Implementation of the Data Seal of Approval

The Data Seal of Approval board hereby confirms that the Trusted Digital repository University Information System RUSSIA complies with the guidelines version 2014-2017 set by the Data Seal of Approval Board.
The afore-mentioned repository has therefore acquired the Data Seal of Approval of 2013 on July 12, 2016.

The Trusted Digital repository is allowed to place an image of the Data Seal of Approval logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the Data Seal of Approval website.

Yours sincerely,

The Data Seal of Approval Board

Assessment Information

Guidelines Version: 2014-2017 | July 19, 2013
Guidelines Information Booklet: DSA-booklet_2014-2017.pdf
All Guidelines Documentation: Documentation

Repository: University Information System RUSSIA
Seal Acquiry Date: Jul. 12, 2016

For the latest version of the awarded DSA   http://assessment.datasealofapproval.org/seals/
for this repository please visit our website:

Previously Acquired Seals: None

This repository is owned by: **Moscow State University Research Computing Center / Economic Faculty**

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Assessment

0. Repository Context

Applicant Entry

Self-assessment statement:

The University Information System RUSSIA (UIS RUSSIA) is a mutual project of Research Computing Center and Economic Faculty at Lomonosov Moscow State University. It is in operation since 2000 [1].

The mission of the UIS RUSSIA is to compose and maintain a collective electronic library to promote and facilitate teaching and research in economic and social sciences to meet the growing interest and challenges of the Russian educational and research community. The UIS RUSSIA as a repository acquires, ingests and archives data and analytical documents necessary for teaching and social investigations, provides value-added research-assisting service [2].

The UIS RUSSIA only archives public domain data and documents obtained legally from a holder/provider/owner under an Agreement of Cooperation or Letter of Permission, who thus gives a copyright permission, allows to disseminate the stuff to registered users and admits that the data/full text documents are free from any legal or ethical issues that might limit the sharing. Data and documents are mostly downloaded from a holder/provider/owner' official site. One holder - Sociological Journal – emails each new issue six month after a printed version is released. Full list of holdings and producers [3].

No data/documents collections are deposited by individual users/institutions.

Since 2003 the UIS RUSSIA's main aim is to compose and develop an infrastructure for educational courses in statistics and methods of analysis. Today profound knowledge of statistical data and ability to implement advanced modern methods of applied analysis are expected from successful university graduates and are in high demand among new specialists, particularly in economics, public administration and related areas. The knowledge of statistics and methods of data investigation is a demand of new educational standards adopted by RF Ministry of Education. The UIS RUSSIA content meets the challenge.

All educational and research institutions, public libraries all over RF have equal and free access to the UIS RUSSIA. User registration nevertheless is required. Currently over three hundred universities, graduate schools, colleges and other higher education institutions, public libraries from all over RF are registered as collective users. They have full unlimited access over the Internet and these subscriptions can be shared within organizations [4]. More than two thousand educators from universities and schools, specialists from various research institutions, Russian Academy of Sciences, employees of government agencies and elected officials from local administrations

have also subscribed as individual users.

The UIS RUSSIA resources are available and can be used only and exclusively for educational and research purposes!

The UIS RUSSIA project is not a legal entity on its own. It is maintained and the staff is funded by two Lomonosov Moscow State University structures - Research Computing Center Information Systems for Mathematics Laboratory [5] and Economic Faculty Information and Analytical Tools Laboratory especially set up to maintain and develop the UIS RUSSIA for educational programs in 2009 [6]. Extra sources of finances are grants from the RF and foreign funds. Since 2000 the project was supported by 12 grants from the Russian Basic Research Fund and the Russian Fund for Human Research and by 5 grants from the MacArthur Foundation (USA), 4 grants from Ford Foundation (USA) and 2 grants from Eurasia Foundation (USA).

Links to supporting documentation:

1.   UIS RUSSIA Main page http://uisrussia.msu.ru/db2007/ru/eng.html

2.   UIS RUSSIA Status. Mission http://uisrussia.msu.ru/db2007/ru/status_en.html#mission

3.   UIS RUSSIA Status. Full list of sources and producers http://uisrussia.msu.ru/db2007/ru/status_en.html#sources

4.   List of institutions subscribed as collective users http://uisrussia.msu.ru/db2007/service/organizations.htm

5.   Lomonosov Moscow State University Research Computing Center Information Systems for Mathematics Laboratory http://www.rcc.msu.ru/nivc/index_engl.htm

6. Lomonosov Moscow State University Economic Faculty Information and Analytical Tools Laboratory http://www.econ.msu.ru/departments/macro/LabInfAR/

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

1. The data producer deposits the data in a data repository with sufficient information for others to assess the quality of the data, and compliance with disciplinary and ethical norms.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA as a repository is responsible for regular downloading of statistical data and collections of analytical publications from a producer/holder/owner official site.

Currentlythe UIS RUSSAI does not deal with either submissions or data depositions made by an individual researcher or a institution.

For the UIS RUSSIA a producer (holder/owner) is a legal entity that produces, publishes with regular update a collection of data or documents. A producer/holder/owner/publisher is responsible for the quality of the data and documents, and compliance with disciplinary and ethical norms. Full list of sources and names of producers are available [1]

A producer/holder/owner of statistical data is the RF Federal State Statistics Service (Rosstat). The Letter of permission was signed by the Rosstat Director in 2000, it states that the UIS RUSSIA team are allowed (login and password were given) to access the Rosstat internal system, download data, ingest it for updating the UIS RUSSIA databases and provide access to registed universities and individual users for educational and research purposes [2]. Since 2012 data is downloaded from the Rosstat official site [3].

The Rosstat mostly publishes data as annual thematic yearbooks. Available at the site are electronic versions of printed versions of yearbooks [4]. Methodology reports are also available at the site [5].

The Rosstat publishes the data in accordance with the Special Data Dissemination Standard of the International Monetary Fund [6]. Among the documents that determine the evidence/confirmation that data collection or creation was carried out in accordance with legal and ethical criteria are a)RF Federal Law On Official Statistical Accounting and State Statistics System in the Russian Federation [7], b) Statute of the Federal State Statistics

Service [8], c) UN General Assembly resolution 64/267 on World Statistics Day [9], and Economic and Social Council resolutions 2005/13 on the 2010 World Population and Housing Census Programme, 2006/6 on strengthening statistical capacity and 2013/21 on the Fundamental Principles of Official Statistics [10].

Links to supporting documentation:

1. UIS RUSSIA Status. Full list of sources and producers
http://uisrussia.msu.ru/db2007/ru/status_en.html#sources

2. Letter of permission signed by the Federal State Statistics Service (Rosstat) Director (ref.1)

3. Rosstat official site (http://www.gks.ru/wps/wcm/connect/rosstat_main/rosstat/en/main/)

4. Federal State Statistics Service (Rosstat) official site
http://www.gks.ru/wps/wcm/connect/rosstat_main/rosstat/ru/statistics/publications/plan/

5. Federal State Statistics Service (Rosstat) official site. Methodology reports.
http://www.gks.ru/bgd/free/B99_10/IssWWW.exe/Stg/d020/i020000r.htm

6. Special Data Dissemination Standard of the International Monetary Fund
http://www.gks.ru/wps/wcm/connect/rosstat_main/rosstat/en/sdds/

7. RF Federal Law On Official Statistical Accounting and State Statistics System in the Russian Federation
http://www.gks.ru/wps/wcm/connect/rosstat_main/rosstat/en/main/

8. Statute of the Federal State Statistics Service
http://www.gks.ru/free_doc/new_site/rosstat/reglament_FSGS.pdf, in English
http://www.gks.ru/ENG/ABOUT/provis10.doc

9.   UN General Assembly resolution 64/267 on World Statistics Day http://unstats.un.org/unsd/default.htm ,

10. Economic and Social Council resolutions 2005/13 on the 2010 World Population and Housing Census Programme, 2006/6 on strengthening statistical capacity and 2013/21 on the Fundamental Principles of Official Statistics http://www.gks.ru/free_doc/new_site/m-sotrudn/eng_site/fund.pdf

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

2. The data producer provides the data in formats recommended by the data repository.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

Since the data and documents are downloaded from producers' official sites the formats are processed as they are. Received submission information packages (SIP) processing is described at [1,2,3], data life cycle described in [4]. Analytical publications are irreversibly converted to HTML format while being harvested for metadata and indexed in search engine, but they are stored "as is" in archival information packages (AIP), with all the original references preserved [5]. Due to the nature of processed data, probability of information loss or corruption is reduced to minimal, since the most important part is already in plain text.

Note should be given to the Portable Document Format (PDF, ISO 32000). It has an emphasis on presenting data and lacks structure, thus greatly reducing performance of data harvesting and making format conversion unpredictable. We generally avoid it.

Since we have to adapt constantly to whatever changes a data provider is making to his data (thus changing SIP structure), we are unlikely to fully comply with this statement in the near future.

If there is a problem with obtained data due to unsupported file format or simply corrupted files then it is the responsibility of our archive manager to contact data producer for clarifications.

Links to supporting documentation:

1.   UIS RUSSIA Status. Data and documents processing procedure. Yearbooks.
http://uisrussia.msu.ru/db2007/ru/status_en.html#yearbooks

2.   UIS RUSSIA Social and Economic Statistics Module http://uisrussia.msu.ru/stat/

3. UIS RUSSIA Status. Data and documents processing procedure. Databases
http://uisrussia.msu.ru/db2007/ru/status_en.html#databases

4. UIS RUSSIA Data Management. http://uisrussia.msu.ru/db2007/ru/dp_en.html

5. Data and documents processing procedure. Analytical publications
http://uisrussia.msu.ru/db2007/ru/status_en.html#analytics

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

3. The data producer provides the data together with the metadata requested by the data repository.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

We have to harvest the metadata by ourselves. Full list of calculated metadata fields can be found in [1].There is a minimum mandatory list of fields, namely data producer, title, author, date and reference. Metadata harvesting is automated for most data providers, and SIP is ignored if it lacks the mandatory metadata. Special cases are handled by our archive manager and data producers are contacted if needed.

After all of the required metadata had been harvested the SIP and the AIP are supplied with their respective unique identifiers (either as a database ID or a filesystem path) the digital objects are archived.

If any need would arise for some additional metadata we can reharvest all of the original SIPs for it, rebuilding our metadata repository from a scratch.

List of supporting documents:

1. UIS RUSSIA Status. Data processing chart. http://uisrussia.msu.ru/db2007/ru/dp_en.html#metadata

2. UIS RUSSIA Status. Data and documents processing procedure. Databases
http://uisrussia.msu.ru/db2007/ru/status_en.html#databases

3. Data and documents processing procedure. Analytical publications
http://uisrussia.msu.ru/db2007/ru/status_en.html#analytics

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

4. The data repository has an explicit mission in the area of digital archiving and promulgates it.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA has been initiated in late 90's by a group of MSU professors and researchers as a collective electronic library for the Russian Federation university community aimed at long term digital preservation and archiving of data and documents needed for full scale social research and teaching. The Lomonosov Moscow State University Rector by his order in 1999 supported the mission to create and develop a collective electronic library for the university community [1].

The UIS RUSSIA is not a legal entity on its own. Since 2000 it is maintained and funded by two MSU structures – Research Computing Center Laboratory of Information Systems for Mathematical Sciences [2] and Economic Faculty Laboratory of Information and Analysis [3]. The latter has been especially set up in 2009 to maintain and develop the UIS RUSSIA for educational and research purposes. The UIS RUSSIA technological development is a planned work of [2] and maintenance and promulgation is a planned work of [3] Promulgation is done by regularly presenting the UIS RUSSIA to professors, researchers, educational institutions' administrators and students and by the articles published in university journals.

By supporting the UIS RUSSIA since 2000 the MSU administration has been proving its responsibility for electronic data long term preservation needed for teaching and full scale research in social sciences. Adoption of new educational standards in social sciences enlarges the educational and social demand and facilitates the MSU responsibility as a leading higher education institution in economics and social sciences. The MSU is a coordinator of RF inter-university community, if there is a threat of the MSU no longer able to fund or accommodate the UIS RUSSIA, the solution will be suggested by a collective inter-university decision. There is no similar resource in RF, the Russian educational and research community exploits the resources actively and is interested in the UIS RUSSIA maintenance and further development [4].

Links to supporting documentation:

1.   Lomonosov Moscow State University Rector's letter of approval scan (ref. 1)

2.   Lomonosov Moscow State University Research Computing Center Information Systems for Mathematics Laboratory http://www.rcc.msu.ru/nivc/index_engl.htm

3.   Lomonosov Moscow State University Economic Faculty Information and Analytical Tools Laboratory http://www.econ.msu.ru/departments/macro/LabInfAR/

4.   List of educational institutions subscribed as a collective user
http://uisrussia.msu.ru/db2007/service/organizations.htm

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

5. The data repository uses due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Given the significance of statistics for social research and education the first UIS RUSSIA producer was and is the Federal State Statistics Service (Rosstat) . In 2000 due to importance of the Rosstat as the only statistic data owner in RF and the data then being not disseminated for free but on commercial basis, the MSU Prorector signed a letter to the Rosstat Director. The letter informed about the MSU initiative to create a collective electronic library for research and education in social sciences, stressed an importance of high quality statistical data and asked for free access to the Rosstat data for ingest and databases implementation and for providing access to the databases to registered users for teaching and investigations. The Rosstat agreed and login and password were provided for the UIS RUSSIA team to access and download the data from Rosstat internal information system (then closed for outside users) [1]. Since 2012 the Rosstat provides the data at official site and the updates are downloaded for ingest and databases update [2]. Standard/template/model contract(s) are used with analytical documents producers [3,4].

The UIS RUSSIA does not keep the assets with personal data that needs to be done anonymous.

Access to the UIS RUSSIA is free but registration-based. Conditions and terms of use are published at the UIS RUSSIA site [5] . We use standard procedure and a contract with data consumers. Rector/director, chief of every educational or research institution, public library applies to MSU RCC Director with an official letter asking to register as a collective user. He/she states that the institution accepts the conditions and agrees to follow the demand to exploit the UIS RUSSIA resources only for education and research, names the person to act as an Official representative is responsible for local work organization [6]. Given that the data and documents are provided by a holder for free and permitted to be used only for educational and research purposes an individual user affiliation to a research or educational, or a public library staff is to be proved - each individual user fills in a registration form [7]. By sending it a user confirms readiness to follow the terms of the UIS RUSSIA and exploit the resources only for education and research. Conditions and terms of use specify that data may not be redistributed and that users must not disclose the identities of research participants. The Conditions and terms of use include the information on penalties for noncompliance.

Since 2000 there was not a single case of the UIS RUSSIA conditions to access were not complied with.

The repository ensures knowledge of and compliance with national and international laws. As a first step to access the resources a user confirms his/her compliance with the Codes of Conduct adopted for higher education and research, composed upon the UNESCO recommendation concerning information access and dissemination [8]

The UIS RUSSIA status determines the scope of a user's personal information – the surname, first name and patronymic, position, affiliation, email. Each user provides for the data voluntary either directly or via his institution Official representative and gives permission to check the data by the UIS RUSSIA manager. The UIS RUSSIA team also collects information when a user access a collection, makes queries and does query refinements, or exploit services (on line analysis or visualization) or search tools.

According to the Federal Law of 27 July 2006 N 152-FZ ON PERSONAL DATA [9] all the collected personal data about users is a special category data and will not be disseminated or published or provided for third parties except as otherwise established by federal laws.

The data is collected for in-house research and analysis. This helps us to: a)manage a user registration level (DEFAUL or FREE), b)improve our understanding of users' needs, c)determine the most demanded collections, services and search instruments, d) support the UIS RUSSIA strategic development, e) compare collective users activity.

All results of any research and analysis is an aggregated information and do not reveal any personal details of individual users.

An institution Official representative agrees that his/her surname, name, patronymic, affiliation to be published in a list of collective users at UIS RUSSIA site. [10]

Links to supporting documentation:

1. Letter from the Rosstat Director (ref.2)

2. Rosstat official site www.gks.ru

3. Contract with the RF Accounting Chamber (ref.5)

4. Contract with the Kommersant Publishing House (ref.6)

5. UIS RUSSIA Status. Conditions and terms of use http://uisrussia.msu.ru/db2007/ru/status_en.html#terms

6. Official Letter from the Amur State University Rector (ref.3)

7. An individual user registration form (ref.4)

8. UNESCO recommendation concerning information access and dissemination
http://www.budgetrf.ru/db2007/ru/yunesko.html

9. Federal Law of 27 July 2006 N 152-FZ ON PERSONAL DATA http://pd.rkn.gov.ru/authority/p146/p164/

10. List of Official representatives of the educational institution subscribed as a collective user
http://uisrussia.msu.ru/db2007/service/organizations.htm

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

6. The data repository applies documented processes and procedures for managing data storage.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Data storage is managed by our own IT staff. The data is stored on RAID (0+1) configured hard disks, with complete backups made on monthly basis, and intermediate backups made whenever an update to stored data is made. Regular semi-automatic data checkups are conducted to verify its consistency. Monthly backups are stored in two different locations for at least a year.

Our hardware is located in a dedicated server room (colocation). We expect hard drives (HD) to be most unreliable in terms of hardware failure probability and have a policy to fully replace HD array every 3 years or whenever a single drive fails.

The complete backup is a set of virtual machines configured to interact independently of each other to ensure maximum flexibility in a process of a refreshment or replication if such a need would arise.

Since we have full control on how and when we process AIPs, and SIP processing is done independently from both AIP processing and data storage, our main concerns with risk management are related to AIP uploading. These risks are fully handled by monthly backups.

Other risks are related to web site management. They have limited impact on data storage since they only affect data availability in short term period and cannot result in full data loss.

Links to supporting documentation:

[1] UIS RUSSIA Status. Technical architecture http://uisrussia.msu.ru/db2007/ru/status_en.html#arch

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

7. The data repository has a plan for long-term preservation of its digital assets.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

The nature of the stored assets allows us to "fall back" to storing plain ASCII texts in case of analytical publications. This simplifies any actions needed in a case of potential migration. Databases part of the archive is a more complicated case. But it can be split into the main part – the sources of all database entities – and the databases themselves. Sources are kept as HTML files with reduced tag set (it includes only minimal enough set to preserve tables and references), and, in case of migration, they can be re-harvested to refill databases in whatever form they would exist in the future.

As a long term data preservation plan the UIS RUSSIA team reserves the right to transfer all data to an appropriate repository or archive should the MSU infrastructure close down or be superseded. The decision will be made by the UIS RUSSIA Scientific Council in cooperation with the MSU Research Computing Center and the Economic Faculty directorship.

Links to supporting documentation:

1. UIS RUSSIA Mission. Long-term data preservation plan
http://uisrussia.msu.ru/db2007/ru/status_en.html#preservation

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

8. Archiving takes place according to explicit work flows across the data life cycle.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA workflows are described in Data management chart and a set of instructions that cover workflows. Data providers are harvested for SIPs which are then converted to AIPs. Depending on the data provider AIP can be formed automatically, manually or as a combination of both. As shown in [1], database SIPs and analytical publications SIPs follow two different routes before they become an AIP.

In fact, a database SIP results in two AIPs – one is digested into set of data vectors by parsing tabular data, the other contains unmodified documents alongside with ones converted to HTML format and metadata. Data vectors are then uploaded to database, coupled with metadata, thereby forming a complex archive package. The other AIP is archived with a permanent link. Users browsing the database can follow links presented there to the source of information stored in a database entry.

Due to the nature of the information provided in analytical publication SIP it undergoes only minimal transformation before being stored in UIS RUSSIA. The main steps are metadata extraction and format conversion. As it already was mentioned in 2 data corruption risk is marginal. The process of uploading an AIP into UIS RUSSIA includes indexing of its content for the purposes of searching, database integration and context analysis.

The UIS RUSSIA has procedural documentation for archiving data – complex of instructions that cover workflows [2, in Russian].

All the decisions concerning the UIS RUSSIA development, transformation and new additions (selection, retrospective coverage, etc.) are presented by the UIS RUSSIA team and made by the Scientific Council and depend on funding available.

List of supporting documentation:

1. Data management chart - http://uisrussia.msu.ru/db2007/ru/dp_en.html

2. Set of instructions that cover workflows - http://uisrussia.msu.ru/instr.xhtml

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

9. The data repository assumes responsibility from the data producers for access and availability of the digital objects.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA main producer – Rosstat in 2000 has granted the UIS RUSSIA's   team an access to its internal information system and permission to download the data, ingest, manage and provide access to registered users [ref.1] Analytical publications collections are downloaded from a producer's official site. A producer has no special (regarding the UIS RUSSIA) responsibilities in addition to basic general responsibilities – to ensure the quality of the documents, and compliance with disciplinary and ethical norms. The UIS RUSSIA Conditions and terms of use specify access to the resources rules [2].

The UIS RUSSIA has standard contracts (Agreements on Cooperation) with analytical documents producers [3,4]

The UIS RUSSIA Long term data preservation plan [5] and Crisis management plan [6] outline the scope of actions undertaken to preserve the data and documents granted by the producers and to ensure users' access without interruption.

List of supporting documentation:

1. Letter of permission from the Rosstat Director (ref.2)

2. UIS RUSSIA Status. Conditions and Terms of use http://uisrussia.msu.ru/db2007/ru/status_en.html#terms

3. Agreements on Cooperation with the RF Accounting Chamber (ref.5)

4. Agreements on Cooperation with the Kommersant Publishing House (ref.6)

5. UIS RUSSIA Status. Long term preservation plan
http://uisrussia.msu.ru/db2007/ru/status_en.html#preservation

6. UIS RUSSIA Status. Crisis management plan http://uisrussia.msu.ru/db2007/ru/status_en.html#crisis

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Data consumers are outside the scope of this Guideline. Therefore evidence [2] is not relevant in this context.

10. The data repository enables the users to discover and use the data and refer to them in a persistent way.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

The UIS RUSSIA designated community is university professors and researchers. Research-assisting services are implemented to meet community challenges [1]. In addition to traditional tools developed search facilities are available a)statistical indicators-based system of subject headings, b)«public administration» domain ontology [2] The dissemination information package (DIP) can be delivered in several forms: a) XLS or CSV table with queried set of data; b) original ROSSTAT tables converted to HTML format; c) original ROSSTAT tables "as is" (from AIP) and d) original file in data supplier format.

We are currently unable to provide any kind of permanent link for tabular data since information there is stored as a set of multidimensional vectors, counting up to 10+ millions of entries. Giving a link to just one entry is usually meaningless. Typical user selected set of vectors contains 100+ entries and this amount easily surpasses URL size limit.

Work is being done on implementing a DOI-like reference system since not all of the processed SIPs do have a DOI or any sort of a unique identifier supplied by the data producer.

There is no support for OAI-PHM harvesting at this moment. Deep searching is currently only possible for Rosstat statistical publication published in section [3].

List of supporting documentation:

1. UIS RUSSIA Value-added research assistig services http://uisrussia.msu.ru/db2007/ru/status_en.html#services

2. UIS RUSSIA search instruments http://uisrussia.msu.ru/search/

3. Rosstat statistical publication http://uisrussia.msu.ru/stat/

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

11. The data repository ensures the integrity of the digital objects and the metadata.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

To ensure integrity of data we store it either in a database, which has it own data-independent integrity checks, or on a journaled filesystem (EXT3). Integrity of data and metadata is not monitored explicitly since metadata in our case is usually an integral part of data and has to be harvested from it. If a discrepancy is found or reported we can always reharvest metadata from AIP.

The UIS RUSSIA project developed software and administrative procedures provide for making changes in obtained documents and data – to change metadata and system info, a certain document may be deleted or replaced for a new one. Each case entails re-indexing of a whole collection and a new list of content composition. The manipulations with the data are done exploiting the MongoCHEF software, available for free for research and education [1].

The software to provide for the repository to deal with multiple versions of the data is under construction.

[1] http://uisrussia.msu.ru/db2007/ru/dp_en.html#storage

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

12. The data repository ensures the authenticity of the digital objects and the metadata.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA obtains data and documents from legal producers, they determine strategy for changes. [1] The UIS RUSSIA IT personnel adopt the software to process new formats.

To insure the authenticity of the data for the databases, the data is only requested from the original official source - Rosstat. Links to an original Rosstat yearbook is specified. As for analytical publications exact links to holders are always specified.

Metadata to an analytical publications' document is available and compliments each document retrived.

While the providers still exist as legal entities they keep the responsibility for authenticity. If an analytical publications collection provider ceases to exist the collection is announces as an archive. There are several archived collections available at the UIS RUSSIA site[2].

List of supporting documentation:

1. UIS RUSSIA Status. Full list of sources and producers
http://uisrussia.msu.ru/db2007/ru/status_en.html#sources

2. UIS RUSSIA Status. Fist of collections including Archives http://uisrussia.msu.ru/search/#/colls

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

13. The technical infrastructure explicitly supports the tasks and functions described in internationally accepted archival standards like OAIS.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

The UIS RUSSIA Conditions and terms of use include the provision that references are obligatory. We use the stanrd recommended by the RF National standard for references. The examples for all types of data and documents are available [1].

We are aware of the OAIS standard, and, due to the nature of UIS RUSSIA activity, we mostly follow procedures described there, albeit we do not name them in the same way. We have distinct procedures for SIP management (Ingest), AIP management (Archive), Data Access and Data Search. Nevertheless, work is being done to refactor all our internal structures to comply with the OAIS standard [2]

A plan for infrastructure development is part of the UIS RUSSIA long term development strategy, the implementation is determined by funding available.

List of supporting documentation:

1.UIS RUSSIA Status. Conditions and terms of use http://uisrussia.msu.ru/db2007/ru/references.html

2. UIS RUSSIA Status. Data Management Process http://uisrussia.msu.ru/db2007/ru/dp_en.html

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

14. The data consumer complies with access regulations set by the data repository.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA only maintains open data, no restricted-use (confidential) data, no assets containing sensitive data that could identify individual persons and must be done anonymous.

As a first step to access the UIS RUSSIA a user confirms his/her compliance with the Codes of Conduct adopted for higher education and research, composed upon the UNESCO recommendation concerning information access and dissemination [1] A registered user confirms once upon access, IP-address (collective) users confirm upon each session.

To access to the UIS RUSSIA a Head of an education or research institution sends an official letter applying for the UIS RUSSIA collective access. He/she confirms an institution's readiness to follow the terms of the UIS RUSSIA and exploit the resources only for education and research. He/she nominates an institution's Official Representative responsible for work with the UIS RUSSIA administrating and users' compliance with the rules (2).

Since 2000 there was not a single case of the conditions were not complied with.

As for user' personnel data, the UIS RUSSIA status determines the scope of a user's personal information – the surname, first name and patronymic, position, affiliation, email. Each user provides for the data voluntary either directly or via his institution Official representative and gives permission to check the data by the UIS RUSSIA manager. The UIS RUSSIA team also collects information when a user access a collection, makes queries and does query refinements, or exploit services (on line analysis or visualization) or search tools [3].

According to the Federal Law of 27 July 2006 N 152-FZ ON PERSONAL DATA all the collected personal data about users is a special category data and will not be disseminated or published or provided for third parties except as otherwise established by federal laws. [4]

The UIS RUSSIA Conditions and terms of use include a provision that references are obligatory. The examples of references are available at the UIS RUSSIA site [5]

The UIS RUSSIA only maintains open data and documents, no confidential stuff.

List of supporting documentation:

1.　UNESCO recommendation concerning information access and dissemination
http://www.budgetrf.ru/db2007/ru/yunesko.html

2.　Amur State University Rector's official letter applying for the UIS RUSSIA collective access (ref.3)

3.　UIS RUSSIA Status. Privacy policy http://uisrussia.msu.ru/db2007/ru/status_en.html#privacy

4.　Federal Law of 27 July 2006 N 152-FZ ON PERSONAL DATA
http://www.consultant.ru/document/cons_doc_LAW_61801/

5.　UIS RUSSIA Status. Conditions and terms of use. References
http://uisrussia.msu.ru/db2007/ru/status_en.html#terms

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

The English version of reference 1 is probably http://en.unesco.org/themes/access-information, see Guideline 16.

15. The data consumer conforms to and agrees with any codes of conduct that are generally accepted in the relevant sector for the exchange and proper use of knowledge and information.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA only maintains open data, no restricted-use (confidential) data, no assets containing sensitive data that could identify individual persons and must be done anonymous.

As a first step to access the UIS RUSSIA a user confirms his/her compliance with the Codes of Conduct adopted for higher education and research, composed upon the UNESCO recommendation concerning information access and dissemination [1] A registered user confirms once upon access, IP-address (collective) users confirm upon each session.

To access to the UIS RUSSIA a Head of an education or research institution sends an official letter applying for the UIS RUSSIA collective access. He/she confirms an institution's readiness to follow the terms of the UIS RUSSIA and exploit the resources only for education and research. He/she nominates an institution's Official Representative responsible for work with the UIS RUSSIA administrating and users' compliance with the rules (2).

Since 2000 there was not a single case of the conditions were not complied with.

As for user' personnel data, the UIS RUSSIA status determines the scope of a user's personal information – the surname, first name and patronymic, position, affiliation, email. Each user provides for the data voluntary either directly or via his institution Official representative and gives permission to check the data by the UIS RUSSIA manager. The UIS RUSSIA team also collects information when a user access a collection, makes queries and does query refinements, or exploit services (on line analysis or visualization) or search tools [3].

According to the Federal Law of 27 July 2006 N 152-FZ ON PERSONAL DATA all the collected personal data about users is a special category data and will not be disseminated or published or provided for third parties except

as otherwise established by federal laws. [4]

The UIS RUSSIA Conditions and terms of use include a provision that references are obligatory. The examples of references are available at the UIS RUSSIA site [5]

The UIS RUSSIA only maintains open data and documents, no confidential stuff.

List of supporting documentation:

1.   UNESCO recommendation concerning information access and dissemination
http://www.budgetrf.ru/db2007/ru/yunesko.html

2.   Amur State University Rector's official letter applying for the UIS RUSSIA collective access (ref.3)

3.   UIS RUSSIA Status. Privacy policy http://uisrussia.msu.ru/db2007/ru/status_en.html#privacy

4.   Federal Law of 27 July 2006 N 152-FZ ON PERSONAL DATA
http://www.consultant.ru/document/cons_doc_LAW_61801/

5.   UIS RUSSIA Status. Conditions and terms of use. References
http://uisrussia.msu.ru/db2007/ru/status_en.html#terms

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

The English version of reference 1 is probably http://en.unesco.org/themes/access-information, see Guideline 16.

16. The data consumer respects the applicable licences of the data repository regarding the use of the data.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The UIS RUSSIA Conditions and terms of use include the provision to respect the applicable licenses [1].

To access to the UIS RUSSIA a Head of an education or research institution sends an official letter applying for the UIS RUSSIA collective access. He/she confirms an institution's readiness to follow the terms of the UIS RUSSIA and exploit the resources only for education and research. He/she nominates an institution's Official representative responsible for work with the UIS RUSSIA local administration and users' compliance with the rules. [2]

Each individual user fills in a registration form. By sending it a user confirms readiness to follow the terms of the UIS RUSSIA and exploit the UIS RUSSIA resources only for education and research. The repository ensures knowledge of and compliance with national and international laws - as a first step to access the resources a user confirms his/her compliance with the Codes of Conduct adopted for higher education and research, composed upon the UNESCO recommendation concerning information access and dissemination [3]

In the case of non-compliance with one of the UIS RUSSIA Conditions and terms of use, access to the UIS RUSSIA resources must be terminated immediately. In such an event a user's employer will be informed and the case will be discussed with an institution's Official Representative [1]. Since 2000 there was not a single case of the conditions not complied with.

The RF legal frameworks relating to the ethical use and re-use of data is determined by the Russian Constitution 1993 (Articles 23 and 24) [4], Federal Law No. 149-FZ on Information, Information Technologies and Data Protection 2006 (Data Protection Act) [4], Strasbourg Convention for the Protection of Individuals with Regard to Automatic Processing of Personal Data 2005 (Strasbourg Convention) [6].

The UIS RUSSIA Conditions and terms of use include a provision that references to data and publications are obligatory and a user must follow strict rules of citation, i.e. to make references to an original publication author, title, publisher and UIS RUSSIA as an electronic provider of the document or statistical data quoted or downloaded. The examples of references are available at the UIS RUSSIA site [7]

List of supporting documentation:

1. UIS RUSSIA Status. Conditions and terms of use http://uisrussia.msu.ru/db2007/ru/status_en.html#terms

2. Amur State University Rector's official letter applying for the UIS RUSSIA collective access (ref.3)

3. UNESCO recommendation concerning information access and dissemination
http://en.unesco.org/themes/access-information

4. Russian Federation Constitution 1993 (Articles 23 and 24) http://constitution.kremlin.ru/#chapter-2. In English http://www.constitution.ru/en/10003000-03.htm

5. Federal Law No. 149-FZ on Information, Information Technologies and Data Protection 2006 (Data Protection Act) http://cis-legislation.com/document.fwx?rgn=13748. In English http://pd.rkn.gov.ru/authority/p146/p164/

6. Strasbourg Convention for the Protection of Individuals with Regard to Automatic Processing of Personal Data 2005 (Strasbourg Convention) http://www.conventions.ru/view_eng.php?id=1097

7. UIS RUSSIA Status. Conditions and terms of use. References
http://uisrussia.msu.ru/db2007/ru/status_en.html#terms

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments: