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Project Acronym	RSP
Project Title	RSP - Repositories Support Project
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End Date	March 2009
Lead Institution	University of Nottingham
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**Repositories Support Project
Project Plan**

3/06 JISC Capital Programme
Repositories and Preservation Programme: Strand A.

Partners

SHERPA - The University Of Nottingham (lead site)
UKOLN - The University Of Bath
The University Of Wales, Aberystwyth
Digital Curation Centre - The University of Bath
The University Of Southampton

Overview of Project

1. Background

This project plan describes the **Repositories Support Project**, a 2.5 year project to co-ordinate and deliver good practice and practical advice to English and Welsh HEIs to enable the implementation, management and development of digital institutional repositories. The project is led by SHERPA, University of Nottingham with core partners, the University of Wales Aberystwyth, and UKOLN at the University of Bath. Other funded partners are the University of Southampton and the Digital Curation Centre. All partners represent key centres of expertise regarding repositories, and the project will build on their previous national and international activity across the repositories landscape.

The Repositories Support Project (RSP) will contribute to building repository capacity, knowledge and skills within institutions. Through providing guidance and advice it will benefit the whole of the UK sector resulting in the wider take-up and development of institutional repositories in HEIs. The project is based on a start date of 1st October 2006 and end date of 31st March 2009.

Although some institutions are in the advanced stages of establishing well managed repositories the deployment of repositories is still patchy and many institutions do not have the expertise, resources or confidence to address the repository agenda without external encouragement and support. Consequently, whilst there are still many interesting areas for theoretical research, the principal aim of the RSP will be to increase the pace of institutional adoption by providing practical assistance and advice based on available solutions, with an emphasis on operational issues to do with the installation, implementation and deployment of institutional repositories.

The RSP will operate an active outreach programme of advice and information. It will target institutions that are yet to take the first step, as well as giving more advanced institutions guidance on embedding existing repositories within institutional strategies. In both instances the intention will be to provide clear decision paths, succinct guidance notes and hands-on support. In developing its services and support the project will draw not only on the wide-ranging expertise resident in its carefully selected combination of consortium partners but also upon the substantial amount of additional expertise, research and infrastructure already available within the sector.

2. Aims and Objectives

The aim of the RSP is to progress the vision of a deployed network of inter-working repositories for academic papers, learning materials and research data across the UK. Whilst fulfilling the business requirements of HEIs to manage their assets, showcase research outputs, and share learning materials, such a network of populated repositories will be a major step forward in the provision of open access materials.

As basic objectives of the project it has been agreed with JISC that the RSP should provide activities, support and advice, to achieve:

- More repositories
- More content in repositories
- More use of content by researchers
- More re-use in innovative services

More repositories

(Note: Relationship to SHERPA Plus)

- RSP will collate statistics relating to the growth in number of repositories
- RSP will hold regional and individual advocacy sessions as outlined in the proposal to encourage the establishment of new repositories
- RSP will produce material, reports, evaluations; develop website and appropriate information channels like wikis etc, as described in the proposal

More content

(Note: *Relationship to PROSPERO*)

- RSP will collate statistics relating to the growth in content of repositories
- RSP will produce materials and links for institutions to use when addressing their own academics.
- RSP will also investigate other avenues for advocacy direct to authors - possibly through learned societies, subject-groups, conferences, etc.

More use

(Note: *Relationship to Intute Search*)

- RSP will collate statistics relating to the download of content in repositories
- RSP will produce materials and links for institutions to use when addressing their own academics.
- RSP will also investigate other avenues for advocacy direct to authors - possibly through learned societies, subject-groups, conferences, etc.

More re-use

(Note: *Relationship to Intute Search*)

(Note: *Relationship to OpenDOAR*)

- RSP will develop contact with service providers to discuss joint interest and ideas in re-use of repository material and report on possibilities

The RSP needs to address the whole HE sector. After discussion with the Programme Manager, this can be done in priority order of research output to maintain focus on access and re-use of research information.

3. Overall Approach

A project of this type covering national-level support will have to have a clear organisational structure which allows efficient and focussed working, while also taking account of the experience and depth of knowledge that already exists within the wider community. The RSP will liaise with existing and developing work in other initiatives and projects to reinforce the value given to the community and to avoid overlap or competition. The structure proposed allows efficient use of available knowledge by providing funded routes to bring this knowledge within the project, while maintaining clarity of organisation.

In order to provide the HE community with a high class national support service the five members of the consortium will adopt an organisational structure that is designed to:

- create a high profile point of presence providing the HE community with easy and immediate access to authoritative information and advice
- provide seamless access to a distributed support infrastructure based on the strengths and specialisms of partner institutions
- build on existing expertise within projects and services in the wider national and international community by co-ordinating a network of repository experts encouraging co-ordination of outputs and providing referral services to existing know-how and research outputs
- allow partner institutions discretion to develop their distinctive roles whilst at the same time developing a shared identity based on common values, practices and procedures.

Although partners in the consortium will be geographically dispersed, arrangements will be put in place not only to ensure continuous communication and collaboration between sites but also to present a common interface for customers and stakeholders. As illustrated in the Project Plan all five partners will play a part in projecting the public face of the RSP and in handling enquiries which will be routed seamlessly and efficiently to the most appropriate source of project expertise. As lead institution Nottingham will be responsible for overall project management including the receipt and distribution of funding, general liaison and formal reporting to JISC, although in a distributed model of this kind each partner will have managerial responsibility for its own staff and their day-to-day activities. Whilst the partners have been involved in activity across domains including research and teaching and learning, they acknowledge that the learning domain has particular requirements that range from deployment of personal learning repositories to promoting re-use of materials in national services such

as JORUM. Input from experts at CETIS and JORUM will be particularly welcome and initial discussions have already been held.

Consortium partners are well placed to use their established positions to co-ordinate and act as a focal point for the effective dissemination of the good practice and know-how that has emerged from programmes and projects on a national and international level. Project partners will also use their contacts and standing in the community to draw into the project specialised expertise from elsewhere, such as legal expertise from individual consultants, expertise from national data centres such as AHDS, as well as from on-going national and international projects. They will use their excellent contacts with a wide range of stakeholders in the field – repository developers, publishers, funding bodies, academic groups and societies and their international involvement (SURF, DRIVER, ARROW, DART, Los Alamos National Repository, Cornell, MIT etc) to inform and enhance the quality of the services and support they provide.

4. Project Outputs

The major output of RSP is to provide national support for repository development, with outreach, information provision and re-active advice and support.

i) Content

The RSP will consult with the community at large and with JISC programme managers in order to ensure institutions can be effectively supported whatever their repository type or stage of maturity. A databank of expertise, know-how and best practice will be built up. It will be delivered with different views for target audiences and repository types, tailored to specific needs and available in multiple formats. It is anticipated that support materials will concentrate on four broad themes:

- Technical: software selection and installation, technologies, metadata, interoperability
- Organisational: staffing, business requirements and incentives, copyright clearance and digital rights management
- Repository management: policies, workflows, archiving and preservation
- Advocacy: advocating to different stakeholders and advising on advocacy within institutions

The project will create and distribute original content on these themes. However, it will also be a key function of the RSP to act as an interface and facilitator to existing outputs of JISC programmes, projects and services. Many institutions may have neither the resources nor the desire to engage fully with the repository research and development agenda and will simply wish to build functional repositories on sound foundations. In this respect the RSP will have a crucial co-ordinating function, collating, interpreting, re-working and generally disseminating good practice in a style and format that makes it accessible to a variety of different target audiences. A budget for commissioning work from related expert services has been set aside for this purpose.

Guidance materials will be produced in a number of forms:

- Planning: briefing papers, packages and toolkits, decision trees, checklists, FAQs
- Group events: training events, seminars, workshops, summer schools, technical information exchange
- Individually targeted: site visits, walkthroughs, telephone support

It is expected that much this material can be made available through the use of a well constructed website. In addition to presentations and publications derived from RSP work, the website will also link users to resources produced or maintained by other specialist initiatives active in this area, a list of which was provided in the '*Supplement to April 2006 Call for Projects*', and with whom project partners have good working relationships.

Indicative statistics will be collected by the RSP on repository and content growth. In its capacity in providing advocacy support for other JISC repository initiatives like *Prospero* and *Intute Repository Search*, the RSP will also make available statistics on the use of these project services in promoting the use of repositories. This material will be made available through the project website.

ii) Enquiry services

Customer support systems will be put in place to ensure that institutions can make easy contact with the RSP and receive rapid responses to their specific enquiries. Systems will enable enquiries to be submitted by various means, including telephone, web forms or email and for enquiries to be logged, routed between partners and tracked for subsequent trend analysis and performance assessment. A web-based suggestion form will also be available for support on emerging issues and a project wiki and email list will be provided. Close working relations will be established with relevant JISC services and with existing projects to ensure reinforcement and avoid unnecessary overlap.

iii) Regional and national events

The project will organise regional and national events on aspects of repository development and use. Outreach activities planned include regional seminars focussed on the needs of particular stakeholders and a three day summer school provided at cost, to enable staff engaged in repository development to share expertise and exchange experience. The project will also work with other initiatives and projects in mounting joint events, for example the DCC, to ensure reinforcement of activities and avoid overlap or competition. The project will contribute to externally organised events, especially subject-specific academic conferences, which SHERPA has identified as one of the most productive ways of undertaking academic advocacy.

iv) Technical Support

In some cases it will be appropriate for the project to offer technical support to institutions regarding their repository software. This support is likely to be concerned with general day to day use and maintenance of the software and its integration into the institutional IT infrastructure and might take the form of seminars, sessions at events, the provision of FAQs, help-sheets, etc. Where appropriate, institutions will be directed towards the active and useful technical support email lists that exist for all major open source repository software products.

Beyond this, support for the two leading UK repository software packages will be provided. Support for DSpace will be provided by staff at the Aberystwyth hub of the project. Staff there are founder members of the 'UK & Ireland DSpace user group' and chair the group. Through this group, if required, expertise can be leveraged from experienced users across the country, including two SHERPA partner institutions - the Universities of Cambridge and Edinburgh. While Aberystwyth will be the primary and resourced focus for this support, where appropriate use can be made of these other centres, providing DSpace coverage in Scotland, England and Wales. Support for GNU Eprints will be provided by staff at Southampton by the developers of the software. Southampton already have an active support programme which will be leveraged within the Project.

v) Site visits

The project will also make provision for site visits as necessary and practicable for the purpose of providing training sessions, personalised advice on a particular subject or detailed technical support. In this regard the project will draw on SHERPA's experience of supporting specific activities and stakeholders at different stages of repository development. Some site visits may be covered from within the resources of the project, particularly where several institutions can be brought together for the purpose. Beyond this, for visits to cover specific institutional needs, or for multiple visits, the service will operate on a cost-recovery basis. In Wales it is expected that the relatively small number of HEIs, most of whom are at a very early formative stage of repository development, will allow for site visits to be a routine and regular feature of the RSP support model.

Welsh requirements

The consortium is uniquely placed to deliver the Welsh requirements since UWA is the author of the original proposal for the development of a Welsh Repository Network, upon which JISC's Welsh requirements are based. The principal aim of the RSP in Wales will be to act as a catalyst for the rapid development of a centrally co-ordinated, collaborative network of institutional repositories that, in line with *Reaching higher: Higher Education and the Learning Country*,¹ will not only generate institutional efficiencies in the use of public funds but also build capacity and create a much stronger, more integrated HE sector than would otherwise be possible if left simply to institutional discretion and

¹ <http://www.wales.gov.uk/subieducationtraining/content/higher/reachinghigher-e.pdf> .

initiative. UWA will act as the Welsh hub for the RSP, using its resident expertise and direct affiliation to WHELP - and indirectly to other networks like HEWIT (Higher Education Wales Information Technology forum) - to ensure that it delivers practical, hands-on assistance and support tailored to the specific needs of Welsh institutions in relevant areas, including use of the Welsh language.

Whilst the needs of Welsh HEIs are not markedly different from those of their English counterparts, strong collaborative structures within a small HE sector provide opportunities for a more managed and integrated approach to repository development than is feasible in England. A travel budget has been set aside for travel within Wales, ensuring that all Welsh HEIs will receive 3 or 4 visits per year by project staff. This high level of contact and support will help to ensure that by the end of the project every HEI in Wales has a functional, populated repository based upon a centrally supported, bilingual, open source platform serving their individual needs. A translation budget is also included to ensure that software and key documentation can be translated.

5. Project Outcomes

- More repositories
- More content in repositories of different types
- More use of that content by researchers
- More re-use of that content by service providers offering innovative services
- Wide-spread acceptance and use of standards-based approach to repository development and use

The past five years have seen the first steps towards the establishment of a national repository network and its use within HE and research processes. This has been largely based on the use of eprints as repository content. The RSP will support the second step to be taken, with an expansion of repository content to include different forms of research materials - conference papers, research data and other materials, and the use of learning and teaching materials.

Work so far has identified these three major elements: research eprints in their broadest sense; research data; and learning and teaching objects, as the three major groups of material which will be of significant interest across the sector and can act as drivers for repository establishment, growth and adoption.

This expansion brings with it new challenges, issues, user requirements and stakeholders. Part of the remit of RSP will be to investigate these new features and encourage the spread and use of repositories in these areas.

It is envisaged that the RSP will provide the national stimulus and support to the more complete realisation of the advantages of open access dissemination and exposure and use of research outputs.

This should have benefits for academics in the readership, use and recognition of their work by colleagues and by new audiences. This will benefit students and learning by providing greater access to contemporary research than has been possible before now. This will benefit research funders and through them, the public, by providing better exposure and use of funded research.

It is envisaged that the RSP will provide a stimulus for experiment and pilot work to use research data within repositories, integrated into research outputs for added-value to these outputs, but also available as a resource in its own right.

This should have benefits for academics and researchers in being able to examine and use primary research data. This will benefit research funders, by giving other researchers access to material funded by these agencies. This will benefit research funders and through them, the public, by providing better exposure and use of funded research.

It is envisaged that the RSP will provide a stimulus for experiment and pilot work to use teaching and learning objects in repositories: for use internal to institutions; integrated into other repository holdings for value-added benefit and for use and re-use by third-parties and other institutions as a resource in its own right.

This will benefit students and learning by providing greater access to the best shared learning resources than has been possible before now. This will benefit academics and other teachers by giving access to re-usable materials in their work.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
Information professionals in HE (librarians and others)	HIGH	HIGH
Institutional administrators	MEDIUM	HIGH
Funding agencies and research policy-makers	MEDIUM	HIGH
Academic authors	LOW	HIGH

These are the four key-stakeholder groups, although there are at least five more that must be considered and addressed. This Stakeholder Analysis summary is included here to show that the RSP is aimed at the development of repositories and their integration into research and institutional structures. The use of these repositories by individual academics is best left to being handled at a local level, with local support. Part of the role of RSP is to provide advice and materials to enable local agents to provide that support. RSP can provide direct high-level advocacy to academics and researchers where appropriate.

In order for the RSP to act as a decisive catalyst for the rapid and widespread uptake of functional and well populated repositories across England and Wales it must have first-class intelligence on both general and specialist community needs, robust channels of communication with different stakeholder groups and close working relations with JISC and the wider repository community. Building on synthesis work within the previous FAIR and Digital Repository programmes, the RSP is conducting an audit of user needs and existing support materials identifying gaps in provision.

It is a particular strength of the consortium that it can draw on the formal and informal networks of expert groups, advisory panels, support infrastructures and member organizations with which its partners are already heavily involved for both input and feedback on user requirements and priorities. The consortium can, for instance, call upon the Digital Repository Support team at UKOLN, the DCC associates network, the SHERPA partner institutions as well as all HEIs in Wales through the good offices of WHELP. The pre-eminent position of consortium partners in delivering the current JISC Repositories Programme also provides ample opportunities not only to liaise closely with JISC project staff but also to consult with and draw benefit from a wide range of expertise and specialist knowledge not directly associated with the consortium.

Stakeholder groups

In conjunction with the needs analysis referred to in 2.1, the project is already identifying stakeholder groups and mapping out their requirements. It is anticipated that the main stakeholder groups within institutions will include researchers, lecturing staff, repository managers and senior institutional management and that these primary stakeholders will be the main target audiences for support materials.

However, in developing its user profiles the RSP will be mindful of the fact that the SHERPA project demonstrated that the major barriers to repository development are not technical but cultural and managerial. It is consequently taking account of the fact that the development of repositories to store and give access to a wider variety of data-objects is bringing new combinations of stakeholders to repository work. The majority of research-led universities in the UK already have live repositories or active repository programmes. While these repositories will benefit from the support and expertise available through the RSP, the stakeholders now contemplating institutional repositories for the first time may have requirements that are very different from those that applied when existing repositories were first created. Through consultation and outreach activities, RSP will look into these new repository drivers and develop advice and support based around these needs.

7. Risk Analysis

Risk	Level	Likelihood	Contingency
Recruitment difficulties	Medium	Medium	Existing institutional staff will be re-assigned Some activities outsourced
Loss of a team member	High	Medium	Multiple staff at each site have the expertise and skills required.
Lack of engagement of expert associates	Medium	Low	Involve expert associates in experts panel, liaise with appropriate JISC service managers
Lack of engagement from institutional staff	Low	Low	Enhanced advocacy activities
Expert associates charge high consultancy rates	Medium	Medium	Take advantage of wide circle of contacts for alternate experts Take work in-house
Project is over-ambitious in scope	Medium	Low	Realistic scope in work plan: liaison with JISC and appropriate advisory committees

8. Standards

We will be advocating the use of Dublin Core, OAI-PMH standards, UK LOM and community best practice within the UK HE repositories community.

9. Technical Development

The RSP project is not developing technologies per se: rather it is looking at the utilisation of existing technologies and the balanced adoption of new and developing technologies as they arise. Two of the partners are specialists in the technical aspects of the software used in the project (University of Aberystwyth and Southampton) while a third is a technical specialist in information management (UKOLN) and a fourth (DCC) is a technical expert in the curation and metadata aspects of material. Each of these partners will bring their expertise and existing relations to bear on RSP work, ensuring that community best practice is followed and that the project can take advantage of developments in technology and practice.

10. Intellectual Property Rights

The IPR of material generated as part of the RSP will remain with the respective creators. A Consortium Agreement will be agreed by project partners in January 2007 to guarantee clarity about future IPR. However, all results will be disseminated to the wider HE community as part of project work and with the expectation that it will be used and modified freely by others under an appropriate licence such as Creative Commons.

Project Resources

11. Project Partners

Partner	Specialist Role
SHERPA, University of Nottingham (lead site)	Advocacy and institutional relations - Advocacy, IPR, direct contact with institutions, institutional integration. SHERPA partners include AHDS, British Library with related expertise. SHERPA is involved in related support work, for example SHERPA Plus, SHERPA/RoMEO, OpenDOAR, DRIVER, etc. SHERPA partners are also testing out a preservation service for repositories being developed by the AHDS. It is hoped that this could be expanded incrementally to cover institutions as they came on-stream.
UKOLN, University of Bath	Technical standards and research - Building on previous projects Open Archives Forum, ePrints UK, eBank. Hosts Digital Repository Programme Support posts in collaboration with CETIS, working closely with eFramework activity. Expertise regarding standards and interoperability: metadata, harvesting, complex object packaging, alerting. Technical developers within RDN/Intute search infrastructure project, International contacts: DEST funded projects ARROW and DART, SURF; DRIVER, LANL.
University of Wales (Aberystwyth)	Welsh requirements and DSpace support - Repository Bridge project; representative of WHELP, community knowledge, DSpace software expertise
University of Southampton	Eprints support and software knowledge - Institutional expertise, leaders in open access, research data expertise, ePrints software expertise, training and events.
DCC, University of Bath	Preservation and curation of content - Curation and preservation, preservation within institutional context; experience with large-scale data-sets; technological reviews and reports

Consortium Agreement

A Consortium Agreement has been drawn up and will be forwarded to partners' signing agents in January 2007.

Main Contacts:

Partner	Main Contact
SHERPA, University of Nottingham (lead site)	<p>PROJECT DIRECTOR Stephen Pinfield Deputy Chief Information Officer Information Services University of Nottingham Kings Meadow Campus Nottingham NG7 2NA</p> <p>Tel +44(0) 115 95 15109 Fax +44(0) 115 846 8244 email: stephen.pinfield@nottingham.ac.uk</p>
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12. Project Management

As lead institution Nottingham will be responsible for overall project management including the receipt and distribution of funding, general liaison and formal reporting to JISC. Each partner will have managerial responsibility for its own staff and their day-to-day activities.

Bill Hubbard will act as the Project Manager, devoting 0.6 FTE to RSP work as agreed with JISC, integrated into other related project work. Further project management will be provided by other members of the SHERPA team, summed to 1FTE. The Project Director Stephen Pinfield, will supply strategic direction of project work and high-level liaison with other organisations initiatives and committees that are active in the area. Mike Hopkins, as Project Director (Wales) will provide strategic direction for the specialist Welsh components of project work in the in-depth support of Welsh institutions and their repository establishment. Stuart Lewis, as Project Leader (Wales) will act as manager for these activities.

Partners will supply regular progress reports to the Project Manager and situation and resource reports at need. An email list to serve the needs of project staff has already been established to facilitate communication and planning. It is already well-used. Face-to-face meetings will be held regularly throughout the project and opportunistic meetings of project personnel will be held at the numerous occasions where staff attend joint events. Although partners in the consortium will be geographically dispersed, arrangements will be put in place not only to ensure continuous communication and collaboration between sites but also to present a common interface for customers and stakeholders. All five partners will play a part in projecting the public face of the RSP and in handling enquiries which will be routed seamlessly and efficiently to the most appropriate source of project expertise.

External Management and Steering Group

The project will work closely with the JISC programme manager, Amber Thomas, for JISC Programme management work. In order to benefit from synergies with other JISC activities, the project has received advice from the existing Repository and Preservation Advisory Group as to the constitution of the

Steering Group. This group is currently being defined, with proposed representation from JISC Executive, user representatives and expertise from the learning and teaching repository field.

Key Personnel

University of Nottingham

Project Director. Stephen Pinfield is Deputy Chief Information Officer and Director of Research and Learning Resources at the University of Nottingham. He is Director of *SHERPA*. He has a particular interest in scholarly communication and electronic publishing, and has published widely on these topics. He is currently chair of the Joint CURL/SCONUL Scholarly Communications Group and also a member of the JISC Scholarly Communications Group. Whilst in Nottingham, between 2000 and 2001, he was a part-time consultant for JISC involved in capturing and communicating the lessons of the eLib programme. More recently he has been a member of the JISC-funded cc interoperability project steering group. He is also currently the Director of the JISC-funded BIOME service.

Project Manager. Bill Hubbard is SHERPA Manager and has wide experience in the establishment and development of institutional repositories. He has been instrumental in setting up a number of related activities, including SHERPA Plus, SHERPA/RoMEO and OpenDOAR. He speaks widely on topics related to institutional repositories. Before this, he worked as a manager in a commercial Virtual Reality production company with educational and heritage applications. Previously, he was a senior lecturer at De Montfort University, leading a BA degree course in Multimedia Design.

Aberystwyth

Project Director (Wales). Mike Hopkins is Director of Information Services at the University of Wales Aberystwyth where he is responsible for the provision of computing, library and media services. He is a member of the CyMAL Advisory Council and has managed numerous externally funded projects, including, most recently, the HEFCW funded HELP (Higher Education Libraries in Partnership) project on behalf of WHELP.

Project Leader (Wales). Stuart Lewis works for Information Services at the University of Wales Aberystwyth. He is Project Manager of the JISC 03/05 funded 'Repository Bridge' project, creating infrastructure to allow the automatic harvesting of electronic theses to a Welsh hub at the National Library of Wales and the JISC funded Robot Generated Open Access Data (ROAD) project, investigating large-scale data repositories based upon open source repository platforms and has also been involved in the EThOS project. He is the inaugural chair of the UK and Ireland DSpace User Group and is a DSpace committer.

6.3 UKOLN

Senior Consultant. Rachel Heery will act as a senior consultant to the project (.2 FTE) and will line manage the 2 RSP staff at UKOLN. Rachel currently manages 3 DCC staff as part of her team so has experience of working closely with DCC. The proposed DCC member of staff will work as part of the DCC Outreach team which is led by UKOLN's director Liz Lyon. Rachel also manages the Digital Repository Programme support posts at UKOLN. She has worked on repository projects including the Open Archives Forum and ePrints UK, and has published a repositories review and roadmap for JISC. She is UKOLN's representative on the EC DRIVER project and has worked with the JISC eFramework initiative, and with the Australian ARROW and DART projects.

6.4 University of Southampton

Leslie Carr is a Senior Lecturer in the 'Intelligence Agents Multimedia' Group in the Department of Electronics and Computer Science where he co-ordinates the various EPrints research and development activities. His research interests include the application of hypermedia technologies to digital libraries and the deployment of engineering methodologies to produce effective and reliable information systems.

13. Programme Support

Indicate if there are specific areas where you would like support from the programme or programme manager.

Liaison with other JISC projects, programmes and events.

14. Budget

See Appendix A.

There are no changes from the budget proposal submitted to and approved by JISC.

Detailed Project Planning

15. Workpackages

See Appendix B

16. Evaluation Plan

In any outreach and support project of this kind, where support is given as required, where demand is stimulated and where information is provided through the web, it can be difficult to evaluate outputs and the effect that they have had. It is accepted within JISC and project management that the success of such activity is notoriously difficult to measure.

After discussions with Amber Thomas as Programme Manager it was decided to use a *Concept Agenda* as a guiding form for all project work, to ensure that the correct input was built into the materials, support and activities.

RSP Concept Agenda

- Institutional Asset Management
- Open Access
- Repository Establishment
- Use by Researchers
- Re-use by Service Providers
- Open Standards

This *Concept Agenda* will be a working list that should be addressed in each type of activity, service and output, wherever appropriate. Evaluation is then of process, conceptual content and the record of activities. Evaluation is then based on the demonstration that activities and materials have addressed these key concepts; that outreach and dissemination activities can be shown to have followed best recognised practice; and that responses for advice can be shown to provide a timely and well-run service.

Minor statistics and analysis will be kept of different types of activity, eg:

Proactive activities and outreach

- Note will be taken of follow-up requests and acknowledgments of assistance.

Information provision and support

- The RSP will record stats on usage of RSP website and downloads of information.

Reactive activities and advice

- The RSP will deliver a short scoping document on support mechanisms and processes to show the type of assistance that is being provided and the methods by which it is given.

17. Quality Plan

Quality assurance will be integrated into project work. Quality assurance will follow established guidelines within each partner. Where deliverables are to be released, then they will be signed off by an appropriate tier of project management. Liaison with stakeholders at all levels and wide public dissemination ensures the relevancy and quality of project work and outputs. Advantage will also be taken of the Repository and Preservation Programme infrastructure for collaboration and review of project work with others working in this area. Outreach activities will follow best practice in providing user-evaluation forms for review and use in further event and activity planning.

18. Dissemination Plan

Dissemination is built into the project deliverables as a major part of project work. A full dissemination programme will be developed, with numbers of events noted as part of project deliverables. Partners

have an excellent record of dissemination among individuals and stakeholder bodies in the repository environment. SHERPA has been active in this work for over three years and continues to disseminate information, guidance and advice. UKOLN has a long track record in dissemination and support of the user community. Aberystwyth has already assumed a leadership role in keeping Welsh HEIs up-to-date with repository developments.

Attendance by RSP staff at significant and relevant conferences is seen as being an essential part of activities, both at home for advocacy and awareness raising to end-users and also abroad, to facilitate development with the global community and advertise the approach and support available in the UK. These conferences will be selected so as to address all of the key stake-holder groups with material addressed to their individual needs.

A summer school is planned that will be targeted at potential practitioners and potential repository administrators. This will provide targeted information and materials to support the development of existing repositories and the establishment of new repositories.

The website is of course seen as an essential component of the dissemination and support strategy. Specialist software is being researched to allow a support system to be implemented to deal with queries in a timely and efficient fashion.

19. Exit and Sustainability Plans

Part of the Project Management tasks is the development of an Exit and Sustainability Strategy to accommodate the differing actions and outputs of the project.

Different outputs will follow different sustainability paths. In supporting the establishment and development of repositories, part of the work of the project is to ensure that individual repositories continue into the future through a secure foundation. Population strategies are designed to create change and to produce processes which will then develop independently. Advisory material will remain current for some years while the need for advice with establishment and population advocacy remains. Reports on aspects of repository development will also remain current for some years, but are intended to initiate changing circumstances and further development.

Repositories established with the assistance of project material will have their own long-term futures and the project will work to help institutions develop long-term plans for their repositories. By the end of the project in Wales the need for external support will have diminished to a level that will be possible to manage through existing collaborative structures, notably WHELF and its sister organization HEWIT (Higher Education Wales Information Technology Forum).

Appendices

Appendix A. Project Budget (REMOVED FROM WEB VERSION, AVAILABLE ON REQUEST)

Appendix B. Workpackages

Appendix C. Work Package Summary and Schedule

Appendix B. Workpackages

Work Package 1 - Project Management

Relative resource: 10% Project Months : 1 - 30 Lead: University of Nottingham

Tasks:

- Management
- Collaboration with other projects
- reports
- finances
- QA evaluation

Major Deliverables:

Ref.	Deliverable	Date
D1.1	Project plan	15-01-07
D1.2	website	(initial) 30-01-07
D1.3	progress report	31-03-07
D1.3	progress report	30-09-07
D1.3	progress report	31-03-08
D1.3	progress report	30-09-08
D1.4	final report	31-03-09

Project management will be directed through the activities and work at partner sites, with Nottingham taking the lead role for the management of the project overall. Nottingham will manage its own staff and the contributions from the wider SHERPA partnership. It will also be responsible for the work of project staff at Southampton through liaison with their local line management. The project management team at the University of Nottingham will carry out the normal project management tasks; co-ordinate work packages across partners; collate and sign-off on reports and deliverables; and direct and co-ordinate advocacy work..

Project staff will be split between the five partners. SHERPA at Nottingham will act as the project lead with 1 FTE project management. Aberystwyth will manage the Welsh network which will be developed in the project. UKOLN will have management of its own staff and the DCC post that is based at UKOLN. Aberystwyth will manage the work of the WHELP consortium and locally based support staff. Southampton will contribute day-to-day management of their 0.5 FTE post under the overall work plan. The distribution of posts between partners is as outlined in the budget plan (5).

The Project will work with JISC in establishing key performance indicators and measurable benefits of RSP work within the context of the Repositories and Preservation Programme. The Project will negotiate with JISC regarding the schedule and timings of release of deliverables and materials to integrate with other projects, initiatives and community needs.

Formative evaluation will be by means of yearly facilitated away-days to review project activities and outputs. The project will take part in the wider JISC evaluation of the Programme. Part of the project management tasks will be the production of an Exit and Continuation Strategy. This will clearly identify those activities which should terminate with project closure and those which need to be continued or enhanced, together with suggested ways in which this may happen.

Work package 2 - Support Infrastructure

Relative resource: 10% Project Months : 1 - 30 Lead: University of Nottingham

Tasks:

- Communications
- dissemination structures
- support/enquiry logging system
- web site hosting
- document and output templates etc

Major Deliverables:

Ref.	Deliverable	Date
D2.1	website	(initial) 30-01-07
D2.2	wiki	31-04-07
D2.3	email list	31-04-07
D2.4	templates	15-02-07
D2.5	enquiry system	31-03-07

The support infrastructure will be developed during the initial stages of the project and maintained through project life. Features will include the use of a central website interfacing with an open access repository; a wiki to encourage community building; a mailing list and an enquiry system which will route users to appropriate respondents.

Other support infrastructure will include 'branding' and templates for RSP use to create and maintain an identity for the project and assist its role as a central information resource for the community.

Communications for the RSP as a whole will be co-ordinated through the University of Nottingham office as the lead in this work package.

Work Package 3 - Users, Communities, Outreach

Relative resource: 10% Project Months : 1 - 30 Lead: University of Nottingham

Tasks:

- Audit of existing materials
- survey of existing UK repositories and content
- stakeholder identification
- user panels
- awareness raising

Major Deliverables:

Ref.	Deliverable	Date
D3.1	stakeholder analysis	31-01-07
D3.2	assessment of user requirements	28-02-07
D3.3	gap analysis	31-01-07
M3.1	establishment of user panel	31-05-07
D3.4	user panel feedback reports	30-06-07
D3.4	user panel feedback reports	31-12-07
D3.4	user panel feedback reports	30-06-08
D3.4	user panel feedback reports	31-12-08
D3.5	Events and speaking engagements	ongoing
D3.6	Conference attendance	ongoing

During the initial start-up period the RSP will aim to establish its public profile and position in the repository landscape, identify its target audiences and principal stakeholders and gather intelligence on what kinds of support would encourage the wider take-up and development of institutional repositories in the HE sector. Project partners will:

- conduct an awareness raising and publicity campaign targeting all HEIs in England and Wales
- identify stakeholder groups and map out their requirements
- conduct an audit of existing support materials and identify gaps, building on synthesis work within previous FAIR and Digital Repository Programmes
- survey existing repositories and establish user panels in England and Wales and conduct regular six-monthly consultation with them to ensure that the project meets user needs

Having created the critical infrastructure that is necessary if user needs are to inform project planning, project partners will subsequently ensure that the project's support services are accessible and effectively publicised and will organise events, campaigns and other outreach activities designed to take RSP services out to members of the community.

The RSP will draw on the current work of the SHERPA Plus project in providing Road-Shows for regional and theme-based events. Based on the experience and response to these, RSP will plan a programme of similar events and speaking engagements where this is appropriate. Such events and speaking engagements will address basic repository issues and respond to external developments in the repository environment. It is envisaged that this work may be done in liaison with other initiatives, like Prospero and Intute Repository Search. RSP staff will attend relevant events and conference to provide information on the current state of repository development, and promote the opportunities and facilities that they offer.

Collaboration: SHERPA Plus, JORUM, Prospero, Intute Repository Search, other JISC projects and initiatives

Work Package 4 - Associates Support group

Relative resource: 10% Project Months : 1 - 30 Lead: UKOLN

Tasks:

- Create directory of external expertise
- databank of research outputs
- establish network of experts
- influence workplans
- commission work in selected areas

Major Deliverables:

Ref.	Deliverable	Date
D4.1	Directory of external expertise	(initial) 31-03-07
D4.2	databank of research outputs	(initial) 31-03-07
D4.3	databank of expertise	(initial) 31-03-07
D4.4	commissioned reports	(as appropriate)
D4.5	web based synthesis	(initial) 31-05-07

The project will draw on existing expertise within projects and services, as well as creating its own outputs, in order to provide comprehensive and up-to date support to institutions. The project will create a comprehensive directory and databank of external expertise and research that can be drawn into the project and used as a basis for providing best practice advice and guidance. Working with the JISC programme manager, the project will establish an informal network of repository experts, including representatives from existing JISC funded services, other national and international services, as well as a range of research projects and programmes. The network will:

- encourage information exchange to identify the availability of existing resources and to shape future workplans
- identify gaps in existing coverage and negotiate or commission work to fill these gaps.
- act as a referral point

The network of repository experts will exist as a distributed informal community, supported by email and wiki. In addition members will have the opportunity to meet on a more formal basis every six months to encourage exchange of information about forthcoming outputs and outline areas of expertise. The network will seek to raise awareness of existing resources in order to facilitate referral to existing know-how and research outputs.

In co-operation with existing projects and services the project will deliver a web-based synthesis of repository support material. A commissioning fund will be used as appropriate to ensure significant work is carried out.

Work Package 5 - Technical Support

Relative resource: 20% Project Months : 1 - 30 Lead: UKOLN

Tasks:

- Software selection
- software installation and configuration
- encourage interoperability between federated repositories
- interoperability with learning systems
- interworking with Intute search infrastructure
- working with Google and other commercial services
- preservation issues
- metadata
- managing different resource formats (images, data, learning materials)
- re-using learning materials
- personal and informal repositories
- persistent identifiers

Major Deliverables:

Ref.	Deliverable	Date
D5.1	Support materials	(initial) 31-03-07
D5.2	participation in events	(initial) 04-12-06 then as required
D5.3	one-to-one support	as required
D5.4	site visits	as required

The RSP will need to support institutions at various levels of maturity regarding repository activity. The RSP will target institutions that are just beginning the process of setting up a repository, through to institutions that have established repositories and are considering expansion and development of their repository systems. The RSP will need to engage with a range of software platforms in use across institutions and will address a variety of technical issues arising from particular integration issues within individual institutions. This work package will offer site visits for technical advice on installation and configuration, in collaboration with existing offerings from eprints.org and DSpace.

Collaboration: All RSP partners will be involved in this work package. DCC will have role as regards preservation metadata; input from DRP data cluster; CETIS for learning standards. There will be a particular role for Aberystwyth to provide support for DSpace users, and for Southampton to support eprints.org users.

Work Package 6 - Repository Integration Support

Relative resource: 15%

Project Months : 1 - 30

Lead: University of Wales Aberystwyth

Tasks:

- Informing institutional strategic planning
- identifying business requirements
- process integration
- system integration
- business models, relations with commercial services
- incentive and reward structures
- staffing structures

Major Deliverables:

Ref.	Deliverable	Date
D6.1	Senior management briefing papers	31-03-07
D6.2	planning checklists	(initial) 31-03-07
D6.3	presentations and seminars	as required

Repositories need to be integrated into business workflows and positioned in relation to other institutional systems such as records management, research information systems and virtual learning environments. The RSP will support institutional managers as they consider repositories in relation to strategic planning, integration support and change management.

Collaboration: All RSP partners will be involved in this work package. Parallels exist with the work of JISC InfoNet and we hope to work closely with them as the project develops. JISC InfoNet have expressed interest in collaboration in producing materials and work in dissemination to support strategic planning, alignment with existing processes, and integration with records management.

Work package 7 - Repository Management Support

Relative resource: 15% Project Months : 1 - 30 Lead: UKOLN

Tasks:

- Good practice guidelines
- repository certification
- repository policies
- digital rights management
- metadata creation guidelines
- establishing workflows
- advocacy packages
- summer school

Major Deliverables:

Ref.	Deliverable	Date
D7.1	Support materials	(initial) 30-01-07
D7.2	participation in events	(initial) 04-12-06 then as required
D7.3	one-to-one support	as required
D7.4	site visits	as required
D7.5	summer school and follow up	30-6-07 and proposed 30-06-08

Management responsibilities for repositories will vary in different institutions and so RSP will engage with staff from a variety of backgrounds: computer support, libraries, learning support, academic departments.

Support materials will be targeted with different emphases to these groups. Support will be provided to enable repository managers to establish good practice and to define appropriate policies. Support and encouragement will be provided to help ensure the interoperability of repositories through adoption of common standards.

It is recognised that individual repository administrators may have differing views as to the desirability of adhering to external guidelines. The project will examine the current state of repositories with respect to common standards such as structures, metadata and persistent identifiers and encourage the adoption of appropriate standards. The project will work with current and future JISC projects addressing interoperability issues to ensure that up to date advice is being given.

In addition repository managers will be provided with advocacy packages to enable them to progress populating their repositories. These advocacy packages will complement those aimed at senior management. Advantage can be taken of the partners' wide circle of UK and international contacts for comparative material and examples of best practice, including involvement in the major European project DRIVER, building a cross-European infrastructure for repository inter-working.

The Summer School for repository managers will be a key part of the RSP support for this target group. It is intended to carry out follow up work with the group that takes the first summer school, not only to assist them in their working, but to provide seed material for the proposed summer school in the following year. An evaluation of the event will be carried out to guide this proposed summer school and any future summer school or similar.

Collaboration: AHDS, JORUM, CETIS, JISC Legal, JISC funded projects, Darenet, ARROW, ETHOS

Work package 8 - Welsh Requirements

Relative resource: 10% Project Months : 1 - 30 Lead: University of Wales Aberystwyth

Tasks:

- Management
- Welsh Repositories Network – organisational and cultural change management – repository management

Major Deliverables:

Ref.	Deliverable	Date
D8.1	Operational repositories – bilingual interface	30/06/07
D8.2	network of local champions	28/02/07
D8.3	hands-on technical support	first visit by 30/06/07 then quarterly
D8.4	strategic and organisational support	first visit by 31/07/07 then quarterly
D8.5	support materials	as required

RSP staff based at UWA will address two main priorities supporting cultural and technical change. First, a technical support work programme will be developed to enable Welsh HEIs to develop repository capacity and technical skills. Secondly, and in parallel, a work programme will be designed and delivered to provide support for a wide range of organizational, cultural and professional issues associated with populating, managing and embedding repositories into the institutional fabric. Key deliverables of the technical strand will be: the development of standardised repository platforms with bilingual interfaces (first 6 months); their roll-out and installation in each HEI (second 6 months); and the provision of on-going technical support for their maintenance and upgrade (duration of project). A key deliverable of the operational support thread will be a programme of activity designed to help staff in each institution to take ownership of the development of repositories at a local level, including: creation of local champions network (first 3 months); consultation on support themes and priorities (second 3 months); delivery of subsequent programme of training and other support events on such topics as advocacy, digital rights and records management, metadata management and preservation (duration of project). Both strands will be characterized by a regular cycle of quarterly site visits to provide a high level of hands-on assistance and practical guidance.

By the end of Year 1 it is envisaged that each institution will have been supplied with sufficient technical and operational support to enable them to establish a fully functional institutional repository. By the end of Year 2 repositories will be fully integrated into institutional procedures, will be richly populated with research data, teaching materials and other data as appropriate to institutional needs and will be routinely administered and used by local staff.

Appendix C. Work Package Summary and Schedule

Deliverable	Ref	Date	1 - Oct 06	2 - Nov	3 - Dec	4 - Jan 07	5 - Feb	6 - Mar	7 - April	8 - May	9 - June	10 - July	11 - Aug	12 - Sept	13 - Oct	14 - Nov	15 - Dec	16 - Jan	17 - Feb	18 - Mar	19 - April	20 - May	21 - June	22 - July	23 - Aug	24 - Sept	25 - Oct	26 - Nov	27 - Dec	28 - Jan	29 - Feb	30 - Mar	
			Work Package 1 - Project Management																														
Project plan	D1.1	15-01-07				■																											
website	D1.2	30-01-07				■																											
progress report	D1.3	31-03-07						■																									
progress report	D1.3	30-09-07												■																			
progress report	D1.3	31-03-08																			■												
progress report	D1.3	30-09-08																								■							
final report	D1.4	31-03-09																															■
Work Package 2 - Support Infrastructure																																	
website	D2.1	30-01-07				■																											
wiki	D2.2	31-04-07							■																								
email list	D2.3	31-04-07							■																								
templates	D2.4	15-02-07					■																										
enquiry system	D2.5	31-03-07						■																									
Work Package 3 - Users, Communities, Outreach																																	
stakeholder analysis	D3.1	31-01-07				■																											
assessment of user requirements	D3.2	28-02-07					■																										
gap analysis	D3.3	31-01-07				■																											
establishment of user panel	M3.1	31-05-07								■																							
user panel feedback reports	D3.4	30-06-07								■	■																						
user panel feedback reports	D3.4	31-12-07															■																
user panel feedback reports	D3.4	30-06-08																							■								
user panel feedback reports	D3.4	31-12-08																												■			
stakeholder analysis	D3.1	31-01-07				■																											
Events and speaking engagements	D3.5	ongoing																															
Conference attendance	D3.6	ongoing																															

Deliverable	Ref	Date	1 - Oct 06	2 - Nov 06	3 - Dec 06	4 - Jan 07	5 - Feb 07	6 - Mar 07	7 - April 07	8 - May 07	9 - June	10 - July	11 - Aug	12 - Sept	13 - Oct	14 - Nov	15 - Dec	16 - Jan	17 - Feb	18 - Mar	19 - April	20 - May	21 - June	22 - July	23 - Aug	24 - Sept	25 - Oct	26 - Nov	27 - Dec	28 - Jan	29 - Feb	30 - Mar
Work Package 4 - Associates Support group																																
Directory of external expertise	D4.1	31-03-07																														
databank of research outputs	D4.2	31-03-07																														
databank of expertise	D4.3	31-03-07																														
commissioned reports	D4.4	ongoing																														
web based synthesis	D4.5	31-05-07																														
Work Package 5 - Technical Support																																
Support materials	D5.1	31-03-07																														
participation in events	D5.2	04-12-06																														
one-to-one support	D5.3	ongoing																														
site visits	D5.4	ongoing																														
Work Package 6 - Repository Integration Support																																
Senior management briefing papers	D6.1	31-03-07																														
planning checklists	D6.2	31-03-07																														
presentations and seminars	D6.3	ongoing																														
Work Package 7 - Repository Management Support																																
Support materials	D7.1	30-01-07																														
participation in events	D7.2	04-12-06																														
one-to-one support	D7.3	ongoing																														
site visits	D7.4	ongoing																														
summer school and follow-up	D7.5	30-06-07																														
Work Package 8 - Welsh Requirements																																
Operational repositories – bilingual interface	D8.1	30-06-07																														
network of local champions	D8.2	28-02-07																														
hands-on technical support	D8.3	30-06-07																														
strategic and organisational support	D8.4	31-07-07																														
support materials	D8.5	ongoing																														