Propaganda, Media, Culture and Public Life under the German Occupation (1940-1945): Local, national, and transnational perspectives

A Data Management Plan created using DMPonline.be

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Project abstract:

This research project aims to study the German propaganda services in occupied France, Belgium and the Netherlands during the Second World War (1940-1945). It aims to fill an historiographical gap by realising a transnational study of the Propaganda apparatus in the three countries. The activities of the "Propaganda-Abteilung Frankreich" in Paris, "Propaganda-Abteilung Belgien" in Brussels and the "Hauptabteilung für Volksaufklärung und Propaganda" in The Hague will be studied and compared. Using yet unexploited archival sources, this project plans an organisational and prosopographical study as well as the evaluation of the adaptation of the propaganda messages to local specificities and their reception by the local population. This will encourage multidisciplinary research in vast areas like history of the occupation, media and propaganda studies, theatre and music studies as well as art history.

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Research Data Summary

List and describe all datasets or research materials that you plan to generate/collect or reuse during your research project. For each dataset or data type (observational, experimental etc.), provide a short name & description (sufficient for yourself to know what data it is about), indicate whether the data are newly generated/collected or reused, digital or physical, also indicate the type of the data (the kind of content), its technical format (file extension), and an estimate of the upper limit of the volume of the data.

Dataset name / ID	Description	New or reuse	Digital or Physical data	Data Type	File format	Data volume	Physical volume
		Indicate: **N***(ew data) or* **E***(xisting data)*	Indicate: **D**(igital) or **P**(hysical)	Indicate: **A**udiovisual **I**mages **S**ound **N**umerical **T**extual **M**odel **SO**ftware Other (specify)		Indicate: <1GB <100GB <1TB <5TB >5TB NA	
Archive photos	Photos of the archival material kept in the various state archives	• New data: new photos will be made of the archives that have not yet been consulted • Existing data: pictures from archival material already- made in previous research from the participants of the project	Digital	Images	.pdf	<1TB	NA
Archives notes	Notes written by the researchers while consulting the archives	• New data: notes made during the consultations of new archival material • Existing data: notes that were already taken by the researchers in previous research project	Digital	Textual	.pdf	<1GB	NA
German translations from archival documents	Translation of archival documents in German made by the researcher	• New data: some important documents in German found in the archives will be translated in English, French or Dutch for use of the researchers	Digital	Textual	.pdf	<1GB	NA
Bibliographical notes	Notes taken by the research while consulting the literature	• New data: notes made during the consultations of the literature • Existing data: notes that were already taken by the researchers in previous research project	Digital	Textual	.pdf	<1GB	NA
Database of German Propaganda members	Database compiling information's on members of the German Propaganda troops in Belgium, France and the Netherlands	• New data: the database will be expanded to the cases of France and the Netherlands • Existing data: the database regarding Belgium has already been constituted	Digital	Textual	.pdf	<10MB	NA

If you reuse existing data, please specify the source, preferably by using a persistent identifier (e.g. DOI, Handle, URL etc.) per dataset or data type:

The already existing data is kept by Prof. Roel Vande Winkel and by PhD student Louis Fortemps and is not available online.

Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? If so, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.

- No

Will you process personal data? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).

- Yes (Provide PRET G-number or EC S-number below)

G-2023-6945

Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, …)? If so, please comment per dataset or data type where appropriate.

- No

Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material or Data transfer agreements, Research collaboration agreements)? If so, please explain in the comment section to what data they relate and what restrictions are in place.

- No

Are there any other legal issues, such as intellectual property rights and ownership, to be managed related to the data you (re)use? If so, please explain in the comment section to what data they relate and which restrictions will be asserted.

- Yes

Pictures of archivel documents, taken in archives, are by definition intended for personal, individual use. They can only be published with the authorisation of the archive and cannot be shared with other persons or groups.

Documentation and Metadata

Clearly describe what approach will be followed to capture the accompanying information necessary to keep data understandable and usable, for yourself and others, now and in the future (e.g. in terms of documentation levels and types required, procedures used, Electronic Lab Notebooks, README.txt files, codebook.tsv etc. where this information is recorded).

To guarantee the conservation of the data and permit their constant access, at least 3 back-ups will always be realised. One on the researcher's computer, another on a hard drive and a third on a cloud. The research notes will be stored on KU Leuven OneDrive tool while extensive space will be needed for the pictures.
The other important datatype will be the prosopographical database on the Propaganda officers. At the moment, it consists of a single Excel file and we do not think it will change, as this software is sufficient for the required research. As explained above, three back-ups will be organised, as .pdf files. After the completion of the research, we plan to share this database on the KU Leuven "Research Data Repository"

according to the open science directives. However, as it contains significant personal information (regarding people who lived/worked during World War Two), a selection of the data shared will have to be made according to the GDPR rules. Information like dates of birth or ideological views will be ruled out but the rest of the data about the officers activities in the propaganda units and in the Third Reich apparatus will still be shared. As this study plans to help every researcher coming across the propaganda services during the course of their research, the whole database or precise information on a particular officer will be shared privately on request.

Will a metadata standard be used to make it easier to find and reuse the data?
If so, please specify which metadata standard will be used.

If not, please specify which metadata will be created to make the data easier to find and reuse.

- No

KU Leuven Research Data Repository.

Data Storage & Back-up during the Research Project

Where will the data be stored?

- Shared network drive (J-drive)
- OneDrive (KU Leuven)
- Personal network drive (I-drive)

How will the data be backed up?

- Personal back-ups I make (specify below)

Onedrive saves the data regularly, and researchers will make regular back-ups (each week, or when times permit, days) of their personal hard-drive.

Is there currently sufficient storage & backup capacity during the project?

If no or insufficient storage or backup capacities are available, explain how this will be taken care of.

- Yes

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

Personal hard-drives are kept only by their owner and not shared while KU Leuven Onedrive is protected and only accessible with a personal login.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?

NA

Data Preservation after the end of the Research Project

Which data will be retained for 10 years (or longer, in agreement with other retention policies that are applicable) after the end of the project?

In case some data cannot be preserved, clearly state the reasons for this (e.g. legal or contractual restrictions, storage/budget issues, institutional policies...).

- All data will be preserved for 10 years according to KU Leuven RDM policy

Where will these data be archived (stored and curated for the long-term)?

- Other (specify below)
- KU Leuven RDR

KU Leuven One Drive and KU Leuven RDR (for the database only).

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?

NA

Data Sharing and Reuse

Will the data (or part of the data) be made available for reuse after/during the project?
Please explain per dataset or data type which data will be made available.

- Yes, as restricted data (upon approval, or institutional access only)

The researchers may use the archival documents for future research projects too.

If access is restricted, please specify who will be able to access the data and under what conditions.

Research results will be published but access to the raw data (pictures of archival documents etc) will only be available to the project supervisor (Prof. Roel Vande Winkel) and to research Louis Fortemps (before and after obtaining his PhD).

Are there any factors that restrict or prevent the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?

Please explain per dataset or data type where appropriate.

- Yes, intellectual property rights

The content of archival pictures remains the property of the archival center.

Where will the data be made available?

If already known, please provide a repository per dataset or data type.

- KU Leuven RDR (Research Data Repository)

For the database only.

When will the data be made available?

- Other (specify below)

As mentioned above, we are allowed to take pictures of archival documents but are not allowed to share those pictures with third parties.

Which data usage licenses are you going to provide?

If none, please explain why.

- Other (specify below)

Not applicable, see above.

Do you intend to add a persistent identifier (PID) to your dataset(s), e.g. a DOI or accession number? If already available, please provide it here.

- Yes, a PID will be added upon deposit in a data repository

What are the expected costs for data sharing? How will these costs be covered?

NA

Responsibilities

Who will manage data documentation and metadata during the research project?

Roel Vande Winkel and Louis Fortemps

Who will manage data storage and backup during the research project?

Roel Vande Winkel and Louis Fortemps

Who will manage data preservation and sharing?

Roel Vande Winkel and Louis Fortemps

Who will update and implement this DMP?

Roel Vande Winkel and Louis Fortemps