User Roles and Characteristics, QDDT v1.0

There are two main stakeholder groups for the QDDT.

Internal stakeholders: This covers people involved in the questionnaire development process for a particular survey. For the European Social Survey this includes:
- The questionnaire design team at ESS ERIC Headquarters who oversee the questionnaire development process. These users will have primary responsibility for documenting questionnaire development within the QDDT (2-3 people);
- Other members of the ESS Core Scientific Team who contribute to the questionnaire design process including the translation expert and researchers responsible for SQP coding (a further 4-5 people);
- Members of the external Questionnaire Design Teams appointed to develop the rotating modules in each round (4-5 people per module);
- ESS National Coordinators who oversee the implementation of the ESS in participating countries and who comment on the feasibility of fielding the questionnaire in different country contexts (25-30 NCs).

Internal stakeholders will require access to the QDDT at different stages in the questionnaire's development process in order to be able to add or edit content, to view content and to comment on content added by other users. Some internal stakeholders will be heavily involved in the survey questionnaire design process and be interacting regularly with the tool e.g. the questionnaire design team at ESS ERIC HQ. Other stakeholders may be relatively unfamiliar with the ESS questionnaire design process (e.g. members of the external questionnaire design team) or be involved in the questionnaire design process only intermittently (e.g. NCs). The QDDT should be able to meet the needs of both heavy and light users.

In order to effectively manage the questionnaire development process and minimise the risk of multiple users overwriting content or introducing errors and inconsistencies, (at least) two different types of internal user will be distinguished: those with editing rights (i.e. the ability to add/amend questionnaire content within the tool) and those with viewing/commenting rights only.

Access rights for internal stakeholders should be set on a per survey (agency) basis so that, for example, members of the ESS CST can view and comment on the development of the ESS but cannot do the same for other surveys e.g. ISSP which may be developed within the QDDT. Given that the ESS appoints different QDTs in each round some thought should also be given as to whether it is necessary to assign access rights on a per round (study) basis to avoid QDTs viewing internal material from previous rounds.[1]

External stakeholders: This covers people not directly involved in the production of a particular survey but who may nevertheless be interested in finding out more about the content of that survey and retrieving metadata on how and why specific question items were developed. This might include:
- Researchers using the survey for substantive analysis and interested in the conceptual background of the items being used in analysis;
- Researchers using the survey for methodological research and interested in the development and pre-testing of particular questionnaire items;
- Teachers and students of questionnaire design;
- Survey designers looking for existing questions to use or adapt for other surveys.

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[1] Unauthorised access to future rounds can be avoided by disabling QDDT access rights following completion of a given round.

Internal stakeholders should be able to choose what content from the QDDT to make available for external stakeholders. External stakeholders will be able to search for and view this content within the QDDT as well as to export/print the published content for use outside the tool.   External publication will take place once the development process for a particular study is completed. Once details of a study have been made available externally, it should no longer be possible to edit the content within the QDDT.

Suggested roles and access rights for the different user groups are summarised in the table below.

	Developer	Internal stakeholder			External stakeholder
Role	**Tool admin**	**Editor**	**Conceptual editor**	**Viewer**	**Guest**
e.g. stakeholder	**NSD**	**ESS ERIC HQ**	**QDT, CST,**	**NCs**	**ESS data users**
Roles					
Add users	✓	x	x	x	x
WRITE ACCESS					
Write elements: Modules, concepts (upload docs, add, edit, delete, version, publish)	✓	✓	✓	x	x
Write elements: Question items, categories, constructs, missing, domains (upload docs, add, edit, delete, version, publish)	✓	✓	x	x	x
Comment on developments within tool	✓	✓	✓	x	x
READ ACCESS					
View internally published elements and supporting documents for a given survey	✓	✓	✓	✓	x
Search all content for a given survey within QDDT	✓	✓	✓	✓	x
View externally published elements and supporting documents for all surveys	✓	✓	✓	✓	✓
Search all archived content within QDDT	✓	✓	✓	✓	✓
Export content from QDDT in human-readable format (PDF, other), as well as in a machine-actionable structured format (DDI-XML, DDI-RDF).	✓	✓	✓	✓	✓