

DATA MANAGEMENT PLAN

Project Name

THE DECOLONIZATION OF THE ROMAN CATHOLIC CHURCH IN THE DRC / ZAIRE

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Institution: KU Leuven

Project Number:

BOF research project C14/22/001

Project Description:

The research for this project consists of a archival research, oral history and text-based study, as well as a synthesis of the results. It will be conducted by a team consisting of a three doctoral researchers, who will work in close consultancy with the project supervisors.

Project Abstract:

Whereas political, economic, military and demographic aspects of the decolonization of Belgian Congo have been studied thoroughly, our knowledge of the postcolonial fate of missionaries remains limited to specific topics (e.g. the massacres of the 1960s) or general narratives (e.g. inculturation and dialogue). This research project wants to examine how the Church decolonized in the first decades of Congolese independence. Through an interdisciplinary approach that triangulates historical, systematic-theological and qualitative social-empirical methods, it seeks to (1) examine the institutional, textual and oral histories of the RCC in post-independence Zaire/DRC, and (2) to use the results in order to describe, analyze and assess the concepts that orient local and global discourses of decolonization.

2. Data description

Will you generate/collect new data and/or make use of existing data?

Generate new data

Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project.

| Type of Data | Format | Volume | How created | Software used to manage/analyse the data |
|--------------|--------|--------|-------------------|--|
| textual: | .docx | 500 MB | extract citations | Microsoft |

| | | | | |
|---|---|--------|--|--|
| collections of citations from academic publications | .ctv | | from academic publications, (1) save them in a word document (unstructured text) and (2) categorize and save them in the reference management programme CITAVI (structured text) | Office Word; CITAVI |
| textual: annotations on academic publications | handwritten notes on paper; digital notes; .pdf | 1 GB | Annotations <ul style="list-style-type: none"> - either hand-written hard-copy academic publication, digitized into pdf files, and turned into editable text files with OCR - or digitally in reference manager Zotero | Zotero |
| textual: notes of literature review | hand-written notes on paper .docx | 1 GB | take hand-written notes during literature review, digitize them into pdf files, and turn them into editable text files with OCR take digital notes in word documents during literature review | |
| textual: research meeting minutes | .docx | 500MB | take minutes during research meetings | Microsoft Office Word |
| Informed consent forms | On paper Digitized in .jpeg format | 500 MB | Forms through which interviewees indicate what the researchers can do with their information/the recordings/transcripts of their interviews | |
| qualitative data: 70 conversations / oral history | audio-recorded and stored | 10 GB | face-to-face conversations with people who were | Transcriptions with Sonix.ai into Word |

| | | | | |
|---------------------------------|--|--------|--|--|
| | in uncompressed WAV format; transcribed into .docx | | involved in the decolonization of the church in Congo | documents; Analysis with NVivo |
| Archival documents | Digitized in .jpeg format | 3 GB | (Selective) photographing of archival documents in congregational/diocesan archives in Belgium and the DRC | Data will be organized and analyzed with Tropy |
| Fieldwork notes | Hand-written notes on paper Digitized in .docx format | 500 MB | Notes taken during ethnographic field visits with congregations in Belgium and the DRC; parishes/dioceses in the DRC | Microsoft office Word used to digitize; Nvivo to analyze |
| Historical journalistic content | Digitized (.jpeg) | 1 GB | Screenshots/ photographs of Belgian and Congolese newspaper articles published during the period under investigation. Access through archival institutions or online (eg Belgicapress) | Belgicapress to find them; Tropy to analyze |

3. Legal and ethical issues

Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.

Yes

Privacy Registry Reference: the PRET-application for the work package of the historical doctoral research has been submitted and approved by the ethics committee (**G-2022-5924-R2**). In 2023, amendments to this application will be submitted for the other work packages of the project.

Short description of the kind of personal data that will be used: sex / age/ ethnic background / religious affiliation

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, add the reference to the formal approval by the relevant ethical review committee(s)

No

Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?

No

Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?

No

4. Documentation and metadata

What documentation will be provided to enable reuse of the data collected/generated in this project?

For the oral history conversations, details on the setting of the conversations, the informed consent process, the subjects discussed and the instructions given to interviewers will be documented in a Word document. Also steps taken to remove direct identifiers in the data will be described.

For the literature review studies, details on the literature search (choice of search terms, used library databanks) will be documented in a Word document.

Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.

Since the disciplines of theology and history do not have appropriate metadata standards, we will seek the advice of colleagues and research support staff at the University to decide which metadata standard (if any) is appropriate for this project.

5. Data storage and backup during the FWO project

Where will the data be stored?

For the storage and preservation of data during and 10 years after the end of the research, a person responsible will be designated.

During and for at least 5 years after the project, the researchers will store and share data through:

- A personal OneDrive account provided by KU Leuven (2 TB online storage)
- The faculty's shared network drives
- External hard disks that can be procured by the researchers

Books that will be bought with the project's funding will be stored and made available to other researchers through the Maurits Sabbe library. This will ensure the preservation and availability of these resources to those interested.

How is backup of the data provided?

The data will be stored on the personal OneDrive accounts provided by KU Leuven, with automatic daily back-up procedures.

Is there currently sufficient storage & backup capacity during the project? If yes, specify concisely. If no or insufficient storage or backup capacities are available then explain how this will be taken care of.

Yes

Each researcher of the project has a personal OneDrive account with 2 TB online storage space.

<https://icts.kuleuven.be/sc/english/storage/onedrive>

What are the expected costs for data storage and back up during the project?

How will these costs be covered?

Data will be stored and backed-up with the personal One-Drive accounts of the project researchers, provided by KU Leuven. There will be no additional costs for data storage and back up during the project.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

Storage of personal data from oral history conversations will be password-secured. BitLocker will be turned on automatically on the PCs of the researchers. Researchers will activate the multifactor authentication with the KU Leuven Authenticator app.

6. Data preservation after the FWO project

Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).

All data sets described in section 2 will be retained for 10 years after the end of the project on the researchers' OneDrive account provided by KU leuven.

Where will the data be archived (= stored for the longer term)?

The data will be stored on the university's central servers (with automatic back-up procedures) for at least 10 years, conform the KU Leuven RDM policy.

After this period, recordings and transcripts of oral history conversations specifically can be deposited in specialized archives, such as KADOC (KU Leuven) or the congregational archives of the respective interviewee (for example Erfgoed Annuntiaten Heverlee or Archives des Soeurs de Sainte Marie de Namur). In this way, the data remains accessible, but in the secured context of a mission/congregational archive: these institutions grant access to archival material based on the individual researcher's objectives and research topics, often in dialogue with the creator of the data. Concretely, this means that every interviewee will be asked if they agree with the preservation of their testimonies in such an institution, and if yes, whether or not they want to be involved in giving individual permission.

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?

Data will be preserved on the researchers' OneBox for Business accounts that are centrally financed up to 5 TB per user by KU Leuven. There will be no additional costs for data storage.

7. Data sharing and reuse

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

No

Which data will be made available after the end of the project?

Most data will be uploaded in a cvs format in Zenodo under a CC-BY license, except for all the data related to the oral history conversations and the digitized archival documents because of respectively ethical and legal constraints. The former category results from very personal relationships of trust between researcher and participants. The current intensity of the decolonization debate and eventual tensions within catholic congregations make many of the topics discussed quite sensitive. The latter category is obtained by individual permission from archival institutions, so making this data available Open Access would be illegal. However, metadata documents on these data sets will be created an published Open Access, so that other researchers get a clear view on the totality of the data created, and where and how to ask for access.

Where/how will the data be made available for reuse?

In an Open Access repository.

The full dataset with documentation will be uploaded in a cvs format in Zenodo.

<https://zenodo.org/>

As indicated above, in dialogue with participants, oral history data can be deposited in archival institutions, both in their digital depots (recordings as well as transcripts) and physically (transcripts).

When will the data be made available?

Upon publication of the research results

Who will be able to access the data and under what conditions?

All data not bound by ethical and legal considerations (see above) will be uploaded in a cvs format in Zenodo as an open access dataset under a CC-BY license. Therefore, it will be available to anyone for any purpose, provided that they give appropriate credit to the creators. The oral history data will be accessible for individuals after a request procedure: the archival institution storing the data will have to contact the member of the project that created the data, who will then either contact the participant or assess the request him/herself when the participant has deceased. In this way, the participant's rights, as established before the oral history conversations through the written consent form, are protected.

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

no costs expected

8. Responsibilities

Who will be responsible for data documentation & metadata?

A doctoral researcher of the project will be responsible for data documentation & metadata.

Who will be responsible for data storage & back up during the project?

A doctoral researcher of the project will be responsible for data storage and back up during the project.

Who will be responsible for ensuring data preservation and reuse ?

The PI will be responsible for ensuring data preservation and reuse.

Who bears the end responsibility for updating & implementing this DMP?

The PI bears the end responsibility of updating & implementing this DMP.

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