

DASH

Deliver sAfe and Social Housing

DATA MANAGEMENT PLAN

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Key-term	Definition
Data collection	The process of gathering information or data.
Data management plan	A plan that includes information on the handling of research data during and after the end of the project, what data will be collected, processed and/or generated, which methodology and standards will be applied, whether data will be shared or made open access and how data will be curated and preserved (including after the end of the project).
Open access	Open access (OA) refers to the practice of providing online access to scientific information that is free of charge to the end-user and reusable. 'Scientific' refers to all academic disciplines. In the context of research and innovation, 'scientific information' can mean peer reviewed scientific research articles (published in scholarly journals)

	or research data (data underlying publications, curated data and/or raw data).
Personal data	Any data relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Research data	Information, including facts or numbers, collected to be examined and considered as a basis for reasoning, discussion, or calculation.

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Project title: Deliver sAfe and Social Housing

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1 Data summary

1.1 State the purpose of the data collection/generation

The DASH project aims to develop a better understanding of local culture and traditions in housing provision (in administrative, institutional, and financial terms), as well as the specific characteristics of national and local housing markets (legal frameworks, tenure structure, prices and affordability, ownership structures, financing, etc.). The key aim is to generate new ideas about how to promote more sustainable and safer housing, and how to convert these new ideas into concrete housing products, processes and/or services.

In terms of methodology, the research relies on a mixed methodological approach. In addition to qualitative data collection techniques, including stakeholder interviews, focus groups and workshops, we will make use of desk research for literature review, as well as review of legal texts, publications and online information related to the various case studies.

1.2 Explain the relation to the objectives of the project

Specifically, the DASH project will co-produce new knowledge about the specific structures and (legal) frameworks of housing of each 2nd tier city, and their impacts on costs and the quality of housing. Through thematic learning hubs, workshops and a learning network formed through individual secondments, the DASH project will contribute to the debate within and beyond the network in the area of structures in housing, property development and the social economy.

With the aim to identify best practices to be recommended across countries and the EU the participants, of non-profit housing associations, municipalities, academia and other organizations will contribute to the transfer of practices across different places.

Based on case studies, the DASH project will formulate a set of concrete policy recommendations contributing to decent, affordable and sustainable housing conditions vis-à-vis different research areas and sectors. The findings and recommendations should apply to the national level and to the local level.

1.3 Specify the types and formats of data generated/collected

(a) Personal data:

Type of Data & Use	Data Format	Personal Data	Storage	Lawful Basis	Retention Period	Secondary Use of Data	Work Package (WP)
Interview data	digital	Name Affiliation Email address	Online file or paper copy	Consent	5 years (the data was pseudo anonymised example below)	N/A	WP3

Interviews should cover various stakeholders, such as local authorities, local or regional researchers/research institutes, civil society organisations (such as tenant's associations, organisations

that organize housing for disadvantaged groups, low-income tenants, and social economy actors, such as housing cooperatives.

To maintain confidentiality and protect the identity of the interviewees, pseudonymization, that is the de-identification procedure by which personally identifiable information fields are replaced by artificial identifiers. The interviews were pseudo anonymised in order to encourage respondents to be as open and transparent about their views as possible.

All participants have provided written consent to participate in the interviews.

1.4 Specify if existing data is being re-used (if any)

It won't be re-used.

1.5 Specify the origin of the data

The sampling and recruitment procedure followed a snowball sampling in which the interviewees' recommendations facilitated access to new interviewees. The first interviews were conducted with scholars and civil servants with lengthy experience in the fields of planning or housing at several departments and levels of governance in each country. The contacts of the interviewed individuals were found from publicly available sources on the web. After the interviewees were invited to identify other people with experience in consultancy, policy-making, implementation, or evaluation of programmes. All were invited to participate through email. Invitations followed all the ethical concerns related to research practice, such as explanation of the aims and methods of the study and issues of consent and confidentiality.

1.6 State the expected size of the data (if known)

Not known yet

1.7 Outline the data utility: to whom will it be useful

Evidence offered by the project will be useful to the scientific community to advance knowledge on policy and practices in different middle sized cities/ countries and to policymakers and practitioners to improve policies and practices.

2 FAIR data

Making data findable, including provisions for metadata

2.1 Outline the discoverability of data (metadata provision)

The data won't be accessible.

2.2 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?

The data won't be accessible.

2.3 Outline naming conventions used

Not applicable. I have used standard ID naming practices to avoid immediate identifiability. For more details see Annex 1 that shows that I have attributed ID numbers to the interviews (CL1, RD1, etc.).

2.4 Outline the approach towards search keyword

N/A

2.5 Outline the approach for clear versioning

N/A

2.6 Specify standards for metadata creation (if any). If there are no standards in your discipline describe what metadata will be created and how

N/A

Making data openly accessible

2.7 Specify which data will be made openly available? If some data is kept closed provide rationale for doing so

No personal data will be made openly available in accordance with the ethics policy of the research. All the interviews were anonymised to encourage respondents to be as open and transparent about their views as possible. Processing involved de-identifying all data files, maintaining only a single master file including the person's name, city, and institution as collected and maintained by the coordinators of each WP, and protects against risks to confidentiality.

2.8 Specify how the data will be made available

Not available

2.9 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)?

N/A

2.10 Specify where the data and associated metadata, documentation and code are deposited

These files have been stored in coordinators's laptop and will be accessible only to them. Audio files were uploaded onto a secure server and encrypted. Files will be destroyed after 5 years.

2.11 Specify how access will be provided in case there are any restrictions

N/A

Making data interoperable

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

N/A

2.13 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?

N/A

Increase data re-use (through clarifying licenses)

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

The data will be licensed according to a Creative Commons Attribution License.

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

N/A

2.16 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

N/A

2.17 Describe data quality assurance processes

N/A

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

After 5 years all the data pertaining the interviews will be deleted

3 Allocation of resources

3.1 Estimate the costs. Describe how you intend to cover these costs

Cost related to research data are eligible for reimbursement during the duration of the project under the conditions defined in the Grant Agreement

3.2 Clearly identify responsibilities for data management in your project

Sónia Alves – principal investigator of the project.

3.3 Describe costs and potential value of long-term preservation

4 Data security

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

All data related to WP3 is securely stored in Dr Alves's laptop and is password protected and accessible only to her. No sensitive data is processed nor transferred during the project.

5 Ethical aspects

5.1 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

All data is collected on a voluntary basis and used with the informed consent of the interviewed individuals. The ethics approvals for the research project was submitted and approved by the Institute of Social Sciences.

6 Other

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

The procedures adopted for the purposes of this project aim to conform with established ethical research standards and in line with the applicable data protection legislation



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