Plan Overview

A Data Management Plan created using DMPonline

Title: Informal capacities aiding in reparation towards water sensitive India

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Funder: Netherlands Organisation for Scientific Research (NWO)

Template: Data Management Plan NWO (September 2020)

Project abstract:

This thesis aims to inquire about and strengthen the informal capacities that aid in reparation to governance processes and structures, thereby aiding in attaining water sensitivity in secondary cities of India.

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Informal capacities aiding in reparation towards water sensitive India

General Information

Name applicant and project number

Neha Mungekar

Name of data management support staff consulted during the preparation of this plan and date of consultation.

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1. What data will be collected or produced, and what existing data will be re-used?

1.1 Will you re-use existing data for this research?

If yes: explain which existing data you will re-use and under which terms of use.

- No

1.2 If new data will be produced: describe the data you expect your research will generate and the format and volumes to be collected or produced.

The PhD is part of a live project – Water4Change. It is an Indo-Dutch venture funded by NWO and DST, India.
The data will be collected in two ways.

1st – Fieldwork in two Indian cities, Bhopal and Bhuj- 59 interviews (.doc) in total, of varying lengths. Most interviews are recorded as audio files (.mp3).

- For interviews that did not receive permission to record, notes were made. The data (word files of transcription) will be pseudonymized and stored. The audio files contain personal information (people referring to someone by name). Hence, they will only be kept in the lead investigator's encrypted EUR laptops. The audio files were being made with the intention of transcribing in detail later. Since the research is on governance, the interviewee states the people's names from their network. The key for pseudonymization will remain in the principal investigator's encrypted EUR laptop only.
- Since the research is about understanding water management practices, the supporting photographs were also taken with permission in addition to the audio interviews. The shortlisted edited photos (200 nos) in .jpeg format will be saved in a different folder. The faces or aspects that reveal the subject's identity will be pixelated. The photographs from this folder only will be shared and published. The unedited raw files of the pictures will remain in the investigator's encrypted EUR laptops.
- Analytical tools such as Atlas.Ti will produce specific files securely stored in encrypted EUR laptops and cloud services such as OneDrive and SURFdrive.

2nd – Official workshops are part of the project. The stakeholders from the pre-selected cities (Bhopal, Bhuj and Kozhikode) and experts from around the world convene to cocreate pathways to transition to water sensitive city paradigm. The meetings are covered by national and state media as well. The notes and photographs from the workshop also serve as data for the research. Since this is a public event, quotes and pictures will be used directly. The data of this event is shared on Project (Water4Change) Google Drive. However, only the concerned analyzed data (text and photographs) pertaining to the investigator's research will be in the EUR laptop.

1.3. How much data storage will your project require in total?

- 10 – 100 GB

Audio files and transcribed pdfs and photographs

2. What metadata and documentation will accompany the data?

2.1 Indicate what documentation will accompany the data.

- The data will be accompanied by a description of the project, including the data collection procedure and interview questions.

2.2 Indicate which metadata will be provided to help others identify and discover the data.

First, the metadata and documentation (including keywords) will be added to a repository. Additionally, the code sheet and semi-structured interview questionnaire will help others identify and discover data.
Open access publications authored by the lead investigator will also be placed on the EUR data repository website, accompanied by full details, including author list and date, as well as DOI link where the open access paper can be downloaded. The open-access manuscript will include notes on the division of roles among authors, indicating who analyzed the data and the date on which the manuscript was accepted. The papers will also have a link to the data documentation on the repository.

3. How will data and metadata be stored and backed up during the research?

3.1 Describe where the data and metadata will be stored and backed up during the project.

- Institution networked research storage

Data will be stored in multiple repositories: - EUR SURFdrive - Designated EUR laptops of researchers with proper encryption. - EUR OneDrive synchronization
The backup will be stored on GoogleDrive, accessible only to myself and my supervisor +Promoter

3.2 How will data security and protection of sensitive data be taken care of during the research?

- Default security measures of the institution networked research storage

All research data will be stored on the hard drive of designated desktop or laptop computers that are password protected. The hard drives on these computers will be encrypted. Data stored on other platforms will be protected by SURFconnect authentication.

4. How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?

4.1 Will you process and/or store personal data during your project?

If yes, how will compliance with legislation and (institutional) regulation on personal data be ensured?

- Yes
- Interviewees will be interviewed and photographed after taking consent (possibly a signed consent form). The data will be pseudonymised. The key for pseudonymization, interview audio files, and raw photographs will remain in the principal investigator’s encrypted EUR laptop. Only pseudonymised interview transcripts and pixelated photographs will be shared in the repository.

- The faces of people and indirect identifiers will be pixelated.

4.2 How will ownership of the data and intellectual property rights to the data be managed?

The project is part of a consortium with Indian and Dutch educational and research institutions. The project Water4Change is jointly funded by NWO and DST, India.
The public data generated through the lead investigator's research work will be owned by EUR/DRIFT

5. How and when will data be shared and preserved for the long term?

5.1 How will data be selected for long-term preservation?

- Other (please specify)

- Only public data resulting from the project will be preserved for 10 years after the completion of the project term in the internal EUR data archive.
- Private data – such as raw, unedited photographs, audio files and key of pseudonymization will remain with the lead investigator.

5.2 Are there any (legal, IP, privacy related, security related) reasons to restrict access to the data once made publicly available, to limit which data will be made publicly available, or to not make part of the data publicly available?

If yes, please explain.

- Yes

- The interviewees discuss their water practices. Some of them are grey practices (between legal and illegal). They have confided to the investigator. Hence the audio files and the transcription will not be made available publicly.
- The raw photographs that depict personal information and key to pseudonymization will not be made public.

5.3 What data will be made available for re-use?

- Other (please specify)

Except for private information (discussed in 5.2), the rest of the data resulting from the project will be available for reuse.

5.4 When will the data be available for re-use, and for how long will the data be available?

- Data available as soon as article is published

NA

5.5 In which repository will the data be archived and made available for re-use, and under which license?

The metadata will be shared in the EUR data repository, under a CC-BY license.

5.6 Describe your strategy for publishing the analysis software that will be generated in this project.

NA

6. Data management costs

6.1 What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

None. The EUR repository is a service provided by the University and hence is not financed by the project.