DMP title

Project Name My plan (FWO DMP) - DMP title
Principal Investigator / Researcher Vikki de Jong
Institution KU Leuven

1. General Information
Name applicant

Vikki Oriane de Jong

FWO Project Number & Title

1160122N
"A Hacer la Cola" – Understanding the Relationship between Food Access and non-violent Social Mobilization.

Affiliation

- KU Leuven

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. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).

To understand the relationship between food insecurity and considerations for socialmobilization in Havana, I will do both (1) participant observation and (2) in-depth, semi-structured interviews.

Type of data	Format	Volume	How created
Qualitative data: semi-structured interviews	Audio-recorded and stored in uncompressed WAV format; transcribed into MS Word format. Recordings and transcripts will be stored safely in the login and password protected J drive under the KU Leuven 'LUNA' domain, and on a password protected and encrypted external hard-drive in case internet is not available. When internet is accessible again, the data on the external hard-drive will be uploaded in the protected J-drive and deleted from the external hard-drive.	5-10 GB	Face-to-face interviews with both 'ordinary' Cubans and Cuban activists, contacted through snowballing method.
Qualitative data: participant observations	Fieldnotes will be made on paper and securely stored in a drawer afterwards, which is only accessible to the researcher.	1 file, max 2 GB	Observing local residents standing in supermarket lines and participating in other informal food provisioning activities.

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

The types of participants that can be predicted at this stage include: i) 'ordinary' Cubans standing in supermarket lines in 4different neighborhoods in Havana (Miramar, Vedado/Playa, Centro Habana and Regla); ii) 'ordinary' Cubans living in these four neighborhoods of three different age categories:18-35; 35-55; 55-75 years; iii) Cuban activists (age 18-75) living in Havana.

Regarding categories of personal data, for identification purposes (e.g. of interviews and field observations) and because of its relevance to the study, age will be data to be collected, as well as gender and the place of residence (municipality and/or neighborhood, not specific address) since (gendered) arguments about the spatial distribution of socioeconomic phenomenamay arise in a study located in the field of urban geography. From interviews I am mostly interested in obtaining expert information and opinion on experiences of food access, i.e. food provisioning activities that are undertaken by the participants. Only the interview process itself will reveal if there is personal data (e.g. socioeconomic background or chronology of life events) that may be relevant to address the project's objectives.

Other than being legal adults (over 18) and the age categories, gender and residence area mentioned in the first subsectionabove, there is no exclusion criteria or control group.

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)

- Yes
- No

Yes, see PRET file: G-2022-4979

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?

After each recorded interview, the researcher will emphasize that the collected data will be handled according to thestrictest possible norms to guarantee compliance with the no harm principle. This includes confidentiality and securehandling and storage of data. As also included in the verbal informed consent, should any concerns, demands or questionsarise, the participants can always contact the researcher.

The researcher recognizes the importance of both (1) external confidentiality and (2) internal confidentiality. (1) External confidentiality. For the interviews with the research participants of different age groups, the age, gender and general place of residence – i.e., the capacity in which the respondent is being interviewed – will constitute the labels used forthe identification of the respondents' interviews. These will also be the only identifiers that could appear in the reporting of the results in both academic papers and the PhD thesis. Pseudonymization of data will avoid linking the respondents with the data collected, starting from the point of collection. The recordings and the fieldnotes will never contain personal identifiers such as names, telephone numbers or addresses. This information will be stored on the One Drive for Business of the KU Leuven and will not be stored on mobile phones.
(2) Internal confidentiality. Especially for the interviews with Cuban activists in Havana, a rather

small, connected community, also internalconfidentiality will be provided. When disclosing quotes or examples of these participants, the researcher will consider at all time whether the participant can be identified – either by outsiders or by people close to the participant – and, if the case, take measures to avoid this by disclosing any identifiable characters of the individuals or changing identifiable characteristics (e.g. gender) if irrelevant to the quote. Whenever particular contextual characteristics are necessary in order to understand a quote, the researcher will only mention those for that specific quote, rather than connecting the characteristics to this specific individual which can be traced throughout the PhD thesis. Through the combination of these measures, both external and internal confidentiality can be guaranteed for the research participants.

This internal and external confidnentiality constitute the basis for good documentation of the data collected. It highlights which personal data can be included in the documentation of the collected data and forms the guidelines for the pseudonymization process. The data that will be collected constitues of 1) participant observations and 2) semi-structured interviews. For the participant observation (1) written fieldnotes will be taken. Initially I will use descriptive observation to include a broad range of observations in my field notes (Werner & Schoepfle, 1987). Subsequently, after having identified various broad themes through an inductive, thematic analysis of the descriptive observations, I will move towards selective observation (ibid). The selected bottom-up approach allows for themes to arise that may otherwise not have been anticipated, enabling me to categorize and gaining insights in individual experiences of food access. Through thematic analysis, I will be able to further deepen the observations on these themes and ask specific questions during small talk. The semi-structured interviews will start off with small talk, mainly about food provisioning. This will allow the research participant to share some initial thoughts on thetopic, which will then allow for follow-up questions to gain further understanding of how access to food, and food provisioning, plays a role in their daily life. Hereafter, depending on how much the participants wants to share, a question will be posed about social mobilization around food issues. Hereby events which have also been reported in Cuban statemedia (i.e. protests about animal welfare, LGBTQI protests (incl. yearly march), protest on 11 July 2021) will be referred to, to see/ask how the participants view these protests. If the research participant is comfortable sharing, the topic will move more into the relationship between food access and social mobilization. The interview will be recorded and transcribed, whereafter the recording and the transcipt will be safely stored in the J-drive for future use and analysis.

The whole papertrail and safely stored documentation of this doctoral research will be handed over to the supervisor of the doctoral candidate after the research, to be safely stored in a closed closet only accessible to him.

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.

- No

5. Data storage and backup during the FWO project
Where will the data be stored?

Data integrity will be observed at all times. Raw material (e.g. interview recordings and transcripts) will be well organized and securely stored in the KU Leuven's external drive 'LUNA', and stored and encrypted on an external hard drive for times when internet is unavailable. The LUNA drive has an automatic backup. Fieldnotes (e.g. derived from participant observation), furthermore, will never contain any personal information or addresses, and will be securely stored in a drawer only accessible to the researcher. All the data will be available to both the promotor and co-promotor of the PhD candidate.

How is backup of the data provided?

The KU Leuven's external drive 'LUNA' has an automatic backup. Additionally, in the case internet is very slow (often the context in Cuba) a backup copy will be made on an password protected and encrypted (with Bitlocker) external harddrive. Once the internet speed allows again, the data will be uploaded to the J drive (LUNA) and the copy on the external harddrive will be deleted. The One Drive for Business cloud space managed by KU Leuven, which also has an automatic backup system, will be used to store the data in pseudonymized form.

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

Together with the rollout of Office 365 there is standard 2TB personal OneDrive cloud storage (incl. backup) available for KU Leuven employees. This is enough capacity for the data collected during this research.

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

The costs are included in the admission fee (collegegeld) paid by the doctoral student for her affiliation with the KU Leuven, and are not expected to go beyond this fee.

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

Text and audio messages will be transferred to the login and password protected J drive under the KU Leuven 'LUNA' domain soon after the exchange has ended and subsequently deleted from the web chat environment. The external harddrive used for when internet accessibility is low will only be used when needed; the first option is to safely store the data to the protected KU Leuven domain which has an automatic backup system. Confidentiality rules also apply to the use of content from sources (see also previous sections of this DMP). The data will only be accessible to the researcher and the supervisors. After finishing the research project, the data will be handed over to the KU Leuven supervisor who will continue to safely store it (both digitally and the papertrail in terms of fieldnotes) in a place only accessible to him.

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, ...).

The (personal) data will be saved on the secured network drive of the KU Leuven (J-drive) and the OneDrive linked to the researchers' KU Leuven Account. The (personal) data will be deleted after 10 years according to the KU Leuven RDM-guidelines.

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

The (personal) data will be saved on the secured networkdrive of the KU Leuven (J-drive) and the OneDrive (with automatic backup procedures) linked to the researchers' KU Leuven Account. The (personal) data will be deleted after 10 years according to the KU Leuven RDM-guidelines.

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

No additional costs will be expected for data preservation.

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?

The data retrieved during the course of this research will, apart from the data used in published articles, only be made available to the supervisor and co-supervisor of this research.

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

- Other (specify):

The data retrieved during the course of this research will, apart from the data used in published articles, only be made available to the supervisor and co-supervisor of this research.

When will the data be made available?

The data retrieved during the course of this research will, apart from the data used in published articles, only be made available to the supervisor and co-supervisor of this research.

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

See also PRET file - G-2022-4979

During the research the fieldnotes and other data collected on paper by the researcher will be safely stored in a drawer that can be closed and is only accessible to the researcher. After finishing this research project, all the papers will be handed over to the supervisor at the KU Leuven who will continue to store the papertrail safely in a closet/drawer only accessible to him.

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

No additional costs are expected for data sharing.

8. Responsibilities
Who will be responsible for data documentation & metadata?

The researcher, under supervision of and in consultation with the supervisor and co-supervisor, is responsible for data documentation.

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

The researcher, under supervision of and in consultation with the supervisor and co-supervisor, is responsible for data storage and backup during the project.

Who will be responsible for ensuring data preservation and reuse ?

The researcher, under supervision of and in consultation with the supervisor and co-supervisor, is responsible for 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.