



## 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.*

## **Synthetic informations on the project**

**Name of the public administration who has issued the project:** Crossroads Bank for Social Security (CBSS), Federal Public Service Social Security (FPS SS) and the other associated partners of the data warehouse labour market and social protection (data suppliers).

**Name of the project :** Development and methodological deepening of the data warehouse labour market and social protection.

**Acronym of the project:** DOCDWH

**Maximum budget allocated to the scientific team :**

**Indicative timing of the scientific activities :** 48 months: 1/10/2009-30/9/2013

**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](mailto:bonn@belspo.be) – in the absence of any inscription, the meeting will be cancelled):

**16 April at 2 p.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 project builds on the AGORA project AG/01/115 (<http://www.belspo.be/belspo/fedra/proj.asp?l=en&COD=AG/HH/115>) of which the objective was to make a thorough content analysis of the sources integrated in the data warehouse and to elaborate a methodological manual. Herewith an overview of points that can be elaborated further:

- a. The project AG/01/115 also provides for a first analysis of the possibilities the data warehouse offers for the social-economic research and the national and international reporting. This aspect has to be further developed, paying attention to a.o.:
  - i. The comparison with other important sources for social-economic research.
  - ii. The difficulties and the possible pitfalls for the interpretation of the data.
  - iii. The strengths and the weaknesses of the data warehouse.
- b. A number of new notions also have to be elaborated, the so-called derived variables, which can be realised by linking data from different sources and which show the direct added value of the data warehouse. The following notions must be elaborated in any case: the variables gross and net income on the basis of the income data available in the different sources. It has to be examined which income data have to be integrated in this concept. The nature of the income also has to be indicated: income from work, from replacement incomes and from social assistance. These variables will be integrated in basic statistics that will be accessible via the internet (web applications). The gaps in the elaboration of such notions have to be mapped. It will be examined whether these income variables can be used as basis for the elaboration of an indicator for measuring poverty. In addition, the research teams are expected to make proposals for the elaboration of derived variables that are useful for the social-economic research. All these derived variables will be discussed in the user group.
- c. The legal aspect of the project, namely the influence of the legislation and of the legislative changes on the data warehouse, has to be further elaborated. The adoption of and the change in laws and measures can result in the creation, the disappearance or the evolution of social-economic populations and target groups. An inventory has to be made of the most important measures and it has to be examined to which extent the impact of such measures can be measured by means of the data warehouse. The legislation also has an impact on the structure of the data warehouse and the variables it contains.

- d. The way in which the data are integrated in the primary databases has to be further documented. An answer has to be provided to the question who delivers the data, which procedures are used, when do declarations have to be refused, etc. This is essential in order to have a good view on the quality of the data.
- e. The documentation that will be delivered in the framework of the project concerning the integration of the VDAB/FOREM/Actiris/ADG data in the data warehouse labour market and social protection (AGORA project with reference AG/00/143: see <http://www.belspo.be/belspo/fedra/proj.asp?l=en&COD=AG/JJ/143>) also has to be updated. The project AG/00/143 provides that the documentation will be integrated in the metadata documentation system that is being developed in the framework of the project AG/01/115.
- f. Finally, it has to be examined to which extent public agencies of different departments can collaborate on the communication of data in the framework of social-economic research projects crossing the domain of one government department, primarily by making an inventory of the available sources. It has to be examined what the added value with regard to the content is of such a collaboration for the social-economic research. An analysis has to be made and proposals have to be put forward on the evolution that is possible towards an efficient linking of the various existing statistical sources in Belgium.

## 1.2. Context of the project

The project builds on the AGORA project AG/01/115 of which the objective was to make a thorough content analysis of the sources integrated in the data warehouse and to elaborate a methodological manual. The aim is to obtain one consolidated data warehouse labour market and social protection, coordinated by the Crossroads Bank for Social Security (CBSS). The project AG/01/115 aims to open up data sources in view of improving the quantitative reporting (social risk and the individual within social security), the analysis of the policy proposals and the conduct of research with regard to the social protection by the FPS Social Security or other organisations.

Upon the delivery of the project AG/01/115 by the end of 2009, the description of the content of the primary and secondary databases will be accomplished, including an examination of the impact of the regulations on the data warehouse, such as the introduction of the Multifunctional social security declaration (DMFA) with the National office for social security (NOSS) and the National office for social security for provincial and local administrations (NOSSPLO). In addition, the intercomparability of the sources and the continuity of the content will be described. At the same time, the possibilities the primary and the secondary databases (i.e. the original and the derived databases) offer for social-economic research will be examined.

This documentation will be put at the disposal of the public on the website of the CBSS, in downloadable documents. However, the consultation method will be renewed: a content management system will be developed in order to increase the efficiency of the document management via the data warehouse and a web application will be developed in order to enable the user to consult the documentation in the content management

system in a very user-friendly and efficient way (see in French or Dutch: [http://www.kruispuntbank.fgov.be/Fr/documentation/publication\\_25.htm](http://www.kruispuntbank.fgov.be/Fr/documentation/publication_25.htm)).

However, the data warehouse is not a static entity. Changes in the legislation, changes in the regulations, reorganisations in the social security system, technical changes to databases, changing variables, etc. have an impact on the primary and secondary databases on which the data warehouse is built. These events can also have a direct impact on the data warehouse. Moreover, the number of sources will increase over time, e.g. the data of the FPS SS will be added. All these factors have a major impact on the documentation and have to be calculated in.

By the end of the project AG/01/115, the documentation delivered may be considered as a basic package. In the following project, a number of aspects of the documentation can be further completed and deepened. These elements have been listed under point 1.1: Objective(s) and result(s) of the project:

## **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 640.000€.  
The timing of activities is 1/10/2009-30/9/2013. This timing is indicative. 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: Updates the documentation delivered in project AG/01/115 and in project AG/00/143.
- T2: Elaborates documentation on possible new primary and secondary databases.
- T3: Makes a further analysis of the possibilities the data warehouse offers for social-economic research and national and international reporting, with special attention of the comparability of the content with the other data sources for social-economic research, the interpretation of the data and the strengths and weaknesses of the data warehouse.
- T4: Elaborates additional documentation on the impact of the legislation on the data warehouse and the way in which data are integrated in the primary databases. An inventory of the most important measures has to be made and it has to be examined to which extent the impact of such measures can be measured by means of the data warehouse. The legislation also has an impact on the structure of the data warehouse and on the variables it contains.
- T5: Defines new derived variables and follows them up further. Income variables have to be developed.

- T6: Elaborates proposals for the development of new web applications.
- T7: Elaborates proposals for the adaptation of the nomenclature of the social-economic position.
- T8: Makes an analysis and formulates proposals for the possible evolution towards an efficient linking of the various existing statistical sources in Belgium.
- T9: Gives feedback to the user group of the data warehouse labour market and social protection and to the working groups that may be created within the user group, on the progress of the work and discusses the content in these groups.

2.1.2. *Planning :*

- a. Timing of the activities (estimate in months): 48 months (4 years)
- b. Planning of the activities:
  - i. For the research team: to be drawn up at the start of the project.
  - ii. For the public institution: a priority list will be drawn up, taking into account the availability of the primary data and the policy needs.
- c. Estimate of the necessary scientific support (in FTE): in view of the scope of the project, 2 full-time equivalents are required during 48 months.

Tasks	sem1	sem2	sem3	sem4	sem5	sem6	sem7	sem8
T1								
T2								
T3								
T4								
T5								
T6								
T7								
T8								
T9								

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.*

- i. Updates the documentation delivered in project AG/01/115 and in project AG/00/143 via the content management system.
- ii. Elaborates documentation on possible new primary and secondary databases. This documentation will be included in the content management system and provided to the general public through this instrument.
- iii. Formulates proposals in view of improving the quality of the primary data that are integrated in the data warehouse.
- iv. Analyses, in consultation with the FPS SS, the possibilities the data warehouse offers for social-economic research and for national and international reporting. The results of this analysis will be discussed in the user group of the data warehouse labour market and social protection and in the working groups that may be created within the user group. This analysis will be integrated in the

- content management system and will be made as accessible as possible for the public.
- v. Elaborates additional documentation on the legal aspect and on the way the data are integrated in the primary databases. This documentation will be integrated in the content management system and so provided to the general public.
  - vi. Delivers a set of new derived variables. These will be explained in the user group of the data warehouse labour market and social protection. These derived variables can be used for further social-economic research and will be made accessible by including them in the basic applications, the web applications and ad hoc data demands.
  - vii. Elaborates proposals for recurrent (quarterly, half-yearly, yearly, ...) reporting on the basis of the data warehouse labour market and social protection.

### **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**

- a. *Of the CBSS:*
  - i. Is responsible for the coordination between the research team and the various public social security institutions that manage the primary and secondary databases.
  - ii. Makes the manuals and the documentation with regard to the data warehouse labour market and social protection available.
- b. *Of the FPS SS:*
  - i. Assists the research team with the analysis of the possibilities the data warehouse offers for social-economic research and national and international reporting.
  - ii. Develops, in consultation with the research team, new derived variables.
  - iii. Consults with the user group of the data warehouse labour market and social protection and with the working groups that may be created within the user group.
- c. *Of the other associated partners:*
  - i. Make documentation and information available.
  - ii. Can use the data in the data warehouse labour market and social protection for research.

The following end products will be delivered.

- a. *By the CBSS:*

- i. A data warehouse with a well-developed content that can be used for scientific and strategic research.
  - ii. Extensive and well-developed documentation on the data warehouse, efficiently managed by the implementation of a content management system.
- b. *By the FPS Social Security:*
- i. Analyses, in consultation with the research team, the possibilities the data warehouse offers for social-economic research and for national and international reporting. The results of this analysis will be discussed in the user group of the data warehouse labour market and social protection and in the working groups that may be created within the user group. The documentation will be integrated in the content management system.
  - ii. Defines, in collaboration with the researchers, a set of derived variables. The derived variables will be discussed in the user group of the data warehouse labour market and social protection and in the working groups that may be created within the user group.
- 3.2. integration of the end results of the scientific part
- a. *For the FPS Social Security:*  
The application of the data warehouse in view of:
- i. Recurrent reporting (quarterly, six-monthly, yearly, ...).
  - ii. The analysis of the policy proposals in a national and international context (working groups SPC, OECD, etc.).
  - iii. Strategic research by the FPS Social Security.
- b. *For the "public":*  
On the basis of the data warehouse, the Crossroads Bank for Social Security will make information available in the form of:
- i. Fully elaborated documentation for the public.
  - ii. A web application, linked to the content management system, in order to be able to consult this documentation in a user-friendly way.
  - iii. Aggregated data for researchers in view of strategic research, in the form of web applications. These are elaborated in the user group of the data warehouse labour market and social protection. The development of new web applications is a permanent task (remark: the web applications will replace the basic applications in the future).
  - iv. Specific data requests, filed by a public service or a research institution with the Crossroads Bank for Social Security, upon which tailor-made data sets (anonymous data or encoded personal data) will be made available, in accordance with the current procedure with regard to the data warehouse labour market and social protection. Answering specific data requests is a permanent task.



### 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.*

*This situation will be the case when the scientific part is concluded by a methodology report which needs to be operationalized in a new database.*

Not applicable to this project

## **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 harm 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 ;*

#### 4.5. Other conditions

- *The support committee is the user group of the data warehouse labour market and social protection.*
- *The confidentiality of the data will be guaranteed in accordance with the current stipulations of article 5 of the Crossroads Bank law<sup>1</sup> and the stipulation of the Law regarding the processing of personal data<sup>2</sup>.*
- *The research team will report every three months on the progress of the work, namely with regard to the documentation of the primary and secondary databases and the processing of these databases.*

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<sup>1</sup> Law of 15 January 1990 regarding the establishment and organisation of a Crossroads Bank for Social Security.

<sup>2</sup> Law of 8 December 1992 regarding the protection of privacy with respect to the processing of personal data and Royal Decree of 13 February 2001 regarding the execution of the Law of 8 December 1992 regarding the protection of privacy with respect to the processing of personal data.