

Appendix 1: Trusted Digital Repository Requirements: Self -Assessment

Requirement	Description	CPUT	UWC	UCT	SU
R0	Repository context		3	3	
R1	The repository has an explicit mission to provide access to and preserve data in its domain.	4	4	4	4
R2	The repository maintains all applicable licenses covering data access and use and monitors compliance	4	3	3	4
R3	The repository has a continuity plan to ensure ongoing access to and preservation of its holdings.	4	3	3	4
R4	The repository ensures, to the extent possible, that data are created, curated, accessed, and used in compliance with disciplinary and ethical norms.	3	3	3	4
R5	The repository has adequate funding and sufficient numbers of qualified staff managed through a clear system of governance to effectively carry out the mission.	3/4	4	4	4
R6	The repository adopts mechanism(s) to secure ongoing expert guidance and feedback (either in- house, or external, including scientific guidance, if relevant).	3	3	4	4
R7	The repository guarantees the integrity and authenticity of the data	4	4	4	4
R8	The repository accepts data and metadata based on defined criteria to ensure relevance and understandability for data users.	4	3	4	3/4
R9	The repository applies documented processes and procedures in managing archival storage of the data.	2/3	3	3	3/4

R10	The repository assumes responsibility for long-term preservation and manages this function in a planned and documented way.	3	3	3	3/4
R11	The repository has the appropriate expertise to address technical data and metadata quality and ensures that sufficient information is available for end-users to make quality-related evaluations.	3	3	3	3/4
R12	Archiving takes place according to defined workflows from ingest to dissemination.	2/3	3	3	3/4
R13	The repository enables users to discover the data and refer to them in a persistent way through proper citation.	4	4	4	4
R14	The repository enables reuse of the data over time, ensuring that appropriate metadata are available to support the understanding and use of the data.	4	4	4	3/4
R15	The repository functions on well-supported operating systems and other core infrastructural software and is using hardware and software technologies appropriate to the services it provides to its Designated Community.	4	4	4	4
R16	The technical infrastructure of the repository provides for protection of the facility and its data, products, services, and users.	4	4	4	4

https://www.coretrustseal.org/wp-content/uploads/2019/02/CoreTrustSeal-Draft_Requirements_2020-2022_v00_01.pdf

Self-assessment

- 0 – Not applicable
- 1 – Not considered this yet
- 2 – Has a theoretical concept
- 3 – In the implementation phase
- 4 – Fully implemented

