Plan Overview

A Data Management Plan created using DMPonline

Title: LIVING SYSTEMS: LIVelihoods and INtegration in SYria and Southern Turkey: Evidence, Models and Strategies

Creator: Tom Parkinson

Principal Investigator: Tom Parkinson

Data Manager: Tom Parkinson

Affiliation: University of Kent

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ORCID iD: 0000-0002-0990-9507

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LIVING SYSTEMS: LIVelihoods and INtegration in SYria and Southern Turkey: Evidence, Models and Strategies

Data Summary

1. Briefly introduce the types of data the research will create. Why did you decide to use these data types?

The research will create:

Statistical (survey) data pertaining to Syrian refugees' and IDPs' economic and social integration into host communities and economies, and livelihoods. This will account for experiences and perceptions of both displaced and host populations in Turkey (Gaziantep) and in Northern Syria (Aleppo). We have chosen to include this data type because a) while some statistical data exist concerning Syrian refugees' economic integration in Turkey, the situation is highly dynamic and fresh data is needed; b) attention to emotional experience is lacking in existing studies; c) attention to host population experience is lacking n existing studies; and d) data pertaining to IDPs' integration and livelihoods is scarce, both in this context and generally.

Qualitative data pertaining to Syrian refugees' and IDPs' economic and social integration into host communities and economies, and livelihoods. This will account for experiences and perceptions of both displaced and host populations in Turkey (Gaziantep) and in Northern Syria (Aleppo). We have chosen to include this data type because a) the current evidence base is overwhelmingly statistical (or policy focused) and there is a pressing and widely acknowledged need for qualitative insight into lived experiences; b) qualitative data offers insight into respondents' perceptions, which in turn offer insight into rationality and beliefs underpinning decision-making, behaviours, strategies and priorities; c) the trilingual makeup of the project team facilitates collection and triangulation of rich data from Turkish and Syrian communities.

Data Collection

2. Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution's data support teams may need to support the project

Within a 'complex systems' methodology rooted in multidisciplinary communicative action, the project with use the following methods: Surveys in Work Packages 1 and 2 comprising closed, scaled and open questions, distributed to displaced and host populations through a combination of online and hard copy (through face to face). Survey design will be overseen by co-I Prof Murat Erdogan (a survey specialist) and will build upon earlier related surveys he has undertaken previously (see data summary, above). Appropriate reliability validity checking and piloting will be undertaken to ensure quality. Data will be captured through Surveymonkey (hard copy responses will be inputted by research assistants) and will thus use the programme's version control system. Data exports will be named using a standardised naming system (to be agreed across all work packages) accounting for date and version so as to ensure version control. Co-Is will transfer data to Kent Data Centre promptly. Survey data collection and data entry will be controlled throughout for quality and consistency through peer checking and dateset audits. Survey data will be anonymous at the point of

capture. Qualitative interviews and focus groups with displaced and host populations. Data collection will be overseen by co-Is Dr Fateh Shaban, Dr Shaher Abdullateef and Prof Murat Erdogan (with design, validity testing and analysis input by PI Dr Parkinson and co-I Dr Belluigi). Data collection in Turkey will be undertaken by named co-Is and researchers and recruited (through partner ACDP) research assistants, and in Syria by researchers and research assistants from Free Aleppo and Sham universities. Interview schedules and protocols will be subject to peer and audience validation measures, and will be piloted with representative pilot samples. Analysis of pilot data incorporate inter-rater testing. All researchers and research assistants undertaking interviews will receive training in interview logging, seeking informed consent, audio recording and transcription from PI Dr Parkinson. Data will be anonymised at the point of transcription and transcripts saved using a standardised naming system (to be agreed across all work packages). Co-Is will collect transcripts from researchers using encrypted pen drives and transfer data to Kent Data Centre promptly.   Cross-sectoral dialogues on online fora and round tables. Workshop and round table events will be undertaken under the Chatham House Rule, and informed consent will be sought from all participants for their data to be used for specified purposes. Events will be simultaneously translated and recorded and transcribed into English. Full transcriptions will be named according to the standardised naming system (to be agreed across all work packages) and uploaded promptly to Kent Data Centre, after which audio transcripts will be destroyed. Workshop/round table designs will draw upon evidence-based group process models and be subject to peer review.   The University of Kent Information Services provide support and guidance in using standard software. Non-standard technical requirements are provided through the Information Services Requirements Team who discuss technical needs and ensure the project is fully resourced and supported

Short-term Data Storage

3. How will the data be stored in the short term?

University of Kent Data Centre, where storage is available up to 5TB. The Data Centre is an onsite secure controlled facility using a Virtualized Machine environment with built-in computing and power redundancy and resilience. Information security will be observed throughout the project. All media and laptops are password protected and copies will be held on encrypted USB pens according to University data security guidelines. Data collected in the field will be digitised as close to collection as possible stored on encrypted laptops and USB sticks, and promptly copied onto the Data Centre. Paper-based or other physical data will be destroyed as soon as possible following digitisation. The project team will have access to the shared network storage to securely store data at the Kent data centre. This can be securely accessed remotely, from offsite, by all project members in any location through the University's dedicated VPN service - https://www.kent.ac.uk/itservices/home/index.html. This enables secure storage and collaboration of files, adhering to the universities data and storage policies - https://www.kent.ac.uk/itservices/secure/. A secure area of Sharepoint will be set up so that files are only accessible to the project team. 3 international co-investigators leading work packages will be issued with a Kent IT account to enable them to use this facility.

3a What backup will you have in the in-project period to ensure no data is lost?

The University of Kent Datacentre is guaranteed by 'Cyber Essentials' certification (see https://www.cyberessentials.ncsc.gov.uk/). Data Centre staff ensure that all systems are secure, protected and up-to-date. Certified internal and external penetration tests ensure service security against data corruption and breach. All content is backed up on a nightly basis, transferred to tape and stored offsite. All data stored at the University of Kent is under Information Compliance - Data

Protection Code of Practice:
https://www.kent.ac.uk/infocompliance/downloads/data_protection_CoP.pdf

Long-term Data Storage

4. How the data will be stored in the long term?

Data will be stored on Kent Data Repository (KDR). Audio data from interviews, focus groups, roundtables and workshops will be destroyed promptly following transcription and anonymisation. Written transcripts, along with quantitative data sets, will be stored in the long term. All data will be anonymized and saved to open or standard file types in preparation for archiving as soon as possible. Throughout the project documentation will record contextual information for all data. When the data are archived on KDR they will be associated with a DatCite DOI and accompanied by full DataCite compliant metadata and Read Me files in line with UK Data Archive recommendations.

4a. Where have you decided to store it, why is this appropriate?

Post-project the data will be recorded and archived in open and standard formats (inc. PDF, Plain Text, PNG, JPEG) on the Kent Data Repository (KDR). OpenDOAR listed, KDR is built to recognized data repository standards and offers an OAIS reference model (ISO14721) compliant archive, supported by the University of Kent Information Services. Constructed on the EPrints platform using ReCollect and DataCite metadata schema, KDR delivers a mission to provide long-term preservation and access to research data created at the University according to FAIR data principles. All data sets are accompanied by rich metadata, READ.ME documentation, are issued with a DataCite DOI and appropriate open licenses. Full guidance on meeting and maintaining FAIR data principles are available to all researchers. The anonymized data will be made available on KDR to reuse under a CC-BY licence within 6 months of the end of the project. KDR is managed in line with the University of Kent Research Data Management policy (https://www.kent.ac.uk/library/research/docs/Research%20Data%20Management%20Policy.pdf) and guidance is available to researchers to help with upload and detailing requirements relating to documentation, licensing, sustainable file formats and research data preservation and sharing best practice (https://www.kent.ac.uk/library/research/data-management/index.html

4b. How long will it be stored for and why?

Data will be stored in perpetuity to ensure continued access and facilitate longitudinal and comparative analysis.

4c. Costs of storage – why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project Full justification must be provided in Justification of Resources (JoR)

Storage of research data on KDR is a part of University of Kent standard service and is free.

Data Sharing

5. How the data will be shared and the value it will have to others

We anticipate that data generated by the project will address significant gaps in the evidence base, and as such it will be of high value to others working in related fields, both in the Syrian-Turkish context and in other comparative contexts. We also hope that the data generated will be triangulated with other extant and future data sets by other researchers. As such we will make all anonymised data, as described under Section 4, freely available to all researchers, development professionals and other users. Details for accessing the data will be included in all publications and on the project website. This project is managed in accordance with the University of Kent Ethical and Research Data Management policies with the assumption that the data will be shared in line with FAIR data principles. Processes are in place to ensure that the data is shareable and the rights of others are protected.

5a. How the data will enhance the area and how it could be used in the future?

The data will enhance the research area surrounding displacement, integration and livelihoods in the Turkish-Syrian context where as detailed in Section 1 there are significant evidence deficits, notably qualitative insight concerning the lived experiences of displaced people and host communities, and concerning the situation inside Northern Syria more generally. It will also enhance understanding of these challenges in a generic sense, supporting comparative analysis. By archiving our data on KDR we are ensuring that it meets FAIR data principles. Before deposit we will prepare the data to minimize restrictions on reuse and save it into open file formats. Files will be accompanied by documentation and metadata to UK Data Archive guidelines and DataCite requirements. A DataCite DOI will be coined and included with the citation for the data in all publications and social media posts associated with the project. Data access is controlled to file level and informed by open licences.

5b. Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how these groups will be informed?

Given the dynamic and precarious nature of the Turkish-Syrian context, in the interests of timeliness we will release the data within 6 months of the end of the project. Audiences will be informed through publications, workshops and other dissemination activities, through the project website and mailing list, and through appropriate humanitarian fora and bulletins (EXAMPLES).

5c. Will the data need to be updated? Include future plans for updating if this is the case.

given the emphasis of this call to initiate collaborations and partnerships, we anticipate that related data collection will continue beyond the duration of the project, resulting in additional datasets. We will archive any subsequent datasets as completely new records, but linked to the original dataset from this project to ensure continuity.

5d. Will the data be open or will you charge for it? Justify if charging to access the data

In order to meet FAIR Data and UKRI principles the data will be free at the point of access.

5e. Financial requirements of sharing – include full justification in the JoR

Dissemination of research data via KDR is a part of University of Kent standard service.

Ethical and Legal Considerations

6a. Any legal and ethical considerations of collecting the data

All data collection will be undertaken in accordance with GDPR regulations, as is outlined in Section 2. The highest standards of research ethics and governance will be observed throughout the project, in alignment with relevant disciplinary guidelines for ethical research (INCLUDE HERE) and supported by University of Kent's Research Ethics and Governance Committee protocols and peer review processes. Principles of transparency, informed consent, accuracy, confidentiality and safeguarding of participants' identity (anonymisation in all instances using pseudonyms or alphanumeric identifiers*) will be adhered to throughout. Informed consent will be sought for collecting, processing, and storing the data, and participants will be provided with explicit statements concerning collection, management and long-term storage of data, privacy, and intended use and audiences. Only data necessary for adequately addressing research questions will be sought. (*except where workshop participants such as agency representatives might explicitly request to be named)

6b. Legal and ethical considerations around releasing and storing the data – anonymity of any participants, following promises made to participants

All data storage, governance and sharing will be undertaken in accordance with GDPR regulations, as is outlined in Sections 3, 4 and 5. Privacy notices to participants will be informed that all data will have all personal and identifying information removed before archiving and only fully-anonymized data will be made available to other scholars, in accordance with FAIR data principles.