International Network for the Availability of Scientific Publications

CNU Library development proposal

Final project plan to accompany Sida support proposal: "Strengthening access to and production of research information within the Nicaraguan research and university system"

Document Notes

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Document summary

Final project plan to accompany Sida proposal and CNU/INASP project agreement.

Contents

1. Introduction

This project plan is to accompany the "Strengthening access to and production of research information within the Nicaraguan research and university system" proposal prepared by the Consejo Nacional de Universidades (CNU) and assisted by the International Network for the Availability of Scientific Publications (INASP) for consideration by the Swedish International Development Agency (Sida). Following extensive discussions and visits between CNU, INASP and Sida, the plan has been prepared to support the proposal and in particular to:

- Provide an outline with which Sida, CNU and INASP can all manage their activities in this area;

- Form the basis of the activities and financial expenditure management timetable to which all parties can work to;

- Provide a clear outline of the project implementation timetable and deliverables to which CNU and INASP can prepare a formal agreement to manage the financial resources made available to support these activities by Sida.

This plan is in addition to any formal reporting and project management requirements that Sida may have in relation to this proposal and subsequent project.

2. Project outline

This project is devoted to strengthening the access to electronic resources and scientific journals to improve Nicaraguan research systems at the university level and to improve the services of information and documentation of the libraries within the country, as well as to strengthen the national research output publication mechanisms of journals and online publications systems.

2.1 General objective

To improve research outcomes and processes within Nicaragua by increasing the capacities of the university library and research systems to;

- access digitally based research focused information;

- utilize such information in the research process;

- strengthen the production of local research information and publications.

2.2 Specific objectives

1. To provide access to relevant, high quality international research publications in electronic formats to researchers within Nicaraguan university and public research institutions.

2. To develop and strengthen the skills and capacities of Nicaraguan university and research library staff in order that they can provide researcher focused digital library services.

3. To strengthen ICTs used to support access to research information within targeted institutions.

4. To strengthen the national research output publication mechanisms of journals and online publications systems.

5.   To increase exposure of Nicaraguan research publications via Open Access publication and capacity enhancement of key research journals and documents.

3. Deliverables

The key deliverables associated with the project are those outlined in the proposal presented to Sida. Each deliverable is presented below, accompanied by contributing actions or tasks.

Objective 1: To provide access to relevant, high quality international research publications in electronic formats to researchers within Nicaraguan university and public research institutions.

1. Review and evaluation of selection of e-resources

2. Selection of resources communications with INASP

3. Subscriptions payment and administration

4. Registration, access testing and set up

5. Availability of all subscribed e-resources

6. Integration of licensed e-resources within institutional library services and associated Web sites.

7. Monitoring and evaluation of e-resource usage and modification of digital library services and collections in light of demonstrable user demands.

8. Establishment of an inter-institutional library consortia type structure for organization and sustainability of the project.

9. Locally agreed and obtained funding to contribute to information licensing costs, increasing on a graded scale over the life of the project.

Objective 2: To develop and strengthen the skills and capacities of Nicaraguan university and research library staff in order that they can provide researcher focused digital library services.

Advanced digital library skills training delivered to all core CNU member institution's library staff.

1. Run three basic and three advanced library focused courses on effective use and management of e-resources and digital library service delivery.

2. Review and planning of training needs analysis of CNU library staff and CNU researchers and user groups.

3. Run at least ten institutional and researcher focused sensitization and end user training workshops.

4. Design and implementation of promotional strategies and materials for promoting e-resources to targeted researcher communities.

5. Run two national level workshops on strategies for monitoring and evaluation of electronic information resource usage.

Objective 3: To strengthen ICTs used to support access to research information within targeted institutions.

1. Research and specify computer hardware, software and supporting infrastructure for digital library reference services laboratory in each participating institution.

2. Set up digital library reference laboratory and associated end user services within the fifteen leading research institutions within Nicaragua. Each reference laboratory will be jointly funded (50/50) with the host institution.

3. Strengthen network connectivity of three remote research partners to allow responsive access to digital library resources.

4. Run two national level workshops on bandwidth management and optimization strategies and policies to support digital library resources.

Objective 4: To strengthen the national research output publication mechanisms of journals and online publications systems.

1. Two journal editors' workshop on strengthening journal publication processes

2. Four researcher focused workshops on preparing and improving research outputs for publication

3. Two journal focused workshops on electronic publication of journals and research papers using open source publishing systems

Objective 5: To increase exposure of Nicaraguan research publications via Open Access publication and capacity enhancement of key research journals and documents.

1. Set up and hosting of at least four research publication titles using Open Access publishing systems that are Open Archives Initiative compliant

2. Two training workshops for journal production staff to support online publication of journals and articles using selected Open Access publishing system

3. Inclusion of selected publication titles in regional and international Open Access archives and associated research databases.

4. Implementation timetable

The following timetable presents the main activity areas, deliverables, start and end dates. The dates are relative and assume a project start date of 1 April, 2008.

Activity and description	Deliverables	Verification method	Start date	End date
Subscriptions, licences and access to chosen electronic resources for 12 months.	1. Review and evaluation of selection of e-resources 2. Selection of resources communications with INASP 3. Subscriptions payment and administration 4. Registration, access testing and set up 5. Availability of all subscribed e-resources 6. Integration of licensed e-resources within institutional library services and associated Web sites.	Subscription and license agreements Access set up and working	1 April 2008	1 April 2009
Set up of library consortia to support collaborative purchase of e-resources.	1. Establishment of an inter-institutional library consortia type structure for organization and sustainability of the project. 2. Locally agreed and obtained funding to contribute to information licensing costs, increasing on a graded scale over the life of the project. 3. Functioning consortium with resource sharing and collaborative purchase contributions for online information resources.	Charter and formal documentation establishing consortium Signed agreements of consortium members Financial contributions to cover contributions to electronic resource subscriptions from 2009, increasing beyond then.	2009	2011
Monitoring and evaluation of e-resources usage and inclusion of collected data into the purchase decisions of said library consortia.	1. Monitoring and evaluation of e-resource usage and modification of digital library services and collections in light of demonstrable user demands.	Completion of all training events plus successful evaluation	2009	

		of said events		
		Workshop participant lists and details		
		Implementation of workshop outcomes and learning		
Advanced digital library skills training delivered to all core CNU member institution's library staff.	1. Run three basic and three advanced library focused courses on effective use and management of e-resources and digital library service delivery.	Completion of all training events plus successful evaluation of said events	2008	2010
	2. Review and planning of training needs analysis of CNU library staff and CNU researchers and user groups.	Workshop participant lists and details		
	3. Run at least ten institutional and researcher focused sensitization and end user training workshops.	Role out of CNU facilitated training programmes		
	4. Design and implementation of promotional strategies and materials for promoting e-resources to targeted researcher communities.	Implementation of workshop outcomes and learning		
	5. Run two national level workshops on strategies for monitoring and evaluation of electronic information resource usage.			
Strengthen ICTs used to support access to research information within targeted institutions.	1. Strengthen network connectivity of three remote research partners to allow responsive access to digital library resources.	Institutional Report concerning number of computers accessing e-resources.	2009	2010
	1.1. Diagnosis of infrastructure network at libraries of targeted institutions.	Report concerning diagnosis of infrastructure network at libraries of targeted institutions.		
	1.2. A proposal of Improvement of infrastructure network at libraries of targeted institutions	Completion of all training events plus successful evaluation of said events		
	2. Run two national level workshops on bandwidth management and optimization strategies and policies to support digital library resources.	Workshop participant lists and details		

		Implementation of workshop outcomes and learning		
Set up digital library reference laboratory and associated end user services within the fifteen leading research institutions within Nicaragua. Each reference laboratory will be jointly funded (50/50) with the host institution.	1. Research and specify computer hardware, software and supporting infrastructure for digital library reference services laboratory in each participating institution. 2. Design, layout and specification of digital library reference areas 3. Specification of equipment needs, suppliers and approximate costs 4. Tender for equipment supply 5. Order, delivery and set up of new computers and associated equipment 6. Opening of digital library reference areas and access labs to end users	Invoices and order completion documentation of all resources Availability of digital library reference areas and access labs to end users	2009	2010
Strengthen the national research output publication mechanisms of journals and online publications systems.	1. Two journal editors' workshop on strengthening journal publication processes. 2. Four researcher focused workshops on preparing and improving research outputs for publication. 3. Two journal focused workshops on electronic publication of journals and research papers using open source publishing systems.	Workshop evaluation report and impact analysis. Workshops participants' lists. Peer review report to evaluate changes to quality of journals. National bibliometrics study of research journals and articles publishing patterns at start and end of period. Online journals review.	2009	2010
Increase exposure of Nicaraguan research publications via Open Access publication and capacity enhancement of key research journals and	1. Set up and hosting of at least four research publication titles using Open Access publishing systems that are Open Archives Initiative compliant	Availability of said journal titles online and open access.	2009	2010

documents.	2. Two training workshops for journal production staff to support online publication of journals and articles using selected Open Access publishing system 3. Inclusion of selected publication titles in regional and international Open Access archives and associated research databases.	Inclusion of said journal titles and content in regional and international open access harvested content collections Completion of all training events plus successful evaluation of said events Workshop participant lists and details Implementation of workshop outcomes and learning		

5. Budget and finance

The project budget is detailed in the accompanying spreadsheet: **cnu-inasp-budget-final-v1.3.xls**

The project budget has been calculated in US$ and that should be considered the working budget for the project. However, the budget is also presented in GB£ and SEK for comparison purposes. These budget figures are based on applying valid exchange rates from December 2007 to the base US$ costs. Therefore the total project budget is indicated by the column highlighted in yellow within the budget spreadsheet. Some important notes should be considered in relation to this budget and the individual cost items.

1. Project activity areas are indicated in column B.

2. "Electronic resource subscriptions" costs include the subscription costs plus a general 10% overhead applied to these by INASP.

3. Columns J and K indicate the approximate split of the budgeted costs between those funds that will be managed by CNU and those funds that will be transferred and managed by INASP to support each activity. Most of these costs relate to activities where the costs and jointly split between CNU and INASP; in general this will be in line with who will be undertaking the associated work and incurring the accompanying costs. For example:

   a. Where there is an activity that is shared by both partners, then the cost will be split in relation to the projected expenditure by each partner. An example of this is with "Internationally facilitated workshops", the majority of the costs for this activity will be borne by INASP (provision and payment of a workshop facilitator, their travel and accommodation costs, materials preparation and dispatch, etc.). In addition, some of the activity costs will be borne and managed by CNU (e.g. the workshop local costs, lunches, equipment, participant's costs, etc.) and so funds to support those costs will be transferred to CNU to support this. These costs have been split 40/60% CNU/INASP.

   b. Costs for "Electronic resource subscriptions" will be managed by INASP at CNU direction in terms of subscription requests. INASP will liaise with CNU to prepare a set of subscription agreements and then invoice CNU for payment on behalf of the subscription providers.

5.1 Financial management process

The financial process to accompany this project will be as follows:

1. Sida transfer project funds to CNU to support the entire project.

2. The CNU and INASP project managers agree an activity budget, timescale and reporting requirements for each year.

3. For each activity period (6 months), CNU transfer the agreed amount to the specified INASP bank account for local management.

4. INASP provide appropriate activity and financial reports on completion of each activity period.

6. Reporting

Reporting during the project will be undertaken in the following areas and ways:

- INASP report to CNU on individual activity implementation progress and outcomes via monthly updates via email and/or written reports as identified.

- Reporting on the deliverables as outlined above (output, outcome and dates).

- Review meetings between CNU and INASP during workshop and meetings (at start of project, mid way and towards completion)

- CNU and INASP reporting to Sida as agreed with Sida, including 6/12 monthly updates as agreed.

6.1 Responsible persons

The following persons will act as activity managers for the duration of this project.

CNU:

Ruth Velia Gomez

Head of the national Centre of documentation in Agriculture – CENIDA, coordinator of the national network of documentation in Agriculture – RENIDA

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7. Further information

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