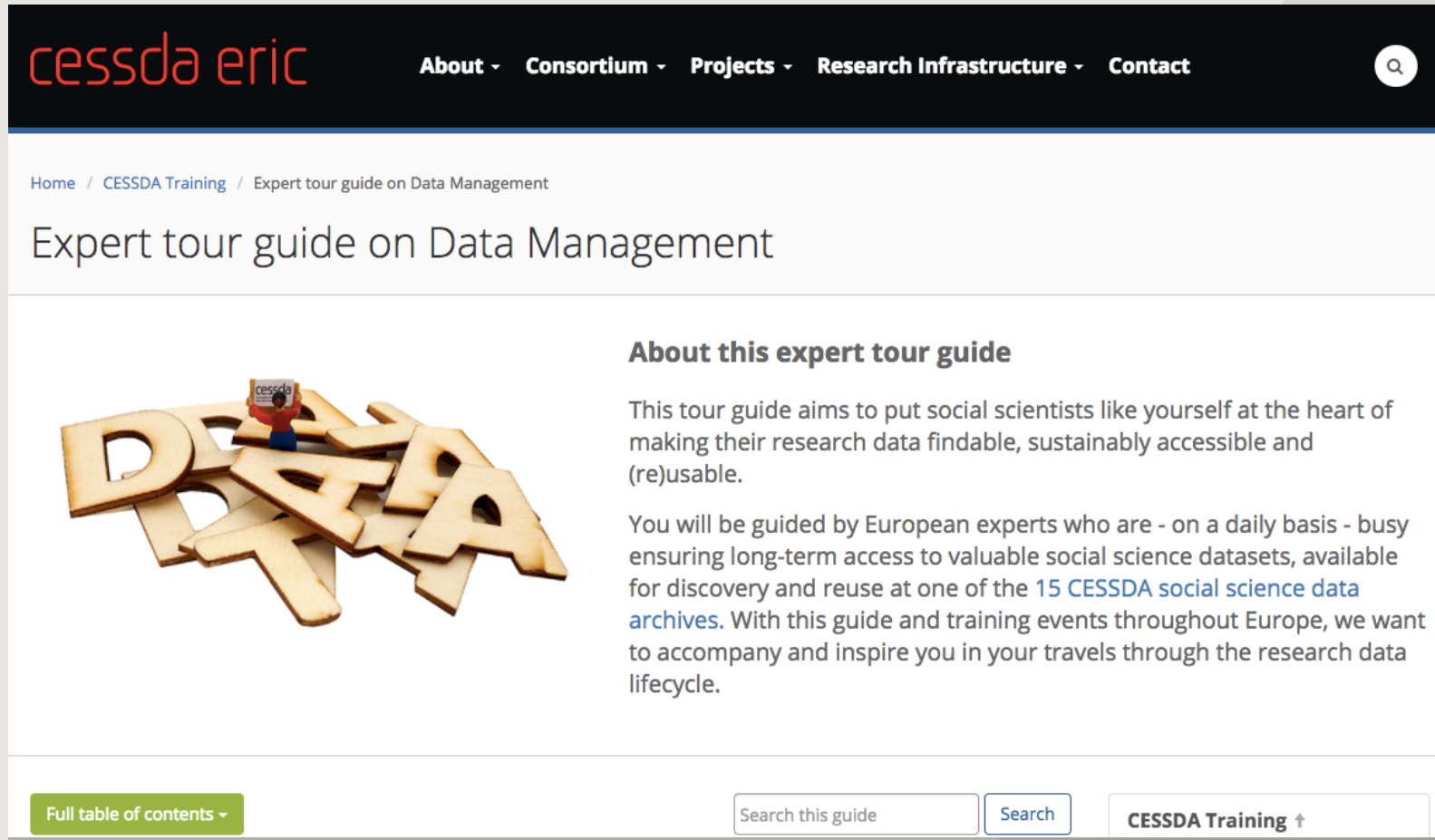
9 Service providers actively involved in 2018 (11 in 2019)

Σ 20 PM / 250 T € year

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CESSDA Data Management Expert guide

cessda.eu/DMGuide



The screenshot shows the CESSDA eric website header with navigation links: About, Consortium, Projects, Research Infrastructure, and Contact. Below the header, the breadcrumb trail reads: Home / CESSDA Training / Expert tour guide on Data Management. The main title is "Expert tour guide on Data Management".

About this expert tour guide

This tour guide aims to put social scientists like yourself at the heart of making their research data findable, sustainably accessible and (re)usable.

You will be guided by European experts who are - on a daily basis - busy ensuring long-term access to valuable social science datasets, available for discovery and reuse at one of the [15 CESSDA social science data archives](#). With this guide and training events throughout Europe, we want to accompany and inspire you in your travels through the research data lifecycle.

At the bottom of the page, there is a green button for "Full table of contents", a search bar with the text "Search this guide" and a "Search" button, and a link for "CESSDA Training".

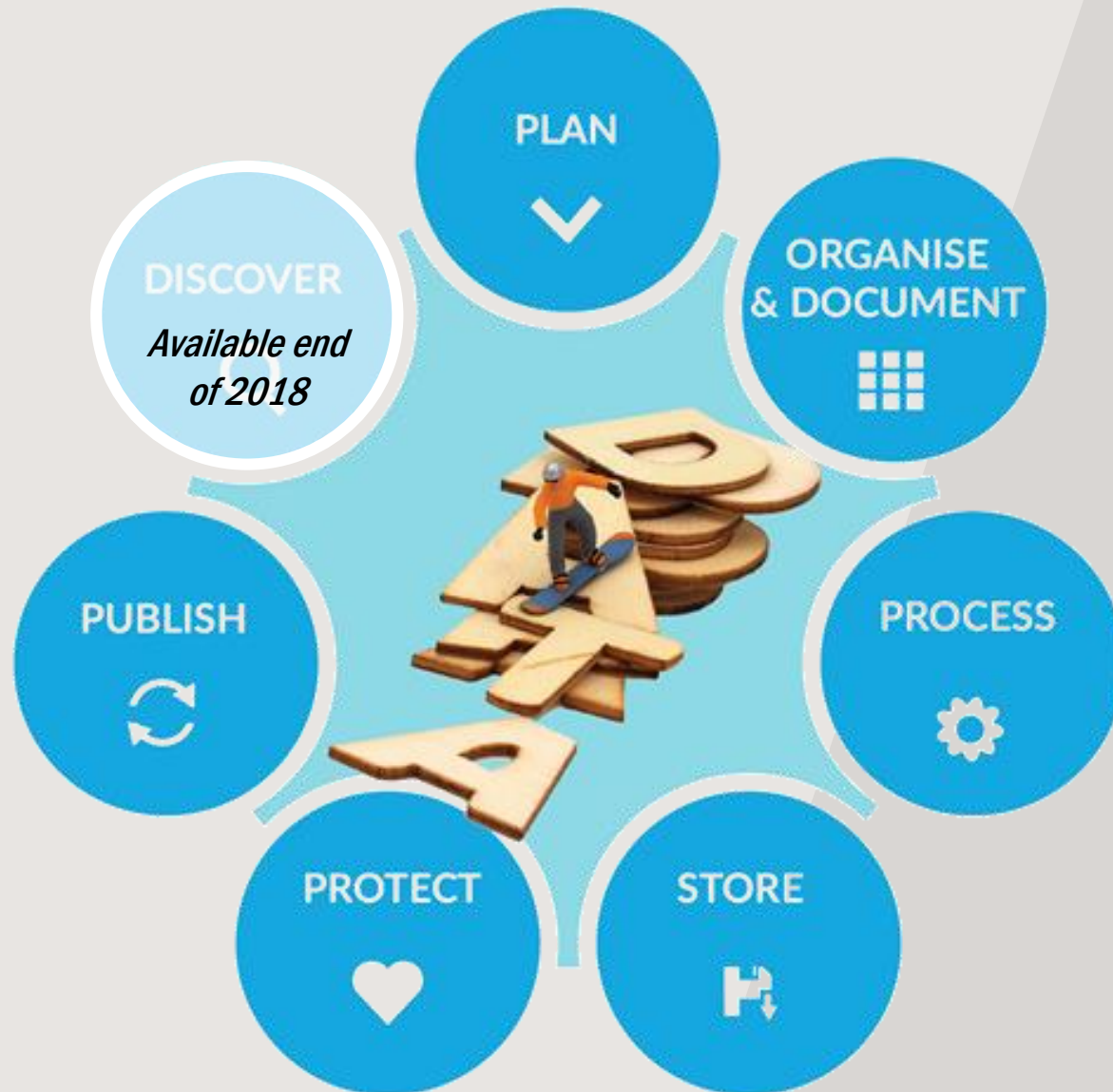
8 content partners

DANS (NL) leading the project

4 testing partners

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Chapters in the expert guide on Data Management



*Presentations
and exercises*

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Recurring elements in each chapter

» Expert Tips



» European diversity



Data management requirements in Europe

» Qualitative vs. Quantitative data

» Adapt your DMP



Source: [Braukmann, 2018](#)

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Recurring elements

Source: [Braukmann, 2018](#)



CESSDA
Consortium of European
Social Science Data Archives

Adapt your Data Management Plan

A list of Data Management Questions based on the
Expert Tour Guide on Data Management



This CESSDA list of Data Management Questions (2017) is licensed under a
Creative Commons Attribution-ShareAlike 4.0 International License.



The CESSDA Expert Tour Guide on Data Management is available at <https://www.cessda.eu/DMGuide>

Overview

Title of the project

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

Adapt your DMP: Part 1

« Previous

Next »

Search this guide

Search

The Data Management Plan (DMP) is an important tool to structure the research data management of your project. After working on each chapter you should be able to answer part of the questions which make up a DMP.

This is the first of six 'Adapt your DMP' sections in this tour guide. When you have finished the chapter on data management planning, you can start filling in the 'Overview of your research project' section. Below you can see what elements and corresponding questions are generally included in that section. You can select appropriate questions and answer them to adapt your own DMP.

For easy reference, we have put together a list of DMP-questions for all chapters in this tour guide. You can [view and download it](#) (CESSDA, 2017) and keep it as a reference while you are studying the contents of this guide.

- + Title of the project
- + Date and version of this plan
- + Description of the project
- + Origin of the data
- + Principal and collaborating researchers
- + Funder (if applicable)
- + Data producer
- + Project data contact
- + Data owner(s)
- + Roles
- + Costs

What can you offer

Workshops on DMP:

Covering whole data lifecycle (4h – 3 days)

Planning will save time later

Define responsible people

Find help (institution, library)

Check law and ethical rules in relation to data collection (data protection officer, ethical committee)

Cleaning, documenting, anonymization

Think about publishing data – rules for depositing in repository



What can you offer

Workshops on specific topic: (4h – 2 days)

Legalisation on personal data protection

Research ethics and legislation

The role of ethics committees in research (example)

Gaining consent from study participants

Practical exercises: Consent forms - wording, info sheets etc.

Anonymisation

Practical exercises: Anonymisation (qualitative and quantitative data)

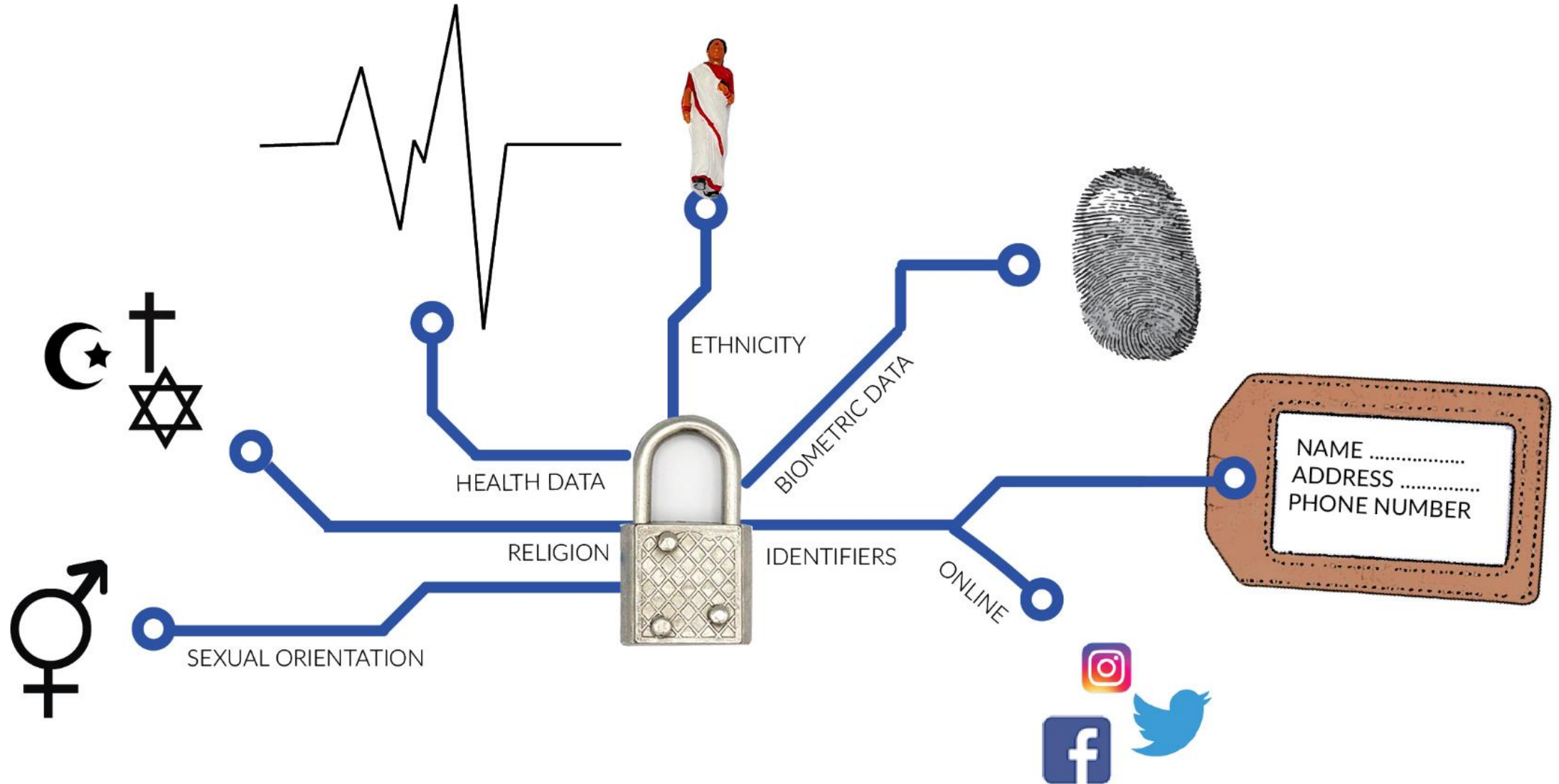
Copyright, access controls and licensing of data

Secure storage and data encryption

Practical exercises: Secure storage and data encryption



Sensitive personal data



Research Ethics

Disciplinary Code of Ethics (ASA)
National Code of Ethics – Soc. Assoc.

[European Code of Research Integrity](#)

University ([UNI-LJ](#))

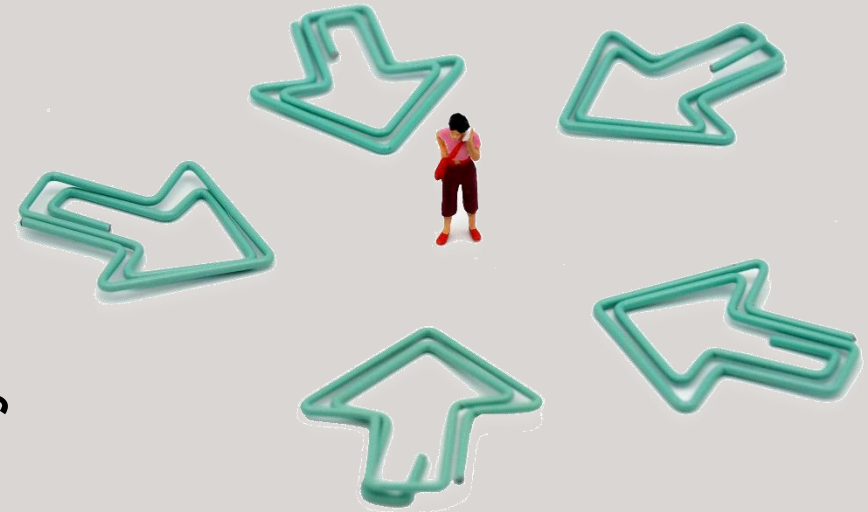
Institute

Funder – H2020 / other EC projects / grants

Scientific Journal <-ethical committee approval before publishing

Ethics are an **integral part of a research project**, from the **conceptual stage** of the research proposal to the **end** of a research project.

Research Ethic
Committee



Guidelines for ensuring compliance with ethical principles in Horizon 2020 / **Main ethical principles**

1. Respecting **human dignity and integrity**
2. Ensuring **honesty and transparency** towards research subjects and, notably, getting free and informed consent (as well as assent whenever relevant)
3. Protecting **vulnerable persons**
4. Ensuring **privacy and confidentiality**
5. Promoting **justice and inclusiveness**
6. **Minimising harm and maximising benefit**
7. **Sharing the benefits** with disadvantaged populations, especially if the research is being carried out in developing countries
8. **Maximising animal welfare**, by ensuring replacement, reduction and refinement in animal research
9. Respecting and protecting the **environment and future generations**
10. Following the highest **standards of research integrity** (i.e. avoiding any kind of fabrication, falsification, plagiarism, unjustified double funding or other type of research misconduct)

How to complete your ethics self-assessment (H2020)

“Consider that ethics issues arise in many areas of research. Apart from the obvious example, the medical field, research protocols in social sciences, ethnography, psychology, environmental studies, security research, etc. may involve the voluntary participation of research subjects and the collection of data that might be considered as personal. **You must protect your volunteers, yourself and your researcher colleagues.**

Start thinking about ethics while designing your research protocols. Don't wait until the last minute to seek advice or check requirements under national and EU law.

Your first source should always be at your institution (specialised ethics departments or ethic advisers UNI, hospital research ethics committees, data protection officers). “

Research involve human participants? (H2020, part)

Are they volunteers for social or human sci. research?	Details of recruitment, inclusion and exclusion criteria and informed consent procedures.
Are they persons unable to give informed consent (including children / minors)?	Details of your procedures for obtaining approval from the guardian / legal representative and the agreement of the children or other minors. What steps will you take to ensure that participants are not subjected to any form of coercion?
Are they vulnerable individuals or groups	Details of the type of vulnerability. Details of recruitment, inclusion and exclusion criteria and informed consent procedures. These must demonstrate appropriate efforts to ensure fully informed understanding of the implication of participants.
Are they children/ minors?	Details of the age range. What are your assent procedures and parental consent for children and other minors? What steps will you take to ensure the welfare of the child or other minor? What justification is there for involving minors?

Potential misuse of research results -> Risk assessment

Personal data

(H2020 – Self-Assessment)

Does your research involve personal data collection and/or processing?

Does it involve the collection or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?

Does it involve processing of genetic information?

Does it involve tracking or observation of participants (e.g. surveillance or localization data, and Wan data, such as IP address, MACs, cookies etc.)?

Does your research involve further processing of previously collected personal data ('secondary use') (including use of pre-existing data sets or sources, merging existing data sets, sharing data with non-EU member states)?

[source](#)

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Personal data – information to be provided

Details of your procedures for data collection, storage, protection, retention, transfer, destruction or re-use (including, collection methodology (digital recording, picture, etc.), methods of storage and exchange (LAN, cloud, etc.), data structure and preservation (encryption, anonymisation, etc.), data-merging or exchange plan, commercial exploitation of data sets, etc.).

Details of your data safety procedures (protective measures to avoid unforeseen usage or disclosure, including mosaic effect, i.e. obtaining identification by merging multiple sources).

Details of data transfers to non-EU countries (type of data transferred and country to which it is transferred).

- >Copies of notifications/authorisations for collecting and/or processing the personal data (if required).
- >Informed Consent Forms + Information Sheets + Other consent documents (opt-in processes, etc.) (if relevant).
- >Copy of authorisation for data transfer to non-EU country (if required)

Consent is needed across the data lifecycle

Engagement in the research process

What activities are involved in participating in the project?

Dissemination in presentations, publications, the web

Consent for use of quotes for articles and video publicity

Data sharing and archiving

Consider future uses of data

* Consent is always dependent on the research context – special cases of covert research and verbal consent

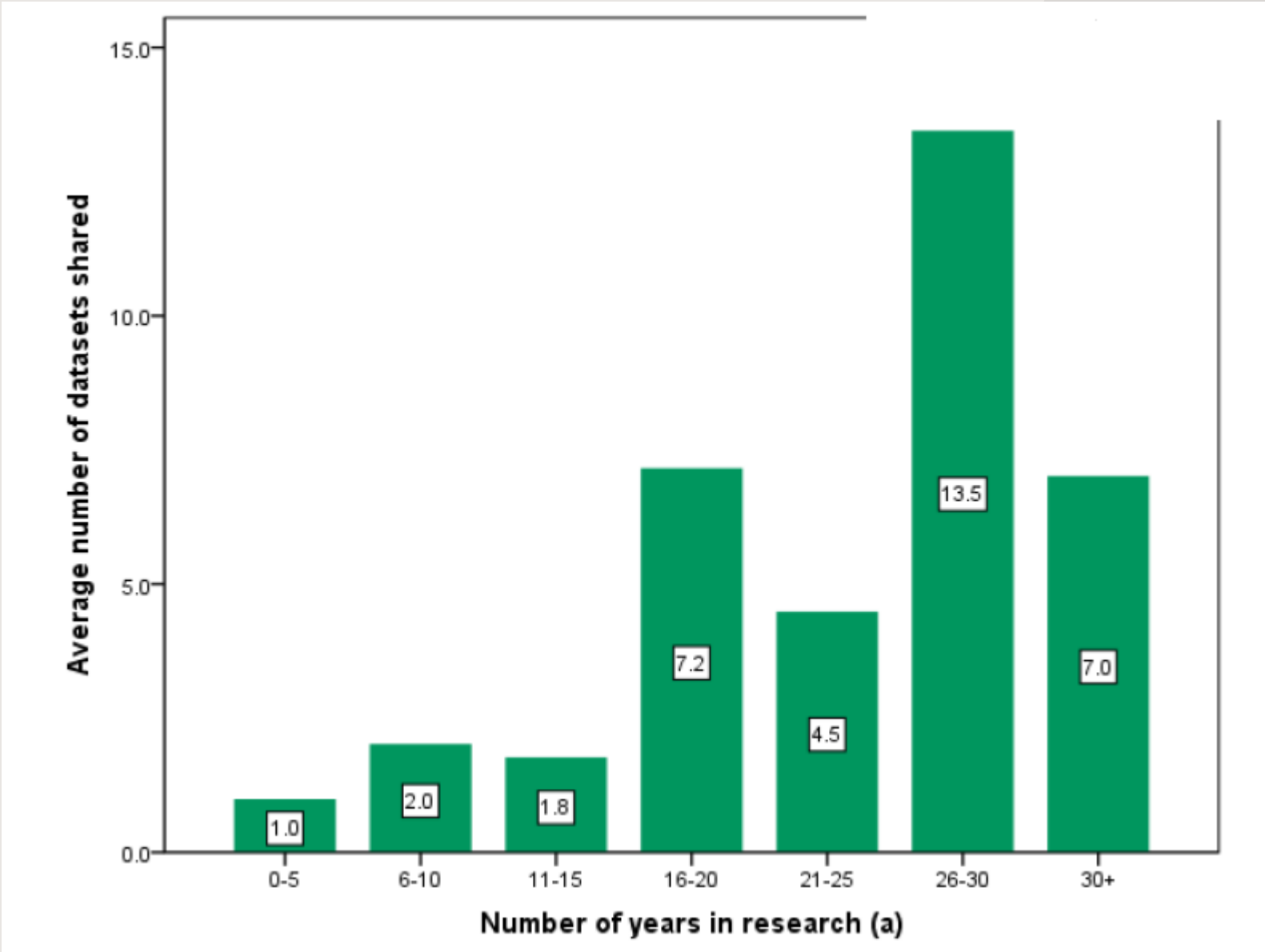
Source: [*Summers, 2018*](#)

Incentives for data sharing

Direct benefits	Norms	External factors
For research: collaborative analysis of complex data, methods learning, data mining, suppl. data as evidence, research = creating data resources	Sharing = default in research domain, research group, institution	Funders directly fund data sharing projects
For research career: Visibility of researcher / research group, reciprocity, reassurance, e.g. invited to share	Hierarchical sharing throughout research career	Journals expects suppl. data
For discipline and better science	Challenge conservative non-sharing culture	Learned societies develop infrastructure & resources
	Openness benefits research, but individual researchers reluctant to take lead	Data support services
		Publisher and funder policies and expectations: change attitudes, practices, norms

[Source:](#) Van den Eynden, V. and Bishop, L. (2014).

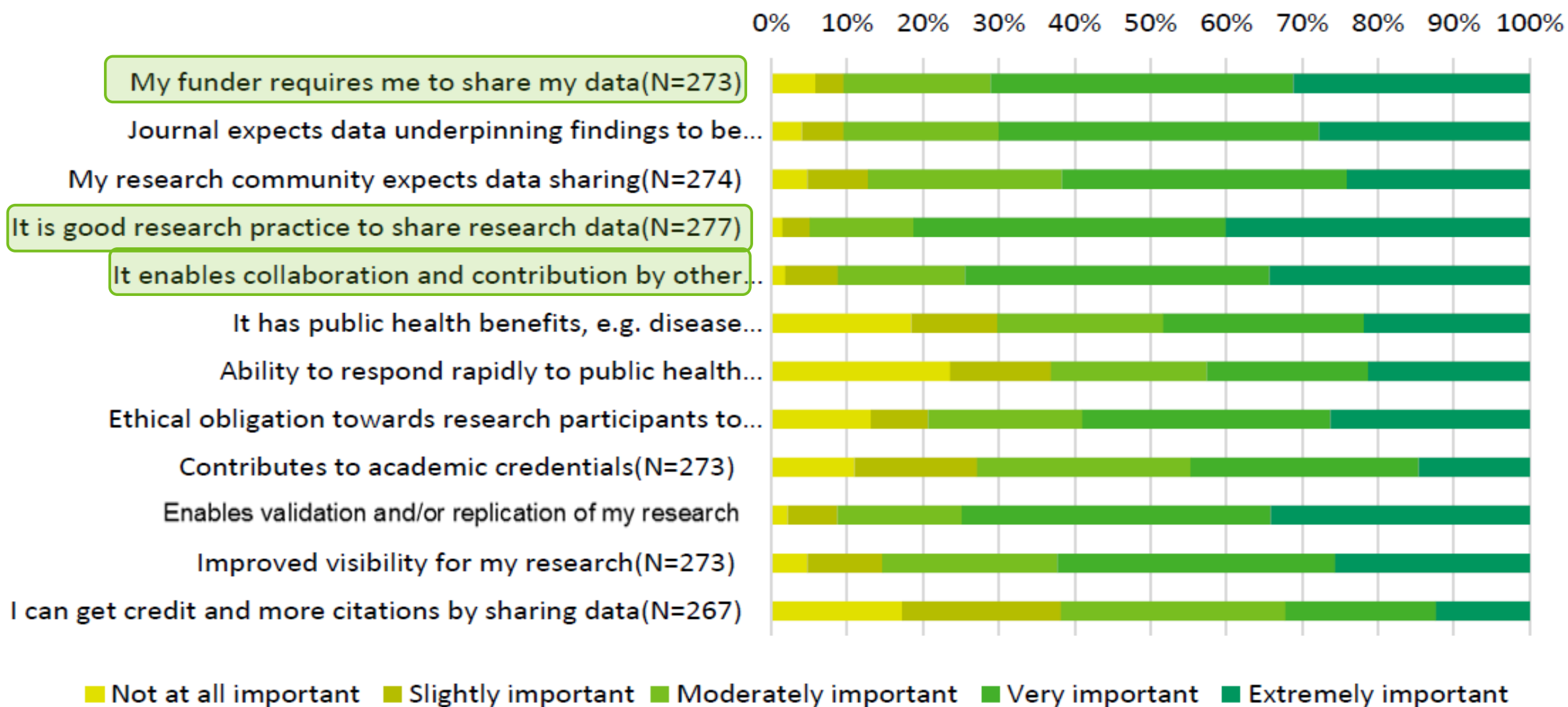
Survey of Wellcome researchers and their attitudes to open research



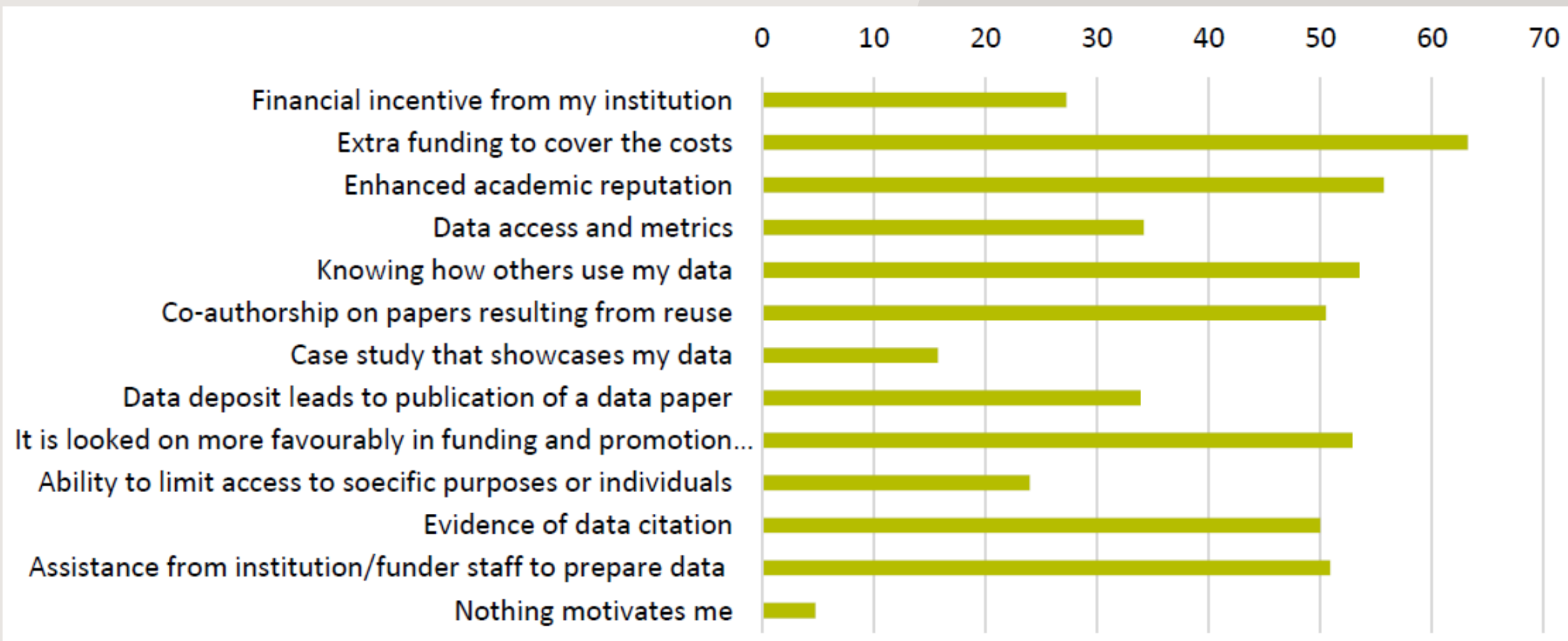
n= 583

[Source](#)

REASONS FOR MAKING RESEARCH DATA AVAILABLE



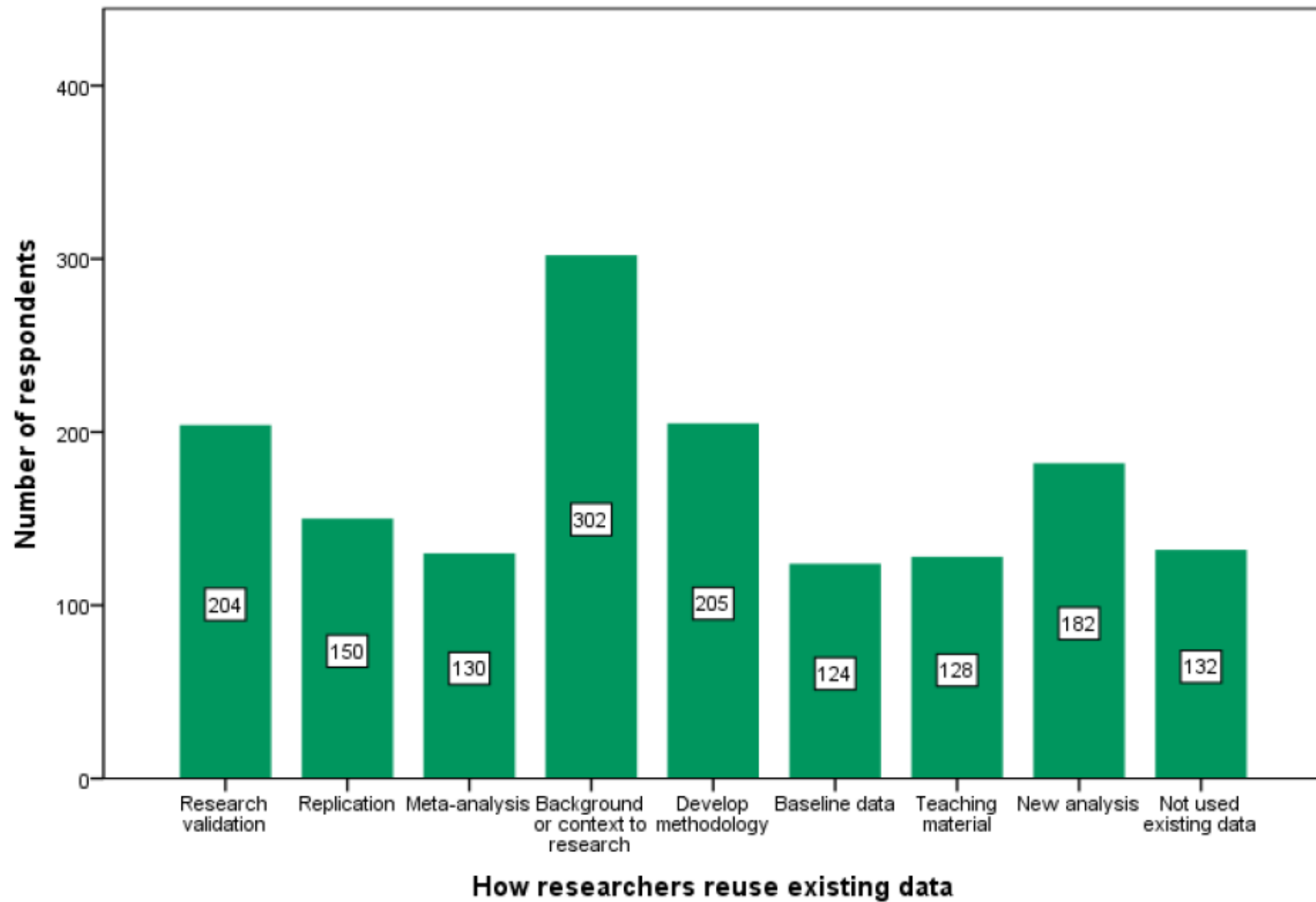
Factors that would motivate the respondent to make data available %



n= 546

[Source](#)

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[Source](#)

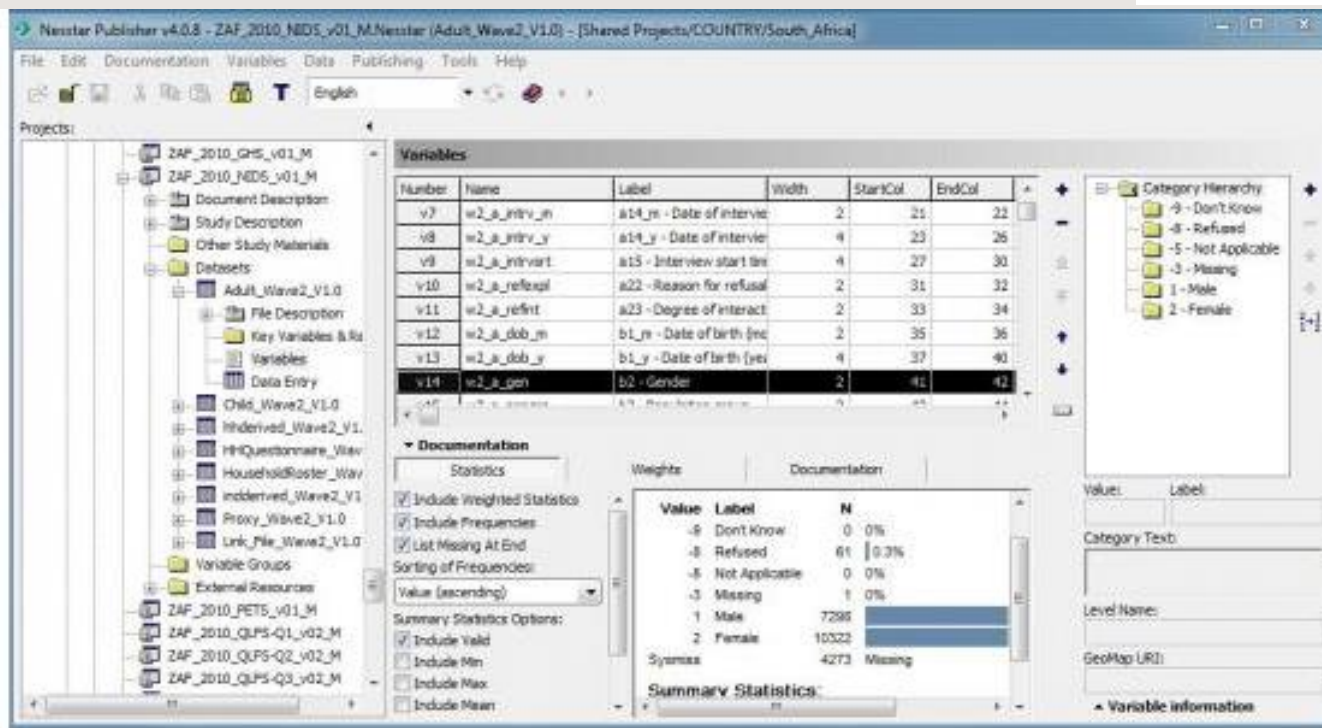
Service for data depositors

Counselling, guidelines, tools such as Metadata editors, processing and preparation of acquisition



DDI Metadata Editor (Nesstar Publisher)

The IHSN Metadata Editor, also known as the Nesstar Publisher, is a specialized XML editor compliant with the Data Documentation Initiative (DDI) 2.0 and the Dublin Core metadata standards



OBRAZEC ZA OPIS RAZISKAVE



Pričujoči obrazec temelji na vsebinskih opredelitvah iz mednarodnega Standardnega opisa raziskave (<http://www.icpsr.umich.edu/DDI/>). Izpolnjevate lahko s pomočjo navadnega urejevalnika besedila. Cel dokument je razdeljen na štiri osnovna poglavja: opis vsebine raziskave, opis datotek, opis spremenljivk in opis spremljajočega gradiva. Pričujoči Obrazec je namenjen predvsem opisu prvega poglavja. Priporočamo, da se pri izpolnjevanju zgledujete pri domačih že zaključenih opisih raziskav v XML <http://www.adp.fdv.uni-lj.si/opisi/index.xml>.

Možno je tudi direktno izpolnjevanje XML dokumenta, za kar potrebujete poseben urejevalnik besedila, ki to podpira. Ta postopek je zelo primeren za raziskave v seriji, kjer je potrebnih le malo popravkov in lahko za osnovo vzamemo opis predhodne raziskave. V kolikor se za to odločite, vam v ADP nudimo vso potrebno pomoč.

Opis raziskave naj bo narejen tako v slovenskem kot angleškem jeziku.

Opis raziskave <studyDesc>

Naslov, avtor, izdelava in distribucija <citation>

<titl>

Naslov Zabeležite naslov raziskave. Npr. *Slovensko javno mnenje 1999/4* <titl>

</titl>

Podnaslov Zabeležite podnaslov raziskave. Npr. *Stališča o pridružitvi Evropski Uniji* <subTitl>

</subTitl>

Naslov v drugem jeziku Naslov v angleškem jeziku. V kolikor je originalni naslov v tujem jeziku navedite tudi tega. Npr. *Slovene Public Opinion Survey 1999/4 : Attitudes on Integration in the European Union* <parTitl>

</parTitl>

</titl>

Odgovornost <rsp>

Agreement & Licencing

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Select one of the possible licenses:



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default license

This work is licensed under the Creative Commons **Attribution (by)**.



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PUF, ScUF, SUF

[Webinar](#) – Access Policies and Usage Regulations: Licenses

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Training - data archivists

Prior knowledge needed?

Cover whole OAIS process – what knowledge, documents you need at each step

Don't forget about Project and Data Management (tools)



CESSDA Training day 2018 ->



ARCHIVE TRAINING MANUAL

INTRODUCTION

STAFFING AND
MANAGEMENT

PRE-INGEST

INGEST

ACCESS

USER SUPPORT

TECHNICAL SERVICES

COMMUNICATIONS
AND PUBLICITY

STANDARDS AND
TOOLS

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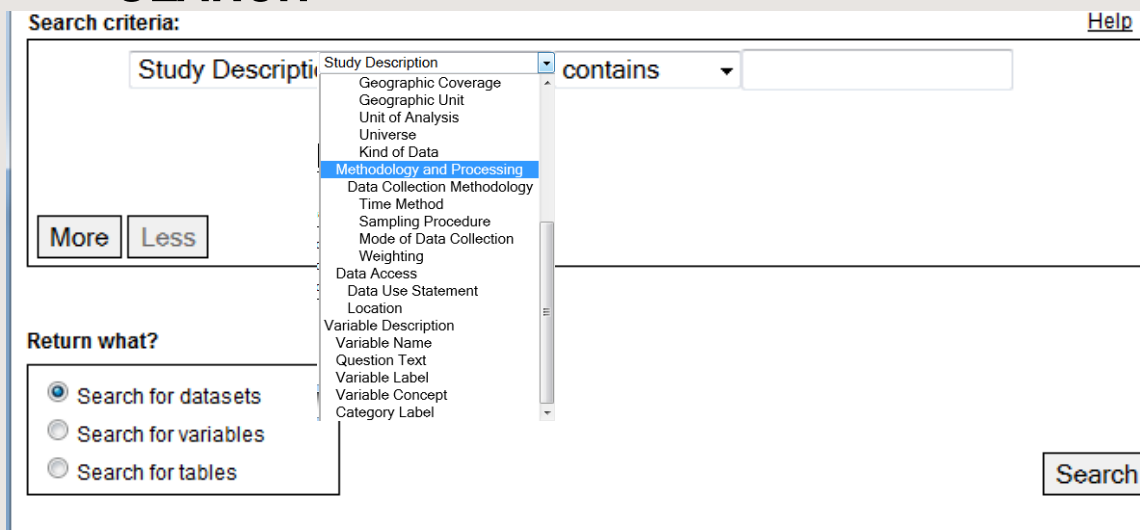
Viewing and browsing data and documentation of surveys

DATA CATALOG

Services for data users

-> Easy online registration

-> SEARCH



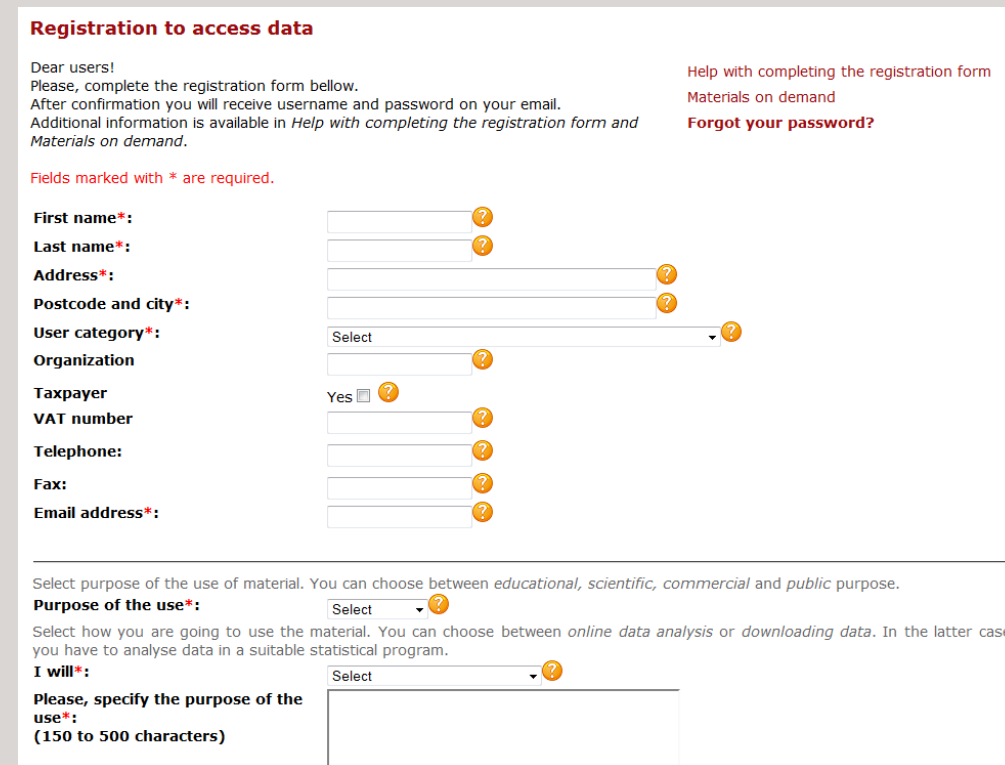
The screenshot shows a search interface with the following elements:

- Search criteria:** A section with a dropdown menu for "Study Description" (currently showing "Study Description" and "Methodology and Processing" as options) and a "contains" search box.
- Return what?** A section with three radio buttons: "Search for datasets" (selected), "Search for variables", and "Search for tables".
- Buttons:** "More", "Less", and "Search".
- Help:** A link in the top right corner.

Help desk with several manuals published on-line

-> Workshops and presence at conferences and summer schools

Partnership with similar institutions



The screenshot shows a registration form titled "Registration to access data". It includes the following sections:

- Registration to access data:** A heading for the form.
- Dear users!** A message asking users to complete the registration form and providing information about receiving a username and password.
- Help with completing the registration form:** A link to a help page.
- Materials on demand:** A link to a page about materials on demand.
- Forgot your password?:** A link to a page about forgetting a password.
- Fields marked with * are required.** A note about required fields.
- Form fields:** Fields for "First name*", "Last name*", "Address*", "Postcode and city*", "User category*", "Organization", "Taxpayer", "VAT number", "Telephone", "Fax", and "Email address*".
- Purpose of the use*:** A dropdown menu for selecting the purpose of use.
- I will*:** A dropdown menu for selecting how the material will be used.
- Please, specify the purpose of the use*:** A text box for specifying the purpose of use (150 to 500 characters).

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Data Discovery

Video

[How to find and access data from European social science data services](#)

Webinars

Data in Europe 2017

- [How to Find Data in Europe](#) - introductory webinar introducing European social science data services and how to find, access and understand data
- [Data in Europe: Ageing](#) - webinar on data for researching ageing with speakers from SHARE, TILDA and Gateway to Global Aging Data
- [Data in Europe: Political Behaviour](#) - webinar introducing data across Europe for researching political behaviour with a spotlight on the Comparative Study of Electoral Systems (CSES).

User guides

- [Finding and Accessing data from national data services](#)
- [Data Discovery: Ageing](#)
- [Data Discovery: Political Behaviour](#)

Source: CESSDA

Three themed workshops:

Working with data on Political Behaviour

(6 November, Manchester)

Data on Migration

(13th November, Cologne)

Working with European Union Labour Force Survey

(27-29 November, Mannheim)



Source: <http://www.statistics.gr>

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2018

7.75 PM

1. Create workshop materials on 'Finding and Accessing data in Europe'
 2. **CESSDA Workshop: Exploring Data in Europe - with a Focus on European Attitudes and Values**
29 May 2018
 3. Three workshops at summer schools (Essex, Cologne, Ljubljana)
 4. Feedback from participants and adjust materials
 5. Create online module
 7. Deliver two webinars and user guide
- Webinar - Data in Europe: Migration**
9 May 2018

Events

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European Research Infrastructure Consortium

Questions

» [e-mail: irena.vipavc@fdv.uni-lj.si](mailto:irena.vipavc@fdv.uni-lj.si)