MY PLAN (FWO DMP)

DMP Bureaucracy by Design - BUREU

[N.B. Project has only started on June 1 and will only be fully operational by October. Data management falls largely into the responsibility of project partner University of Luxembourg]

ADMIN DETAILS

Project Name: Bureaucracy by Design? EU Office Interiors as an Interface Between Architectural "Hardware" and Managerial "Software", 1951-2002

Project Identifier: G0E0622N

Grant Title: Weave onderzoeksproject

Principal Investigator / Researcher: Martin Kohlrausch **/** Marco Ninno

Description: The research project will explore the history of European Union office buildings in Brussels. By focusing on office interiors (1950s – early 2000s), we will not only add to research on the histories of office architecture and cultures of office work, but also to research on the history of European integration. We will develop an analytical framework which approaches the office as a space determined by architectural and managerial ideas. In addition, we will consider EU offices as material infrastructures that have contributed to the European integration process. Using a set of metaphors from the field of informatics, we contend that EU office interiors were "interfaces" where the material dimension of architecture ("hardware") and the immaterial managerial programme ("software") met. We hypothesize that managerial programmes (a) functioned as normative ideological frameworks for the creation of "efficiency", and (b) had an impact on interior design choices, as well as on the administrative work performed in the office buildings. For a selection of two EU institutions (Commission and Council), we will analyse which design choices were made regarding the office interiors, and if these were perceived as successful.

Institution: KU Leuven

1. GENERAL INFORMATION

Name applicant

Martin Kohlrausch (PI), Marco Ninno (predoc)

FWO Project Number & Title

G0E0622N, Bureaucracy by Design? EU Office Interiors as an Interface Between Architectural "Hardware" and Managerial "Software", 1951-2002

Affiliation

- KU Leuven

2. DATA DESCRIPTION

Will you generate/collect new data and/or make use of existing data?
- Generate new data
- Reuse existing 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. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).

Type of data	Format	Volume	How created
Oral Interviews	.mp4	50 GB	recorded by myself
Copies of archival documents	.pdf /.jpg / .jpeg	100 - 150 GB	
books and articles	.pdf	50 - 100 GB	

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:

Short description of the kind of personal data that will be used: Data of EU officials and their testimonies (only after personal approval in each case)

The participants involved in BUR*EU* will comply with Luxembourgish and European regulations on the protection of personal data, especially with European regulation 679/2016, known as the General Data Protection Regulation (GDPR), with regard to any processing of personal data that may

be carried out in connection with the project. This implies that we will:
• Implement the necessary organisational and technical measures to protect the integrity and confidentiality of any personal data processed in connection with the project in accordance with the above-mentioned regulations and more specifically in accordance with article 32 of the GDPR.
• Disclose personal data only to employees involved in the performance of tasks arising from the project and ensure that scholars authorised to process personal data respect the confidentiality of such data.
• Ensure that informed and competent consent by participants (e.g. in oral history interviews) will be respected. This involves the full and careful explanation of the research aims in language understandable by lay persons. In addition, the procedures will be carefully explained to the interviewees, while their rights will be clearly communicated. Interviewees will be asked to give their written consent before project members conduct oral history recordings.
• Ensure that collected data will be anonymised if required or requested by participants.

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?

Transcription of interviews or summaries of interviews

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.
- Still to be agreed upon with partner (Uni Lux)

5. DATA STORAGE AND BACKUP DURING THE FWO PROJECT

Where will the data be stored?
OneDrive at KU Leuven and Storage system of project partner Uni LU

How is backup of the data provided?
s.a.

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

What are the expected costs for data storage and back up during the project? How will these costs be covered?
There should not be additional cost to be covered then space on the OneDrive provided by KU Leuven.

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

Password protection of mentioned systems

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, ...).

Not applicable

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

Not applicable

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?
There are not expected preservation costs.

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)?

Intellectual property rights owned by the parties prior to the start of BUR*EU* shall remain their exclusive property. Intellectual property rights related to research products developed in whole or in part as a result of this project belong to the Uni Luxembourg or the KU Leuven and its respective employees, according to the rules established by the universities.
Most of our archival resources are accessible via the HAEU (archives of EU). For recent materials which are not yet accessible via the HAEU, we will request permission from the European Commission, in accordance with European regulation 1049/2001. As our research aims are unrelated to the restrictions outlined in this regulation (e.g. military safety), we do not expect to encounter any ethical issues in this respect. In addition, we will take great care not to disclose any information which can affect the safety of EU buildings that are currently in use (e.g. we will not disclose data about security systems). We will collaborate with the HAEU to mediate any issues that might arise in this context.

Which data will be made available after the end of the project?
Still to be defined (project has only started on June 1ˢᵗ)

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

s.a.

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

Who will be responsible for data documentation & metadata?
Project partner Uni LU

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

Project Partner Uni Lu

Who will be responsible for ensuring data preservation and reuse ?
Project Partner Uni Lu

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

At KU Leuven Martin Kohlrausch, for whole project project Partner Uni LU