

**Fertility and family surveys
in countries of the UN/ECE region:**

**Arrangements for archiving and sharing of
individual-level, depersonalised data**

This document sets out the conditions relating to archiving and sharing of national fertility and family survey (FFS) data collected by countries participating in the "Fertility and family surveys in countries of the UN/ECE region" project. This research project is being implemented by the Population Activities Unit (PAU) of the United Nations Economic Commission for Europe (UN/ECE), Geneva, Switzerland in collaboration with national statistical offices (NSOs), national population institutes (NPIs) and selected population and statistical experts.

Acceptance by organisations supplying the PAU with individual-level, depersonalised fertility and family survey data of the following conditions governing the use and sharing of these data is confirmed by the signature of the head of the data-supplying organisation.

Acceptance by the PAU of the responsibility to ensure that individual-level, depersonalised fertility and family survey data will be used only in accordance with the following conditions is confirmed by the signature of the chief of the PAU.

Data Archiving

1. All NSOs and NPIs participating in this project will prepare FFS Standard Recode Files (SRFs) according to a strategy to be agreed to by the PAU and the participating NSOs and NPIs. These files will then be transferred to the PAU in ASCII format on 3.5 or 5.25 inch, double-sided, high density diskettes of 1.4 or 1.2 Mb. Other formats and media for data storage and transfer may be agreed to by the PAU and selected NSOs and NPIs.
2. All NSOs and NPIs will submit their SRFs along with relevant supporting documentation to the PAU for temporary archiving at an FFS database in Geneva. If necessary, the PAU will collaborate with selected data experts at participating NSOs and NPIs to ensure the highest possible degree of cross-national comparability across SRFs.
3. Participating NSOs and NPIs will delete from their SRFs information which is protected under national law and/or will modify their FFS data as necessary for release. However, these deletions and/or modifications will be kept to an absolute minimum so as not to jeopardise possibilities for comparative analysis. The PAU shall be consulted about the deletions and/or modifications of sensitive information.
4. Mr. _____ will submit the SRF of _____ to the PAU for archiving by _____

5. The safeguarding of SRFs, which will be temporarily stored at the FFS database in Geneva, will be guaranteed by the PAU.

Data Sharing

6. SRF data archived at the FFS database will not be released without the permission of the data supplying organization.

7. Using each archived SRF, the PAU will prepare a set of standard tabulations and provide NSOs and NPIs with the tabulations based on their country's SRF. In addition, country report authors will be supplied with a set of standard tabulations for their country.

8. Members of the FFS Informal Working Group (IWG) representing countries that have supplied the PAU with a SRF and agreed to the data sharing terms in this document, will be granted access, for purposes of comparative research, to any other SRF in the FFS database, provided this research is undertaken under the auspices of the PAU and coordinated by the FFS project manager in Geneva.

9. Selected PAU staff members, including the FFS project manager, and IWG members participating in these comparative studies will register their names with the data supplying organisation and sign the attached Confidentiality Pledge.

10. The PAU also will share the SRF data archived in the FFS database with individual scholars participating in the PAU-coordinated comparative analyses. These scholars will be selected by the PAU in consultation with the FFS Informal Working Group and, where necessary, participating NSOs and NPIs.

11. Individual scholars thus granted access to the FFS database will register their names with the data supplying organisation and sign the attached Confidentiality Pledge

12. This agreement only covers arrangements for data archiving and sharing under the PAU coordinated programme of FFS comparative research. After the completion of this programme, the SRF will be removed from the FFS database in Geneva. Scholars then wishing to conduct further research will enter into special arrangements with the data supplying organisation.

Name of Head data supplying organization

Title

Date

Signature

Miroslav Macura

Name of Head data receiving organisation

Chief, PAU

Title

Date

Signature

PLEDGE OF CONFIDENTIALITY

Pledge of Confidentiality

I, _____, hereby promise to maintain the confidentiality of "The Fertility and Family Surveys in Countries of the ECE Region" datasets and their respondents. I will not use these data for purposes other than comparative research agreed upon with the PAU and the data supplying organisation. I will not let anyone not having signed the Pledge of Confidentiality have access to individual data. I understand that attempts to disseminate copies of the data, in whole or in part, or to identify individual respondents may be subject to prosecution under the applicable laws.

I agree that any research papers based on "Fertility and Family Surveys in Countries of the ECE Region" microdata or aggregate tabulations will be sent to the data supplying organisation and to the Population Activities Unit for inclusion in the FFS working paper series before they are published elsewhere.

In any publication emanating from this research, I will prominently acknowledge the data sources used.

Unless I entered into a special arrangement with the data supplying organisation to conduct further research, the original SRF data and all working files will be removed from my database after the completion of the comparative research agreed upon with the PAU and the data supplying organisation.

Signature: _____

Date: _____