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TABLE OF CONTENTS

DOCUMENT REVISION HISTORY.....	2
TABLE OF CONTENTS	3
LIST OF ACRONYMS	4
EXECUTIVE SUMMARY	5
1. INTRODUCTION.....	6
About the project.....	6
Data management	7
2. DATA SUMMARY	7
Benchmark survey	7
Mapping of the needs of the Consortium.....	8
Registration for events	8
3. FAIR DATA.....	8
Personal data protection	9
Personal data collected for the organisation of project events	9
Personal data collected in WP5	11
Dashboard.....	12
Intellectual property.....	12
Quality assurance	12
Access rights.....	12
4. OTHER RESEARCH OUTPUTS	13
5. ALLOCATION OF RESOURCES.....	13
6. DATA SECURITY.....	13
7. ETHICS	14
8. OTHER ISSUES.....	14
9. REFERENCES.....	15



LIST OF ACRONYMS

Abbreviation	Meaning
AC	Associated Countries
CA	Consortium Agreement
CESSDA	Consortium of European Social Science Data Archives
CoP	Community of Practice
DMP	Data Management Plan
DOI	Digital Object Identifier
DPN	Data Protection Notice
EGET	European Gender Equality Taskforce
ERA	European Research Area
GDPR	General Data Protection Regulation
GE	Gender Equality
GEP	Gender Equality Plan
IHS	Institute for Advanced Studies
ISAS CR	Institute of Sociology of the Czech Academy of Sciences
IT	Information Technology
MS	EU Member States
OECD	The Organisation of Economic Co-operation and Development
OPI	Information Processing Institute
RFO	Research Funding Organisation
R&I	Research & Innovation
WP	Work Package



EXECUTIVE SUMMARY

This document outlines the Data Management Plan (DMP) for data collected and generated by the GENDERACTIONplus project. The document addresses the compliance with the FAIR Data principles and provides the initial description of research data and its management (data summary, FAIR management of data, curation and storage/preservation). The deliverable report also addresses the ethical and legal issues related to management of personal data and informed consent within the project, including consortium partner duties and obligations in compliance with the current legislative framework.

The DMP is a living document and will be updated by the coordinator, ISAS CR, in cooperation with partners IHS and OPI, during the project whenever significant changes occur or a need arises. Revisions of the document will be listed in the Document Revision History table at the beginning of the document and the Data Management Plan will be resubmitted as Version 2 (3, 4, etc.) as necessary.



1. INTRODUCTION

About the project

Building on the Horizon 2020 project GENDERACTION, the overall goal of GENDERACTIONplus is to contribute to the coordination of the gender equality and inclusiveness objectives of the new European Research Area (ERA) through the development of two communities of practice (CoPs), one consisting of representatives of national authorities and the second consisting of representatives of Research Funding Organisations. The network is made up of a total of 22 EU Member States (MS) and 3 Associated Countries (AC), as well as 26 project partners and 14 Associated partners.

Adding the plus sign to the title of the previous GENDERACTION project not only indicates that it is a follow-up project but also makes it explicit that this project also addresses diversity and intersectionality (the gender+ approach).

Specifically, the GENDERACTIONplus project aims to:

- Develop strategic policy advice on existing and emerging policy solutions;
- Enhance the policy-making process by engaging with stakeholders, civil society organisations, and citizens;
- Build capacities, competence, and expertise for gender equality and mainstreaming in Research & Innovation among the policy and RFO community members, with special attention to countries with a less comprehensive policy;
- Create an impact through communication, dissemination, and exploitation.

Thematically, the project focuses on:

- Intersectionality and inclusiveness
- Gender-based violence
- The gender dimension in research and innovation
- Monitoring and evaluating gender equality actions in the European Research Area (ERA)
- Promoting institutional change through Gender Equality Plans (GEPs)

GENDERACTIONplus aims to achieve the following impacts:

- Advance policy coordination among MS and AC countries and through stakeholder and citizen engagement.
- Improve research careers and working conditions in European R&I, by developing policy dialogue and solutions on inclusion and intersectionality, combating gender-based violence, and promoting institutional changes through GEPs.
- Improve research quality and the social responsibility of knowledge by integrating the gender dimension into research and innovation (R&I).
- Reduce geographic inequality by targeting less experienced/engaged countries and regions.



Data management

Data management in GENDERACTIONplus is addressed in a specific task, Task 1.4, dedicated to ethics and data management. This Data Management Plan (DMP) supports the consortium in the effective and efficient data management, including the management of project outputs. The DMP covers the origin, purpose, publishing, storing and ethical aspects of data generated in the frame of the GENDERACTIONplus project. The plan will be updated as necessary throughout the project lifetime.

2. DATA SUMMARY

GENDERACTIONplus is a Coordination and Support Action; the data generated by the project comprise **policy benchmarks and mappings**, and data from the **registration forms to project events**.

Benchmark survey

Two policy benchmark surveys were developed in summer 2022 by the coordinator, WP and task leaders in cooperation with beneficiaries and AP, one for national authorities and the other for Research Funding Organisations (RFOs). The benchmark surveys focus on mapping **policies implemented at national and RFO level in the five thematic areas covered by the project (through WP 2 to WP 6)**. The surveys have generated quantitative and qualitative data that will provide information about the state of policy implementation.

Data collection platform: The benchmark surveys were executed using the LimeSurvey platform; they were launched on 10 October 2022, the final deadline for inputs was 21 November 2022. The LimeSurvey platform allows exporting data in the following formats: CSV, HTML, Microsoft Excel, Microsoft Word, and PDF, which were saved on the project SharePoint. The overall expected size of the data that project intend to generate through the benchmark in LimeSurvey tool is approximately 200 MB.

Data collection process: Beneficiaries and AP were responsible for distributing links to the surveys to the relevant national authorities and RFOs in their countries. For national authorities, one input per country, coordinated by the consortium member or AP was requested (with the exception of Belgium in view of the governance structure of the country). For RFOs this request did not apply; each contributing RFO was invited to provide its own input.

The surveys were available both online and in Microsoft Word format so the respondents could familiarize themselves with the concrete questions, and discuss and collect the answers before they started completing the survey online. The LimeSurvey platform allowed uploading relevant documents directly to the surveys. All relevant information on the benchmark was provided: the scope and objectives, background, timeframe, target groups, and main definitions.

A Glossary of Terms relevant to the survey was developed and disseminated together with the surveys to secure a joint baseline understanding of the terms used in the questionnaire.



The collected personal data: For these benchmarks, the personal data collected entail the names and contact details of the person (in all likelihood project partners) completing the survey. The surveys seek to establish information about the state of policy implementation and do not require the provision of personal opinions of the persons completing the surveys, but an official position of the national authority or the RFO.

Anticipated data utility: The data generated by the project through the benchmark survey can be further used by researchers and policymakers focusing on GE policy in ERA, GEPs, and overall GE policy developments in the MS and AC.

Analytical process: Each WP leader will be responsible for coordinating the analysis of the data relevant for that WP in cooperation with the task leaders. Individual WP-specific analytical reports will be drafted. An analytical workshop will be organised in February 2023 to discuss preliminary results.

Mapping of the needs of the Consortium

An internal needs assessment survey was carried out between 7 and 21 September 2022 as part of Work Package 7 and aimed at assessing project partner's knowledge and identifying priorities, preferences, and needs to develop the capacity building and mutual learning plan in Work Package 7. The results will guide the development of the plan for the policy and RFO CoPs. The survey includes an expression of interest for the European Gender Equality Taskforce (EGET) that will be made operational under Task 7.5. Based on the mapping, an internal report was drafted and made available to the Consortium via project SharePoint.

Registration for events

Additional personal data that will be collected in the project are those needed to register for project events (name, email, dietary preferences in the event of physical events) and attendance sheets. These will be kept with the coordinator or local event organisers within the territory of the EU.

3. FAIR DATA

GENDERACTIONplus embodies the philosophy of openness and will ensure online access to all outputs provided by the project, free of charge to the reader.

Raw data (the benchmarking and mapping data) will be stored in the Czech Social Science Data Archive which is part of CESSDA. The data file will be registered and receive a DOI for referencing the data set together with relevant metadata in line with the archiving standards at the Czech Social Science Data Archive. The data in an anonymised form will be made available after the end of the project. During the lifetime of the project, the dataset will be accessible to project partners in line with the Access Rights policy stipulated in the Consortium Agreement. The masterfile with raw benchmark data will be stored on the secured drive of ISAS CR, and a copy of the file will be available to the Consortium on project SharePoint. The process of handling data (coding, analyses) will be further discussed at the



Management Board meetings (November 2022, December 2022, January 2023) and the planned benchmark workshop in February 2023. The concrete plan of benchmark data processing will be finalised in Spring 2023 and the Data Management Plan will be updated accordingly.

The data will be used primarily for the preparation of reports, some of which are deliverable reports, policy briefs and positions papers and other types of project outputs in line with the Grant Agreement.

All project outputs are planned as open access; this includes deliverable reports, policy briefs and position papers, reports and other types of planned outputs as well as potential peer-reviewed research articles published in academic journals and on the project website. All public materials will be provided with persistent digital identifiers for unique identification of the resource and reliable and version-specific citation in publications.

In the event of a research paper being published, GENDERACTIONplus will apply an open access policy where green open access (i.e., self-archiving in a public repository) is a minimum requirement. As this is a Coordination and Support Action and research papers are not planned, the project has not budgeted resources for open access publications and if such a need arises, partners will be encouraged to get support in paying the Author Processing Charges through their organisation.

The project will publish its results on its website and via the open access repository Zenodo (<https://www.zenodo.org>) which is the recommended repository by the EU OpenAIRE initiative, hosted at CERN. The service is free of charge and offers features such as automatic DOI assignment as well as version tracking.

Personal data protection

In accordance with the General Data Protection Regulation (Regulation (EU) 2016/679), individuals whose personal data will be processed by the project in any context whatsoever are to be protected with regard to the processing of personal data and the responsible project partners shall keep records of their processing operations.

Personal data collected for the organisation of project events

Personal data will be collected in the project in order to organise and co-organise meetings, trainings, conferences and other events, within Europe, and online events and meetings on different platforms, targeting both external and internal audiences. The reason for the processing operation is to 1) raise awareness of project events; 2) promote the results of the project; 3) provide trainings and mutual learning opportunities; and 4) connect relevant stakeholders.

It may occur that the processing operation will cover meetings co-organised with an external third party (such as Horizon Europe National Contact Points or sister projects, in particular the INSPIRE Centre of Excellence funded under the call [European Research Area \(HORIZON-WIDERA-2021-ERA-01\)](#)). If an event is organised in cooperation with a co-organiser, personal data will be processed by such a co-organiser.

The data subjects for project events will primarily include national civil servants (involved directly in the project as project partners or Associated Partners or other colleagues from the national authorities,



Research Funding Organisations or possibly Research Performing Organisations), Horizon Europe NCPs, gender practitioners, and experts for the more general outreach activities such as the mid-term and final conferences, and staff of European institutions, agencies and bodies.

The **data controllers** will be the coordinator (ISAS CR) and local organisers of the events. In the event of some events co-organised with third parties, the joint controllers will be the local organisers or the said third parties.

The personal data categories processes will include:

- **The physical characteristics of persons as well as the image, voice or fingerprints (pictures, videos, audio recordings)**
- **Pay, allowances and bank accounts** [Bank details (e.g., IBAN, bank name, address) for the purpose of travel cost reimbursement]
- **The data subject's career, recruitment and contracts** (e.g., job title, organisation, affiliation, achievements, grants, publications)
- **Names and addresses (including email addresses)** (name, surname, title, email address, postal address).

Categories of personal data the processing of which is **prohibited with exceptions** (article 10 of the regulation):

- **Health:** information about dietary constraints and food allergies, accessibility for some physical events

Retention time: Personal data processed in the context of the organisation of project events will be kept for at least five years. Audio-visual material (photos and videos) will be available online and kept in dedicated folders on the storage facilities of the coordinator or local organizer for a maximum of 10 years.

Recipients of the data: Access to the data shall be limited only to authorised staff members involved in the organised activity on a need-to-know basis. In case of use of pictures or audio-visual material on the GENDERACTIONplus website and GENDERACTIONplus social media, the data subject will have given consent to the use of such material by signing a specific statement of release at the registration stage. In case of online events which were recorded, the data subject will be requested to give their consent. No transfers of personal data to third countries are foreseen.

Technical and organisational security measures: Access to any event folder on the coordinator's or local organiser's servers is limited to staff members involved in the organisation of the events. Access to the servers is restricted to selected staff members and the institutional IT staff.

Information to data subjects/Data Protection Notice (DPN): The coordinator or local organiser will use a Data Protection Notice to inform data subjects when they register to an event. The DPN will be specific for each event. Some of the events (such as Mutual Learning Workshops or stakeholder events) are planned to collect feedback on documents such as the policy advice developed or deliverable reports. For this purpose, workshop participants may be asked to provide their express consent to being contacted by the project so that they can comment on and contribute to the resulting documents. Registration for newsletter subscription also requires the subscriber's consent to register their e-mail.



Personal data are handled in conformity with the General Data Protection Regulation (Regulation (EU) 2016/679).

Personal data collected in WP5

Task 5.2 Analysis of national ERA action implementation will be based on a survey among MS/AC focusing on national actions, supporting factors and barriers for the development of GE policies. This analysis will be conducted twice (month 15 and month 30). IHS will develop a questionnaire form and distribute it to consortium members. ISAS CR will distribute the questionnaire to members of the target group who are not consortium members (e.g. members of the planned ERA Forum subgroup on Action 5 not represented in the consortium). Respondents will return the questionnaires to IHS. Respondents will be contacted with an informed consent sheet which they will be asked to read and sign prior to the completion of the questionnaire, to guarantee their free and fully informed participation. The data collection will be voluntary and will be carried out for a clearly defined purpose and objective. The individual informed consent forms will be available upon request from IHS.

The objective of task 5.2 is not to collect personal data. The first name and surname of the respondent will be known to ISAS CR and IHS. The Informed Consent Form specifically stipulates that the information is solicited in a professional capacity and respondents are alerted to the fact that if institutional approval is necessary before they submit their responses, they are responsible for obtaining such an approval from their superior. For this purpose, the survey will be designed as an easily-printable dynamic PDF document.

Furthermore, the informed consent document will stipulate that while the name of the respondent will not be published in any document (such as a deliverable report), their identity may be identified by individuals who are familiar with the distribution of responsibilities and staff at the relevant national authority. The deliverable reports of WP5 may refer to particular countries and their practices; no names of respondents shall be referred to.

The completed questionnaires will be sent to IHS where they will be stored for the duration of the project in a designated folder which is subject to special access regime. A data access log will be kept to monitor the use of such protected data. The questionnaires will be destroyed upon the termination of the project.

In some cases, as a follow-up analysis to the two questionnaire surveys, online interviews will be carried out with selected representatives of national authorities, with a view to gaining a deeper understanding of the processes and procedures of the ERA action implementation at national level. Interviewees will get a list of topics relevant for the interview together with the interview request as well as an informed consent form. Interviewees will be asked to read and sign prior to the launch of the interview, to guarantee their free and fully informed participation. The data collection will be voluntary and will be carried out for a clearly defined purpose and objective. The individual informed consent forms will be available upon request from IHS. After the interview, IHS will send the protocol of the interview to interviewees for their approval. As with the survey, the information is solicited in a professional capacity, and the same safeguards and alerts apply in this case too.

The interviews will be carried out online and will be audio-recorded by IHS staff members, Angela Wroblewski and Magdalena Wicher. Upon completion of an interview, the audio file will be saved in an anonymised manner, identifying the country but not the name of the interviewee in the audio file name.



The audio file will be transcribed by IHS members who are trained in data protection issues and instructed regarding confidentiality. The transcripts will be saved as the audio files, identifying the country but not the name of the interviewee. After analysis performed by IHS, the transcripts will be stored in the designated folder and will be destroyed upon the completion of the project.

Dashboard

The GENDERACTIONplus Data Dashboard is a tool that presents only public data about women in science and higher education that are available in Eurostat, OECD, “She Figures” reports or other official data sources. Additional estimations are made, using statistical methods, to show trends. Both – original datasets and the estimated datasets – are available to download.

The Data Dashboard also provides open access to data gathered within Task 5.2 (described above), but only in an aggregated form, meaning that no personal data will be presented. Its interactive form and functionalities enable users to access all data, download datasets and reuse them.

Intellectual property

The project **deliverables** will contain information about **authorship** which will be properly attributed in references to the reports.

In terms of the **policy advice** developed and disseminated, the project adopts a **collective ownership** of the advice delivered even while specific partners will have done the drafting. All the project advice developed will be shared in the consortium and approved.

In relation to the planned **videos** produced as part of the project, the content will be collectively developed and approved by the consortium whereas **the coordinator as the contracting party will enter into a production contract with the video producer and will hold a full, worldwide license** to the copyrighted content, including to release, modify, elaborate, and translate the work on behalf of the consortium; the rights can be exercised either by the coordinator as the contracting party or through a third person.

Quality assurance

Quality assurance of the projects outputs is detailed in the Project Handbook (D1.1). The leader of task 1.4 will be responsible for quality assurance of the dataset, and the secondary quality assurance of the data will be fulfilled by the respective WP leaders.

Access rights

Access rights are addressed in the Consortium Agreement and Project Handbook. Owners (beneficiaries and Associated Partners) of the data provided through the benchmarking and mapping exercise will grant **access rights for implementation** as a matter of course as a basis for the preparation of benchmarking reports in the five thematic areas covered in WP 2 to WP 6.



Access rights for exploitation will be managed through a procedure outlined and discussed at the kick-off meeting, and the coordinator will provide an excel log for this purpose, to keep track of the requests and their outcome.

4. OTHER RESEARCH OUTPUTS

It is not anticipated that GENDERACTIONplus will generate any other research outputs such as digital outputs (e.g., software, workflows, protocols, models, etc.) or physical (e.g., new materials, antibodies, reagents, samples, etc.) or physical (e.g., new materials, antibodies, reagents, samples, etc.).

5. ALLOCATION OF RESOURCES

Benchmarking survey: The data collected for the benchmarking and mapping will be collected through LimeSurvey tool, which will be purchased by the coordinator for a period of two months during which the survey will be open to project partners (October – November 2022). The total price of LimeSurvey tool for the period of October – November 2022 is EUR 56.2. The coordinator will be responsible for the management of this research data, which will be stored on the coordinator's secure servers.

Dashboard: The project budget foresees personnel costs for the development of an upgraded dashboard developed by partner 13 OPI.

Other provisions: A reliable quality-controlled management system is in place, overseeing the financial and administrative management of the project including reporting, quality assurance and risks management and respecting ethical requirements and standards, which helps to ensure an appropriate level of resource allocation to research data management in the project. As the data and reports will be made accessible through institutional repositories and international data centres, the length of time for which the data will remain re-usable is not limited to the existence of the project duration.

6. DATA SECURITY

Partners responsible for data gathering (ISAS CR, IHS) will handle the secure storage and preservation of the data, providing an environment of data folders on the project SharePoint to which other project partners are granted access. The project partners will gain access to these folders and file structure as necessary for the purposes of their analysis. The information classification of the data will decide the specific storage solution utilised in the project. This will ensure both the security aspects of the data and individual integrity of respondents.

Partners who provide and produce data will perform the quality assessment at their home institutions according to these protocols. All relevant data will be deposited in a publicly available Open Access repository (Zenodo). The project website will also house project outputs.



The GENDERACTIONplus Data Dashboard is developed in accordance with security protocols for information systems, meaning that there are two independent environments with the source code and datasets. The application stores its own copy of the data from each individual report presented in the Dashboard, and the reference data is kept in the data warehouse, which is monitored and backed up. In the unlikely event of a failure of the application server, the data can be fully restored from the data warehouse. Additionally, datasets and estimation algorithms are preserved in a safe Git repository owned by the OPI. Only non-personal data are stored in the data warehouse and the repositories.

7. ETHICS

There are no ethics or legal issues that impact data sharing. The project does not aim to collect personal data for research purposes; the benchmarking focuses on the collection of information about policy adoption and implementation.

Handling of personal data will be done in a GDPR-compliant manner. To support the consortium, the coordinator will draft templates for registration forms to be used throughout, to ensure that all requisite information and consents are obtained to handle personal data.

The relevant partners will be responsible for securing participants' consent for the clearly stated purposes and informing them on the contact person for updating or deleting their data. Partners will take responsibility for the security of personal data they possess in terms of both physical infrastructure and access policy.

Ownership and access to key knowledge created in GENDERACTIONplus is regulated by the Consortium Agreement (CA), accepted by all partners. In case news aspects emerge that would cause ethical issues, the DMP will be updated as necessary.

Consortium members will have the possibility to give feedback on deliverables based on survey data that present MS-specific results. Interpretations that are not supported by the representatives of MS will be discussed in a bilateral or trilateral way (with the WP leader and/or coordinator). The aim is to agree on an interpretation. In case consent is not reached, the deviance in interpretation will be made transparent in the deliverable.

8. OTHER ISSUES

At this moment no other national/funder/sectorial/departement procedures for data management used by GENDERACTIONplus consortium partners for the purposes of the project are required. Should they arise in the future, they will be listed and described in this section of the DMP, as applicable.



9. REFERENCES

Further information can be found in the [Grant Agreement](#) and the [Consortium Agreement](#).

All relevant project documents, including benchmark data files, are available on protected project online working space [SharePoint](https://soccascz.sharepoint.com/sites/GENDERACTIONplus) (<https://soccascz.sharepoint.com/sites/GENDERACTIONplus>).

