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BALTIC GENDER DATA MANAGEMENT PLAN

Version 2

Project Name: Baltic Consortium on Promoting Gender Equality in Marine Research Organisations

Project Identifier: Baltic Gender

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Description: My plan (Horizon 2020 DMP) - Baltic Gender DMP

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1. DATA SUMMARY

Provide a summary of the data addressing the following issues:

- * *State the purpose of the data collection/generation*
- * *Explain the relation to the objectives of the project*
- * *Specify the types and formats of data generated/collected*
- * *Specify if existing data is being re-used (if any)*
- * *Specify the origin of the data*
- * *State the expected size of the data (if known)*
- * *Outline the data utility: to whom will it be useful*

1.1 Aggregated and anonymous gender segregated data will be collected from partner institutes (as part of the work undertaken in WPs 1-4 towards realizing a database of indicators, D6.1). The respective human resources departments in the partner organizations will deliver the data, which will be completely anonymized. The objectives are manifold: (i) to assess the status of gender equality in the partner institutions; (ii) to develop gender-sensitive indicators as long-term monitoring tools; (iii) to produce possible targets and innovative strategies toward Gender Equality Plans (GEPs). The data will be collected in spreadsheets. Existing statistics of gender studies will be re-used, e.g. from She figures. These data could comprise:



- Data on Career Advancement: successful applications of research councils, applications/ nominations in leading positions, qualification status of staff, applications for promotions, number of scientific awards
- Data on Work and family: parental leave times, part-time positions, home office possibilities, availability of support systems, allocation of financial support to bridge career gaps, successful fund-raising of research and technology projects of employees with family breaks
- Data on Structural change: horizontal/vertical segregation (gender pay-gap), scientific productivity (publications, supervision), allocation of lab space, gender balance in decision-making boards and committees
- Data on Gender in Marine S&T: ratio of women in Marine Science and Technology related areas, such as principal investigator on research cruises, participation in research cruises at all level of qualification, comparison of number of engineers and technicians in marine sciences

1.2 Data will be collected in the form of **interviews, questionnaires, feedback-sheets, focus groups, case studies and online surveys** (hereafter named as studies) from project partners. The purpose of the studies is to collect information that is otherwise not available in a written document at the departmental / institutional level. The studies will help to: (i) gather information about practices, processes, procedures relevant for achieving gender-equality in the partner institutions; (ii) evaluate the value of a practice or scheme by gathering personal experiences; (iii) showcase personal experiences of staff on career advancement and work-family balance in the form of a blog. The data collected will precisely comprise the following:

- Interviews will be carried out with female scientists/marine engineers from partner organisations. Resultant stories will be published as part of a blog on “portrays of women in marine science and technology” (WP1, Task 1.1, D1.1).
- Interviews will be carried out with female or male staff members from partner organisations. Resultant stories will be published as part of a blog on “experience of families sharing child-care” (WP2, Task 2.1.2, D2.2).
- Interviews will be carried out with staff members, who had career breaks (WP2; Task 2.2). These interviews will be used to produce a check-list (D2.3) for best practices within the consortium regarding maintaining contact with individuals



taking family breaks or returning to work as well as best measures for the persons-on-leave to keep up with colleagues and scientific developments in their field of research.

- Interviews and focus group discussions will be carried out with staff from partner organisations on practices, gaps and challenges with respect to actions taken to catalyze structural change (WP3; Task 3.1). The results will be used towards compiling a report on best practice examples for catalyzing structural changes (D3.1).
- Case studies focusing on specific research project or task will be carried out to test the draft method protocol for incorporation of gender aspects in marine research (WP4, Task 4.1).
- A survey will be handed out to each participant before and after the training sessions for staff (WP5; Task 5.1) to understand the value of the trainings. A report (D5.1) on the value of the trainings will be prepared based on these surveys.
- The outcome of the mentoring scheme (WP5; Task 5.2) will be evaluated by all involved parties based a questionnaire and mentee's reports, which will be used to deliver a synthesis report (D5.2).
- Feedback-sheets, interviews and questionnaires will be used for the qualitative assessment of the GEP implementation in the second half of the action (WP8; Task 8.4; D8.3&D8.4).
- An online survey will be circulated to scientific staff in the partner institutions to understand how Marine Science research operates (WP 3, Task 3.2; WP 6, D6.1).

The size of the data is not yet known.

2. FAIR DATA

2.1 Making data findable, including provisions for metadata:

*** *Outline the discoverability of data (metadata provision)***

*** *Outline the identifiability of data and refer to standard identification mechanism.***

Do you make use of persistent and unique identifiers such as Digital Object Identifiers?



- * ***Outline naming conventions used***
- * ***Outline the approach towards search keyword***
- * ***Outline the approach for clear versioning***
- * ***Specify standards for metadata creation (if any). If there are no standards in your discipline describe what metadata will be created and how***

The deliverables will be discoverable from the institutional repository of GEOMAR, “OceanRep”, where metadata are OpenAire compatible and are harvested by several distributors, e.g. BASE. DOIs will be given to reports and the final indicator dataset. Reports and data spreadsheets will have names including the title, author's name and the publication date. Search keywords will be provided by the authors. The repository offers a versioning system. The metadata system used is Dublin Core.

2.2 Making data openly accessible:

- * ***Specify which data will be made openly available? If some data is kept closed provide rationale for doing so***
- * ***Specify how the data will be made available***
- * ***Specify what methods or software tools are needed to access the data? Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?***
- * ***Specify where the data and associated metadata, documentation and code are deposited***
- * ***Specify how access will be provided in case there are any restrictions***

Aggregated and anonymous gender segregated data (**Section 1.1**) received from the human resources departments will only be available to the project partners and will be subject to data-screening by the Coordinator and respective work-package leaders. Chosen indicators from this data set will be made publicly available.

The offline studies (**Section 1.2**) will not be made publicly available as they may contain sensitive information. However the deliverables generated from these studies will be made publicly available. The deliverables generated from the studies will be in the form of user-friendly outputs such as a blog, list of best-practices, recommendations, checklist, reports.



The deliverables (including the indicator database) will be openly accessible from the repository OceanRep and the website of the Baltic Gender Project (<http://www.baltic-gender.eu>). The outputs will also be electronically distributed to the relevant divisions of staff as well as regional networks and alliances of partner institutions. The project outputs will be presented to all disciplines of natural sciences through conferences in Europe (the general assembly of European Geosciences Union, Baltic Sea Science Conference, BONUS meetings).

Table 2.1. Deliverables of Baltic Gender

Baltic Gender Action brochure
Blog on portrays of women in science
Blog for experiences on families sharing child-care
Guideline for GEPs for marine research proposals/projects
Newsletter for the mentoring scheme and information on women’s scientific networks
Report on the status of the existing GEPs from partner organisations
Project outputs for “Insight into women in Marine Science and Technology”
Practices and recommendations on family friendly strategies
Data base for indicators
Review of national legislations on gender equality in S&T
Best-practices /recommendations for decision making- processes, recruitment procedures and allocation of resources
Report on promotion project
Check-list for maintaining contact with individuals taking career breaks
Report on surveys for staff training on gender competence
Best-practices in career-building measures
Report on the activities of the established grass-root networks
Brochure& training material on gender sensitive teaching methods / content
A synthesis report for the mentoring programme
Report on “Marine Gendered Innovations”
Final report, including a systematic synthesis of the gained lessons and a summative evaluation of the status of the GEPs

The deliverables of Baltic Gender will be linked to the extensive database of the EU initiative GenPORT, an online portal for gender equality practices around the globe in all sciences.

2.3 Making data interoperable:

**** Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability.***



**** Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?***

The data and metadata are taken in a common format by the project partners to allow comparability in the project. Where possible, internationally accepted standards/formats will be used for the gender-sensitive indicators. We will adopt to metadata and terms from earlier studies in this field, to make data interoperable.

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

**** Specify how the data will be licenced to permit the widest reuse possible***

**** Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed***

**** Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why***

**** Describe data quality assurance processes***

**** Specify the length of time for which the data will remain re-usable***

Deliverables will be licensed as CC-BY to allow reuse of data by citing the reference. As the data and reports will be made accessible through an institutional repository and international data centers, the length of time for which the data will remain re-usable is not limited to the existence of the Baltic Gender webpages.

3. ALLOCATION OF RESOURCES

Explain the allocation of resources, addressing the following issues:

**** Estimate the costs for making your data FAIR. Describe how you intend to cover these costs***

**** Clearly identify responsibilities for data management in your project***

**** Describe costs and potential value of long-term preservation***



The costs of data management are mainly personal costs, which have been applied for in the project. The projects is allowed to use the infrastructure of GEOMAR for repository and website because the coordination is situated at GEOMAR.

Data curation will be carried out by the coordination team in close cooperation with the in-house data management team using an existing portal (<https://portal.geomar.de>) for data exchange and storage. There is a regular backup. Deliverables will be communicated to interested network partners and uploaded to the EU portal and also harvested by Openaire to be found and utilized after the end of the project.

The consortium will raise funds to make sure that the project website with all public deliverables stays accessible and up-to-date (until at least 4 years after the duration of the action).

4. DATA SECURITY

Address data recovery as well as secure storage and transfer of sensitive data

All **aggregated and anonymous gender segregated data (Section 1.1)** received from the respective HR departments will be anonymous and should not contain any sensitive information. Secure storage at the internal data storage of the project is provided according to safety rules of the scientific data centre at GEOMAR. The data can only be accessed with personal login.

Any **personal data** (e.g., name, and contact details) collected as part of the studies (**Section 1.2**) will be on a separate cover page. These cover pages will be stored safely in a locked cabinet at the Baltic Gender project management office at GEOMAR for the duration of the study. The sheet of questions from the survey will be linked to the cover page through an identification number, making it possible to relocate and recover data in case of withdrawals.

For the studies, where no personal data is collected, a secret coding system will be introduced to relocate the study. The participants will create their own code (such as the first three letters of their mother's name and the last four numbers of their cell phone number) on the documents used for the survey.



For the online surveys, the SurveyMonkey platform will be employed. The platform provides several survey distribution methods called collectors. Every collector type has different settings or collector options that affect the survey-taking experience and what respondent information is recorded. For Baltic Gender, Anonymous Responses will be turned on in the collector so collector data that makes respondents personally identifiable won't be included in the survey results. This also means that IP addresses will not be tracked.

The sheet of questions from the studies will be stored in locked cabinets and electronic data will be stored in secure servers of the task leader. The task leader will be responsible for the analysis of the data and will ensure that all data is kept strictly confidential, that it will only be used for scientific purposes and that no access is given to third parties or unauthorized persons - all in line with national and institutional data protection guidelines.

All personal data collected by studies will be deleted at least 5 years after the end of the project (unless an earlier withdrawal is requested by the participant).

The data protection procedures are already authorised by the competent Institutional Data Protection Officer or the National Data Protection Authority of each partner. The authorisations are filed at the Baltic Gender project management office at GEOMAR.

5. ETHICAL ASPECTS

To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former

Any ethical consideration related to the protection of personal data has been dealt with in a previous deliverable (BG-EthReq1-V3; BG-EthReq2-V3). Accordingly, all persons participating in the studies (**Section 1.2**) will be asked for their written consent.

Participation in the studies will be voluntary and the participant will be able to withdraw their consent anytime. The data collected from the studies will be anonymous in that there will be no personal data on the survey sheets. Identification numbers or a secret coding system will ensure that the survey results can be located and be deleted should a participant request his/her withdrawal from the study.



For online surveys, where the online platform SurveyMonkey is used to collect individual responses anonymously, IP-addresses will not be tracked and responses cannot be linked to individuals. At the end of the survey, the respondent will be given an option to withdraw from the survey. Due to full anonymity, it will not be possible to withdraw information once the survey is finalized.

6. OTHER

Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)

Helmholtz Open Science Policy relevant to GEOMAR:

<http://os.helmholtz.de/open-science-in-the-helmholtz-association/>

CAU Data Management Guidelines

<https://www.praesidium.uni-kiel.de/de/dokumente/leitlinie-zum-umgang-mit-forschungsdaten>

'Open Science in Estonia' (principles and recommendations)

http://www.etag.ee/wp-content/uploads/2016/07/Avatud_Teadus_Eestis_1.0.pdf

