



WORKING PROCEDURE RESEARCH & PUBLICATION

EUROPEAN DATABASE OF TERRORIST OFFENDERS (EDT)¹

Box 1 Summary EDT data sharing

General principles

1. The starting point of the EDT is knowledge sharing. Therefore, EDT owner partners accept that their data will be used for scientific purposes under high privacy and security restrictions.
2. Conditions for data sharing are: Scientific relevance, feasibility, privacy and non-traceability.
3. Datasets, results, and publications are non-retraceable and anonymised.
4. The EDT Controller ensures the quality of the EU dataset and facilitates research.
5. One or more partners of the EDT are always co-author(s) in new publications.
6. We have a neutral approach to all data and its results. This means that data should not be used to foster the stigmatisation of certain groups or encourage repressive strategies toward specific groups.
7. Interested research organisations can either contribute to the EDT project by taking part as a data-owner by entering cases in the EDT, or can do a data-request. External parties that do a data-request preferably contribute to the EDT by entering cases in the EDT.

Procedure

1. With the exception of data-owners requesting their own data, the requesting party fills in and signs the EDT Data Request Form.
2. In case of questions/uncertainties about the request, the requesting party and the Research Advisory Board can consult each other for clarification of the request.
3. The Research Advisory Board decides whether the request will be granted.
4. The EDT controller sends the EDT data to the requesting party through the secure digital environment of the Dutch Ministry of Justice and Security (called: Own-Cloud).

¹ The EDT aims to include both terrorist offenders and violent extremists from various ideological backgrounds.



5. The requesting party sends a concept of the final document to the EDT controller before publication.
6. The EDT controller sends the concept of the final document to the Research Advisory Board and the EDT-data owners for a check on inaccuracies.
7. After approval of the Board the document can be published.

About this Document

This document describes working procedures for research and publication for EDT partners with their roles and responsibilities, including possibilities and restrictions. Since the EDT project is longitudinal with possible varying compositions of involved parties, this document is dynamic and can be changed over time, depending on varying options and needs. EDT partners have to agree with the procedures mentioned in this document.

Box 2 Description internal parties.

Internal party	Organisations	Responsibilities
EDT Partners	EDT partners are contributing parties of European Member States. They can be governmental organisations, governmental research organisations, universities or scientific organisations.	<ul style="list-style-type: none">- An <i>EDT data-owner partner</i> has delivered data on convicted terrorist /violent extremist offenders for the EDT. This can be a governmental organisation like a prison and/or probation organisation.²- An <i>EDT research partner</i> (i.e. a governmental research organisation, university or scientific organisation³) investigates data of convicted terrorist

² EDT partners, like the Prison and Probation Board, can combine data-ownership with research activities. That means that they combine EDT data-owner- and EDT research partnership.

³ EDT research partners may have contact with EDT data-owners to appoint a researcher with the required skills, knowledge and security clearance for entering the file information of the group of convicted terrorist/violent extremist offenders and a control group into the EDT web application.



		<p>offenders, violent extremists and a control group of violent offenders.</p> <ul style="list-style-type: none"> - An EDT coding party enters the data directly into the EDT web application. - These roles can coincide
EDT Controller	<p>The Netherlands Institute of Forensic Psychiatry and Psychology (NIFP) of the Dutch Custodial Institutions Agency (DJI) as the EDT's main developer is the EDT controller.</p>	<ul style="list-style-type: none"> - Methodological responsibility such as data quality checks - Contact with/ responsible for financing the organisation that developed and hosts the EDT - Contact with/ responsible for the TTP organisation (encrypts the personal data) - Coding training of the researchers of participating European Member States
EDT Executive Board (members and roles to be specified in consultation with NIFP and Bielefeld)	<p>The EDT Executive Board consists of the developers of the EDT who are research partners in the judicial field⁴:</p> <ul style="list-style-type: none"> - The Netherlands Institute of Forensic Psychiatry and Psychology (NIFP) of the Dutch Custodial Institutions Agency (DJI) - The Institute for Interdisciplinary Research on Conflict and Violence (IKG) of the University of Bielefeld 	<ul style="list-style-type: none"> - European calls and funding, including coordination of current calls - Privacy issues such as the development and updating of the Privacy Impact Assessment - Future research directions - Attracting new EDT partners - Organises yearly meetings to discuss financial issues
EDT Research Advisory Board	<p>The Research Advisory Board consists of the head</p>	<ul style="list-style-type: none"> - Evaluates EDT data proposals and propositions for publications

⁴ If other large EDT partners want to participate, the composition of the Execution Board may change if the Board members and the participating partners agree.



(Members and roles have to be specified in consultation with NIFP, Bielefeld, and FOD Belgium + CUTA)	researchers of the NIFP, IKG, and a representative of the Belgian EDT partner (which has to be decided yet)	- Decides if data will be shared for a specific publication.
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Note. Partners may change, depending on their role in the project.

Box 3 Description external parties.

External parties	Description
Funders	Funders can amongst others be the European Commission, national ministries of Justice, ministries of Home Affairs, and/or the National CT Coordinator organisations.
National Governmental Organisations	National governmental organisations can be ministries of Justice, ministries of Home Affairs, and National CT Coordinators interested in national reports for policy purposes.
European Governmental Organisations	European governmental organisations can be the European Commission, Europol, Eurojust, Europris, European Public Prosecutor's Office, and the European CT Coordinator, interested in European reports for policy and counter-terrorism purposes.
Scientific Organisations	Scientific organisations can be universities or other official research institutes interested in the EDT for research purposes.

Introduction

From 2017 until 2019 the EU funded DARE project resulted in the development of a European Database of convicted and deceased terrorist and violent extremist offenders (EDT) and an underlying 'DARE codebook' with 16 domains and underlying items containing risk and protective factors and indicators



for the involvement in terrorism.⁵ There were several reasons to develop the EDT. European Member States have too few cases of terrorists and/or have no empirical possibilities to analyse terrorist risks and drivers. Analysing terrorist cases on a national level can have two negative consequences: too few cases with poor empirical relevance and/or bias and traceability of persons. Therefore, the added value of the EDT is the inclusion of a large European number of convicted terrorists and violent extremist offenders, and a comparison group of violent offenders⁶. Besides, the longitudinal approach of the EDT enables recidivism measurements, which can be of use for gaining insight into the effectivity of judicial interventions.

The EDT consists of many possible risk factors for terrorism, which can have relevance for scientific and judicial organisations. Therefore, it is essential to share outcomes (factsheets, articles) from EDT research with concerning parties. It is of great importance to involve as many EU Member States as possible to allow for a large research population. This way, statistical, explanatory analyses can be executed, increasing our knowledge of the EU terrorist offender group. This means that EDT partners have to agree that their (anonymized) data will be used for knowledge sharing in the terrorism research field.

Since the EDT consists of sensitive information, there are strict privacy regulations, with the encryption of personal data and strict procedures for EDT data exchange. All included data is kept safe and will never be retraceable to individual persons. A 'Privacy Impact Assessment' is developed for privacy and security warrants. This includes procedures for data processing, among which are data gathering, reading, storing and sending. The EDT Privacy Impact Assessment is related to this document. It will be adapted depending on possible changes in this document.

Basic principles for information sharing

⁵ The DARE project group consisted of: the Netherlands Institute of Forensic Psychiatry and Psychology (NIFP) together with the Institute for Interdisciplinary Research on Conflict and Violence (IKG) of the University of Bielefeld, and the Psychosocial Service of the Belgium Penitentiary Institutions. Other participating organisations were the prison services of different German Member States, the Austrian Prison Service and the Swedish Prison and Probation Service.

⁶ To this date, the EDT is composed mainly of convicted Jihadists, as they are more often convicted under the terrorism law. The violent extremist group is yet to be completed, as it is harder to identify them and access their files. This difficulty is due to their conviction under laws other than terrorism law.



1. The main goal of the EDT is knowledge sharing. Therefore, EDT partners accept that their data will be used for scientific purposes under high privacy and security restrictions.
2. The following specific goals for information sharing can be distinguished:
 - a) Data sharing with EDT partners for policy and funding purposes to national organisations.
 - b) Data sharing with EDT partners and external scientific organizations for scientific publications.

A. Data sharing with EDT partners for policy and funding purposes (internal analyses)

1. EDT data-owners can always ask for data from their own Member State for policy purposes.
2. EDT partners are allowed to communicate the results of the analysis of their own national data of convicted terrorist and violent extremist and offenders to their national governmental organisations and national and EU funders.
3. Funded EDT partners can communicate results ('deliverables') on national or EU data of convicted terrorist and violent extremist offenders as non-public factsheets or reports to national or EU funding organisations.⁷

B. Data sharing with EDT partners and external scientific organizations for scientific publications (external analyses)

4. To avoid traceability, data for scientific purposes are preferably not analysed for Member States separately as they have too few cases of terrorists.
5. To avoid the potential risk of selection bias in analysing national data, it is recommended to compare national data with the European cohort as country-specific features are important. These can only be clarified if you can compare and clarify them with a European dataset.
6. For specific research questions, an EDT partner can make a request for their national data with the approval of the corresponding data-owner.
7. Each EDT partner can have a research focus of special interest.

⁷ A confidential Dashboard is also a possibility for sharing National results by the corresponding data-owners for policy and funding purposes. This Dashboard with all data can be developed by the hosting organisation of the EDT. This dashboard will have restricted access for the requesting party.



8. When a scientific article is considered, partners will be given the chance to be co-authors, if the topic is a partner's research focus.

Procedure EDT data sharing

3. For each data request of *international* data, the requesting party fills in and signs the EDT Data Request Form (see Appendix 1) and sends it to the EDT Research Advisory Board.
4. The Research Advisory Board evaluates the EDT data proposal and propositions for publications and decides whether the request will be granted based on scientific relevance.
5. In case the topic of the request relates to the scientific focus of one of the EDT partners, cooperation has to be discussed.
6. The EDT controller sends the EDT data to the requesting party through the secure digital environment of the Dutch Ministry of Justice and Security (called: Own-Cloud).
7. The requesting party sends a concept of the final document to the EDT controller before publication.
8. The EDT controller sends the concept of the final document to the researcher of the institute that participates in the Research Advisory Board as co-author and the EDT-data owners for a check on inaccuracies/ factual errors within three weeks.
9. The Research Advisory Board operates as an arbiter in case of uncertainties.
10. After approval of the Board the document can be published.
11. After publication, all former and current EDT partners receive the scientific article(s).

Embargo period

1. Before data can be shared with external parties, there is an EDT embargo period until 31-3-23. EDT data is handled with additional restrictions in this period, and data exchange possibilities are limited. The reason is that a sufficient number of terrorist cases from all participating Member States should be included in the dataset to allow for a thorough statistical investigation. Also, the control groups need to be encoded and entered. Finally, quality controls and tests are essential before data can be sent to parties other than EDT-partners.



2. During the embargo period, *national* results can be shared with EDT partners as a pivot table, presentation or report. A request for data has to be made (see article 1).
3. During the embargo period, EU results or national comparisons (see article 1.2) with the EU dataset can be shared with European or national government funding organisations with the approval of the Research Advisory Board and in case of national comparisons with the approval of the data owners of the included national data.
4. Before the end of the embargo period, data-requests can already be specified using the data request form. After approval of the Research Advisory Board, data can be shared as soon as the embargo period ends.



APPENDIX 1 EDT DATA REQUEST FORM

Personal Details

Lead author	
Co-authors/Researcher(s)	<i>NB: When a student is appointed as author/researcher, the research proposal must be admitted by a legal entity (for instance, the supervisor of the student).</i>
Postal address	
Telephone number	
Time period in which the research is conducted	Starting date: End date:
Summary of resume and publications (lead author)	<i>NB: Applies only to external requests</i>

Request Details

Goal	<i>Max. of 30 words</i>
Introduction	<i>Describe the cause and larger context of your data request</i> <i>Max. of 500 words</i>
Relevance of the data request	<i>Societal relevance:</i> <i>Scientific relevance:</i> <i>Forensic relevance:</i> <i>Policy relevance:</i>
Required variables	<i>Describe all required variables (codebook domains & items)</i>



Will privacy-sensitive information be processed?	
If so, is this done according to privacy law?	<i>Describe how these requirements are met</i>
Population	<input type="checkbox"/> 1. Convicted/deceased terrorists <input type="checkbox"/> 2. Violent Extremists <input type="checkbox"/> 3. Violent offenders
European or National dataset?	<input type="checkbox"/> 1. European dataset <input type="checkbox"/> 2. National dataset
In case of National data, enter the specific Member State:	<i>Member State:</i>
Are third parties involved in the project?	<i>For instance: Universities, Governmental agencies, etc...</i>
Location of data handling	<input type="checkbox"/> NIFP-W&O <input type="checkbox"/> External location, namely:
End product(s)?	<input type="checkbox"/> Cross table <input type="checkbox"/> Report <input type="checkbox"/> Aggregated data <input type="checkbox"/> Other, namely:
Are there risks involved in processing the data?	<i>For instance: data breaches</i>
NB: Questions below apply only to research requests	
Research question and hypothesis	<i>Max. of 100 words</i>



Research design	<i>For instance: case-control design, randomised clinical trial, etc</i>
Research technique	<i>For instance: file research, questionnaires, validation study, etc.</i>
Is this research part of a greater project?	<i>If so, please describe</i>
Supervisory committee	<i>If applicable</i>
Literature	

Conditions for EDT data sharing:

1. I declare that the received data only is used for the purposes mentioned in this document.
2. I am entirely responsible for the received data and the consequences of (mis)use of it.
3. I am aware of the relevant European privacy regulations, and I will act accordingly.
4. The data will only be used in a secure digital environment or saved on an encrypted USB-stick⁸, in all cases without connection to the internet.
5. I will specify the EDT as the data source in the publication, together with the EDT funders, participating Member States, and researchers involved in the development.
6. Before publication, a concept will be sent to the EDT Research Advisory Board for feedback within three weeks.
7. After publication, the data will be deleted on all devices and locations the data have been (temporarily) stored, including your computer's temporary files. Syntax will be saved for reproducibility.
8. After the removal of all the data, a signed declaration of removal will be handed over.
9. Data and/or outcomes are not shared with other persons than the persons mentioned above.

Name:

⁸ With encryption according to Dutch DJI-standards.



Dienst Justitiële Inrichtingen
Ministerie van Justitie en Veiligheid

Date:

Signature: