



Leibniz Institute of
Ecological Urban and
Regional Development

Stefano Della Chiesa



Sustainable
Data Stewardship

Some numbers

Leibniz IOER

- ~80 Researchers (2023)
- 1 Data Steward (DS)

Leibniz Association

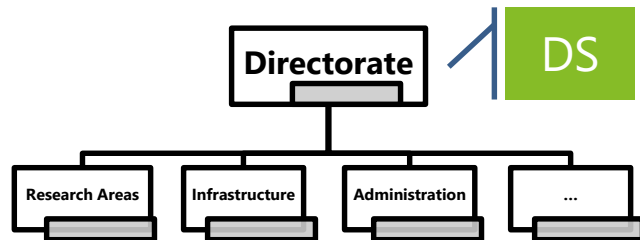
- RDM Working Group
- ~2 Meetings per year
- Information, exchange & networking framework



DS strategic profile within the organisational structure

Embedded into the Directorate

- Authority, reporting lines
 - Regular meetings with the management
 - Participation in the steering committee
- Alignment with strategies & governance
 - E.g. Publication & Transfer strategies
 - Bridging organisation silos (IT, Library, Administration, Research Management, etc)
 - Opportunity to establish governance procedures



Roles within the Leibniz IOER

Dual strategic roles

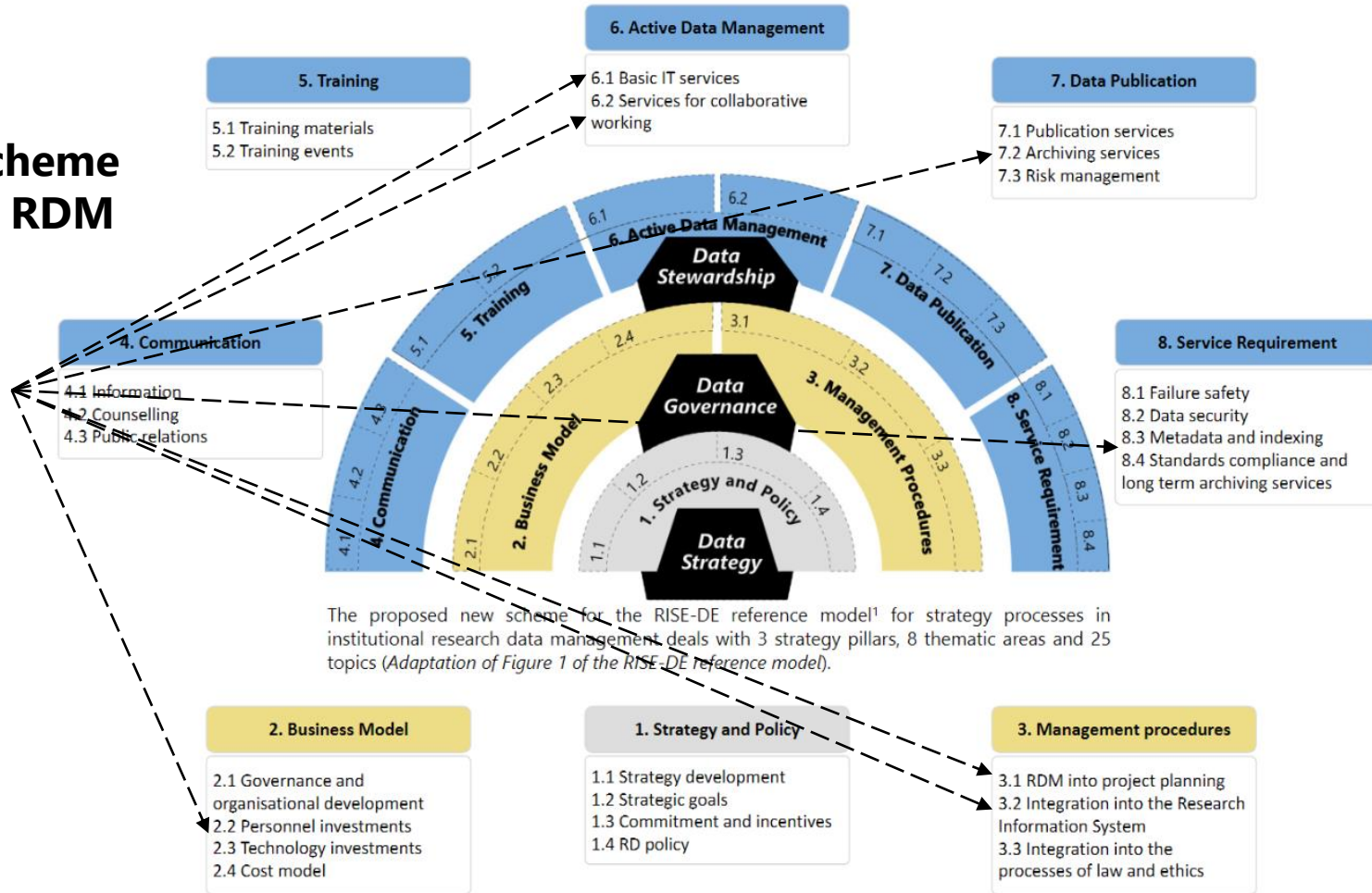
- Research Data Steward
- Digitalisation Officer
 - Roles are Strongly related
 - Particularly when the DS is strategically embedded within the institution
 - Depending on the framework, DS provide and designs solutions.



The nexus between Research Data Management & Digitalisation

The reference scheme for institutional RDM (RISE-DE)

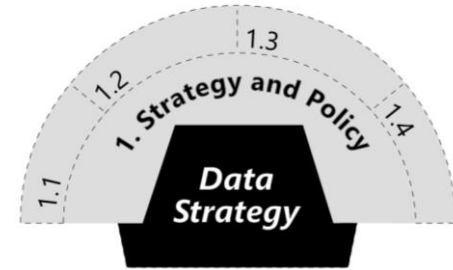
Digital Solutions



RDM in practice

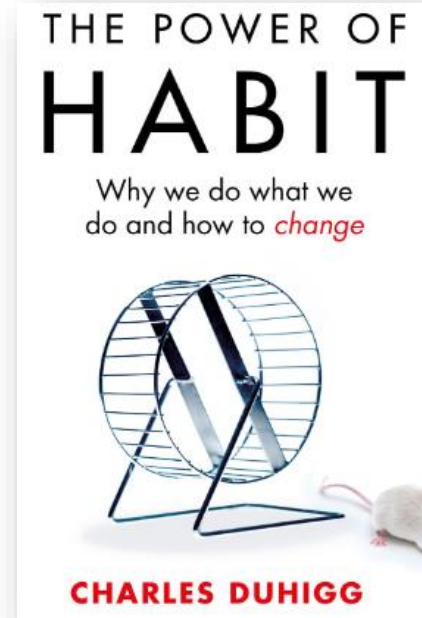
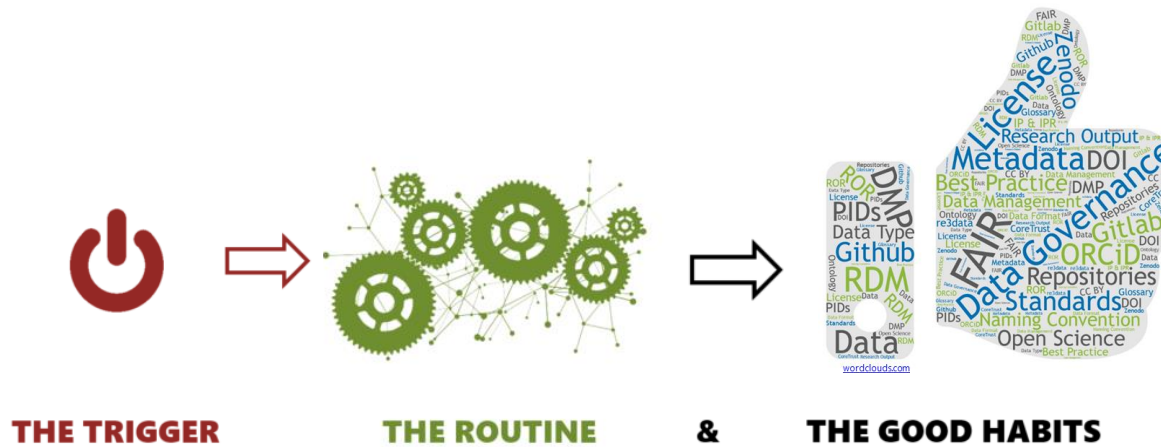
Strategy Pillar

- Research Data Management Strategy (Drafted)
- Research Data Management Strategy Plan (Partial implementation [RISE-DE](#))
- Leibniz Research Network „[LeibnizData](#)“ (Network joined)
- IOER Research Data Centre (Weekly meetings)
- DORA & CoARA ([Ageement signed](#) & [Working Group](#))



RDM Governance

The Power of Habit



RDM in practice

Governance Pillar

2. Business Model



RDM Onboarding

- Small Investments ([Zotero Institution](#))
- Large Investments: Emerging [IOER Research Data Centre](#) (Dataverse repository & HR)

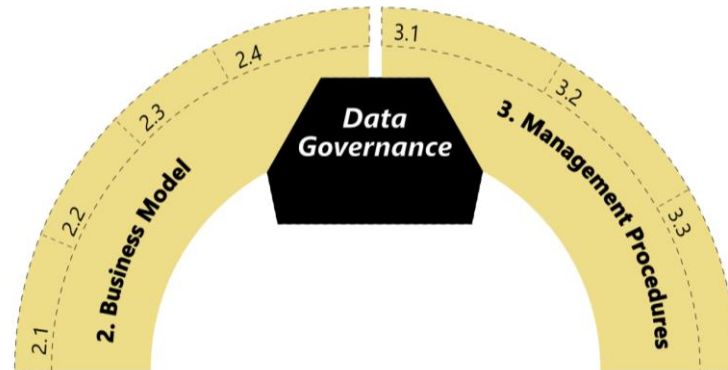
3. Management Procedures



Research Information System **notification** (for new projects)



Project planning & execution (Proposal DMP and **Research Output Management Planning** [ROMPi](#))



2. Business Model

- 2.1 Governance and organisational development
- 2.2 Personnel investments
- 2.3 Technology investments
- 2.4 Cost model

3. Management procedures


- 3.1 RDM into project planning
- 3.2 Integration into the Research Information System
- 3.3 Integration into the processes of law and ethics

Governance

Onboarding

RDM Onboarding

Laufzettel für neue IÖR-Beschäftigte
Onboarding route card

 Leibniz-Institut
für ökologische
Raumentwicklung

Name/Name	XYZ	Arbeitsbeginn/Begin of work	TT.MM.JJJJ
Vorname/Rufname/Surname	XYZ	Tätigkeit/Status	XYZ
Forschungs-/Bereich Unit	FB-X	Projekt/Project	XYZ
Vorgesetzte*r (disziplinarisch) Head (disciplinary)	XYZ	Telefonnummer im IÖR IOER phone number	~ 123
IÖR-FDZ / IOER RDC		Zimmer/Room	E.00

☐ Hr. Dr. Stefano Della Chiesa
s.dellachiesa@ioer.de

**Forschungsdaten-
management**

**Research data
management**

RDM Checklist Introduction (~30 mins)

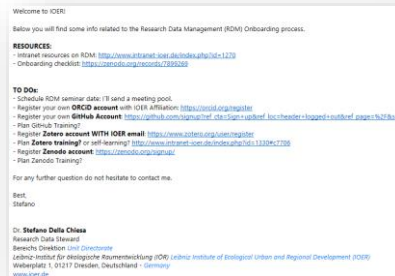
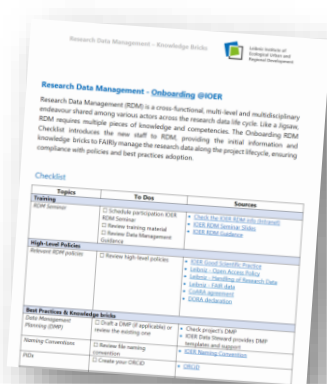
RDM Seminar (~4h)

Assign some To DOs

Outline – Today's RDM Recipe

4 Modules and 1 group exercise

Short Presentation:	(9:00-9:15)
Module 1: Introduction to RDM	(9:15-10:00)
Coffee break:	(10:00-10:15)
Module 2: High-Level Policies	(10:15-11:00)
Module 3: Knowledge Bricks	(11:00-12:30)
Lunch break:	(12:30-13:30)
Module 4: Data Management Plans	(13:30-14:15)
DMP Exercise (<i>World coffee style</i>): in 3-4 groups Outlining a DMP	(14:15-16:00)

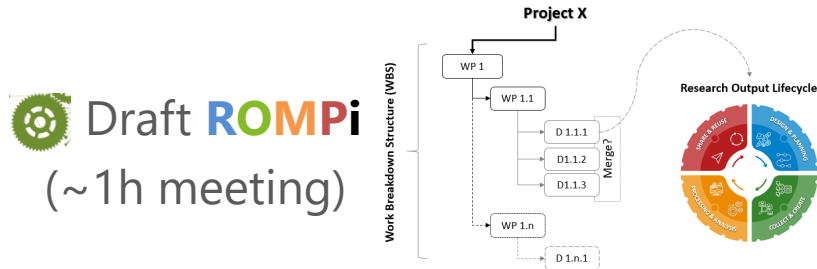


Governance

Research Information System (RIS) & Research Output Management Planning ROMPi

Monthly check into the RIS (calendar)

- Schedule a meeting with the project responsible
- Get the Proposal/ Work plan (WPs)



Research Output Management Planning (ROMPi)

Welcome to the Research Information System

Newly started projects

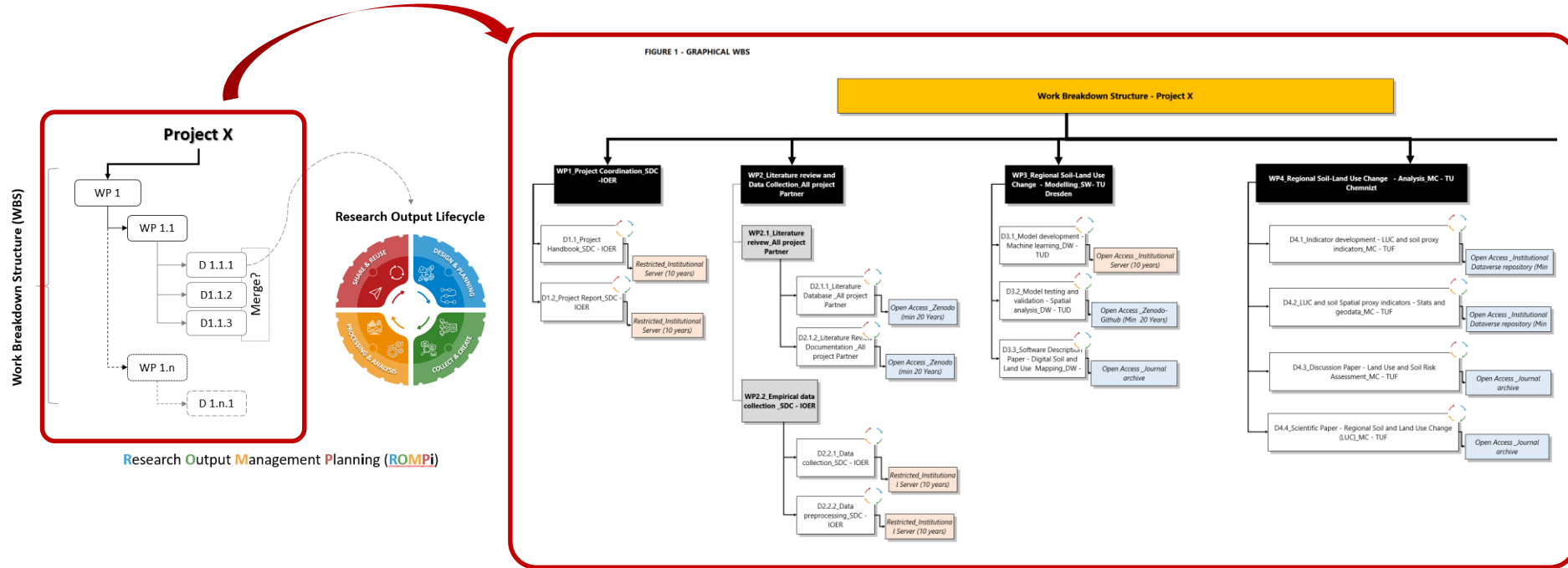
Project Metadata

Prj N°	Short title	Project title	Project manager	Duration		Research area	financing	Lead
				From	Until			
98071	UrbDat	Urban Data	Dr. Stefano Della Chiesa	Jan 24	Dec 27	RA 1	DFG	IOER
98072	SoDat	Soil Data	Dr. Stefano Della Chiesa	Feb 14	Dec 28	RA 2	DFG	TUD

Typ	ID	Name	Responsible	Initiative date	Start Organization	Resource Planning	Data Type	Date start	Date finish	Related Software	Planed availability	Archiving index	Comments
100	100.1	Project Coordination	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1	100.1.1
100	100.2	Project Coordination	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1	100.2.1
100	100.3	Project Coordination	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1	100.3.1
100	100.4	Project Coordination	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1	100.4.1
100	100.5	Project Coordination	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1	100.5.1
100	100.6	Project Coordination	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1	100.6.1
100	100.7	Project Coordination	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1	100.7.1
100	100.8	Project Coordination	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1	100.8.1
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100	100.10	Project Coordination	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1	100.10.1
100	100.11	Project Coordination	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1	100.11.1
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100	100.14	Project Coordination	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1	100.14.1
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100	100.50	Project Coordination	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1	100.50.1
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100	100.58	Project Coordination	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1	100.58.1
100	100.59	Project Coordination	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1	100.59.1
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100	100.67	Project Coordination	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1	100.67.1
100	100.68	Project Coordination	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1	100.68.1
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100	100.70	Project Coordination	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1	100.70.1
100	100.71	Project Coordination	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1	100.71.1
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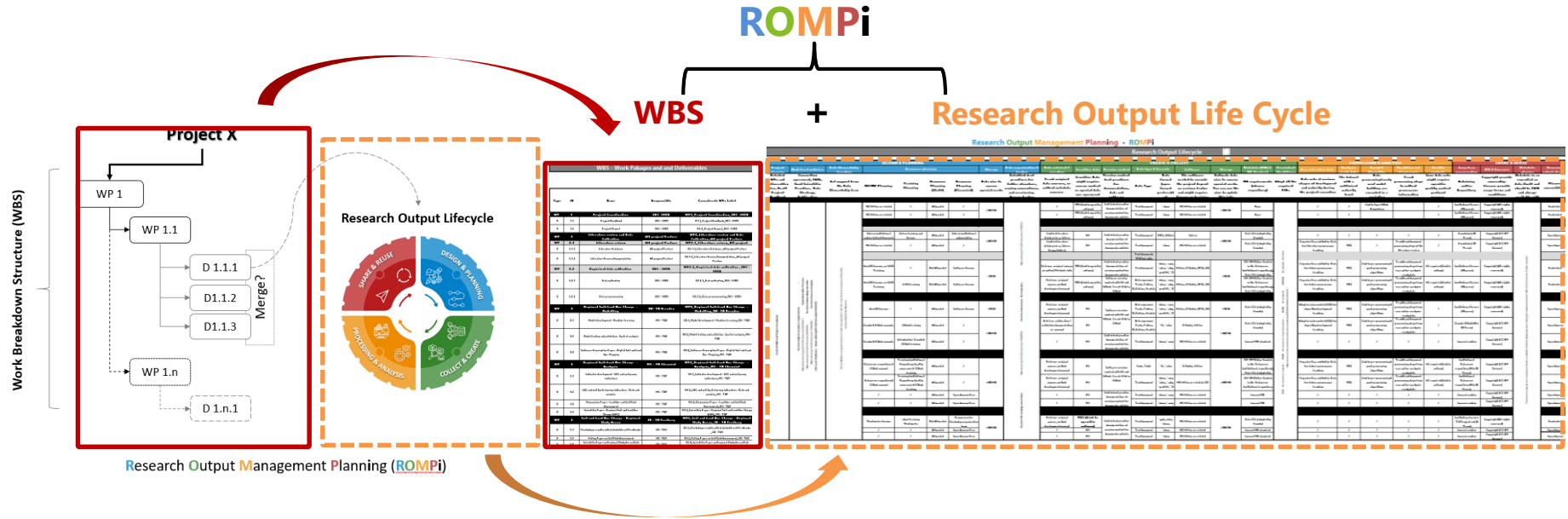
Research Output Management Planning - ROMPi

1) Work Break Down Structure (WBS)



Research Output Management Planning - ROMPi

2) Research Output Life Cycle



RDM in practice

Stewardship Pillar

5. Training

- 5.1 Training materials
- 5.2 Training events



- RDM Seminar** on demand (~5*yr)
- Other seminar:** Zotero, Zenodo, Git
- [Material online](#)



- Monthly RDM email** (on [actual topics](#))
- Coaching** on demand (Open door)
- Networking** land, national and international

4. Communication

- 4.1 Information
- 4.2 Counselling
- 4.3 Public relations

6. Active Data Management

- 6.1 Basic IT services
- 6.2 Services for collaborative working

- Onboarding&Project level:** Consulting solutions
- Cloud solution:** SharePoint, Matrix element, Zotero groups

7. Data Publication

- 7.1 Publication services
- 7.2 Archiving services
- 7.3 Risk management

- Zenodo Communities** ([IOER](#), [DFNS](#), [ILUS](#))
- RDC Dataverse (testing)
- Consulting Data paper, software paper

8. Service Requirement

- 8.1 Failure safety
- 8.2 Data security
- 8.3 Metadata and indexing
- 8.4 Standards compliance and long term archiving services

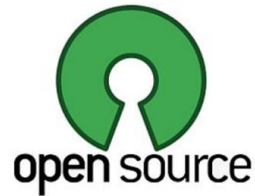
- Consulting** for the Research Data Centre

4. Communication

Openness

 Open Door "policy"

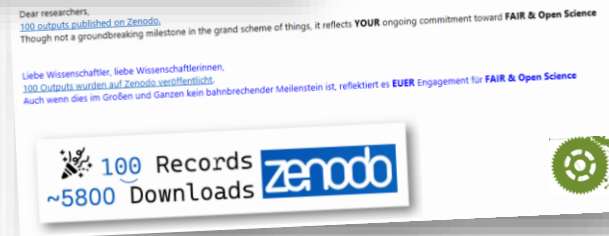
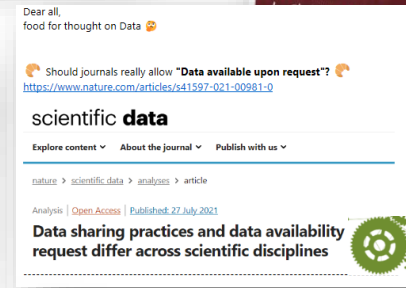
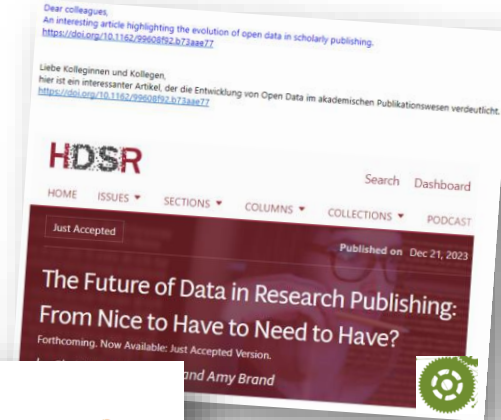
 Foster communication, Enhance interactions



4. Communication

Internal email

 Google Scholar alerts

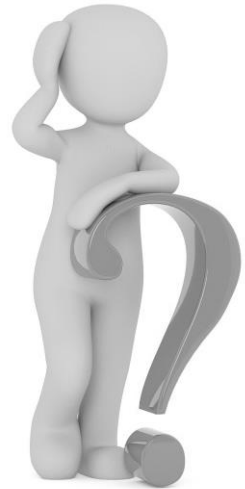


RDM in a small research institution

Small is more? *Maybe...*

- **Strategical:** Embed Data Steward into a strategic profile
- Top management **support**
- **Contractual:** Permanent & full time
- **Skills:** Cross-cutting, multidisciplinary, research experience, data hands-on & project management

*These requirements would likely work also in large institutions
(Perhaps **Small is more AGILE**)*





Leibniz Institute of
Ecological Urban and
Regional Development



Thank you for your attention

Stefano Della Chiesa
s.dellachiesa@ioer.de



www.ioer.de