17 e 18 de novembro
ONLINE (10H - 12H30)

7º FÓRUM
GESTÃO DE DADOS DE INVESTIGAÇÃO

A **certificação dos arquivos**
no âmbito das boas práticas
de gestão de dados de investigação

Patrícia Miranda
Pedro Moura Ferreira

A importância da certificação

✓ *benefícios externos*, como construir a confiança das partes interessadas, melhorar a reputação do repositório e demonstrar que o repositório segue as boas práticas;

✓ *benefícios internos*, nomeadamente, oferece uma referência para comparação e ajuda a determinar os pontos fortes e fracos de um repositório.

O **processo de completar uma autoavaliação** no **CoreTrustSeal** torna-se bastante útil, mesmo que um repositório não tenha o intuito de se inscrever para a certificação, uma vez que permite uma avaliação dos procedimentos internos do repositório.

Apply for CoreTrustSeal Data Repository Certification

CoreTrustSeal Application Management Tool (AMT)

Please click on the link below to access the AMT and create an account. After login, you will be asked to request an application form (setup your repository information), and the application process will then begin upon submission. We hope that the new Tool is fairly self-explanatory, but please do not hesitate to contact the CoreTrustSeal Secretariat with any questions or issues.

- CoreTrustSeal Application Management Tool

Note also that resources to help you complete the application can be found on the Requirements page of the CoreTrustSeal website.

Important notice: Since 1 February 2018, an administrative fee of EUR 1,000 is charged for the review of a CoreTrustSeal certification. More information about the administrative fee is available on this page.

CoreTrustSeal on Twitter

CoreTrustSeal
@CoreTrustSeal

Please note that our Application Management Tool is currently experiencing some technical problems and cannot be reached currently.
We are working to resolve this as quickly as possible and apologize for the inconvenience!

♡ ⤳   Aug 5, 2020

CoreTrustSeal
@CoreTrustSeal

Replying to @CoreTrustSeal @resdatall
On Friday 19, three #CoreTrustSeal-certified #repositories will present their work: @ausdataarchive, the @CSIRO Data Access Portal, and the Chinese Astronomical Data Center (#CAsDC).@resdatall #AdoptionWeek #certification #datasharing #repositories

Data Repository Certification: Application Management Tool

Main Page

APIS - Arquivo Português de Informação Social

Application Review Progress

Draft	Submitted or Feedback Requested	Under Review	Feedback Available	Approved

Organization Profile

CoreTrustSeal Application Form

The online form for your repository to certify against the Core Trustworthy Data Repositories Requirements can be accessed below. The form does not need to be filled out on a single occasion, and you may save your draft, request simple feedback (assistance) from the CoreTrustSeal Admin, or submit the completed form for review.

Application Status: Feedback Available

CORE TRUSTWORTHY DATA REPOSITORIES REQUIREMENTS

Background & General Guidance

The Core Trustworthy Data Repositories Requirements describe the characteristics of trustworthy repositories. All Requirements are mandatory and evaluated as standalone items. Although some overlap is unavoidable, duplication of evidence sought for each Requirement has been kept to a minimum. The options in checklists (e.g., repository type and curation level) are not considered to be comprehensive and may be refined in the future. Applicants are encouraged to add 'other' options.

Each Requirement is accompanied by Guidance text describing the information and evidence that applicants must provide to enable an objective review.

The applicant must indicate a compliance level for each of the Requirements:

0 – Not applicable

1 – The repository has not considered this yet

2 – The repository has a theoretical concept

3 – The repository is in the implementation phase

4 – The guideline has been fully implemented in the repository

Compliance levels are an indicator of the applicant's self-assessed progress, but reviewers judge compliance against response statements and supporting evidence. If an applicant believes a Requirement is not applicable (0), then this must be justified in detail. Compliance Levels of 1 or 2 are not sufficient for a successful application. Certification may be granted if some Requirements are in the implementation phase (3).

Responses statements provided by applicants should include links to supporting evidence online. As the core certification process does not include a site visit by an auditor, such publically available evidence provides transparent assurance of good practice. URL links should be verified immediately before submitting applications.

https://www.coretrustseal.org/why-certification/requirements/

- **Data Repositories Requirements**

"The CoreTrustSeal Trustworthy Data Repositories Requirements reflect the characteristics of trustworthy repositories.

As such, all Requirements are mandatory and are equally weighted, standalone items.

Although some overlap is unavoidable,

duplication of evidence sought among Requirements has been kept to a minimum where possible."

CoreTrustSeal Trustworthy Data Repositories Requirements

Context

- **R0. Please provide context for your repository.**

– Repository Type. Select all relevant types from:

• Domain or subject-based repository • Institutional repository • National repository system, including governmental • Publication repository
• Library • Museum • Archive • Research project repository • Other (Please describe)

– Brief Description of Repository

– Brief Description of the Designated Community

– Level of Curation Performed. Select all relevant types from:

Content distributed as deposited B. Basic curation – e.g., brief checking, addition of basic metadata or documentation C. Enhanced curation – e.g., conversion to new formats, enhancement of documentation D. Data-level curation – as in C above, but with additional editing of deposited data for accuracy

Comments

– Insource/Outsource Partners. If applicable, please list them.

– Summary of Significant Changes Since Last Application (if applicable)

– Other Relevant Information

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Organizational Infrastructure

1. Mission/Scope

- **R1. The repository has an explicit mission to provide access to and preserve data in its domain.**

    Missão/Visão/Documentos e sites públicos/Links (public evidence)

2. Licenses

- **R2. The repository maintains all applicable licenses covering data access and use and monitors compliance.**

    Licenças que o arquivo utiliza, condições de uso (distribuição, proteção de dados sensíveis), documentação sobre medidas no caso de uso indevido dos dados

3. Continuity of access

- **R3. The repository has a continuity plan to ensure ongoing access to and preservation of its holdings.**

    Responsabilidade pela manutenção dos dados/produções, incluindo períodos de preservação

4. Confidentiality/Ethics

- **R4. The repository ensures, to the extent possible, that data are created, curated, accessed, and used in compliance with disciplinary and ethical norms.**

    Procedimentos de anonimização; segurança dos dados em termos de proteção de dados sensíveis; preparação dos membros do arquivo em termos de curadoria; arquivo com medidas e procedimentos públicos ao nível da gestão dos dados e do uso responsável das publicações/estudos

5. Organizational infrastructure

- **R5. The repository has adequate funding and sufficient numbers of qualified staff managed through a clear system of governance to effectively carry out the mission.**

    Recursos e financiamento

6. Expert guidance

- **R6. The repository adopts mechanism(s) to secure ongoing expert guidance and feedback (either in- house, or external, including scientific guidance, if relevant).**

    Aconselhamento interno e externo do arquivo; especialistas em gestão de dados; de que forma o arquivo comunica com a comunidade (científica) "designada" para receber *feedback*?

Digital Object Management

7. Data integrity and authenticity

- **R7. The repository guarantees the integrity and authenticity of the data.**

    Como as alterações são efectuadas e registadas; documentação/cópias/versões; manter a "provenance" (dados e outros materiais nas versões originais) - *fixity*

8. Appraisal

- **R8. The repository accepts data and metadata based on defined criteria to ensure relevance and understandability for data users.**

    Política de recolha dos (meta)dados; procedimentos; formatos dos dados

9. Documented storage procedures

- **R9. The repository applies documented processes and procedures in managing archival storage of the data.**

  Procedimentos e processos documentados; níveis de segurança; recuperação de dados; gestão do risco

10. Preservation plan

- **R10. The repository assumes responsibility for long-term preservation and manages this function in a planned and documented way.**

  Plano actual de preservação digital; procedimentos/mecanismos de transferência de dados

11. Data quality

- **R11. The repository has appropriate expertise to address technical data and metadata quality and ensures that sufficient information is available for end users to make quality-related evaluations.**

  Qualidade dos dados e metadados; citações

12. Workflows

- **R12. Archiving takes place according to defined workflows from ingest to dissemination.**

    Descrição dos processos; gestão dos dados (de acordo com o ciclo de vida dos dados - *data life cycle*) e gestão da mudança; documentação do modelo (de gestão de dados) que o arquivo adopta

13. Data discovery and identification

- **R13. The repository enables users to discover the data and refer to them in a persistent way through proper citation.**

    Possibilidade de procura dos dados (*searchability*); PID (*persistent identifiers*, *identificadores* persistentes); citação dos dados; *machine harvesting*

14. Data reuse

- **R14. The repository enables reuse of the data over time, ensuring that appropriate metadata are available to support the understanding and use of the data.**

    Requisitos para os metadados; formato dos dados; plano para migração de dados

Technology

15. Technical infrastructure

- **R15. The repository functions on well-supported operating systems and other core infrastructural software and is using hardware and software technologies appropriate to the services it provides to its Designated Community.**

    Uso de padrões/standards; infraestrutura em rede

16. Security

- **R16. The technical infrastructure of the repository provides for protection of the facility and its data, products, services, and users.**
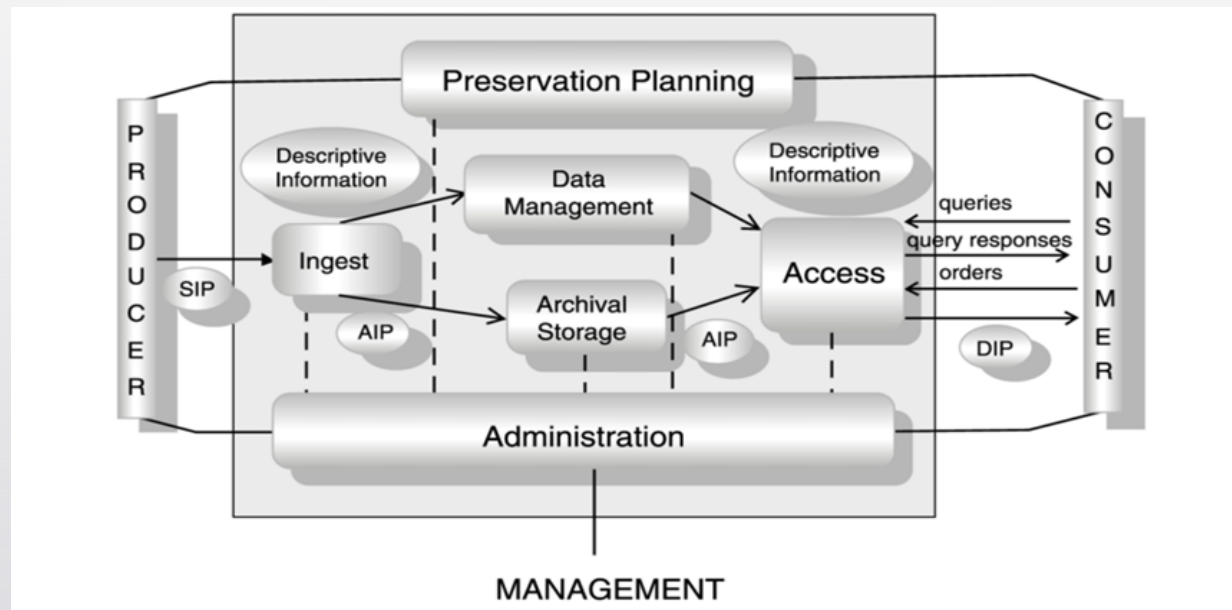
    Procedimentos de *backup*; instalações de segurança; sistema de segurança informática

Applicant Feedback

- **Comments/feedback**

These requirements are not seen as final, and we value your input to improve the core certification procedure. To this end, please leave any comments you wish to make on both the quality of the Catalogue and its relevance to your organization, as well as any other related thoughts.

O <u>modelo de referência **OAIS**</u> (**Open Archival Information System**) ajuda na especificação das funções do ***workflow*** de um repositório, incluindo a responsabilidade de <u>preservação digital</u> e <u>disseminação</u>, preservando os dados e partilhando-os junto da comunidade designada.

Obrigada pela atenção!