



Project sheet

This project sheet describes a project issued by a federal administration which requires a scientific support to implement it. Interested research teams are invited to issue a research proposal that will ensure the realization of the project within the timing and the budget allowed by the Belgian Science Policy Office. The timing indicated in the document is indicative, research teams can depart from it by explicitly motivating their choice. and the indicative timing given in the document.

Synthetic informations on the project

Name of the public administration who has issued the project: Federal Public Service Social Security, both the Directorate General Strategy, International Affairs & Research as the Directorate General Disabled People

Name of the project : Socio economic position of disabled people and analysis of the effectiveness of allowances for people with disabilities

Acronym of the project: HANDILAB

Maximum budget allocated to the scientific team :

Indicative timing of the scientific activities : 24 MONTHS/ 1/10/2009-30/9/2011

List of required deliverables:

1. For the Belgian Science Policy Office

In the beginning of the project :

- Synthetic report of the seminar with foreign experts. This report will contain information on the way the data of the project can be harmonised or compared to similar data collected at the European/international level ;
- Description of the project (max. ½ p.) in Dutch, French and English. This description will be placed on the website of BELSPO ;
- Initial report. This report enables the paiement of the first budget provision to the project ;

During the course of the project :

- activity reports. These reports are issued every 6 months and enable the reimbursement of costs generated by the project ;
- Minutes and documents for the steering comitees – in French or Dutch ;

At the end of the project :

- Summary of the project (max. 10 p.) in Dutch, French and English. This description will be placed on the website of BELSPO ;
- 40 lines in Dutch, French and English for the Newsletter AGORA.

2. For the public administration who has issued the project :

The end results and the form they will take are described in section 2.2. of this document.

Date for the information meeting (enlist one week in advance : bonn@belspo.be – in the absence of any inscription, the meeting will be cancelled):

16 April 10 a.m. at the Science Policy Office

1. Description of the project

The project herein described is the product of the combined efforts of a scientific team (whose activities will be called « the scientific part ») and the administration who has issued the project and will be in charge of implementing the result of the scientific team. The task of the administration shall be labeled the "administrative part" of the project.

1.1. Objective(s) and result(s) of the project

The aim of the project is double. First of all one has to sketch the socio economic position of disabled people by aid of administrative data. Secondly one has to study whether the allowances for disabled people compensate the cost of their handicap.

The final product of this project will consist among other things about a report that describes the processed data and draws some conclusions, a set of documented programs that can be used out to repeat the same analysis with more recent figures. The survey that might be set up to answer the second question will be put at the disposal of researchers for future research.

1.2. Context of the project

The administrative and social position of disabled people, with among other things the extent to which they combine labour market income with their allowance and the labour market path they followed over time, are elements that have hardly been analysed for Belgium with reliable administrative data. Apart from that, little is known about the effectiveness of these allowances, i.e. to what extent do they cover the additional costs related to the handicap. Providing an answer to these questions should contribute to the development of a more adequate policy for disabled people.

2. Scientific part

This scientific part of the project consists in all activities and results for which a scientific expertise is required.

This part will have a maximum allocated budget of 320.000€.

The timing of activities is 1/10/2009-30/9/2011. This timing is indicative (except for the start date). The research team can depart from it in its proposal.

2.1. Tasks and planning of the scientific team

The scientific team will include the tasks and the planning in its research proposal. The team will make use of the submission form.

The research team can seek inspiration in the following elements suggested by the public administration.

2.1.1. Tasks :

- T1 : Demarcation of those individuals who can be considered to be disabled within the Datawarehouse Labour Market and Social Protection.
- T2 : Description of the socio economic position of disabled people by aid of the administrative data from the Datawarehouse Labour Market and Social Protection. This description should give a picture of the socio economic position of the selected people at a given point in time and of the labour market path they follow over time. Within the group of selected individuals, special attention has to be given to those who have been recognised to be disabled by the Direction General of Disabled People of the Federal Public Service Social Security.

- T3 : The obtained results have to be compared with the results obtained for Belgium or its regions within other studies carried out in the past.
- T4 : A study on the literature of measuring the cost of a handicap has to be carried out
- T5 : Design and implementation of a representative survey to analyse the financial and social situation of disabled people and to analyse their relation with the labour market.
- T6 : A profound analysis of the survey results and writing of technical documentation of the survey strategy and the files containing the survey results.
- T7 : The analysis of the survey concerning the socio economic position of disabled people with special attention to the judgement of the effectiveness of existing measures to prevent poverty and social exclusion of the group of disabled people.

2.1.2. Planning :

- a. Timing of the activities(estimation in months): 24 months (2 year)
- b. Phasing of tasks:
 - i. For the research team: at the beginning of the project it should make a proposal. An indicative proposal can be found in the table below.
 - ii. For the public service: a list of priorities will be developed taking into account the availability of primary data and the political needs.
- c. Estimation of the needed scientific support (in FTE): given the workload of the project 2 (FTEs) during 24 months are required.

Tasks	Semester 1	Semester 2	Semester 3	Semester 4
T1				
T2				
T3				
T4				
T5				
T6				
T7				

2.2. Expected results from the scientific team

In accordance with the new dispositions embedded in the research contracts of the Belgian Science Policy Office concerning intellectual property rights (IPR), the scientific team is the IPR-owner of the end results. The State can however freely use the end results for internal purposes.

The final product of the project will consist of:

- a report that describes the processed administrative and survey data and draws some conclusions,
- a set of documented programs (preferably written in SAS) that can be used out to repeat the same analysis with more recent figures,
- a survey carried out on a set of disabled people.

The scientific part of the project will lead to the following end results:

- *A description of the socio economic position of disabled people at a certain point in time and a description of the labour market path they follow,*
- *A set of documented programs (preferably written in SAS) that can be used to repeat the same analysis with more recent data,*

- *A data base that contains the anonymous survey results of the survey carried out on a set of disabled people and the documentation necessary to uncover these data at a later stage,*
- *The organisation of a workshop, in collaboration with the FPS Social Security and BELSPO, on which the results will be presented*

3. Administrative part

The administrative part consists in all tasks to be undertaken by the public authority in order to:

- *support the scientific part during the research contract*
- *integrate the end results of the scientific part in order to operationalize the project*

3.1. Tasks of the public authority

- i. *Carries out the data demands necessary to carry out the project*
- ii. *Provides the means to finance the representative survey*
- iii. *Assists the research team with the development of the survey strategy and the development of the questionnaire. The public service will also provide the necessary feedback to judge the results of the survey*
- iv. *Assists the research team in carrying out the analyses*
- v. *Organises a workshop, in collaboration with the research team and BELSPO, on which the results will be presented.*

3.2. integration of the end results of the scientific part

- i. *It will be investigated whether the conclusions can be translated into tangible policy advice*
- ii. *The provided programs will be used to carry out certain analyses on the administrative data at regular points in time to publish certain statistics on the population of disabled people at recurring points in time*
- iii. *The final results will be presented on a workshop*
- iv. *The data base with the anonymous results of the survey on disabled people and the documentation necessary to uncover these data at a later stage, will be put at disposal for further research.*

3.3. timing of the administrative part

In those cases where the tasks foreseen in 3.2. will continue after the end of the scientific part (i.e. after the end of the research contract with the scientific team), the public authority will indicate the timing of the remaining tasks.

The provided programs will be used one year after they are provided to repeat elements of the exercise on administrative data on more recent data.

4. General conditions

4.1. conditions concerning the reuse of the end result of the project

The project is the result of the combination of the scientific part and its implementation in the administrative part.

This result (a report, a database...) becomes an "administrative document" and falls within the scope of the Law on "the publicity of public documents (11 April 1994). This law embeds the principle of right to consultation and obtain a copy of administrative documents. Concerning scientific research purposes, the Commission for Access to Administrative documents that was put together after the adoption of the law acknowledges the principle that scientific research was a sufficient motive for consulting and obtaining documents. Researchers are therefore relieved from obtaining the consent of the owner of an individual file. According to this commission, each public administration should define access criteria to its documents for researchers and guarantee the protection of privacy.

4.2. Dispositions concerning privacy protection in using administrative data for scientific research

The research who wishes to submit a proposal should read the dispositions concerning privacy protection in case of using individual data in a research project. These dispositions are exposed in a document of the Privacy Commission (only in French and Dutch) : « Vie privée : le vade-mecum du chercheur » <http://www.privacycommission.be/fr/static/pdf/cbpl-documents/46134a-vademecum-fr-final.pdf>

The contract of BELSPO confirm and reinforce these principle by forbidding « the State and research institutions to disclose individual information obtaining in application of the research contract without the consent of these persons".

4.3. Dispositions concerning IPR on results

The general dispositions concerning IPR have recently changed in the research contracts with BELSPO in order to comply with a european regulation.

The principle was up to now that the State was the owner of the results. Now, the copntract stipulates that "the research team is the owner of any new knowledge resulting from the research contract".

However, « not withstanding IPR of the research institution, the State has the right to valorize this new knowledge at no cost for its internal use ». The State can thus fully use the end results from a research project (the scientific part of an AGORA-project). In particular, the State can implement this end result (of the scientific part in AGORA) to implement it in the administrative part.

Concerning the diffusion of the end results, the rule is now that « the research institution ensures that the end results for which it has ownership are valorized as fast as possible. Should this not be the case, the State can endorse this task".

However, « the research institution wishing to valorize its end result should comprehensively inform the State at least 45 days priori to the valorization initiative foreseen. The State then has 30 days to notify its disapproval should it consider that the initiative could disproportionately arm its own interests or would negatively affect the pursuit of the project".

4.4. Conditions concerning the steering of the project

The scientific part of the project will be steered in the following way:

- *a technical committee (ComTech) composed of the scientific team, the delegates of the public authority and the programme manager of BELSPO. This committee follows the project on a regular basis ;*

- *a steering committee composed of the members of the technical committee and any representative of an administration, research institution, NGOP whose input can be beneficial to the project. It will come together every 6 months.*