



## **Delivery Agreement**

**For the delivery of  
Work Plan Task  
"CESSDA Training Activities 2019"**

This agreement is made by and between:

- (1) **CESSDA ERIC**, a European Research Infrastructure Consortium established by Commission Implementing Decision (EU) 2017/995 of 9 June 2017, having its headquarter and statutory seat in Bergen, Norway (hereinafter "**CESSDA**"), and
- (2) **University of Essex (the UK Data Service, represented by the UK Data Archive - UKDS)**, incorporated under the laws of the United Kingdom whose registered office is at the Wivenhoe Park, Colchester CO4 3SQ, UK (hereinafter "**Lead Service Provider**")
- (3) **University of Ljubljana, Faculty of Social Sciences, Social Science Data Archive - ADP**, incorporated under the laws of Slovenia, whose registered office is at Kardeljeva ploščad 5, 1000 Ljubljana, Slovenia (hereinafter "**Delivery Partner**")
- (4) **The Institute of Sociology of the Czech Academy of Sciences, public research institution (IS CAS), housing the Czech Social Science Data Archive (ČSDA)**, incorporated under the laws of Czech Republic whose registered office is at Jiřská 1, 110 00 Praha 1, Prague, Czech Republic (hereinafter "**Delivery Partner**")
- (5) **Data Archiving and Networked Services - DANS**, incorporated under the laws of The Netherlands whose registered office is at Anna van Saksenlaan 51 2593 HW Den Haag, The Netherlands (hereinafter "**Delivery Partner**")
- (6) **FORS Swiss Centre of Expertise in the Social Sciences**, incorporated under the laws of Switzerland whose registered office is at Bâtiment Géopolis, 5th floor Reception desk - room 5614, CH-1015 Lausanne (hereinafter "**Delivery Partner**")
- (7) **University of Gothenburg, Swedish National Data Service, incorporated under the laws of Sweden whose registered office is at Swedish National Data Service (SND), Medicinaregatan 18A, 4th Floor, 413 90 Gothenburg, Sweden** (hereinafter "**Delivery Partner**")
- (8) **Norwegian Centre for Research Data - NSD**, incorporated under the laws of Norway whose registered office is at Harald Hårfagres gate 29, N-5007 Bergen Norway (hereinafter "**Delivery Partner**")
- (9) **EKKE - The National Center for Social Research, representative of So.Da.Net - Greek research infrastructure for the social sciences**; incorporated under the laws of Greece, whose registered office is at EKKE, 9 Kratinou & Athinas str., 4th floor, 10552 Athens, Greece (hereinafter "**Delivery Partner**")

- (10) **GESIS Leibniz Institute for the Social Sciences**, incorporated under the laws of Germany whose registered office is at Unter Sachsenhausen 6-8 50667 Cologne, Germany (hereinafter "**Delivery Partner**").

Hereinafter collectively referred to as the "**Parties**" and individually as "**Party**".

## **1. Background**

CESSDA (the Consortium of European Social Science Data Archives) provides large-scale, integrated and sustainable data services to the social sciences. It brings together social science data archives across Europe, with the aim of promoting the results of social science research and supporting national and international research and cooperation.

CESSDA is composed of 17 member-countries and one observer-country. Several European countries are currently in the process of becoming a CESSDA member or observer.

The "CESSDA Training Activities 2019" Task proposal was agreed by the CESSDA Training Working Group on 18 April 2018. It builds upon the CESSDA Strategy 2018-2022 and the Working Groups' Roadmaps. Feasibility check of proposal was done by CESSDA MO on 4 May 2018. CESSDA Director reviewed the proposal on 30 May 2018. CESSDA General Assembly adopted the task and related budget on 21 June 2018 as part of the Work Plan and budget for 2019.

The Parties now wish to enter into this Agreement in order to define mutual rights and obligations and agree on the exact terms of delivery of the Work Plan Tasks.

## **2. Definitions**

"**Agreement**": this Delivery Agreement including its annexes.

"**Background**": the information which is held by a Party prior to the conclusion of this Agreement, or acquired in parallel with – but unrelated to – it, as well as copyrights or rights pertaining to such information following applications for, or the issue of, patents, designs, plant varieties, supplementary protection certificates or similar forms of protection.

"**CESSDA MO**": CESSDA ERIC Main Office.

"**Deliverables**": the activities and deliveries set out in the Work Plan Tasks and any other developments and deliveries to be carried out or delivered by the Delivery Partnership under this Agreement, and any Intellectual Property generated as a result of the performance of this Agreement.

"**Delivery Partners**": the parties referred to above as a Delivery Partner.

**“Delivery Partnership”**: means the Lead Service Provider and the Delivery Partners.

**“Director”**: the Director of CESSDA ERIC.

**“Foreground”** the results, including information, whether or not they can be protected, arising from the activities performed within this Agreement, as well as copyrights or rights pertaining to such information following applications for, or the issue of, patents, designs, plant varieties, supplementary protection certificates or similar forms of protection.

**“General Assembly”**: the General Assembly of CESSDA ERIC.

**“Intellectual Property”**: means patents, copyrights, trademarks, service marks, domain names, company names, registered designs, database rights, design rights, confidential information and trade secrets, applications for any of the above, and any similar right recognised from time to time in any jurisdiction, including all rights in an action related to the infringement of any of the above.

**“Working Group”**: one of CESSDA four working groups (Technical, Trust, Training, Tools and Services) with the main function of coordinating the coherence of tasks and providing advice and support to the Director in conduct of the work plan tasks.

**“Work Plan Task”**: the activities and deliverables included in a proposal submitted by the Lead Service Provider in collaboration with the Delivery Partners to CESSDA ERIC, which was accepted by the General Assembly.

### **3. Standard of Performance**

In carrying out the Work Plan Tasks, the Delivery Partnership shall use the degree of skill, care and diligence reasonably expected of a professional and experienced service provider carrying out works and delivering tools and services similar to the Work Plan Tasks.

### **4. Personnel**

The Parties shall ensure the selection of personnel with the necessary skills and competences to take part in the activities under this Agreement.

As employers, the Parties shall bear exclusive responsibility for the remuneration, social security and insurance of their personnel.

Each Party shall indemnify and hold the other Party harmless from any liability in this respect.

## **5. Deliverables**

The Delivery Partnership shall deliver the Deliverables in accordance with the final task proposal attached to this Agreement as Annex 2. In case of ambiguity or conflict between this Agreement and the Work Plan Task, this Agreement shall take precedent.

The Delivery Partnership shall provide and be responsible for all technical and financial reports, labour, materials, equipment and other resources required for the performance of the Work Plan Task and this Agreement.

The Lead Service Provider shall bear the overall responsibility for the provision of the Deliverables including but not limited to the coordination of the work, delivery, documentation and reporting to CESSDA MO.

## **6. Documentation**

The Delivery Partnership shall document the use of resources and prepare a report on their expenditures, using the template [CESSDA Periodic Final Report](#) available at or an alternative considered as suitable and has been approved in advance and in writing by CESSDA MO.

The Delivery Partners shall submit relevant information to the Lead Service Partner about their activities and expenditures regularly and as internally agreed covering the relevant reporting period.

The Lead Service Provider shall prepare a mid-term report and a final report to be submitted to CESSDA MO in accordance with the dates specified in Clause [9] below. The reports shall be prepared on the basis of templates provided by CESSDA MO, like the Periodic/Final Report and available at [CESSDA Reporting Templates](#).

## **7. Mid-term review**

Following the submission of the mid-term report by the Lead Service Provider to CESSDA, a mid-term review shall be conducted by CESSDA MO and the Working Group leaders.

The mid-term review will include, among others, the review of progress of the activity and administrative documentation, including the use of resources and claimed expenditures against the proposed budget.

Based on the mid-term review CESSDA MO will formulate a recommendation and advise the Director. In case of positive recommendation, the Delivery Partnership will be informed and shall take into account all information necessary for the delivery of the final report.

In case of a negative recommendation, the Director will seek to reach a satisfactory resolution regarding the way forward which will be acceptable to CESSDA. If this is not achieved within 30 days, the Director will ask the General Assembly to find an appropriate solution, which may include a change request in accordance with Clause [12] or termination of this agreement in accordance with Clause [13].

## **8. Final review**

Following the submission of the final-term report by the Lead Service Provider to CESSDA, a final review shall be conducted by CESSDA MO and the Working Group leaders. CESSDA MO may decide to include an external review committee composed of experts. The experts will be appointed by the Director.

The final review will include, among others, the review of the Deliverables, the final report, the activity and administrative documentation and the use of resources and claimed expenditures against the proposed budget.

Based on the final review, CESSDA MO and the Working Group leaders will formulate a recommendation to be shared with the Delivery Partnership.

In case of a positive recommendation, the final balancing payment will be released within 15 days.

In case of a negative recommendation, the final payment may be withheld in order to allow the submission of improved Deliverables, which will have to be delivered within 30 days after the negative recommendation had been issued. If a positive recommendation is issued following the submission of the improved Deliverables, then the balancing final payment will be released within 15 days.

If a negative recommendation is issued following the submission of the improved Deliverables, then the Director will seek to reach a satisfactory resolution regarding the way forward which will be acceptable to all Parties. If this is not achievable within 30 days, the Director will ask the General Assembly to find an appropriate resolution, which may include a change request as specified in Clause [12] or termination of this Agreement in accordance with Clause [13].

## **9. Time schedule and milestones**

This Agreement shall enter into effect upon the signature of all Parties and shall remain in effect until all obligations and milestones under this Agreement are completed or until the termination of this Agreement in accordance with Clause [13].

The Delivery Partnership shall comply with the following milestones:

- Start date for the Work Plan Tasks: 1 January 2019
- Delivery of mid-term report: 31 July 2019

- Mid-term review: 15 September 2019
- Delivery of final report: 31 January 2020
- Final review: 28 February 2020
- Issue of a final recommendation: 15 March 2020

## 10. Contact points

Each Party shall designate a contact person who will act in a liaison capacity throughout the term of this Agreement. Each Party will immediately notify the other Parties in writing if its contact person changes.

The following persons shall be contacted for the general coordination of this Agreement and the clarification of technical issues for the execution of the Work Plan Tasks and the delivery of Deliverables:

For CESSDA:

For the Lead Service Provider UKDS

[REDACTED]

For Delivery Partner ADP:

For Delivery Partner CSDA:

For Delivery Partner DANS:

For Delivery Partner FORS:

For Delivery Partner SND:

For Delivery Partner NSD:

For Delivery Partner EKKE/So.Da.Net:

For Delivery Partner GESIS:

Upon CESSDA's request, the Lead Service Provider shall inform CESSDA of the progress and other relevant aspects concerning the delivery of the Deliverables, including, but not limited to administrative and/or technical aspects, and especially about any envisaged delays in any of the agreed milestones set out in Clause [9] above.

## 11. Finance

The budget for the completion of the Work Plan Tasks and deliver the Deliverables under this Agreement is EUR 253.860,00 in total.

Payments out of the above budget will be made proportionally to the Delivery Partnership in accordance to the following schedule:

- 50% of the budget shall be paid after the Agreement has been duly signed by all Parties.

- Up to 50% (depending on financial claims) of the budget shall be paid after the delivery of all Deliverables and a positive recommendation following final review.

The Delivery Partnership is responsible for the management of the funds received and is liable for any losses. All payments must be justified and supported by relevant documentation to be provided by the Delivery Partnership. In case that actual costs incurred for delivering the Deliverables are below the total budget, the remaining funds will be kept by CESSDA, or in case they have already been paid to the Delivery Partnership, they shall be paid back to CESSDA.

For the avoidance of doubt, payments shall not be considered as final acceptance of the Deliverables.

## **12. Change request**

The Deliverables shall be changed, amended or modified if requested by CESSDA, provided that such changes, amendments or modifications can be technically implemented and are not of a substantially different nature from the original Deliverables and the Work Plan Tasks.

The Lead Service Provider may request to make a change to the Deliverables or to the Work Plan Tasks. Such requests must be in writing and addressed to CESSDA, indicating the requested change and the reasons for it. CESSDA, [in its sole discretion], may approve or reject such requests.

The Director may further request that a change, modification or an amendment is implemented in order to address issues identified during the mid-term or final reviews.

## **13. Termination**

CESSDA reserves the right to terminate this agreement if the Lead Service Provider or the Delivery Partnership is in material breach of its obligations under this Agreement or if requested to do so by the General Assembly in accordance with Clauses [7] and [8].

## **14. Intellectual property**

Each Party is and remains the sole owner of its Background.

Foreground created through the delivery of this Agreement shall be the sole property of CESSDA.

## **15. Amendments**

Amendments to or changes of this Agreement shall, in order to be valid, be made in writing and signed by authorized representatives of all Parties and shall be clearly stated as amendments to, or changes of this Agreement.



**16. Assignment**

Except with the prior written consent of CESSDA MO, the Lead Service Provider or a Delivery Partner shall not assign, novate or otherwise transfer partially or totally any of its rights or obligations under this Agreement.

**17. Notices**

All notices, requests, consents, claims, demands and other communications shall be in writing and addressed to the respective Party's contact person set out in this Agreement.

**18. Settlement of disputes and governing law**

This Agreement shall be governed by and construed in accordance with the substantive laws of Norway.

In any dispute or difference of opinion between the Parties arising out of or in connection with this Agreement the Parties will attempt in good faith to settle it by negotiations. Either Party to the dispute may refer the issue to the respective Parties' contact persons who will then resolve the issue together. If the contact persons fail to agree the matter shall be transferred to executive level in the Parties' respective organisations, and in the case of CESSDA, the Director.

If the Parties are unable to settle any dispute by negotiation within thirty [30] days of notification of a dispute by one Party to any other Party, the Director may escalate the dispute to the General Assembly, who shall make a decision on how to settle the dispute. The General Assembly shall have the right to refer the dispute to another forum, such as Alternative Dispute Resolution (ADR) or a court, in which case, the governing law shall be the substantive laws of Norway.

In Witness whereof, this Agreement has been executed in 2 originals, of which the CESSDA MO and the Lead Partner have received one each. All other Parties are signing the accession to this Agreement in Annex 1.

**CESSDA ERIC**

16 January 2019

Date

Signature

RONALD JACOBUS PAULUS DEKKER

Name

Director

Position

**University of Essex**

Date

Signature

SHEREEN ANDERSON

Name

Director Research and Enterprise Office

Position

**SHEREEN ANDERSON  
DEPUTY DIRECTOR  
RESEARCH SUPPORT**

## **Annex 1: Accession**

### **As Witness:**

The Parties have caused the Agreement for the "CESSDA Training activities 2019" to be duly signed by the undersigned authorised representatives in separate signature pages.

**University of Ljubljana, Faculty of Social Sciences, Social Science Data Archive - ADP**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Position

## Annex 1: Accession

### As Witness:

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The Institute of Sociology of the Czech Academy of Sciences, public research institution (IS CAS), housing the Czech Social Science Data Archive (ČSDA)

[Redacted]

Date [Redacted]

Signature [Redacted]

Name (in block letters) [Redacted]

Position [Redacted]



## Annex 1: Accession

### As Witness:

The Parties have caused the Agreement for the "CESSDA Training activities 2019" to be duly signed by the undersigned authorised representatives in separate signature pages.

### Data Archiving and Networked Services - DANS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Position

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The Parties have caused the Agreement for the "CESSDA Training activities 2019" to be duly signed by the undersigned authorised representatives in separate signature pages.

### **FORS Swiss Centre of Expertise in the Social Sciences**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (in block letters)

\_\_\_\_\_

Position

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**University of Gothenburg, Swedish National Data Service (SND)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Position

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### **Norwegian Centre for Research Data – NSD**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Position





## **Annex 1: Accession**

### **As Witness:**

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### **GESIS Leibniz Institute for the Social Sciences**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (in block letters)

\_\_\_\_\_

Position

## Annex 2: Final version of Project proposal



### CESSDA Training Activities 2019

Note that this work plan consists of:

- CESSDA Training Working Group activities within the proposed budget of €250,000
- additional GESIS activities to achieve 24PM for GESIS, including ¼ research activities

<b>Purpose and Background (250 words)</b>	<p>The CESSDA Training Working Group (CTWG), comprising 36 members across 14 CESSDA SPs, has for the last two years collaboratively developed valuable training resources on research data management (RDM) and data discovery (DD), and is delivering training to researchers and trainers on these topics, in order to instill good data practices and promote cross-European data reuse. The CESSDA <a href="#">Data Management Expert Guide</a>, which continues to develop, forms the core resource generated.</p> <p>By the end of 2018, "Finding and accessing data in Europe" content will have been added to the guide, based on various training workshops held throughout Europe in 2018 (including a small amount of relevant EQB and PaSc content, dependent on the progress with EQB and PaSc); existing RDM content will have been enhanced based on user feedback; and trainers at multiple CESSDA SPs will have been trained to deliver RDM training to researchers.</p> <p>During 2019, the CTWG wants to <b>strengthen and widen the scope and expertise of training</b> in order to promote the valuable datasets that CESSDA SPs make available to researchers and the data and RDM expertise we have to enhance researchers' skills and achieve FAIRer datasets across Europe. This will be achieved by training trainers at all CESSDA SPs, facilitating knowledge exchange between SPs, in order for SPs to then deliver enhanced training to data producers and data users. We also want to ensure that CESSDA SP staff are fully trained and upskilled in the various tools and resources that CESSDA projects have developed in 2017 and 2018, such as EQB, CMM, CDC and DataverseEU. At the same time, training resources for CESSDA SPs and for researchers will be developed, and made available on the CESSDA web page and/or the DM Expert Guide. The content of the Expert Guide will be expanded and enhanced where needed, to keep it up to date with developments in the data landscape. Partial content of the Expert Guide will be translated into other European languages, to facilitate the delivery of data expertise training to a wider audience of researchers.</p>				
<b>CESSDA data and tools training</b> January – December 2019					
<b>Participants</b>	<b>Person Month efforts</b>	<b>Personnel costs (cost per unit)</b>		<b>Travel costs (type of event, travel costs, subsistence, accommodation)</b>	<b>Other costs (organisation costs, materials, supplies, consumables)</b>
1. UKDS-E (lead)	[Redacted]				
2. UKDS-M	[Redacted]				
3. UL-ADP	[Redacted]				
4. CSDA	3	3,800	11,400		1,500
5. DANS	[Redacted]				
6. FORS	[Redacted]				

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7. SND	
8. NSD	
9. EKKE/SODANET	
across all SPs / participants	
Sum per category	
+25% OH	
10. GESIS (charge no OH)	
<b>Total cost</b>	<b>253,860</b>
<b>Explicit objectives (make them as clear as possible)</b>	
<ol style="list-style-type: none"> <li>1. Annual working meeting of the CTWG (2 day, in Prague hosted by CSDA): training/knowledge exchange of CESSDA SP staff in webinar delivery and video tutorial creation and scripting (using <a href="#">OBS software</a>) (day 1); planning further content development (objectives 5 and 6), topics of webinars and screencasts (objective 3) and general planning of work activities (1 day) (Jan/Feb 2019)</li> <li>2. Programme of training for CESSDA SP staff and trainers:             <ol style="list-style-type: none"> <li>a. Train-the-trainer workshop based on Expert Guide content, with focus on new material included in 2018, for example Data Discovery module (in Athens, hosted by SODANET);</li> <li>b. Competition for 3 trained trainers to then each hold a local training event using the content of the Expert Guide with support from CTWG</li> <li>c. Develop concept and organise first CESSDA Training Day for SP staff on newly released CESSDA tools (for example CDC and DataverseEU): train SP staff and develop relevant training materials for SP staff and users (researchers). The CESSDA Training Day would become an annual event to train SP staff about relevant CESSDA tools and products. Our proposal is that all 2019 CESSDA projects that need to train CESSDA SP staff and/or data users/producers coordinate this through the CTWG.</li> </ol> </li> <li>3. Programme of cross-European training for data users and producers (researchers), consisting of:             <ol style="list-style-type: none"> <li>a. webinars (6) on key cross-European research themes, key datasets, new CESSDA tools, RDM topics</li> <li>b. local training events using the content of the Expert Guide (5)</li> <li>c. topical short screencast video tutorials of 3-5 minutes each for inclusion in the Expert Guide on relevant topics (key cross-European research themes, key datasets, new CESSDA tools, RDM topics) (6)</li> <li>d. User conference (2 day) on official statistics to promote usage and availability of official statistics and exchange expertise amongst participants (GESIS Microdata Lab) (10,000 € budget)</li> </ol> </li> <li>4. Expert Guide: add relevant content for online and offline delivery on CESSDA tools, new developments, new legislation (e.g. GDPR, guidance for additional data types), exercises and handouts; exact topics to be defined during the working meeting (see 1)</li> <li>5. Editorial (and technical) work on the Expert Guide and the CESSDA training website</li> </ol>	
<b>Deliverables (numbers correspond with objectives above)</b>	<b>Month of delivery</b>
1. CESSDA SP staff trained in webinar delivery and video tutorial creation; minutes of annual meeting	Feb 2019
2. a. CESSDA SP staff trained in delivery of training using new content of the Expert Guide	March 2019
b. Three local training events held	
c. Report on first CESSDA Training Day for SP staff	
3. a. 6 webinars held and available online	Dec 2019
b. 5 local training events held, with presentations and outputs available on <i>on the</i>	Dec 2019

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<p><i>CESSDA web page</i></p> <p>c. 6 video tutorials (screencasts) included in the Expert Guide</p> <p>d. user conference held and outputs published on <i>on the CESSDA web page</i></p> <p>4. New and updated content included in existing chapters of RDM Expert Guide on GDPR, guidance for additional data types and other content tbc</p> <p>5. Expert Guide and the CESSDA training website up-to-date</p>		<p>Dec 2019</p> <p>Dec. 2019</p> <p>Dec 2019</p> <p>Dec 2019</p> <p>Dec. 2019</p>
Activities/Actions ( <i>numbers correspond with objectives above</i> ) NOTE: all GESIS PMs are at NO cost to CESSDA, as funded by Germany	Resources (PM/travel)	Responsible SP (taking lead)
0. Project coordination and delivery	1PM	UKDS-E
a. CESSDA/GESIS training hub: support promotion, maintenance of training materials and relevant technical and editorial work on the training website (event calendar, training materials)	1PM	GESIS
1. Annual working meeting CTWG (2-day, Prague): project planning, training content planning and training and knowledge exchange in webinar delivery and video/screencast creation	0.5PM+1,000	CSDA (lead)
- organise event (CSDA)	1PM	UKDS-M
- prepare and provide training on webinar delivery and video/screencast creation (UKDS-M)	12,000 travel for all SPs to attend	ADP,DANS,FORS,SND, FSD,NSD,GESIS,SODA NET,DDA,AUSSDA,SO HDA,PROGEDO,TARKI , APIS,SASD, UKDS
2. a. Train-the-trainers workshop in Athens on new materials/content of Expert Guide	0.75PM	UKDS-M (lead)
- organise event (SODANET + UKDS-M)	0.5PM	NSD
- bursaries + travel speakers	0.5PM+1,000	SODANET
b. Support 3 local training events in delivery of training to researchers by trainers trained. Plus, the delivery of the training workshop at 3 local summer schools.	0.5	UKDS-M
	0.5	GESIS
	0.25	ADP
	2,400 travel	CESSDA
c. CESSDA Training Day for SP staff	2PM	GESIS
3. Training programme for data users and producers	1PM	UKDS-E (lead)
a. 6 webinars (0.50PM each)	1PM	NSD
b. organise and support local training events (0.5PM each)	1PM	CSDA
c. 6 screencast video tutorials (0.5PM each)	2PM	ADP
d. User conference (2 day) on official statistics to promote usage and availability of official statistics and exchange expertise amongst participants (GESIS Microdata Lab) (10,000 budget)	1PM	SND
	0.5PM	DANS
	1.5PM	GESIS
	0.5PM	UKDS-M
	0.5PM	SODANET
	10,000 ML conf	CESSDA
	4,000 travel	CESSDA
4. New and updated content for Expert Guide: GDPR, guidance for additional data types, exercises, etc.	2.5PM	GESIS (lead)
	2PM	NSD
	1.5PM	CSDA
	0.5PM	FORS
	1PM	DANS
	1PM	ADP

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	1PM 0.5PM	SODANET UKDS-E
5. Expert Guide and CESSDA training website maintenance of content (links)	1PM 1PM	GESIS DANS
In addition, GESIS is committed to providing a total of 24 PM input on CESSDA Training activities in 2019. This is detailed in a separate proposal by GESIS.		
Reference to relevant activity in Strategic Plan/TSD	Training is one of CESSDA's core pillars. It ensures well-trained researchers and data producers, familiar with RDM, data re-use, data discovery etc. Likewise, it also fosters the skills of CESSDA Service Providers' member staff, e.g. in using tools and technologies developed in CESSDA. Thereby, effective training requires long-term availability of training materials, e.g. via the Expert Guide or <i>on the CESSDA web page</i> , as well as active research to understand the community's' needs, e.g. in the context of (re-)using new types of data or elaborating the costs of research data management and FAIR data.	
Relationship to other WP Tasks (Dependencies)	Widening Activities 2019 - training at the widening event 2019 (target group: non-member SPs).	
Estimation of risk of failure/success (contingency plan for identified risks)	Risks	Contingency plans
	low interest from SPs to have staff trained  inability to apply to deadlines due to short-term needs; (potential) staff changes	ensure no-cost participation, so fund travel & subsistence of participants re-allocation of work within CTG  discuss potential replacements
Support from relevant Task Group/SPF?	EQB, DataverseEU, CMM, CV Manager, CDC, VSMCM CESSDA Communication	

Approvals	Date
1. Agreed by relevant Working Group	April 2018
2. Feasibility check (MO)	4/05/2018
3. Review BoD/Director – additional changes suggested	30/05/2018
4. GA Approval/Reject – with changes	21/06/2018
5. Final version with changes submitted to MO	20/12/2018
6. Sign off (completion)	
7. Review of Task (MO/GA)	

