

CESSDA PPP Survey

1. Introduction to the CESSA PPP survey

This page is intended to give general information about completing the survey.

It is a survey of organisations.

The survey is lengthy so we have made provision for respondents to leave and return to the survey on multiple occasions. They can also move back to edit responses if necessary.

As responses are tied to one machine and browser, our recommended method of responding is for one person to collate and enter all data on behalf of their organisation.

For reference, a pdf version of the survey is available from the CESSDA PPP website.

There is currently no print feature in the software to allow printing of the completed survey. The immediate work-around is to print off each survey page as it is completed, using your web browser's printing options. In the longer term, the project office will be able to provide copies.

If you have questions about completing this survey, please contact Hilary Beedham at the CESSDA PPP project office.

2. General information

* 1. Please supply the following information for your organisation.

Please enter the name of
a contact for the survey:

Please give the name of
your organisation:

Web address:

Country:

Email Address for survey
contact person:

3. Basic information about your organisation

In this section we ask for background information about your organisation. It will enable us to assess the differences between organisations to undertake comparisons to inform the strategic development of CESSDA.

* 2. How would you describe your organisation?

Data Archive (CESSDA member)

Data Archive (non-CESSDA member)

Research Institute

Research data repository

Other

* 3. List the source/s of funding for your organisation.

- National ministry (e.g. research or education)
- Research Council (or your national equivalent)
- University
- Foundation
- Project funding (EC)
- Project funding (non EC)
- Other (please specify)

* 4. Is your organisation:

- Legally independant
- A department within a university
- A department/section of your national archive
- Other

Other (please specify)

* 5. Does your organisation have any of the following:

	Yes	No
1. Structural diagram	<input type="radio"/>	<input type="radio"/>
2. Strategic plan	<input type="radio"/>	<input type="radio"/>
3. Business plan	<input type="radio"/>	<input type="radio"/>
4. Training plan	<input type="radio"/>	<input type="radio"/>

CESSDA PPP Survey

* 6. Does your organisation have any of the following documents?

	yes	no
5. Deposit Licences	jñ	jñ
6. End User Licences	jñ	jñ
7. Contracts to preserve data	jñ	jñ
8. Contracts to distribute data	jñ	jñ
9. Preservation policy	jñ	jñ
10. Collections policy	jñ	jñ
11. Data management guides or policies	jñ	jñ
12. Data preparation policies or guides	jñ	jñ
13. Charging information for data users	jñ	jñ

* 7. For each of the documents or policies identified, please provide a web address for the document or the name of a contact person who will supply copies.

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>
7.	<input type="text"/>
8.	<input type="text"/>
9.	<input type="text"/>
10.	<input type="text"/>
11.	<input type="text"/>
12.	<input type="text"/>
13.	<input type="text"/>
14. No documents available	<input type="text"/>

8. Does your organisation take part in any of the following activities?

	yes	no
Data exchange agreements	jn	jn
Training on research infrastructures	jn	jn
Implementing R&D projects	jn	jn
Disseminating information at national level	jn	jn
Disseminating information at European or International level	jn	jn
Public consultations or deliberations	jn	jn
Preparation of new data resources (e.g. teaching datasets)	jn	jn

Other (please specify)

4. Staff and training.

The following questions are about your staff and staff-related matters such as training and attitudes to training. The information you supply will contribute to an assessment of staffing levels and training needs for the CESSDA Research Infrastructure.

Note that throughout this section any reference to 'data professional(s)' means staff participating in management of the archive, data management, archiving, or data-related information systems.

9. In the year 2006 - 2007, how many staff were employed in your organisation as:

Full-time data professionals	<input type="text"/>
Full-time other staff	<input type="text"/>
Part-time data professionals	<input type="text"/>
Part-time other staff	<input type="text"/>

10. Has the number of your data professionals changed during the last 2 years? If so, please quantify and say whether there has been an increase or decrease in staff.

11. Please give the number of your employees with the highest educational levels listed below.

Some high school or less	<input type="text"/>
Graduated from high school	<input type="text"/>
Attended some college courses	<input type="text"/>
Two year degree	<input type="text"/>
Three year degree	<input type="text"/>
Four year degree	<input type="text"/>
Postgraduate study without degree	<input type="text"/>
Master's degree	<input type="text"/>
Doctoral degree	<input type="text"/>

12. Please give the number of your employees with the following skills.

Elementary SPSS	<input type="text"/>
Moderate SPSS	<input type="text"/>
Strong SPSS	<input type="text"/>
Elementary SAS	<input type="text"/>
Moderate SAS	<input type="text"/>
Strong SAS	<input type="text"/>
Elementary R	<input type="text"/>
Moderate R	<input type="text"/>
Strong R	<input type="text"/>
Elementary MS Access	<input type="text"/>
Moderate MS Access	<input type="text"/>
Strong MS Access	<input type="text"/>
Other database or statistical analysis software	<input type="text"/>

13. Does your archive employ any of the following specialists for data archiving and management?

- Archivists
- Librarians
- Information scientists
- Information technologists
- Statisticians
- Survey research methodologists
- Sociologists
- Other social scientists
- Human scientists
- Others, please specify below

Other (please specify)

14. In the year 2006 - 2007, did your archive systematically collaborate with specialists from other departments or teams within your organisation or outsource work to fulfil data archiving tasks?

Please do not include short term, occasional collaborations and if you answer yes, indicate the specific area(s) of expertise in the comment box.

- Yes, the archive collaborated with experts from different departments or parts of our organisation
- Yes, the archive collaborated with external experts
- Yes, the archive collaborated with both experts from different departments and external experts
- No

Comment

15. Briefly describe your training plan (e.g. areas of training, frequency, priorities, methods, assessment, funding)

16. How many of your data professionals have received systematic, job-related training (internal, external or both) in the last year?

17. What types of job-related training and professional development activities have your employees participated in during 2006-2007?

	yes	no
In-house training seminar	jn	jn
External company-paid seminar	jn	jn
Individual participation in external training seminar or programme paid for from predominantly external sources	jn	jn
Mentor training with internal expert(s)	jn	jn
Mentor training with external expert(s)	jn	jn
Visiting programme or time spent at other organisations	jn	jn
Other (please specify below)	jn	jn

Other (please specify)

18. Please list the number of your staff who have taken part in each of the following types of training in the last year 2006 -2007.

In-house training seminar	<input type="text"/>
External company-paid seminar	<input type="text"/>
Individual participation in external training seminar or programme paid for from predominantly external sources	<input type="text"/>
Mentor training with internal expert(s)	<input type="text"/>
Mentor training with external expert(s)	<input type="text"/>
Visiting programme or time spent at other organisations	<input type="text"/>
Other (please specify)	<input type="text"/>

19. For 2006-2007, has your archive organised any job-related training seminar or programmes that were also made available to external participants?

	no	yes, one	yes, more than one
Lead by internal or domestic experts for a domestic audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Of international scope	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. List all external job-related training seminars or programmes in which your employees were trained in 2006-2007.

21. List all internal job-related training seminars or programmes in which your employees were trained in 2006-2007.

22. During the last 3 years, have any of your employees undertaken the role of lecturer in any training programmes or seminars organised by other institutions?

- no
- yes, occasionally
- yes, often

23. Does your archive provide online tutorials or other web-based learning materials for data professionals?

- no
- yes

24. Please give URL(s) for your web-based and online training materials (if any).

CESSDA PPP Survey

25. Do you expect that reaching and maintaining appropriate standards for digital archiving (e.g. OAI S compliance) and/or the implementation of new technologies in connection with the CESSDA PPP will require new skills to be developed beyond your existing training capacity?

- No need for additional training beyond current practices
- Available expert knowledge and training opportunities are good but require some improvement
- Available expert knowledge and training opportunities require significant improvement
- Improvements to available expert knowledge and training should have the highest priority

26. List up to 5 priority areas for external training opportunities needed by your organisation to reach and maintain appropriate standards of digital archiving and/or to implement new technologies in connection with the CESSDA PPP/

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

27. If offered by CESSDA, which of the following methods would you use for training and professional development of your employees?

	Preferred method	Would use	Would not use	Don't know
CESSDA training seminars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CESSDA summer school or special training camps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visiting programs in other CESSDA archives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff exchange programme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-line tutorials or learning guides	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual centre of competence (VCC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
More CESSDA expert workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. Do you have any other method of training or professional development you would like to propose for inclusion in the CESSDA training programme? If yes, please specify.

29. Please comment on conditions under which your organisation would be willing to host data professionals from other data archives to provide them with know-how concerning practices in your archive (for example, funding conditions, maximum numbers of visitors per year, time limit on length of visits).

5. Collection strategies and policies

We are interested in what data you hold in your collections and the mechanisms used to extend your collections.

* 30. What is the total number of datasets in your entire collection?

31. Please estimate the percentages of quantitative and qualitative data in your entire collection.

	75-100%	50-75%	25-50%	0-25%
Quantitative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Qualitative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mixed method	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other (please specify)

32. Which of the following types of material do you have in your collection?

- Microdata
- Macrodata
- Metadata (e.g. information about data which are not available from your own collection)
- All types

33. Which of the categories below best describes your collection(s)? (the list is extracted from the Topic classification catalogue for the CESSDA portal)

- Demography and Population
- Economics
- Education
- Health
- History
- Housing and Land Use Planning
- Information and Communication
- Labour and Employment
- Law, Crime and Legal Systems
- Natural Environment
- Politics
- Psychology
- Reference and Instructional Resources
- Science and Technology
- Social Stratification and Groupings
- Social Welfare Policy and Systems
- Society and Culture
- Trade, Industry and Markets
- Transport, Travel and Mobility

34. If your organisation does not have a written collection strategy or policy, please outline the main activities you employ to encourage data deposit?

- Bilateral co-operation
- Information campaigns
- Personal contacts/networking
- Links with data producing projects
- Data related conferences/workshops
- Training courses/Summer schools

Other (please specify)

CESSDA PPP Survey

35. Please rate the quality of your relationship with up to 4 types of depositor from the list below.

	Excellent	Good	Neither good nor poor	Poor	Very poor
Public sector organisations/National statistical institutes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public sector academic or research centres	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private sector academic or research centres	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Profit-making or private sector organisations or companies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
European organisations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
International organisations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non Governmental Organisations (NGOs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opinion polls institutes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultancies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. Please list the types of data that you would like to include in your collection but which are not currently deposited.

* 37. Does your organisation negotiate the details of data deposit licences directly with data depositors?

yes

no

6. Questions about deposit the Rights Management Framework - deposit licences

In this section we are asking for information about the conditions under which data are made available and the formal agreements that determine these.

38. Which of the following data deposit licences do you employ?

- Long-term/permanent
- Annual
- Fixed-term (e.g. dependent on project funding)
- Secure data centres
- Reciprocal agreements (e.g. CESSDA)
- Based on deposit regulations by the funding authority
- Other (please specify below)

Other (please specify)

39. Do you require exclusive data deposit?

Yes

No

If you answered yes, please provide details

40. Are there any circumstances in which you ask for copyright to be transferred to the Institution/organisation?

yes, please give details in the box below

no

Please explain the circumstances

CESSDA PPP Survey

41. In the table below, please check the type of licence that is most likely to be applied to each category of depositor

	Long-term/permanent	Annual	Fixed-term (e.g. dependent on project funding)	Secure data centres	Reciprocal agreement (e.g. CESSDA)	Requirement made by funding authority	Other
Public sector organisations/National statistical institutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public sector academic or research centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private sector academic or research centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profit-making or private sector organisations or companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
European organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non Governmental Organisations (NGOs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinion polls institutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

42. Do you apply either of the following special conditions to your collection for depositors?

	yes	no
Special access conditions	<input type="checkbox"/>	<input type="checkbox"/>
Special fees policy	<input type="checkbox"/>	<input type="checkbox"/>

43. Please describe your special depositor fees or access conditions.

7. Data ingest and deposit formats

This purpose of this section is to find out more about the similarities and differences of incoming data formats and preservation formats between archives.

44. What is the approximate proportion of incoming files that are not submitted in standard statistical formats (e.g. SAS, SPSS, NSD-Stat)?

45. Which of the following non-standard statistical formats are included in your data archive?

- Text files (e.g. Word, XML, SGML)
- Databases (e.g. MS-Access, Oracle, Filemaker, dBaseV)
- Spreadsheets, (e.g. Excel)
- Audio files
- Video files
- Image files (e.g. JPEG, TIFF)

Other (please specify)

46. What action(s) do you take to ensure the long-term preservation of these files?

- Store them in their original format
- Migrate them into one or more standard archival format(s)
- Otherwise convert them

Other (please specify)

47. What standard preservation formats do you employ?

48. If you do not have a written preservation policy, please outline the principles of your preservation policy.

49. Do you expect future changes to the data formats used in the social sciences.

- yes
- no
- don't know

CESSDA PPP Survey

50. Please indicate the changes in format that you anticipate and briefly state what plans you have to deal with these.

* 51. Does your organisation hold official data (data produced by or on behalf of your government by, e.g. your NSI).

In this and following sections, NSI means National Statistical Institute.

yes

no

8. Access to official (government) statistics

The following questions are intended to find out more about the relationships between CESSDA members and the official statistical systems of their home countries.

52. What are the sources of the governmental data that your organization currently distributes?

Please note that some of the categories in this list may not apply to your country.

- The National Statistical Institute (NSI)
- Ministries or government departments (please specify below)
- Central registries
- Other public sector agencies at national level (e.g. tax administration, social security or health-related, please specify)
- Public sector bodies at sub-national level (e.g. region or county or administrative area - please specify below)
- Other (not specified above)

Please use this box to provide additional detail requested above

53. Does your organization currently have a formal agreement with any of the following producers of government statistics?

Please note that some of the categories in this list may not apply to your country.

- The National Statistical Institute (NSI)
- Ministries or government departments (please specify below)
- Central registries
- Other public sector agencies at national level (e.g. tax administration, social security or health-related, please specify)
- Public sector bodies at sub-national level (e.g. region or county or administrative area - please specify below)
- None

Please use this box to provide additional detail requested for this question, if different from details in previous question

54. Do you pay fees to distribute data from your NSI?

yes (please estimate the annual cost below & summarise reasons for payment)

no

Estimated annual cost

55. Please list the types of official data that you currently hold in your collection (e.g. administrative data, survey data).

56. Does your archive provide any feedback to your NSI and/or other producer of government statistics about quality of data and documentation, availability, data formats, suggestions for further improvement of survey design, etc.?

yes

no

57. Does your organisation distribute official microdata?

- No
- Yes, anonymised, non-disclosive
- Yes, potentially (low-risk) disclosive
- Yes, confidential disclosive

58. Does your archive provide tools or other support (such as information guides) for statistical disclosure control and data anonymisation?

yes (please provide a link or other details in the box below)

no

Add details for any data disclosure tools or documents

59. Regarding your collection of official (government) data, what types of microdata files do you make available for dissemination?

- Public use files
- Research data files
- Extracts (subsets)
- Public tabulations
- Specific (bespoke) tabulations (prepared by your archive)
- Specific (bespoke) tabulations (for which the archive acts as an intermediary)
- Merged datasets
- Teaching files

Other (please specify)

9. Non-CESSDA mediated data access

In this section we request information about access to official data by the data producers and non-CESSDA organisations

CESSDA PPP Survey

60. For each organisation listed, please use the table below to indicate how their anonymised microdata are made available if they do not form part of your collection.

In this section, `Third party supplier` means an organisation that produces or distributes data on behalf of government (e.g. under a sub-contract).

	Official (government) website	Non-government distributor	Other arrangement	No direct access	Don't know
The National Statistical Institute (NSI)	j0	j0	j0	j0	j0
Ministries or government departments (please specify below)	j0	j0	j0	j0	j0
Central registries	j0	j0	j0	j0	j0
Other public sector agencies at national level (e.g. tax administration, social security or health-related, please specify)	j0	j0	j0	j0	j0
Public sector bodies at sub-national level (e.g. regional administrative area - please specify)	j0	j0	j0	j0	j0
Third party supplier	j0	j0	j0	j0	j0
Other, not listed above	j0	j0	j0	j0	j0

Please provide any additional information

61. At present, does your NSI and/or other producer(s) of government statistics provide direct access to any potentially disclosive and/or confidential disclosive microdata files?

	At site safe centres	Remote access facilities	Other	Temporary employment of user by producer	No direct access	Don't know
The National Statistical Institute (NSI)	jn	jn	jn	jn	jn	jn
Ministries or government departments (please specify below)	jn	jn	jn	jn	jn	jn
Central registries	jn	jn	jn	jn	jn	jn
Other public sector agencies at national level (e.g. tax administration, social security or health-related, please specify)	jn	jn	jn	jn	jn	jn
Public sector bodies at sub-national level (e.g. regional administrative area - please specify)	jn	jn	jn	jn	jn	jn
Third party supplier	jn	jn	jn	jn	jn	jn
Other, not listed above	jn	jn	jn	jn	jn	jn

Please provide any additional information

62. Does your archive currently offer any support for researchers who need to access data directly from your NSI and/or other producer(s) of government statistics?

- Yes, by authenticating researchers
- Yes, by helping researchers in data discovery
- Yes, by linking resources
- Yes, by providing information on existing direct access arrangements
- Yes, in other ways (please specify)
- Some services are in preparation (please provide details)
- No support

Please specify other types of support

63. Are you paid for any work indicated at the last question?

yes

no

If yes, please give details

64. How would you describe your current policy towards your NSI and other producer(s) of official data in your country?

- To prepare a first formal agreement with the NSI;
- To extend existing agreements to additional governmental data providers;
- To allow a wider category of users to access data;
- To enlarge the archive's governmental data holdings;
- To improve access conditions for end users;
- To improve conditions of access to confidential data
- For other purposes (please specify)
- No strategy

Please explain 'For other purposes'

10. This section is about User Access and End User Licences

We are interested in similarities and differences between access conditions in different countries. The information collected in this section will help to define these.

65. In the table below, please tick the conditions that apply to each type of user.

EEA = European Economic Area

	Student	Post graduate student	Researcher	Foreign researcher
No conditions apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliation to accredited organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliation to accredited educational establishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of research purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access restricted to certain datasets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researcher located in the EEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bilateral reciprocity agreement applies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International data exchange agreement applies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special agreement applies (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details of any special agreements

66. Are users who access data from your organisation required to sign a licence agreement?

yes

yes, for some datasets (give details below)

no

Details of those datasets for which a licence is required

67. For each of the 4 most important depositor categories identified at Question 34 (above), which of the following conditions apply to the relevant end user licence?

In this table, 'EU' = End user, 'inst rep' = institutional representative and 'Sr' = senior.

	Depositor 1	Depositor 2	Depositor 3	Depositor 4
Researcher/EU must sign licence	€	€	€	€
EU & Sr inst rep must sign licence	€	€	€	€
EU and supervisor must sign licence	€	€	€	€
EU, supervisor & Sr inst rep must sign licence	€	€	€	€
Data can only be used once	€	€	€	€
Data must be destroyed when research is complete	€	€	€	€
Research results must be submitted before publication	€	€	€	€
Researchers must provide copies of publications	€	€	€	€
Other (please specify)	€	€	€	€

Please list other conditions

68. If you charge users, please indicate how the charges are determined.

- Pre-specified by agreement with acknowledged universities & research institutions
- On a case-by-case basis
- Other criteria (specify below)

Please specify other criteria

69. If you do not have a written charging policy, please state what is done in practice, list any charges you make and explain how they are applied to data users.

CESSDA PPP Survey

70. Do any additional conditions apply to particularly sensitive data?

yes, please give details in the box below

no

Details of special conditions

71. For the following list of licence conditions, please indicate whether they are determined by internal archive policies, are imposed by data producers or are due to your country's legal and regulatory framework (including both the statistical law and the privacy protection law)?

	No conditions	Archive only	Data producer(s)	Regulatory framework
License model as a whole	€	€	€	€
Qualifications of the person or institution that signs licence agreements	€	€	€	€
Payment of fees to access data	€	€	€	€
Determination of total amount of fees	€	€	€	€
Requirement to use data only once	€	€	€	€
Requirement to destroy the data after use	€	€	€	€
Requirement to submit results before release	€	€	€	€
Requirement to provide copies of publications	€	€	€	€

Please provide details of regulatory framework

11. Thesaurus use

This section asks questions about familiarity with and use of thesauri for cataloguing. The information gathered will help CESSDA to make informed decisions about the future development of the ELSST thesaurus.

* 72. Do you use a thesaurus for indexing and/or searching your catalogue?

Yes for indexing and searching

Yes for indexing only

Yes for searching only

No

12. For organisations that do not use a thesaurus.

CESSDA PPP Survey

This section seeks further information from organisations that do not use thesauri.

* 73. Please confirm whether you do or do not use a thesaurus for indexing. If you do not, please specify the indexing method(s) you employ in the comment box below.

yes, we do use a thesaurus for indexing

no, we do not use a thesaurus for indexing

Please describe the indexing method(s) you apply

13. For organisations that use thesauri.

The following questions ask for detailed information about the thesaurus(i) that you use.

74. Do you index using specific DDI elements (e.g. <keyword>, <concept>, <topcClas>)?

Yes (specify details below)

No

Please specify DDI elements

75. Do you use any other documentation standard?

Yes (please specify below)

No

Please specify documentation standard used

76. Do you use any controlled vocabulary, other than a thesaurus for indexing? (e.g. authority list, subject headings)

Yes (Please specify below)

No

Please specify your controlled vocabulary here

77. Please list the names and sources (e.g. a url) for other thesauri you are aware of but DO NOT USE

Thesaurus 1	<input type="text"/>
Thesaurus 2	<input type="text"/>
Thesaurus 3	<input type="text"/>
Thesaurus 4	<input type="text"/>

78. Indicate whether the thesaurus(i) you use fully cover all your indexing needs, If it/they do not, please explain why.

79. State the name and url for the thesaurus(i) you use

Thesuarus 1	<input type="text"/>
Thesuarus 2	<input type="text"/>
Thesuarus 3	<input type="text"/>
Thesuarus 4	<input type="text"/>

80. You have indicated that you use a thesaurus for indexing. Do you use more than one thesaurus?

Yes

No

81. For each of the thesaurus(i) you use (identified at question 79), give the scientific discipline for which it was developed.

Thesuarus 1	<input type="text"/>
Thesuarus 2	<input type="text"/>
Thesuarus 3	<input type="text"/>
Thesuarus 4	<input type="text"/>

CESSDA PPP Survey

82. For each of the thesaurus(i) you use, say whether it is accessed electronically or in hard copy.

	yes	no
Thesuarus 1	<input type="checkbox"/>	<input type="checkbox"/>
Thesuarus 2	<input type="checkbox"/>	<input type="checkbox"/>
Thesuarus 3	<input type="checkbox"/>	<input type="checkbox"/>
Thesuarus 4	<input type="checkbox"/>	<input type="checkbox"/>

83. For each thesaurus that you access electronically, please complete the following table.

	Accessed on a local network	Accessed from web	Other means of access
Thesaurus 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesaurus 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesaurus 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesaurus 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain 'other means of access'

84. Which is the source (native) language of the thesaurus?

85. For each of the thesauri used, indicate whether it is translated into any other language(s), whether you index in these languages and state what the other languages are in the text box below.

	It is translated into other languages	We index in all languages offered	We have copyright in this thesaurus
Thesaurus 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesaurus 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesaurus 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesaurus 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

86. For the thesauri in which you have no copyright, please list the owner of the copyright.

Thesaurus 1	<input type="text"/>
Thesaurus 2	<input type="text"/>
Thesaurus 3	<input type="text"/>
Thesaurus 4	<input type="text"/>

* 87. Do you have a licence agreement for the thesaurus(i) that you use?

yes

no

CESSDA PPP Survey

88. Answer for each thesaurus that you use. Is the thesaurus developed according to ISO standards?

	yes	no	don't know
Thesaurus 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thesaurus 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thesaurus 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thesaurus 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

89. Do you know whether the thesaurus(i) you use can be mapped to any other thesaurus(i)?

If yes, please state the other thesaurus(i) in the text box below

yes

no

don't know

Thesaurus(i) to which it maps

90. For each of the thesaurus(i) you use, indicate if it is dynamic (i.e. it is updated) and whether your organisation is able to contribute new terms or amendments.

	It is dynamic	We are able to contribute to new terms & amendments
Thesaurus 1	<input type="radio"/>	<input type="radio"/>
Thesaurus 2	<input type="radio"/>	<input type="radio"/>
Thesaurus 3	<input type="radio"/>	<input type="radio"/>
Thesaurus 4	<input type="radio"/>	<input type="radio"/>

14. Cataloguing and DDI

This section will provide information for an investigation into the desirability of translating some key DDI fields of the existing CESSDA catalogue records into English and other options

* 91. Do you have study descriptions in the English language in your data catalogue? Exclude big international surveys like ISSP, ESS and Eurobarometers.

yes

no

15. Organisations that include study descriptions in English

This section is designed to elicit more information about the extent to which English has been adopted for study descriptions.

92. Briefly describe your policy for the kind of data for which you provide study descriptions in English (e.g. for important survey series, for all data, on request, only if depositors provide English descriptions)

93. Do you have study descriptions of the same datasets in your native language as well as in English?

yes

no

94. What percentage of the datasets in your collection have English study descriptions?

95. Would you consider it a good policy to use your resources for a 'minimum' study description for data published in the CESSDA portal?

yes

no

can't say (please specify why in the box below)

Other (please specify)

96. Which elements/fields would, in your opinion, define the minimum?

CESSDA PPP Survey

97. Do you also produce variable level information in English? If yes, please use the box below to describe your policy for deciding the kind of data for which you provide variable level information in English

yes

no

Description of policy for English language variable information

98. What percentage of the datasets in your collection have English variable level information?

16. Extension of number of languages in ELSST

This section is designed to gather information to inform decisions about the extension of the ELSST, the multilingual thesaurus used as a search tool in the CESSDA portal, to include additional languages. ELSST has already been translated from English into Danish, German, Spanish, French, Finnish, Greek, Norwegian and Swedish. Translating into a new language takes about 10 man months.

99. Would your organisation be willing to translate ELSST or arrange to oversee its translation into your national language during the next stage of the CESSDA EU project, if invited to do so? If yes, please specify your native language in the box below

yes

no

Native language

17. Organisations willing to contribute to the extension of ELSST

This section is designed to help CESSDA assess the resources that would be needed to meet development of ELSST.

100. Would your organisation be willing to contribute its own resources to the translation, to complement the resources that the EU may provide? If yes, please state the number of man months in the box below

yes

no

Number of man months we would contribute

CESSDA PPP Survey

101. Are there any other sources of income(excluding the EU) for which you could apply for funding for the translation? Please cite these in the box below if you consider the chances of getting funding are good

yes

no

List possible funding sources

18. Use of Nesstar Publisher

In this section we are interested in finding out about CESSDA members' use of the Nesstar Publisher

102. Does your organisation use the Nesstar Publisher for data descriptions?

yes

no

103. If your organisation does not use Nesstar Publisher for data descriptions, please say why.

104. If your organisation does use Nesstar Publisher for data descriptions, do you have any suggestions for improvement?

19. Survey Progress

You have almost reached the end of the survey.

If you intend to go back and add more answers or if you wish to review your questions before submitting, please note that you should NOT press the 'Done' button on the next page.

Doing so will submit your survey and you will be unable to retrieve it for further editing or checking.