The Process of Creating a New Repository
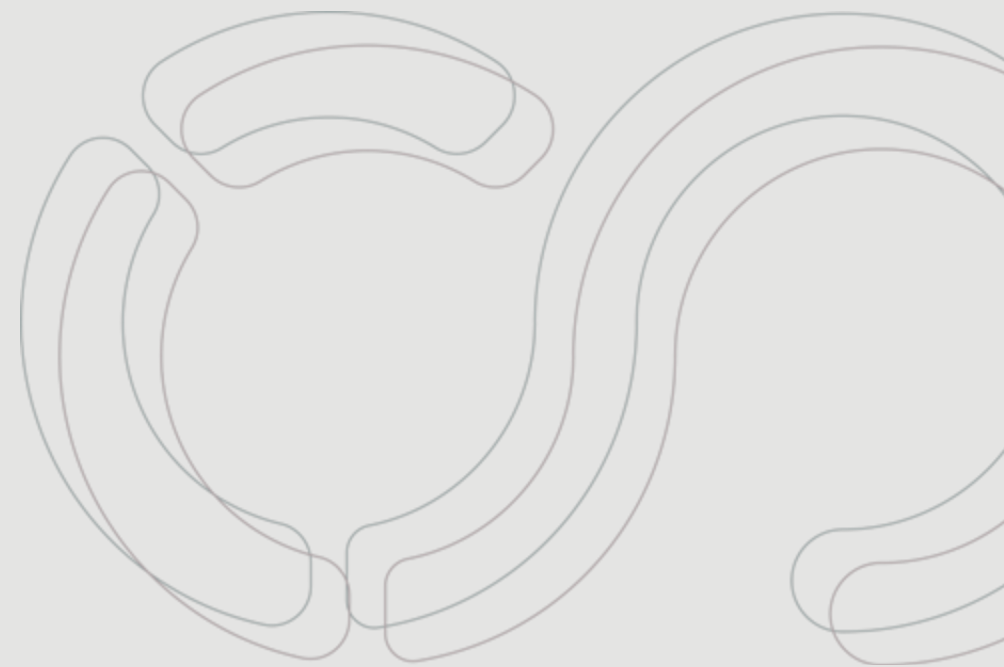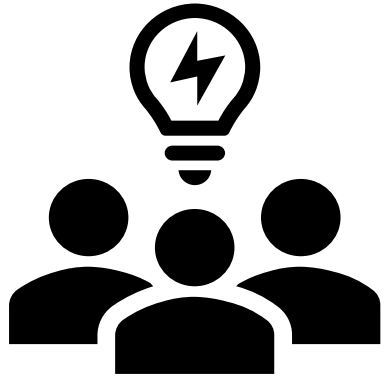
Illyria Brejchová

Disclaimer

A repository in NRP might be just what we need

A trustworthy repository used by the community

Reality

Repo Builders Workshop
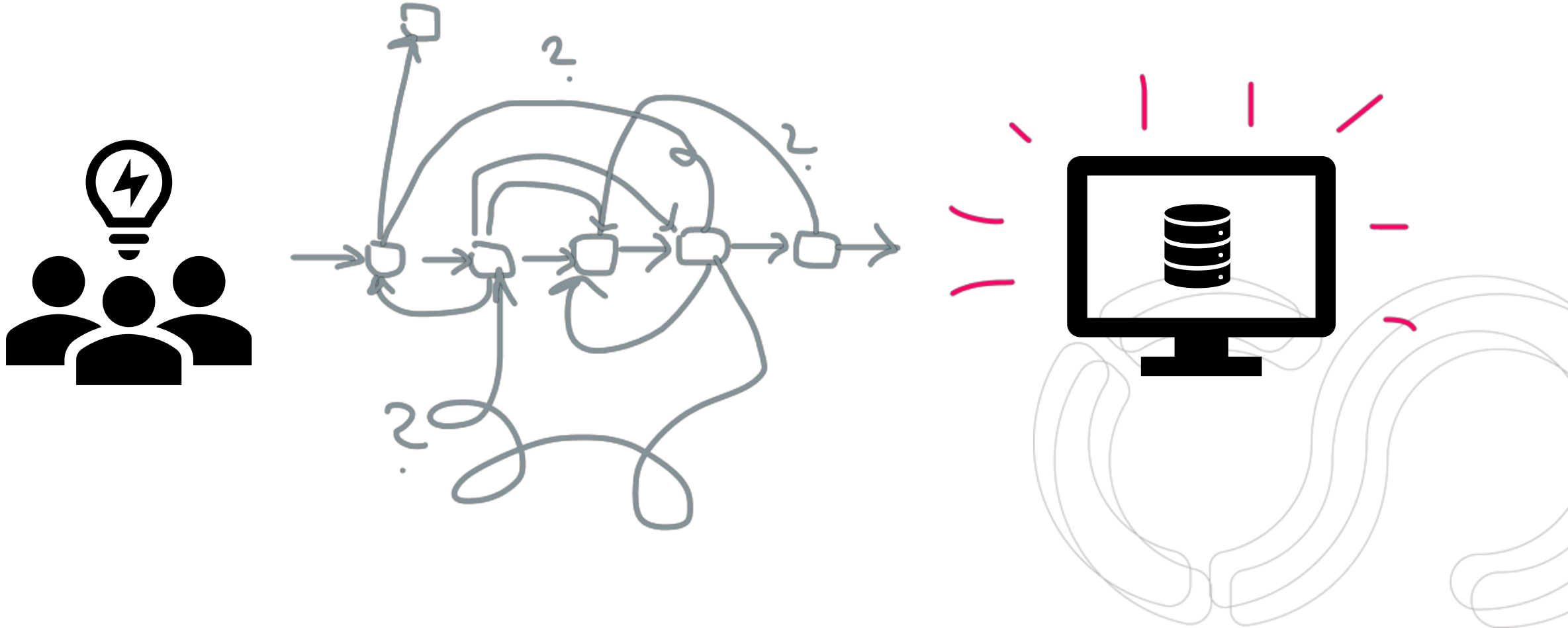
5 Phases

| 1 Preparation | 2 Specification | 3 Development | 4 Launch | 5 Operation |

Start Here

3 December 2025

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Read the Conditions

https://www.eosc.cz/media/3991265/conditions-nrp.pdf

Read the Recommendations

National Czech Programme | eosc

Recommendations for Creating Repositories in the NRP Environment

M. Janíček, I. Brejchová, D. Mikšík and the EOSC-CZ and NRP Projects Collective

Version 1.0 from September 8, 2025

This document is primarily intended for representatives of user communities considering the establishment of a new repository instance in the **National Repository Platform (NRP)** environment. It will help you navigate the whole process of setting up and running a repository and not forget any crucial aspect. The aim is to provide an overview of the various activities that are integral to the repository creation process, including those that are the responsibility

https://www.eosc.cz/media/3946740/recommendations_1-0.pdf

Fill Out the Form: Purpose and Basic Features of the Proposed Repository

- Why should the repository be established?
- What is the current state of work on the repository?
- What data should be stored?
- Which scientific community is the repository intended to serve?
- How does the repository fit into the existing ecosystem?
- How should the repository look?
- What functions does the repository need to be useful to the community?

Request a Consultation

- Via form on EOSC website or email
- Creates a **ticket in a request tracker system** that will be used for communication with the repository system specialists throughout the process of building a repository
- Feel free to **ask questions** at any time
- We can also create a chat as a secondary means of communication

Contact us at **nrp.repozitare@eosc.cz**

National Czech Programme | eosc
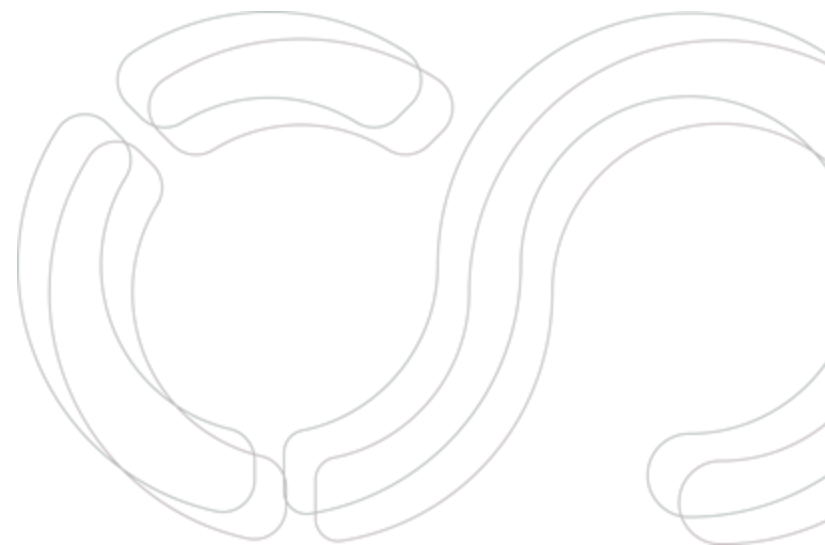
Understanding Your Requirements

- What do you need on top of the standard repository functions?
  - Domain specific preview
  - Integration with other systems
  - New metadata fields, controlled vocabularies, advanced search
  - Workflows and access management
- Be as specific as possible
- Include motivation
- Ask and validate with end users
- Prioritize

Individualised Checklist is Provided

id	co má komunita splnit	jak to má splnit (minimální požadavek)	předpoklady	Invenio	Podklady	Stav
1.	**Příprava**					
1.1	seznámit se s textem "Podmínky vytváření repozitářů"	potvrdit e-mailem, na setkání s metodikem			Podmínky pro repozitáře v NRP	DONE
1.2	seznámit se s textem "Doporučení pro zakládání repozitářů"	potvrdit e-mailem, na setkání s metodikem			Doporučení pro zakládání repozitářů v NRP	DONE
1.3	vyplnit šablonu	text/dotazník			šablona	DOING
1.4	požádat o zřízení repozitáře	email do RT nrp.repozitare@eosc.cz	zaslání odpovědí z bodu 1.3		Kontaktní	DONE
1.5	úvodní konzultace s metodiky	fyzicky/online meeting min. 90 min., nahrávané			Osnova úvodní konzultace	DONE
1.6	seznam prioritizovaných požadavků na systém	zárodek v šabloně, zde doplněno a precizováno spolu s metodiky (excel)			Specifikace požadavků	DOING
1.7	navazující konzultace s metodiky (zahrnuje příp. konzultace metodiků s provozovatelem NRP/provozovateli základních repozitářových systémů NRP)					
1.8 [milník]	vybrat repozitářový systém	zápis do požadavku v RT				DONE
2.	**Specifikace**					
	stanovit metadatové profily dostupné v repozitáři	specifikace v domluveném formátu nebo odkaz na existující standard		YAML pro CESNET Invenio		

Sharing of Know How, Best Practices, Examples & Templates Where Possible

- Facilitating sharing of experiences and outputs between repositories
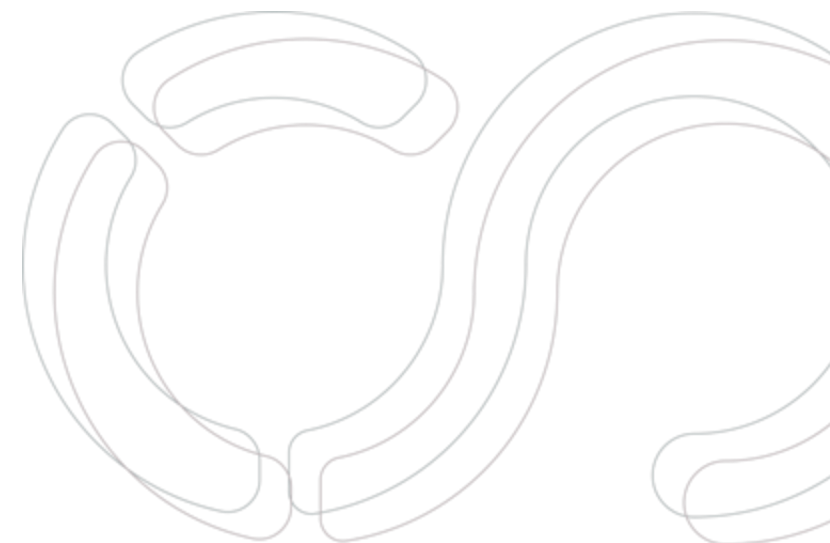- Work in progress

Example Deposition Licence

Documentation

Figma Library of Invenio UI Components

# Selecting a Repository System

Specification

- Metadata profiles and controlled vocabularies to be used in the repository

- User roles and groups

- Use of persistent identifiers (PIDs)

- Deposition workflow

- UI requirements
  - Search
 - Custom file preview
  - Custom user flow

Actions

- Write the Repository Policy
- Register in the National Catalogue of Repositories (NKR)
- Share example metadata and data
- Decide on a visual identity (logo, colour scheme, name of the repository)
- Decide on an option in accordance with the Terms and Conditions
- Agree on a time frame for finishing the specification

Technical Specification of the Repository and Division of Responsibility
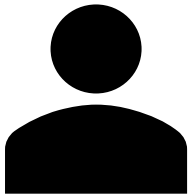
Repository Administrator
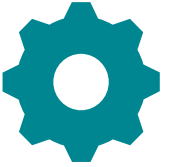(on behalf of and together with their team and the user community)
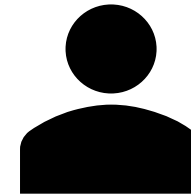
Repository System Provider
(on behalf of and together with the NRP team, including the repository system specialists, data storage, UX and more)
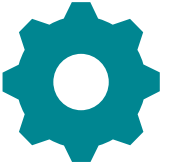
Development

- Implement domain specific features
- Code on GitHub
- NRP-provided Environment for test deployments (Kubernetes)
- Code integration on a case-by-case basis
- Automated tests
- User testing in staging environment or stable test environment
- Bug reports, new feature requests – email RT or GitHub Issues
- Data migration

Administration

- Ask NRP to prepare the contract (for repositories backed by institutions)
- Agree on a mock-up of the UI
- Map non-CCMM and extended-CCMM profiles to CCMM for export to NMA (or other formats for other aggregators)
- List licences available in repo sitory
- Write deposition license
- Designate a repository administrator
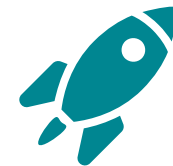- Designate a data curator

Functional Prototype
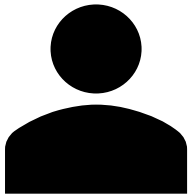
Tested and accepted by Repository Administrator
(on behalf of and together with their team and the user community)
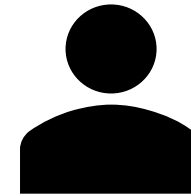
Tested and accepted by Repository System Provider
(on behalf of and together with the NRP team, including the repository system specialists, UX, NMA and more)

Launch

- Write about texts and finalize user documentation

- Provide user support

- Sign a contract with the NRP operator if the repository is established by an organization or by an individual acting under the auspices of an institution

- Provide complete information about the repository into the National Catalogue of Repositories

- Inform users about the repository (the EOSC PR team can help)

A Production Repository

- The repository is made fully accessible to the user community
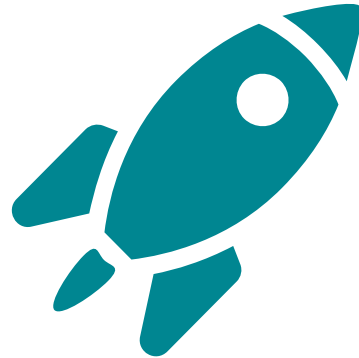
Operation

- Bug fixes
- Security incident handling
- Monitoring new trends
- Monitoring of metrics
- Evaluation, prioritization and implementation of new feature requests
- Long-term sustainability

Questions and Comments