

## Services Related to the Operation of the RDCs

	Statistics Canada		University				DLI
	Head Office	Analyst	Academic Director	Academic Supervisor	Technical – Informatics Support <sup>1</sup>	Statistical Support <sup>2</sup>	
<b>1. Provision of data</b>							
1.1. Documenting	1						
1.2. Staging to ensure it works	1	1					
1.3. Support from subject matter divisions on concepts	1	1					
<b>2. Methodological support</b>							
2.1. Advise on methods to analyse the data	1	3		1		2	
2.2. Provide specialised macros to support the analysis of the data	1	2					
2.3. Review results as required		1		1		2	
2.4. Advise on questions related to potential disclosure of confidential information	2	1					
<b>3. Services related to the operation of the RDCs</b>							
<b>3.1. Client administration, including:</b>							
3.1.1. Initiating security checks	2	1					
3.1.2. Contract management (initial contracts and amendments)	2	1					
3.1.3. Administering the Oath under the Statistics Act		1					
3.1.4. Ensuring confidentiality and monitoring security		1					
3.1.5. Interacting with Statistics Canada head office on the client's behalf.		1					
<b>3.2. Assisting researchers, including:</b>							
3.2.1. Providing advice on project proposals		2	1	1			3
3.2.2. Providing advice on methods	2	3		1		1	
3.2.3. Providing advice on data concepts	2	1					3
3.2.4. Liaison with subject matter specialists.		1					
3.2.5. Liaison with statisticians and methodologists.		1				2	
3.2.6. Providing technical assistance on computer use and standard applications.		3			1	2	
<b>3.3. Data Administration</b>							
3.3.1. Loading and management of data sets		2			1		
3.3.2. Backing up data sets		2			1		

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3.4. Disclosure Analysis	2	1					
<i>3.5. Computer Network Administration</i>							
3.5.1. Setting up researcher accounts.		2			1		
3.5.2. Archiving projects		1			2		
3.5.3. back-up of current files		1			2		
3.5.4. General maintenance					1		
<b>4. Services in the university</b>							
4.1. Contribute to the research activities of the host institutions.		1					
4.2. Coordinating activities with the local DLI representative.		3	1				2
4.3. Promoting the RDC and research opportunities		3	1				2

#### Considerations

- It is important that the RDC analysts have a peer-to-peer relationship with the researchers working in the centre. This has important implications with respect to the academic and research qualifications of the RDC analysts.
- The RDC analysts are employees of Statistics Canada. As such, they must remain connected to their home organisation and they must be part of a Statistics Canada team as well as the research community in the universities in which they are working.
- The RDC analysts are professionals in their respective disciplines. Consideration must be given to their career development.
- One of the strengths of the RDC network is that the analysts operate as a team. Mechanisms exist for the analysts to share their expertise with their colleagues in other centres. This activity makes demands on their time.

<sup>1</sup> The support indicated under this column includes hardware updates and maintenance, software updates and maintenance and local area network (LAN) administration. It is recognised that not all universities in which the RDCs are located have the level of technical and informatics support that is required to fulfil the functions listed in this column in a timely and effective manner. Nevertheless, this is an ideal to which the network must strive.

<sup>2</sup> This service is not available in all universities in which the RDCs are located. Nevertheless, it is recognised that this is an essential service.

#### Key to Numeric codes:

- 1 – primary responsibility
- 2- secondary responsibility
- 3- last resort