



Project Document Cover Sheet

| Project Information | | | |
|--|---|-----------------|----------------|
| Project Acronym | ClimbieDataCorpus@hud.ac.uk | | |
| Project Title | Climbié Inquiry Data Corpus Online | | |
| Start Date | October 2008 | End Date | September 2009 |
| Lead Institution | University of Huddersfield | | |
| Project Director | Sue White | | |
| Project Manager & contact details | Graham Stone CSB 5/23, Computing and Library Services, University of Huddersfield, Queensgate, Huddersfield HD1 3DH Tel. 01484 472042 Fax. 01484 473167 Email: g.stone@hud.ac.uk | | |
| Partner Institutions | n/a | | |
| Project Web URL | http://VictoriaClimbie.hud.ac.uk | | |
| Programme Name (and number) | Enriching Digital Resources | | |
| Programme Manager | Alastair Dunning | | |

| Document Name | | | |
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| Document Title | Project Plan | | |
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| 1.0 | 16 Jan 2009 | |
| | | |
| | | |

Overview of Project

1. Background

1.1 The Climbié online corpus - Summary

The Victoria Climbié Inquiry Data Corpus Project at the University of Huddersfield has undertaken work coding and annotating the witness statements from the Victoria Climbié Inquiry. This project proposes to take this large, analysed data set (currently in the form of an Atlas.ti project) and make it available from the University repository. Technically this will involve the conversion of the analysed data set to XML, conversion into a format suitable for deposit and the development of functions in the repository, using its API. These functions will allow users not only to search the data in the normal fashion but to retrieve 'tagged' passages of text in the fashion common to qualitative data analysis and to link these retrievals with other metadata and contextual information. These data are of central interest to researchers in child welfare, professional and legal studies, public administration and politics as well as teachers and students of a range of subjects, such as health care and social work, who deal with child welfare and to professionals needing to develop management and administrative skills in child welfare. The project will thus evaluate both the technical issues involved in depositing and making available a data set such as this and its utility and utilisation by researchers, learners and professionals.

1.2 The Victoria Climbié Inquiry Data Corpus Project

The Victoria Climbié Inquiry Data Corpus is an archive of transcriptions of the examination of witnesses at a child protection inquiry. The inquiry, chaired by Lord Laming, was established by the Department of Health, Department of Education and Skills and the Home Office after an 8-year-old girl from the Ivory Coast, Victoria Climbié, was murdered by her great aunt and her partner in February 2000. The inquiry was held in public in London from September 2001 to July 2002 and a report (Laming 2003) was presented to the Government in January 2003.

The Corpus Project was established in September 2003, supported by Huddersfield University and followed from earlier work commissioned by the NSPCC (Hall 2003). The initial aim was to make the inquiry evidence accessible to researchers by organising the oral evidence into a data corpus. The transcriptions of the witnesses have been coded and categorised, and organised in such a way that users can search for topics across the entire verbal evidence. The examination of witnesses provides a large body of data about the state of child protection services in the late 1990s. There is detailed testimony about professional practice, decision-making, inter-agency working, the context of service delivery and policy-making across all agencies. Witnesses were questioned about the day-to-day contact with Victoria and her great aunt but also policy and practice more generally. There was questioning about training, supervision, work allocation and atmosphere, resources, procedures and guidance, local authority policy and management, and Government audit. Witnesses included social workers, police officers, doctors, health workers and hospital staff, housing officials, voluntary agencies, team managers, advisory staff, senior managers, local politicians and government inspectors.

1.3 Work already undertaken by the Corpus Project

1.3.1 The Delphi consultation with potential users

The first task was to consult with experts, using the Delphi method (Delbecq et al. 1995), on the appropriate themes around which to organise the coding frame. Delphi is 'a method for structuring a group communication process' which facilitates a panel of experts to deal with a complex problem by focusing on a set of predetermined tasks. A group of experts was contacted including some from social work, health, education, legal studies and voluntary agencies and asked to complete a series of sequential questionnaires, which were interspersed with summaries of respondents' comments (Gabb et al., 2006). They were asked to rate and comment on a series of statements regarding aspects of the Inquiry and child protection in general. For example, "Managers did not take adequate responsibility for the handling of the Victoria Climbié case". They were also asked whether they had accessed the Victoria Climbié website and how they might make use of the data corpus. There were

three rounds of consultation and 50 experts returned questionnaires. The findings of this exercise were analysed and themes emerged from the consultation, many of which had not been identified by the researchers.

1.3.2 Thematic coding

Stage 2 of the project coded the data using more than 45 major themes identified in the Delphi investigation. Atlas.ti, a computer assisted qualitative data analysis (CAQDAS) program was used to do this. The coded data have been made available to professionals and researchers as an Atlas.ti electronic file.

1.4 The University Repository

The University of Huddersfield makes a firm strategic commitment to supporting the Open Access movement and, wherever possible, the free availability of its research output. It realises such a position is ultimately in the public interest and will serve to further the research process and cycle.

To this end a working party exists which developed policy in this area and undertook the selection process for a repository service. This working party now oversees the post-implementation development of the repository.

The day-to-day administration of the repository is the responsibility of the Library's Electronic Resources Team under the leadership of the Electronic Resources Manager. This team offers a high level of experience of clerical/administrative work in a library/information environment particularly in terms of electronic resources management, bibliographic standards, database administration and copyright.

2. Aims and Objectives

The main aim of the project is to make the coded and categorised Climbié corpus available to users via the University of Huddersfield repository. The Climbié data corpus includes all the transcriptions from the 68 days of oral evidence which was made available to the Project by the Department of Education and Skills. There is testimony from 168 witnesses, which produced over 5,200, single-spaced, A4 pages of evidence (approx. 2 million words).

Core aims and objectives of the project are to:

- Complete qualitative coding of corpus
- Develop Repository using API to
 - accept data in DExT format
 - enable code Searches alongside plain text searches
 - enable biographical/cover sheet data retrieval
 - enable critical incident material retrieval
- Evaluate technical issues
- Assess the of usability of outputs using Delphi team
- Develop style sheets for educational use
- Disseminate the outcomes of the project via journal articles and conference presentations
- Produce technical and supporting documentation

3. Overall Approach

3.1 Relationship with research data deposited in the ESDS Data Archive

Unlike most qualitative data coordinated or held by the ESDS Qualidata, the data set (though not the analysis) is already publicly available through a website rather than having been collected for a specific research project. There are considerable advantages to using publicly available data, reducing ethical problems of confidentiality and accessibility associated with gaining 'informed consent' (Hammersley 1997, Fielding 2000) making it particularly good for teaching use. All the witnesses and barristers will have been aware that their evidence was being made available on the internet; hence there is no need to gain permissions for use or re-use of the data. The company which managed the website, which might be considered to have copyright of the data, has also indicated that the material is publicly available (personal communication) and the Department for Education and Skills has provided the project with a complete version of the website.

3.2 Proposed methods for retrieval and categorisation

As the Climbié data corpus is not just a collection of records, but has been coded and annotated, the project will undertake development work of a Repository API to create functions that allow retrieval of the data using the codes and annotations. Whilst some of these functions are straightforward to produce, others will involve some investigation and proof of concept work. There will be 3 forms of this function development.

3.2.1 Retrieval based on thematic coding

Users will be able to use the coding to pinpoint particular themes which interest them and retrieve all the relevant text. For example a central theme is inter-agency communication. For other users such themes are too broad and they may wish to identify more specific data, for example cross-referencing inter agency communication and nursing in order to study how nurses communicate with different professionals. This functionality to retrieve selected passages from the archive will be developed using the Repository API.

3.2.2 Witness biographical and other cover sheet information (metadata)

Users may work on the raw data, guided by, for example, the biographical characteristics of the witness or their agency affiliation. N.B. this is not the normal repository metadata, which records information about the data set as a whole, but rather information about individuals who appear as witnesses in the data set. The coded witness statements will be linked with other data from the Inquiry such as the witness statements (available as image pdfs) and the Inquiry Report.

3.2.3 Critical incidents with annotations

Users with an interest in training may wish to identify examples of particular features of practice for exercises with students. These might be instances in which professionals misunderstood one another, or how information was interpreted. Managers could be interested in occasions in which policies were implemented. Such users will not want large amounts of data from across the corpus. Instead, they would want to identify particular critical incidents in the narrative and locate which witnesses were questioned about them.

4. Project Outputs

4.1 Creation of linked learning resources

These will take the form of data set 'snapshots' and XML style sheets for data display.

4.1.1 The data from the Victoria Climbié Inquiry and Laming Report forms a very powerful source of data about child protection practice in the UK and some of the key issues that affect that practice. This project will develop a number of 'snapshots' of the data set that can be used by students in projects and studies about child protection. These will use the coding and linked data that will be in the repository. They will be in a format that can be used by students in their own research projects. These will be, effectively, themed subsets of whole corpus that will be of sufficient size to support research projects and contain key relevant information, yet not be too large for college and university undergraduate students to use in project work.

4.1.2 The Victoria Climbié corpus will use XML descriptors and formatting. This makes it relatively easy to produce a variety of electronic style sheets that will enable the data to be presented to users in varied formats. We will develop style sheets that reflect the kinds of educational use identified in the Delphi exercise with teachers and trainers. Learners would then be able to search the data corpus for those occasions where certain subjects, professions or instances in the life of Victoria were examined. For example, a search might identify all those occasions in the corpus where staff supervision was examined, or all those occasions where inter-agency communication took place. It would also provide an important resource of accessible data for researchers, practitioners, trainers and managers, who would be able to use it to identify research topics and data, case studies for training material, teaching risk assessment and decision-making, or processes of policymaking.

4.2 Journal of the University Learning Experience

In addition to the final report for the JISC, the project team intend to publish a paper on the appropriateness of the work on the Climbié corpus to other public inquiry archives and recommendations for the design of such developments in the University's new peer reviewed, open access journal, The Journal of the University Learning Experience, hosted by MetaPress.

5. Project Outcomes

5.1 Benefits to the wider community

5.1.1. Benefits to users of the Climbié Corpus

The existing publicly available data set is very large (> 2 million words) and therefore hard for researchers and students to use quickly. However, as suggested above, its contents contain detailed testimony about professional practice, decision-making, inter-agency working, the context of service delivery and policy-making across all agencies. Witnesses reported on policy and practice generally as well as about training, supervision, work allocation and atmosphere, resources, procedures and guidance, local authority policy and management, and Government audit. The large number of publications on the Climbié Inquiry (some by members of this team) have demonstrated the interest in the results. This project will make it easier for researchers and especially teachers and students to interrogate and examine the actual data about these activities rather than examine second hand accounts. Our experiences in teaching and in presentations of the Corpus have shown the power and pedagogic value of such direct data interrogation.

5.1.2 Benefits to the research community who might be interested in other similar data sets

This project will demonstrate the research and learning gains from the Climbié corpus, but this experience will be transferable to similar publicly available data sets from other inquiries. The project will report on the appropriateness of the work on the Climbié corpus to other public inquiry archives and make recommendations for the design of such developments.

5.1.3 Benefits for others using CAQDAS programs

The DEX-T-METS format will serve as a common interchange standard between CAQDAS programs (See Section 9).

5.2 The benefits to The University, its staff and researchers

- central archiving for the coded and categorised corpus
- improved retrieval of information
- long term preservation of the coded and categorised corpus
- increased dissemination and impact
- easily accessible data outputs that could be drawn upon for teaching purposes

5.3 Evaluate these learning resources

A key task of the project will be to evaluate the learning resources and the possible uses of the Corpus. Through the operation of the Delphi consultation we already have a group of potential users representing academics, teachers, managers and professionals from across the child protection system. From these and from a more general recruitment of teachers concerned with child protection we shall establish a Climbié user group which will act as a group of testers for both the thematic and other structuring of the corpus and for the types and designs of style sheets for the presentation of the data. The group will have about 10 members representing social work practitioners, housing staff, police, nursing and medical staff and some academics from social care backgrounds. The group will be asked to use the corpus in different ways (e.g. training course, student projects and management presentation) and will be questioned by e-mail and interviewed by telephone about their use. The questions asked will focus partly on issues of interface usability design but also on the ways in which the presentation of the corpus meets their specific professional and research needs and on the variety of ways the group members actually use the corpus. A key group of users of the corpus will be higher education social work teachers and their students. We shall therefore also create an additional testing group of pre and post qualifying social work students.

5.4 Relevance of developments to other public inquiry archives

As explained above, the Victoria Climbié corpus differs from most other qualitative data archives in that the data were not collected as part of a research project, but rather are a record of an important national public inquiry. There are now a number of inquiries and commissions which are making full transcripts of witness testimony (along with other evidence) publicly available on the WWW. In the UK these include the Bichard Inquiry and the Hutton Inquiry. There is great potential for the use of these data sets in research (Gibbs and Hall, 2007) and in teaching. This project will investigate and evaluate the forms in which such data can be made accessible to users, including the appropriateness of the

DEXT-METS standard, and through our evaluation of users' teaching and research use of the corpus we will report on ways that other similar data sets can be presented and utilised.

6. Stakeholder Analysis

| Stakeholder | Interest / stake | Importance |
|---|--|------------|
| JISC | Funding body | High |
| ESDS | Testing of DeXT archiving model and of conversion tool | High |
| Software vendors | Ongoing subscription | High |
| Vice Chancellor | University Strategic Plan | High |
| Pro Vice Chancellor - Research | Utilisation of corpus for research | High |
| Pro Vice Chancellor – Learning and Teaching | Utilisation of corpus for learning and teaching | High |
| Researchers | Published research output and data archive for research work | High |
| Teaching staff | Utilisation of corpus for learning and teaching | High |
| Wider community | Utilisation of corpus as searchable open access resource | High |
| Undergraduates | Utilisation of corpus for learning and teaching | Medium |
| Postgraduates | Utilisation of corpus for learning and research | Medium |
| Standards organisations | Use of standardised metadata | Medium |

7. Risk Analysis

| Risk | Probability (1-5) | Severity (1-5) | Score (P x S) | Action to Prevent/Manage Risk |
|--|-------------------|----------------|---------------|---|
| Inability to recruit a suitable and competent member of staff | 2 | 2 | 4 | Source alternative staff |
| Retention of staff | 2 | 2 | 4 | Motivation via good working environment and personal development |
| Failure to get all parties to share same understanding of purpose (project team) | 1 | 5 | 5 | Use sound project methodology |
| Necessary facilities not available | 3 | 2 | 6 | Ensure planning of any relocation in the University as part of ongoing building work. |
| Internal technical issues | 2 | 4 | 8 | Include appropriate staff in project team Provide workarounds |
| Suitable API cannot be written | 2 | 5 | 10 | Ensure full support from Eprints staff - Provide workarounds |
| Loss of supplier | 1 | 4 | 4 | Seek alternative suppliers |
| Failure to observe copyright conditions | 2 | 5 | 10 | Ensure correct permission received at start of project; consider using dark archive for ethically sensitive data. |
| Other projects that might have an impact | 3 | 3 | 9 | Include key staff in project and steering groups Schedule key staff time according to work packages |

| | | | | |
|---|---|---|---|--|
| Organisational changes that might take place during the project | 2 | 4 | 8 | Include key staff in project and steering groups |
|---|---|---|---|--|

8. Standards

| Name of standard or specification | Version | Notes |
|-----------------------------------|---------|--|
| DExT | | General standard for archiving of social scientific research data. This project will focus only the qualitative data aspects of this |
| DExT QuDEx | 2.0 | A tool, developed by previous JISC project as ESDS Qualidata, that converts Atlas.ti XML output into DExT |

The coded and categorised data will be in XML form. The project will ensure that the format is consistent with developing standards for qualitative data archiving.

In particular we shall follow the guidelines developed by the DExT project at the ESDS data archive (Part of the JISC Repositories Programme). This project, in collaboration with a number of CAQDAS software companies, has developed a standard for the specification of qualitative data and some basic coding and annotation of the kind commonly undertaken in social science analysis and supported by the programs. We shall use the tool developed by this project to convert the Atlas.ti XML output (Muhr 2000) into DExT-METS format using the DExT QuDEx tool and also import the XML file into the Huddersfield EPrint-based repository. Part of the programming work with the repository API will be to investigate the extent to which the repository can also produce DExT-METS format output.

By using the Eprints software we will use the standards for metadata and harvesting recommended by the JISC Standards for the Digital Repositories Programme (<http://www.ukoln.ac.uk/repositories/digirep/index/Standards>).

In addition we will seek compliance with the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001 where appropriate.

During the project we will seek further advice on standards from the Repositories Research Team, the Intute Repository Search Project and the Repository Support Project.

9. Technical Development

The longer term hope for the DExT-METS format is that it will serve as a common interchange standard between CAQDAS programs. Being able to output in this form will mean that users could extract data from the repository and then import it into their own CAQDAS program for further analysis while preserving the coding, linking and attached metadata.

The investigator for this proposed project has already worked in collaboration with Qualidata over the development of online archives (Gibbs et al 2004) and the Climbié corpus team has agreed to act as a test site for DExT-METS.

10. Intellectual Property Rights

IR software will be owned and retained by the original developer, unless it is accessed as freeware. All other IPR generated in the course of the project will be owned by The University of Huddersfield, under terms to be negotiated between The University and project team members. The University is committed, nevertheless, to full public disclosure and dissemination of the results of the project within the sector.

Permission has been sought from the holders of the copyright of the transcripts,

'The Inquiry team has no problem with you quoting the transcripts in your academic work. The transcripts are already in the public domain. Although, we would appreciate it if you would clearly attribute the transcripts as originating from the Inquiry.'

The project team has obtained a PSI click-use licence (PSI Licence number C2008002563) for the re-use of Crown copyright and Public Sector Information (<http://www.opsi.gov.uk/click-use/psi-licence-information/index>).

However, due to the original Inquiry team having been dismantled, the project team intend to create a due diligence file for the project. This will show that all attempts have been to identify the copyright owners of the material with the view of obtaining any further permission, such as the creation of an Information Asset Register record (<http://www.opsi.gov.uk/iar/index>).

Project Resources

11. Project Partners

None

12. Project Management

The project will be structured and managed in accordance with The University of Huddersfield's standard project management methodology and JISC's best practice guidelines.

- A project team will be established consisting of members drawn from Computing and Library Services and the School of Human and Health Sciences.
- The project team will report to the established Repository Working Party, consisting of senior University managers and other stakeholders. This Working Party reports directly to the University Research Committee
- The project will be administered with conventional project management quality control tools and documentation including regularly minuted project meetings, an updated project plan, risk and issues registers.

The team as a whole is aware of the tenets of the Open Access movement and developments in e-learning.

Project Team

Dawn Clarke (0.5 FTE)

BA; MA; PhD

Research Fellow

Worked for a number of years as a support worker in both the voluntary and statutory sectors, including being a part of a child protection team producing core child assessments and developing and delivering domestic abuse training to multi-agency delegates at a national level.;

Graham Gibbs (0.2 FTE)

BSc; MA; Graduate Diploma

National Teaching Fellow and Reader in Social Research Methods

Has over 25 years HE teaching experience culminating in the award of National Teaching Fellow in 2006. Has succeeded in winning 22 different funded projects, including 13 externally funded, most as principal investigator. These include several previous JISC funded projects, including the 1996 Technology Applications Programme. Has published on computer assisted learning, and computer assisted research methods (including 2 books) and has worked with colleagues since 2003 on the Climbié Corpus Project. This has already produced several joint publications.

Christopher Hall (0.1 FTE)

BA; PhD

Senior Research Fellow in the Centre for Applied Childhood Studies, Huddersfield University,

His research interests include discourse and narrative approaches to social work, interagency communication and child welfare policy. He is currently working on an ESRC-funded study looking at e-Assessment in Child Welfare, part of the e-Society Programme. He is the author of several papers on the Climbié Inquiry.

Antony Osborne (0.1 FTE)

MSc; DipLib; FHEA

Academic Librarian

Responsible for library services to the School of Human and Health Sciences, and Academic Librarian Co-ordinator. Member of the YULIS information literacy group and the YULIS staff development group. Leads a team of staff in information literacy provision across the School and liaises with Academic staff in all aspects of library support. Currently studying for a Doctorate in Education.

Graham Stone (Project Manager 0.2 FTE)

BSc; PgD ILS; MCLIP

Electronic Resources Manager/ Repository Manager

Responsible for the management of the Library Electronic Resources Team, Deputy Head of Technical Services and the University Repository including the local implementation of the repository and, in conjunction with Eprints at the University of Southampton, the development of its functionality. Education Officer for the UK Serials Group (UKSG) committee, editorial board member of Serials and the Journal of Electronic Resource Librarianship. Currently editor-in-chief for the E-resources management handbook open access e-book (ISBN: 0-9552448-0-3). Formerly Project Manager for the JISC funded University of Bolton Institutional Repository (http://www.jisc.ac.uk/whatwedo/programmes/programme_rep_pres/repositories_sue/irbolton.aspx).

Andrew Teal (0.2 FTE)

BA; MSc

Information Technologist / Programmer

Programmer for the coMentor VLE using Java, Perl, Javascript, HTML and MOO, and integration on a UNIX workstation which was also an http (Apache) server; commercial Java developer; manager of a learning technology development unit including support for reusable learning objects.

References

Delbecq A. L, Van de Ven A. H., Gustafson D. H., (1975) *Group Techniques for Program Planning: A Guide to Nominal Group and Delphi Processes*. Glenview, IL: Scott Foreman & Co

Fielding, Nigel (2000, December). The Shared Fate of Two Innovations in Qualitative Methodology: The Relationship of Qualitative Software and Secondary Analysis of Archived Qualitative Data [43 paragraphs]. *Forum Qualitative Sozialforschung / Forum: Qualitative Social Research* [On-line Journal], 1(3). Available at: <http://qualitative-research.net/fqs/fqs-eng.htm> [Date of access: Sept. 20th 2004]

Gabb, J., Balen, R., Gibbs, G.R., Hall, C. & Teal, A. (2006) "Victoria Climbié Inquiry Data Corpus Project: Using the Delphi Method in Multidisciplinary Child Protection Research" *British Journal of Social Work* Vol.36 (4) pp. 577-596 (<http://eprints.hud.ac.uk/329/>)

Gibbs, G.R. Gabb, J., Hall, C., Balen, R., Masson, H. and Teal, A. (2004) 'Establishing an accessible data corpus based on evidence to the Victoria Climbié inquiry: Merging user needs and research dimensions' Paper presented to ESDS Online Data Workshop. Royal Statistical Society, London

Gibbs, G.R. and Hall, C. (2007) "The Research Potential of Testimony from Public Inquiry Websites" *Children & Society* Vol. 21, pp. 69–79 (<http://eprints.hud.ac.uk/345/>)

Hall, C (2003) *Themes In the Part II seminars of the Victoria Climbié Inquiry: Report to the NSPCC* Huddersfield University

Hammersley, M. (1997) 'Qualitative data archiving: some reflections on its prospects and problems'. *Sociology*, 31(1), 131-42

Laming (2003) Report of the Inquiry into the death of Victoria Climbié, London: Department of Health

Muhr, Thomas (2000, December). Increasing the Reusability of Qualitative Data with XML [64 paragraphs]. *Forum Qualitative Sozialforschung / Forum: Qualitative Social Research* [On-line Journal], 1(3). Available at: <http://qualitative-research.net/fqs/fqseng.htm> [Date of access: Sept. 20th 2004].

13. Programme Support

Support will be provided by the JISC Programme Manager in the first instance, including notification of relevant events or developments.

In addition further support will be given by the Repositories Support Project (<http://www.sherpa.ac.uk/projects/rsp.html>).

14. Budget

| | |
|------------------------------------|----------------|
| | Total £ |
| Amount Requested from JISC | £49,486 |
| Institutional Contributions | £49,486 |

For detail see appendix A

Detailed Project Planning

15. Workpackages

See Appendix B

16. Evaluation Plan

| Timing | Factor to Evaluate | Questions to Address | Method(s) | Measure of Success |
|---------------|--|--|---|---|
| Months 9-10 | Repository code Searches alongside plain text searches | Does mechanism resemble procedure in CAQDAS software? Can researchers /students use it? | UI comparison by team Survey of Climbié user group | Mechanism within range found in CAQDAS Positive response |
| Months 9-10 | Repository biographical/cover sheet data retrieval | Contents usable by researchers/students | Survey of Climbié user group | Positive response |
| Months 9-10 | Repository critical incident material retrieval | Contents usable by researchers/students | Survey of Climbié user group | Positive response |
| Months 9-10 | Repository style sheets and snapshots | Contents usable by researchers/students | Survey of Climbié user group | Positive response |

17. Quality Plan

- Quality of additional qualitative coding in the corpus. We will follow our previous procedure. All qualitative coding is monitored and checked by a second member of the Corpus team. As explained above, coding themes are derived from a robust Delphi exercise.
- Quality of programming work using the Repository API. This will be checked with EPrints as work is undertaken to ensure it meets their quality standards.
- Quality of the snapshots, biographical/cover data and style sheets. To some extent these have been determined by the prior Delphi exercise, but in addition we will evaluate them by consulting with the Climbié user group.

18. Dissemination Plan

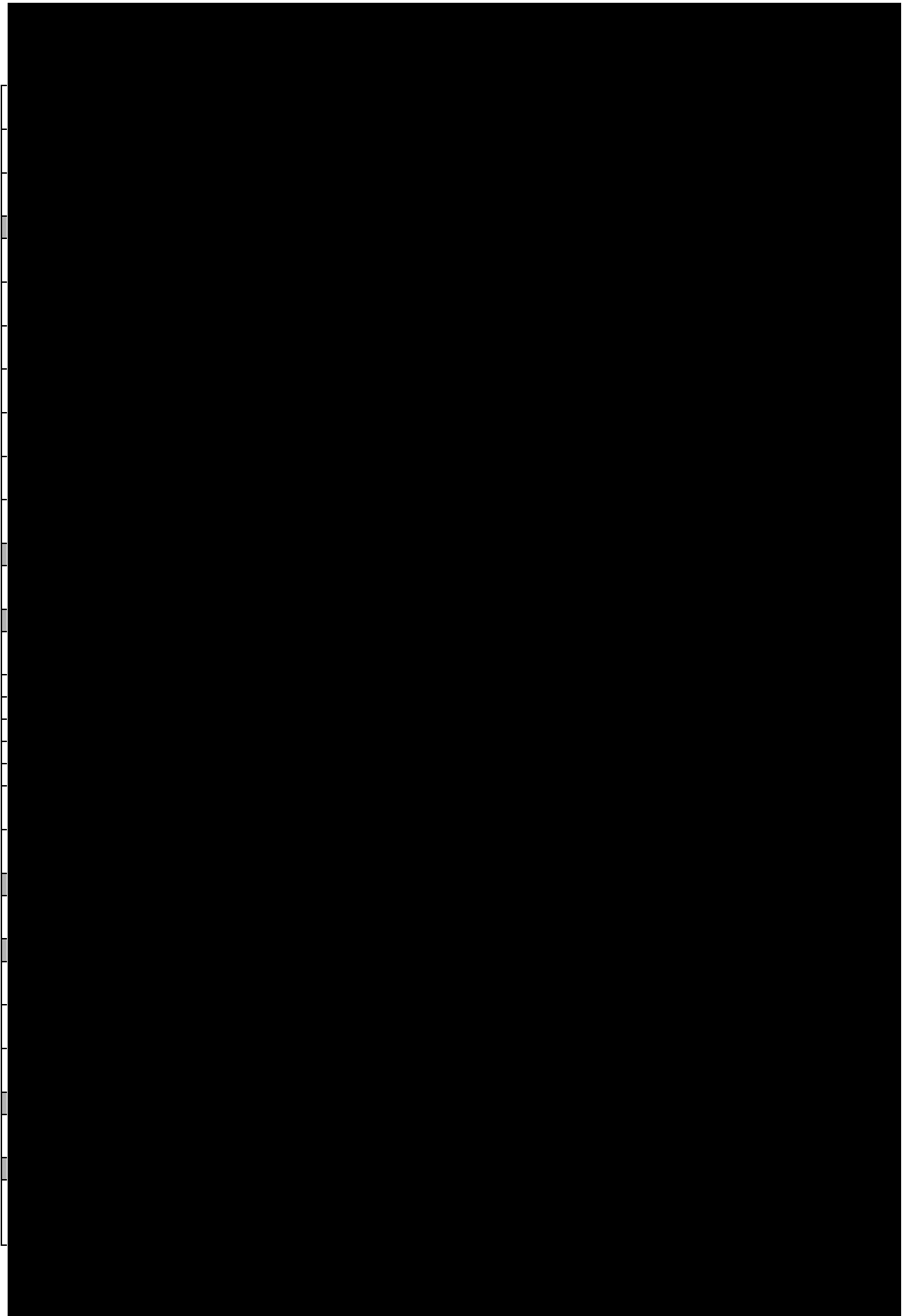
| Timing | Dissemination Activity | Audience | Purpose | Key Message |
|-------------|--|----------------------------------|-----------------|--|
| Oct08-Sep09 | University Staff Bulletin/ Web pages | University Staff | Raise Awareness | News items to encourage use |
| Oct08-Sep09 | JISC Web Pages | JISC Community | Raise Awareness | Project plan and report to outline key aims and objectives |
| Sep09 | University Learning and Teaching Conference | University Staff and researchers | Engage/Promote | Workshop to encourage embedding into research, learning and teaching |
| Sep09 | Workshops at Sociology, Anthropology and Politics (C-SAP) and Social Policy and Social Work (SWAP), HEA subjects centres | University Staff and researchers | Engage/Promote | Workshop to encourage embedding into research, learning and teaching |
| Sep09 | Publish in Journal of the University of Learning Experience | Research Community | Inform | Inform about lessons learned |
| Sep09 | Final Report to the JISC | JISC and future projects | Inform | Inform about lessons learned |

19. Exit and Sustainability Plans

The work of adding content to the repository covered by the scope of this bid has a finite goal. However, the principle of adding content to the repository is already supported with established resources, is underway in terms of current research output, is a permanent arrangement and will continue as such. The University Repository is indexed by Google, Google Scholar, the Intute Repository Search and OpenDOAR.

Planned outputs of the project will be taken further as follows

- Report from the Climbié user group on appropriate forms of data presentation, themes needed and the use of archive in management and teaching contexts,
- An online, DExT-METS compliant, XML-based data corpus with coded and annotated data,
- Report on the appropriateness of the work on the Climbié corpus to other public inquiry archives and recommendations for the design of such developments.





| WORKPACKAGES | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----------------------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| 1: JISC Reporting Schedule | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 2: Start up | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 3: Key policies | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 4: Data population | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| 5: Dissemination | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

Project start date: 01-10-2008

Project completion date: 30-09-2009

Duration: 12 months

| Workpackage and activity | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|--|---------------------|------------------------|--|-----------|----------------|
| YEAR 1 | | | | | |
| WORKPACKAGE 1: JISC Reporting Schedule <u>Objective:</u> Draft reporting schedule to give approximate dates for reporting requirements over life of project | | | | | |
| 1. Grant letter issued | Sep 08 | Sep 08 | Project on JISC website | | |
| 2. Deadline for project plans | Oct 08 | Oct 08 | Plan on JISC website | | |
| 3. Programme meeting | Nov 08 | Nov 08 | | | |
| 4. Deadline for progress report | Apr 09 | Apr 09 | Report on JISC website | | |
| 5. Programme meeting | Jul 08? | Jul 08? | | | |
| 6. Deadline for final project reports | Sep 09 | Sep 09 | Report on JISC website | | |
| 7. Projects Close | Sep 09 | Sep 09 | | | |
| 8. Deadline for project completion reports | Oct 09 | Oct 09 | Report on JISC website | | |
| 9. Adopt practical assistance and advice from JISC Project Manager | Oct 08 | Sep 09 | Successful project completion | | |

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|--|--------|--------|---|--|----------------------|
| WORKPACKAGE 2: Start-up Objective: Establish Project Group, recruit a research assistant, initial set-up and customisation of existing IR software | | | | | |
| 10. Establish Project Team | Oct 08 | Nov 08 | Minutes | | Project Manager |
| 11. Establish Steering Group | Oct 08 | Nov 08 | Minutes | | Project Manager |
| 12. Finalise RA job specification | Oct 08 | Oct 08 | Send document to School Committee | | Steering Group |
| 13. Recruit RA | Nov 08 | Dec 08 | RA in post | | Steering Group |
| 14. Institutional Repository is customised | Jan 09 | Feb 09 | Complete administration training and customisation | | Project Team |
| WORKPACKAGE 3: Key policies Objective: Write and agree key policies and documents | | | | | |
| 15. Create a due diligence file | Oct 08 | Sep 09 | Document attempts to identify the copyright owners of the material with the view of obtaining a more formalised permission | | Project Team |
| WORKPACKAGE 4: Data population Objective: Data coding, API development and data importing into repository | | | | | |
| 16. Complete qualitative coding of corpus | Nov 08 | Mar 09 | | | RA |
| 17. Develop Repository using API to accept data in DExT format | Nov 08 | Mar 09 | | | Project Team/eprints |

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|---|--------|--------|--|--|--------------|
| 18. Convert Atlas.ti data to XML using DExT QuDEx tool | Mar 09 | Mar 09 | | | Project Team |
| 19. Import data into repository using DExT format | Mar 09 | Mar 09 | | | Project Team |
| 20. Develop Repository using API to enable code Searches alongside plain text searches | Mar 09 | Apr 09 | Develop API | | Project Team |
| 21. Create biographical/cover sheet data | Apr 09 | May 09 | | | RA |
| 22. Develop Repository using API to enable biographical/cover sheet data retrieval | Apr 09 | May 09 | Develop API | | Project Team |
| 23. Identify critical incidents needed | Apr 09 | May 09 | | | RA |
| 24. Create critical incident data | May 09 | Jun 09 | | | RA |
| 25. Develop Repository using API to enable critical incident material retrieval | Jun 09 | Jun 09 | Develop API | | Project Team |
| 26. Identify snapshots needed | Jul 09 | Aug 09 | | | Project Team |
| 27. Evaluate outputs using Delphi team | Jul 09 | Aug 09 | | | Project Team |
| WORKPACKAGE 5: Dissemination Objective: Promotion and advocacy to further research output at The University | | | | | |
| 28. Develop style sheets for educational use | Jun 09 | Jun 09 | Release of style sheets | | Project Team |
| 29. Dissemination (Journal articles e.g. JoULE) | Jul 09 | Sep 09 | Publication of journal articles | | Project Team |
| 30. Dissemination (Conference presentations) | Jul 09 | Sep 09 | Conference proceedings | | Project Team |
| 31. Technical and supporting documentation | Aug 09 | Sep 09 | Publication of documentation | | Project Team |

Appendix C 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, or if we are successful in our bid for funding and our project proposal is made available on JISC's website.

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 |
|-------------------------|--|---------------|
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Please see <http://www.ico.gov.uk> for further information on the Freedom of Information Act and the exemptions to disclosure it contains.

Appendix D Supporting Statement



SAF/SEH

18 July 2008

JISC
Northavon House
Coldharbour Lane
Bristol
BS16 1QD

Dear Sir/Madam,

JISC Digitisation Programme: Enriching Digital Resources

This bid is submitted with the strong support of the University. The proposal embraces an important area of work for which this University has received world class recognition. The opportunity to create a corpus of data in this sensitive and important area will make a significant contribution to the national and international work in helping to understand issues of safeguarding children from research and enquiry. The University has a track record of significant and outstanding archive work and this project will enable us to enrich learning and teaching through the active use of this significant digital resource.

The University is committed to support excellence in teaching through enabling a repository of learning materials to be sought through full open access. The University Computing and Library Services, in collaboration with the Centre for applied Childhood Studies will establish the Victoria Climbié Inquiry Data Corpus via the University Repository in such a way that users can search for topics across the entire verbal evidence.

In addition to enhancing the access to the Climbié corpus, the University intends to expose the development of the Data Corpus in a way that evaluates the technical programme and processes involved in depositing and making available such an important digital resource to inform the sector about the development and use of such data repositories.

This is an unusual project that is teaching led, underpins research and reflects close collaboration between academics, technical experts and archivists to produce a unique learning resource. This is congruent with the overarching philosophy of teaching and learning in the University and reflects our priorities in the strategic plan to develop a diverse range of learning resources that underpin teaching and support evidence based practice. I submit this application for consideration with the strong support of the University

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Sue Frost'.

Professor Sue Frost
Pro Vice Chancellor, Teaching & Learning



Queensgate Huddersfield HD1 3DH UK Telephone +44 (0) 1484 422200 Fax +44 (0) 1484 516151

Vice-Chancellor: Professor Bob Cryan BSc MBA PhD DSc

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