REGULATION
of the Greek Research Infrastructure So.Da.Net_GR

CHAPTER A

Article 1
Purpose

The purpose and object of this Regulation is the regulation of the operation of the Greek Research Infrastructure So.Da.Net_GR, and in particular the operation of the bodies responsible for the management and coordination of the rights, obligations and responsibilities of members, the obligations and the terms of user access, any issues of digital content as well as issues related to personal data protection.

Article 2
Definitions

➢ Repository: the infrastructure in which data sets and metadata are archived and documented.
➢ Secondary Content: Content generated during secondary research.
➢ Secondary research: empirical research, in which no new empirical material (items) is produced but the empirical material of another research is used
➢ Content Manager of the node: the person in charge (as well as the person to whom he has transferred part of his responsibilities) for operation of each node, the correctness and the final approval regarding the publicity of the information and the point of contact with the supervisor-manager.
➢ IT system administrator of the node: responsible for the smooth operation of the node information systems
➢ So.Da.Net Network: the network consisting of its members and its associates
➢ Special User: anyone who has been attributed a special status of access to So.Da.Net, either because of he belongs to an organization-member of the network or on the basis of special agreements with So.Da.Net.
➢ Social science research infrastructures: the complex and fully specialized production information systems, accumulation, documentation, management and processing of social items, distinguished for their particular organization, which is based on the methodology of empirical research.
➢ Network nodes: research infrastructures maintained by its members So.Da.Net Network

- ➢ Members of the Network: the bodies that maintain research infrastructures and have signed the corresponding Cooperation Protocol.
- ➢ Metadata: data that provides information about other data
- ➢ Additional Content: Content not included in primary research and which is produced either during its documentation, or during its use during the secondary investigation.
- ➢ Primary content: the content produced during primary research.
- ➢ Primary research: empirical research, in which new empirical material (items)is produced
- ➢ Network Partners: the bodies that participate systematically in the production, data analysis and research documentation or in the development of research methods, tools and infrastructure.
- ➢ Dataset: the body of data and metadata that is the composite product of an empirical research, which is produced through a specific production process (described from a snapshot of empirical research) at a specified time.
- ➢ Identified User: anyone who has registered according to the procedure that is provided each time and has not been deleted for any reason.
- ➢ Documentalist: the person in charge of the documentation projects using the documentation system.
- ➢ Supervisor: the person in charge of the information systems of the central node. He communicates and coordinates the IT system administrators of the nodes.
- ➢ Responsible for diffusion and service of users of each node: o responsible for monitoring their compliance with the regulation users, to secure and exercise access rights as well as for communication with the wider academic and research community.
- ➢ So.Da.Net Infrastructure: the infrastructure that consists of the grid of nodes supported by the members
- ➢ Digital Content Provider: natural or legal person, who grants free of charge to So.Da.Net to individual nodes the non-exclusive right to store in digital content infrastructure, to use and dispose of all of this content in accordance with their specific terms agreements it has entered into with a node
- ➢ User: anyone interested in browsing its infrastructure without being provided any additional services
- ➢ Digital Content: The digital content of the So.Da.Net infrastructure which includes items (such as text, images and audio), data organized into datasets, metadata.

CHAPTER B

Structures and instruments of the Greek Research Infrastructure SO.DA.NET

Article 3

Members and partners of the Network

1. The So.Da.Net Network consists of its Members and their Associates, as defined in this Regulation
2. Members of the Network may be the bodies that constitute, manage and maintain nodes in the Hellenic Research SoDaNet infrastructure.
3. Each member of the Network participates in the network through one specific structure (School, Department, Laboratory), which it represents and it is responsible for the maintenance and management of the node of the specific operator.
4. Partners of the Network can be those bodies that produce primary or secondary empirical data and who are involved in the production or analysis of data or they are engaged in the research design or the development of documentation systems.

Article 4

Obligations of Network members

The bodies that participate in the Network shall
1. actively contribute to the achievement of the objectives of the Network
2. have in the Hellenic Research Infrastructure SO.DA.NET and in Repositories the results of any social research, in particular those carried out and financed by public resources.
3. comply with existing codes of conduct at conducting empirical social research as well as during the process of producing and distributing social research data.
4. not to carry out individual actions and activities that may be detrimental to the purposes of the Network.

Article 5

New members and loss of membership

1. The admission of new members is decided unanimously by the members of the Network, provided that the candidate members have developed, possess, manage and maintain a research infrastructure
2. The new members after being accepted by the Network they sign the Cooperation Protocol and they are bound by the Regulation
3. Withdrawal of a member: A member has the right to leave upon notification of the Network in written. In this case all digital content that has been acquired during its operation as a member of the Network and which is not the result of his own primary research, (it) is being deposited in another repository of the Network.
4. Deletion of a member: The deletion of a member is decided unanimously from the other members with the exception of the candidate concerned, if he does not systematically meet the obligations referred to in Articles 4 and 14. The proposal for deletion is introduced for discussion upon proposal from the Coordinating Committee or at the request of at least three members.

Article 6
Network nodes

1. The Network Nodes function as a single grid with a central node that constitutes the Infrastructure Gateway
2. The node of EKKE includes the Repository of EKKE, the Data Catalogue and its central node Infrastructure.
3. The node of the University of the Aegean consists of the University Repository, and the Dictionary of Social Terms.
4. The Nodes: of the National and Kapodistrian University Athens, Panteion University, University Peloponnese, Democritus University of Thrace and University of Crete consist of their respective repositories.
5. All nodes communicate with the portal and work with the central node.
6. The nodes support their infrastructure and operate according to the provisions of this Regulation.
7. They notify content licenses and any others special agreements concluded to the Coordinating Committee

Article 7
Scientific Committee

1. Scientific Network is established and operates within the Network Commission (hereinafter SC) consisting of representatives of each body which participates in the Network as a member.
2. The members appoint their regular representatives (….) as provided in the statutes governing their operation. They appoint a deputy of the representative participating in the meetings and work in general, when the regular is hindered representative.
3. 3.The SC meets at least twice a year. The SC holds its meetings after president's invitation whenever it is considered necessary to promote the purposes of the Infrastructure and the coordination of its operation
4. The SC meets in quorum when one-half (1/2) at least of the members-bodies that make part of it participate. The decisions are taken by an absolute majority of the members present.

Article 8
Competences of the SC

The SC prepares the more specific actions and takes the necessary decisions to advance the aims of the Network.In particular, it has the following competences:

1. it elaborates and prepares proposals for development and management of the Hellenic Research Infrastructure So.Da.Net.gr
2. it discusses and prepares proposals for the participation of the Network in national and supranational research and development programs and actions
3. it prepares and disseminates proposals to the relevant scientific community for promoting social research and exploiting and disseminating of its results and it promotes the connection of research with education
4. it introduces and establishes working groups and committees for the study issues of creation, development and maintenance of the Greek Research Infrastructure So.Da.Net.gr
5. it represents Greece with its President or his deputy to CESSDA or appoints a representative for it.
6. it decides about the entry and participation of new members in the Network.

7. it manages the projects regarding the development and the expansion of the Hellenic Research Infrastructure So.Da.Net.gr.

Article 9
Steering Committee

1. The SC shall elect by vote two members who, together with it, they chair the Coordinating Committee (hereinafter referred to as the CC).
2. The term of office of the CC is two years and is identical to that of the Scientific Committee
3. The SC supports the functioning of the EU and has in particular the following compences:
   a) it represents the So.Da.Net Infrastructure and the EU in its activities and his / her communication with public authorities and in general with his / her bodies public and private sector
   b) it prepares the SC meetings and prepares relevant presentations and suggestions
   c) it ensures the implementation of SC decisions and the promotion of these decisions to the relevant scientific community and to each third party concerned.
   d) it coordinates the preparation of proposals for research and development programs, it represents the So.Da.Net Infrastructure in cooperating bodies as well as against the bodies that announce and / or award the relevant programs.
   e) it prepares, on the basis of SC guidelines and decisions, proposals and procedures for the financial management of the activities and programs of the So.Da.Net Infrastructure.
   f) it coordinates the staff that supports administratively, operationally and for secretariat reasons the function of the Scientific Committee

Article 10
President of the Scientific / Coordinating Committee

1. The SC shall elect its President and Deputy President in distinct voting procedures by a simple majority of the members.
2. The term of office of the President is two years
3. The President represents the Scientific and the Coordinating Committee before any (third) body.

4. The President chairs the Scientific and Coordinating Committee and coordinates their operation.

CHAPTER 3
Hellenic Research Infrastructure Services and Content

Article 11
Digital content production

1. The creation of new primary data sets is done by content providers and not exclusively by the So.Da.Net Infrastructure nodes. Archiving and documentation of the content is made after agreement and provision digital content license.
2. The creation of new sets of secondary data, tables and indexes are made by content providers and not exclusively from the So.Da.Net Infrastructure nodes. The archiving and documentation of the content is done according to the tools and procedures provided for this.
3. The production of a metadata package is done through the add-on documentation of the items by anyone interested given access to the So.Da.Net Infrastructure after a special agreement.

Article 12
Services provided to users of the So.Da.Net Infrastructure

The services provided by the So.Da.Net Infrastructure are the following:
1. Search and retrieve queries, cubes, rows, packages metadata and data through applications the Data Catalogue.
2. Creation of maps at the level of country, geographical region, county and municipality level through applications such as Stats&Maps, as well as Online descriptive statistical analysis through the aforementioned application.
3. Access to distance learning courses through the platform of distance education http: //elearning.sodanet.gr/
4. Search for scientific social terms and the corresponding definitions and related bibliographic references through the application: https://sodanet.gr/data-services/socialterms/search

Article 13

Specialized services provided to the members of the Hellenic So.Da.Net Research Infrastructure

1. All members referred to in Article 12 shall be provided with the services for the network members
2. Network members gain access to the So.Da.Net. Data Catalogue documentation and the right to publish research through it.
3. Members gain access to user manuals and examples of documentation, to electronic books as well as to the softwares that the infrastructure has access to.
4. Members also have access to the online tool LimeSurvey research.
5. Members gain access in a way that they can develop distance learning courses at http://elearning.sodanet.gr/

Article 14
Obligations of digital content providers

1. Content quality: Digital content providers guarantee the completeness, accuracy and reliability of the digital content.
2. Respect of the of third parties' rights: Digital content providers guarantee respect for copyright, respect for the rights of third parties and compliance with applicable rules for the protection of privacy and personal data as well as for the protection of secrecy recognized by law, such as medical, statistical or business secrecy
3. Special agreements:
    a) The specific obligations of the Provider Digital Content are defined in the Content License or other specific agreement or memorandum of cooperation concluded between him and each node.
    b) In cases of content providers addressing to the infrastructure centrally, the SC is the competent body to assigns the conclusion of further agreement to a local node.

Article 15
User Access

1. Access to infrastructure data is divided into:
    a) free without conditions
    b) free upon user identification

   c) free to registered users accepting the terms of the "License to access and use the digital content of the So.Da.Net infrastructure. "

2. Access to certain datasets and some digital content may be excluded or restricted to identified or special users and / or categories of special users either because of the content or because of the more specific terms that have been set by the digital content providers. The person responsible for the diffusion and the service of users is competent for the supervision of the monitoring of the access restrictions.

3. The So.Da.Net_GR infrastructure may charge fees for the provision of data and documents when requested in hard copy. The amount of the fees is determined by the criteria of the costs of reproduction of copies, the source of funding for the research, the purpose of the re-use and the capacity of the applicant. The Infrastructure may also charge users for access to restricted data in accordance with digital content producers' agreements.

Article 16
Users Obligations

1. In any and any form of publication, which is based in total or in part of the digital content of the infrastructure, the users including the identified and the special ones, they are required to cite the source of origin (i.e. the primary or secondary digital content).

2. The users of the infrastructure, including the identified and the special ones, are required to comply with and ensure the secrecy and confidentiality of the information provided which refers to individuals, households, organizations (entities of public law, entities of private law, associations of persons without legal personality) and which are contained in primary and secondary content and / or collections data to which they have access as well as to comply with the provisions of the legislation in force on processing and protection personal data.

3. Infrastructure users are obliged to respect the intellectual property rights of the infrastructure, of the digital content providers (primary and secondary), and of the creators of the works of documentation in general.

4. The user is obliged to receive all the necessary and appropriate measures, so that the means of accessing the data (such as codes access) are secure and not disclosed to non-authorized users or third parties.

Article 17
Protection of personal data

1. The Infrastructure can collect and process data personal data of users, respecting the applicable legislation, for the purposes of control of legalization (of access to infrastructure), of the management of infrastructure services, in order to provide information to users as well for statistical purposes.
2. The infrastructure collects and processes only the data that are necessary and appropriate to achieve the corresponding objectives and does not use the data for other purposes.
3. The infrastructure as well as the nodes inform their subjects on the rights recognized by law as well as on the followed privacy policy.