



CESSDA Work Plan 2020

CESSDA Metadata Office Task 2

D5: Terms of Reference for CESSDA Data Catalogue

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Executive Summary

The CESSDA Data Catalogue (CDC) allows the research community to search and browse metadata on social science research data across countries and languages. For this, CESSDA has developed a search and discovery interface, a back-end for data harvesting, and DDI profiles and a validator.

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

- The service CDC that allows data search and discovery for general users.
- The product CDC that currently includes the components data harvester, validator, database and the search and discovery interface.
- Content work for CDC that includes the CDC metadata model.



1 Responsibilities of the CDC Content Contact

1.1 Service-related responsibilities

- Provides information on the service and its functionality to targeted user audiences.
- Acts as the contact point for user feedback.
- Acts as the chair of the CDC User Group and coordinates its activities.
- Resources permitting, promotes the service in conferences and webinars.
- Liaises with CESSDA Main Office, Metadata Office and other relevant bodies on service-related issues.

1.2 Product-related responsibilities

- Logs issues and suggestions in the dedicated issue tracker, reviews the resulting updates in the service.
- Coordinates User Group activities relating to evaluation and improvement of the interfaces, logs agreed suggestions for enhancements and amendments.
- Approves new versions to be released for production use.
- Liaises with CDC Technical Contact
- Liaises with CDC DDI profile and validator developers.

1.3 Content-related responsibilities

- Acts as the contact point for organisations providing metadata.
- As far as possible, monitors whether the metadata harvested to CDC is in line with the CDC metadata model determined by the User Group.
- Provides training and guidance to metadata providers, maintains online user documentation.
- Informs the service provider metadata contacts when there have been changes in CDC metadata model or the validator gates used by CDC.
- Liaises with Metadata Office relating to CESSDA Metadata Model and DDI profile issues.
- Liaises with DDI Alliance Technical Committee on DDI specification issues related to the CDC metadata model.

2 Responsibilities of the CDC User Group

- Oversees the usability of the service, making decisions on amendments and enhancements.
- Makes decisions on the CDC metadata model and the validator gates used by CDC.



- Resources permitting, members participate in training and compiling user documentation.
- Resources permitting, members promote the service in conferences and webinars.

3 Roles and responsibilities of CESSDA Service Providers and associated organisations providing metadata to CDC

- Can have their metadata published in the service.
- Provide a metadata endpoint for the service.
- Manage their own metadata.
- Take care that the metadata provided is compatible with the requirements of the service.
- Provide a metadata contact person for the MDO contact list, also used by CDC.
- Provide feedback on the CDC service or product to the Content Contact.
- Promote the CDC service in their own networks.

4 Responsibilities of the CDC Technical Contact

4.1 Service-related responsibilities

- Advises Content Contact on how to address and solve end user issues.
- Acts as the contact point for organisations providing an endpoint for the harvesting of their data.

4.2 Product-related responsibilities

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