Terms of Reference

EU Twinning Project IL/12 CRIS 2015/370-467

06-09 June 2016

Component B: Micro Data services to researchers

Activity B.2: Technological infrastructures and information security

0. Mandatory results and benchmarks for the component

Mandatory results:
- *Setting up an overall program for providing researchers with access to micro-data, based on the analysis of the current situation and a designated strategic plan* (February 2018)

Benchmarks:
- **IB1:** *Report and analysis of the current situation adopted (and identification of gaps to be bridged)* (August 2016);
- **IB2:** *Strategic Plan elaborated for providing researchers with access to micro-data* (February 2017);
- **IB3:** *Organizational and technological implementation plan, including data security* (August 2017);
- **IB4:** *Formal organizational structure proposed* (August 2017);
- **IB5:** *Training program defined for the staff* (November 2017);
- **IB6:** *Policies and procedures adopted to manage each interface (e.g. data providers, research institutes, researchers, thematic units...)* (October 2017);
- **IB7**: *Proposal for legislation submitted to the ICBS top management* (February 2018);

1. Purpose of the activity
Making data accessible to researchers depends on, among others, technological infrastructures supporting procedures and processes, as well as on information security procedures and regulations.

MS experts will present:
- The necessary IT and data security measures considered necessary for implementing a remote access system.
- Technological infrastructures and information security solutions as adopted in DK and in other countries including definition and requirements of the IT solution.
- Logging of activities on the research server
- Presentation of the architecture of the Danish technological infrastructure supporting procedures and processes e.g.
  - Automatated system for comminication between IT servicedesk and research service
  - Sending output and output control
  - The 'on-line project' (Project in progress in Denmark automating <u>all</u> procecesses involved in a research project)
- IT Staff requirements – skills and competences (Flexibility)
- Practical demonstration of the Dansih system (by loging on to an 'artifical' project placed on the Danish research server created for demonstration to the ICBS).

ICBS will present:
- Current solution implemented at the National Bank / Safe rooms
- Software constraints to ICBS / Israel
- Current progress on recomendation from Activity A1
- First draft for a development plan including time frame
- Presentation of plans for future work flows / Process
- ICBS data security needs in respect to the remote access system for researchers
- Legal matters

During the activity the MS and BC experts will discuss and define the necessary / required IT infrastructure need to implement remote access to Microdata in Israel as well as a buisness plan for IT (cost and financial solutions).

2. Expected output of the activity

- Activity report
- Assessment of current IT development plan
- Outlining initial recommendations on strategic technological objectives for making micro-data accessible to researchers under information security constraints
- Producing a draft for an automated system for communication between IT servicedesk and research service
- Detailed overview and time schedule (including deadlines) for the remaining activities in the IT component

3. Participants

ICBS Staff invited for the core sessions:
International Relations and Statistical Coordination Department
- Ms. Anat Katz-Avram, responsible for research rooms, anatk@cbs.gov.il

The Government Statistician office
- Mr. Brian Negin, ICBS legal Adviser, briann@cbs.gov.il

IT Department experts and managers:
- Mr. Shahar Katz, Director; shahar@cbs.gov.il
- Mr. Itzik Goldstein, Deputy Director itzikg@cbs.gov.il
- Mr. Genady Etin, Head of Sector, genadye@cbs.gov.il
- Mr. David Gordon gordon@cbs.gov.il
- Mr. Daniel Attias, DanielA@cbs.gov.il

Members of the Confidentiality committee:
- Mr. Ahmad Hlihel, ahmadh@cbs.gov.il
- Ms. Tali Tal, tali@cbs.gov.il
- Ms. Yafit Alfandari, yafita@cbs.gov.il
- Mr. Tzahi Makovky, tzahim@cbs.gov.il;
- Ms. Ronit Nissimbaom, ronitn@csb.gov.il

From various departments
- Mr. Haim Plahchinsky, Data security officer, haimpl@cbs.gov.il
- Ms. Orit Levin, Accounting Manager, Oritl@cbs.gov.il

MS experts
- Mr. Povl Valeur Head of Division – IT, pov@dst.dk
- Mr. Bo Guldager Clausen Chief Advisor Division of IT, bgc@dst.dk

Twinning Staff
- Mr. Yoel Finkel, BC Project Leader, Associate Government Statistician, yoel@cbs.gov.il
- Ms. Sigalit Mazeh, BC Component Leader, Director, International Relations and Statistical Coordination Department, sigalit@cbs.gov.il;
- Ms. Charlotte Nielsen, Resident Twining Adviser cln@dst.dk ; CharlotteN@cbs.gov.il
- Ms. Batia Attali, RTA counterpart, International Relations and Statistical Coordination Department; batia@cbs.gov.il
- Ms. Tamar Rand, Resident Twining Adviser Assistant; TamarRa@cbs.gov.il

Additional ICBS Staff invited for selected sessions:
To be invited to the "Practical live demonstration of the Danish research system" (7/6. 10:15 – 11:45) and to the session on the workflow (8/6: 11:15-12:30):

The Government Statistician office
- Ofra Shochetman, Ofras@cbs.gov.il
- Lilach Naftali – lilachn@cbs.gov.il

Representatives of Subject units:
- Mr. Adnan Mansur, adnanm@cbs.gov.il
- Ms Orly Furman, Orlyf@cbs.gov.il

Statistical Methodology Department
- Luisa Burck Senior Director of the Statistical Methodology Department, louiza@cbs.gov.il
- Theodor Itzkov, theodori@cbs.gov.il
- Alexandra Katzenelenbogen, Alexas@cbs.gov.il

From various departments
- Carol Feldman, carol@cbs.gov.il
- Yael Feinstein yaelf@cbs.gov.il
- Hadas Yaffe hadasy@cbs.gov.il
- Israela Fridman israelaf@cbs.gov.il
- Orit levin Oritl@cbs.gov.il
- Tova Halfin tovah@cbs.gov.il
- Naama Rotem Naama@cbs.gov.il
- Mark Feldman feldman@cbs.gov.il
- Avigail Levy avigaill@cbs.gov.il
- Sharbel Kharman sharbelk@cbs.gov.il
- Eran Ropalidis eranr@cbs.gov.il

Programme for B2 mission 06 - 09 June 2016

Technological infrastructures and information security

Mon 06-06-16	Hour	Overall Subject: IT Security
		Participants: The invited speakers, MS experts and the Twinning team of Component B
		Moderators: Charlotte Nielsen RTA
		Location: Golan, ICBS
	09:00 – 09:15	*Welcome and presentation of participant*
	09:15 – 10:15	**BC: Progress since Mission B1 in April 2016 (Sigalit Mazeh, Itzik Goldstein, Anat Katz Avram, David Gordon and Batia Attali)** • Current progress on recommendation from Activity B1 • First draft for a development plan including time frame • Presentation of the visions for the future ('the dream")
	10:15 – 11:30	Coffee break and ad hoc meetings
	11:30 – 12:30	**BC: IT security policy and recommendations considered necessary for implementing a remote access system in Israel - for MUC and research room files (Haim Plahchinsky)**
	12:30 – 13:30	Lunch break
	13:30 – 14:30	**MS: The IT and data security measures considered necessary for implementing a remote access system in Denmark (Povl Valleur)**
	14:30 – 14:45	Coffee break
	14:45 -15:45	**BC: Presentation of security commitments of researchers and research institutions/units, which need to be signed today and plans for the future (Brian Negin)**
	15:45 – 16:00	***Closing remarks***

Tue 07-06-16	Hour	**Overall Subject: IT infrastructure**
		Participants: The invited speakers, MS experts and the Twinning team of Component B
		Moderators: Povl Valleur Statistics Denamrk
		Location: Golan, ICBS
	10:15 – 11:45	*MS: Practical live demonstration of the Danish research system (Bo Guldager and Charlotte Nielsen)*
	13:00 – 15:00	*Visit to the Ministry of Education – Presentation of the virtual research room for educational data*

Wed 08-06-16	Hour	Overall Subject: IT infrastructure, workflow and automated processes *Participants: The invited speakers, MS experts and the Twinning team of Component B* Location: morning: Golan, ICBS
	09:00 – 09:15	*MS: Summing up day 2*
	09:15 – 10:45	*BC: Presentation of the workflow and process for researchers access to microdata today at ICBS (Sigalit Mazeh)* *BC/MS: Discussion on principles for leaning the workflow and ease automation*
	10:45 – 11:00	Coffee break
	11:15 – 12:15	*MS: Presentation of the architecture of the Danish technological infrastructure supporting procedures and processes* • Automatized system for communication between IT service desk and research service • Sending output and output control The 'on-line project' (Project in progress in Denmark automating all processes involved in a research project)
	12:15 – 13:30	Lunch break
	13:30 – 14:15	*BC/MS: Discussion of a draft for an automated system for communication at ICBS*
	14:15 – 14:30	Coffee break
	14:30 – 15:30	*BC/MS: Debriefing and preliminary recommendations for the management*

BC = Beneficiary Country (Israel)

MS = Member State (Denmark)
PUF = Public Use Files
MUC = Micro data Under Contract
ICBS = Israeli Central Bureau of Statistics
IT = Information Technologies
RR = (Physical) Research Room

Material to be prepared before the Activity:
Presentations
Establishment of a Trial project at Statistics Denmark