Inclusion4Schools
D7.2. Data Management Plan

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Task leader	PCO, Zsuzsanna Hanna Biró John Wesley Theological College
WP Leader	WP7 manager, Barbara Szuromi John Wesley Theological College

Scope

The purpose of the Data Management Plan (DMP) is to present the key elements and processes of the data management policy that will be used in *Inclusion4Schools* project. The DMP covers the complete data life cycle. It describes the types of data that will be generated or collected during the project, how will these be preserved, how to access and reuse them.

Revisions

Version	date	comments	author name and position (author, Task leader, WP leader, PCO, other)
_v1	01-04-2021	first version	Barbara Szuromi (Wesley) (WP7 leader)
_v2	13-04-2021	suggestions	Margit Erb (RCISD) (WP6 leader)
_v3	20-04-2021	suggestions to section 5.4	Zsolt Csaszy, (Wesley) (POPD)
_v3_final	21-04-2021	review	Zsuzsanna Hanna Biró (Wesley) PCO

List of Abbreviations

Abbreviation	Explanation
CA	Consortium Agreement
CO	Confidential
CSA	Coordination and Support Action
DMP	Data Management Plan
DoA	Description of the Action
EC	European Commission
GA	Grant Agreement
GenA	General Assembly
PCO	Project Coordinating Officer – Coordinator, Wesley
PO	Project Officer (EU Commission)
QA	Quality Assurance
QAP	Quality Assurance Plan
RIA	Research and Innovation Action
WP	Work Package
WT	Work Task

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Inclusion4Schools Project Summary

The emerging European context is to a large extent characterized by widening and deepening inequalities, the crisis of democracy, and the disintegration of communities. It is especially the case in the Central-Eastern European semiperipheral, post-socialist context, where there is a growing tendency of rearticulating authoritarian, nationalist, neoconservative discourses, which are increasingly infiltrating the political landscape within and beyond Europe. This „retrotopia" is conducive to the hegemonic production of an imaginary social homogeneity, which consequently stirs up reactionary xenophobia, fear, and hatred through the construction of external intruders (e.g. the migrant) and enemies within (e.g. the Roma). Such a milieu steeped in fear tears up old wounds and produces new divisions as well, hence the construction of new walls – symbolically, as well as physically. Since the leitmotif of this programme is primarily educational, the proposed action targets such (imaginary, symbolic, and real) walls of exclusion which are intended to segregate children (based on class, ethnicity, gender, etc.), which are meant to divide and alienate the local communities to which those children nonetheless belong, thus actively (re)producing inequalities. **In contrast to the power-relations of exclusion, the culture of silence, and the reproduction of unjust structures, the project aims to foster and promote pedagogical relations of inclusion**, **a culture of dialogue, and the transformation of unjust structures through education**. Running in parallel to the research and innovation actions the central objectives of the proposed action are

(1) to support and coordinate community schools (as being central to the constitution and maintenance of cohesive local communities) and their respective communities of practice, and

(2) to create a place and culture of sharing (knowledge, praxis, solidarity) between such communities by initiating and coordinating the convergence and synergies of local, regional and transnational communities.

The expected impact of the proposed project is to contribute to the European initiatives and interventions that aim at reversing inequalities. Adopting a mission-oriented, impact-focused approach to address the specific challenges of the call, synergies will be enhanced between the relevant stakeholders through coordinating and supporting the cooperation between teachers, researchers, local communities and other relevant stakeholders (such as policy-makers), in order to generate networks of policy development and to promote the policy uptake of the project.

Partners

Participant No	Participant organisation name	Country
1 (Coordinator)	John Wesley Theological College	Hungary
2	Regional Centre for Information and Scientific Development	Hungary
3	C.E.G.A. Foundation	Bulgaria
4	J. Selye University	Slovakia
5	Oltalom Charity Society	Hungary
6	Albanian National Orphans Association	Albania

1. Data Summary

Our Data Management Plan (DMP) is a living document, it needs to be shaped and updated as the project evolves. It needs to embrace all modifications and reflect on the oncoming tasks. For this purpose, this present document is the first version and it will be updated. It is written by month 6, i.e. April 2021. The first revision is scheduled to month 13, the second one to month 31, and the last one focusing on sustainability to month 48.

The current version of this deliverable reflects the DMP as designed at this stage of the project. It has to be taken into account that we are still in the process of developing some of the project tools, such as knowledge sharing portals. The main principles, ground rules guiding our work are laid down, but later adjustments or modifications might be necessary upon revision.

There will be two main types of data produced in the course of our project. The first one, produced by the consortium, will be **intellectual outputs** in various forms: studies, reports, recommendations, evaluations, lectures, reviews, articles, videos, photos, databases, webinars, reports on events.

The second type of data will be **materials collected** in the course of the project on good practices used in schools, collected in our knowledge-sharing platforms.

The project will only use widely accepted formats for data generation, such as:

- documents/reports/publications: .pdf, .docx
- spreadsheets: .xls/.xlsx
- databases: .cvs, .sav
- audio files. .mp3, .wav, .wma,
- pictures: .jpg, .png,
- video: .avi, .flv, .mov, .mp4, .wmv, .mkv.

Consortium members will use existing data, mainly in the following forms:

- national/regional/EU statistics from the statistical offices,
- education statistics available on-line or provided by ministries, authorities of education upon request,
- information on schools, municipalities, social organisations surveyed in the form of questionnaires or interviews,
- data of other researches.

Inclusion4Schools project is not expected to produce large amount of data, the size of the project documentation is expected to be around 100 GB, the biggest files represented by the videos.

The project outputs are interesting to the following target groups:

- Educational institutions at all levels,
- Policy and decision makers in the education and social field,
- Research community,
- NGOs. social organisations,
- Local or regional municipalities,
- Project officers and project administration offices,
- General public and media.

2. FAIR data

The project will follow the guidelines described below, we are aware of, as stated in the H2020 Programme Guidelines on Fair Data Management in Horizon 2020[1], the principle "as open as possible, as closed as necessary" and we focus on encouraging sound data management as an essential part of research practice.

To protect the privacy of individual participants, only data that can be irreversibly anonymised to the degree that it is impossible to identify individuals will be shared publicly. Non-anonymised data will be kept secured internally in the project and used as input to project work, but never shared publicly in its original format. Both the anonymised and non-anonymised data will, in an aggregated format, feed into project work and provide basis for analysis in deliverables and publications. Ethical issues are further detailed in chapter 5.

2.1. Making data findable, including provisions for metadata

Inclusion4Schools is not research project, but a Communication and Support Action, consequently its main purpose is not direct research activity, but communication, community building and coordination. As communicators we believe that all data gathered, collected and processed in the course of our project is of value and of public interest. Our project is open access and offers free insight into all professional and some technical project materials created in the course of our project. Furthermore, as a communication project we publish our results, findings and public deliverables.

There are 31 deliverables planned, 28 of them is open to public, while the remaining three are administrative/technical documents pertaining to ethical issues. There will be further studies, evaluations, presentations of good practices, policy recommendations, social impact analysis, etc. published in the course of the project.

The project has an own naming convention. All deliverables will follow this structure:

> D_deliverable number_name of delivereable_v+number.docx,

> e.g. D7.2_data_management_plan_v1.docx

In any other case naming will reflect the task the output can be connected to:

> T+number_name of output_v+number_other.extension

> e.g. T1.2_attitudetestresults_v2_other.pdf

If outside repositories are used, their naming protocols are followed.

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[1] https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

In repositories the following keywords will be used:

Albania ▸ basic education ▸ best practices ▸ Bulgaria ▸ community building ▸ community school ▸

CSA project ▸ disadvantaged ▸ education ▸ education policy ▸ EU ▸ Europe ▸

European Commission ▸ good practices ▸ Horizon2020 ▸ Hungary ▸ inclusive pedagogy ▸

minorities ▸ Roma population ▸ school-community partnership ▸ school-university partnership ▸ segregation ▸

Slovakia ▸ social inclusion ▸ social inequalities ▸ social integration ▸ territorial inequalities ▸

1. KEYWORDS

According to section 3.1.1 of our Quality Assurance Plan, all deliverables must contain information on the history of changes. There is a table dedicated in the first pages of each document for monitoring changes: partners must indicate the number of the version, detail all modifications made, indicate their name and position (WP Leader, Task Leader, author, scientific advisor, etc). Furthermore, the reviews performed must also be monitored in the document. All actors should detail their modifications, suggestions, provide their name, position and the date. This procedure will also apply for any further studies published under "Discussion" part of our website.

In case of deliverables, studies, evaluations and further documents, the following metadata is provided:

(compulsory elements)

- Name of the deliverable
- Number of the deliverable
- Related WP number and title
- Related task number and title
- Deliverable type and dissemination level
- Deliverable due date
- Deliverable submission date
- Task leader
- WP Leader
- Version number
- Digital Object Identifiers (if relevant)
- Grant information

To understand and utilize project products the following information might be provided on the website and in a repository (optional elements):

- mission, objectives of the project,
- information on partners and experts participating in the study,
- research design and context of data collection,
- secondary data sources used and provenance, e.g, for transcribed or derived data,
- data validation, checking, proofing, cleaning and other quality assurance procedures.

2.2. Making data openly accessible

Inclusion4Schools project will promote and facilitate the sharing of results and deliverables. Results will be widely shared with the interested communities, including but not limited to the scientific community, policy and decision makers through publications on the website and on the knowledge-sharing platforms, presentations at conferences. Furthermore, the knowledge sharing portals will serve as repositories. Overall an open access policy will be applied, there will be no restricting licences.

All data will be considered by default openly available, with the exception of datasets that include personalized data. In the latter case data should be anonymized before being considered to be openly available. Steering Board may decide against open access in cases e.g. conflict with national legislation or data confidentiality.

All materials for open access, including public deliverables will be available at the project website www.incusion4schools.eu. All materials will be made a copy of to archive.org website.

Any documentation interesting to the research community – humans or machines – will be edited and made available in wide-spread and well-known programs, available to anyone: documents will be published in searchable pdf format, any database will be published in text-only form that is readable in Excel (xlsx) or SPSS databases (.cvs, .sav) with accompanying readme files. No further special software will be needed to understand or utilize project results.

There will be no restriction on data use and there is no need to form a data access committee.

2.3. Making data interoperable

The datasets produced by the Inclusion4Schools project will have high interoperability, taking into account the type and discipline of the project. To the extent possible partners are expected to use standard vocabulary for all data types present in the datasets. In the case this is not possible, partners should provide adequate documentation to allow interoperability.

2.4. Increase data re-use (through clarifying licenses)

Permit will be Creative Commons BY level, i.e. attribution is required.

3. Allocation of resources

There are some minor costs planned to buy external hard drives and cloud services that can serve as a back-up data storage. As for FAIR data management, no costs have been planned. Any eventual future costs should be covered by the project budget flat rate.

WP7 leader is responsible for data management, for the compilation and continuous update of this present document. It is supervised by the Coordinator.

Data will remain available for five years after the payment of the final balance. Long-term data preservation should be discussed and decided during the last consortium meeting in Albania planned till month 48.

4. Data security

Our data security measures follow four main principles:

1. data is stored at different providers,
2. data storage hard drives should be kept in separate buildings,
3. there is both on-line and offline storage for cases of virus attack,
4. there should be a complete offline copy of all data that cannot be reached by all colleagues for the protection against human error.

Storage is provided by the cloud services of Google, freemail.hu, John Wesley Theological College and archive.org.

5. Ethical aspects

Ethical Aspects are mostly covered in DoA, section 5 (p187 of GA). Present chapter does not wish to duplicate information, only to add relevant details.

Considerations of this chapter will relate to the participation of individuals in the CSA project. We used the Horizon 2020 Programme Guidance on "How to complete your ethics self-assessment"[2], version 6.1, especially in the following chapters:

- H – HUMANS: Requirement No. 1: The procedures and criteria that will be used to identify/recruit research participants, the participation of humans;
- H – HUMANS: Requirement No. 2: The informed consent procedures that will be implemented for the participation of humans;
- H – HUMANS: Requirement No. 3: The participation of vulnerable individuals/groups;
- POPD - PROTECTION OF PERSONAL DATA, Requirement No. 4: data & sensitive personal data processing;

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[2] available at:
https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

- POPD - PROTECTION OF PERSONAL DATA, Requirement No. 5: 'Data minimisation' principle;

- POPD - PROTECTION OF PERSONAL DATA, Requirement No. 6: Safeguarding the rights and freedoms of the data subjects/research participants;

- POPD - PROTECTION OF PERSONAL DATA, Requirement No. 7: Anonymysation/pseudonymisation techniques;

- POPD - PROTECTION OF PERSONAL DATA, Requirement No. 8: Data transfer from a non-EU country to the EU (or another third state);

- POPD - PROTECTION OF PERSONAL DATA, Requirement No. 9: Data processing.

We also relied on the European Commission Document: Ethics in Social Science and Humanities, October 2018[3]

Only Task 1.2 will gather personal data on individuals in the project. We have consulted and answered the questionnaire on Ethics issues checklist of the above-mentioned guidelines, p8:

Section 2: HUMANS	YES/ NO	Information to be provided	Documents to be provided/kept on file
Are they volunteers for social or human sciences research?	YES	1) Details of the recruitment, inclusion and exclusion criteria and informed consent procedures.	1) Informed Consent Forms + Information Sheets.
Are they persons unable to give informed consent (including children/minors)?	NO	1) Details of the procedures for obtaining approval from the guardian/legal representative and the agreement of the children or other minors. 2) What steps will you take to ensure that participants are not subjected to any form of coercion?	1) Copies of ethics approvals.
Are they vulnerable individuals or groups?	NO	1) Details of the type of vulnerability. 2) Details of the recruitment, inclusion and exclusion criteria and informed consent procedures. These must demonstrate appropriate efforts to ensure fully informed understanding of the implications of participation.	1) Copies of ethics approvals.
Are they children/minors?	NO	1) Details of the age range. 2) What are your assent procedures and parental consent for children and other minors?	

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[3] available at: https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020_ethics-soc-science-humanities_en.pdf

Section 2: HUMANS	YES/ NO	Information to be provided	Documents to be provided/kept on file
		3) What steps will you take to ensure the welfare of the child or other minor? 4) What justification is there for involving minors?	
Are they patients?	NO	1) What disease/condition /disability do they have? 2) Details of the recruitment, inclusion and exclusion criteria and informed consent procedures. 3) What is your policy on incidental findings?	1) Copies of ethics approvals
Are they healthy volunteers for medical studies?	NO	---	1) Copies of ethics approvals
Does your research involve physical interventions on the study participants?	NO	---	1) Copies of ethics approvals

Concerning task1.2, the guidelines are laid down in the Ethics chapter of the GA, here the following information will be detailed and annexes elaborated:

- description of action involving human individuals,
- details of recruitment, inclusion criteria,
- information on vulnerable target groups,
- informed consent procedures,
- information sheets,
- data processing,
- implications of the involvement of a non-EU Candidate Country.

5.1. Description of action involving human individuals

SCOPE:

At the beginning of the project a baseline analysis will establish the existing social conditions and the main stakeholders' thinking, norms and values, thus providing a benchmark against which potential social impacts can be assessed. We apply questionnaire, standard and structured interviews and monitoring as research method in the pre-impact and postimpact period. At the end of the project an impact significance assessment is introduced to measure the extent to which the potentially impacted communities and stakeholders have been affected, whether positively or negatively. The result of this survey-based impact analysis provides an excellent possibility to quantify and evaluate the efforts of *Inclusion4Schools*.

ACTION:

In Task 1.2, we undertook to conduct a survey that informs us about the social relations, values, attitudes, activities, openness and willingness to cooperate of organizations dealing with disadvantaged groups. We are going to select the organizations with whom we would like to carry out various activities during the project, and then we would like to measure the impact of the results of our four years of joint work with a second survey, which will be targeted only on them.

We would like to support activities of organizations dealing with children and families who are disadvantaged due to social factors (people living below the national poverty line, uneducated parents, small settlement or urban ghetto, institutional discrimination that can be justified by sociological literature) and among them especially those organisations, whose good practices can form the basis of proposals for education development, social policy and settlement development.

There are three distinctive types of entities assisting disadvantaged children at local level:

- **local municipalities**, who can maintain schools or can assist the target groups via social institutions.
- **schools**- we are interested in the ones accepting disadvantaged children or the ones that have become segregated because of the high number of disadvantaged children.
- **social organisations**: associations of persons assisting disadvantaged schools, families or children.

The aim of the Pilot data collection is to select a minimum of 10 and a maximum of 20 sufficiently different partners from each of the responding organizations in each country, who

a. are willing to present to us and to each other their own good practices, which they discuss, evaluate and share, partly with the techniques they have learned from us and on the platforms we offer;
b. through common thinking and knowledge sharing, change their own practices during the project and try to initiate change in their environment as well;
c. are in constant contact with us and with each other throughout the project, and
d. are actively involved in the institutional or system-level developments offered by the project program.

Survey method / phases planned for the beginning of the project:

- In the first phase of the survey (April-June 2021), we will use online questionnaires to find representatives of our target groups so that, after processing the responses, we can select those we find interesting and reliable enough to work with. We also need to make sure that the organizations entering represent the country-specific types of organizations.
- In the second phase of the survey (June-July 2021), we will collect more detailed data on the organizations we are likely to work with through focus group discussions.
- In the third phase of the survey (August-September 2021), we will collect additional information about the 10-20 schools and communities we will definitely work with by visiting them in person.

The aim of the survey is not the representativeness or scientific exploration of the topic, but the effective selection of the most reliable and most important partners. The survey will be conducted in four countries in parallel: Albania, Bulgaria, Hungary and Slovakia.

5.2. Details of recruitment, inclusion criteria

A detailed concept has been elaborated on the selection procedure in months 4-6 of the project. The same methodology will be followed in all participating countries. The selection of schools, municipalities or social organizations will be described here briefly, since these are intertwined with the selection of the participating individuals. Individuals are invited to take part in the project from the selected institutions and organizations.

In the case of schools, we target segregated schools: data provided by ministries of education was analysed. We selected schools, where the ratio of disadvantaged pupils is high. Disadvantaged pupil by definition is a child, whose parent(s) have only elementary education, whose parent(s) are unemployed and lives in poor housing conditions. The child protection social schemes and aid were also taken into consideration. These were the main criteria for selecting schools and the line was drawn in each country at different places, respecting local characteristics, but usually around 40%, 50%.

In the case of local governments, we select the settlements where the above-mentioned schools are located. This criterion was given, since the development of the school cannot be imagined without the support of the local community and the local government.

The basis for the selection of social organizations was a thorough data collection: data on civil societies from the national registers was collected, beneficiaries of certain comprehensive grant schemes (national operational programmes) were put on the list and also organisations present in the media. Only public sources were used.

Data collection was hindered by some obstacles on availability of data, but in the end the methods were adjusted and modified and a more comprehensive and broader selection was carried out that had been planned in our GA.

While the questionnaires do not contain any personal information, the interviews, however, will. Personal questions (attitude, value judgment, demographics) are answered by the person taking an active role in the project (this could be the head of the organization or another person from the organization).

5.3. Information on vulnerable target groups

The individuals participating in the survey are not necessarily members of vulnerable target groups. There will be no vulnerable categories of individuals such as children, patients, people unable to give consent, immigrant communities, sex workers, etc. selected for interviewing intentionally. The selection procedure, as described above, is focused on institutions in disadvantaged areas. Questions, though, might be of sensitive issue: including opinion on ethnic/minority questions, poverty, education policy, exclusion, etc. Involved persons might be asked to express their opinion on matters that might cause them anxiety or stress.

Our overall aim is to conduct the survey in a respectful and open way: we avoid covert research or deception methods. Our researchers and colleagues will inform participants on their involvement and their rights. Only adults, who can responsibly understand the implications of

the involvement will be invited. All participants will be informed in writing and verbally, too, stating the possibility of opting out. All data processed will be anonymized.

An ethical committee is set up and will be consulted before the interviews will take place. It is detailed in D8.2: H - Requirement No. 5.

5.4. Informed consent procedures

Participants will be given an informed consent form that is written in a language they can fully understand. The consent form can be found as D8.1 : H - Requirement No. 3. It is in English, but will be translated to all partner country languages: Albanian, Bulgarian, Hungarian and Slovakian. It outlines the purposes, methods of data collection, the nature of the participation. Additionally, the form explicitly states that participation is voluntary and that they have the right to refuse participation as well as the right to withdrawing their participation, samples or data at any time during the process — without any consequences.

Information will be provided on how data will be collected, protected during the project. Persons will be informed that data will be used for publication and that all personal information will be highly anonymized.

Participants have the right:

- to know what is involved in participation,
- to know that participation is voluntary,
- to withdraw from the project at any time, as well as to withdraw their data,
- to ask questions and receive understandable answers before making a decision,
- to know the procedures that will be implemented in the case of incidental findings,
- to know how their data will be collected, protected during the project (e.g. anonymization of personal data),
- to know how data will be used (e.g. publication),
- to request the correction of mistakes or incorrectly recorded data,
- in the event of misuse or unauthorized use of data, to lodge a complaint with the data controller, which the data controller must investigate within 15 days,
- in the event of a data protection incident, if the controller has not acted, contact the competent state data protection authority.

The above-mentioned forms, the declaration of consent and the information on the project, which is signed by the research participants, remains in copy with the participants. This way they are aware of their rights and the grounds on which research takes place at all times. Thus, they can reassure themselves at any point in the process of the option to withdraw from participation including also their given information up to this point. However, researchers will also continuously ensure that participants are acting under consent.

5.5. Information sheets

An easy-to-understand summary is compiled on our project and translated to national languages. It will be given to each participant to read and also our colleagues will be available for further questions. The sheet can be found in D8.1 : H - Requirement No. 3.

5.6. Data processing

All recorded personal information will be anonymized and will be assigned an anonymization code, the key to these codes will be sent to separate Gmail accounts (i4s.anonim.HU@gmail.com/ i4s.anonim.AL@gmail.com / i4s.anonim.BG@gmail.com / i4s.anonim.SK@gmail.com) that can be accessed by only one person per partner, the project leader. The account is automatically mirrored to two back-up addresses at two different servers. All personal data is destroyed irrevocably after the end of the fifth year upon the payment of the balance.

5.7. Implications of the involvement of a non-EU Candidate Country

Albanian data protection legislation is undergoing a process of approximation with the EU acquis communautaire and the it follows the guidelines of the European Commission and the best practices of its homologues in EU countries in exercising its duties. The Law on the Protection of Personal Data No. 9887 of 10 March 2008 (as amended) ('the Law'), reformed the previous data protection law in force from 1999, was amended in 2012 and 2014. The Law incorporates provisions of the General Data Protection Regulation (Regulation (EU) 2016/679) ('GDPR'). Provisions of this law and its accompanying acts, such as parliamentary decisions, Information and Data Protection Commissioner's decisions or various guidelines were consulted and incorporated into present document.

Each partner will anonymize data individually. No personal data transfer will be made among any of the partners. Task leader will receive anonymized data only.

6. Other issues

Since it is a CSA, the project's main activities entail many events: such as community buildings, workshops, summer schools, webinars, focus groups meetings, conferences, roundtable discussions, etc. All of these events will be documented and some will be even broadcast on-line. As the image of a person in photo or video is an unequivocal identifier, personality rights must be respected. Participants will be advised upon invitation and registration on the fact that the event is recorded. In case of children, e.g. community building events, filming of good school practices, the consent of the parent or legal guardian must be obtained before any recording takes places. No video or photo will be exploited commercially.

In case of the knowledge-sharing portals all users will be required to follow the same policy. Any school or organisation should be informed and only upon accepting the terms above can use the portal's services.