FAIRSFAIR
Fostering Fair Data Practices in Europe

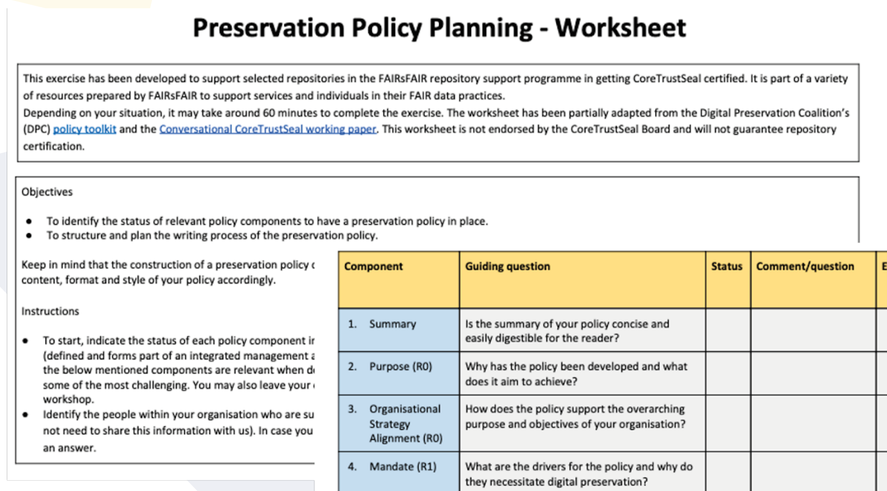
Making your repository more trustworthy and FAIR-enabling: a support programme

FAIRsFAIR is supporting 10 European repositories on their journey towards becoming more FAIR-enabling and trustworthy. This includes helping them make and keep their data FAIR and preparing them for the CoreTrustSeal certification as trustworthy repositories.
In return, the repositories share their invaluable knowledge on how trustworthy repository practices best enable FAIR data. Their observations and common issues in the certification process help create better guidance and support material for the wider repository community, developing recommendations for integrating FAIR into the CoreTrustSeal requirements.

The programme in detail

- collaborative workshops
- test peer-review of CoreTrustSeal applications by experts as preparation for formal submission to the CoreTrustSeal process
- 1-on-1 support and advice
- a variety of practical tools to support services and individuals in their FAIR data practices
- a dedicated helpdesk
- peer community support

Introductory workshop (February 2020)



Preservation Policy Planning - Worksheet

This exercise has been developed to support selected repositories in the FAIRsFAIR repository support programme in getting CoreTrustSeal certified. It is part of a variety of resources prepared by FAIRsFAIR to support services and individuals in their FAIR data practices.
Depending on your situation, it may take around 60 minutes to complete the exercise. The worksheet has been partially adapted from the Digital Preservation Coalition's (DPC) policy toolkit and the Conversational CoreTrustSeal working paper. This worksheet is not endorsed by the CoreTrustSeal Board and will not guarantee repository certification.

Objectives

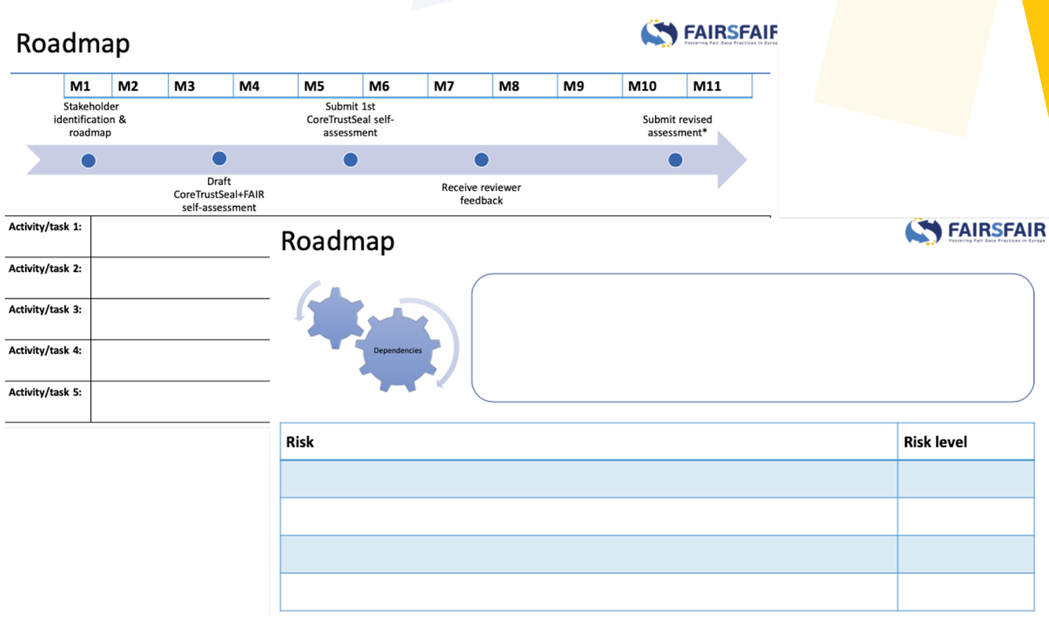
- To identify the status of relevant policy components to have a preservation policy in place.
- To structure and plan the writing process of the preservation policy.

Keep in mind that the construction of a preservation policy c
content, format and style of your policy accordingly.

Instructions

- To start, indicate the status of each policy component ir
(defined and forms part of an integrated management a
the below mentioned components are relevant when d
some of the most challenging. You may also leave your
workshop.
- Identify the people within your organisation who are su
not need to share this information with us). In case you
an answer.

Component	Guiding question	Status	Comment/question	Expert	Responsible person for text writing	Duration	Deadline
1. Summary	Is the summary of your policy concise and easily digestible for the reader?						
2. Purpose (R0)	Why has the policy been developed and what does it aim to achieve?						
3. Organisational Strategy Alignment (R0)	How does the policy support the overarching purpose and objectives of your organisation?						
4. Mandate (R1)	What are the drivers for the policy and why do they necessitate digital preservation?						
5. Scope (R0)	What is the scope of the policy in terms of the organisational context and the digital content to be preserved?						
6. Policy Principles	What is the agreed framework and directions for how your organisation approaches digital preservation in a consistent way?						


Roadmap

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	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11
	Stakeholder identification & roadmap				Submit 1st CoreTrustSeal self-assessment					Submit revised assessment*	
				Draft CoreTrustSeal+FAIR self-assessment			Receive reviewer feedback				

Activity/task 1:	
Activity/task 2:	
Activity/task 3:	
Activity/task 4:	
Activity/task 5:	

Risk	Risk level

"For our repository trust, reproducibility and actual reuse were main drivers for certification. FAIRsFAIR support was extremely useful for us"

Rudolf Dimper (ESRF)

Other FAIRsFAIR tools for researcher, data stewards and repositories increase their FAIR share

F-UJI Automated FAIR Data Assessment Tool

FAIR Aware

We continue to share our lessons learned and challenges with a wider repository audience

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Support team

Supported repositories

1 Phase
Early 2020

The Journey to CoreTrustSeal Certification Begins
Introductory workshop with working sessions, tools and support materials to improve the knowledge of activities related to the **preparations for CoreTrustSeal application.** Repositories were invited to comment on the CoreTrustSeal+FAIR overview to further improve the mapping between FAIR data principles and CoreTrustSeal repository requirements.

- **February 2020**
  Introductory workshop. DANS, The Hague

2 Phase
Mid 2020

The Self-assessment phase
Repositories worked on completing a draft self assessment where they answered the CoreTrustSeal requirement questions using a pre-prepared template.

3 Phase
Late 2020

The test-peer review period
The self assessments were reviewed by five teams of two reviewers each and peer reviews of the submitted work were performed, followed by individual support calls.

- **November 2020. Certification support workshop.**
  Discussing common issues raised during the certification process via a survey
- **February 2021. CoreTrustSeal**
  Certification Support Workshop: Preservation Planning
  A preservation planning worksheet identified challenges in long-term preservation policy development and discussed possibilities to meet these challenges.

4 Phase
2021

The CoreTrustSeal application
The repositories submited their final self-assessments to the CoreTrustSeal Board and entered the standard CoreTrustSeal certification process of application, review, revision and approval.

Next steps
Certification Support Process

October 2021
a short survey will provide an overview of financial expenditure and lessons learnt

November 2021
a workshop will be organized to reflect on key challenges for repositories & lessons learnt while celebrating the achievement

December 2021
final interviews will be conducted to discuss the process, outcomes and lessons learnt with each repository as a closing of the support programme

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