InterPARES TRUST

GRADUATE ACADEMIC ASSISTANTS HANDBOOK

Version 1.5
March 2016

Document Control

Version history			
Version	Date	By	Version notes
1.0	2013-08-22	C. Rogers	Discussion draft.
1.1	2013-09-04	E. Koshman	Edits and insertions
1.2	2013-09-05	C. Rogers	Edits and insertions
1.3	2014-01-08	C. Rogers	Clarification of GAA time commitments
1.4	2014-01-30	C. Rogers	Update GAA timesheet
1.5	2016-03-11	C. Rogers	Update information for GAAs

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Section 1

InterPARES Trust: Project History and Goals, Components and Outcomes

1.1 The International Research on Permanent Authentic Records in Electronic Systems (InterPARES) is an international, multidisciplinary research project that aims to develop the knowledge essential to the long-term preservation of authentic records created and/or maintained in digital form and providing the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity.

InterPARES began in 1999, and developed in four phases: InterPARES 1 (1999-2001), InterPARES 2 (2001-2007), InterPARES 3 (2007-2012), and the current project, InterPARES Trust (2013-2018).

1.2 InterPARES Trust (ITrust) is an international, multidisciplinary research project that aims to produce the frameworks that will support the development of integrated and consistent local, national and international networks of policies, procedures, regulations, standards and legislation concerning digital records entrusted to the Internet, to ensure public trust grounded on evidence of good governance, and a persistent digital memory. ITrust is funded by the Social Sciences and Humanities Research Council of Canada, and involves over 50 international partners and 200 researchers from six continents.

Goals of InterPARES 1, 2 and 3 (1999-2012)

1.3 InterPARES 1 (1999-2001) adopted the perspective of the preserver, and focused on the development of theory and methods ensuring the preservation of the authenticity of records created and/or maintained in databases and document management systems in the course of administrative activities. Three central findings emerged: 1) there are several requirements that should be in place in any recordkeeping environment aiming to create reliable and accurate digital records and to maintain authentic records; 2) it is not possible to preserve digital records but only the ability to reproduce them; and 3) the preserver needs to be involved with the records since the beginning of their lifecycle, to be able to assert that the copies that will be selected for permanent preservation are indeed authentic copies of the creator's records.

InterPARES 2 (2002-2007) continued to research issues of authenticity, and examined the issues of reliability and accuracy during the entire lifecycle of records, from creation to permanent preservation. It focused on records produced in dynamic and interactive digital environments in the course of artistic, scientific and governmental activities, from the perspective of the records creator. Research outcomes included the Chain of Preservation model of the lifecycle of records created reliable and preserved authentic from creation through preservation, guidelines for records creators and records preservers, and a framework of principles for the development of policies, strategies and standards for long-term preservation of digital records.

InterPARES 3 (2007-2012) built upon the findings of InterPARES 1 and 2, as well as other digital preservation projects worldwide. It put theory into practice, working with archives and archival / records units within organizations of limited financial and / or human resources to implement sound records management and preservation programs.

Goals and Objectives of InterPARES Trust

1.4 The goal of ITrust is to generate the theoretical and methodological frameworks that will support the development of integrated and consistent local, national and international networks of policies, procedures, regulations, standards and legislation concerning digital records entrusted to the Internet, to ensure public trust grounded on evidence of good governance, a strong digital economy, and a persistent digital memory.

The objectives of this research are:

1) to discover how current policies and practices regarding the handling of digital records by institutions and professionals affect the public's trust in them, in light of the exponential growth of and reliance on Internet services;
2) to anticipate problems in maintaining any trust in digital records under the control of entities suffering a waning level of confidence from the public (including legal, law enforcement, financial, medical, broadcasting, "hacktivist," and governmental organizations and professionals);
3) to establish what significance national/cultural contexts have with regard to the level of trust digital records on the Internet enjoy;
4) to articulate model policies, procedures, and practices for creating, managing, accessing, and/or storing records on the Internet, especially in social media and cloud computing environments and through mobile technologies, and test them in a variety of contexts so that, from them, international standards, guidelines and best practices can be developed, and to formulate proposals and models for law reform, and functional requirements for the systems in which Internet providers store and manage digital records.

Research Domains and Cross Domains

1.5 The five research domains are broad topic areas that have been identified as relevant to ITrust. The five cross domains are also areas of research relevant to ITrust. However, the cross domain topics cut across all five research domains, having relevance and a particular focus in each domain.

The domains and cross domains were chosen by the International Steering Committee at its inaugural meeting on June 3, 2013 in Vancouver. The criteria for choosing them were: acknowledged challenges, problems, and inconsistencies in the topic area; identified need for research to address the challenges, problems, and inconsistencies; intellectual and research capacity within the research partnership to conduct the research; and perceived urgency in doing so.

The five research domains investigate issues regarding infrastructure, security, control, access, and law as related to records, data, and information in the cloud. The cross domains cover topics and issues of relevance that cut across all the five research domains. They are: social issues, policy, education, terminology, and resources.

1.6 The Infrastructure Domain considers issues relating to system architecture and related infrastructure as they affect records held in online environments. Examples of areas to be investigated include such topics as: types of cloud and their reliability; types of contractual agreements (service level agreements or SLAs) and their negotiation, coverage, flexibility, etc.; costs, up front and hidden.

1.7 The Security Domain considers records issues relating to online data security, including: security methods (encryption, sharding, obfuscation, geographic location); data breaches; cybercrime; risks associated with shared servers; information assurance; governance; audits and auditability; forensic readiness; risk assessment; and backup.

1.8 The Control Domain differs from the security domain in its focus on the management of digital material in online environments. It addresses such issues as: authenticity, reliability, and accuracy of data; integrity metadata; chain of custody; retention and disposition; transfer and acquisition; intellectual control, and access controls.

1.9 The Access Domain researches open access/open data; the right to know/duty to remember/right to be forgotten; privacy; accountability; and transparency.

1.10 The Legal Domain considers issues such as: the application of legal privilege (including the issue of extra-territoriality); legal hold; chain of evidence; authentication of evidence offered at trial; certification; and soft laws (in particular UN standard-setting instruments) – mapping, scope, potential impact, and constraints.

1.11 The Social Issues Cross-Domain is concerned with the analysis of social change consequent to the use of the Internet, including but not limited to use/misuse of social media of all types, trustworthiness of news, data leaks (intentional or accidental/*force majeure*) consequences, development issues (power balance in a global perspective), organizational culture issues, and individual behaviour issues.

1.12 The Policy Cross-Domain considers policy-related issues emerging from the five research domains; for instance, it would cover policy issues pertaining to the development and implementation of the ‘infrastructure’ or ‘security’ standards, or as the facilitator for the implementation of laws. In general, it addresses recordkeeping issues associated with the development and implementation of policies having an impact on the management of records in an online environment; policies can be broad, such as a national policy on information management, or very specific, such as a policy on adopting certain standards within an organization.

1.13 The Education Cross-Domain is concerned with the development of different models of curricula for transmitting the new knowledge produced by the project.

1.14 The Terminology Cross-Domain is concerned with the ongoing production of a multilingual glossary; a multilingual dictionary with sources; ontologies as needed; and essays explaining the use of terms and concepts within the project.

1.15 The Resources Cross-Domain is concerned with the ongoing production of annotated bibliographies, identifying relevant published articles, books, etc., case law, policies, statutes, standards, blogs and similar grey literature.

Section 2
InterPARES Trust: Project Organization and Responsibilities

Project Membership – Categories of Membership

2.1 The Trust and Digital Records Project is constituted of seven Teams (i.e. North America, Latin America, Europe, Asia, Australasia, Africa, and Multinational Institutions team) collectively known as the "International Alliance"). Each Team recognizes four different categories of participation in the Project: partners, researchers, graduate academic assistants, and Project staff. The terms and conditions of each class of participation are further discussed in the appropriate section below.

2.2 Partners are organizations such as universities, archives and other cultural heritage institutions, international research consortia, multinational and government bodies, industry, businesses and professional associations. They are responsible for facilitating the development of new knowledge by their researchers, providing feedback as required by the International Alliance in general and their Team in particular, and disseminating research results, either by creating knowledge mobilization opportunities (e.g. holding symposia) or by discussing or providing a forum for discussion of the research project preliminary findings or products in the context of national and international meetings and conferences. It is expected, but not required, that partners will participate throughout the duration of the grant.

2.3 Researchers are individual members of the International Alliance who take active part in the research work and activities of the particular Team in which they belong either as representatives of a partner or as independent academics/professionals. Researchers are distinguished into co-investigators and collaborators. Members of the first group are associated with universities, and members of the second group may be associated with non-academic organizations, such as libraries or archives (also when they are part of a university), industry or non-profit groups, or governments, or maybe consultants *pro bono*. It is expected, but not required, that researchers will participate throughout the duration of the grant. Researchers participate in research activities, and may provide direction, guidance, or supervision to graduate academic assistants.

2.4 Graduate academic assistants are students enrolled at UBC or another participating university. They are integral members of the International Alliance and of the Team for which they conduct research. They are responsible for carrying out research activities under the guidance of co-investigators and collaborators (hereafter, researchers). Because ITrust is a large, complex research project with a steep learning curve, it is expected that GAAs will commit for a period of at least two full academic semesters.

Project Administration and Staff

2.5 The ITrust Project staff includes the Project Headquarters staff, supporting the entire Project and the North America Team. The Project's staff is responsible for supporting the coordination and administrative needs of the Project.

The Headquarters of InterPARES Trust is the University of British Columbia (UBC). The Project's offices are located in Mary Bollert Hall, Rooms 114 and 120. The mailing address is

UBC's School of Library, Archival and Information Studies. The Project contact information is:

Physical Address:

Room 114
Mary Bollert Hall
6253 North West Marine Drive V6T 1Z1
wayfinding: http://www.maps.ubc.ca/PROD/index_detail.php?locat1=614

Mailing Address:

Dr. Luciana Duranti, Director, ITrust
Suite 470 - 1961 East Mall
Vancouver, BC V6T 1Z1
CANADA

Website: www.interparestrust.org
Fax Number: 1.604-822-6006
Project Director: Dr. Luciana Duranti
Telephone: 1.604.822.2587
E-mail: luciana.duranti@ubc.ca

Project Coordinator: Corinne Rogers
Telephone: 1.827.2212 (office) 1.604.929.0243 (personal cell)
E-mail: corinne.rogers@ubc.ca
Skype: corinnemrogers

Professional Expert for Technical Services: Gayan Pathirana
E-mail: contact through the Project Coordinator

Project Administrator: Elise Koshman
Telephone: 1.604.822.3774
E-mail: ekoshman@mail.ubc.ca

2.6 The **ITrust Project Director** is the formal international representative of ITrust. The Director is responsible for:

- the overall intellectual and administrative direction of the Project's research;
- the chairing of the International Alliance Steering Committee
- the setting of agendas for and chairing of International Alliance Steering Committee meetings and International Alliance annual research workshops;
- the co-chairing of the North America Team, and contributing to the setting of the agenda of and chairing its meetings and its bi-annual research workshops;
- the formal acceptance of new Partners and Researchers;
- the arbitration in the case of a tied vote whenever a majority decision is required; and

- the supervision of the Project Coordinator, the Project Administrator and the Professional Expert for Technical Services.

2.7 The **ITrust Project Coordinator** assists the Project Director by managing the organizational infrastructure of ITrust. The Project Coordinator's duties are to:

- facilitate the communication and exchange of information among Project Partners, Researchers, Student Research Assistants, the community in which they operate, and the public;
- participate in disseminating information about the Project and results of the research;
- coordinate the activities of the Headquarters Graduate Academic Assistants;
- coordinate the organization of all International Alliance research workshops and all North America Team semi-annual research workshops, International Plenary, and assist with International Symposia as required;
- compile and issue the proceedings of all those workshops;
- provide graphic design support for brochures, presentations, articles and reports;
- manage the Project equipment;
- edit and update the information provided on the Project website in accordance with the Website Policy developed by the International Alliance Steering Committee in support of the work of the Professional Expert for Technical Services; and
- participate as an ex officio member to the meetings of the International Alliance Steering Committee.

2.8 The **ITrust Project Administrator** assists the Project Director and the Project Coordinator by managing the administrative infrastructure of ITrust. The Project Administrator's responsibilities are to:

- perform all financial and administrative duties required for the Project;
- maintain the Project administrative information;
- manage and maintain the Project's administrative and financial records in accordance with the Records Management Policy established by the International Alliance Steering Committee;
- make arrangements for all research workshops, meetings & events that are hosted in Vancouver, British Columbia; and
- participate as an ex officio member to the meetings of the International Alliance Steering Committee.

2.9 The **ITrust Professional Expert for Technical Services** assists the Project Director and the Project Coordinator by managing the technical infrastructure of ITrust. The Expert's duties are to:

- design the Project website;
- manage the Project website according to the Website Policy (see Section 7.3);
- design, develop and maintain Web-accessible information systems to support the Project's administration, communication and research activities;
- maintain models by formatting, updating, versioning and distributing model diagrams;
- preserve Trust and Digital Records Project digital records on the website as directed by the Project Coordinator and in accordance with the Records Management Policy;

- make the Project digital records on the website easily accessible;
- provide computer systems administration support;
- purchase or develop ad hoc technological tools required to administer the Project or to carry out its research;
- train researchers on the use of new information systems and technological tools that are needed to administer the Project or to carry out its research.

Section 3
ITrust Website and Project Listservs

ITrust Project Website

3.1 The ITrust Project website is the website and publication of record for ITrust Project. The InterPARES 3 Project website is located at the publically-accessible Internet domain www.interparestrust.org.

'ITrust Project website' is the collective name for the entire set of static, digital files (including html documents, image files, PDF documents, PPT presentation files, text files) that have been made available to ITrust Project members only at the user-restricted, password-protected Internet domain (available from the homepage) and to ITrust Project members and the public (i.e., published) at the publically-accessible Internet domain.

3.2 All information and documents on the *public area* of the ITrust Project website (i.e., the publicly-accessible, non-password-protected area of the Internet domain) are intended to be *freely available* for widespread public access, distribution and use. Both the public and the ITrust Project members are free to quote and distribute materials, with attribution, found on the public area of the ITrust Project website.

All information and documents on the *restricted area* of the ITrust Project website (i.e., the password-protected area of the Internet domain) are intended *for internal distribution among ITrust Project members only*. Public access to information and documents on the restricted area of the ITrust Project website can only be granted by the Project Director.

Project listservs

3.3 Email messages can be sent to project members through four listservs:
itrust-gras@lists.ubc.ca reaches all UBC graduate academic assistants and graduate assistants in partner universities if requested of the Project Coordinator;
itrust-nateam@lists.ubc.ca reaches all collaborators and co-investigators on the North American team;
itrust-all-researchers@lists.ubc.ca reaches all collaborators, co-investigators, and consultants on all international teams.

The lists are maintained and updated by the Project Coordinator.

Note: To post a message to an ITrust listserv, you must be a member of that listserv and you must post the message using the same e-mail address that is registered with that listserv.

Website Errors

3.4 Please report any errors you encounter on either the public or restricted site to the Project Coordinator.

Section 4
GAA Hiring Procedure

Applying to be a GAA

4.1 To apply to become a GAA, speak with the Project Director. Normally you will have completed the MAS core before becoming a GAA. Once you have received approval from the Project Director, you may be asked to submit your CV to the Project Administrator. The Project Administrator will then guide you completing the administrative paperwork that is required to officially establish your appointment as a GAA, and to ensure that you are set up with payroll through Financial Services. As outlined below, the actual paperwork required will vary depending on whether you are a Canadian citizen/landed immigrant/permanent resident or an international student.

4.2 Canadian Citizens/Landed Immigrants/Permanent Residents

- Complete the *InterPARES Trust Student Appointment Information* form (see Appendix 1) and submit the completed form to the InterPARES Project Administrator; and

- Complete the *UBC Payroll Direct Deposit* form (see Appendix 2) and submit the completed form, together with a void cheque, to the InterPARES Project Administrator.

  Note: It may take Financial Services several weeks to process the direct deposit form; thus, depending on when the form is submitted, there may be some delay receiving your first pay deposit.

  Note: If you already are registered with UBC Payroll (e.g., due to a previous UBC work study appointment), you do not need to resubmit a UBC Payroll Direct Deposit form (unless you have changed banks or wish to have your paycheque deposited into a different account than the one you indicated on your original UBC Payroll Direct Deposit form). Instead, simply inform the Project Administrator that you already are registered with UBC Payroll and let her know your UBC Employee ID number.

4.3 International Students – The paperwork process for international students is slightly more extensive. International students must first acquire a Canadian Social Insurance Number (SIN) from the Government of Canada before they can be officially hired by InterPARES. To obtain a SIN and complete the hiring paperwork, international student GAAs must first submit the following information/documents to the InterPARES Project Administrator:

- local address;
- date of birth;
- Study Permit number;
- the date that Study Permit was signed; and
- the date that Student Permit is valid until;
- a photocopy of the valid Study Permit.

Once this information is received, the Project Administrator will issue two copies of an employment contract. Please sign and date both copies and return one signed copy to the ITrust

Project Administrator. The other signed copy should be taken, along with a valid passport and Study Permit, to the local Service Canada Centre to apply for a SIN. The application is free and the process is simple and straight forward; typically, applicants will receive their SIN on the spot at the Service Canada Centre.

4.4 For more information on the SIN application process, and for the location of the Service Canada Centre nearest you, please see the Service Canada website at: http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml

Once a SIN has been issued, international student GAAs must then:

- Complete the *GAA Appointment Information* form (see Appendix 1) and submit the completed form to the InterPARES Project Administrator; and

- Complete the *UBC Payroll Direct Deposit* form (see Appendix 2) and submit the completed form, together with a void cheque, to the InterPARES Project Administrator.

  Note: It may take Financial Services several weeks to process the direct deposit form; thus, depending on when the form is submitted, there may be some delay receiving your first pay deposit.

  Note: If you already are registered with UBC Payroll (e.g., due to a previous UBC work study appointment), you do not need to resubmit a UBC Payroll Direct Deposit form (unless you have changed banks or wish to have your paycheque deposited into a different account than the one you indicated on your original UBC Payroll Direct Deposit form). Instead, simply inform the Project Administrator that you already are registered with UBC Payroll and give her your UBC Employee ID number.

TCPS Research Ethics Tutorial

4.5 Prior to commencing any work for InterPARES Trust that involves human research subjects (for example, before conducting interviews, surveys, focus groups, etc.), you must complete the *Tri-Council Policy Statement (TCPS): Ethical Conduct for Research Involving Humans* Tutorial. The TCPS describes the principles, standards and procedures governing research involving human subjects and applies to all research involving humans that is conducted within or by members of research institutions administering funds awarded by SSHRC (among other granting bodies). The primary objective of the Tutorial is to educate the research community about the TCPS. The Tutorial is administered online at http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/ and takes approximately one to two hours to complete. You may take the entire Tutorial in one session, or you may complete it in a number of sessions. When you have completed all sections of the Tutorial, please be sure to print out a "Certificate of Completion" (you will be asked to submit your name to be printed on the certificate) and submit it to the Project Administrator in the InterPARES office.

Section 5
GAA Assignments and Responsibilities

Orientation and Project Assignments

5.1 When first hired, all GAAs are required to attend an orientation meeting. At this meeting, new GAAs are briefed on all of the project’s current and near-future research studies and on which of those studies currently are in need of one or more GAAs. At this point, new GAAs are given an opportunity to request to be assigned to one or more of the available studies. Every effort will be made to try to accommodate specific requests; however, if this is not possible, the Project Coordinator will, in consultation with the Researchers, assign new GAAs to whichever available study they feel best suits a GAA’s interests, knowledge and past work experiences. At any time, should a position become available on another study to which you would like to be assigned, you are welcome to submit a request to the Project Coordinator to be assigned to that study. Likewise, whenever a new position becomes available, the Project Coordinator will send out a request for ‘volunteers’ to the GAA listserv. The Project Coordinator may also contact you directly should s/he feel that you are uniquely qualified for an available position.

5.2 For research-related questions or concerns regarding any aspect of a general study task assigned to you, including research methodology and the intellectual content of the report(s) or other research products generated by that task, you should contact the Researcher overseeing or involved in the study. For administrative-related questions or concerns, such as research policies, report formatting, billable vs. non-billable activities, travel and expense reimbursements, or acquisition of equipment, software and supplies, you should contact the Project Coordinator. For questions regarding technology support issues, such as the creation and use of Web support tools (e.g., general study Wikis, online surveys), you should contact the Project Coordinator, who will liaise with the Project Technical Services Expert.

Research Duties and Activities

5.3 The ITrust GAAs are integral and vital members of the various studies to which they are assigned, and to the project as a whole. They are responsible for providing support in a range of research activities under the guidance of the Academic and Professional/Community Researchers. The primary activities of the GAAs involve collecting research data through various means, including, for example, conducting literature reviews, surveys and interviews; conducting preliminary data analyses and presenting those analyses in various research reports (contextual analyses, research questions reports, diplomatic analyses, activity models, action item reports, annotated bibliographies, etc.). GAAs are also responsible for presenting synopses of their research activities and findings to the other North American Team researchers at the bi-annual Plenary Workshops. In some cases, GAAs are also called upon to present the research in which they have participated at other local, national and international workshops or conferences.

Examples of common research duties and activities include:

- Reviewing and summarizing the key products and publications from InterPARES 1, 2, and 3 as the fundamental reference for any report to be written (for more information, see

the section entitled GAA Training Activities and Resources);
- collecting case study contextual data on the assigned case study/test-bed;
- reading relevant information/documents about the assigned general study or case study/test-bed and providing annotations or summaries;
- meeting with case study test-bed representatives to discuss data, requirements and objectives;
- drafting assigned documents and reports;
- submitting assigned documents and reports for review to the test-bed representatives, Project Coordinator, and Researchers;
- participating in, and presenting findings at, the bi-annual Plenary Workshops (for more information, see the section entitled Plenary Workshops);
- participating at Brown Bag Seminars when they are scheduled (this is an optional activity; for more information, see the section entitled Brown Bag Seminars);
- attending and presenting at external conferences; and
- authoring or co-authoring articles with other project Researchers.

Professional Conduct

5.4 ITrust GAAs are expected, at all times, to represent the project in a positive and professional manner to the staff and faculty of the School of Library, Archival and Information Studies, the research community, the community at large and to other ITrust staff members and co-investigators. To this end, GAAs are expected to models skills and behaviours expected of all members of the project: excellent communications skills, integrity, initiative, attention to detail, flexibility and respect for and tolerance of the professional and/or academic ideas and opinions expressed by other members of the project. It is important to understand that the project's research, like all research, proceeds by trial and error and that making errors is an inevitable and important part of the research process. Accordingly, it is important that, as fellow researchers in this project, GAAs are able and willing to welcome constructive criticism and to reflect positively on any remark or suggestion.

Research commitment

5.5 GAAs may work up to 12 hours/week when registered for classes, and up to 35 hours/week when classes are not in session (see section 7.4 and 7.5). Each GAA is required to estimate the amount of time s/he can devote to the research per week (this may be any number of hours up to the maximum). It is expected that GAAs will work at least the estimated hours each week. GAAs who conduct no work for a period of a month may be removed from the Project.

Human Subjects and Data Protection

5.6 All ITrust Project members, including GAAs, must comply with the Human Subjects and Data Protection policies and regulations of their employer, legal jurisdiction and funding agency. Links to Institutional Human Subjects and Data Protection policies for some of the academic institutional partners of the InterPARES Trust Project are provided below.

University of British Columbia
http://universitycounsel.ubc.ca/files/2012/06/policy89.pdf

http://www.rise.ubc.ca/
http://research.ubc.ca/ore/human-ethical-review
http://www.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf

Note: all links active as of March 11, 2016.

If at any time you are unclear about any aspect of a task to which you have been assigned, or disagree with some aspect of the task, you should seek clarification from the Researcher in charge of the project you are assigned to, and follow up with the Project Coordinator.

ITrust Research Workshops and Seminars

Plenary Workshops

5.7 Twice each year, all North American Team researchers (including GAAs) and resource partners gather for a 3-day-long, face-to-face research workshop (NA Team Plenary Workshop) to discuss, debate and reflect on the research from each project to date, to receive feedback and input, to develop plans of action, to review tests and to plan the research direction and activities for the next six months. GAAs are strongly encouraged to participate in these research workshops, which are held in Vancouver, usually in late November and late May.

To prepare for the Plenary Workshops, GAAs are expected to have all the assigned action items (data gathering and, as applicable, reports) drafted and ready to be posted to the restricted side of the ITrust website **30 days prior to the start of each Plenary**. This deadline is important, as it gives time for Researchers to review material that will be discussed at the Plenary. Material not submitted on time may not be discussed at the Plenary. This means that GAAs must begin the research process as soon as possible if the 30-day target period is to be met.

You are expected to present a summary of your research findings (action items) to the entire team for each project to which you are assigned. This involves preparing, together with any other GAAs assigned to the same study, a short PowerPoint presentation using ITrust's PowerPoint Template (available on the restricted site, or contact the Project Coordinator). In general, the presentations should be between 5 and 10 minutes in length. However, some projects will have more action items than others and may require more time to summarize. The presentation should be concise and cover the salient points of the research to date and emphasize the issues to be discussed following the presentation.

The Plenary Workshops are also an opportunity for GAAs to engage in discussion and debate with the other researchers and resource partners, especially those who reside in the United States or in other parts of Canada and who are not always readily accessible.

Brown Bag Seminars

5.8 Brown Bag Seminars held from time to time are one-hour sessions planned for the purpose of encouraging GAAs to:

- share the knowledge acquired in the course of their research and discuss ideas;
- inform each other of their ITrust activities; and
- ask questions of each other, the ITrust Director, researchers, and the Project Coordinator.

The Brown Bag Seminars are informal sessions held to facilitate an engaging research environment. All GAAs are strongly encouraged to attend; however, participation is entirely voluntary and the time for attending these seminars is not billable. Information about the time and location of the Brown Bag Seminars is announced on the ITrust GAA listserv.

The Brown Bag Seminars are traditionally organized by a GAA who has volunteered for that task. This GAA coordinates with the Project Coordinator and with the Project Director as to a suitable date and time. S/he books a meeting room and sends out a reminder e-mail about the upcoming meeting to the GAA listserv approximately three days in advance.

Section 6
GAA Training Activities and Resources

Training Activities

6.1 GAAs receive active training in the form of ITrust-sponsored workshops and tutorials. These include the GAA recruitment, the new GAA orientation, diplomatic analyses tutorials, etc.

Additionally, GAAs receive passive training through reviewing the previous research and findings of InterPARES 1, 2, and 3, completing the ethics tutorial, and by attending and presenting at the Plenary Workshops. An overview of the key InterPARES 1 and 2 products and publications is provided below. All of these resources can be found on the public side of the InterPARES 1 and 2 websites.

Training Resources

6.2 Several key publications are available on the InterPARES website, including:

Template for Analysis
- Provides a decomposition of a digital record into its four necessary constituent parts (i.e., documentary form, annotations, contexts and medium)

Benchmark and Baseline Requirements
- Requirements for assessing and maintaining the authenticity of digital records

Policy Framework
- A framework of principles guiding development of policies for records creating and preserving organizations

File Format Selection Guidelines
- Principles and criteria for adoption of file formats, wrappers and encoding schemes

Creator Guidelines
- Recommendations for making and maintaining digital materials for individuals and small communities of practice

Preserver Guidelines
- Recommendations for digital preservation for archival institutions

Terminology Database
- Including a glossary, a dictionary and ontologies for interrelated terms

Two Records Management Models
- Chain of Preservation (COP) Model (records lifecycle)
- Business-driven Recordkeeping (BDR) Model (records continuum)

InterPARES Books

6.3 InterPARES has published two books. Both books are available freely in digital format on the public InterPARES 1 and 2 websites; however, printed copies also are available and can be purchased from the Project Administrator at a special GAA discount.

- Duranti, Luciana, ed. (2005), *The Long-Term Preservation of Authentic Electronic Records: The Findings of the InterPARES Project* (San Miniato: Archilab). PDF version at http://www.interpares.org/book/index.cfm

- Duranti, Luciana and Alexandra Allen, eds. (2008), *International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 2: Experiential, Interactive and Dynamic Records* (Padova, Italy: Associazione Nazionale Archivistica Italiana, 2008). PDF version at http://www.interpares.org/ip2/book.cfm

ITrust Equipment

6.4 Please arrange with the Project Coordinator or Administrator to borrow any ITrust equipment, such as digital recorders. If you have any questions about using the DVR or encounter any problems while using it, please see the Project Coordinator.

Section 7
Pay vs. Academic Credit, Submitting Hours and Travel Expenses

Working for Pay

7.1 Unless working for academic credit, GAAs are paid an hourly wage for all time spent working on billable activities (see Billable vs. Non-Billable Activities and Expenses section, below). Master's-level GAAs are paid $$20.00 per hour (+4% vacation pay included in base pay), and Doctoral level GAAs are paid $25.00 per hour (+4% vacation pay included in base pay). GAAs are employed by the University of British Columbia as non-union employees. Taxes are deducted at source, and T4 tax forms are issued each year in February for the previous tax year.

Submitting Hours

7.2 Hours are submitted every two weeks, for payroll on the 15^{th} and the 30^{th} of the month. Your hours must be submitted to the Project Coordinator at least two business days prior to the 15^{th} and the 30^{th} in order for payroll to be submitted to Financial Services. Please submit hours on the Time Sheet template (**Appendix 3**), including the number of hours worked in each day (leave blank for days you do not work), and a brief description of the work done, and for which project. Lead researchers will report to the Project Coordinator on individual GAA progress as part of SSHRC reporting requirements.

Working for Academic Credit

7.3 You have the option of working for academic credit. With approval of both your Graduate Advisor and the Researcher in charge of a project you are working on, you may conduct ITrust research for academic credit as a Directed Study, or as part of a course requirement (e.g., a course term paper). GAAs who have completed the research methods course are also eligible to conduct ITrust research for a Directed Research course. Should you wish to pursue any of these academic credit options, please consult with your Graduate Advisor and the Project Director Advisor, and consult the SLAIS website for more information and enrolment requirements.

Note: GAAs who conduct research for academic credit cannot be paid for the hours directed toward their studies.

Maximum Work Hours

7.4 In general, during the winter and spring semesters, full-time students can work a *maximum average of 12 hours a week*. During the summer sessions, GAAs who have completed the spring semester and who are not registered for any summer session courses (or are registered for no more than one course per summer session) are eligible to work up to a maximum average of 35 hours per week (i.e., full-time).

Working after Graduation

7.5 GAAs may continue to work for ITrust for a short period after they graduate. GAAs who graduate in May can continue to work for the project on a full-time basis until August 31 of that same year. However, GAAs who graduate in November may only continue to work for the project on a full-time basis until December 31 of that same year.

Billable vs. Non-billable Activities and Expenses

Billable Activities and Expenses

7.6 In general, you may, within reasonable limits, bill for all time spent carrying out any ITrust-related tasks that you are instructed to perform by your supervising Researcher(s), or by the Project Coordinator.

In general, this includes:

- Researching and drafting assigned reports and action items;
- Meeting with research subjects, resource partners, and ITrust researchers;
- Attending meetings called by the Project Director or Project Coordinator;
- Communicating via e-mail or telephone with research subjects, resource partners, and ITrust researchers; and
- Presenting at the bi-annual Plenary Workshops (including the preparation time for the workshop presentations);
    - **Note:** GAAs can only bill for the plenary workshop session(s) (3 billable hours per session) in which they are scheduled to give a presentation. In other words, GAAs should bill 3 hours for each morning and/or afternoon session in which they give (or help to give) one or more presentations. Attendance at the bi-annual Plenary Workshops is expected, but is not a billable expense.

Billable Travel Expenses

7.7 When participating in approved ITrust-related activities, the following travel expenses are reimbursable WITH ORIGINAL ITEMIZED RECEIPTS (credit card receipts, photocopies, non-itemized receipts cannot be accepted and will not be reimbursed):

- Meals, not including alcohol[1]
- Parking
- Airfare (airfare will be booked by the Project Administrator; your original boarding receipts are required for proof of travel)
- Other travel expenses (e.g., taxi, accommodation, conference registration).

For clarification of which travel expenses are and are not reimbursable, please consult the Project Administrator. To claim travel expenses, you must submit your itemized receipts to the Project Administrator. On each receipt, please list the type of expense (e.g. meals, taxi, hotel, etc.) Non-itemized receipts (e.g. credit card slips that don't list which items were purchased) are NOT eligible for reimbursement.

The Project Administrator will file expense claims promptly with Financial Services when all receipts are submitted; Financial Services may take several weeks to process claims, depending on the time of year.

[1] Regarding meal per diems, InterPARES is bound by the UBC Travel Policy, which is available at http://www.bridge.ubc.ca/pdf/Forms/UBCTravelPolicy.doc. Currently, the breakfast, lunch and dinner per diems are $14.00, $16.00, and $30.00, respectively, for a total of $60.00/day. **Note:** Alcohol is not a billable meal expense.

GAAs are not eligible for advance funding for research activities and travel. GAAs are encouraged to prepare papers for conferences in consultation the lead researcher for the project considered, however they must have prior approval from the Project Director for any conference travel.

Important Note: If ever in doubt about *what is* or *is not* a billable project activity, GAAs should contact the Project Coordinator.

Non-billable Activities and Expenses
7.8 There are at least four notable activities for which GAAs cannot bill the project:

- Travel time to conferences and meetings (prior approval of Project Director required);
- ITrust-related workshops/seminars that, supported by a GAA's particular expertise in an area, a GAA agrees to conduct. Examples of GAA-led workshops include diplomatic analysis and soft-systems analysis. Although these workshops help enable the project's research, they are not directly related to producing any specific research; therefore, under restrictions imposed by the project's granting agency (SSHRC), these activities are not eligible for *hourly billing*. In lieu of claiming preparation or presentation hours for these types of indirect, research-related activities, GAAs are compensated with a standard, fixed-fee remuneration (typically $50-$75, depending on the length of the workshop/seminar);
- Preparation and presentation of ITrust-related papers that you author/coauthor for publication and/or for presentation at a conference. SSHRC guidelines dictate that you may not claim hours for activities that result in an end product which is your intellectual property rather than the property of the ITrust Project. Instead, "payment" in these situations comes in the form of having travel (airfare, hotel, taxi, etc.), conference registration, and meal expenses paid (prior approval of Project Director required). Non-tangible benefits include being able to list the published paper and/or presentation on your CV, and the opportunity to network with professionals and potential employers;
- Participation in the Brown Bag Seminars (see the section entitled **Brown Bag Seminars**);
- Attendance at the bi-annual North American Team Plenary Workshops if you are not presenting.

Appendix 1:
GAA Appointment Information Form

InterPARES Trust

University of British Columbia
Irving K. Barber Learning Centre
470 - 1961 East Mall - Vancouver BC Canada V6T 1Z1
Tel: 604-822-2404
Email: slais.info@ubc.ca
www.interparestrust.org

GAA Appointment Form

Please complete the following and return to the Project Administrator:

Name: ______________________________

Social Insurance Number: ______________________________

UBC Student Number: ______________________________

UBC Employee ID (if known): ______________________________

Date of Birth: ______________________________

Current Address: ______________________________

____

Phone No./Cell No.: ______________________________

Email: ______________________________

For direct deposit into your bank account, you must complete a UBC Payroll Direct Deposit form and return it to the Project Administrator with a void blank cheque. If you are currently registered for direct deposit with UBC Financial Services, you do not need to redo this.

If you are applying for a Social Insurance Number (SIN), please submit a copy of the receipt for the application and inform the Project Administrator of your SIN as soon as you receive it.

InterPARES Trust
www.interparestrust.org

Appendix 2:
UBC Payroll Direct Deposit Form

http://www.finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/dirdeposit.pdf

THE UNIVERSITY OF BRITISH COLUMBIA

PAYROLL DIRECT DEPOSIT

PLEASE PRINT

Name (Surname, followed by Given Name & Initial)		
Social Insurance Number	Employee ID	email address
Faculty/Department: Arts/School of Library, Archival and Information Studies	Phone	☐ Work ☒ Home ☐ Cell

I authorize the University of British Columbia to deposit my pay as noted below:

Banking Institution (must be a Canadian institution):	Account Type:
Name:__________	☐ Chequing (cheque must be attached)
Address:__________	☐ Savings (see below for instructions)
City:__________	☐ Other (see below for instructions)
Postal Code:__________	

CHEQUING ACCOUNTS PLEASE ATTACH A VOIDED CHEQUE

For NON-CHEQUING accounts:

Please have your banking institution fill in this area or have them stamp the adjacent box	Bank Stamp:
Bank:	
Transit#:	
Acct#: (Minimum 7, maximum 14)	

Signature	Date signed (yyyy/mm/dd)
X __________	__________

Appendix 3: IP Trust Student Hourly Timesheet

Please check URL for the payroll cut-off dates:
http://finance.ubc.ca/payroll/adminstrators/hiring/managing-staff/hourly-timesheet-cut-schedule

Personal Information:

First Name	
Last Name	
E mail address	
Student Number	

The Hours I am submitting Pertain to (indicate with X):
Research X
For the Month of:
The hours fall within the pay period: 1st -15th or 16th –last day of month (choose one only):
Actual Dates worked: Please list dates and hours worked:

Dates	Hours	Details

Total number of hours worked in pay period:

Supervisors Name: Luciana Duranti

If this timesheet is not submitted two days prior to the cut-off date for the pay period I understand that payment may be delayed.

PLEASE EMAIL THIS FORM TO THE OFFCE -Elise at corinne.rogers@ubc.ca <u>two days prior</u> to the hourly cut off.