

### Data Management Plan

The data management plan (DMP) aims to ensure that the diverse data collected and collated is manageable and useable, secure and shareable. It will enhance the quality and rigour of the research, and maximise its visibility. This document has been prepared mindful of legislation and guidance that is in place to ensure best practice such as GDPR, the Digital Curation Centre's (DCC's) ReShare and our institutions' data and intellectual property requirements.

### Types of existing and new data (& methods used)

The proposed project concerns the ways in which local knowledges and values of peace in Africa can enable development of a peace-education framework. All existing secondary data on the topic will be collected and stored. Grey materials will be scanned and made shareable. The substantive project has 3 strands. Strands 1 and 2 generate new data, while Strand 3 evaluates and disseminates this data in various forms.

Strand 1 involves proof of concept projects in 4 countries: Nigeria, South Africa, Uganda and Zimbabwe. The primary methods to be used are life-stories and photovoice during workshops with 25-30 participants. These have been tested by Cin, Gunter, Marovah, Walker and Olaniyan as part of scoping projects. They therefore have experience of data collection, analysis, storage and ethical issues involved in these methods. Additionally, Kappler is involved in a larger project on the topic of arts and peace and has experience in arts and humanities (A&H) data management. The data will be recorded using video cameras and audio recorders, many of which will be reused from other projects. Drawings and artwork will be photographed so as to enable digitisation. Following the workshops exit interviews will be undertaken to evaluate the experience and to allow participants to debrief. This data will be collected on SD cards and will be stored securely on the OU's secure server as soon as feasible. IP for the materials will rest with the creators. A selection of partner communities and key stakeholders will be interviewed for feedback on what is produced, providing an additional dataset. These will be transcribed and saved as .word files.

In Strand 2 we will commission data from a further funded project. All projects will be required to submit a Data Management Plan and encouraged to cost it where relevant. Potential applicants will be supported in writing the plan. Grant-holders will all have a joint data management workshop after the start of the project. This will ensure that the data management standards are explicit and managed centrally. Each project will work with a UK Co-I to ensure proper management of the data. Projects will be encouraged to use a variety of appropriate A&H methods, chosen based on their ability to encourage openness both with the facilitators and across the groups who may be on different sides of conflicts. Both in Strands 1 and 2 a selection of the original materials produced through these methods will be retained, with the permission of the producers. They will be available for exhibiting at dissemination events and as illustrations in the peace education materials. They will be returned to the participants at the end of the project.

Written consent will be obtained for participation, recording, archiving and reuse for both strands. Personal data will be collected through the life-stories and may also be disclosed during the debriefing interviews. Care

will be taken to appropriately anonymise this data removing all references to identifiable context. This is crucial given the context of conflict in which the data is generated.

### Summary of formats and standards:

Media Type	Original Format	Archival Format	Delivery Format
Still photography	RAW JPG	TIFF	JPG or TIFF
Audio recordings	WAV or AIFF	WAV	MP3, or as necessary
Scanned Documents	Paper	TIFF 300dpi	JPG or PDF
Video footage	HD1080p PAL video	ProRes422	MP4-H264 for projection, online. MPEG 2 for standard definition dvds

### Data collection and storage – short-term

The data collected will take many forms. Interviews, focus groups and storytelling workshops will be recorded digitally and transcribed into Word files and stored securely. Drawings and other artwork will be photographed and digitised. Performances will be recorded using AV equipment and similarly digitised. Investigator fieldnotes and paper documents such as consent forms will be scanned onto secure laptops and original documentation will be immediately destroyed. Electronic files from data collection will be stored using non-proprietary file formats for ease of data sharing. The digitised data will be stored on password-protected computers which will be kept safely at all times. To protect the privacy of participants, all the files collected as part of the project will be encrypted.

At project launch, the OU Co-I Walker will ensure that OU’s IT create a project SharePoint site on The Open University Hulse data server. The university’s server is GDPR compliant and secure, with automatic backup every 24 hours. Granular access will be given to all Co-Is and researchers involved in the project, so the site will act as the central data repository across teams and countries in both Strands 1 and 2. During fieldwork, the teams will be encouraged to transfer the data on to the OU server as soon as WIFI is available. Data from the meetings and networking activities will be backed up bi-weekly. Backing up the files onto SharePoint will prevent or minimise loss of data potentially caused by the malfunction, damage or theft of IT equipment. Data security will be maintained by having research material accessible only to UK-team and country Co-Is and RAs. Each team member will be allocated a unique user access code and password. Once the data is transferred it will be deleted from partner laptops. It will be retained within secure in-country data systems where available. All country Co-Is will be introduced to the UK’s data protection regulations including GDPR.

### Data collection and storage – long-term

The project SharePoint site will remain active and accessible for 10 years. Data will be stored on the OU servers during this time. Subsequently all data will be deleted and destroyed, based on JISC guidance on managing research records.

### Costs of Storage

Support of the OU IT team and access to the SharePoint site will be provided as part of The Open University’s package and so no additional costs will be incurred. The librarians who support data management will also provide support to the project when necessary and will devise the most fitting strategies of data handling as an in-kind contribution. All the researchers will receive appropriate training and guidance on data cleaning and archiving and will be responsible for depositing the data collected and produced on the chosen platform. The Co-Is in different countries will be responsible for checking the quality of data gathered, produced and deposited.

### **Data sharing**

The project will archive all anonymised data and project outputs on the UK Data Service's portal **ReShare**. The data will be made available 3 years after the project completion. This will allow the researchers to publish from the data before it is made open access. All peer-reviewed publications will provide links to the data archive in order to enable share and reuse of this novel dataset by researchers in peace education. The peace education framework will be made publicly available on partner websites with a longstanding presence in the field of peace education. The OERs will be publicly available on the UNISA portal. They will have an interactive section where material can be updated by future researchers.

**Ethical considerations:** Research carried out at the Open University is undertaken within a structured framework which includes assessment by the OU Human Research Ethics Committee (HREC). Researchers are required to adhere to the following policy documents: Ethical Principles for Research Involving Human Participants and the Code of Practice for Research And Those Conducting Research: <http://www.open.ac.uk/research/research-school/resources/index.php>. The proposal has been assessed by the HREC and if successful the detailed research plans will be subject to full ethical review (see Ethical Information on Je-S form). The PI, Raghuram, will be ultimately responsible for ethical aspects of the project delivery. Our African partners are also conversant with good ethical practice in research and will additionally be inducted into the ethical protocols of this project from the beginning. Ethics will be discussed regularly in order to identify and address any emergent issues surrounding data collection from vulnerable populations.

**Copyright/Intellectual Property Rights:** Much of the data generation involves primary data, but whenever access is required to databases and surveys, permissions will be negotiated with the owners for noncommercial research, and teaching purposes and for dissemination activities. It is proposed that each participating institution owns the intellectual property developed by its participants and in line with each institution's intellectual property policy. Each institution will grant a royalty free, non-exclusive license to all the participating institutions for the usage of the foreground data developed within the project for teaching, research and other academic purposes. A suitable project agreement between UK and African partners, in line with these IP provisions, will be drafted, circulated, negotiated and signed before the project commences. The project team will have access to specialist IP and legal support at The Open University, which will be able to guide and support the team regarding IP matters for the entire duration of the project.