



D5.3-5

Professional profiles for typical CLARIN infrastructure functions

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1 Executive Summary

This report gives examples of professional profiles for establishing and running typical infrastructure functions in a national CLARIN consortium. It is clear that there are large differences among the different countries with regard to financial support and institutional landscape, so this report only gives suggestions about organisation and professional profiles.

This report is intended as a support for those countries who are preparing to become a CLARIN member as well as for countries that recently joined.

The target audience is both the national coordinators and future national coordinators, *i.e.*, those that are going to manage their country's participation in CLARIN ERIC. Also, the document is hopefully useful for people working on national service-providing institutions or data centres.

The document is part of a series of documents that addresses issues relevant to the construction of national consortia and knowledge sharing infrastructures. The series takes into account the professional profiles needed for a typical CLARIN consortium, cost estimation, the handling of intellectual property rights (IPR), standards *etc.*

The document builds primarily on the experience gathered during the first years of CLARIN ERIC. The CLARIN-PLUS training workshops on facilitating the creation of national consortia¹ also gave useful input through the discussions.

¹These workshops were held in Solstrand, Norway, in March 2016, in Vienna, Austria, in June 2016, in Prague, Czech Republic, in February 2017, and in Helsinki, Finland, June 2017.

2 Introduction

CLARIN ERIC is a research infrastructure consortium consisting of national consortia in each of its member countries. CLARIN ERIC requires that a national consortium is set up when joining or planning to join as a member of CLARIN ERIC.

The purpose of this document is to describe the different roles to be appointed; and to give suggestions for needed professional profiles to be included in the organisation of the national consortium. In this section, the different roles are listed followed by details of the suggested profiles in the following section.

2.1 National Coordination

A national CLARIN consortium is led by the National Coordinator (NC). The national authority (ministry, agency, research council or those responsible for managing your membership) needs to acknowledge the national coordinator.

From CLARIN ERIC's viewpoint, the National Coordinator is the contact for the national consortium. CLARIN ERIC leaves it to each country to handle the creation of a national consortium, together with the appointment of people to the different representative roles. CLARIN ERIC expects each country to fill these roles with persons having the right professional profiles to enable an effective and smooth collaboration and communication on the various aspects of the infrastructure.

The coordination of a national CLARIN consortium usually consists of:

- National Coordinator (NC), a Vice-national Coordinator (Vice-NC), and a
- Financial Accounts contact person.

2.2 Representative Roles

CLARIN ERIC makes use of a number of committees and groups, which have different purposes and responsibilities.

Delegates to committees and groups in CLARIN ERIC:

- National Coordinators Forum (NCF) Member - typical the National Coordinator (NC)
- National representative for Standing Committee for CLARIN Technical Centres (SCCTC) and a vice-member of the SCCTC
- National representative for Standards Committee
- National representative for Legal Committee
- User Involvement Group Member
- National contact person for CLARIN Concept Registry (CCR)

Optional committee and taskforce members²:

- Knowledge Sharing Infrastructure Committee Member
- CLARIN Metadata Curation Taskforce Member
- CLARIN CMDI (Component Metadata Infrastructure) Taskforce Member
- CLARIN AAI (Authentication and Authorization Infrastructure) Taskforce Member
- CLARIN PID (Persistent Identifiers) Taskforce Member
- CLARIN FCS (Federated Content Search) Taskforce Member

² The listed optional groups and taskforces are examples of groups that can be joined June 2017. Groups and taskforces are expected to change over time.

2.3 National Centre Organisations

A national CLARIN consortium may consist of various types of centres³. Here, we will only go into detail about the organisation of B-Centres and the Knowledge Centres. We suggest considering the following roles to be available in the local organisation of the centres:⁴

Data Centre (B-Centre) organisation:

- Administrative lead responsible
- Technical lead responsible
- Developer profiles
- Data Management and Curation profiles
- User support profile

Knowledge Centre organisation:

- Administrative lead responsible
- Researchers affiliated
- User support profile

The other centre types can have a wide range of focus areas and organisational setups. A Metadata Providing Centre (C-Centre) can be organised as a B-Centre but could also have a much smaller organisation. The organisation of Advanced Service Providing Centres, A-Centres and E-Centres, and Trust-Centres (T-Centres) will depend on the special functionality for the centre. Information on all current centres and their services can be found in the Centre Registry⁵. This registry can be used to seek contact details for persons at other centres; detailed information about the different committees and working groups can always be found on the main CLARIN website at <https://clarin.eu>.

3 Professional profiles

For each country, the national research landscape and the chosen design of the national consortium influence its actual organisation. In the following, the different professional profiles for representative roles and national centre organisation are described in general terms, and we hope this can inspire the national stakeholders when they have to apply for national funding or when searching stakeholders to support the national work.

The CLARIN Consortium is strongly depending on the contributions from the member countries, not just at the level of national coordinators but also by the representatives and the persons working in the national centres. The suggested profiles for establishing and running typical infrastructure functions in a national CLARIN consortium are described in this section.

3.1 Representative Roles

3.1.1 Delegates to Committees and Groups

National Coordinator (NC) and vice-national Coordinator (Vice-NC)

³ See the Best Practice Paper at [CLARINPLUS-D5.3-2 The criteria for CLARIN Centres](#)

⁴ We are aware that often the same person can have more than one role or that a person is only part-time affiliated to the centre.

⁵ Centre Registry <https://centres.clarin.eu/>

The profiles of the national coordinators depend highly on the national landscape. The current national coordinators and their responsibility as National Coordinators' Forum (NCF) participants are listed on the CLARIN web site⁶. The main tasks of the NCF are:

- to coordinate the national level implementation and exploitation of the CLARIN infrastructure between CLARIN national consortia;
- to serve as a forum for CLARIN national consortia to exchange ideas and experiences;
- to help the Board of Directors (BoD) coordinate access to existing and newly created resources, tools, and services available at the national level;
- to help the BoD coordinate the CLARIN knowledge sharing infrastructure; and
- to advise the BoD on any issues deemed relevant for the implementation and exploitation of the CLARIN infrastructure.

National representative for Standing Committee for CLARIN Technical Centres (SCCTC) and vice-member of the SCCTC

Preferably, this representative should be a person experienced with repository systems, maintenance of servers and software solutions. The person should be familiar with the CLARIN centres backbone infrastructure, or interested to learn more about *e.g.*, repository systems, metadata descriptions, metadata harvesting via OAI-PMH, association of PIDs to resources.

The tasks of the SCCTC are⁷:

- to serve as a forum for CLARIN centres to exchange ideas and experiences;
- to coordinate between CLARIN centres by discussing and agreeing on measures needed for the implementation of the CLARIN technical infrastructure;
- to interact with the Centre Assessment Committee on relevant issues; and
- to advise the Board of Directors and the National Coordinators' Forum on any issues deemed relevant for maintaining the quality of the services provided by the CLARIN technical infrastructure.

National representative for Standards Committee⁸

Preferably, this representative should be a person with experience on using standards when working with language resources in a broad sense. A broad knowledge about the standards used in various research fields is desirable, but is not necessary as long as the person is interested in learning more about the different standards used in the CLARIN community and the CMDI-framework.

National representative for Legal Committee⁹

Preferably, this representative should be a person with knowledge about legal aspects of research data and research data management. Experience about the challenges and pitfalls when selecting and using licenses for research data is desirable, and it is beneficial that the person is interested in promoting and harmonising of legal policies between CLARIN ERIC and related initiatives, together with discussing and working for adopting new recommendations for dealing with legal issues.

User Involvement Group Member¹⁰

This representative should be a person interested in communicating with potential and current users of the CLARIN infrastructure. Knowledge about available web applications and services, as well as technical knowledge about CLARIN centres infrastructure is

⁶ National coordinators, see <https://www.clarin.eu/governance/national-coordinators-forum> .

⁷ <https://www.clarin.eu/content/standing-committee-clarin-technical-centres-scctc>

⁸ Standards Committee, see <https://www.clarin.eu/governance/standards-committee>.

⁹ Legal Issues Committee, see <https://www.clarin.eu/governance/legal-issues-committee>.

¹⁰ User Involvement page, see <https://www.clarin.eu/user-involvement>.

beneficial to support researchers finding their way to use resources and tools in the CLARIN infrastructure.

National contact person for CLARIN Concepts Registry (CCR)¹¹

Preferably, this representative should have a broad knowledge of humanities resources, especially linguistic resources, and their metadata, be familiar with standards and de facto standards, and be acquainted with approaches to semantic interoperability especially with the Simple Knowledge Organization System (SKOS) and with CMDI, or show a willingness to learn about those frameworks.

3.1.2 Optional Committee and Task Force Members

Members of the Knowledge Sharing Infrastructure Committee¹² should be interested in the creation of a vivid Knowledge Sharing Infrastructure within and provided by CLARIN. For more information about setting up national activities as part of the Knowledge Sharing Infrastructure, see Best Practice Document Building the National Knowledge Sharing Infrastructure.¹³

Members of a task force should be interested in the specific technical issues the task force focuses on, and willing to participate in cross-national collaboration to describe challenges, write specifications, or solve issues in the CLARIN infrastructure. The current list of task forces is maintained at <https://www.clarin.eu/node/3573>, where they are also described as *“active and informal groups populated by people (often developers) from CLARIN centres and centre candidates. It is where the “real work” in terms of protocol specification, technical documentation writing and software development takes place.”*

3.2 National Centre Organisations

3.2.1 Data Centre (B-Centre) Organisation

Administrative lead responsible

This profile is responsible for the allocation of resources for the centre, and functions as the local “project manager” in the institutional setup. The administrative lead responsible should also be willing to function as first point of contact for CLARIN ERIC.

Technical lead responsible

This profile has the responsibility for the technical solution that the centre offers to the CLARIN infrastructure and the research community. The technical leader responsible should be willing to act on the technical requests from the CLARIN Office or taskforces. The profile representative should also be experienced with repository systems, maintenance of servers and software solutions. The person should be familiar with the CLARIN centres backbone infrastructure, *e.g.*, repository systems, metadata descriptions and harvesting via OAI-PMH, association of PIDs to resources.

Developer profiles

This profile requires the necessary software skills to develop front-end web interfaces and back-end services. Those responsible should have proficiency in HTML, CSS, and JavaScript frameworks, and knowledge of front-end web development. The developer

¹¹ For a description of the task of the Concept Registry Coordinators, see CE-2013-0133 at <https://www.clarin.eu/content/concept-registry-coordinators>

¹² Knowledge Sharing Infrastructure Committee, see <https://www.clarin.eu/governance/knowledge-sharing-infrastructure-committee>

¹³ See Best Practice Documents at <https://www.clarin.eu/content/information-potential-new-members>.

should have experience with REST-based web services and databases. Programming and technical skill requirements will depend on the chosen technical solutions; however a strong knowledge of XML technologies is essential.

Data Management and Curation profiles

This profile has the responsibility to ensure that the metadata available and harvestable from the centre are curated given the centres chosen approach of metadata curation. Those responsible will usually also assist or carry out the creation of metadata and the deposition of research data into the repository. They should at least be familiar with relevant metadata schemas and the CMDI framework.

User support profile

This profile is responsible for user support and user involvement, *e.g.*, the organisation of workshops or helpdesk activities, the updating of user information on web pages. This can be a broad area with many activities, or a more minimalistic setup depending on the human resources available and the scope of the centre.

3.2.2 Knowledge Centre Organisation

For Administrative Lead Responsible see above.

User Support Profile

This profile has the responsibility for knowledge sharing with the users. The tasks and needed skills of the User Support Profile will depend on the specific focus of the Knowledge Centre as some will have many activities, and some will have a more minimalistic setup depending on the human resources available and the research scope of the centre. Here, we will only recommend to keep a record of the all relevant activities, in particular, to qualify which specific support activities are most often requested. User support might develop over time and will depend on the offered services, and are therefore expected to change.

Researchers affiliated

It is a prerequisite that K-Centres have researchers affiliated with them so that they can take an active role in the knowledge sharing task. It is necessary that the researchers are responsive within the time limit that has been agreed between the K-Centre and CLARIN ERIC, but no further general recommendations can be given here.

4 Experience/Lessons Learnt

Research infrastructure platforms and facilities are an area in development and are getting more mature. This implies that the technical centres organisation and technical solutions also might need adjustments from time to time, and a yearly maintenance budget will be needed.

It is highly recommended to make use of technical solutions that are already successfully employed by other CLARIN centres. This strengthens the knowledge within the CLARIN community, and enhances the options for exchange of experience.

Even when the centres are up and running, adaptations and maintenance of the technical solutions will be needed. Developers - both front-end and back-end - often become a requested resource, so it is important to have commitment from budget management for developer support of the CLARIN centres.

The size of the budget will depend on the situation in each country. We know that some countries have only a small budget available and will have to depend on individual persons' and institutions' willingness to contribute for free. For further suggestions about costs and budget considerations, see CLARINPLUS-D5.3-4 Best Practice Paper on Cost Estimates.

5 Final Remarks

In this short document, we hope to have addressed the important issues regarding professional profiles for typical CLARIN infrastructure functions. We are very interested in feedback that may improve the document. Please contact the author!

6 References and Further Reading

- Governance structure: <http://www.clarin.eu/content/governance>
- Organograms to clarify relations between the different bodies in CLARIN ERIC <https://www.clarin.eu/sites/default/files/CE-2016-0806-organogram-clarin.pdf>
- Knowledge centres and the Knowledge Sharing Infrastructure <http://www.clarin.eu/content/knowledge-centres>
- National Coordinators Forum: <https://www.clarin.eu/governance/national-coordinators-forum>
- Standing Committee on CLARIN Technical Centres (SCCTC): <https://www.clarin.eu/node/3573>
- Public mailing lists are available on: <https://lists.clarin.eu/mailman/listinfo>
- Best Practice Documents CLARINPLUS-D5.3 in this series can be found at <https://www.clarin.eu/content/information-potential-new-members>