

# The Social Imaginaries of Policy Advice: How Policy Advisory Complexes Make Public Policy Truth Spots

## Application DMP

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### Questionnaire

Describe the datatypes (surveys, sequences, manuscripts, objects ... ) the research will collect and/or generate and /or (re)use. (use up to 700 characters)

- Database - reuse existing data - digital - observational
  - I will reuse the Open Think Tank Directory, an open database run by On Think Tanks that gathers and collects publicly available information on policy organisations world wide. It includes information on approximately 3600 policy research organisations. The information includes names, websites, policy fields, address, contact points, operating languages, funding sources, business models, affiliations, founding date, gender of founder, (estimated) staff number, (estimated) annual budget etc.
  - The database is available for non-commercial purposes under a Creative Commons licence. The entire database can be accessed here: <https://airtable.com/shrnWdKAQxofzjZg4> More information on this database can be found here: <https://onthinktanks.org/about-the-directory/>
  - The database is available for download as a CSV file of 6.2 MB. I intend to convert it to a .xlsx file for easier use.
  - As an .xlsx file, there should be an automated version history showing the edits made in the database. Either way, in a separate file, I will systematically log and record edits made in the database including the reasoning behind the edits.
  - During the research, the (edited/formatted/cleaned up) database will be backed up on SharePoint Online provided by the KU Leuven (since it is not confidential and far less than 1TB). It will also be backed up on the researcher's external hard drive.
  - Storage is not expected generate any costs.
- Interviews - generate new data - digital - observational and other
  - Part of the research involves semi-structured interviews with policy advisers in multiple cities and multiple think tanks. As such, the data generated includes informed consent forms, audio recordings, transcriptions, and journaling notes. This data also includes personal data, such as name, nationality, gender, age, job title, professional background, educational background etc.
  - Informed consent forms will be saved as .pdf
  - (Anonymized) audio files will be saved as .mp3
  - (Anonymized) transcripts will be saved as .txt and .pdf
  - Journaling notes (incl. time-stamp) will be saved as .docx or .txt during the course of the research and as .pdf after publication of results.
  - The interview data will come along with a .txt file containing a project description, description of the research design, ethical approval number, explanation of the folder and file structure, step-by-step description of how the data was gathered, analysed, and interpreted, the codebook etc.

Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research? Motivate your answer. (use up to 700 characters)

1. Designation of responsible person (If already designated, please fill in his/her name.)
  - Linus Vermeulen
2. Storage capacity/repository
  - during the research
    - Database: During the research, the (edited/formatted/cleaned up) database will be backed up on the secure KU Leuven OneDrive for Business cloud .
    - Interview data: During the research, the pseudonymised transcripts and audio files will be backed up on the KU Leuven's OneDrive for Business. Pseudonymised because it could be important for the research to know which interview belongs to which person.
  - after the research
    - Database: After the publication of research results, the final database, including a .txt detailing the edits made and their reasoning, will be stored on the KU Leuven RDR.
    - Interview data: After publication of results, anonymised interview data will be stored long-term on the KU Leuven

RDR.

**What's the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years? (max. 700 characters)**

N/A

**Are there issues concerning research data indicated in the ethics questionnaire of this application form? Which specific security measures do those data require? (use up to 700 characters)**

The interview data contains personal data such as names, age, gender, nationality, job title. This data is subject to the GDPR. A PRET will be submitted.

Interview data will be pseudonymised before back-up on online storage and the code file will be backed up on a separate location. Both the online storage location of the interview data and code file will be protected by [two-step verification using the KU Leuven application ensuring that only the researcher has access to the data?]. Interview data will be collected and analysed on the researcher's personal computer, which is password protected.

**Which other issues related to the data management are relevant to mention? (use up to 700 characters)**

N/A

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## FWO DMP (Flemish Standard DMP)

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### 1. 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.

				Only for digital data	Only for digital data	Only for digital data	Only for physical data
Dataset Name	Description	New or reused	Digital or Physical	Digital Data Type	Digital Data format	Digital data volume (MB/GB/TB)	Physical volume
		<i>Please choose from the following options:</i> <ul style="list-style-type: none"> <li>• Generate new data</li> <li>• Reuse existing data</li> </ul>	<i>Please choose from the following options:</i> <ul style="list-style-type: none"> <li>• Digital</li> <li>• Physical</li> </ul>	<i>Please choose from the following options:</i> <ul style="list-style-type: none"> <li>• Observational</li> <li>• Experimental</li> <li>• Compiled/aggregated data</li> <li>• Simulation data</li> <li>• Software</li> <li>• Other</li> <li>• NA</li> </ul>	<i>Please choose from the following options:</i> <ul style="list-style-type: none"> <li>• .por, .xml, .tab, .csv, .pdf, .txt, .rtf, .dwg, .gml, ...</li> <li>• NA</li> </ul>	<i>Please choose from the following options:</i> <ul style="list-style-type: none"> <li>• &lt;100MB</li> <li>• &lt;1GB</li> <li>• &lt;100GB</li> <li>• &lt;1TB</li> <li>• &lt;5TB</li> <li>• &lt;10TB</li> <li>• &lt;50TB</li> <li>• &gt;50TB</li> <li>• NA</li> </ul>	
Open Think Tank Directory	An open database run by On Think Tanks that contains publicly available information on policy organisations world wide.	Reuse existing data	Digital	Observational	.csv	<100MB	
Informed Consent Forms	All informed consent forms produced before interviews.	Generate new data	Digital	Other	.pdf	<100MB	
Audio files	All audio recordings of interviews.	Generate new data	Digital	Observational	.mp3	<1GB	
Interview transcripts	All typed transcripts of the audio recordings of interviews.	Generate new data	Digital	Observational	.pdf, .txt	<100MB	
Journaling notes	Notebook used for journaling and written reflection during data collection.	Generate new data	Physical	Observational			1 standard notebook

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 full Open Think Tank Directory can be accessed here: The entire database can be accessed here:

<https://airtable.com/shrnWdKAQxofzjZg4>

More information can be found here: <https://onthinktanks.org/about-the-directory/>

**Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? Describe these issues in the comment section. Please refer to specific datasets or data types when appropriate.**

- Yes, human subject data

Part of the research involves semi-structured interviews with human subjects. The audio of the interviews will be recorded and transcribed. Data produced in this way includes personal data, such as names, age, nationalities, current and past job titles, academic background.

I will inform myself of the appropriate regulations regarding personal data, anonymisation, pseudonymisation, and data storage on a secure network drive. I will take measures to ensure that data collection, analysis, and storage complies with the appropriate regulations. The data will only be accessible by the primary researcher and both supervisors through two-step verification.

A PRET review will be submitted to the Social and Societal Ethics Committee at a later time closer to the actual data collection.

**Will you process personal data? If so, briefly describe the kind of personal data you will use in the comment section. Please refer to specific datasets or data types when appropriate.**

- Yes

The semi-structured interviews will produce data relating to names, age, nationalities, current and past job titles, academic background.

A PRET review will be submitted.

**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/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.**

- No

## **2. 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).**

I will set up a clear, layered, and uniform folder and file structure first on the personal computer of the researcher and then in the secure online drive where the data will be stored. The data will be accompanied by a README.txt following the KU Leuven

template. Data will also be accompanied by the codebook and informed consent forms.

**Will a metadata standard be used to make it easier to find and reuse the data? If so, please specify (where appropriate per dataset or data type) which metadata standard will be used. If not, please specify (where appropriate per dataset or data type) which metadata will be created to make the data easier to find and reuse.**

- Yes

The metadata standard of KU Leuven Research Data Repository will be used, which is automatically applied. Specifically, the metadata will be created according to the "Metadata Model" of KU Leuven. With the metadata categories mentioned in the README-file and the RDR, the 15 principal elements of the Dublin Core Standard are also expected to be covered (Creator, Contributor, Publisher, Title, Date, Language, Format, Subject, Description, Identifier, Relation, Source, Type, Coverage, and Rights). If any elements missing in the automatically generated metadata, the research will add them manually.

### **3. Data storage & back-up during the research project**

**Where will the data be stored?**

Data will be stored on the computer of the primary researcher, which is password protected. It will also be stored on the secure KU Leuven OneDrive for Business cloud.

**How will the data be backed up?**

Data from the computer of the researcher will be backed up to the secure KU Leuven OneDrive for Business cloud at the end of each working day.

The secure KU Leuven OneDrive for Business cloud is automatically backed-up to reduce data loss risks and provides long-term storage.

**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

Up to 5TB of storage is available in the secure KU Leuven OneDrive for Business cloud. The project is expected to produce far less than 1 TB of data.

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

The KU Leuven OneDrive for Business cloud is secured and will only be accessible to the primary researcher and supervisors. The computers of the researcher and supervisors are password protected.

Paper data will be stored by the PhD researcher in a locked drawer or cupboard that can only be accessed by the researcher at the Public Governance Institute. After the project has been finished, all paper data will be handed over to the supervisor who will store these data in their office in a locked drawer or cupboard that can only be accessed by the supervisor.

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

No costs expected.

#### 4. Data preservation after the end of the research project

**Which data will be retained for at least five 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 retained for at least 10 years.

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

After completion of the project, all project data will be transferred to a secured K network drive, the KU Leuven's long-term storage server.

All data relevant to publications will be stored on the KU Leuven's RDR.

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

No expected costs.

#### 5. Data sharing and reuse

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

- Yes, in a restricted access repository (after approval, institutional access only, ...)
- Yes, in an Open Access repository

Reused data from the open database will be made available open access.

Access to interview data, such as transcripts, will be restricted as interviewees generally agree to the use of excerpts in published articles. Open access availability of the full interviews could be a privacy issue, even if anonymized. This anonymized data will therefore only be shared in light of a collaboration, upon request (based on clear research questions and hypotheses) of a third party. After completion of the PhD project, the data will still be accessible upon request in view of collaborations and/or questions on the data regarding possible meta-analyses.

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

The access to the data is restricted to sharing upon request based on clear research questions and hypotheses. Given the nature of the request, the researcher and/or supervisors will decide to grant access to the data or not.

**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 in the comment section per dataset or data type where appropriate.**

- Yes, Privacy aspects

As the interviews produce personal data, interview data is subject to the GDPR. In compliance with the GDPR, personal data will be anonymized.

**Where will the data be made available? If already known, please provide a repository per dataset or data type.**

The KU Leuven RDR.

**When will the data be made available?**

After publication of research results, all data that is both relevant to the publication and no longer needed for further publications will be made available.

**Which data usage licenses are you going to provide? If none, please explain why.**

I will provide a CC-BY-NC-SA licence. This enables free access and useage for future non-commercial and research needs while giving appropriate credit and ensuring that the same usage license is kept.

**Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, you have the option to provide it in the comment section.**

- Yes

The KU Leuven RDR uses DOI.

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

No costs expected.

## **6. Responsibilities**

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

Linus Vermeulen

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

Linus Vermeulen

**Who will manage data preservation and sharing?**

Ben Derudder

**Who will update and implement this DMP?**

Linus Vermeulen