



Delivery Agreement

**For the delivery of the
Agenda 21-22 Training Pillar
Task 1 CESSDA Training Events**

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 Ljubljana, Faculty of Social Sciences, Social Science Data Archives - UL, FDV/ADP**, incorporated under the laws of Slovenia, whose registered office is at Kardeljeva ploščad 5, 1000 Ljubljana, Slovenia (hereinafter “**Lead Delivery Partner**”).
- (3) **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 Jilská 1, 110 00 Praha 1, Prague, Czech Republic (hereinafter “**Delivery Partner**”).
- (4) **Croatian Social Science Data Archive at The University of Zagreb, Faculty of Humanities and Social Sciences - CROSSDA**, incorporated under the laws of Croatia, whose registered office is at Ivana Lučića 3, 10 000 Zagreb (hereinafter “**Delivery Partner**”).
- (5) **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 “**Delivery Partner**”).
- (6) **Tampere University, Finnish Social Science Data Archive - FSD**, incorporated under the laws of Finland whose registered office is at Tampere University, Kalevantie 4, 33014 Tampere University, Finland (hereinafter “**Delivery Partner**”).
- (7) **University of Gothenburg, Swedish National Data Service - SND**, 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) **Rigsarkivet, Danish National Archives - DNA**, incorporated under the laws of Denmark whose registered office is at Rigsdagsgården 9, Copenhagen, Denmark (hereinafter “**Delivery Partner**”).
- (9) **The Tárki Foundation, Data Archive Tárki Data Archive - TÁRKI**, incorporated under the laws of Hungary, whose registered office is at 1112 Budapest, Budaörsi út 45, Hungary (hereinafter “**Delivery Partner**”).

- (10) **The Austrian Social Science Data Archive - AUSSDA**, at University of Vienna, incorporated under the laws of Austria whose registered office is at Teinfaltstraße 8, 1010 Wien, Austria (hereinafter “**Delivery Partner**”).
- (11) **Data Archiving and Networking 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**”).
- (12) **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**”).
- (13) **Social Science Data Archive of North Macedonia - MK DASS** at Ss. Cyril and Methodius University in Skopje, Institute for Sociological, Political and Juridical Research, incorporated under the laws of the Republic of North Macedonia whose registered office is at Partizanski odredi Bul. b.b., PO Box 68,1020 Skopje (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 22 member-countries. Several European countries are currently in the process of becoming a CESSDA member or observer.

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 Agenda 21-22 Tasks.

2. Definitions

“**Agenda 21-22 Task**”: the activities and deliverables included in a Partnership Declaration submitted by the Lead Delivery Partner [in collaboration with the Delivery Partners] and approved for funding by CESSDA ERIC.

“**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 Agenda 21-22 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 Delivery Partner 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 (Training, Tools, Trust, Widening and Outreach) with the main function of coordinating the coherence of tasks, evaluating deliverables and providing advice and support to the Director in conduct of the Agenda 21-22 tasks.

3. Standard of Performance

In carrying out the Agenda 21-22 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 Agenda 21-22 Task.

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 carry out activities and deliver the Deliverables in accordance with the final Partnership Declaration attached to this Agreement as Annex 2. In case of ambiguity or conflict between this Agreement and the Agenda 21-22 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 Agenda 21-22 Task and this Agreement.

The Lead Delivery Partner 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 for the Final Report provided by CESSDA MO or an alternative considered as suitable and approved in advance and in writing by CESSDA MO.

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

The Lead Delivery Partner shall prepare the 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.

7. Periodic review

Following the submission of the deliverables by the Lead Delivery Partner to CESSDA and according to the delivery deadlines set in the Partnership Declaration, a deliverable review shall be conducted by CESSDA MO and the Working Groups' leaders.

Deliverables review shall be made periodically during the Agenda 21-22 Task implementation period and finally approved or confirmed in the Periodic review meeting.

Based on the conclusions derived from the Periodical review meetings Working Groups' leaders will formulate a recommendation. 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, CESSDA MO will seek to reach a satisfactory resolution regarding the way forward. It 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 report by the Lead Delivery Partner to CESSDA, a final review shall be conducted by CESSDA MO and the Working Groups' 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 Groups' leaders will formulate a recommendation to be shared with the Delivery Partnership.

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

In case of a negative recommendation, the final approval may be withheld to allow the submission of improved Deliverables, for which the Main Office will set a deadline. If a positive recommendation is issued following the submission of the improved Deliverables, then the project will be closed, and a 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 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 Agenda 21-22 Task: 01/01/2021
- Delivery of the final report: 31/01/2023
- Final review: 28/02/2023
- Issue of a final recommendation: 15/03/2023

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 Agenda 21-22 Task and the delivery of Deliverables:

For CESSDA: Ivana Ilijasic Versic ivana.versic@cessda.eu, (+47) 401 00 964; Martina Drascic, martina.drascic@cessda.eu, (+47) 401 00 964; Vanja Komljenovic vanja.komljenovic@cessda.eu

For the Lead Delivery Partner: Sergeja Masten (+386) 41 575 441 sergeja.masten@fdv.uni-lj.si

For the other Delivery Partners main contacts are as listed in the Annex 1.

Upon CESSDA's request, the Lead Delivery Partner 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 total budget for the completion of the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events and delivery of the Deliverables under this Agreement is EUR 116,956.25, of which:

- EUR 35,000.00 as additional contribution provided by the Delivery Partner GESIS.
- EUR 0.00 as additional contribution without payment provided by the Delivery Partner
- EUR 81,956.25 (for this purpose considered as the "Agenda 21-22 Task costs") to be allocated by CESSDA to other Delivery Partners.

The Agenda 21-22 Task costs shall be paid proportionally in accordance to the following schedule:

- 50% shall be paid after the Agreement has been duly signed by CESSDA MO and Leading Delivery Partner.
- Up to 50% (depending on financial claims) shall be paid after the delivery of all Deliverables and a positive recommendation following final review.

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

The Delivery Partnership is responsible for the management of the total budget dedicated for the implementation of the Agenda 21-22 Task, attached as Annex 3 to this Agreement and is liable for any losses. All Agenda 21-22 Task costs and additional contributions must be justified and supported by relevant documentation to be provided by the Delivery Partnership.

11.1. Overspending

Overspending of the Agenda 21-22 Task total budget is not allowed. Redistribution of Agenda 21-22 Task costs is allowed within the Delivery Partnership, but it needs prior approval by CESSDA MO. Redistribution of Agenda 21-22 Task additional contribution is not allowed.

11.2. Underspending

In case that actual costs incurred for delivering the Deliverables are below the total Agenda 21-22 Task costs stated in the budget, the remaining funds will be kept by CESSDA MO, or in case they have already been paid to the Delivery Partnership, they shall be returned to CESSDA MO.

In the case that the actual Agenda 21-22 Task additional contribution is below the approved additional contribution stated in the budget, the amount shall be added to the balance of the total additional contribution.

If there is a positive balance on total additional contribution (agreed minimum amount - total of used additional contribution), this balance will be forwarded to the next year and be decided upon in the ongoing funding period and be limited to the end of 2022.

For the avoidance of doubt, even in the case of lower Agenda 21-22 Task total contribution consumption, Deliverables for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events remain to be delivered as stated in the Partnership Declaration in Annex 2.

12. Change request

The Lead Delivery Partner may request to make a change to the deliverables or to the Agenda 21-22 Task. Such requests must be in writing, using the Request for change template and addressed to CESSDA MO.

CESSDA MO may also propose to change the deliverables or any part of the Agenda 21-22 Task, indicating the requested change and the reasons for it (e.g. to address issues identified during reviews).

If the changes are approved by CESSDA MO this will result in a written confirmation from CESSDA MO, or an Amendment to this Delivery Agreement to be signed by both parties.

13. Termination

CESSDA reserves the right to terminate this agreement if the Lead Delivery Partner 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 Delivery Partner 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 Witness whereof, this Agreement has been executed in two [2] originals, of which the Lead Delivery Partner and CESSDA have received one each.

CESSDA ERIC

**University of Ljubljana, Faculty of Social
Sciences, Social Science Data Archives - UL,
FDV/ADP**

8 Feb 2021

Date



Signature

Ron Dekker

Name (in block letters)

Director

Position

Ljubljana, 15/01/2021

Date

Signature

PROF. DR. MONIKA KALIN-GOLOB

Name (in block letters)

DEAN

Position

**MONIKA
KALIN
GOLOB**

Digitally signed
by MONIKA
KALIN GOLOB
Date: 2021.01.15
17:29:22 +01'00'

Annex 1: Accession

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

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

25.01.2021

Date

Signature

RNDr. Tomáš Kostecký, CSc.

Name (in block letters)

director

Position



Main contact of the Party:

Johana Chyliková, johana.chylikova@soc.cas.cz

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

Croatian Social Science Data Archive at The University of Zagreb, Faculty of Humanities and Social Sciences – CROSSDA

Date

Signature

Name (in block letters)

Position

Main contact of the Party:
Marijana Glavica, mglavica@ffzg.hr

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

University of Essex (the UK Data Service, represented by the UK Data Archive) - UKDS

Date

Signature

Name (in block letters)

Position

Main contact of the Party:
Vanessa Higgins, Vanessa.Higgins@manchester.ac.uk

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

Tampere University, Finnish Social Science Data Archive - FSD

Date

Signature

Name (in block letters)

Position

Main contact of the Party:

Tuomas J. Alaterä, tuomas.alatera@tuni.fi

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

University of Gothenburg, Swedish National Data Service - SND

Date

Signature

Name (in block letters)

Position

Main contact of the Party:
Ilze Lace, ilze.lace@snd.gu.se

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

Rigsarkivet, Danish National Archives – DNA

Date

Signature

Name (in block letters)

Position

Main contact of the Party:
Kirsten V. Kristmar, kvk@sa.dk

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

The Tárki Foundation, Data Archive Tárki Data Archive – TÁRKI

Date

Signature

Name (in block letters)

Position

Main contact of the Party:
Bela Janky, janky@tarki.hu

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

The Austrian Social Science Data Archive – AUSSDA

Date

Signature

Name (in block letters)

Position

Main contact of the Party:

Veronika Heider, veronika.heider@univie.ac.at

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

Data Archiving and Networking Services – DANS

Date

Signature

Name (in block letters)

Position

Main contact of the Party:

Ricarda Braukmann, ricarda.braukmann@dans.knaw.nl

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

Norwegian Centre for Research Data - NSD

Date

Signature

Name (in block letters)

Position

Main contact of the Party:
Gry Henriksen, Gry.Henriksen@nsd.no

As Witness:

The Parties have caused the Agreement for the Agenda 21-22 Training Pillar Task 1 CESSDA Training Events to be duly signed by the undersigned authorised representatives in separate signature pages.

Social Science Data Archive of North Macedonia - MK DASS

Date

Signature

Name (in block letters)

Position

Main contact of the Party:

Vesna Zabijakin Catleska, vesna.catleska@isppi.ukim.edu.mk

Annex 2: Final version of Partnership Declaration



Partnership Declaration

Training Pillar

Task 1 CESSDA Training Events 2021-2022

Lead delivery partner (SP, main contact)	ADP (Sergeja Masten, sergeja.masten@fdv.uni-lj.si)
Delivery partners (SP(s), main contact per SP)	CSDA, Johana Chylíková, johana.chylikova@soc.cas.cz CROSSDA, Marijana Glavica, mglavica@ffzg.hr UKDS, Vanessa Higgins, Vanessa.Higgins@manchester.ac.uk FSD, Tuomas J. Alaterä, tuomas.alatera@tuni.fi SND, Ilze Lace, ilze.lace@snd.gu.se DNA, Kirsten V. Kristmar, kvk@sa.dk TARKI, Bela Janky, janky@tarki.hu AUSSDA, Veronika Heider, veronika.heider@univie.ac.at DANS, Ricarda Braukmann, ricarda.braukmann@dans.knaw.nl NSD, Gry Henriksen, Gry.Henriksen@nsd.no MK-DASS, Vesna Zabijakin Catleska, vesna.catleska@isppi.ukim.edu.mk
Period of delivery	M1-M24

List of subtasks (according to the CESSDA ERIC Agenda 21-24)	SPs (PMs per subtask)	Travel funding
1. Organize and deliver training events for researchers based on current topics (M1-M24)	UKDS (0.5) DNA (0.5) CSDA (0.5)	No travel
2. Organize and deliver Training events to broaden (data) analytical skills (M1-M19)	GESIS (2)	No travel
3. Organize and deliver Training events on local level (M1-M24)	AUSSDA (0.5) CROSSDA (0.5) DNA (0.5) FSD (0.5) MK-DASS (0.5) Tarki (0.5) ADP (0.75)	No travel
4. Organize and deliver training events for researchers, and event for trainers or support staff, based on current topics (e.g. DMP, GDPR) (M1-M24)	DANS (1) MK-DASS (0.5) UKDS (0.5) ADP (0.75) CROSSDA (0.7) DNA (0.5)	No travel



	NSD (0.5)	
5. Collaboration with other WGs when delivering trainings / preparing training materials (M1-M24)	FSD (0.5) GESIS (1.5) CSDA (0.6) ADP (0.5)	No travel
6. Organize and deliver training for trainers on Open Science (M15-M22)	AUSSDA (0.5) CSDA (0.5) UKDS (0.5)	No travel

Deliverables (according to the CESSDA ERIC Agenda 21-24)	Type	Dissemination level	Month of delivery	SP responsible for the Deliverable
D1 Data discovery training event 1	R	PU	M11	UKDS
D2 Data discovery training event 2	R	PU	M18	CSDA
D3 Data discovery training event 3	R	PU	M23	DNA
D4 Event on analytical skills 1	R	PU	M07	GESIS
D5 Event on analytical skills 2	R	PU	M18	GESIS
D6 Local event 1, 2021	R	PU	M07	CROSSDA
D7 Local event 2, 2021	R	PU	M10	AUSSDA
D8 Local event 3, 2021	R	PU	M11	FSD
D9 Local event 4	R	PU	M23	MK-DASS
D10 Local event 5	R	PU	M22	TARKI
D11 Local event 6	R	PU	M23	ADP
D12 Training event for researchers 1	R	PU	M09	DANS
D13 Training event for trainers / support staff 1	R	PU	M09	UKDS
D14 Training event for researchers 2	R	PU	M10	ADP
D15 Training event for trainers / support staff 2	R	PU	M21	CROSSDA
D16 Training event for trainers / support staff 3	R	PU	M23	DANS
D17 Supporting other WGs when delivering training/other substantial involvement in 2021	R	PU	M12	FSD
D18 CESSDA Data Catalogue focus group	R	RE	M12	GESIS
D19 Supporting other WGs when delivering training/other substantial involvement in 2022	R	PU	M24	CSDA
D20 Event on Open Science 2022	R	PU	M22	UKDS

Annex 4: Agenda 21-22 description



CESSDA ERIC Agenda 21-24 Activities period 21-22

Description / intro

Document info

Status	Final
Author	Working Group Leaders, Ivana Ilijasic Versic, Vanja Komljenovic
Date	18.12.2020
Licence	N/A
Version	2.0
Dissemination level	Restricted to CESSDA SPs

Version history

Version	Date	Comment	Revised by
0.1	12.10.2020	Draft	Working Group Leaders
0.2	14.10.2020	2nd final draft	Vanja Komljenovic
1.0	14.10.2020	Final for publication	Martina Drascic
1.1	11.12.2020	Revised input for Tools	Mari Kleemola and Vanja Komljenovic
1.2	11.12.2020	Revised input for W&O	Jindrich Krejci and Vanja Komljenovic
1.3	14.12.2020	Revised input for Trust	Herve L'Hours and Vanja Komljenovic
1.4	16.12.2020	Revised input for Training	Irena Vipavc Brvar and Vanja Komljenovic
1.5	17.12.2020	Final numbering and format editing	Vanja Komljenovic and Ivana Ilijasic Versic
2.0	18.12.2020	Final review for publication	Martina Drascic

Disclaimer: conduct of activities in 2022 is subject to available funds decided by CESSDA General Assembly



Training Pillar

Goals and priorities

GOAL 1: To promote and increase the secondary use of data by improving data discovery and data analyst skills.

PRIORITIES: To promote and increase the secondary use of data by improving data discovery and data analyst skills.

GOAL 2: To improve the data sharing culture by providing training on data management skills and associated tools.

PRIORITIES: To improve the data sharing culture by providing training on data management skills and associated tools. Special effort should be put in Journals Outreach in relation to data citation.

GOAL 3: To provide training on developed tools, services, and materials that will be used by data professionals and related experts in repositories, especially those tools produced by the CESSDA ERIC.

PRIORITIES: To provide training on developed tools, services, and materials that will be used by data professionals and related experts in repositories, especially those tools produced by the CESSDA ERIC.

Tasks and deliverables

TASK 1 CESSDA training events (M1-M24)

Sub-task 1 Organize and deliver training events for researchers based on current topics (M1-M24)

Events on research topic interesting for research community in Europe, addressed with data available in CDC (eg. Covid-19, health, (un)employment etc.). Events will be in English and aim to reach a large audience of researchers. 3 online (approx. 1h long) events shall be delivered.

DELIVERABLES:

D1 Data discovery training event 1 (M11, R, PU)

D2 Data discovery training event 2 (M18, R, PU)

D3 Data discovery training event 3 (M23, R, PU)

Sub-task 2 Organize and deliver Training events to broaden (data) analytical skills (M1-M19)

Events will be in English and aim to reach a large audience of researchers. 2 events (approx. 4h long) events shall be delivered.

DELIVERABLES:



D4 Event on analytical skills 1 (M07, R, PU)

D5 Event on analytical skills 2 (M18, R, PU)

Sub-task 3 Organize and deliver Training events on local level (M1-M24)

2-3 hours long local or regional events could be linked to another event or joint with presentation of national repository. All mentioned are likely to be delivered in collaboration with invited experts / speakers. Objective is to have more interactive, workshop-type of events. Events shall be in national languages (EN used in regional events). Minimum 6 events delivered.

DELIVERABLES:

D6 Local event 1, 2021 (M07, R, PU)

D7 Local event 2, 2021 (M10, R, PU)

D8 Local event 3, 2021 (M11, R, PU)

D9 Local event 4 (M23, R, PU)

D10 Local event 5 (M22, R, PU)

D11 Local event 6 (M23, R, PU)

Sub-task 4 Organize and deliver training events for researchers, and event for trainers or support staff, based on current topics (e.g. DMP, GDPR) (M1-M24)

Event should serve as a meeting place for exchange of experience. Local, regional or large scale; events for 2021 shall be online and 2022 is open to possible face-to-face events. Events should last min. 4 hours, with sharing practical knowledge to researchers or trainers/support staff.

DELIVERABLES:

D12 Training event for researchers 1 (M09, R, PU)

D13 Training event for trainers / support staff 1 (M09, R, PU)

D14 Training event for researchers 2 (M10, R, PU)

D15 Training event for trainers / support staff 2 (M21, R, PU)

D16 Training event for trainers / support staff 3 (M23, R, PU)

Sub-task 5 Collaboration with other WGs when delivering trainings / preparing training materials (M1-M24)

This subtask will follow work of other CESSDA WGs as well as other tasks in the training pillar and help to engage the community and offer support with delivering/preparing training



materials (e.g. guides) or support with delivering events. Deliverables are not limited to the support at events only, but can be in a form of e.g. informational guides/videos (or substantial collaboration with others tasks on guides/videos), or any other useful materials for the CESSDA community. Focus group on CESSDA Data Catalogue will be one of the activities of this task.

DELIVERABLES:

D17 Supporting other WGs when delivering training/other substantial involvement in 2021 (M12, R, PU)

D18 CESSDA Data Catalogue focus group (M12, R, PU)

D19 Supporting other WGs when delivering training/other substantial involvement in 2022 (M24, R, PU)

Sub-task 6 Organize and deliver training for trainers on Open Science (M15-M22)

Training should take the form of a workshop, where trainers are thought of possible Open Science aspects important for Data archiving workflow. It should also be a meeting place for exchange of experience, collecting materials that can be used for local training on this topic. Might be delivered as an online event. Min. 4 hours event. Along the event materials that trainers can use in further communication shall be prepared (can take a form of Information sheets, contributing content to DAG etc.).

DELIVERABLES:

D20 Event on Open Science 2022 (M22, R, PU)

TASK 2 Journals Outreach (M1-M24)

Sub-task 1 Training event and pilots (M1-M16)

There are 3 groups of activities and outputs within this sub-task:

- a) Organize and deliver training event for SP staff on SS journals data sharing policy (M5-M8)
Presentations and roundtable on Guidelines on Social Science Journals data sharing policy harmonised with CESSDA SP policies and services. First version of guidelines shall be presented and debated among CESSDA SPs. National level examples will be presented.
- b) Development of Pilots (M1-M16)
At least 6 Pilots at the CESSDA SPs (eg. journals would be advised to deposit materials (replication data) to CESSDA SP; develop journal policies). Some in time for the training seminar (D21), the rest for the final conference (D28) at various levels.
- c) Chapter for CESSDA "Data Archiving Guide" (incl. material from Pilots) (M10-M15)
Content for the Chapter on Data sharing policy in SS Journals will be prepared in a structured way to be embedded in the Data Archiving Guide.



DELIVERABLES:

D21 Training event (M8, R, PU)

D22 Pilots before/after the training event at various levels: pilots (M16, DEM, PU)

D23 Chapter for CESSDA "Data Archiving Guide" (M15, DEC, PU)

Sub-task 2 Outreach and Supporting Activities (M1-M24)

Delivery of promotion (based on promotion of Journals Outreach strategy from 2020 (CESSDA Widening Activities and Journals Outreach 2020 / Task 4) among national and international publishers and their associations. Eg. communicating and supporting: Journal Outreach Strategy 2020, FairSharing visibility, incl. list of SPs with expertise and specific relevant services for CESSDA website.

DELIVERABLES:

D24 Outreach and support activities in 2021 (M11, R, RE)

D25 Outreach and support activities in 2022 (M22, R, PU)

Sub-task 3 Support and web page (M1-M24)

A "centralised yet distributed" Helpdesk supporting Journals Outreach at CESSDA level shall be established. Design of CESSDA coordinated Journals support service e.g. Communication channel / Contact point / Mailing list. (M1-M5)

Journals Outreach Support Service (JOSS) continuous support + Web content prepared on CESSDA web pages dedicated to Journals support and FAQs. (M6-M24)

DELIVERABLES:

D26 Report on support (M11, R, RE)

D27 Report on support (M23, R, PU)

Sub-task 4 Final Conference (M14-M22)

(Online) conference for international/national scientific publishers on CESSDA coordinated services: Presentations about the 2021 & 2022 CESSDA promotion activities. Presentation of Guidelines on Social Science Journals data sharing policy.

DELIVERABLES:

D28 Conference for scientific publishers (M22, R, PU)

TASK 3 Data Archiving Guide (DAG), Data Management Expert Guide (DMEG) and promotion (M1-M24)



Sub-task 1 Management, maintenance and update of CESSDA Data Management Expert Guide and Data Archiving Guide and linked content for trainers (M1-M24)

Work in this task includes regular updates DAG and DMEG and associated materials, as well as embedding materials and content prepared in this and in other tasks / pillars in the two guides.

DELIVERABLES:

D29 Management, maintenance and update of CESSDA DMEG and DAG, 2021 (M12, R, RE)

D30 Management, maintenance and update of CESSDA DMEG and DAG, 2022 (M24, R, RE)

Sub-task 2 Management, maintenance and update of Training web page, Event calendar and other related pages (M1-M24)

Substantial renewal of the training web page in 2021 and regular upload of materials (eg. training web page, Zenodo, Event calendar, YouTube). In 2022 - regular work only.

DELIVERABLES:

D31 Update of the Training web page and regular publishing, 2021 (M12, R, RE)

D32 Publishing materials and updating Training web page, 2022 (M24, R, RE)

Sub-task 3 Promotion support (e.g. twitter about training, leaflet on DAG) (M1-M24)

Preparing twitter posts on training, DMEG, DAG, supporting whole training pillar etc. to be published on CESSDA twitter account. Minimum 75 original tweets per year.

Members of this task will lead the preparation of leaflet / infographics on DAG, where the CESSDA communication team and outside graphic designer can be involved (in 2022) .

DELIVERABLES:

D33 Promotion on social media, 2021 (M12, R, RE)

D34 Promotion on social media, 2022 (M24, R, RE)

D35 Leaflet on DAG, 2022 (M22, DEC, PU)

D36 Factsheet for Funders and Policy Makers (M22, DEC, PU)

Sub-task 4 DAG and DMEG training materials for trainers (gamification, exercises) (M1-M19)

Develop new content that can be used by trainers and research support staff including data stewards.

DELIVERABLES:

D37 Added interactive element to DMEG (M7, DEM, PU)



D38 Train the Trainer materials for selected chapters of DAG and DMEG (M18, DEM, PU)

Sub-task 5 Further development of Data archiving Guide (DAG) (M1-M24)

First 2 chapters of DAG will be delivered in 2020. Guide that covers archiving workflow is much needed in CESSDA repositories as well as in other institutions. 2021 and 2022 shall bring further development of chapters (eg. Pre-ingest, FAIR, Metadata, CoreTrustSeal and alike). Content of the chapters prepared in 2022 should be based on the feedback received at the training events in 2021. Minimum 4 chapters shall be published. Additional work may be enhancements (e.g., video, templates) or an additional chapter may be added.

DELIVERABLES:

D39 Data Archiving Guide - 2 chapters 2021 (M12, DEM, PU)

D40 Data Archiving Guide - 2 chapters 2022 (M24, DEM, PU)

Sub-task 6 Practical guidance and training for SP staff on tools and practices for data archiving (M2-M24)

Hands on guidance and instruction on tools and processes needed in data archiving. Emphasis on interaction, not presentation webinar. Min. 3 hours event. Could be in consultation with other Pillars and content contact of CESSDA tools. (eg. Dataverse, DAG - select one portion to focus). Content / guides for presented content shall be published.

DELIVERABLES:

D41 Training activity and event on DAG content, 2021 (M10, R, PU)

D42 Training activity and event on DAG content, 2022 (M18, R, PU)

D43 Training activity and event on DAG content, 2022 (M23, R, PU)