

Delivery Agreement between
CESSDA ERIC and
the Institute of Sociology of the Czech Academy of Sciences,
public research institution (IS CAS),
which is housing the Czech Social Science Data Archive (CSDA)
For delivery of the Project
CESSDA Widening Activities 2018
Under the call 'CESSDA Work Plan Tasks 2018'

Parties to the Agreement

1. This agreement is between CESSDA ERIC, being the Main Office of the CESSDA Research Infrastructure, and the Institute of Sociology of the Czech Academy of Sciences, public research institution (IS CAS), which is housing the Czech Social Science Data Archive CSDA being the lead Service Provider in the Delivery Partnership.

The Delivery Partnership

2. The Delivery Partnership includes: FORS, ADP, TARKI, DANS, and SND.

The Project

3. The name of the Project is **CESSDA Widening Activities 2018**.

The Delivery Agreement

4. This Agreement is the Delivery Agreement for this Work Plan Task, and covers the activities and Deliverables as described in the corresponding Work Plan Task description document, which is now annexed to this Agreement and is contractually binding.

Dates

5. The official start date for this project is 1 January 2018. However, given that the Kick-off meeting will be held in December 2017 in Ljubljana, it is allowed to cover expenses already before the official start of the project on January 1, 2018.

The mid-point project review date is 30 June 2018. The project will end on 31 December 2018 or upon the supply of the final deliverable, whichever is the sooner.

Finance

6. The budget for this Task is **128,844** EUR in total.

The budget will be paid by the CESSDA Main Office in proportion (according to the bid description) directly to the members of the Delivery Partnership. Payments are made according to the following schedule:

1st Payment - 40% of the total, on the start date of the project.

2nd Payment - 40% of the total, on the mid-point review date.

3rd Payment - 20% of the total, on the end date of the project.

Requests for Change

7. The Lead Service Provider may request to make a change to this Delivery Agreement or its annex by writing to the CESSDA Main Office Chief Operations Officer, indicating the change and the reasons for it. The Agreement may be changed with the approval of the CESSDA Director.

8. The CESSDA Director may request to make a change to this Delivery Agreement where issues arise through the period of the project which in his opinion should be taken into account. The Agreement may be changed with the approval of the Lead Service Provider.

Project documentation

9. The Delivery Partners must document the use of resources, using the template documentation provided or an alternative considered as suitable by the CESSDA Chief Operations Officer. Example templates of Timesheets and Periodic/Final Report, as well as an explanation of how they are to be used are annexed to this agreement. At the end of each Reporting Period (before the 2nd and the 3rd tranche payment) a Periodic Report containing monthly summary timesheets for each member of the Delivery Partnership, as well as summary records of all other expenditures as stated in the Delivery Agreement, should be provided to the

Chief Operations Officer in the Main Office. The 2nd and 3rd payment are dependent upon Periodic Reports and the provision of the records of the use of resources for every Reporting Period.

Mid-point Review

10. At the end of the first Reporting Period an Interim Report is written and submitted to the Main Office. The Main Office will review the activity progress and documentation provided in the Interim Report and document a recommendation. If the recommendation is positive, the next tranche of finances will be provided in no more than 30 days. If the recommendation is negative, the CESSDA Director will arbitrate and seek a satisfactory resolution for all parties to the Agreement. If this is not achieved, the CESSDA Director will inform the CESSDA General Assembly, and the project will either be subject to change under paragraph 8, or ended. In the event of ending an Agreement as a result of a negative report the CESSDA General Assembly, in discussion with the Delivery Partnership, will decide the financial arrangements between the parties. The arrangements may include the reimbursement of funds or re-distribution of tasks and resources, or reimbursement of the portion of funds allocated to a particular partner to the Delivery Partnership.

End of Project

11. At the end date of the project the UK Data Service and the CESSDA Main Office will review the project. The Final Report containing relevant documentation and the deliverables supplied are assessed, and a recommendation will be documented. A positive recommendation will release the 3rd and final balancing payment. If the recommendation is negative, the CESSDA Director will arbitrate and seek a satisfactory resolution for all parties to the Agreement. If this is not achieved, the CESSDA Director will inform the CESSDA General Assembly, and the project will either be subject to change under paragraph 8, or ended. In the event of ending an Agreement as a result of a negative recommendation, the CESSDA Director, in discussion with the Delivery Partnership, will decide the financial arrangements between the parties. In the case of the Final Report being given negative recommendation the final payment may be withheld. Up to 30 days can be allowed after a negative recommendation to submit a new version of Final Report. If this achieves a positive recommendation, the balancing Final Payment will be made.

Use of Resources

12. The Main Office will distribute finances to the Delivery Partners on the dates indicated in section 6. Each Delivery Partner is responsible for the management of these resources and is liable for any losses.

Intellectual property

13. Nothing in this Agreement changes any pre-existing intellectual property rights, such as copyrighted material, database rights, software licenses, or designs. Any intellectual property that the Deliverables depend upon (for example, a software title) should be identified in the bid proposal.

14. New intellectual property created through the delivery of this Task will belong to the CESSDA ERIC.

	For CESSDA ERIC	For IS CAS
Date:	█ November 2017	13 November 2017 █
Signature:	█	█
Name:	Ivana Ilijasic Versic	Tomáš Kostelecký
Position:	Chief Operations Officer	director



2018 Work Plan Tasks – CESSDA Widening Activities 2018

<p>Purpose and Background (250 words max)</p>	<p><i>Widening European coverage is among the priorities highlighted in the CESSDA strategy documents. In 2015-2017 these activities were covered within the frame of CESSDA SAW. Moreover, several CESSDA partners initiated two other widening related projects, SERSCIDA (2012-2014) and SEEDS (2015-2017). The widening efforts should not stop with the end of these projects. This task continues in recent developments within CESSDA SAW, SERSCIDA and SEEDS aiming to ensure continuity of long-term CESSDA widening efforts. The main objectives are following:</i></p> <ul style="list-style-type: none"> • <i>to maintain and foster the Network of CESSDA Partners, which was established from aspiring non-member SPs within CESSDA SAW project;</i> • <i>to help disseminating existing CESSDA support services, tools and knowledge among CESSDA Partners;</i> • <i>to maintain and further develop CESSDA strategic knowledge about existing non-member SPs and emerging national data archiving activities;</i> • <i>to increase CESSDA visibility in non-member countries.</i> <p><i>In line with these objectives the project will:</i></p> <ul style="list-style-type: none"> • <i>systematically overview the results of CESSDA SAW, SEEDS, SERSCIDA, and other widening related activities and provide a comprehensive guide into available support and a make a gap analysis;</i> • <i>organise the CESSDA Widening Workshop 2018; and</i> • <i>set up the system of regular monitoring of the state of play in non-member countries and report on recent developments.</i> <p><i>There are the following two major target groups:</i></p> <ul style="list-style-type: none"> • <i>CESSDA aspiring non-member SPs and other archiving activities in Europe;</i> • <i>CESSDA management and CESSDA support and tools developers.</i> <p><i>The task will capitalize on the CESSDA SAW tasks 3.2 and 3.3 regarding identification of potential candidate service providers, and tasks 4.4, 4.5 and 4.6 devoted to development of support for establishing data services and achieving CESSDA membership.</i></p>				
<p>Title and duration (from - to)</p>	<p>CESSDA Widening Activities 2018 (01-12/2018)</p>				
<p>Participants</p>	<p>Person Month efforts</p>	<p>Personnel costs (cost per unit)</p>	<p>25% overhead</p>	<p>Travel costs (type of event, travel costs, subsistence, accommodation)</p>	<p>Other costs (organisation costs, materials, supplies, consumables)</p>
<p>1. CSDA</p>	<p>3.5</p>	<p>3,800</p>	<p>3,325</p>		<p>24,000</p>
<p>2. FORS</p>	<p>3</p>	<p>8,000</p>	<p>6,000</p>	<p>1,600</p>	
<p>3. ADP</p>	<p>3</p>	<p>3,300</p>	<p>2,475</p>	<p>1,600</p>	<p>1,000</p>
<p>4. TARKI</p>	<p>1.5</p>	<p>4,850</p>	<p>1,819</p>	<p>1,600</p>	
<p>5. DANS</p>	<p>1.5</p>	<p>7,000</p>	<p>2,625</p>	<p>1,600</p>	
<p>6. SND</p>	<p>1.5</p>	<p>7,800</p>	<p>2,925</p>	<p>1,600</p>	
<p>Sum per category</p>	<p>14</p>	<p>76,675</p>	<p>19,169</p>	<p>8,000</p>	<p>25,000</p>
<p>Total cost</p>	<p>€128,844</p>				

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Explicit objectives (<i>make them as clear as possible</i>)	
	<p><u>1. To provide an extensive guide into available CESSDA sources for data service building, capability and capacity development</u> The project will review tools, documents, support services, results from CESSDA SAW, CESSDA internal projects, SERSCIDA, SEEDS and other relevant activities to develop an extensive guide into the resources available to promote co-operation in the CESSDA Partners Network, building of mature data services at CESSDA partners, and achieving CESSDA membership. In addition, the project will collect available feedback from non-member SPs to provide a gap analysis. The aim is to publish the guide on the CESSDA Web and integrate it into the Knowledge Sharing Platform, which is just under preparation within CESSDA SAW.</p> <p><u>2. To organise the CESSDA Widening Workshop 2018</u> We plan to have a 1.5 day event with approx. 30 participants. Our main aim is to ensure active participation of non-member SPs (presentations, discussions) in the event. Participation of CESSDA MO and representatives from developers and providers of CESSDA support will be also welcomed. In addition, we intend to invite (former) CESSDA AS GA members or other ministerial representatives based on recommendations from CESSDA MO. The content of the workshop: (1) benefits from CESSDA ERIC membership; CESSDA ERIC widening strategies; (2) state-of-play and recent developments at CESSDA Partners; (3) data service building using support available from CESSDA; feedback from both (potential) recipients and providers of this support; (4) platform for meeting in between non-member SPs, CESSDA MO and providers of CESSDA support.</p> <p><u>3. To set up a system of monitoring of the state-of-play and report on recent developments at non-member countries</u> We plan to set up a monitoring system and offer it to CESSDA for purposes of future continuous monitoring as has been planned in the CESSDA strategies. It will be based on (1) regular short surveys of CESSDA Partners and other contacts established in non-member countries and (2) a living document, which will be continuously updated. The first monitoring survey will be organised within this project. The report on recent developments will sum up information gathered at the workshop and from the monitoring.</p>
Deliverables	Month of delivery
1. Overview of the available sources for data service building and knowledge and capacity development	06/2018
2. Monitoring system of stay of play	09/2018
3. Report from the CESSDA Widening Workshop 2018	11/2018



4. Report on recent developments in non-member countries		12/2018
5. Gap analysis of CESSDA support		12/2018
Activities/Actions (*Note sum of resources should be the same as that reported above.)	Resources (PM/travel)	Responsible SP
1. Overview/resource directory for data service building and knowledge and capacity development and gap analysis	4.5 PMs	Lead by FORS
2. CESSDA Widening Workshop 2018 (the location of the workshop has yet to be decided; means for organisation are located at the co-ordinator)	5.5 PMs, 4k EUR travel, 24k EUR for organisation of the workshop and invitations	Lead by CSDA
3. System of monitoring of the state-of-play and report on recent developments at non-member countries	3.5 PMs	Lead by ADP
4. Co-ordination (the kick-off meeting will be organised by ADP)	0.5 PMs, 4k EUR travel + 1k EUR organisation of kick-off meeting	Lead by CSDA
Reference to relevant activity in Strategic Plan/TSD	The task is relevant to the following CESSDA strategic objective: CESSDA Objective 8. To work continuously to include further data sources, from Europe and beyond, into the infrastructure. The task will also contribute into the 2nd Strategic Goal of the CESSDA Strategic Plan: "CESSDA ERIC will provide services with European coverage and performance measures, achieve a wider membership, work to reduce access barriers, and build archive capacity across Europe (2.1 European coverage, 2.3 Widening membership, 2.5 Building capacity).	
Relationship to other WP Tasks (Dependencies)	The task will contribute into dissemination of information and available results of other WP Tasks.	
Estimation of risk of failure/success (contingency plan for identified risks)	Risks	Contingency plans
	1. Possible low interest of non-member SPs in the Widening workshop (low level)	1. The workshop programme will be connected to the main aspects of the CESSDA widening process; the travel costs will be covered; advanced invitations and high efforts in contacting.
	2. Possible low interest of former	2. The workshop programme will be

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	<p>CESSDA AS GA members</p> <p>3. Low response rate to the monitoring system</p>	<p>connected to the main aspects of the CESSDA widening process; the travel costs will be covered; advanced invitations and high efforts in contacting.</p> <p>3. Short questionnaire with low respondent burden; repeated contacts.</p>
Support from relevant Task Group/SPF?	CESSDA MO	

Approvals	Date
1. Agreed by relevant Working Group	XX/XX/XXXX
2. Feasibility check (MO)	16/05/2017
3. Review BoD/Director	01/06/2017
4. GA Approval/Reject	15/06/2017
5. Sign off (completion)	
6. Review of Task (MO/GA)	