

# The New Zealand ORCID Consortium

## Information for New Members

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Royal Society Te Apārangi



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## Welcome to the New Zealand ORCID consortium

Welcome to the New Zealand ORCID consortium. Joining the consortium gives you the benefits of premium ORCID membership, including access to ORCID's member APIs, use of the NZ ORCID Hub, personalised support, and receipt of ORCID's monthly newsletter which includes tailored statistics for your organisation. The most exciting feature of our New Zealand consortium is the NZ ORCID Hub, which currently allows all consortium members to read from and write to the ORCID records of their staff/students/grant recipients.

Royal Society Te Apārangī is the lead agency for the New Zealand ORCID consortium. We aim to make the consortium an inclusive community of practice and we urge you to share your ORCID successes and challenges with other consortium members via our community [Google Group](#).

We recommend putting the ORCID member organisation image below on your website to let people know that your organisation supports ORCID.



## Who's who in the New Zealand ORCID consortium?

**Jason Gush** is the ORCID programme manager – he manages the relationship between Royal Society Te Apārangī, ORCID, and the Ministry of Business, Innovation and Employment (MBIE) who fund the consortium; he also oversees the development of the Hub, to ensure that it is fulfilling the needs of the various consortium members. ([Jason.Gush@royalsociety.org.nz](mailto:Jason.Gush@royalsociety.org.nz) )

**Jill Mellanby** is the ORCID coordinator– she supports consortium members, maintains the consortium infrastructure, writes documentation and communications, and works with the advisory committee. Together with the ORCID programme manager she offers tier 1 support to consortium members. ([Jill.Mellanby@royalsciety.org.nz](mailto:Jill.Mellanby@royalsciety.org.nz) )

**The University of Auckland** is the consortium's technology partner and is responsible for the development of the NZ ORCID Hub.

**The Advisory Committee** represents the majority of the sectors involved in the consortium – this committee provides feedback to the consortium lead on how ORCID is being implemented around the sectors, particularly any challenges being faced.

**All consortium members' main and technical contacts** and their contact details (where they have given permission for them to be posted) are [here](#).

**The Information Technology Advisory Group** was intended to drive the development of the NZ ORCID Hub and ensure that the features and functionality are prioritised around the needs of the consortium community. Although we encouraged technical contacts for each consortium member to

consider joining this group; interest was limited. Instead, this role is being fulfilled through direct support requests, the Google Group, and participants in the Hub's regular showcase video-conferences.

Our preferred contact email for all communications, including support, is [orcid@royalsociety.org.nz](mailto:orcid@royalsociety.org.nz)

## Roles at your organisation for the New Zealand ORCID consortium

**Main contact** – the ORCID main contact for an organisation is the person to whom ORCID sends their monthly newsletter; this contains tailored statistics for each organisation, being the number of ORCID record holders using an institutional email address. They also receive the New Zealand ORCID consortium's newsletter, and should communicate relevant information from these sources to others in their institution. They should communicate within their organisation to ensure that everyone knows what ORCID is and why they should give permission for their organisation to read from and write to their ORCID records. Ideally, they will be the voting representative from the organisation for ORCID's annual board elections.

**Technical contact** – the ORCID technical contact is responsible for managing the API credentials for their organisation. If the organisation intends to use the NZ ORCID Hub the technical contact does not have to be a 'technical' person, as they will use a web browser, a spreadsheet and an email system. If the organisation wants to build a direct system integration with ORCID the technical capabilities of this person have to be greater than for a Hub user. There can only be one technical contact for an organisation at any time.

**Voting member** – as an ORCID member organisation, you have the right to vote in ORCID's annual board elections. Your voting member will be sent voting information by ORCID towards the end of the year. Your voting member can be your ORCID signatory, your main contact or someone else from your organisation that you wish to nominate as your voting representative; however, as with technical contacts, there can only be one voting member for an organisation at any time.

**Note** - If you wish to change the nominated main or technical contact we will need written confirmation, together with written consent from the existing role holder. We, as lead agency, will inform ORCID of changes to contacts. Note that ORCID will only send communications to those people who are confirmed by us, as the main, technical and voting contact for each organisation.

## The New Zealand ORCID Hub



The [NZ ORCID Hub](#) is a web application that allows organisations, both large and small, to connect with ORCID to read from and write to their staff/students' ORCID records, with the record holder's permission. This saves researchers time, as they don't have to update their ORCID record themselves, and saves organisations time, as they can access information directly from their staff/students ORCID records.

## Roles in the Hub

The key role in the Hub is the Technical Contact, appointed by each consortium member organisation. For additional Hub support, organisations may also appoint one, or more, Organisation Administrator(s).

### The Technical Contact :

1. requests the organisation's API credentials from ORCID and stores these securely. Hub users do this via a simple user interface.
2. arranges for staff/students or funding award recipients to have education/employment affiliations and funding information written to their ORCID records.

### The Organisation Administrator:|

1. performs the same role as (2) above, i.e. they can perform the same functions as the Technical Contact, with the exception of requesting and managing the organisation's API credentials.

Both the Technical Contact and the Organisation Administrator(s) can be anyone with the authority to assert role information in ORCID records for the organisation. They can link your staff and students' ORCID records to your organisation via the Hub, and keep information up to date on a regular basis by uploading a monthly (or agreed timespan) file to the Hub, as people join or leave your organisation. The Hub can update information such as start/end dates and job title changes in individuals' ORCID records. If not already involved in your organisation's HR system, your Technical contact and/or Organisation Administrator(s) will need to liaise with your HR team to obtain relevant information.

Currently, at February 2018, the Hub can:

**Write an affiliation**, either to the **employment** or the **education** section of an ORCID record, showing the source of the information as the employer or the education provider.

Although individuals are able to write this information to their own ORCID records, greater confidence can be placed in the information if it is written by an organisation than if the ORCID record holder writes it themselves; this promotes an increased level of trust in the research system.

**Write funding** – The Hub is able to write grants received to the **funding** section of an ORCID record. Again, the source of the information is your organisation, rather than the researcher; a more trusted source than if the individual wrote it themselves.

**Note:** as a condition of your Consortium accession agreement, your organisation has agreed that you will only assert information in ORCID records for your own organisation. Although possible, please do not assert information that does not originate from your organisation. For example, if a member of staff has multiple employment affiliations.

### Reading from/writing to ORCID records via the Hub

Depending on whether your organisation is a member of the Tuakiri federated identity service (i.e., a University; a Crown Research Institute with the exception of GNS; the Ara Institute of Canterbury) there are two methods of getting permission from ORCID record holders at your organisation for reading from/writing to their ORCID records.

**Tuakiri-member organisations** can seek permission from ORCID record holders at their organisation by communicating with them about ORCID and the Hub via an internal communications system containing a link to the Hub, and asking them to sign into the Hub using their institutional username

and password. The Hub takes them to ORCID where they can sign into their existing iD, or create one if they haven't already done so, and authorise their organisation to read from/write to their record. With this permission, a basic affiliation entry is asserted in their ORCID record.

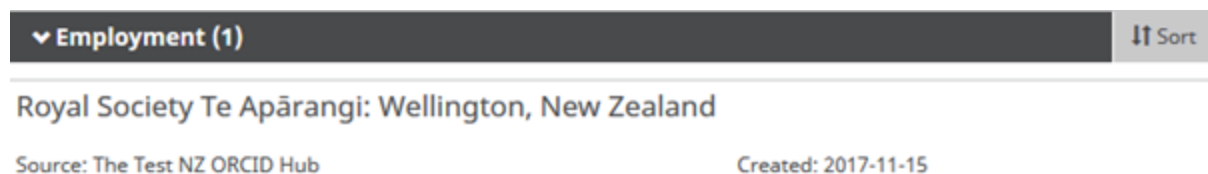
**Both Tuakiri and non-Tuakiri member organisations** can seek permission from ORCID record holders at their organisation by communicating internally with their staff/students about ORCID and why they want to connect to their ORCID records, encouraging people to get an ORCID iD if they don't already have one. The Technical Contact (or Organisation Administrator) will upload a spreadsheet in csv/tsv format to the Hub which lists their staff/students, their email addresses, job titles, start dates, and end dates, if relevant. Once the spreadsheet is activated in the Hub an email is sent to each person on the list, containing a link for them to click on. Any prior communications about ORCID and the Hub should alert students/staff to anticipate receipt of this Hub generated email. The link in the email takes them to ORCID where they can create an iD or log into their existing iD and authorise their organisation to read from/write to their record. This results in a rich affiliation entry being written to their ORCID record.

A sample csv file is in the [NZ ORCID Hub Resources](#) section of our website.

User guides for technical contacts for both Tuakiri and non Tuakiri organisations are available in the [hub resources section of our website](#).

### Examples of ORCID record entries written by the Hub

The first example below shows a record written using the route available to Tuakiri-members – there is no start date, no job title, department, or end date if the person no longer works in that role.



▼ Employment (1) Sort

Royal Society Te Apārangi: Wellington, New Zealand

Source: The Test NZ ORCID Hub Created: 2017-11-15

Compare this to a record written via the file-mediated method that both Tuakiri members and non-Tuakiri members can use; this can have rather more information in it:



Royal Society Te Apārangi: Wellington, New Zealand  
2014 to present | Programme Manager - Insights and Evaluation (Research Funding)

Source: The Test NZ ORCID Hub Created: 2017-09-25

Royal Society Te Apārangi: Wellington, New Zealand  
2011 to 2014 | Senior Evaluation Officer (External Affairs)

Source: The Test NZ ORCID Hub Created: 2017-09-25

A growing number of Tuakiri-member organisations are using the file-mediated route as a means of allowing their staff to have these richer affiliations written to their ORCID records. Contact us if you are interested in doing this.

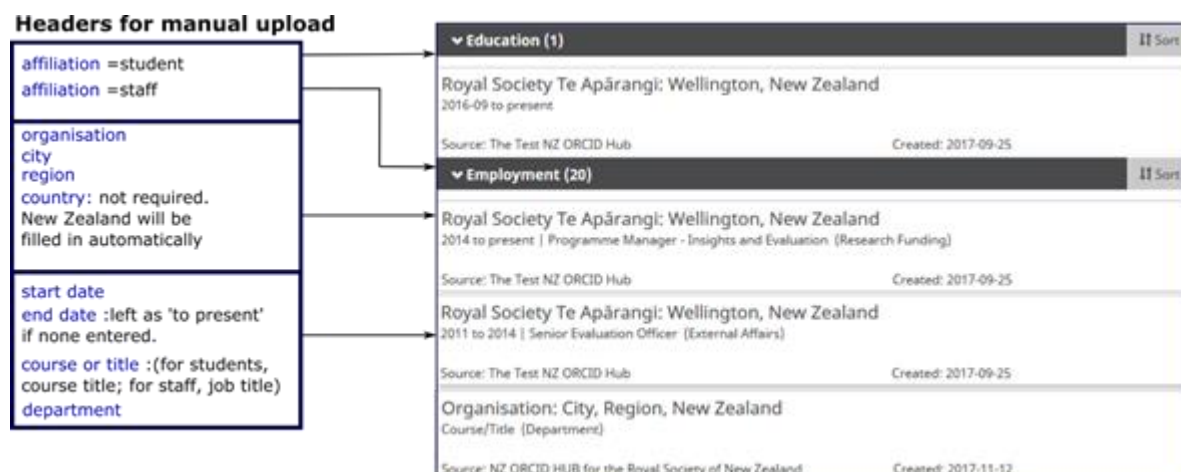
The following table explains some pros and cons of using each route to write affiliations to ORCID records:

<b>Automatic method via Tuakiri</b>	<b>File mediated method</b>
<p><b>PROS</b></p> <ul style="list-style-type: none"> <li>➤ No need for ORCID entry to be updated if/when an individual leaves an organisation.</li> <li>➤ Small amount of work for an organisation to write affiliations for a large number of people using the Hub.</li> </ul>	<p><b>PROS</b></p> <ul style="list-style-type: none"> <li>➤ Information rich affiliation entry can be written to ORCID records containing start/end date, job title, department OR if a student, the same information (but course title instead of job title). These affiliations can be updated if a person moves roles within the organisation or leaves to work elsewhere.</li> </ul>
<p><b>CONS</b></p> <ul style="list-style-type: none"> <li>➤ Many researchers want richer information about their job title and department to be written to their record.</li> <li>➤ Many organisations want start dates and end dates to be visible in order to make it clear whether a person's employment status is current or past.</li> </ul>	<p><b>CONS</b></p> <ul style="list-style-type: none"> <li>➤ Manual file upload required by a designated 'Organisation Administrator'. New file needs to be uploaded at regular intervals as people leave/arrive or change roles within the organisation.</li> <li>➤ Liaison may be required between the organisation administrator and the HR department, or whoever keeps employment records within the organisation.</li> </ul>

As can be seen – the file mediated route requires more ongoing work, and this work needs to be factored into an organisation's use of the Hub.



Below is an example of how the headers in the csv file you upload using the non-Tuakiri route match up with what's written to an ORCID record:



Other headers in the csv file are **first name, last name, email address** and **ORCID iD**. An ORCID iD for a staff member, if you already have it, is optional but the email address is essential, and mandatory, for the Hub to work.

One other header that may cause a little confusion is **identifier**. This optional value should be unique to each affiliation and is to assist with updating information in ORCID records in the future, such as when someone leaves your organisation. The education/employment entries in the example above were all written at once from a single file uploaded with information taken out of an HR system. Each affiliation written to an ORCID record from the information contained in the file is returned to the Hub with an ORCID-generated numeric code known as the item's 'put-code'. With a unique **identifier** it becomes relatively simple to record each put-code in your system, matched to its identifier, so that if/when the time comes to put an end date on '2014 to present', as in the example above, you can ensure that the correct entry in the ORCID record is updated.

### The Hub's ongoing development

The Hub is still in development and every second Thursday we hold a Hub showcase by videoconference for all consortium members. This is an opportunity to come along and meet with the consortium lead, the Auckland based development team and other consortium members and see the most recent changes or updates to the Hub. We send out an invitation, with instructions for joining, to all main and technical contacts the day before the meeting, the date of which is published on the [NZ ORCID Hub's Development](#) section of our website.

### Information Sources for consortium members

**NZ consortium newsletter** – We send out a New Zealand consortium newsletter approximately every two months, or when there is information to share, to the main contact for each member organisation. We also tweet occasional consortium news using the hashtag #ORCIDNZ – do use this if you mention the consortium in any of your own organisational tweets. Previous newsletters are at the bottom of [this page of our website](#).

**Consortium sharespace** – [this section](#) of our website contains information and resources that consortium members have agreed to share with others. These include communications plans, ORCID

experiences and outreach resources. Please [contact us](#) if you wish to repurpose any of these and we will put you in touch with the appropriate person from whom to obtain permission.

**Google Group** - we encourage consortium members to share stories and experiences about ORCID at their organisation. Items of interest to other consortium members might be communication strategies with the research community at your organisation, your experiences with the Hub, or other news that would benefit other consortium members, including us, as we expand and develop the Hub's functionality.

**The NZ ORCID Hub** - There is a [dedicated space on our website](#) for resources dedicated to the Hub's development. Those of you who are tech savvy will find the [JIRA board](#) and [Github](#) sites of interest; slightly less technical language is used in posts on the dedicated [Google group](#) which we urge you to join and use to interact with us. The Hub resources section has user guides, a sample csv file for uploading to the Hub and FAQs.

**ORCID's monthly newsletter** – ORCID sends out their own members' monthly newsletter with ORCID news. The 'Your member data reports' section is tailored to each specific recipient. This section will tell you how many ORCID records are registered to people with email domains for your organisation. Bear in mind that not everyone at your organisation will use their organisational email address in their ORCID record.

**ORCID information sources** – ORCID have a wealth of resources and information, including the times of events and webinars at <https://members.orcid.org/event-list>. If you are unsure about the time of day of any of these, this [handy list of time zone abbreviations](#) will help you to work out if an event is at a New Zealand friendly time.

These webinars are a great way to find out about ORCID communications or integrations.

**ORCID's Vimeo channel**, containing a multitude of videos, including some from other consortia, is useful, as is their [twitter account](#), where notices about up-and-coming events are posted; it's worth keeping your eye on this.

## **Forming an ORCID communications strategy at your organisation**

It is important have an organisational ORCID communications strategy in place. ORCID recommend a three stage approach:

1. An anticipation stage – letting people at your organisation know what ORCID is and how it can help them.
2. An engagement stage – getting people to sign up for ORCID iDs and connect them to your organisation, explaining why they should do this. At this point, people need to know what the Hub is and what it does. Your Technical Contact and Organisation Administrator, if you have one, need to know how to use the Hub.
3. An ongoing awareness campaign – reminding people when to use their ORCID iDs, for example, at grant application time or when producing research outputs.

## **ORCID's Collect and Connect Programme**

ORCID developed their 'Collect and Connect' programme to encourage all organisations to use a consistent approach to integrating ORCID into their workflows. This should ensure that everyone, no matter what institution they work at or move to, has the same ORCID experience.

Collect and Connect is a system of badges. ORCID awards these to organisations that meet the essential requirements of implementing ORCID at each stage of the workflow in their internal systems. These requirements are based on:

- using the ORCID APIs to integrate systems with ORCID correctly
- communicating with an organisation's user community to ensure they know **what** ORCID is, **why** its use is being encouraged within the organisation and **how** it is being used in the organisation's internal systems.

The badges are



New Zealand ORCID consortium member organisations who are using the Hub and providing adequate information to their community about ORCID, as described above, are eligible for four badges, from authenticate through to connect. Once you are onboard the Hub, we will send you a model communication that you can use within your organisation so that you are eligible for the badges and can display them on your site.