

CESSDA Work Plan 2020

CESSDA Metadata Office Task 2

D2: Terms of Reference for CESSDA Vocabulary Service

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Executive Summary

The CESSDA Vocabulary Service (CVS) allows communities and organisations to host and publish their own vocabularies for users to search and download. For this, CESSDA has developed a tool that provides both a discovery interface where vocabularies can be searched, browsed and downloaded and an editing interface where the vocabularies are managed and translated. The editor also includes an access and user management interface and allows versioning with persistent identifiers and citation of the controlled vocabularies. All content is available through an API.

This document specifies the different roles and responsibilities related to the CESSDA Vocabulary Service. We distinguish between:

- The service CVS that allows communities to host their own Controlled Vocabulary.
- The product CVS which is a software solution including a registry and editor for CVs, with support for versioning and PIDs.
- Content work on Controlled Vocabularies on behalf of CESSDA.

1 Responsibilities of the CVS Content Contact

1.1 Service-related responsibilities

- Provides information on the service and offerings to targeted user audiences
- Acts as the contact person for communities/organisations wanting to host their own controlled vocabularies in the service.
- Administrates user management in the editor.
- Provides training and guidance to users, maintains online user documentation.
- Resources permitting, promotes the service in conferences and webinars.
- Liaises with CESSDA MO and other relevant bodies on service-related issues.

1.2 Product-related responsibilities

- Acts as contact for feedback on interface and user documentation issues.
- Logs issues and suggestions to the dedicated issue tracker, reviews the resulting updates in the service.
- Evaluates and improves the interfaces from the user point of view by logging suggestions for enhancements and amendments.
- Approves new versions to be released for production use.
- Liaises with CVS Technical Contact.

1.3 Content-related responsibilities

- Participates in the work of DDI Alliance Controlled Vocabularies Group (DDI CVG) which manages the source language versions of DDI vocabularies.
- Liaises with DDI Alliance Technical Committee on DDI CV issues related to the service and the documentation standard.
- Maintains or authorises someone else to maintain the CESSDA source vocabularies in the editor. These include in particular the Topic Classification and the vocabularies needed for filter management in the CESSDA Data Catalogue such as Country, Publisher Name and Access Categorization vocabularies.
- Acts as contact for feedback on CESSDA vocabularies content.
- As far as possible, monitors the validity of language versions of the vocabularies (DDI or CESSDA ones) included in the CESSDA Metadata Model.
- Informs the contacts from translating organisations when a new version of a DDI or CESSDA source vocabulary has been published and should be translated.

1.4 Roles and responsibilities of organisations and communities using the service or product

- Can host their own controlled vocabularies in the service.
- Can host local language versions (translations) of source vocabularies.
- Even in cases where the user is a community, they must nominate one specific organisation who is responsible for the content and maintenance of their vocabularies, plus a specific contact within the organisation for feedback, notifications and liaison with CVS Content Contact.
- Manage their own vocabularies and translations they are responsible for.
- Provide feedback on the product to the CVS Content Contact.
- Promote their vocabularies in conferences and webinars.
- Handle data transfer pipelines from the CESSDA Vocabulary Service to their own websites, using the CVS API.

2 Responsibilities of the CVS User Group

- While it is up to the Content Contact to make the ultimate decisions, the User Group provides advice and suggestions on:
 - general usability of the service
 - vocabulary metadata elements included in the service
 - training material and other documentation
- Resources permitting, User Group members promote the service in conferences and webinars.

3 Responsibilities of the CVS Technical Contact

3.1 Service-related responsibilities

- Advises Content Contact on how to address and solve end user issues.

3.2 Product-related responsibilities

- Updates and improvements of all components of the software solution in collaboration with the Content Contact, in particular the identified bugs.
- Continuous improvements to the code quality.
- Upgrades to software stack as dependencies and platforms evolve.
- Continuous updates to documentation for developers and administrators.