

Rules of Procedure for Organisation of Research Data Management at Heidelberg University

The senate of Heidelberg University adopted the following by-laws for this network in its meeting of 26/09/2023 in accordance with § 19 (1), sentence 2, no. 10 LHG.

Preamble

Comprehensive support and excellent infrastructure for research data management are substantial competitive factors for scientific facilities. Research data management refers to the structured and organised management of data generated in the research process in the course of the entire respective data life cycle – from creation to processing, analysis, archiving, and access to subsequent use of the data.

Heidelberg University intends to further develop and establish corresponding structures with efficient governance and stipulates the following provisions for this purpose.

§ 1 Research Data Unit

The provision of the basic infrastructures for research data management at Heidelberg University is provided by a joint department of the University Library and the University Computing Centre, the **Research Data Unit (RDU)**, formerly the Competence Centre for Research Data (*Kompetenzzentrum Forschungsdaten*; KFD). Employees from the University Library and the University Computing Centre cooperate in the field of research data management in the Research Data Unit.

§ 2 Goals, tasks, and management of the Research Data Unit

(1) The Research Data Unit is the point of contact and infrastructure provider for researchers and the data stewards (§ 4) from the University's facilities. It reports to the steering board (§ 3 (2)). The main objective of the Research Data Unit shall be sustainable provision of research data generated at Heidelberg University in accordance with the FAIR Data Principles and the University's Research Data Policy.

(2) The Research Data Unit's task is to support the scientists of the university in research data management. For this purpose

- it shall operate and further develop services and infrastructures for the management, publication, and long-term archiving of research data,
- it shall bundle the services relevant for research data management from the overall portfolio of the University Library and the University Computing Centre,
- if necessary, it shall call in the Committee for Sensitive Data (§ 3 (3)),
- it shall act as an interface to regional, national (e.g., NFDI), and international FD infrastructures where appropriate,
- it shall offer advisory service and training.

(3) The technical and personnel management of the Research Data Unit shall be assumed jointly by the management of the University Library and the University Computing Centre.

The heads of the University Library and the University Computing Centre are the superiors of the staff members assigned to their respective facilities in the Research Data Unit. They shall be responsible for the operational business and report to the steering board at its meetings on current matters concerning the Research Data Unit.

§ 3 Further organisational structures

(1) A steering board (para. (2)) and a Committee for Sensitive Research Data (para. (3)) shall accompany and support the Research Data Unit in its tasks.

(2) Steering board:

(2.1) The steering board shall provide strategic direction for the activities of the Research Data Unit. It shall be responsible in particular for

- formulation of goals in research data management,
- monitoring of project progress,
- decisions on priorities,
- reporting to FosKom, the Rectorate, and the senate of the University,
- clarification of who is authorised to use the university RD services as necessary.

(2.2) The steering board is composed of one member from each of the fields of focus 1-4 (FoF), delegated by the respective Research Council of the FoF, as well as the two heads of the University Library and the University Computing Centre respectively. The chairperson of the planning group for Research Data Management shall be an additional member for a start-up phase of 2 years, unless they have already been appointed as a member by an FoF. The steering board shall elect a spokesperson for itself and their deputy from among the members delegated by the FoFs, each of whom shall be appointed by the Rectorate. Their terms of office shall be 3 years each. They are eligible for re-election. The spokesperson shall generally convene a meeting of the steering board every 3 months, monitor the implementation of decisions made by the steering board, and represent it towards any bodies and boards within the university. It shall report to the Rectorate on current measures and developments and projects in the area of research data management once a year.

(3) Committee for Sensitive Research Data:

(3.1) The Committee for Sensitive Research Data shall accompany the operational activities of the Research Data Unit. In particular it shall

- advise on standard workflows for the processing of sensitive research data and approve them after review, if necessary,
- advise and accompany the Research Data Unit in complex and exceptional cases and decide on the further course of action in consultation with the Research Data Unit,
- clarify legal and data protection issues in connection with operation of the Research Data Unit.

(3.2) The Committee for Sensitive Research Data shall be composed of one representative each from the fields of medicine/life sciences, law (medical law), social sciences, behavioural sciences as well as the University Library, the University Computing Centre, and division 1 Law and boards, the staff units Data Protection in the central university administration and in the University Hospital as well as the IT security (Chief Information Security Officer) of the university. The members are appointed by the Rectorate for a term of office of 3 years based on proposals from the departments and facilities

in question. The members of the Committee for Sensitive Research Data elect a spokesperson and a deputy spokesperson from among their number, whose terms of office shall last 3 years each. They are eligible for re-election. The chairperson shall generally convene a meeting of the Committee for Sensitive Research Data once a semester during the lecture period, monitor the implementation of decisions made by the steering board, and represent it towards the bodies and boards within the university.

§ 4 Data stewards

The university's scientific facilities shall each appoint competent data stewards for their respective areas, who will act as local contacts for research data management issues. They shall coordinate contact between the scientists working at their respective facility, the Research Data Unit, and the Committee for Sensitive Research Data.

§ 5 Equipment/finances

The Research Data Unit shall not receive its own budget; the University Library and the University Computing Centre shall provide the personnel, financial, and material resources for the Research Data Unit. The Rectorate shall decide on allocation of required funds within the scope of the budget allocations to both facilities.

Other facilities or units may also be included in the provision of personnel, spatial, or financial resources, for example to cover specific specialised needs or from areas with adjacent content.

§ 6 Rules of procedure

The provisions of the University's Rules of Procedure, as amended from time to time, shall apply to the procedure in the steering board and the Committee for Sensitive Research Data.

§ 7 Entering into effect

These rules of procedure shall enter into effect on the day following their publication in the Rector's Gazette.

Heidelberg, 29 September 2023

Prof. Dr. Dr. h.c. Bernhard Eitel

Rector