

A. Proposal Cover Sheet

Cover Sheet for Proposals		JISC Capital Programme	
Name of Capital Programme: Repositories and Preservation Programme			
Bid for Calls : (Please tick ONE BOX ONLY, as appropriate)			
Discovery to Delivery and Interoperability Demonstrators (Strand C)			
	Call I – Interoperability Demonstrators	<input type="checkbox"/> a) Interoperability demonstrators	
Repository Start-Up and Enhancement (Strand D)			
	Call II – Repository Start-Up and Enhancement Projects	<input type="checkbox"/> a) Repository start-up projects <input checked="" type="checkbox"/> b) Repository enhancement projects <input type="checkbox"/> c) Rapid innovation projects: enhancing repository content	
Digital Preservation Across the Lifecycle (Strand H)			
	Call III – Digital Preservation Across the Lifecycle	<input type="checkbox"/> a) Digital preservation across the lifecycle	
Name of Lead Institution:		Refugee Studies Centre, University of Oxford	
Name of Proposed Project:		OARS: Open Access Repository System for Forced Migration Online	
Name(s) of Project Partner(s): N/A			
Full Contact Details for Primary Contact:			
Name:	Mike Cave		
Position:	Co-Director (Technical), Forced Migration Online		
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Tel No:	01865 270262		
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Length of Project:	18 months		
Project Start Date:	01 September 2007	Project End Date:	28 February 2009
Total Funding Requested from JISC: £94,542.50			
Funding Broken Down over Financial Years (Mar – Apr):			
Sep07 - Mar08		Apr08 – Mar09	
£36,903.50		£57,639	

Total Institutional Contributions: £94,542.50		
Outline Project Description		
<p>This project proposes to migrate a fragmented digital repository of scholarly resources based at the University of Oxford, currently managed by two proprietary software systems, to a single open source platform. This repository, the largest on its subject area in the world, represents a unique, widely used and constantly expanding collection of resources which is highly valued by the user community it serves. Such a migration will enhance the repository by making it more manageable for those maintaining it. Its enhancement will also make the repository globally interoperable with other open systems, as well as with the University of Oxford's institutional repository. The enhanced repository's long-term preservation will be ensured by the use of open source software and open standards compliant with the JISC Information Environment. Ultimately, the repository will become discoverable and accessible to the wider HE community. In addition, this enhancement will benefit our wider community of users globally, who are also important contributors of content.</p>		
I have looked at the example FOI form at Appendix A and included an FOI form in the attached bid (Tick Box)	YES ✓	NO
I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)	YES ✓	NO

B. FOI Withheld Information Form

We would like JISC to consider withholding the following sections or paragraphs from disclosure should the contents of this proposal be requested under the Freedom of Information Act.

We acknowledge that the FOI Withheld Information Form is of indicative value only and that JISC may nevertheless be obliged to disclose this information in accordance with the requirements of the Act. We acknowledge that the final decision on disclosure rests with JISC.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
None		

OARS: Open Access Repository System for Forced Migration Online

C. Appropriateness and Fit to Programme Objectives and Overall Value to the JISC Community

Overview

1. This project proposes to migrate a fragmented digital repository of scholarly resources based at the University of Oxford, currently managed by two proprietary software systems, to a single open source platform. This repository, the largest on its subject area in the world, represents a unique, widely used and constantly expanding collection of resources which is highly valued by the user community it serves. Such a migration will enhance the repository by making it more manageable for those maintaining it. Its enhancement will also make the repository globally interoperable with other open systems, as well as with the University of Oxford's institutional repository. The enhanced repository's long-term preservation will be ensured by the use of open source software and open standards compliant with the JISC Information Environment. Ultimately, the repository will become discoverable and accessible to the wider HE community. In addition, this enhancement will benefit our wider community of users globally, who are also important contributors of content. The proposed project will run from September 2007 until March 2009.

Background

2. The Refugee Studies Centre (RSC) was established in 1982 as part of the University of Oxford's Department of International Development. The RSC is the oldest and largest academic centre focusing on forced migration issues. It has an international reputation as the leading multidisciplinary centre for a broad programme of interconnected activities - research, teaching, documentation, outreach and capacity building - on the causes and consequences of forced migration. The RSC's aim is to link world-class, independent scholarship with policy and practice in order to improve the lives and situations of some of the world's most disadvantaged people.
3. Based at the RSC, Forced Migration Online¹ (FMO) is a Web-based portal providing extensive scholarly resources on the situation of forced migrants worldwide. Launched in 2002 with funding from the Andrew W Mellon Foundation, it is freely available and is used by academics, researchers and students, as well as by policy makers and practitioners. According to a user survey² conducted by the FMO team in 2005, some 19 per cent of users are researchers, 15 per cent are academics and 22 per cent are students. In all, some 38 per cent of users work in the education sector and 26 per cent of users access FMO through their university or college. On average, there are some 22,000 different visitors to the website each month, and it receives about 18,000 hits per day. Although FMO is used by people all over the world, the largest group of users is based in the UK.
4. FMO hosts a 'digital library' repository that comprises over 200,000 pages of resources on forced migration issues, many of which are rare or unique. All of these documents are catalogued, full-text searchable, and can be viewed, printed or downloaded. While much of this collection is 'grey' (unpublished) literature digitized from the RSC's Library (the world's largest collection on forced migration), it also includes documents obtained from partner institutions around the world. In addition, FMO hosts many published items, including, uniquely, the full back runs of the five leading academic journals in the field. FMO's resources have a global focus and while some documents date as far back as 40 years, new items are being added constantly.
5. In addition, the FMO portal supplies up-to-date catalogued information for over 1600 global online resources and a directory of over 1500 key organizations in the field of forced migration. It contains a multimedia catalogue of some 500 images, and over 40 specially commissioned, peer-reviewed, thematic and country-specific research guides. FMO also uniquely hosts other discrete special collections, such as the full-text of materials referenced in the Sphere Project's handbook *Humanitarian Charter and Minimum Standards in Disaster Response*³.

¹ <http://www.forcedmigration.org>

² <http://www.forcedmigration.org/survey/results.htm>

³ <http://www.forcedmigration.org/sphere>

Case for Support

6. At the time of constructing the FMO portal (during 2001 and 2002), there were no suitable open source technologies that could be used to develop the key components, so by necessity they were implemented using proprietary software. This makes the overall management of FMO difficult, as it necessitates the management of multiple interfaces. It also limits the visibility of its content. For example, the key components have independent search interfaces and there is no facility to search across the entire portal. Furthermore, the content within most of these components cannot be located directly from external search engines.
7. The solution chosen for the digital library in 2001 was ActivePaper, marketed by Olive Software⁴. This was used to successfully launch the digital library component of FMO in June 2002. The remainder of the FMO portal was launched in November 2002. The ActivePaper software ingests either scanned TIFFs or PDF originals, along with their metadata, to produce entries in an XML repository. It provides repository management, and a browsing/searching interface via its Web services and search engine. The ActivePaper technology is developed for the Microsoft Server environment only. Although the current system is scalable in terms of repository size, it is not able to share data, metadata and services with other repository systems. There is no provision in the current system to include image, audio or video content, and Olive Software has no plan to implement this.
8. Similarly, because in 2002 no suitable open source software existed for the construction of online catalogues, these were constructed using a proprietary application called xdirectory, marketed by Esprit⁵. It is a fully configurable, browser-based environment for creating and publishing searchable Web-based information directories. A catalogue record is stored for each image, video, Web resource or organization. In the case of an image, a copy is ingested into the directory. These catalogue records can be searched on various keywords, and a results list generated, showing details from the catalogue record (and thumbnails for images). In common with the application described above for the digital library component, this data is not readily interoperable with other systems.
9. For the FMO repository to be sustainable and enhanced in the future, we need to migrate it to an open source solution. This migration to using open standards will greatly improve the visibility, interoperability and longevity of the repository. Now that a suitable open source repository technology has become available, we are in a position to undertake this work.
10. Having conducted extensive consultations with software developers, digital repository specialists, library specialists, Web developers and other partners, the FMO team has concluded that the most appropriate open source software solution to unify these key components is Fedora.⁶ As well as enhancing and preserving the FMO collection, this project will benefit the RSC Library, Oxford University Library Services and its institutional repository project, users of FMO's resources inside and outside the HE community, the digital repository community, and Fedora developers.

Integration with Local Systems

11. The Oxford Research Archive (ORA)⁷, which was created by Oxford University Library Services (OULS)⁸, contains publications and other research output produced by members of the University of Oxford. It includes journal articles, conference papers, theses and other types of research publications. The ORA also has the potential to work with other systems within Oxford, such as the online Library Catalogue. This project will migrate the FMO digital repository onto a single open source software platform that complies with the open standards used by the ORA.

⁴ <http://www.olivesoftware.com>

⁵ <http://www.esprit-is.com>

⁶ <http://www.fedora.info>

⁷ <http://ora.ouls.ox.ac.uk/access/>

⁸ <http://www.ouls.ox.ac.uk/>

12. For the construction of the University of Oxford's institutional repository, the ORA team are also using the Fedora repository system. Crucially, our colleagues in the ORA team have developed a functioning open source management/search interface for Fedora, which they will allow us to use and adapt for the purposes of this project. Building upon this exceptional application, we can make our content completely compatible with the ORA in a highly cost-effective manner, while preserving its internationally valued status as an online special collection. Based on the experience and knowledge gained, we will make any resulting software openly available and will distribute all supporting documentation to relevant communities.
13. In addition, the RSC Library would like to be able to offer access to the grey literature collection in the FMO digital library from the University of Oxford's online Library Catalogue. If the current repositories were to be migrated to one using the same technology and format as that used by the ORA, this would be possible.

Value to the HE Community

14. In recent decades, there has been a dramatic increase in academic work in forced migration studies and there has been significant institutional development in the field. As the phenomenon of forced migration itself has escalated, the study of its causes and consequences has acquired an institutional base in numerous academic departments, specialist research centres and academic publications.
15. There are currently at least 21 centres based at British universities that conduct research into issues around forced migration, human rights, integration or conflict studies. Of these, 19 provide undergraduate and/or graduate taught courses or research programmes focussing on these issues. In addition to these formal clusters, numerous other university departments have individual faculty members, doctoral students and Master's students conducting related research.
16. This rapid growth in the field of forced migration studies has led to the generation of huge amounts of documentation and other resources. Much of this is highly dispersed, often being grouped in their disciplinary roots rather than being recognised as important to the wider field. While a proportion of it is available through digital repositories, there is no single universal way of accessing these large collections of material. The FMO digital repository represents the largest of these special collections. Like the study of forced migration itself, its content is multidisciplinary, multi-sectoral and is broad in scope. It encompasses contributions from (but not limited to) political science, anthropology, sociology, psychology/mental health, law, history, international relations, economics, geography, education, gender studies and philosophy.
17. While many of these researchers and students already use FMO, they are also obliged to use other repositories to complement the content that FMO has to offer. As well as making FMO's resources more accessible to centres and departments in HE institutions around the country, in the future the FMO team will incorporate materials from these institutions by substantially expanding its repository. This process will begin by establishing a formal network between these 21 specialized centres, as well as with other university departments with an interest in forced migration studies, so that they can participate in determining the composition of content and the functionality of the enhanced repository. This project will *not* involve the digitization of material or costs associated with the ingestion of new documents into FMO. However, setting up this network will provide the opportunity for institutions to incorporate items at their own expense, and the potential for funding to be sought to conduct more large-scale expansion of the repository contents in the future. The project will also share with these institutions the open standards used, and facilitate them in making their systems open. The establishment of this network will represent the first time that such links between this large group of similarly focussed academic departments and centres has ever been established.

Objectives

18. This project proposes to enhance and preserve the FMO digital repository by migrating it from its current dual, proprietary software platforms to a single, open source one. This would:
 - a) Enable the resulting repository to be completely compatible with the institutional repository:

- the Oxford Research Archive (ORA), created by Oxford University Library Services (OULS).
- b) Enable FMO metadata and content to be harvested by other HE institutions via Open Archives Protocol for Metadata Harvesting (OAI-PMH), and by search engines such as OAlster⁹. This would enable the exposure of our content via services such as the JISC-funded Intute service¹⁰.
 - c) Make all of FMO's content visible to search engines such as Google. About half of Web traffic to FMO currently comes via the major search engines.
 - d) Create the potential to make content available via Web 2.0 technologies such as RSS, etc.
 - e) Remove the dependency on the proprietary server operating system currently in use (Microsoft Server) and thus reduce associated hardware and software upgrade costs.
 - f) Reduce maintenance costs, due to the migration to a single management interface.
 - g) Enable the digital library to serve other types of content such as images, video and audio.
 - h) Offer better prospects for long-term preservation of the content.

D. Quality of Proposal and Robustness of Workplan

Project Plan

19. The open source software we propose to use to unify all of our key components, Fedora, is a general-purpose repository system developed jointly by Cornell University Information Science and the University of Virginia Library. The Fedora Project is devoted to the goal of providing open-source repository software and related services to form the foundation for many types of information management systems. The Fedora software is available under the terms of the Educational Community License 1.0 (ECL). In addition we will need to develop and test a browser-based management/search interface for our Fedora implementation, since Fedora only manages the repository. This will be conducted in collaboration with the ORA, and by adapting as required the open software interface they have developed for their own repository.
20. The project will be divided into 15 Work Packages, spanning 18 months from September 2007 to March 2009:
 1. Consultations: build upon initial investigations, which will include more detailed consultations with the organization which developed Fedora, and with organizations that have used it, in order to determine best practice in its application. Locally, consult with the ORA project, which is using Fedora. These consultations will influence how we will re-develop FMO to ensure compliance with standards and facilitate interoperability in the future.
 2. HE networking: establish and maintain a formal network of links with the HE user community.
 3. Project website: construct a website and a blog for dissemination.
 4. Technology specifications: produce functional and technical specifications for the repository and management/search interface, and for the migration process.
 5. Develop repository and interface: set up Fedora environment and develop the management/search interface.
 6. Develop migration scripts: create and test scripts, which will be used to migrate content from the existing system to the new repository. We will use a small subset of items from our current system, chosen to represent the differing types of content currently held on FMO.
 7. Development testing: test migration of a sample of existing items. Test addition of a sample of new items, including images, audio, video, born-digital documents and paper-based documents that will be scanned. These will be ingested to the test system and catalogued.
 8. Migrate content: migrate all existing content to the new repository using the scripts developed.
 9. Test migrated content: ensure all relevant content has been moved to the new repository. Test management and search functionality.
 10. Integration with FMO: integrate the new repository and the management/search interface with the rest of the FMO website, replacing the old repositories and interfaces with the new ones.
 11. Documentation: create documentation for the ingestion and cataloguing procedures of new items. Also create documentation for the purpose of dissemination.
 12. Evaluation: independently conducted to ensure deliverables and outcomes have been achieved.

⁹ <http://www.oaister.org>

¹⁰ <http://www.intute.ac.uk>

13. Report writing: write up interim and final reports.
14. Meetings: hold Steering Committee meetings and other as required.
15. Dissemination: disseminate via a project website, a project blog, conferences, workshops etc.

Project Timetable

Time / Work Packages	Year 1						Year 2							
	Sep–Dec 2007			Jan–Mar 2008			Apr–Jun 2008		July–Sep 2008		Oct–Dec 2008		Jan–Feb 2009	
1) Consultations														
2) HE networking														
3) Project website														
4) Technology specifications														
5) Develop repository & interface														
6) Develop migration scripts														
7) Development testing														
8) Migrate content														
9) Test migrated content														
10) Integration with FMO														
11) Documentation														
12) Evaluation														
13) Report writing														
14) Meetings														
15) Dissemination														

Deliverables

21. The project will deliver:

- a) Single management/search interface across the FMO portal.
- b) Interoperability between the FMO repository and other institutional repositories and search services.
- c) Potential to make FMO's grey literature collection available via the University's online Library Catalogue.
- d) Open source software to provide a management/search interface for Fedora.
- e) Documentation to be disseminated: specification documents, test documents, ingestion and cataloguing documents for new system, and documented development experiences.
- f) Project website for experience and knowledge sharing, discussion and dissemination.

Outcomes

22. The anticipated project outcomes are listed below:

- a) One unified repository and management interface for all key components of the FMO Web portal.
- b) All FMO content discoverable from one search interface.
- c) The ability for HE institutions and other users working on forced migration to easily add resources to the subject's largest online repository and thus maximise dissemination. This will further enhance the significance of the repository to the same user community.

- d) Improved access to FMO's resources for all users, resulting in long term benefits for their teaching and research activities.
- e) Ensure the long-term sustainability and preservation of the digital repository collection by making the standards and format compatible with the institutional repository of the University of Oxford.

Project Management

- 23. The project will be led and managed by Mike Cave who has extensive experience of running IT development projects. He works full-time on FMO and has been managing all technical aspects of FMO since 2000. The project manager will spend 40 per cent of his working time managing this project. He will oversee the day-to-day apportioning of the work across the range of skills in the team. The project will be monitored by RSC Director, Prof Roger Zetter, at monthly management meetings. Interim project reports will be submitted as required by JISC and a final report by 31 March 2009. Mike Cave will be the main contact person for the project.
- 24. The project manager will be advised and supported in technical aspects by the project web developer, and consultants. The consultants will have extensive experience of working on digital repository projects, including FMO, and of working on JISC-funded projects. One of them will be the founder and former director of FMO, Dr Marilyn Deegan. Others will advise on matters related to working with Fedora and adapting the management interface we will be using.
- 25. The project will establish a Steering Committee of technical specialists and user community representatives. These people will be called upon to help monitor progress and also to offer advice during the course of the project. As well as being sent monthly updates, this group will be consulted collectively and individually as is required. The team will also hold at least two meetings that will be attended by all members of the project team and the Steering Committee. Membership of the Steering Committee will comprise:
 - Thornton Staples, Director of Digital Library Research and Development, University of Virginia Library, University of Virginia & Project Director for the Fedora Project.
 - Dr Marilyn Deegan, Director of Research Development, Centre for Computing in the Humanities, King's College London
 - Simon Tanner, Director of King's Digital Consultancy Services (KDCS), King's College London
 - Mark Hedges, Manager of Technical Services, Arts and Humanities Data Service (AHDS)
 - Benjamin O'Steen, Software Engineer, Oxford Research Archive (ORA), University of Oxford
 - Dr Michael Frazer, Coordinator, Research Technology Service, Oxford University Computing Services (OUCS)
 - Prof Roger Zetter, Director, Refugee Studies Centre (RSC), University of Oxford
 - Sarah Rhodes, Head Librarian, RSC Library, University of Oxford
 - Dr Anita Fabos, Senior Lecturer, School of Social Sciences, Media and Cultural Studies, University of East London
 - Dr Alice Bloch, Lecturer, Department of Sociology, City University

Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Unable to appoint suitable software developer, given niche skills required.	4	5	20	We have excellent and long-standing relations with relevant technical communities. Discussions have begun with ORA and other partners about requirements of software developer.*
Unable to maintain team staff members on the project	2	3	6	All team members are replaceable without undue difficulty, and we have excellent contacts with relevant technical and content communities.

Project overruns the project timetable	2	4	8	Strong experience within the team of project management and of delivering projects on schedule, including the launch of FMO, should prevent this.
IPR problems	1	5	5	Existing content is copyright cleared and clearance is always sought on new content. Existing procedures comply with UK law.

1 = low 5 = high

* Should the project be unable to appoint a suitable software developer, the Project Manager will take on the role of Software Developer and a new Project Manager will be hired. The Project Manager has the skills and experience to take on this role. The overall budget will not be affected.

Evaluation

26. This project will be independently evaluated by an external consultant to ensure that all outputs have been delivered and all outcomes have been, or are likely to be, achieved. This evaluation will be conducted in the later stages by one of the project's technical consultants, with extensive experience of JISC-funded projects and of conducting evaluations. The consultant will also be a member of the Steering Committee and so will be able to monitor and assess the project for its entire duration.

Intellectual Property Rights (IPR)

27. Copyright permission has been secured for every item that is included on FMO and is sought for all new items to be included. Copyright clearance procedures employed by the team comply with UK law and University of Oxford regulations. An IPR expert has acted as a consultant-on-retainer to the project since the early planning stages.¹¹ All documentation relating to copyright (letters, emails, faxes, etc.) is preserved. The FMO team has gained considerable experience in copyright clearance issues, which it has shared with the wider community.¹²

28. If this proposal is funded, any information gathered during the course of this work that is not already in the public domain will be deemed to be the property of the University of Oxford. Notwithstanding, where existing open-source software that is the intellectual property of a third party is incorporated into any software produced by the project, that existing software will remain governed by the IPR as previously claimed by that third party. The information provided in the reports of the project, and the rights to all other output, will be deemed to be the property of the University of Oxford. However, project outputs will be made available, free at the point of use, in perpetuity and will be disseminated widely by the University in partnership with JISC.

29. Any software developed in the project will be open source and comply with JISC's Open Source Software Policy and the Draft JISC Software Quality Assurance Policy.

Sustainability

30. In January 2005, FMO was granted five years of funding by the Department for International Development (DFID).¹³ This funding will ensure the sustainability of FMO until 2010, when the RSC is expecting renewed funding. The University's support for FMO has been strong from the beginning, and it continues to be committed to its long-term future. Once the new repository is in place the migrated components will be much more visible to external search engines, which will further increase the volume of users. This coupled with the new openness of the content will encourage other institutions and individuals to deposit content with us. Furthermore, FMO's support base will be consolidated by the establishment of a network of centres and departments in HE institutions which use FMO resources, contribute content and advise on the portal's functionality. The migration of materials into the same format as that used by the University of Oxford's own institutional repository means that if funding for FMO were to ever to cease, the

¹¹ Prof Charles Oppenheim, Head of Dept. of Information Sciences, Loughborough University.

¹² For example, see 'Copyright Clearance in the Refugee Studies Centre Digital Library Project' by Mike Cave *et al*, available at: <http://www.rlg.org/preserv/diginews/diginews4-5.html#feature1>

¹³ <http://www.dfid.gov.uk>

contents of the digital repository could be maintained by the university libraries, ensuring its long-term preservation.

31. The continued long-term scholarly interest and commitment to forced migration studies into the foreseeable future seems assured given the level of long-term HE resources dedicated to research, teaching and dissemination within the field. This is perhaps largely a reflection of the global outlook for the phenomenon of forced migration itself, which continues to affect ever-increasing numbers of people around the world.

E. Engagement with the Community

Stakeholder Analysis

Stakeholder	Interest/stake	Importance
JISC Digital Repository Programme	Exemplars/Lessons learned/Software	High
HE institutions in the UK	Teaching/Research/Dissemination	High
Forced migration studies community globally	Research/Dissemination	High
RSC Library	Dissemination	High
University of Oxford Library Services	Dissemination	Medium
Fedora development community	Exemplars/Lessons learned/Software	Medium

Dissemination

32. One of the great strengths of the FMO team is its extensive experience in dissemination. The principal purpose of the FMO portal is to disseminate information and resources to users as widely, efficiently and effectively as possible, and all of the team's activities are geared towards this goal. To achieve this we are constantly introducing new tools and technologies, such as podcasts, video streaming, RSS, blogs and discussion lists. These will be put to use to facilitate the dissemination of our experiences and deliverables. For example, the team will launch a blog to complement the project website, where we will discuss the ongoing development for the duration of the project. The FMO team has a strong track record in documenting and disseminating its experiences in establishing and maintaining the FMO portal. This has included guidelines on cataloguing, resource discovery and collection management, all of which are available online.¹⁴
33. We intend to document our experiences in developing the enhanced repository and interface for the benefit of other institutions who are planning to undertake similar work. In the first stage of the project, the team will set up a website and a blog to document experiences, and later to disseminate our findings, reports and documentation. We will also create a project page on FMO to explain plans and developments to non-technical users. During and after the lifecycle of the project, the project team will present details of the project's plans and findings to relevant audiences at user communities events, including the Digital Resources for the Humanities and Arts (DRHA) conference, Centre for Educational Technology and Interoperability Standards (CETIS) events and the International Association for the Study of Forced Migration (IASFM) bi-annual conference.
34. At the conclusion of the project, the team will organise and host a workshop to share and discuss experiences with the digital repository community and other interested groups. Audio and/or video recordings, as well as presentations and a report of this event, will be posted on the website. In addition, all findings will be shared directly with JISC.

F. Budget

35. The budget below uses TRAC (Transparent Approach to Costing) methodology to facilitate full economic costing for the funds to be spent for the duration of the project.

¹⁴ <http://www.forcedmigration.org/about-us.htm>

Directly Incurred Staff	September 07 – March 08	April 08 – March 09	TOTAL £
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Non-Staff	September 07 – March 08	April 08 – March 09	TOTAL £
Travel and subsistence	£500	£1500	£2,000
Hardware/software/equipment	£6000	£0	£6000
Dissemination (inc. conference fees)	£750	£2000	£2,750
Consultants (non-staff)	£6,000	£5,000	£11,000
Consumables/Other	£104	£212	£316
Total Directly Incurred Non-Staff (B)	£13,354	£8,712	£22,066
Directly Incurred Total (A+B=C) (C)	£42,431	£59,774	£102,205

Directly Allocated	September 07– March 08	April 08– March 09	TOTAL £
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Directly Allocated Total (D)	£7,362	£12,985	£20,347
Indirect Costs (E)	£24,014	£42,519	£66,533
Total Project Cost (C+D+E)	£73,807	£115,278	£189,085
Amount Requested from JISC	£36,903.50	£57,639	£94,542.50
Institutional Contributions	£36,903.50	£57,639	£94,542.50
Percentage Contributions over the life of the project	JISC 50%	RSC 50%	Total 100%

G. Previous Experience of the Project Team

36. **Mike Cave (Project Manager)**, Technical Director of FMO, Refugee Studies Centre, University of Oxford. Mike has managed the technical aspects of FMO since 2000, and was responsible for the original development of the FMO portal. Before this he worked for the Libraries Automation Service at the University of Oxford, as well as being a Technical Officer for the Malibu Project (Managing the hybrid Library for the Benefit of Users), a collaborative project between King's College London, the University of Oxford and the University of Southampton. He has worked in software development and computer systems administration for over 25 years.

37. **John Pilbeam (Project Web Developer)**, Web Development Manager of FMO, Refugee Studies Centre, University of Oxford. John will be responsible for Web development and implementation. He has been the Web Development Manager for FMO since 2002, and also worked as a consultant on the project in 2001. He has a total of 7 years experience working in Web development for the University of Oxford, previously working as a Learning Technologist and later Head of Web Development at the University's Technology Assisted Lifelong Learning Unit. His

areas of expertise include designing sites using Web Standards, CSS, and multimedia. His recent work includes developing sites using the Plone open source CMS, and producing video content and Podcasts.

38. **Kirsty Lothian (Cataloguer)**, Content Coordinator of FMO, Refugee Studies Centre, University of Oxford. Kirsty will be responsible for selecting, scanning and cataloguing suitable test material for adding to the Pilot library. She has been Digital Librarian and Content Co-coordinator for FMO since 2003, since when she has catalogued several thousand resources and been responsible for the selection and scanning of all major uploads.
39. **Sean Loughna (Content Manager)**, Content Director of FMO, Refugee Studies Centre, University of Oxford. Sean will be responsible for managing all content issues of the project, managing links with HE partner institutions and coordinating dissemination activities. He has managed the content aspects of FMO since 2001. He has conducted research and writing on forced migration for over ten years and has published widely. He has worked at the RSC since 1996. He has also spent two years working for the United Nations High Commissioner for Refugees (UNHCR), and has conducted numerous consultancies for other UN and government agencies.
40. **Software Developer**, who will be responsible for development of the repository and the management/search interface (to be appointed by January 2008). This person will be an experienced programmer who has substantial knowledge of Fedora. This post will be advertised.
41. **Dr Marilyn Deegan (Technical Consultant)**, Director of Research Development, Centre for Computing in the Humanities, King's College London. Marilyn is the founder and former Director of FMO and continues to be an advisor to the project. She has held numerous positions in digital library research and humanities computing over the past 15 years, and has published and lectured widely. She is Editor-in-Chief of *Literary and Linguistic Computing*, the journal of the Association for Literary and Linguistic Computing, and Director of Publications for the Office for Humanities Communication based at King's College London. Dr Deegan is co-author with Simon Tanner of *Digital Futures: Strategies for the Information Age* (Neal-Schuman Publishers, 2002).
42. **Simon Tanner (Technical Consultant)**, Director of King's Digital Consultancy Services (KDCS), King's College London. Previously, Simon was Senior Consultant at the Higher Education Digitisation Service (HEDS), and had a key role in its successful development as a JISC Service. He was a technical consultant to FMO in the early development and implementation stages. While based at HEDS, he conducted the feasibility study for the FMO digital library.¹⁵ Simon has been a consultant to the Courtauld Institute of Art, the British Library, the University of Oxford, the National Library of Ireland, the Royal Academy of Arts, Birmingham Public Libraries, the Metadata Engine Project, the House of Commons and to Denmark's National Electronic Research Library, amongst others. He co-edits the Digital Futures Series of books and is a theme editor for the *Journal of Digital Information* on the Economic Factors of Managing Digital Content and Establishing Digital Libraries.

H. Supporting Letters

43. The following letters of support have been received and are included:

- Letter from Prof Barbara Harriss-White, Director of Department of International Development, University of Oxford
- Letter from Prof Roger Zetter, Director of the Refugee Studies Centre, Department of International Development, University of Oxford

¹⁵ Feasibility study available at: http://heds.herts.ac.uk/resources/papers/rsp_fs.html



University of Oxford
DEPARTMENT OF INTERNATIONAL DEVELOPMENT
Queen Elizabeth House

19 June 2007

Director: Barbara Harriss-White

Mr Andrew McGregor
Programme Manager, JISC Executive
University of Bristol
3rd Floor, Beacon House,
Queen's Road
Bristol BS8 1QU

Dear Mr McGregor,

Re: JISC Circular 01/07: JISC Capital Program: Repositories and Preservation Call II – Repository Enhancement Projects

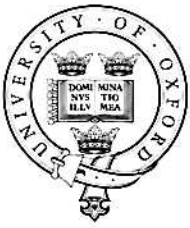
I am writing to express the full support of the Department of International Development, University of Oxford for the project proposal "OARS: Open Access Repository System for Forced Migration Online" submitted under the Repositories and Preservation section of the JISC Capital Program.

The objective of this proposal, to make the content from the Forced Migration Online portal more available to the HE community and compatible with the University of Oxford's Institutional Repository, will not only be of great benefit to the Refugee Studies Centre in this department but also valuable to a much wider community of scholars.

Yours sincerely,

A handwritten signature in black ink that reads 'Barbara Harriss-White'.

Professor Barbara Harriss-White
Director



Refugee Studies Centre

Roger Zetter
Director & Professor of Refugee Studies

25th Anniversary (1982 - 2007)

Mr Andrew McGregor
Programme Manager
JISC Executive
University of Bristol
3rd floor, Beacon House
Queen's Road
Bristol BS8 1QU

June 19, 2007

Dear Mr McGregor,

This letter is in support of the application for support from JISC for the project entitled Open Access Repository System for Forced Migration Online (FMO), based at the Refugee Studies Centre (RSC), University of Oxford.

Founded in 1982, the RSC is an internationally renowned centre which has pioneered scholarship and understanding of the causes and consequences of forced migration. Our work encompasses multidisciplinary research, teaching, dissemination and international collaboration. This work focuses on the humanitarian needs of many millions of refugees and others who have been forcibly displaced.

Since its inception, the RSC has had a strong commitment to link scholarship to policy and practice through our global outreach and dissemination. FMO plays a leading role in this process and is one of the Centre's principal outreach activities. As an information portal in this field, it is probably second only to the United Nations High Commissioner for Refugees (UNHCR) website as an information resource for academics, policy makers and practitioners. Our user surveys commend the value and the uniqueness of the FMO repository. It is recognised as a worldwide 'brand' in its own right.

FMO is part of our 'soft funded' activities, and in our field such technical resources tend to be less attractive to donors than activities such as training, publications, commissioned research and workshops for policy makers and practitioners. For these reasons, the potential of JISC funding offers a particularly valuable opportunity for FMO. If successful, the proposal will also complement a recent Department for International Development (DFID) programme funding to strengthen engagement between academic institutions and policy makers and practitioners and thus enhance the impact of humanitarian assistance.

I hope that you will be able to support this proposal and I am happy to provide further information should you require it.

Yours sincerely,

Professor Roger Zetter