



Customizable Online Questionnaire Framework

Deliverable 5.2

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OBJECTIVES OF THE DELIVERABLE

This draft specification details the customisation tasks of LimeSurvey and data exchange procedures between LimeSurvey and GenPORT+ (GenPORT and the ACT Knowledge Sharing Hub).

As a work-in-progress document, this draft is expected to evolve according to the discussions around the desired functionalities of such a tool.

CONSORTIUM

The ACT consortium consists of 17 partners: [Fundació per a la Universitat Oberta de Catalunya](#) (project coordinator, Spain), [Portia](#) (UK), [NOTUS](#) (Spain), [Joanneum Research Forschungsgesellschaft MBH](#) (Austria), [Advance HE](#) (formerly [Equality Challenge Unit](#)) (UK), [Loughborough University](#) (UK), [Facultad Latinoamericana de Ciencias Sociales](#) (Costa Rica¹), [Technische Universität Berlin](#) (Germany), [Karolinska Institutet](#) (Sweden), [Science Foundation Ireland](#) (Ireland), [Umweltbundesamt](#) (Germany), [Stiftung Deutsches Elektronen-Synchrotron](#) (Germany), [Centre National de la Recherche Scientifique](#) (France), [Fundació Centre de Regulació Genòmica](#) (Spain), [Uniwersytet Jagiellonski](#) (Poland), [Znanstvenoraziskovalni Center Slovenske Akademije Znanosti in Umetnosti - ZRC SAZU](#) (Slovenia), and [Haskoli Islands](#) (Iceland).

TERMS OF USE

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KEYWORDS

Survey tools, Online questionnaire, LimeSurvey

ACRONYMS

ACRONYM	MEANING
ASSET	Athena Survey of Science, Engineering and Technology (ASSET)
CE	Community Edition
CoP	Community of Practice
CSS	Cascading Style Sheets
CSV	Comma-separated values file format
EC	European Commission
ECU	Equality Challenge Unit
GEAM	Gender Equality Audit and Monitoring
GEP	Gender Equality Plan
LSG	LocStudio Glossary (Microsoft Corporation) file format
LSS	Spreadsheet (Legato) file format
MYSQL	Open-source relational database management system. Acronym is a combination of "My" (name of co-founder Michael Widenius's daughter), and "SQL" (Structured Query Language)
PHP	Hypertext Preprocessor
R	File extension for a script written in R, a programming language designed for statistical computing and graphics purposes
SPSS	Statistical Package for the Social Sciences

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1. INTRODUCTION

This document defines the requirements and specifications of the tool that will provide the ACT Communities of Practice with the capacity of creating and managing online surveys. It contains the technical specification for creating the online survey platform in the framework of the ACT project.

The first objective of the ACT project is to “consolidate and strengthen existing infrastructure for knowledge sharing and mutual learning in the field of institutional change and gender equality across Europe”. We address this objective by providing reliable and standardized instruments for GEP monitoring and information sharing. Building upon the ASSET survey instrument, ACT aims to achieve a standardized, high quality GEP monitoring tool that enables mutual benchmarking and serves as a source of evidence for policy decisions and collective progress towards coordinated institutional change. The present document contains the technical specification to develop the online implementation of the Gender Equality Audit and Monitoring (GEAM) tool.

The EC 2012 expert report on structural change² identifies three essential elements in the process of creating institutional change: “knowing the institution”, “securing top-level support”, and “effective management practice”. The survey platform facilitates primarily the initial diagnostic assessment of the institution by offering a catalogue of reliable and valid measurement scales to be used by CoP members in their respective institutions. The higher quality data produced then can be used in repeated measures in order to monitor progress and manage change more effectively. The survey platform thus should facilitate mutual learning because it allows for the comparison of related gender equality measures with their resulting impacts in a meaningful and systematic way.

The present document contains the technical specification of the platform. It is relatively short since LimeSurvey is a “plug-and-play” feature rich platform which ships with most standard functionalities needed for creating and carrying out online surveys. This entails the design of the questionnaires including complex question-routing, the management of target population and the contacting and monitoring of survey participants. As a result, this document, rather than specifying additional technical features that need to be implemented, specifies some rules of customization of the platform within the framework of the ACT project. An additional document will provide guidance to the ACT LimeSurvey platform for survey administrators. It will contain tutorials on how to modify existing questionnaires, select a distribution format, or export the results among other tasks³.

The main customization tasks to be carried out concern the visual look and feel (CSS theme) and the creation of an overall version control architecture to keep track and easily up to date with LimeSurvey patches and releases.

² http://ec.europa.eu/research/science-society/document_library/pdf_06/structural-changes-final-report_en.pdf

³ The guidance document will also be supported by specific video tutorials produced under T4.2 Supporting content and best practice guidelines.

2. SELECTING AN ONLINE SURVEY PLATFORM

In order to provide an online framework for carrying out surveys several options are available. On the one hand, there exist many online services such as [SurveyMonkey](#), [Typeform](#), [Qualtrics](#), [Questback](#), Google Forms, or [Zoho Survey](#) to name just a few popular ones. The questionnaires (or forms) are created online, in some cases for free but often tied to specific contracts that specify the allowed number of responses, number of surveys or the duration of the field phase. Apart from requiring a continuous financial commitment from the project, these services – although popular – do not adequately address the needs of ACT, in terms of:

- Data protection requirements. Surveys are hosted on the companies' servers; the Consortium has no control over how data is handled and where it is stored.
- The more advanced features of many survey companies is tied to paid plans we did not foresee.
- Installing and managing the LimeSurvey platform from scratch on our servers gives the ACT project full control over all aspects of the platform and hence the flexibility we need in order to adapt the survey platform to our needs.

ACT therefore opts to install a freely available, Open Source, survey platform on our own servers, enabling us to:

- have no additional hosting costs.
- no limitations in terms of number of surveys, items, responses, duration, etc.
- have a software solution available that is 100% adaptable to the ACT project needs.

In addition, by using an Open Source solution and standards, the project will promote the use of open technologies. With open technologies, users are free to adapt, improve, and/or interface the portal with other technologies. Open technologies avoid technological lock-in to proprietary solutions and provide the basis for user involvement on the technical side.

The selection of the survey platform among Open Source solutions narrows our choice [considerably](#). There are not many solutions out there and by far the most consolidated and feature rich platform is [LimeSurvey](#). LimeSurvey's history dates back to 2003; since 2015 a dedicated Foundation oversees the further development of the survey platform; it is available in 82 languages and has an extensive online manual in various languages as well. The strong community behind LimeSurvey also makes the search for answers to survey questions or specific technical solutions easier.⁴

⁴ LimeSurvey is available on Github <https://github.com/LimeSurvey/LimeSurvey> which allows us to easily introduce changes to the software for our own purposes while maintaining our “fork” updated with patches of the main development branch.

In short, LimeSurvey is in line with the project's commitment to Open Source and open standards, while offering the necessary technical features and adaptability to the ACT requirements.

3. INSTALLING LIMESURVEY CE

The online manual for LimeSurvey has detailed instructions for installing the LimeSurvey Community Edition (CE)⁵. Our installation process diverges from the standard steps described in the manual in that we use the Github repository as source of the LimeSurvey software package. This has some advantages as described below.

3.1 SETTING UP A DEVELOPMENT AND PRODUCTION ENVIRONMENT

The LimeSurvey source code is made available on Github.⁶ We have created our own copy (“fork”) of the LimeSurvey repository⁷ with two “branches” called “Dev” and “Master”. The first branch (“Dev”) is used for testing newly developed code in a safe production environment. Only after successful testing has been completed, the changes in the code will be “merged” into the “Master” branch and become effective in our running LimeSurvey installation as we make the changes available in the live LimeSurvey install, hosted on cdmon.es⁸.

The usage of a versioning system like “Git” in conjunction with “Github” provides two advantages:

- First, it allows us to easily update our LimeSurvey installation according to the latest patches provided by the LimeSurvey development team. As the development of the main LimeSurvey platform advances, “Git” provides an easy way to keep track of new features and update and install these on the ACT LimeSurvey installation.
- Second, by using “Git” any updates provided by the LimeSurvey development team will run side-by-side with potential customizations/modifications carried out by the ACT development team. Thus, we can maintain a customized LimeSurvey version specific to the ACT project that nevertheless keeps up-to-date with the most recent features/issues addressed by the main platform developers.

Using the version control systems allows us to test any modifications to the platform – either from the main development team or ourselves - in a safe environment and push those changes to the live versions once any potential conflicts have been cleared. In case

⁵ See [https://manual.limesurvey.org/Installation - LimeSurvey CE](https://manual.limesurvey.org/Installation_-_LimeSurvey_CE)

⁶ See <https://github.com/LimeSurvey/LimeSurvey> Github provides hosting for software development and version control using “Git”.

⁷ See <https://github.com/actongender/LimeSurvey>

⁸ The ACT LimeSurvey install is available under: <https://www.act-on-gender.eu/survey/>

any unexpected issues do nevertheless occur, we can revert easily to previous versions of the ACT LimeSurvey platform.

3.2 TECHNICAL SPECIFICATION OF HOSTING PLATFORM

The recommended requirements for LimeSurvey are:

Apache >= 2.4 | nginx >= 1.1 | any other php-ready webserver

- nginx 1.4.6
- php 5.6.x
 - with php-fpm, mbstring, gd2 with freetype, imap, ldap, zip, zlib and database drivers
- mysql 5.5.50

The ACT LimeSurvey platform is hosted on cdmon.es with the following technical features:

- PHP 7.0.22
- Linux vxadk-17.srv.cat 3.2.0-6-amd64 #1 SMP Debian 3.2.102-1 x86_64
- APACHE 2.2.22-13+deb7u1
- MYSQL 5.5.57-0+deb7u1

4. CUSTOMIZING LIMESURVEY CE

The ACT LimeSurvey installation aims to offer Gender Equality Practitioners a relatively easy way to carry out online surveys in their respective organizations. Since the LimeSurvey platform in itself only provides the functionality for carrying out online surveys but no actual questionnaires, we need to implement the following, additional “higher level” services:

- User management. The ACT LimeSurvey platform will host more than one questionnaire, each of which collects potentially sensitive data. The access rights to the questionnaire and result data from the survey needs to be managed carefully.
- Implementation of pre-established questionnaire items and measurement scales targeting certain thematic areas such as job satisfaction, gender stereotypes, working conditions, and so. User can then choose among these quality tested question blocks in order to collect high quality data.
- Basic reporting of descriptive survey results which can be used by CoP members for further discussion and planning for further gender equality actions.
- Establish a default configuration of surveys that is potentially different from the standard configuration of the LimeSurvey platform.

Furthermore, the look and feel of the survey platform should mirror the overall design of the ACT platform. The user interface therefore has to accommodate the additional functionalities (such as adding questionnaire sections) as well as adapt to the interface design of the main ACT communities of practice site.

4.1 USER MANAGEMENT

The initial idea for “user management” as laid out in the Description of Action of the ACT grant proposal foresaw a “single-sign-on” mechanism which lets users easily switch between the different platforms that make up the ACT online infrastructure, including GenPORT and the ACT Knowledge Sharing Hub. Users and more precisely CoP members which have an active account on GenPORT would thus be able to logon to their ACT Knowledge Sharing Hub as well as the ACT LimeSurvey platform without having to register separately on each platform. This idea has been abandoned, out a technical reason as well as a security reason.

First, the single-sign on solution pursued requires a specific technical configuration that is currently not supported by our hosting provider cdmon.es

Second, based upon feedback from CoP as well as ACT Consortium members, any potential survey carried out through the ACT LimeSurvey platform should not be open to all CoP members. Since CoP members pertain to different organizations, we cannot assume that CoP membership is a sufficient criteria for granting access to the survey data implemented in a specific organization. Hence, access rights to the survey have to be defined through CoP membership as well as *organizational* membership. Given the LimeSurvey internal user- and access privileges management scheme which does not foresee access rights to questionnaires on a group-based level, the user management has not be automated and is carried out by the platform administrator (super user).

4.1.1 User Roles

Survey administrator Has no global permissions. Can use internal database for authentication.

User	Permission / role
Super administrator	Has unlimited administrative permissions. Can create new surveys and survey admins. Has access to all surveys. Can change global settings of LimeSurvey.
Survey administrator	Has not global permissions. Has access to specific surveys. Has full control over specific survey, including its deletion.

Survey participant	Cannot authenticate to the survey platform, thus has no global nor specific access rights. Can only participate in active (launched) surveys.
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4.1.2 Survey administrator (user) creation

The super admin creates survey administrators. Survey administrators have no global permissions other than being able to logon to the system:

Edit user permissions for user *User Test 1*

	Permission	>>	Create	View/read	Update	Delete	Import	Export
Permission to create participants in the central participants database (for which all permissions are automatically given) and view, update and delete participants from other users	Central participant database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to create, view, update, delete, export and import label sets/labels	Label sets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to view and update global settings & plugins and to delete and import plugins	Settings & Plugins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to create surveys (for which all permissions are automatically given) and view, update and delete surveys from other users	Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to create, view, update, delete, export and import templates	Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to create, view, update and delete user groups	User groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to create, view, update and delete users	Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlimited administration permissions	Superadministrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use internal database authentication	Use internal database authentication	<input checked="" type="checkbox"/>						

In a second step, specific access privileges are granted to survey admins on a per-survey basis, valid only for the specified survey in question⁹. The super admin creates a new survey and then needs to grant access to the survey for the specified user. Full access rights are then granted as shown in the following illustration:

⁹ The LimeSurvey platform does not allow to manage access rights to survey platforms based on group membership. Although we can define user groups (e.g. for a specific CoP or organization), these user groups are used when granting/negating access to specific surveys. Hence survey creation and access management to surveys is restricted to the super admin role.

Edit survey permissions for user *blas.fernandez*

	Permission	<<	Create	View/read	Update	Delete	Import	Export
Permission to create/view/update/delete assessments rules for a survey	Assessments	<input checked="" type="checkbox"/>						
Permission to view & update the translations using the quick-translation feature	Quick translation	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Permission to create/view/update/delete quota rules for a survey	Quotas	<input checked="" type="checkbox"/>						
Permission to create(data entry)/view/update/delete/import/export responses	Responses	<input checked="" type="checkbox"/>						
Permission to view statistics	Statistics	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
Permission to activate/deactivate a survey	Survey activation	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
Permission to create/view/update/delete/import/export the questions, groups, answers & conditions of a survey	Survey content	<input checked="" type="checkbox"/>						
Permission to delete a survey	Survey deletion	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		
Permission to modify survey security settings	Survey security	<input checked="" type="checkbox"/>						
Permission to view/update the survey settings including survey participants table creation	Survey settings	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Permission to view/update the survey text elements, e.g. survey title, survey description, welcome and end message	Survey text elements	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Permission to create/update/delete/import/export token entries	Tokens	<input checked="" type="checkbox"/>						

It will be up to the survey administrator to ask for additional users to be granted access to the specific survey (for example to share editing of the questionnaire or keeping track of response). Such a request has to be sent to the super admin. More restricted access rights can be implemented for such additional users. For example, “Survey deletion” can be deactivated in order to reduce the risk of accidental deletion of a survey.

4.2 QUESTIONNAIRE / QUESTION GROUP / QUESTION MANAGEMENT

The main purpose of making the survey platform available to the ACT communities consists of facilitating the collection of more high-quality data for monitoring Gender Equality Plan implementations. This will be achieved through offering a pre-established list of questionnaire items and measurement scales targeting the most important thematic areas of interest. Basically, this involves the creation of questionnaire “library” from which to select entire questionnaires, question blocks (named Question Groups in LimeSurvey), or individual questions with their corresponding items.

LimeSurvey does not ship with a “questionnaire library” ([see forum entry](#)). However, the platform does come with a powerful export/import mechanism which facilitates the sharing of entire questionnaires (questionnaire blocks or individual questionnaire items). Two formats are available: the *.lss / *.lsg format which also contains sequencing of questions, or the more simple “queXML” format which does not export conditions nor does it contain all question types.

We have opted to implement our own online questionnaire library as described in the section “Questionnaire Library” on page 144 in this document.

The deliverable D2.1 Gender Equality Audit and Monitoring (GEAM) tool specifies the sections, questions and measurement scales to be used for gender equality monitoring.

It is a measurement instrument that has been developed by the ACT Consortium, drawing upon the ASSET questionnaire and the scientific literature. The questionnaire has been implemented on the ACT LimeSurvey platform, including its translation into other languages. It will serve as a “template” questionnaire made available to all interested CoP members to design their own survey.

The super admin is in charge to setup new surveys (and grant access to each survey to individual users as described in the previous section). A new survey is initially empty. However, complete GEAM questionnaire can be easily imported. Survey admins therefore will find at their disposal, the full GEAM questionnaire which they then can easily adapt to their specific national and institutional context.

4.3 ANALYZING RESULTS

LimeSurvey comes with a powerful “Statistics” feature¹⁰ which enables survey administrators to generate descriptive statistics on the fly, including the graphics for certain question types. Survey admins can quickly export the descriptive statistics of an entire questionnaire and then share these with other CoP or organizational members. Survey results (matrix) are also available for download in standard formats such as SPSS, CSV, Excel, R. The results can then be used with standard statistical packages for more fine-grained analysis.

In addition, once the final version of the GEAM questionnaire is available, R scripts with markdown capabilities will be provided as guided tutorials for survey data analysis and visualization. These scripts will use the underlying structure of default surveys in order to produce typical reports for survey analysis. This includes:

- Basic data cleansing, identifying those rows (participants) and columns (survey items) that show a large percentage of NA or very small variance (in the case of columns).
- Basic data analysis and visualizations:
 - Histograms, including means, medians and standard deviation.
 - Cross tabulations between survey items and selected variables (i.e. gender or age group).
 - Basic statistical tests for differences among groups and/or scales.
 - Reliability of a scale or group of items.

In most cases, however, a deeper analysis by CoP members versed in statistics will be required to gain valid insights regarding GEP implementation and progress. This is especially true in case the GEAM questionnaire has been adapted and modified according to the specific national and/or organizational context.

¹⁰ See <https://manual.limesurvey.org/Statistics>

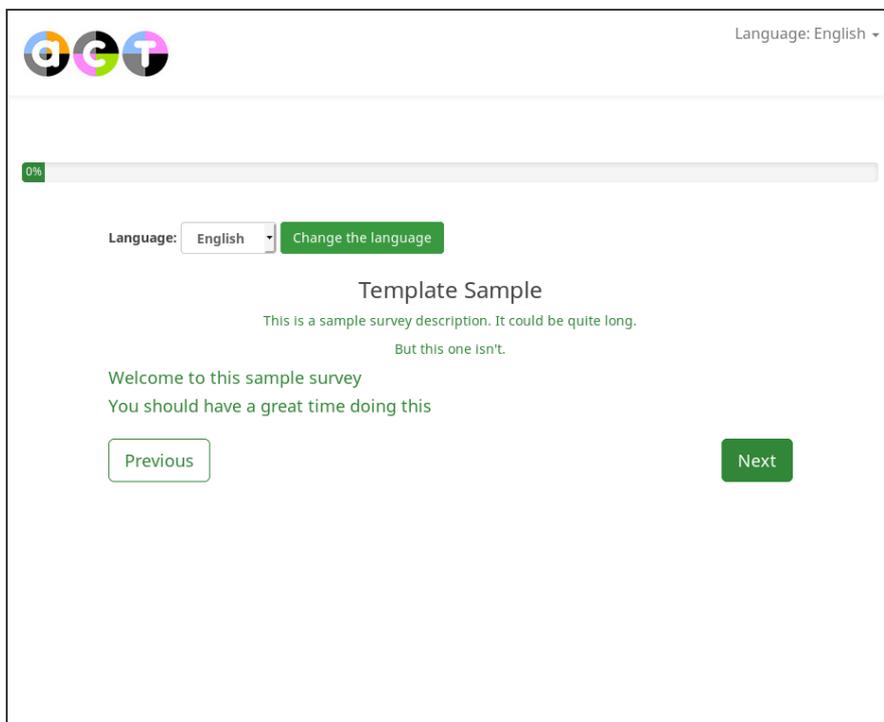
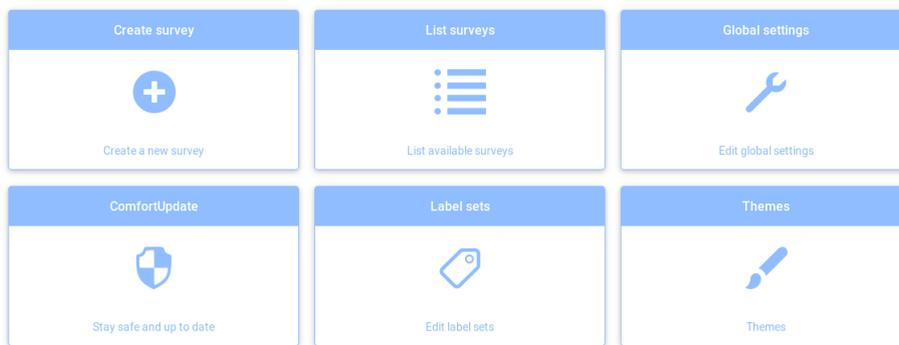
4.4 DESIGN / VISUAL IDENTITY

We have to create an adaptation of the LimeSurvey template in order to reflect the overall aesthetics of the ACT communities of practice platform. The custom template respects the ACT visual image (colors and logo) for the administrative pages (first image) as well as for the actual questionnaires (second image below). For the overall color code see Annex III.



This is the LimeSurvey admin interface. Start to build your survey from here.

Last visited survey: ACT - Gender Equality Audit and Monitoring (GEAM) - Pilot Su...



5. QUESTIONNAIRE LIBRARY

LimeSurvey does not contain a build-in questionnaire library. We therefore have opted to implement an online database of questionnaire modules on GenPORT. At the writing of this report, the database is still under active development, awaiting the submission of entries. The URL under which the database will be available is the following: <https://www.genderportal.eu/database-ls-questionnaire-modules> The database serves as a central repository for sharing of questionnaires and measurement scale which will allow interested researchers and gender equality practitioners to either use a pre-existing questionnaire or incorporate specific measurement scales into a new questionnaire.

The design of the structure and meta-data fields has been inspired by ZIS (Collection of Items and Scales for the Social Sciences) hosted by GESIS in Germany (<https://zis.gesis.org/>). The meta-data fields foreseen are the following:

- *Title.* Short title of the question(s) or questionnaire
- *Overview.* A short description of the measurement scale or questionnaire. In case the entry refers to a complete questionnaire, this can include a description of the national or organizational context where it has been carried out or specific modifications that have been introduced to the GEAM core version.
- *Language.* The language in which the element is available. The GEAM questionnaire will be available in English, French, German and Spanish.
- *Type of element:* Questionnaire | Question Group | Measurement scale
- *Gender and Science Taxonomy.* Pre-established listing of the Gender and Science Taxonomy available on GenPORT and used to classify all resources uploaded to the portal.
- *Keywords:* Free listing of adequate keywords
- *Instrument:* refers to the measurement instrument. It contains the actual question, the questionnaire items, the response scale and information on the coding and analysis of responses.
- *Theory:* in many cases, a measurement instrument refers to a theoretical construct or framework which it operationalizes. This field summarizes the theory behind the measurement scale, often with references to the scientific literature.
- *Quality criteria:* summarizes the quality criteria of the measurement instrument if available, i.e. its internal consistency, discriminant and convergent validity as well as its reliability.
- *Literature:* Collection of scientific references related to the measurement instrument.
- *Download:* a field which offers one (or several) LimeSurvey implementation file(s) for download.

Authenticated GenPORT users can upload and share specific LimeSurvey modules or questionnaires through this database. Ideally, each survey carried out will be made available through this interface to the wider gender equality community.

ANNEX I – DEFAULT ACT SURVEY SETTINGS

An empty survey has been created with the below specified settings. The survey can be easily copied and activated for CoP members in case they need to develop their own questionnaire from scratch.

Text Elements:

- Survey title: empty by default
- Base language: English
- Description, welcome, end message: empty by default

General Settings¹¹:

- Survey Owner: Survey administrator (CoP member)
- Administrator: Survey administrator (CoP member)
- Admin email: Survey administrator (CoP member)
- Bounce email: Survey administrator (CoP member)
- Group: Specific CoP
- Format: Group by group.

Each survey page will display a question group. Also, a separate "welcome" page and "end" page will still be displayed when taking the survey, as in the "Question by Question" surveys;

- Template: custom ACT template (act_theme_custom)

Presentation and Navigation:

- Show question index / allow jumping: Full
- Show survey policy notice: Show as collapsible text

A standard survey policy text has been developed by ACT and is available in D1.3 Data Management Plan (Annex 6). The text is made available as default data protection policy.

- Show group name: Show group name only.
- Show question number: hide question code/number
- Show "No answer": On
- Show "There are X questions in this survey": On
- Show welcome screen: On
- Allow backward navigation: Off
- Show on-screen keyboard: Off

¹¹ See specific section of the online manual: https://manual.LimeSurvey.org/Surveys_-_introduction#General_settings

- Show progress bar: On
- Participants may print answer: On
- Public statistics: Off
- Show graph in public statistics: Off
- Automatically load survey when complete: Off

Publication and access control:

- Start / end time of survey need to be set by the survey admin. Default is empty
- List survey publicly: Off
- Set cookie to prevent repeated participation: On
- Use CAPTCHA for survey access: Off
- Use CAPTCHA for registration: Off
- Use CAPTCHA for save/load: Off

Notification and data management:

- Data stamp: Off
Stores date when answer were submitted
- Save IP address: Off
The IP address of a response will not be stored
- Save referrer URL: Off
The URL from which the respondent reached the first page of the survey will not be saved.
- Save timings: Off
- Enable assessment mode: Off.
Allows to give immediate feedback based upon respondents' answers.
- Participant may save and resume later: Off.
- Admin notification email: none
- Detailed admin notification: none
- Google analytics: deactivated.

Participant settings:

- Token length: 15
- Anonymized responses: On
The default settings within the ACT project is set to "anonymized: on". This introduces additional security measures to prevent any attempts to match the survey responses to the identity of the respondents. Survey administrators

nevertheless have the possibility to implement their survey with a “participant database” for better response rate tracking if this feature is turned on. The default setting therefore uses the most restrictive data protection policy – which has the advantage of protecting respondents answers but also has the disadvantage of offering less “comfort” features when responding (such as leaving the questionnaire and resuming later) or avoiding double entries from respondents.

- Enabled token based response persistence: Off
Allows people to save and come back to their responses at a later point in time. If set to “On”, participants will be able to leave the survey and resume later at any time. However, requires “Anonymized responses: Off”.
- Allow multiple responses or update responses with one token: Off.
Participants will not be able to return to their survey by clicking the invitation link after they have already submitted the survey.
- Allow public registration: Off
Allows general public to register for the survey “on the fly” and participate via a unique token (send by email).
- Use HTML format for tokens: On
- Send conformation emails: Off

ANNEX II – COP FACILITATOR CHECKLIST

Declaration on data protection and confidentiality agreement

This confidentiality agreement is signed by and between:

Fundació per a la Universitat Oberta de Catalunya (FUOC), represented by Mr Antoni Cahner Monzo, with tax code number G-60660813 and registered address at Avinguda del Tibidabo 39-43, Barcelona, Spain, in the position of coordinator of the EU H2020 funded project entitled “Communities of PrACTice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe” – ACT;

and

[Name and surname of the CoP facilitator], of legal age, with ID/passport number and registered address at

.....
..... **[address, town, country]**, who is member of one of the Seed partner institutions in the ACT Consortium (“**Seed partner**”) and is acting as facilitator of one of the Communities of Practice (CoP) supported by ACT (“**Facilitator**”).

WHEREAS:

- A. FUOC is a party to, and coordinator of the EU H2020 Action entitled “Communities of PrACTice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe” – ACT, for which funding was granted pursuant to Grant Agreement number 788204 and in which respect an agreement has been concluded between all of the parties of the ACT Consortium dated 27th November 2018.
- B. Under the context of coordinating the Community of Practice supported by the ACT project, the Facilitator will have access to personal data of CoP users registered at the ACT website platform and receive certain information which is confidential, as agreed or noted by the Consortium and the CoP Members to be confidential.
- C. The Communities of Practice (CoPs) established in ACT will be evaluated in the course of the project regarding their advances on gender equality development and Gender Equality Plans implementation, and in order to identify the added value of becoming a CoP member. These evaluations will be carried out through online surveys that will be managed by the Facilitator of each Community of Practice in the online survey platform available on the CoP website.
- D. The Facilitator agrees with respect to such confidential information and to the processing of personal data to be bound by the terms, conditions and limitations set out in this declaration on data protection and confidentiality agreement (“**Agreement**”).

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The ACT Knowledge Sharing Hub, a multisite platform that includes the ACT project website and the websites of the supported Communities of Practice, is hosted by Fundació per a la Universitat Oberta de Catalunya (FUOC) on a private virtual server managed in a Spanish Data Center. FUOC, as data controller, will guarantee the secure protocols in the website and in the ACT online-survey platform that ensure secure transmission of data over the network and data recovery, with daily backups of the virtual hosting.
2. The Facilitator will have administration roles on the website of the Community of Practice that she/he is coordinating, and will have access to personal data of registered users and to online-survey answers in non-aggregated form.
3. In the context of coordinating the Community of Practice and managing the CoP website and online-survey platform, the Facilitator will collect and process all personal data as described in the Data Management Plan of the ACT project, according to the European General Data Protection Regulation (GDPR 2016/679) and to the national legislation of the country where the research activity is carried out, as well as the privacy policy of the ACT website and services, available online at <https://act-on-gender.eu/privacy>.
4. **Under the definition of the EU GDPR (Regulation 2016/679), sensitive personal data or special categories of personal data refer to information revealing** racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation (Article 9). Survey questionnaires provided by the ACT project might include items related with special categories of personal data (such as sexual orientation, health impairments or reporting discrimination associated with ethnicity), and will be managed ensuring that no personal information is included that would allow survey participants to be identified in the final, result dataset.
5. Online surveys will be filled in by individuals who belong to the member institutions of the ACT Communities of Practice anonymously. For the purpose of guaranteeing confidentiality, all references that could potentially be used to identify individual survey respondents directly (e.g. names) or indirectly (e.g. name of participating institutions, references to colleagues in open text box entries, etc.) will be pseudonymised. It is also the responsibility of the CoP Facilitator to pseud-anonymise the survey result dataset before further distributing and analysing it.

6. The Facilitator shall keep files containing personal data and information linking data and anonymous codes related to survey answers as password protected files stored in separated, secure folders in the partner institutions office and in the ACT cloud. Survey data will be analysed by the Facilitator and published only in aggregated form, ensuring that the identity of survey respondents is not revealed directly or indirectly (e.g.; the combination of categories such as gender, institution, department and position might allow identifying the person).
7. In the event of any publication or presentation resulting from CoPs' evaluation, no personally identifiable information will be shared.
8. With respect to any and all **Confidential Information** (meaning all information within the field of the work plan progress and content of work with the Communities of Practice supported by ACT, in whatever form, including (without limitation) any data, reports, analyses, specifications, techniques, processes, technical information, ideas or know-how, which is, or which should reasonably be expected to be, of a confidential nature), the Facilitator shall, for the duration of a period of five (5) years from the day that (piece of) Confidential Information is supplied to the Facilitator:
 - keep such information confidential;
 - not use Confidential Information otherwise than for the purpose for which it was disclosed;
 - not to communicate, disclose or otherwise make available such Confidential Information to any third party except with prior written and explicit consent from the relevant Consortium Partners and CoP members;
 - take all reasonable steps to ensure that such Confidential Information shall be protected against unauthorized access;
9. The Facilitator will notify the relevant Consortium Partners and FUOC immediately of any unauthorized use, disclosure and/or misappropriation of the personal data and Confidential Information that comes to her/his knowledge.

Fundació per a la Universitat Oberta de Catalunya (FUOC)

By:

Date:

Facilitator

By:

Date:

ANNEX III – VISUAL IDENTITY ACT PROJECT

