

Template: Exemplary solution Data management plan

**Project name:** Analysis of the inclusive educational competence of educators in Brandenburg (ANIECE-BB)

**Research funder:** German Federal Ministry of Education and Research

**Funding programme:** Qualification of pedagogical specialists for inclusive education

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### **Project description:**

The project deals with the competence of educators in the field of inclusive education in Brandenburg day-care centres. By means of focus groups, the educators are interviewed about their current approach to inclusive education. In addition, data from the Federal Statistical Office will be reused. The data collection will be used to analyse the importance of inclusion in Brandenburg and to determine the need for support and necessary future training and services in the field of inclusive education.

**Creation date:** version 1 from March 16, 2020

**Update:** version 2.3 from April 26, 2020

### **Data collection:**

Focus groups are organized and surveyed throughout Brandenburg. The answers are stored as video recordings and subsequently transcribed. The evaluation of the answers is done with MAXQDA. Excerpts from the videos will also be used for teaching and further education. Existing data will be used as well. A secondary analysis of the statistics of children and persons working in day care facilities (EVAS 22541) of the Federal Statistical Office will be carried out. The statistics are part of the data of the Child and Youth Services Statistics (KJH). The data are evaluated with the help of the statistics program R. The data are representative, since it is a complete survey.

### **Data storage:**

Storage and backup will be ensured during the project by the project manager in cooperation with the responsible IT officer of the university's computer media service. The infrastructure of the Humboldt University of Berlin will be used for this purpose. The research data is stored in the HU-Box and secured with a password. Only authorized employees have access. The data is backed up once a day. Version control is automated. Files are named according to the following standard: [focus group]\_[location]\_[YYYYMMDD].mp4

[Statistics]\_[file type]\_[YYYYMMDD]\_[version].csv files are saved in standardized formats that are as open as possible. The formats PDF/A, CSV, MPEG-4 (audio track WAVE) and, if necessary, TIFF are used for this purpose. Where conversion to an open format is not possible, original formats are saved.

The research data on which a publication is based, as well as other relevant milestone files of the project, are archived for at least ten years. Data for which there is no legal basis for archiving will be deleted shortly before the end of the project. The data protection officer of Humboldt-Universität zu Berlin will be involved in this process. The expected total size of the remaining data is around 100 GB. Long-term archiving for at least 10 years will be carried out by the GESIS - Leibniz Institute for the Social Sciences. In addition, the project results and all relevant research data will be stored for 15 years on the SAN of the Humboldt-Universität zu Berlin.

### **Findability of data:**

Metadata is created by the GESIS - Leibniz Institute for the Social Sciences in accordance with the DDI standard. In addition, the metadata will be included in the portal [forschungsdaten-bildung.de](https://forschungsdaten-bildung.de). Additional documentation of the research data is also planned. The following documents will be created: - Transcription manuals - focus group guidelines - QDA files - R syntax - consent forms - anonymization measures. Keywords will be assigned according to the subject-specific thesaurus TheSoz. The study is classified by GESIS using the classification of social sciences.

### **Accessibility of data:**

The digital research data obtained will be published open access under a Creative Commons CC-BY license, provided there are no data protection concerns. Further data will be made available with restricted access. The GESIS - Leibniz Institute for the Social Sciences will be used to make the data available. The aim is to provide the most open access possible.

### **Interoperability of data:**

Metadata is created according to the DDI standard. Keywords are assigned according to the subject-specific thesaurus TheSoz.

Files are named according to the following standard: [focus group]\_[location]\_[YYYYMMDD].mp4 [statistics]\_[file type]\_[YYYYMMDD]\_[version].csv. Files are saved in standardized formats that are as open as possible. The formats PDF/A, CSV, MPEG-4 (audio track WAVE) and, if necessary, TIFF are used for this purpose.

### **Reuse of data:**

The open access publication of the data under a Creative Commons CC-BY license enables and expressly encourages subsequent use. The data has great potential, especially in teaching. In addition, they can serve as a basis for comparison for further nationwide or state-wide studies. The potential for reuse is therefore very high.

### **Responsibilities:**

The project manager is responsible for the secure storage and long-term archiving of the generated digital research data together with the institute's data processing officer. An additional 3 PM are planned for the corresponding preparation of the research data for publication or accessibility. In addition, the GESIS - Leibniz Institute for the Social Sciences makes the data available and archives it free of charge. There are also no additional costs for the use of HU-SAN.