



Spatial Practices in Art and Architecture  
for Empathetic EXchange (SPACEX)

# Data Management Plan

Work Package 5 Dissemination and Exploitation:  
Communication and Engagement

Version 1.0



# Deliverable description

**Deliverable**

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D5.1, D13, Work Package 5 (WP 5)  
D5.1 DATA MANAGEMENT PLAN

**Due date**

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30/06/2022

**Actual submission date**

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14/08/2023

**Project start date**

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01/01/2022

**Duration**

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48 months

**Work Package concerned**

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WP 5 – Dissemination and Exploitation: Communication and Engagement (DECE)

**Work package leaders**

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## Dissemination level

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- PU: Public (must be available on the website)
- CO: Confidential, only for members of the consortium (including the Commission Services)
- CI: Classified, as referred to in Commission Decision 2001/844/EC

## Authors

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## Revision history

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Version 1.0: submitted on

Version 1.1: to be revised version submitted on 12/01/2024 implementing modifications requested after the Mid Term Meeting first project review process. The plan will be distributed and any additions discussed at GAS 7.

## Statement of originality

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This document has been elaborated by the authors following the guidelines for data management in Horizon 2020 documents.

## Disclaimer

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This report reflects only the authors' view. The European Research Executive Agency (REA) and the European Commission are not responsible for any use that may be made of the information it contains.



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# Summary

The SPACEX Data Management Plan (DMP) is the Deliverable D5.1 (D13) from the DECE Work Package, SPACEX project - grant agreement (GA 872561). This deliverable is in two parts; it introduces the first version of the DMP and the Dissemination Communication and Outreach Plan (DCOP). The DMP describes the way in which the SPACEX consortium will manage the datasets that will emerge from the project, and how best practices in terms of metadata and archiving will be used to ensure that the data will be findable, accessible, interoperable, and reusable (FAIR) for other potential users. Furthermore, the DMP provides information about what datasets the consortium is aiming to preserve and in which format. The DMP will allow these data to be aligned with the Horizon 2020 Open Research Data pilot, for which SPACEX opted in.

# Table of contents

<b>1. Definitions and Acronyms .....</b>	<b>7</b>
<b>2. Introduction .....</b>	<b>8</b>
<b>2.1. Project Background.....</b>	<b>8</b>
<b>2.2. Data Management Plan objectives .....</b>	<b>9</b>
<b>3. Project Data .....</b>	<b>11</b>
<b>3.1 Project Data Sets .....</b>	<b>11</b>
<b>3.2 Data Summary.....</b>	<b>12</b>
3.2.1 The purpose of the data collection/generation in SPACEX.....	12
3.2.2 The relation to the objectives of the project .....	13
3.2.3 The types and formats of data generated/collected .....	13
3.2.4 If existing data is being re-used .....	14
3.2.5 The origin of the data .....	14
<b>4. FAIR Data.....</b>	<b>15</b>
<b>4.1 Making data findable, including provisions for metadata .....</b>	<b>15</b>
4.1.1 Discoverability/identifiability of data (metadata provision) .....	15
4.1.2 Naming conventions used .....	15
4.1.3 Approach towards search keyword .....	15
4.1.4 Approach for clear versioning .....	15
<b>4.2 Making data openly accessible.....</b>	<b>16</b>
4.2.1 Which data will be made openly available .....	16
4.2.2 How the data will be made available.....	16
4.2.3 What methods or software tools are needed to access the data .....	16
4.2.4 Where data and associated metadata, documentation and code are deposited .....	16
<b>4.3 Making data interoperable.....</b>	<b>16</b>
4.3.1 What data and metadata vocabularies, standards to be used to facilitate .....	17
Interoperability.....	17
<b>4.4 Making data re-usable.....</b>	<b>17</b>
4.4.1 How the data will be licenced to permit the widest reuse possible .....	17
4.4.2 When the data will be made available for re-use.....	17

4.4.3 Whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project .....	17
4.4.4 Data quality assurance processes .....	17
4.4.5 Length of time for which the data will remain re-usable .....	17
<b>5. Allocation of Resources .....</b>	<b>18</b>
<b>5.1 Costs for making SPACEX data FAIR .....</b>	<b>18</b>
<b>5.2 Responsibilities for data management in the project .....</b>	<b>18</b>
<b>6. Ethical Aspects .....</b>	<b>19</b>

# 1. Definitions and Acronyms

CA	Consortium Agreement
CC	Creative Commons
Data Information	Facts or numbers, collected to be examined and considered as a basis for reasoning, discussion, or calculation. In a research context, examples of data include statistics, results of experiments, measurements, observations resulting from fieldwork, survey results, interview recordings and images. The focus is on research data that is available in digital form. (European Commission, 2016 <sup>1</sup> )
Dataset	A grouping of data
DCOP	Dissemination Communication and Outreach Plan
DECE	Dissemination and Exploitation: Communication and Engagement
DMP	Data Management Plan
DS	Data Set
EC	European Commission
FAIR <sup>1</sup>	Findable, Accessible, Interoperable and Reusable
GA	Grant Agreement
GAS	General Assembly
GDPR	General Data Protection Regulation
H2020	Horizon 2020
HEI	Higher Education Institutions
Metadata	A description of data
MSCA	<i>Marie Skłodowska-Curie Actions</i>
Open Access	Access that is free to all and free of any restrictions
Open Data	Data that can be freely used, shared and built on by anyone for any purpose
Practice Research	SPACEX is a practice research project. Some research will culminate in artworks. Artworks are designed to be shared publicly through exhibition or dissemination on the SPACEX website.
Repository	A location in which data is stored or managed
RISE	Research and Innovation Staff Exchange
RRI	Responsible Research and Innovation
SPACEX	Spatial Practices in Art and Architecture for Empathetic Exchange
SPACEX SB	Steering Board / committee?
TE	Training Event. SPACEX has 4 Training Events
WP	Work Package
Zenodo	Zenodo is a general-purpose open repository developed under the European OpenAIRE program and operated by CERN. <a href="https://zenodo.org/">https://zenodo.org/</a>

<sup>1</sup> “Guidelines on FAIR Data Management in Horizon 2020”- European Commission, 2016

## 2. Introduction

The scope of the first version of the SPACEX Data Management Plan (DMP) for the EU is to define key elements that will facilitate the potential reuse of the data collected and processed within the project. The DMP will ensure that this data will be findable, accessible, interoperable, and reusable (FAIR), in accordance with the Horizon 2020 Open Research Data pilot.

### 2.1. Project Background

The SPACEX project is funded by the European Commission under its 2020 Marie Skłodowska-Curie Actions (MSCA) Research and Innovation Staff Exchange (RISE) programme. In SPACEX 28 beneficiaries, (16 Cultural organisations and 12 HEI's) in European regions and one third country partner (Palestine, cultural organisation). In total 29 partner institutions set out to consider how spatial practices (art, design, and architecture) effect public exchange and opinion formation in urban spaces and promote empathetic and inclusive ways of living together. The aim of SPACEX is to realise a cross-sectoral and European-wide knowledge exchange and scoping exercise that enables researchers to test, map, analyse and communicate the ways in which spatial practices effect public exchange and opinion formation in urban spaces, and promote empathetic and inclusive ways of living together.

SPACEX responds to the troubling rise of populist nationalism and conflict in European societies by engaging new publics and forging a culture that embraces diversity, difference, and discursive exchange within cities, towns, and urban sites.

In response to the RISE programme, we devised SPACEX as a transdisciplinary research action that utilises secondments between academic institutions and third sector organisations/ cultural organisation to better understand the scope and function of European spatial practices. Furthermore, SPACEX is the first consortium of Spatial Practices which spans Europe.

Currently there is 84 researchers carrying out at least one secondment as part of the project. SPACEX has a total of 145 secondments allocated to the project. The outcomes from cultural organisations will include contributions to exhibitions, a better understanding of cultural policy, and the reuse of existing archives for new work. For Higher Education



Institutions (HEI's) results will be varied but include, book chapters, new artworks, journal articles and impact reports. There will be a published book (contracted by Routledge) Spatial Practices and the Urban Commons which brings together varied outcomes from the research secondments.

The three research work packages: 1. Practices, 2. Urban Subjects and 3. Archives are designed to group researchers through their current interests and outcomes. A Best Practice report (WP2, D2.1, D4, WP3, D3.1, D7, WP4, D4.1, D10) will be authored for each Work Package.

## 2.2. Data Management Plan objectives

This document is the initial SPACEX Data Management Plan (DMP). The DMP identifies the datasets that will be generated and used during the project and defines each dataset's purpose and life cycle.

In accordance with Guidelines on FAIR Data management in Horizon 2020 (European Commission, 2016), the objectives of the DMP are:

- To identify the datasets that SPACEX will produce;
- To define how these datasets will be made 'FAIR' (Findable, Accessible, Interoperable and Reusable);
- To define the allocation of resources (costs and responsibility) for data management during and after the project.
- To define procedures for data security (including data recovery as well as safe storage) during the project and for long term preservation.

The Deliverable D5.1, D13 "Data management plan" is part of Work Package 5, DECE, and has been developed following the Horizon 2020 guidelines, with additional guidelines from DMPonline as suggested by the European Commission. The DMP is intended to be a living document where information will be continuously added and revised as the implementation progresses.

As a key element of sustainable data management, the DMP outlines what, and how, data will be collected, processed and/or generated, which methodology and standards will be applied, whether data will be shared/made open access and how data will be curated and preserved during and after the end of the project. It provides guidelines, answers to issues, and

presents the approach that the SPACEX project will adopt with respect to the management and protection of data. Legal and ethical issues related to the project's collecting and/or processing of personal data are identified and practically considered, taking into consideration the different methods by which data are collected (interviews, online surveys, workshops, etc.).

An updated version of the Data Management Plan will be released if other kinds of data are deemed to be required/generated/collected, if changes in consortium policies or in consortium composition occur, and if any other external factors affect the validity of the present DMP.

With regards to personal data, the Consortium shall ensure that data on individuals are transmitted and used in a secure environment; that the use of the data complies with ethical and legal requirements (including signed informed consent and applicable data protection laws and EU regulation); and that the use of both existing and new data is agreed with the data owner/data provider. Data records containing personal data are managed in accordance with the General Data Protection Regulation (GDPR, Regulation (EU) 2016/679).

The intended target for this DMP is primarily constituted by the project partners. This document should be read in conjunction with the DCOP and is associated with Graphic Design and Website (D5.2, D14) and Outreach Events Organisation and Delivery (D5.3, D15). The DMP provides guidelines for materials developed for Guest Edited Journal Issue (D5.6, D18), Final Conference Proceedings (D5.4, D16) and Edited Book (D5.5, D17). The DMP is restricted purely to the procedures of the data management.

It is the responsibility of each partner to notify the coordinator of changes in the data they are collecting during the project.

## 3. Project Data

### 3.1 Project Data Sets

Datatype	Who holds it	Where is it stored?	How is it accessed?	Work Package
SPACEX Researchers evidence and secondment template	HEI or cultural organisation that researcher is employed by	Organisations onedrive. In a folder named SPACEEV_ Org name_ year	By written request to the organisation (by email to the PI)	1
SPACEX Researchers materials generated on research secondment (includes images, recorded material, and notes – does not include research outcomes data)	HEI or cultural organisation that researcher is employed by	Organisations onedrive. In a folder named SPACEX_ Org name_ year The main SPACEX folder will contain a separate folder for each research, named RESEARCHMATS_surname_year	By written request to the organisation (by email to the PI)	1
Training Events Materials (presentations, images, and recordings)	HEI or cultural organisation that delivered the Training Event	Organisations onedrive. In a folder named SPACEX_ Org name_ year The main SPACEX folder will contain a separate folder named TRAININGEVENT_number_year	By written request to the organisation (by email to the PI)  SPACEX Website Organisation Website	5
SPACEX Research Content - Resources (recorded seminars and lectures)	PC (UoN)	UoN onedrive in a folder named SPACEX_year SPACEX_conResources_year	SPACEX Website	5

SPACEX WP Deliverables	PC (UoN)	UoN onedrive in a folder named SPACEX_year SPACEX_deliver_year	SPACEX Website	1
Researcher SPACEX blog posts	HEI or cultural organisation that researcher is employed by	Organisations onedrive. In a folder named SPACEX_ Org name_year The main SPACEX folder will contain a separate folder for each research, named RESEARCBLOG_surname_year	SPACEX website	5
Research Outputs Includes journal articles, short papers, reports, book contributions, artworks (practice research)	HEI or cultural organisation that researcher is employed by	Organisations onedrive. In a folder named SPACEX_ Org name_year The main SPACEX folder will contain a separate folder for each research, named RESEARCOUT_surname_year	Organisation's repository, (HEI e.g. PURE)  SPACEX website  Zendo	2,3 or 4
Engagement Activity leading to Research outputs (ethics, consent and permissions)	HEI or cultural organisation that researcher is employed by	Organisations onedrive. In a folder named SPACEX_ Org name_year The main SPACEX folder will contain a separate folder for each research, named RESEARCDAT_surname_year	Not accessible	2,3 or 4

## 3.2 Data Summary

### 3.2.1 The purpose of the data collection/generation in SPACEX

The scope of the data collection and generation in SPACEX is varied and differs in relation to each individual researcher. Researchers working in WP 1 (Practices), and WP 2 (Urban Subjects) may generate engagement activity with specific local communities. As this is an art, design, and architecture project there is a recognition that there will be spectators of artworks (in exhibition settings of the cultural organisations) and audiences of public talks. Where participation and co-creative methods are required specific ethics and data management processes will be put in place. WP 3 (Archives) will need permissions to access archives and for any participant-based activity undertaken.

The SPACEX project will produce researcher data, this will be collected, stored, and accessed as the table above (3.1).

### **3.2.2 The relation to the objectives of the project**

The aim of the project is knowledge exchange between beneficiaries (and third partner) there is no specific WP focused research on citizen engagement. Data collection from the three WP's will be utilised to fulfil the objectives of SPACEX, which aims to realise a cross-sectoral and European-wide knowledge exchange to analyse and communicate how spatial practices effect public exchange and opinion formation in urban spaces. The project asks how spatial projects can contribute to cultural democracy.

The data coming from the three research WP's will be used to evaluate how spatial practices operate across Europe both in how they funded and supported by European governments and how they are commissioned by cultural organisations. The aim is to enhance policymaking at regional level but to also understand the pan European impact of spatial practices on empathetic ways to live together.

### **3.2.3 The types and formats of data generated/collected**

Type of data:

Personal data (for members of consortium, WP2-WP4):

- Name
- Affiliation
- Country
- Mailing address
- Professional background
- Job title
- Gender
- Date of Birth
- IP addresses
- Photo

Other data:

- Data from WP2, WP3 and WP4 (research outcomes and any related data)
- Data from Training Events (D5.3, D15, WP 5)
- Data from interviews (for evaluation – WP5)

Formats of the data:

- Data and metadata will be requested, stored and transferred in comma-separated values comma-separated values file (CSV) format.
- To facilitate the data exchange, MS Excel compatible files including comma separated and .xls(x) format will be also accepted.
- For statistical purposes, other formats include SAS7bdat (SAS), .RData (R), .SAV (SPSS), .mat (matlab).
- Where applicable data formats may be migrated when new technologies become available and are proved robust enough to ensure digital continuity and continued availability of data.

### **3.2.4 If existing data is being re-used**

At this stage of the project, it is unlikely that existing data will be re-used.

### **3.2.5 The origin of the data**

Origin of the data:

- Data from sign-up sheets at workshops
- Data from questionnaires
- Data from interviews
- Personal data upon requests of the consortium
- Data collected as results of the research secondment

## 4. FAIR Data.

This section relies on the standard H2020 template for FAIR data (“Guidelines on FAIR Data management in Horizon 2020” - European Commission, 2016).

### 4.1 Making data findable, including provisions for metadata

#### 4.1.1 Discoverability/identifiability of data (metadata provision)

All data will have an associated metadata document (stored as a .txt file) which describes key aspects of the data.

#### 4.1.2 Naming conventions used

Event listings are stored in a central spreadsheet and individual events are assigned a unique identifier of the format [short name partner]\_[date]

Project deliverables are assigned a unique identifier SPACEX\_[number of Deliverable]\_[date of submission], e.g. SPACEX\_D1.1\_30042020 (already submitted).

All files made publicly available reference SPACEX in their name, with the recommendation that the convention SPACEX\_XXXXXXX\_[date], where XXXXXXX is a meaningful short description of the file.

Photographs and audio/visual recordings are be named SPACEX\_[event]\_[date of event]\_[description of event/photograph content, e.g. workshop/dinner/group meeting].

#### 4.1.3 Approach towards search keyword

We provide search keywords for optimizing possibilities for re-use

#### 4.1.4 Approach for clear versioning

Filenames will include creation date in YYYYMMDD format. Deliverable reports will have a data identification sheet and version log.

## 4.2 Making data openly accessible

### 4.2.1 Which data will be made openly available

The only data which will not be made openly accessible will be data which contains personally identifiable information (e.g. individual evaluation forms) and data underlines deliverables that are covered by confidentiality.

The personal data processed in the project are not made publicly accessible but kept closed and inaccessible to third parties.

### 4.2.2 How the data will be made available

Data will be available to all consortium partners via Zenodo (except for individual questionnaires, which will be stored at each partner's premises). The access to Zenodo repository for SPACEX is restricted to project partners. Should other individuals wish to access the data for research purposes during the project, it will be openly shared on request.

### 4.2.3 What methods or software tools are needed to access the data

Data will be published using standard file formats (txt, pdf, csv etc.). All data will be accessed using standard tools. Software relevant to access the data would be made available, but it is not seen as being a requirement. Should it be needed, we will provide the required open source to access and analyse the data.

### 4.2.4 Where data and associated metadata, documentation and code are deposited

For the duration of the project, personal data will be stored on local secured server of the partner responsible of taking care of this. Data to be public are stored on Zenodo.

## 4.3 Making data interoperable

As the project progresses and data is identified and collected, further information on making data interoperable will be outlined in subsequent versions of the DMP.



### **4.3.1 What data and metadata vocabularies, standards to be used to facilitate Interoperability**

In the project we use standard file formats as noted above. Every dataset will have standard Zenodo metadata.

## **4.4 Making data re-usable**

### **4.4.1 How the data will be licenced to permit the widest reuse possible**

CC Licenses will be used for all data to be preserved.

### **4.4.2 When the data will be made available for re-use**

This section will be compiled throughout the course of the project, when we get more information on the datasets that are made available for SPACEX.

### **4.4.3 Whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project**

All Personal Identifiable Information (PII) will be restricted to internal usage and not going to be shared with third parties. For shared information, standard format, open-source software, and proper documentation will guarantee re-usability by third parties.

### **4.4.4 Data quality assurance processes**

A quality assurance process will be pursued within the duration of the project.

### **4.4.5 Length of time for which the data will remain re-usable**

10 years after the end of the project.

## 5. Allocation of Resources

### 5.1 Costs for making SPACEX data FAIR

Cost for making SPACEX data fair are estimated to be zero. Zenodo is funded by the EU, which means archiving data in this repository will be free of charge. However, repositories of specific institutions will not be free. Consortium partners will use their own budgets to archive personal data in their own repositories.

### 5.2 Responsibilities for data management in the project

Each beneficiary leading Work Packages is responsible for preparing the datasets to make FAIR the data collected within its own activities, provided that AH, as Project Coordinator is co-responsible for general coordination and supervision. Furthermore, consortium partners have the responsibility to make sure their activities are in line with all applicable local, government and international laws, regulations, and guidelines.

## 6. Ethical Aspects

Ethics Training was delivered at Training Event 1, 'An introduction to Cultural Sociology', at Coventry University, *An Introduction to Research Ethics and Participatory Research* Dr. Sarah Merry. To access visit <https://www.spacex-rise.org/resources/>

Deliverables D6.1, D19 cover the ethics requirements in connection with the main issues of data management within the project.

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Art & Architecture for  
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