

The Population Activities Unit (PAU) of the United Nations Economic Commission for Europe, Palais des Nations, CH-1211 Geneva 10, Switzerland, represented by Chief of the PAU, Andres Vikat, henceforth referred to as the Co-ordination Centre

and

represented by _____,

henceforth referred to as the Data Provider,
enter into the following

Cooperation Agreement

regarding archiving and dissemination of the micro-data collected in the Generations and Gender Survey.

Article 1

Definitions

1. The Generations and Gender Surveys (GGS) are the main element in the Generations and Gender Programme (GGP), an international project developed and steered by a consortium of eight organizations and coordinated by the Populations Activities Unit of the UN Economic Commission for Europe. The main substantive goal of the Programme is to improve understanding of demographic and social development and of the factors that influence these developments, with a particular attention towards relationships between children and parents (generations) and relationships between partners (gender).
2. For the purpose of this agreement:
 - a. "data" shall identify a micro-data set that contains the individual records of responses to a survey interview;
 - b. "Data Provider" shall identify the organization or institution in charge of the micro-data set of a national GGS;
 - c. "Co-ordination Centre" shall identify the organization responsible for centralized storage, processing and dissemination of the GGS data sets for comparative analyses;
 - d. "depersonalized data" shall mean micro-data devoid of any information that may allow identifying the persons the data pertains to;
 - e. "bona fide researcher (researcher)" shall identify an individual who can provide proof of affiliation with "research organization" identified in item f below and who intends to use the data for scientific purposes;

- f. "Research Organization" shall identify any organization conducting research and which is bound by the corresponding code of conduct and ethics as well as by the appropriate national and international legislation; a *bona fide* researcher must be affiliated with such organization;
- g. "Directive" shall mean Directive 95/46/EC of the European Parliament and of the Council from 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Article 2

Data Submission

1. The Data Provider submits the data of the national Generations and Gender Survey (GGS) to the Co-ordination Centre for harmonization, storage and dissemination. The submitted data is in a digital form and provided on an appropriate digital media.
2. Together with the data, the Data Provider submits appropriate documentation necessary for processing and scientific use of the data.
3. The provided data is depersonalized. The identification information shall not be shared with the Co-ordination Centre to secure anonymity of respondents.
4. The Data Provider agrees that the data will be harmonized in preparation for comparative analyses. The Data Provider agrees that an organization, with which the Co-ordination Centre has signed a cooperation agreement, will carry out the harmonization.
5. The Data Provider agrees that an organization, with which the Co-ordination Centre has signed a cooperation agreement will store the data and facilitate its dissemination.

Article 3

Obligations of the Data Provider

1. The Data Provider ensures that the data submitted to the Co-ordination Centre was collected and processed respecting the data protection stipulations presented in the applicable regional standards such as the Directive and/or national legislature, whichever is more advanced. The Data Provider respects the rights of the individuals who had volunteered their personal information in the GGS.
2. The Data Provider ensures that the data are collected according to internationally accepted good methodological practices and ethical standards for social surveys to minimize errors.

3. The Data Provider ensures that the information that could be used for the identification of individual respondents is removed from the data set submitted to the Co-ordination Centre.
4. The Data Provider is obliged to keep the identification information of the respondents in a safe place and use it for collecting data in the second and subsequent waves of the GGS. The Data Provider will provide the Co-ordination Centre with the means to match the records collected in the first survey wave to those collected in the second and subsequent waves.
5. The Data Provider ensures that the submitted data set is appropriately documented for its further processing and scientific use.
6. The Data Provider is obliged to report to the Co-ordination Centre any newly arisen information regarding the quality of the submitted data and to provide the Co-ordination Centre with the updated data set if the any changes or adaptations have been made.

Article 4

Obligations of the Co-ordination Centre

1. The Co-ordination Centre ensures that the data received from the Data Provider will be processed respecting the data protection stipulations presented in the applicable regional standards such as the Directive and/or national legislature, whichever is more advanced.
2. Co-ordination Centre ensures that it will not make any attempt to identify the individuals providing the information and will take necessary precautions to prevent any such attempt from a third party.

Article 5

Data dissemination

1. Data Provider agrees that the data submitted to the Co-ordination Centre can be disseminated to *bona fide* researchers after the corresponding cooperation agreement with the Co-ordination Centre and the organization the researcher is affiliated to is signed (Annex 1), and after the researcher has signed the confidentiality pledge (Annex 2).
2. The Data Provider agrees to the formulation of the cooperation agreement and the pledge of confidentiality provided in Annexes 1 and 2 of this agreement.
3. Both parties of this agreement agree to the following procedure of selecting researchers eligible for data release:

- a. A researcher applies for data use by submitting a research proposal to the Co-ordination Centre. The proposal must include the applicant's personal and institutional details and specify the data applied for. Proposals from students (either undergraduate, graduate or doctoral) have to include an approval of the supervisor who is a *bona fide* researcher.
 - b. Upon receiving of the application, the Co-ordination Centre will ask reviewers to assess whether the submitted proposal has a sound scientific base and a reasonable plan of analysis and publication. Upon receiving an assessment from at least three reviewers the research proposal will either be accepted or rejected.
 - c. Upon the favourable review of the proposal, the research organization will sign an agreement with the Co-ordination Centre and the researcher will sign the confidentiality pledge. If the principal researcher is a student, her/his supervisor should also sign the pledge.
 - d. The data will be released to the research organization in a digital form either through a secured on-line transmission or on a suitable digital media.
4. The data requests review board will be formed from the group of experienced scientists selected by the Co-ordination Centre.
 5. The Co-ordination Centre retains the right to use the submitted data in its own research activities. Persons dealing with submitted data at the Co-ordination Centre sign the confidentiality pledges.

Article 6

Liability

1. If any disputes arise from this agreement, both parties will seek their best efforts to resolve them amicably.