Data Seal of Approval

The assessment procedure

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Topics

- Quick overview of the Data Seal of Approval
- Stand alone or part of a Framework?
- The assessment tool – Walk through
- Summary
Overview

- 16 guidelines
- Self assessment
- Peer review
- Trust
European Framework for Audit and Certification

1. Basic certification: Data Seal of Approval (DSA)

2. Extended certification: DSA + structured, externally reviewed and publicly available self-audit based on ISO 16363* or DIN 31644**

3. Formal certification: DSA + full external audit and certification based on ISO 16363* or DIN 31644**

http://www.trusteddigitalrepository.eu

*ISO 16363 - Audit and Certification of Trustworthy Digital Repositories
**DIN 31644 - Information and Documentation - Criteria for Trustworthy Digital Archives
How to apply

About the Data Seal of Approval (DSA)

The Data Seal of Approval ensures that in the future, research data can still be processed in a high-quality and reliable manner, without this entailing new thresholds, regulations or high costs. The Data Seal of Approval and its quality guidelines may be of interest to research institutions, organizations that archive data and to users of that data. It can be granted to any repository that applies for it via the assessment procedure.

Anyone who archives his or her data would like to be able to find, recognise and use it in the future. With electronic data this cannot be taken for granted, after all hardware and software are changing all the time. Making data future-proof can be accomplished by ensuring that data sets and metadata meet certain requirements. In consultation with large data producers and managers, the Dutch data archive DANS documented what those requirements need to be in the Data Seal of Approval, which have been further developed since and handed over to the DSA Board in May 2009.

You can download the document that contains the quality guidelines of the Data Seal of Approval below.

Contact: info@datasealofapproval.org
Starting point

Data Seal of Approval

Data Seal of Approval
www.datasealofapproval.org

Assessments

<table>
<thead>
<tr>
<th>Repository</th>
<th>Start Date</th>
<th>State</th>
<th>DSA</th>
<th>Seal Date</th>
<th>Your Role</th>
<th>Turn</th>
<th>Dispute?</th>
<th>Next Deadline</th>
<th>Options</th>
<th>Printout</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST</td>
<td>May, 31, 2012</td>
<td>Open</td>
<td>In Progress</td>
<td>Applicant</td>
<td>Applicant</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The table can be sorted, ascending and descending, by column or by multiple column holding down Shift while clicking on column titles. The table can be filtered per item by clicking on a table cell. Filter on multiple items holding down Shift while clicking on table cells. To remove a filter click on the same item.

Click on the Start Date of an Assessment to view the details of the Assessment and its Repository.

Feedback

Please give your feedback about the assessment procedure: FEEDBACK
Assessment: May 31, 2012
Repository: TEST

Introduction to the DSA Assessment

The assessment guide connected to the guidelines is designed to help data managers who want to prepare an assessment of their repository to apply for the Data Seal of Approval (DSA). Per DSA's guideline it lists suggestions of topics for inclusion and discussion. It is neither prescriptive nor exhaustive.

Each guideline should be addressed in this assessment by a link to a publicly available statement (preferably in English) which relates to the issues noted below each guideline. If the documentation is not in English a small summary in English should be provided. If documentation is not ready for publishing a deadline needs to be mentioned which will be monitored.

Please avoid the use of abbreviations as much as possible, if abbreviations are used please provide an explanation with them.

Although the sixteen guidelines regard three stakeholders – the data producer (three guidelines), the data consumer (three guidelines) and the data archive (ten guidelines) – the data archive is seen as the main organization responsible for the repository. The data archive as an organization should take care of the overall implementation of the DSA in its own specific field.
Guideline (part 1)

The data producer deposits the research data in a data repository with sufficient information for others to assess the scientific and scholarly quality of the research data and compliance with disciplinary and ethical norms.

This guideline cannot be outsourced.
The minimum required Statement of Compliance is: 3. We are in the implementation phase.

This guideline relates to the level of guidance which the repository gives to the data producer before and at the time of submission to the repository.
The response should concentrate on the contribution of the repository in making compliance with this guideline possible for the data producer.

Does the repository provide assistance to depositors in terms of describing the full package of information that should be deposited to facilitate assessment?
For example, does the repository request citations based on the data? A methodology report?
Does the repository elicit information about IRB or other official approval for data collection to confirm adherence to ethical research principles?
Does the repository promote data sharing and reuse?
Does the repository provide enough information to answer questions such as the following?

Are the research data based on work performed by the data producer (researcher or institution that makes the research available) and does the data producer have a solid reputation?

Data regarding, or references to, the researcher and/or research group
References to publications pertaining to these particular research data

Was data collection or digitization carried out in accordance with prevailing criteria and ethics in the research discipline?
Information regarding the used methods and research techniques, including the collection of those data

Are the research data useful for certain types of research and suitable for reuse?
Guideline (part 2)

Statement of compliance

Evidence

Note: Please provide URLs with the evidence and add a short description of the URL's page and the date of your page visit. All URL's must be functioning at the time of the assessment.

Important: Do not forget to Save your entry before going to another guideline or clicking on the 'back' button of your browser. You can save your entry as many times as you wish.

0. Not Applicable.
1. We have not considered this yet.
2. We have a theoretical concept.
3. We are in the implementation phase.
4. This guideline has been fully implemented for the needs of our repository.
Submission

- Followed by peer review
- Questions from peer reviewer and possibility to answer them
- DSA is awarded
- All evidence given will be made public
Help during self-assessment

- The DSA Assessment guide
- Self assessments rewarded with DSA are available on the website
- Contact one of the DSA board members
Summary

- DSA is formulated as **points of attention**, not as **solutions**.

- DSA not only pays attention to the archiving institution, but also to the data producer and the data consumer (**shared responsibility**).

- DSA allows for **subcontracting archiving**

- DSA is based on **trust** (peer review)

- DSA is relatively **light** and therefore easy to implement.

- DSA also focuses on **smaller organizations**.

- **Openness, dynamics** and speed are possible in the actual implementation.

- DSA is not in conflict with other trusted repositories certification (ISO 16363 or DIN 13644), but rather **a step toward** it.
Thank you for your attention

Questions??