Plan Overview

A Data Management Plan created using DMPTuuli

Title: Z4ABC's Training and Capacity-Building General Plan

Creator: Denis Austin

Principal Investigator: Eija Laitinen, Denis Austin, Satu Määttänen

Data Manager: Denis Austin, Satu Määttänen

Affiliation: Häme University of Applied Sciences (HAMK)

Funder: European Commission

Template: ERC Data Management Plan Template

Project abstract:

The Häme University of Applied Sciences (HAMK) has developed the Data Management Plan (DMP) for managing data acquired about Zambia for Agroforestry, Biodiversity, and Climate (Z4ABC) project's training and capacity building needs assessment (T & CB). As the project's lead T & CB partner, HAMK collected the initial data through questionnaire administration and Zoom interviews. Additional data came through households survey and focused group discussions led by other Z4ABC partners, including (LUKE, VITRI, CIFOR, and Zambian collaborating universities. The DMP describes the method of data collection, processing, storage, use, and sharing, as well as the procedures to ensure confidentiality and protect the rights and privacy of human participants.

ID: 21437

Start date: 04-01-2022

End date: 12-12-2023

Last modified: 01-04-2023

Grant number / URL: N/A

Copyright information:

Summary

Dataset reference and name; origin and expected size of the data generated/collected; data types and formats (several datasets may be included into a single DMP).

Zambia for Agroforestry, Biodiversity, and Climate (Z4ABC) is a GCCA+/DeSIRA initiative aimed to contribute to the development of climate-relevant, productive, and sustainable transformation of agriculture, forestry, and food systems in Zambia. As a Z4ABC project partner, HAMK leads the training and capacity component of the initiative. This Data Management Plan (DMP) relates to information collected for the project's training and capacity building needs assessment (T&CBNA). The DMP describes the T&CBNA data:

- Gathering methods and processes
- Short-term storage and handling
- Utilization
- Archiving
- Sharing mechanisms

Authors: Denis Austin.

Affiliation: HAMK

Template: The plan follows an adaptation of the Institute of Education Sciences (IES) format in the ERC template

1. **Roles and responsibilities in the management and retention of data**:

As the lead partner organization, CIFOR guides all data gathering in the Z4ABC project. Under this institutional arrangement, HAMK contributed to secondary data collection through a project-wide document review. HAMK also gathered the initial rapid appraisal data for T&CBNA through questionnaire administration and Zoom section interviews of key informants, including subject matter experts, training service providers, members and leaders of stakeholder organizations, representatives of organizations, agencies, or institutions with knowledge and experience in T&CB. Post-pilot data will be done in Zambia through observation, interviews, and questionnaire surveys with the help of local partners, including Mulungushi University and the University of Zambia, under HAMK and CIFOR coordination. LUKE or VITRI may also lead some data collection activities to address problems of interest to HAMK.

The database will expand as more data are generated during the implementation and evaluation phases of the Z4ABC project. The data will be developed under the lab of Professor Eija Laitinen – the Principal Research Scientist (PRS) – with Denis Austin and Satu Määtänen as investigators. The PRS and the investigators will also lead the related secondary sources reviews, data processing, analysis, and storage.

As the overall leader, Professor Laitinen provides supervision and authority in managing and retaining the data at the various lifecycle stages according to the Z4ABC's ownership and management agreement and policy and the CIFOR guidelines. The HAMK secretariat staff will handle the long-term data storage in line with the institution's best practice, policy, and procedure – with research ethics guidance from Anna Mikkonen and Janne Salminen.

Table 1 summarizes the original and processed data types, the mode of information gathering, the software employed, the method of storage, and the classification level.

Data source	Original data type	Digital type	Data storage format	Data size (approx.)	Sensitive	Ownership/sharing agreement	Project-life storage	Post-project storage
Team review	Document review summary	Word and pdf	.docx & pdf		No			
Zoom interview	Interview video/audio			175 MB/47 - 55 MB	Yes		.mp4/.m4a	
Interview response forms	Completed questionnaires	Word and pdf	.docx & pdf		Yes		.docx	

Table 1. Data description summary of the Z4ABCs DMP

1. **Types of Data to be shared:**

The secondary data include review summaries, excerpts, and copies of articles, reports, maps, and policy papers. The primary data comprise Zoom interview recordings (oral and video jpeg files), textual transcription of the video and audio tapes, and questionnaire responses.

1. **Format of the final dataset:**

Extracts of the transcripts may also be structured in an Excel table or other formats. The final format may include tables, diagrams, and histograms, depending on the data analysis methods, presentation, communication target, and publication requirements. The final documentation should make the data easily preservable, portable, and reusable.

1. **Procedures for maintaining the confidentiality**

In line with best practices, the data storage and sharing access will protect the rights, identity, and privacy of the human participants in the study. Consent for data preservation and sharing will be sought and gained from the interviewee/survey respondents about data storage and uses. As the situation may demand, guidance on ethics, privacy, and other obligations will be sought from the ethical committees at HAMK and CIFOR, the lead Z4ABC partner.

1. **Methods of data access**

Access to broader use in the Z4ABC project will be permitted as data becomes available, compliant with sharing agreements and use obligations. Access to external users will be immediately possible as soon as CIFOR and HAMK research ethical committees provide the clearance.

1. **Data sharing agreement**

The data-sharing agreement follows the HAMK/CIFOR guideline and the European standard best practices.

1. **What to do where circumstances may prevent some data from being made accessible:**

Internal policy and external factors may delay data-sharing permission in some instances. In such a situation, the HAMK research team could share information about the sources, tools, and data-gathering methods; thus, making it easier for future researchers to collect new and independent data.

1. Making data findable

Dataset description: metadata, persistent and unique identifiers e.g., DOI

Rural livelihood improvement. Climate-smart agriculture and forestry. Bioeconomy. Youth and gender-inclusive participation. Nature production value chain business incubator. Value-web Agricultural value chain development. Rural Zambia community project. Nyika, Luangwa. Lower Zambezi

2. Making data openly accessible

Which data will be made openly available and if some datasets remain closed, the reasons for not giving access; where the data and associated metadata, documentation and code are deposited (repository?); how the data can be accessed (are relevant software tools/methods provided)?

All secondary data without express sharing restriction. All primary data where sharing does not conceivably have any ethical consequences.

3. Making data interoperable

Which standard or field-specific data and metadata vocabularies and methods will be used?

Key informants interview, focused group discussion, field observation, and measurements. Value chain analysis. Qualitative data analysis.

4. Increase data re-use

What data will remain re-usable and for how long, is embargo foreseen; how the data is licensed; data quality assurance procedures?

Transcriptions of oral interview data, original questionnaire responses, survey tools, tables of analysis, results and finding summaries, and any other material during and beyond the project life provided no conceivable ethical violations or the emergence of new baring regulations to the contrary.

5. Allocation of resources and data security

Estimated costs for making the project data open access and potential value of long-term data preservation; procedures for data backup and recovery; transfer of sensitive data and secure storage in repositories for long term preservation and curation?

Where applicable, the cost of cloud storage of data.