



ARHIV DRUŽBOSLOVNIH PODATKOV

Analiziraj podatke! Deli raziskavo! Prispevaj k znanosti!

CESSDA

Data Management Expert Guide

Irena Vipavc Brvar, ADP

Delavnica: Ravnanje z raziskovalnimi podatki

Ljubljana, 11. 3. 2020

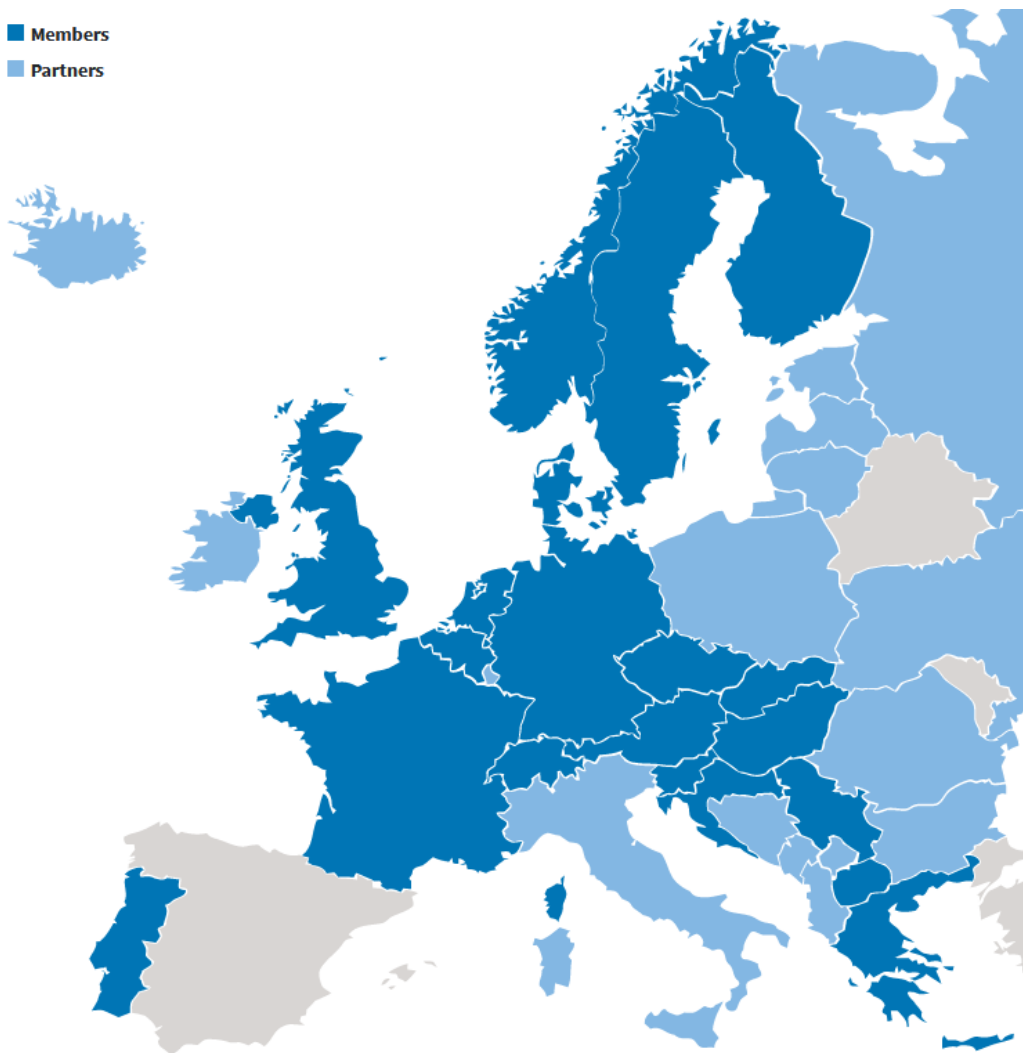


Konzorcij arhivov družboslovnih podatkov



20 članic

- Members
- Partners



<https://www.cessda.eu/>



Načrt ravnanja z raziskovalnimi podatki

=

Data management plan

Poveže različne deležnike (raziskovalci, financerji, knjižničarji, podatkovna središča) in **opredeli** njihove odgovornosti.



NRRP je temelj kakovostnega ravnanja
z raziskovalnimi podatki

Načrtovanje ravnanja z raziskovalnimi podatki

NRRP obsega načrtovanje, opisovanje in komuniciranje o raziskovalnih postopkih s ciljem, da bi:

- zagotovili varnost občutljivih podatkov,
- maksimizirali potencial druge rabe podatkov,
- podprli dolgotrajno ohranjanje.

Donnelly, M. (2014): Data Management Planning. HORIZON 2020 and the DMPONLINE TOOL. Seminar: Preparing research data for open access. Faculty of Social Sciences. Ljubljana.



Spletni učbenik – prosto dostopen



EVENT CALENDAR TRAINING RESOURCES ABOUT

Training / Training Resources / Data Management Expert Guide



Data Management Expert Guide

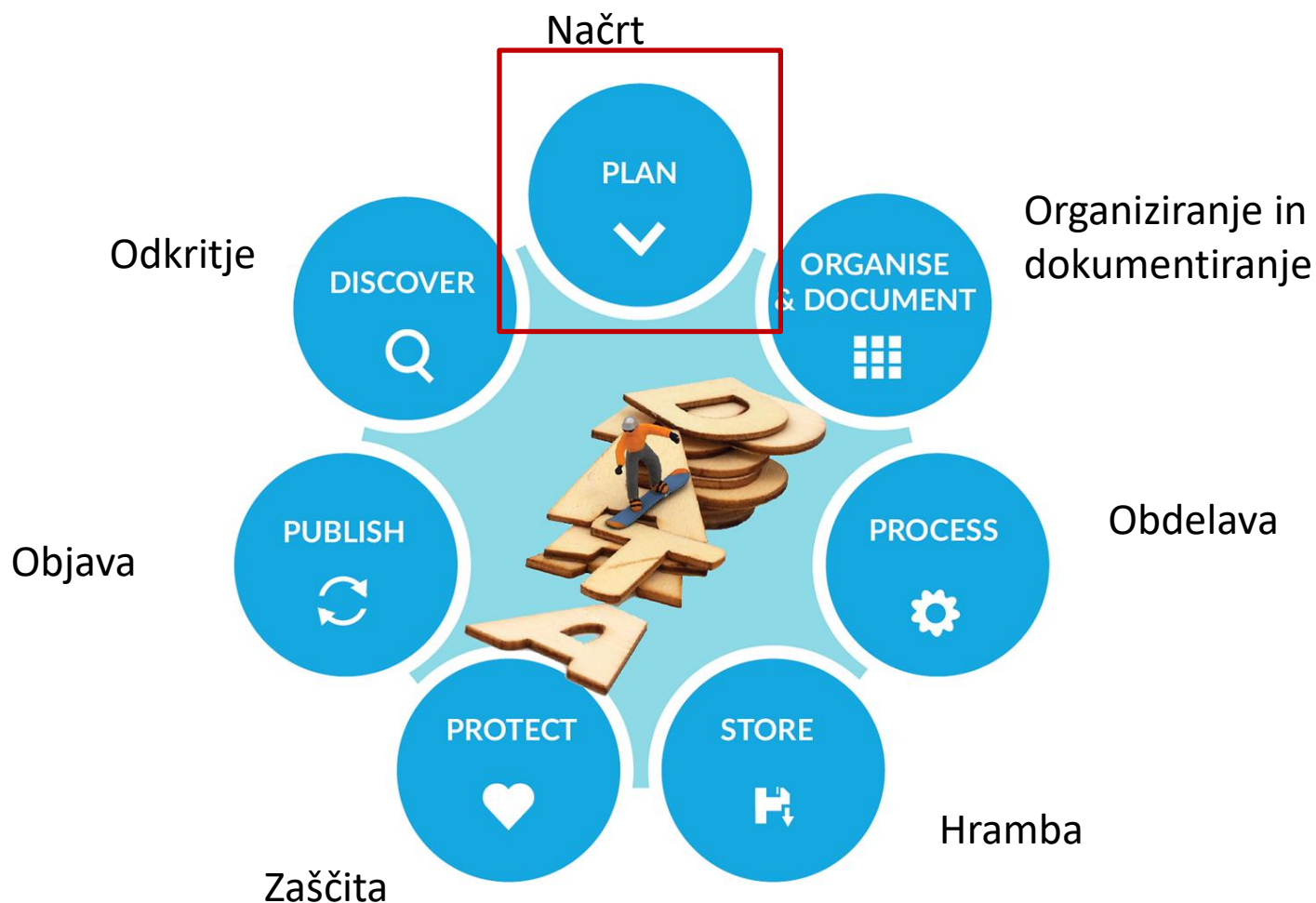
This guide is designed by European experts to help social science researchers make their research data Findable, Accessible, Interoperable and Reusable (FAIR).

You will be guided by different European experts who are - on a daily basis - busy ensuring long-term access to valuable social science datasets, available for discovery and reuse at one of the [17 CESSDA social science data archives](#).

CESSDA Training Working Group. (2017-2019). CESSDA Data Management Expert Guide. Bergen, Norway: CESSDA ERIC. Retrieved from <https://www.cessda.eu/DMGuide>



Življenjski krog podatkov

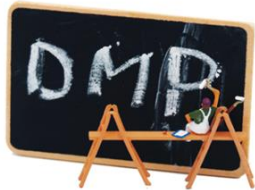


Načrt ravnanja z raziskovalnimi podatki

CESSDA
Coalition of European
Social Science Data Archives

Adapt your Data Management Plan

A list of Data Management Questions based on the
Expert Tour Guide on Data Management



This CESSDA list of Data Management Questions (2017) is licensed under a
Creative Commons Attribution-ShareAlike 4.0 International License.



The CESSDA Expert Tour Guide on Data Management is available at <https://www.cessda.eu/DMGuide>

PLAN

Overview

Title of the project

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

Adapt your DMP: Part 1

« Previous

Next »

Search this guide

Search

The Data Management Plan (DMP) is an important tool to structure the research data management of your project. After working on each chapter you should be able to answer part of the questions which make up a DMP.

This is the first of six 'Adapt your DMP' sections in this tour guide.

When you have finished the chapter on data management planning, you can start filling in the 'Overview of your research project' section. Below you can see what elements and corresponding questions are generally included in that section. You can select appropriate questions and answer them to adapt your own DMP.

For easy reference, we have put together a list of DMP-questions for all chapters in this tour guide. You can view and download it (CESSDA, 2017) and keep it as a reference while you are studying the contents of this guide.



- + Title of the project
- + Date and version of this plan
- + Description of the project
- + Origin of the data
- + Principal and collaborating researchers
- + Funder (if applicable)
- + Data producer
- + Project data contact
- + Data owner(s)
- + Roles
- + Costs

CESSDA Training Working Group. (2017). CESSDA Data Management Expert Guide. Bergen, Norway: CESSDA ERIC. Retrieved from <https://www.cessda.eu/DMEG>



Načrt ravnanja z raziskovalnimi podatki



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Prijava na eNovice

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UPORABI PODATKE



PREDAJ RAZISKAVO



USPOSOBI SE



SPOZNAJ ADP

IŠČI



Kako citiram to stran?

Arhiv družboslovnih podatkov. 2017. I. Iskanje in načrtovanje.
Dostopano prek: <http://adp.fdv.uni-lj.si/usposobi/ZKG/nactovanje/>
(DD. mesec leto).

I. ISKANJE

Datum objave: 01.12.2016

Iskanje in načrtovanje

Zakaj odprti podatki?

Življenjski krog podatkov

Slovar strokovnih izrazov

Delavnice ADP

Gradiva

I. Iskanje in načrtovanje

II. Zbiranje in ustvarjanje podatkov

III. Obdelava podatkov in analiza

IV. Objava in deljenje

V. Dolgotrajno upravljanje

VI. Druga raba

„Načrti ravnanja z raziskovalnimi podatki (NRRP) so ključni element obsega ravnanja s podatki. NRRP opiše življenjski krog ravnanja s podatki, ki bodo zbrani, obdelani in/ali ustvarjeni v okviru projekta, financiranega s strani Obzorja 2020. So del prizadevanj, da bi podatki postali findable, accessible, interoperable and re-usable (FAIR)“.

Guidelines, 2016: 4.

NRRP obsega **načrtovanje, opisovanje in komuniciranje o raziskovalnih postopkih** s ciljem, da bi:

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- maksimizirali potencial druge rabe podatkov,
- podprli dolgotrajno ohranjanje.

CESSDA arhivi smo med letoma 2017 in 2019 pripravili spletni **Učbenik o ravnanju z raziskovalnimi podatki**. V letu 2020 smo v ADP prevedli nabor vprašanj iz učbenika, ki naj bo v vodilo raziskovalcem in študentom pri pripravi svojih raziskovalnih načrtov. Dokument si lahko pogledate v spodnjem oknu ali pa si ga prenesete k sebi. Na voljo je v formatih [.pdf](#) in [.docx](#).



Načrt ravnanja z raziskovalnimi podatki

Pripravite načrt za ravnanje s podatki

Nabor vprašanj iz spletnega učbenika za ravnanje z raziskovalnimi podatki »Data Management Expert Guide«.



Ta dokument (2019) je objavljen pod licenco Creative Commons Attribution-ShareAlike 4.0 International.

Spletni učbenik konzorcija CESSDA je dostopen na: <https://www.cessda.eu/DMEG>

Prevod: Arhiv družboslovnih podatkov, 2019.

cessda
Consortium of European
Social Science Data Archives

NAČRT

Osnovne informacije

Ime projekta/raziskave

Datum načrta

Opis projekta

- Na kratko predstavite vsebino projekta
- Opredelite raziskovalno vprašanje
- Trajanje projekta

Viri podatkov

- Kakšne vrste podatkov boste uporabili v projektu?
- Če uporabljate že zbrane podatke:
 - opišite vsebino, obseg in format podatkov
 - na kak način boste povezali različne podatkovne vire
- Če zbirate nove podatke:
 - utemeljite potrebo po novih podatkih

Vodilni raziskovalci

- Navedite glavne raziskovalce in njihove kontaktne podatke

Sodelujoči raziskovalci (če se nanaša)

- Navedite sodelujoče raziskovalce, njihovo vlogo pri projektu in kontaktne podatke

Financiranje (če se nanaša)

- Če je financiranje odobreno, navedite številko projekta
- Navedite naslov projekta, kot je opredeljen v pogodbi o financiranju

Zbiralec oz. ustvarjalec podatkov

- Navedite organizacijo (osebo), ki je odgovorna za zbiranje oz. ustvarjanje podatkov

Kontakt za podatke o projektu

- Navedite kontaktne podatke osebe, ki bo med in po koncu projekta na voljo za vprašanja

Lastnik(i) podatkov

- Navedite organizacijo, ki je lastnik podatkov (oz. več njih)
- Če sodeluje več organizacij, navedite, katera organizacija ima v lasti katere podatke

Vloge

- Navedite osebo, ki je v projektu odgovorna za posodabljanje načrta ravnanja s podatki in skrb, da projektno delo sledi načrtu
- Navedite, kateri sodelavci so zadoženi za katere naloge (npr. varnost podatkov)

Stroški in viri

- Predvidite morebitne stroške za nakup določene programske ali strojne opreme, za hrambo in varnostno kopiranje podatkov, za (prepravo podatkov za) arhiviranje.
- S katerimi viri boste zagotovili ravnanje s podatki, ki bo zagotavljalo uresničevanje FAIR načrt?

Adapt your DMP: Part 1

« Previous Next »

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- + Project data contact
- + Data owner(s)
- + Roles
- + Costs

Februarja 2020 smo objavili slovenski prevod vprašalnika.

*.PDF in *.DOCX



Pripravimo svoj načrt

V spletnem učbeniku Ravnanja z raziskovalnimi podatki najdemo [obsežen vprašalnik](#) s katerim si pomagamo pri pripravi načrta.



Dolžina je odvisna od zahtevnosti (posebnosti) raziskave.

Osnovne informacije o projektu

- Ime projekta
- Datum načrta
- Opis projekta
- Viri podatkov
- Vodilni raziskovalci
- Sodelujoči raziskoval
- Financiranje
- Zbiralec oz. ustvarjalec podatkov
- Kontakt za podatke o projektu
- Lastništvo
- Vloge
- Stroški



Easily find and understand data



Increase impact



Make research verifiable



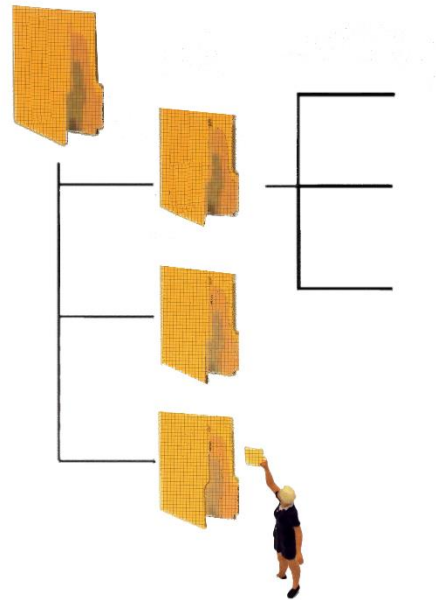
Increase reuse potential



Comply with funder mandates

Organiziranje in dokumentiranje podatkov

- Zbiranje podatkov
- Organiziranje podatkov
- Vrste podatkov in njihov obseg
- Format datoteke
- Struktura map in imena
- Struktura datotek in imena
- Dokumentacija
- Metapodatki /Standard metapodatkov (če je relevantno)



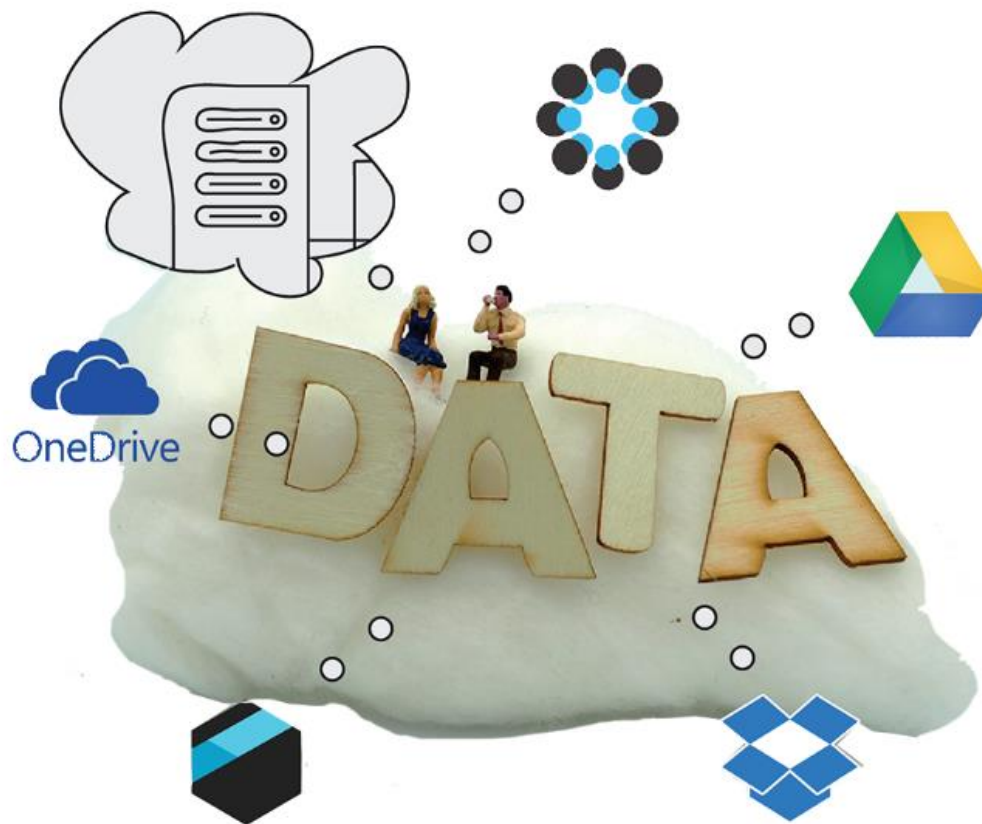
Obdelava podatkov

- Verziranje
- Interoperabilnost
- Terminologija?



Hramba podatkov

- Hramba
- Rezervne kopije
- Varnost

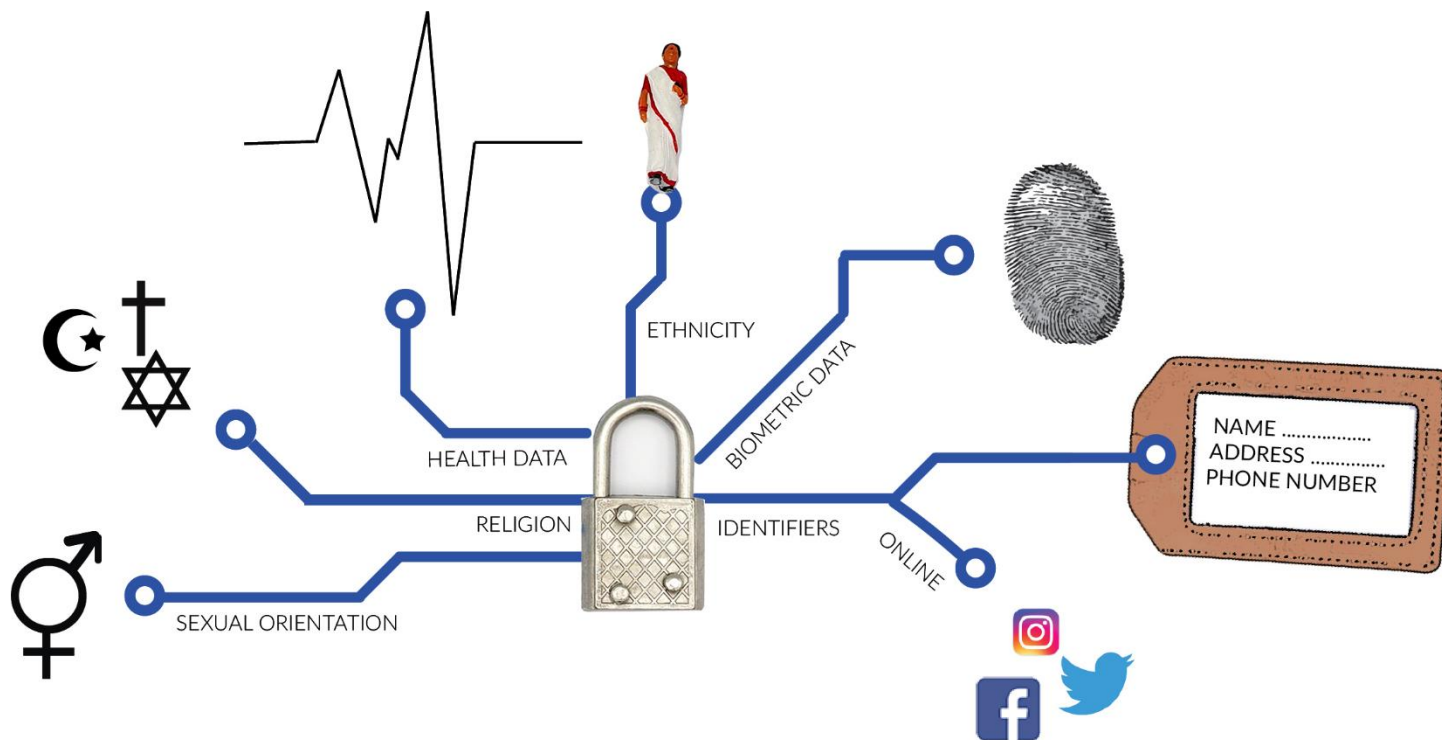


Zaščita podatkov

- Etična presoja
- Informirano soglasje
- (občutljivi) Osebni podatki/zaupni podatki
- Pravice intelektualne lastnine (IPR)/Avtorske pravice
- Sporazumi
- Omejitve



Osebni podatki?



Uredba o varstvu osebnih podatkov (GDPR)

4. člen:

V tej uredbi:

- (1) „osebni podatki“ pomeni katero koli informacijo v zvezi z določenim ali določljivim posameznikom (v nadaljnjem besedilu: posameznik, na katerega se nanašajo osebni podatki); določljiv posameznik je tisti, ki ga je mogoče neposredno ali posredno določiti, zlasti z navedbo identifikatorja, kot je ime, identifikacijska številka, podatki o lokaciji, spletni identifikator, ali z navedbo enega ali več dejavnikov, ki so značilni za fizično, fiziološko, genetsko, duševno, gospodarsko, kulturno ali družbeno identiteto tega posameznika;

Uredba o varstvu osebnih podatkov. [Vir: http://eur-lex.europa.eu/legal-content/SL/TXT/?uri=CELEX:32016R0679](http://eur-lex.europa.eu/legal-content/SL/TXT/?uri=CELEX:32016R0679)

Anonymisation methods

When anonymising, data identifiers need to be removed, generalised, aggregated or distorted. Below, best practices for anonymising quantitative and qualitative data are given.

QUANTITATIVE DATA

QUALITATIVE DATA

The best practices for anonymising quantitative data

- This may involve removing or aggregating variables or reducing the precision or detailed textual meaning of a variable;
- Aggregate or reduce the precision of a variable such as age or place of residence. As a general rule, report the lowest level of geo-referencing that will not potentially breach respondent confidentiality;
- Generalise the meaning of a detailed text variable by replacing potentially disclosive free-text responses with more general text;
- Restrict the upper or lower ranges of a continuous variable to hide outliers if the values for certain individuals are unusual or atypical within the wider group researched.



<https://www.cessda.eu/Research-Infrastructure/Training/Expert-Tour-Guide-on-Data-Management/5.-Protect/Anonymisation>

Anonymisation methods

When anonymising, data identifiers need to be removed, generalised, aggregated or distorted. Below, best practices for anonymising quantitative and qualitative data are given.

QUANTITATIVE DATA

QUALITATIVE DATA

Best practices for anonymising qualitative data

- Using pseudonyms or generic descriptors to edit identifying information, rather than blanking-out that information;
- Plan anonymisation at the time of transcription or initial write-up, (longitudinal studies may be an exception if relationships between waves of interviews need special attention for harmonised editing);
- Use pseudonyms or replacements that are consistent within the research team and throughout the project. For example, using the same pseudonyms in publications and follow-up research;
- Use 'search and replace' techniques carefully so that unintended changes are not made, and misspelt words are not missed;
- Identify replacements in text clearly, for example with [brackets] or using XML tags such as `<seg>word to be anonymised</seg>`;
- Create an anonymisation log (also known as a de-anonymisation key) of all replacements, aggregations or removals made and store such a log securely and separately from the anonymised data files.



Arhiviranje in objava podatkov

Arhiviranje

Podatkovni formati

Dostop



License	Copy & redistribute?	Attribution required?	Commercial use?	Modify & adapt?	Change license?
CC0	Y	N	Y	Y	Y
CC BY	Y	Y	Y	Y	Y
CC BY-SA	Y	Y	Y	Y	N
CC BY-ND	Y	Y	Y	N	Y
CC BY-NC	Y	Y	N	Y	Y
CC BY-NC-SA	Y	Y	N	Y	N
CC BY-NC-ND	Y	Y	N	N	Y

Podatkovna objava

Da bi podatkovna datoteka dobila status podatkovne objave, mora prestati postopek, ki ga je mogoče primerjati s postopkom objave znanstvenega članka (Brase et al., 2009), v katerem se zagotovi minimalne informacije in zadosti vsaj naslednjim pogoje:

- opremljenost z metapodatki,
- pregled kakovosti podatkov,
- datoteko je mogoče najti v podatkovnih bazah oz. katalogih in
- zagotovljene so bibliografske informacije, potrebne za citiranje podatkovne datoteke.



(doi:10.3233/ISU-2009-0595)

Kje lahko objavimo podatke

- + Journal supplementary material service
- + Institutional data repository
- + General purpose repository
- + Domain specific data repository
- + Trusted domain specific data repository

Za več glej poglavje [Archive & Publish](#)

Za najkakovostnejše podatke se priporoča objavo v področnem podatkovnem arhivu, ki je po možnosti nosilec certifikata zaupanja ([glej npr. priporočila OpenAIRE](#), 2016). Za družboslovne podatke se tako priporoča objavo v katerem od arhivov družboslovnih podatkov, ki so združeni v Konzorciju [CESSDA](#), katerega član je tudi slovenski [Arhiv družboslovnih podatkov](#).

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