Plan Overview

A Data Management Plan created using DMPonline

Title: Mapping the Social Protection System(s) for Migrant Women experiencing Gender-Based Violence (GBV): EU multi-countries construction of data, actors and tools.

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Project abstract:

Semi-structured interviews using vignette methods will be carried out with professionals, working in diverse organizational settings, such as NGOs and CSO with the aim to understand their role and agency within the migration/gender welfare regimes in Sweden and Italy. The vignette methods will allow data to be comparable.

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Mapping the Social Protection System(s) for Migrant Women experiencing Gender-Based Violence (GBV): EU multi-countries construction of data, actors and tools.

1. Data description

1.1 What method of data collection will you be using?

- collecting material or generate/produce data (e.g. interviews, measurement data)

1.2 Describe how data will be collected, created or reused.

Semi-structured interviews using vignette methods will be carried out with professionals, working in diverse organizational settings, such as NGOs and CSO with the aim to understand their professional practices in cases involving migrant women having a precarious legal status and experiences of gender-based violence.
Interviews are carried out in different ways. Interviews can be physical meetings and recorded using a device, or else can be done digitally using zoom, and registered using the zoom option/institutional laptop.
Professionals who want to take part in the study but do not want to do interviews can choose to respond to a questionnaire. The questionnaire is generated through Sunet Survey from Lund University System.

1.3 What type of material (physical or digital) will you use (e.g. text, images, measurement data)? In which file formats will you save your data?

All the interviews will be digitally recorded and saved as audio files. No name will be attached to the files, but every file corresponds to a code number assigned depending on the dates and time of the interview. The list of files will be backup in two USBs stored in a safe at Lund University, Department of Social Work. Code keys and personal data shall be kept apart and protected by a password-protected computer or server, or in a safety cabinet.
Audio recordings from the interviews are also added to the PULU database. see point 4.1.

1.4. According to your estimation, how large is the maximum storage capacity will you need throughout the project (primary data and revisions of processed data)?

- <100 GB

The total amount of interviews will be up to 30 or 40.

2. Documentation and data quality

2.1 How will your data/your material be documented and described with metadata, take collection method, content, structure, standards and formats in consideration; in order for you and other researchers or computer software to read and be able to interpret the data correctly?

The data will be transcribed into Word files who will be saved using an ordinal numeric number. All the files will be imported into MAXQDA Software and analyzed through qualitative methods, which means quotations and texts will be interpreted by the researcher and categorized in codes, and sub-codes, then grouped into themes.
Text analysis could be also performed. Variables such as the size of the organizations, the main activities of the organizations, the type of human resources of the organizations, and the financial resources of the organizations in which the different respondents' work might be used during the analysis of the data. However, no references will be made to names of the cities, organization names, and any other details that could identify the workplace of the respondents.

This means that also the variables described above and related to the organizations where the respondents' work will be grouped and anonymized.

2.2 How will the quality of the research data be ensured and documented (for example by repeated measurements, data entry validation etc.)?

Qualitative analysis using QDAS software ensures the reliability and validity of the analysis.
Reflexivity of the researcher and repeated discussions with peers and senior colleagues will help the researcher to validate the results and findings.

3. Storage and backup

3.1 How will you ensure integrity of storage and backup of data and metadata during the research process?

All the software I used has a license for the protection of the data. The use of Lund University systems reinforces data protection.
Furthermore, all data collected and analyzed are anonymized. The files with the audio recording and the transcripts will be stored in a USB and put in a safe available in my department at Lund University.
During the analysis of the data, the files generated will be saved as well in a USB and only processed through the institutional laptop.

3.2 How is information security and access to data controlled, for example in reference to sensitive data and personal data?

Participation in the interviews/questionnaire is completely voluntary. All respondents have been informed about the purpose of the study, the methods used, and the data storage. All participants consent to record the data. All data are anonymized, and it is impossible to retrace any personal information protected under the GDPR. Thus, neither in the audio recording nor in the transcript is there a reference to names of participants, age, gender, race/ethnicity, and any other personal information.
The access to data is also controlled together with my two supervisors. They both have access to the safe in which data are stored. We all work at Lund University, at the Department of Social Work, Faculty of Social Sciences, and work through the LU system, which ensures data protection.

4. Legal and ethical requirements

4.1 Will the project be processing personal data?

- Yes – in that case you must report this in Pulu (https://pulu.adm.lu.se)

The PhD project including interviews recordings is registered in the personal data processing system at Lund University. Please see https://pulu.adm.lu.se/

4.2. How will you ensure that data is processed according to the regulations concerning for example personal record handling, confidentiality and intellectual property rights?

In this study, we follow the principle of "do no harm". In relation to respecting the dignity of participants, the researcher through a reflexive process chose carefully the methodology to be used in the study. The principle of "reciprocity" guided the process of sampling, which means the researcher gave the possibility to all the participants to use their "native language". All the material was translated and accessed in three languages, which are Swedish, English, and Italian. All participants were also informed about the methodology and were asked if they want to stay updated about the project and the results.
Participants were all qualified informants, experts in their specific professional fields, and they were all discussing "the system" and their professional practices with no reference to any individual or specific identifiable situation.
Participation is voluntary and all participants could drop out at any time or they were informed that at any moment they could decide

to access or remove their own data from the project.
Anonymity was ensured using numerical codes attached to each and every file related to interviews. Variables referring to organizational information were stored separately in an additional excel file.

4.3. In what way will you ensure that data is handled correctly from an ethical standpoint?

The Swedish Ethical Review Act is applied when it involves the processing of sensitive personal data as defined by the GDPR or involves the processing of sensitive personal data regarding violations of law that includes crimes, judgments in criminal cases, penal law sanctions, or administrative deprivation of liberty. Sensitive personal data (känsliga personuppgifter), or ”special categories of personal data” (GDPR), are defined as those data that reveal: • race or ethnic origin • political opinions • religious or philosophical beliefs • trade union membership • sex life or sexual orientation • health • genetic information • biometric information for the purpose of uniquely identifying a person
None of the data described above is present in my dataset and no ethical review has been submitted. However, this study complies with the ethical guidelines for research, data protection, and processing detailed in The European Code of Conduct for Research Integrity (https://ec.europa.eu/ research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of- conduct_en.pdf), which means that ethical principles were applied in all the steps of the research.

4.4. Collaborative research projects involving external parties, may require an agreement between participants/principals of the study regarding processing, storage, ownership and aspects of intellectual property rights. Is this the case in your study?

- No, LU is the sole party

5. Data sharing and long-term preservation

5.1 Will research data and/or information on data (metadata) be made publicly available?

- Yes, but only metadata

The deliverables of my Ph.D. projects are scientific articles, conference papers, and popular scientific writings which means that metadata will be shared and discussed with the informed public such as editors and reviewers of scientific journals but only on demand. Data will be anonymized.

5.2 If so, how, when and where will data and/or metadata be made available? Are there any limitations (legal and/or ethical) that prevents sharing or reuse of it?

Metadata in the form of funding and dissertation books will be sent to all the participants who showed interest and consent to access the results.
A copy of the dataset containing all the material used by the researcher will be stored in a USB in a secured safe/locker at my department.

5.3 If you plan to make data/metadata publicly available, will you use a unique and persistent identifier (PID) such as a DOI?

I do not plan to use a DOI for my dataset, which means that the data recorded will not be publicly available in any platform or service.

5.4 If data has been created or collected, is there a reason for keeping these forever or may they be destroyed after 10-20 years? What would the reasons be for preservation?

- It is not possible to assess this at the present time.

6. Responsibilities and resources

6.1 Who is responsible for the data management and assists with the data management during the project? Who is responsible for data management, keeping of records and long-term preservation, after the project finished?

The principal investigator (PI) is responsible for the DMP. The two supervisors will assist the PI.
Norma Montesino (supervisor) norma.montesino@soch.lu.se
Roberto Scaramuzzino (supervisor) roberto.scaramuzzino@soch.lu.se
Claudia Di Matteo (PhD student) claudia.di_matteo@soch.lu.se

6.2 What resources (cost, labor and miscellaneous costs) will be allocated to data management (including storage, backup, data sharing and long-time preservation preparation) within the project?

I have access to a safe that my department provides.