

# Final Report

## Providing training and guiding for DSA/WDS reviewers

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Heiko Tjalsma  
[Heiko.tjalsma@dans.knaw.nl](mailto:Heiko.tjalsma@dans.knaw.nl)

### Executive Summary

The project was aimed at the implementation of common standards and procedures for **reviewing the self-assessments** for the CoreTrustSeal (CTS) certification through the development of training and guiding materials.

The CTS is a core certification standard for trustworthy digital repositories. This is a new certification which has become available from December 2016 and is based on an amalgamation and renewal of two certifications in the same field: the Data Seal of Approval (DSA) and the ICSU World Data System (WDS). The CTS is the result of an initiative taken by the RDA (formerly the Repository Audit and Certification DSA–WDS Partnership Working Group).

The main objective of this project was to create standardised guidance for reviewing the CTS self-assessments. Reviewing is an essential element in the CTS certification: the CTS self-assessments, submitted by the repositories to be certified, have to be evaluated by reviewers. The procedure is basically the same as in the past of the DSA and WDS seals. However, a training of the reviewers for DSA or WDS certification did not exist. A need was clearly felt both for training and guiding reviewers in both an uniform and a more professional way.

In the project this “Extended Guidance” for the reviewers has been formulated, both of a general and of a specific nature. This guidance has in the course of this project been tested, both in webinars as by sending in comments. Finally, this has led to a definite version of the extended guidance, available as a flyer and on the CTS-website.

### Objectives

The main objective of this project was to create standardised guidance for reviewing the CTS self-assessments. This would fulfil the need both for training and guiding

reviewers in both a uniform and a more professional way. This guidance would not only be helpful for reviewers, but also for staff preparing self-assessments for certification.

### Initial State

Before the start of this project there was hardly any training available for the reviewers for DSA or WDS certification; most reviewers gained experience in reviewing self-assessments by just doing it in practice. Missing were general guidelines related to questions as, for example, “how to assess missing documentation” or “how to handle confidential documentation”. Additionally, clear standards for evaluating specific requirements did not exist either.

### Project Outcomes

1. Reviewer guidelines for the assessment of the applications for the CTS-certification of repositories, both general and specific: the “Extended Guidance”
2. Two webinars to train the combined DSA-WDS reviewer community
3. A flyer containing the “Extended Guidance”
4. Publication of the “Extended Guidance” on the CTS-website

### Stages of the project:

1. Assessing experiences of self-assessments carried out in the past by DSA and WDS reviewers, both in the old DSA and WDS system as in the new one). Listing of recognised problems and possible solutions. First draft of Extended Guidance both on a general level and for each requirement.
2. Testing Extended Guidance in two webinars. Comments given by the DAS/WDS (CTS) Boards. Digesting these into an updated version of the Extended Guidance.
3. Communicating Extended Guidance by two training webinars. Final (small) adjustments to the Extended Guidance. Production of a flyer and publication of Extended Guidance and the latter webinars on the CTS website..

### Dissimination Activities / Publications

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#	Event	Date	Publication
1	Webinar Testing Extended Guidance	26 and 29 June 2017	Webinar on Guidance for DSA/WDS Reviews
2	Webinar Training Extended Guidance	5 and 7 September 2017	Webinar on Guidance for DSA/WDS Reviews
3	Launch publication Extended Guidance	November 2017	Core Trustworthy Repositories Extended Guidance
4	Publication of the		<a href="https://www.coretrustseal.org/wp-">https://www.coretrustseal.org/wp-</a>

"CoreTrustSeal Extended Guidance v1.0" and webinar September 2017 on the CTS website		<a href="content/uploads/2017/01/20171026-CTS-Extended-Guidance-v1.0.pdf">content/uploads/2017/01/20171026-CTS-Extended-Guidance-v1.0.pdf</a>
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## Summary & Conclusions

The project has run well on course, although a little bit slower than expected. All project aims were achieved. The formulation of the Extended Guidance has been accomplished in an open, thorough and studious way. Testing of the Extended Guidance by way of two webinars has proven to be extremely useful and productive. There were very valuable suggestions and remarks made by people experienced in reviewing the DSA or WDS certification.

It is hoped and expected that the Extended Guidance will be an indispensable enrichment of and addition to the already existing General Guidance and texts of the requirements themselves. It will be of use for the reviewers and all those preparing the CTS self-assessments.

## Annex I

More information: <https://www.coretrustseal.org/why-certification/requirements/>

