Work Plan: <Collection Name>

Template instructions

1. Only use a “Work Plan” to describe a non-legally binding and non-financial arrangement between parties. If any legalities or funding are attached to the work, then a contract must be entered into between UQ and the Party via the UQ Contracts team.
2. Create a new copy of this document and rename and save it appropriately
3. Enter the collection name at all instances of <Collection Name> and keep that text in ”red berry” colour to make it easy to identify in the document.
4. Follow the instructions in green and edit the document text– add, change or remove items as relevant to the collection and work plan.
5. Delete this highlighted section and the document Comments once the draft is complete.

**Between the Parties**: Language Data Commons of Australia (LDaCA)

**And**: <Collection Name> Data Steward

In this document, <Collection Name> Data Steward refers to <Role, Institution>.

The Data Steward is understood by LDaCA to have authority to make decisions regarding the <Collection Name> data [refer to Annex # for the role details].

The name or role of the Data Steward and contact information will be identified in the collection metadata and will appear on the LDaCA site/platform.

*Underlined terms are defined in Part 5 - Definitions.*

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# Part 1 - Preliminaries

1.1 This Work Plan (WP) sets out a framework and objectives for collaboration between the Parties.

1.2 The Parties do not intend this WP to be legally or financially binding, but a statement of goodwill that defines the exchange of information and services that each Party intends to provide for the purposes of mutually beneficial collaboration.

1.3 The <Collection Name> collection contains <#> data objects (<#> files) consisting of audio recordings from <#> speakers, and associated transcription files in these formats: <describe formats>.

*Note: Add an annex if the listing of Collection objects is extensive (e.g. listing by sub-collection) and indicate with “See Annex #”.*

# Part 2 - Objectives

2.1 To transform the <Collection Name> data to conform to widely used open standards, frameworks and methods as used by LDaCA in line with FAIR principles and long-term preservation considerations. (e.g. minimising the cost of future maintenance and reducing the risk that data will become unavailable).

2.2 To make the transformed data accessible in LDaCA with access conditions stipulated by the <Collection Name> Data Steward.

*Note: The following objectives can be included, modified or removed depending on the context of the Collection.*

* To create a digital version of the <Collection Name>.
* To provide a copy of the digitised collection to <Collection Name> Data Steward.
* To feed the digital version of <Collection Name> into <Repository Name> which will act as a repository and allow for further data enrichment.

## Success Criteria

*Note: Add, modify or remove items according to the context of the collection.*

**<Collection Name> Data Steward will provide:**

* Access to <Collection Name> parts and data objects consistent with the conditions specified in <Ethics Approval> (See Annex #).
* Guidance relating to <Collection Name> metadata, persistent identifiers, access conditions, and any other relevant information.

**LDaCA will provide:**

* Data packaging according to LDaCA standards.
* A copy of the transformed data and the code used to transform it (in the form of a git project or similar).
* Access to the digital collection via LDaCA for the life of the LDaCA project.
* Training in how to navigate and access data in LDaCA, if required.
* Data storage in accordance with the OCFL specification (<https://ocfl.io/>) for the life of the LDaCA project.

## Proposed Timeline

*Note: Include/exclude/add activities as appropriate.*

| **Activity** | **Estimate completion date** |
| --- | --- |
| Both Parties agree to the Work Plan |  |
| Data Steward provides LDaCA access to the collection data |  |
| LDaCA assess data readiness |  |
| Both Parties determine data governance issues e.g., access conditions, license/s, persistent identifiers |  |
| LDaCA complete data packaging e.g., metadata mapping, data transformation |  |
| LDaCA include <Collection Name> on the LDaCA platform |  |
| LDaCA provides training | If requested |

## Maintenance

Once success criteria have been met, the Parties agree to the following ongoing responsibilities:

*Note: Add, modify or remove items according to the context of the collection.*

**<Collection Name> Data Steward will:**

* Facilitate long-term storage of the data.
* Manage access requests through the LDaCA platform.
* Provide information about changes to the <Collection Name> collection.

**LDaCA will:**

* Maintain the platform infrastructure for the duration of the LDaCA project.
* Facilitate transition to alternative sustainable arrangements at the conclusion of the LDaCA project.

# Part 3 - Elements of Understanding

3.1 Data. LDaCA team members will have access to the <Collection Name> data under the terms of existing ethics clearances/community rights management protocols. The data will be used only for the purposes of the LDaCA project; all rights in the data remain with the current owners/custodians.

3.2 Intellectual property. For the purposes of this Work Plan, intellectual property is defined as creative works protected by law via patents, copyright and trademarks. Any tools developed will be made freely available as open access material using a Creative Commons license.

3.3 Publications deriving from this collection accessed via LDaCA must include the appropriate citation for the collection <Collection citation>, and a statement that the data was accessed via LDaCA with the citation:

Language Data Commons of Australia. 2023. *LDaCA data portal*. [A nationally funded partnership project by the Australian Research Data Commons, The University of Queensland, Australian National University, The University of Melbourne, The University of Sydney, Monash University, First Languages Australia and AARNet].<https://data.ldaca.edu.au/>

# Part 4 - Administrative Arrangements

4.1 Communication. Primary contacts are:

**LDaCA contact**: <Add contact name and email>

**<Collection Name> Data Steward contact**: <Add contact name and email>

Communication will primarily be informal, with formal reporting undertaken by LDaCA through its project reporting schedule set out by the Australian Research Data Commons (ARDC).

4.2 Change to the Work Plan. If during the course of this work changes to the collaboration are identified, the following process will be enacted:

* If both Parties agree that the changes are a minor adjustment of the current WP, details recorded in this WP can be updated to reflect those changes.
* If major changes are proposed by one or both Parties, this WP with its objectives will be reviewed and a new WP negotiated. This previous WP will then be revoked and a new WP will commence as agreed.

4.3 Disputes or grievances by either party will be sent in writing to **Director, HASS and Indigenous RDC, ARDC** at [contact@ardc.edu.au](mailto:contact@ardc.edu.au)

4.4 Notice of termination of this WP, which must be in writing, may be given to the other Party at any time.

Upon notification of termination of this WP, LDaCA will provide copies of any data that has been < transformed/digitised> to the <Collection Name> Data Steward.

# Part 5 - Definitions

| Data collection | A set of data collected under similar conditions and brought together in a shared framework. |
| --- | --- |
| Data governance | The policies and processes by which data is managed through its life cycle to ensure the quality, reliability, security, and sustainability of the data. |
| Data packaging | The application of widely used standards, for example, in terms of formats, metadata, and access conditions, to the collection data. |
| Data Steward | An individual or organisation with the authority to make decisions regarding the named data collection. In some cases, the Data Steward may also be the copyright owner. |
| FAIR Principles (Findable, Accessible, Interoperable, Reusable) | Four key principles addressing data management and stewardship, developed in 2016 with the aim of supporting the discovery and reuse of research data. |
| LDaCA platform | The online interface of the Language Data Commons of Australia where users can discover and access language collections. |
| Object | A single resource or a group of tightly related resources which records a communicative event; for example, a dialogue or session in a speech study, a work (document) in a written corpus. |
| Persistent identifier | A digital identifier that is permanently assigned and provides a long-lasting reference to an object or entity, e.g. DOI. |
| Tools | Code or software developed in order to support or enhance language data accessibility and use. |

# Part 6 - Agreement to the Work Plan

The Parties have confirmed their commitments to this WP as follows.

**Agreed on behalf of LDaCA:**

Name:

Date:

**Agreed on behalf of <Collection Name>:**

Name:

Date: