INSPIRE

D1.2 Data Management Plan v1

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Disclaimer

Consortium

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JR	Joanneum Research Forschungsgesellschaft Mbh, Austria
SDU	Syddansk Universitet, Denmark
UJ	Uniwersytet Jagiellonski, Poland
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1.1	30/03/2023	All comments/ revision from consortium Incorporated	Rachel Palmén
1.2	12/01/2024	All comments from external reviewer incorporated	Rachel Palmén

Executive Summary

The Data Management Plan V1 describes the data that we will generate and acquire throughout the project, including how we manage, describe and store the data.

INSPIRE will strengthen existing infrastructure and provide new tools for knowledge sharing and transnational learning on gender equality in R&I, both online and offline. In order to address the project's objectives, INSPIRE will reuse existing data sources but also generate new data. Our data needs are well aligned with the research objectives, to reduce our data "footprint" to the absolute required minimum.

This data management plan provides a summary of the data that we will re-use and generate as well as a description of the types and formats of the data that we produce/ reuse. It also specifies the utility of this data beyond the consortium.

Operating within the FAIR framework we aim to make the data findable, accessible, interoperable, as well as increasing data re-use.

Data security as well as ethical principles are described.

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List of Acronyms

AB	Advisory Board
AVI	Auto Video Interleave
CoP	Community of Practice
CVS	Concurrent Versions System
CMS	Content Management System
D	Deliverable
DoA	Description of Action
EC	European Commission
EU	European Union
EDI	Equality, Diversity and Inclusion
FP7	Framework Programme 7
GDPR	General Data Protection Regulations
GEAM	Gender Equality Audit and Monitoring
GE	Gender Equality
GEP	Gender Equality Plan
H2020	Horizon 2020
ISI	Institute for Scientific Information
JPG	Joint Photographic Experts Group
KSH	Knowledge and Support Hub
MARCXML	MARC Data in XML Syntax
MD5	Message Digest Algorithm
MOV	Quick Time Movie (file extension)
MP3	Moving Picture Experts Group Layer-3 Audio (audio file format/extension)

MP4   Moving Picture Expert Group-4 (audio file format/extension)

OA   Open Access

PNG   Portable Network Graphics (graphic file standard/extension)

R&I   Research and Innovation

RDF   Resource Description Framework (W3C)

RPOs   Research Performing Organisations

SAV   SPSS System File Format

SKOS   Simple Knowledge Organisation System

SPSS   Statistical Package for the Social Sciences

WP   Work Package

XLM   Excel Macro (Microsoft)

XLS   Excel Spreadsheet

1. Data summary

1.2 Data re-use and generation

INSPIRE will strengthen existing infrastructure and provide new tools for knowledge sharing and transnational learning on gender equality in R&I, both online and offline. In order to address the project's objectives, INSPIRE will reuse existing data sources but also generate new data. Our data needs are well aligned with the research objectives, to reduce our data "footprint" to the absolute required minimum.

Data reuse concerns first the scoping literature review as well as existing contacts and networks of the consortium partners. The scoping literature review undertaken to elaborate the 5x State-of-the-Art reports of the project will involve peer-reviewed publications and also grey literature including accumulated knowledge of institutional change (EC funded and other project reports, the GEAR tool) as well as data generated by GenderACTION +. Thus, work will consider data generated by previous literature reviews and grey literature on the key concepts relevant for INSPIRE. We will focus mainly on the English speaking literature available through major databases such as ISI Web of Science and Scopus. Partners will access data bases through their institutions' licenses. National level publications (in Member State language) will also be collected though the national expert questionnaire. Due reference to the authorship of re-used literature reviews will be provided.

In addition, data reuse is important in relation to how the INSPIRE project builds on the ACT project. This takes various forms including reuse of various project outputs including the Co-creation toolkit, the community mapping survey, COP evaluation as well as the GEAM tool. Many RPOs that have implemented the GEAM survey in the past have done so in the framework of the ACT project. INSPIRE will provide support to carry out advanced analysis of GEAM results. This includes comparative statistical analysis between several institutions and comparative statistical analysis of subsequent rounds of GEAM surveys within the same institution. By default, RPOs using the GEAM survey are owners of the generated data. In order to carry out the support tasks related to advanced statistical analysis, the involved Consortium members will have access to previously generated GEAM result datasets.

A third area where we foresee to reuse existing data is the web crawler which will scrape publicly available data sources on the web (specifically publically available Gender Equality Plan documents). The web crawler will download the available text and/or pdf files in order to process them with automated text analysis tools. The downloaded data will need to be stored, processed and eventually deleted.

Consortium existing networks and Internet searches of key people from other EC gender projects, COST funds, EURAXESS or Science Europe networks, will be used to disseminate the INSPIRE activities and identify key stakeholders to invite to synergy conferences and innovation events.

INSPIRE will generate new, proprietary data across several tasks which will require explicit data protection and management. The focus in this section is on the type of data sources

generated (not the associated task nor possible wider outcomes). Broadly speaking one can distinguish contact information (regarding actual and potential experts, CoP members, stakeholders, etc.) from research and evaluation data (such as interviews, survey questionnaire results, focus groups etc.).

Stakeholder database. INSPIRE experts + stakeholders' database includes a typology of organizations (RFO, RPO, etc.) and people (national and thematic experts, practitioners, policy makers, etc.) and strives to create a database for their future participation in project activities, from expert recruitment for each KSH (T4.1), to participation in the 1st (M11) and 2nd (M46) Conference, CoP involvement as well as policy makers, industry managers, or practitioners and trainers, some of which will go on to be INSPIRE change catalysts (T6.2). The database will also store information about the following types of R&I organisations: higher education institutions, public research performing organisations, private companies working on R&I (business enterprise sector), non-profit research organisations, and research funding organisations as well as networks and consultancies. Information stored includes names and professional contact details.

The database will be mainly but not exclusively populated by the:

- **National expert questionnaire** (Task 2.1). The questionnaire will map EU 27 national level key actors (policy makers, experts, relevant R&I organisations) for each of the four thematic hubs (Sustaining Change, Widening, Intersectionality and Innovation) as well as the topic of monitoring inclusive gender equality. All information is already in the public domain.
- **Existing consortium network contacts** and also new contacts due to INSPIRE outreach activities and dissemination events such as the INSPIRE Conferences, 3 Policy Workshops, as well as those participating in the Knowledge Exchange Events (T4.2).
- **CoP recruitment.** Each KSH will recruit and support at least 3 CoPs. CoPs admit organizational members, whose contact details will be stored in the database.
- The main INSPIRE website will offer a user registration process, as part of the service for finding/search support partner and training experts (signing up to receive the INSPIRE Newsletter, and **[registered users of the website**).

The stakeholders' database will enable the recruitment of CoP members and provide the basis to invite participants to KSH and KSH Knowledge Exchange Events (T4.2) as well as other INSPIRE events (conferences and workshops). The corresponding datasets will be stored by the Nextcloud file sharing platform, accessible exclusively to the members of the INSPIRE Consortium.

Users that register through the INSPIRE website will be added to the stakeholder database with the choice to make their profile public on the website or not.

Research activities will generate the following data:

National expert questionnaire. A questionnaire will be filled out by each EU 27 national level expert to collect the main policy and legal developments since 2021, relevant literature, R&I

organisations, relevant stakeholders, experts/ practitioners, training resources, potential CoPs. This data will feed into the literature review (Task 2.1) as well as the stakeholder database (Task 2.2). The questionnaire of the survey will be made available online via the LimeSurvey installation administered by Notus.

Focus groups for indicator development. 4 focus groups are organised with experts/ users to provide feedback to an early draft of indicators and a transfer strategy to other contexts and languages. The focus groups will be audio recorded, and transcribed; transcriptions will be produced along with a report summarizing the main insights of each focus group.

GEP monitoring survey data. INSPIRE will set up an online survey tool. The questionnaire of the survey will be made available online via Unipark (https://www.unipark.com/en/). The installation will be administered and hosted by Unipark at the Tivian server center in Frankfurt/Main. This BSI-certified data center is subject to extremely stringent data protection and security standards pursuant to ISO 27001 and on the basis of IT-Grundschutz (German IT baseline protection standard). The questionnaire of the survey and the data will be made available through Zenodo.

Web crawler. INSPIRE will develop a web crawling tool to scrape public data available on the Internet. Downloaded text and files will be processed and analysed to determine the prevalence and characteristics of Gender Equality Plans. The software for crawling and Natural Language Process of the data will be released on the INSPIRE Github repository from the very start and continuously updated. The results of the web crawl in form of blocks and parts of the analysed documents (not the whole documents) will be made available via Zenodo.

Case studies. Different case studies will be carried out in tasks T3.3 GEP impact, T3.4 Exploring Equality-Diversity-Inclusion Policies and T3.6 Gender sensitive innovation policy. Case studies will include approximately 340 interviews with stakeholders to enable us to gather qualitative, in-depth data to analyse a) factors for GEP success and failure, b) intersectional policies in organisations and c) promising practice policy instruments on gendered (regional) innovation policy. Interviews will be recorded and transcribed, transcripts will be analysed using relevant N-vivo, Atlas-ti or MaxQDA software.

Gender Equality Audit and Monitoring (GEAM) survey. INSPIRE will build on the GEAM tool developed in the ACT project, a modular questionnaire framework by developing two new modules, one for students and one for the private sector. Data generated with this survey tool will be used by supported CoPs- institutional members as well as other organisations external to the INSPIRE project to measure and benchmark progress towards gender equality and GEP's implementation within their institutions as well as institutions not forming part of CoPs. Data ownership lies with the organisations using the GEAM; however, FUOC hosts the LimeSurvey platform – and hence the data – used for conducting the GEAM surveys.

Support activities will generate the following data:

CoP needs assessment: KSH support partners will be provided with a short list of questions they should discuss with their CoPs and each KSH support partner will develop a short protocol of the discussion.

Co-creation translation: Research to Practice. 4 x co-creation workshops will be carried out with approximately 20-30 participants. Summary reports of the workshops will be produced.

Support packages pilot and evaluation: Support packages will be designed, developed, piloted and evaluated the subsequent data generated may take various forms including a short questionnaire and summary documents.

Workshops and conferences: The policy workshops, including the reimagining workshop as well as the conferences will generate a range of data including written summaries (blogposts), photos and videos.

Based upon these data sources and other material (scientific literature, EU-funded project reports, etc.) the INSPIRE Consortium, the four KSHs and participating CoP members will produce the outcomes described in the Grant Agreement, including project deliverables, two open access books, open training units and support packages, videos, summary reports of conferences, workshops and dissemination events. Each partner will be responsible for the data they collect. Detailed informed consent procedures as well as authorization protocols for usage of images/ video material will be used (see sections 5. Ethical aspects and Annexes).

1.2 What types and formats of data will the project generate or re-use?

The INSPIRE project will generate/ collect different types of data, including observational and theoretical data:

- Quantitative: numerical data generated with the online surveys (GEP prevalence survey, and GEAM), GEP prevalence web crawling. Quantitative data will also be available through the web traffic analysis of the project main sites (main website, GEAM site, CoP support sites).

- Qualitative: text, images, and sound/ video recordings. Text and photographs will be collected and generated in project activities such as the literature review to elaborate the state-of-the-art, and the reports of workshops, project meetings, and conferences. Semi-structured interviews (carried out in the case studies aim to evaluate success factors for GEP impact, EDI interventions and innovation policies) and focus groups (to refine indicator development) will be sound recorded and transcripts produced whereas interviews with GE experts to produce high impact videos will be video recorded.

With regards to the formats of the data, the project will assume the principle of using commonly used formats for the sake of compatibility, efficiency and access:

- The preferred means of data formats is MS Office and LibreOffice compatible files, where applicable.

- Public reports will be made available in PDF format and uploaded to Zenodo and GenPORT.
- Databases of stakeholders' contacts will be stored in XLS format.
- For statistical purposes, other formats include dta (STATA), RData (R) and .SAV (SPSS).
- Data and metadata will be transferred and stored in CVS format.
- Images and photographs of meetings, workshops and events will be collected in JPG or PNG formats.

For audio and video recordings of interviews, preferred formats include: MP3, MP4, WMA, AVI, MOV.

1.3 Expected size of the data

Whilst we cannot predict with a reliable degree of accuracy the exact size of the data that we will generate we can safely predict it will be in the mega-bite to giga-bite range.

Data derived from the GEP online prevalence survey and the GEAM audits is unknown but is unlikely to exceed 10 MB. The size of the data gathered by the GEP web crawler will be in the GB range, as thousands of files need to be downloaded and analysed (once analysed they will be deleted).

The server capacity to host the INSPIRE Community Platform includes 300 GB of web space, which is estimated to widely cover INSPIRE and CoPs storage and files sharing needs. With regards to audio and video recordings, they consist in approx. 350 interviews and 4 focus groups that will be sound recorded (and subsequently transcribed and eventually deleted) to evaluate success factors for GEP impact, EDI interventions and innovation policies.

Various interviews will be video recorded and this data will be edited and summarized in 10 high impact videos (approx. 10 minutes duration each). Interview recordings and its related summaries, as well as the reports and deliverables generated during the INSPIRE activities, are not expected to be big files (from 200 KB to 100 MB), as the duration of interviews/focus groups is 60-90 minutes maximum, and report documents will include text or compressed image formats. For a detailed description of how audio and video recordings will be stored and other provisions for data security see section 5. Data security).

1.4 Origin/provenance of the data, either generated or re-used?

The main methods of data gathering include:

Online survey platform. INSPIRE will use the already installed and adapted Open Source LimeSurvey (http://www.limesurvey.org). LimeSurvey is the leading Open Source online survey platform. The platform will be connected to the INSPIRE Community Platform hosted on a private virtual server managed by cdmon.es in a Spanish data centre, through a shared credential management system. It will host the National questionnaire, and the GEAM surveys. The GEP prevalence survey will be administered and hosted via Unipark.

- The INSPIRE online platform is a Content Management System that integrates a user registration/ management module. The CMS is based upon Drupal (http://www.drupal.org).
- Audio recording and transcriptions of 1-to-1 semi-structured interviews, and focus groups. Consortium members responsible for conducting the interviews or leading the focus groups will record the responses/ discussions either by smart-phone or dedicated recording devices. Audio recordings will be used for preparing anonymous transcripts of interviews and focus groups' results.
- Online registration through web forms in the INSPIRE and CoPs websites, used for registering participation in the INSPIRE workshops, conferences, co-creation events, knowledge exchange forums.
- Notes and minutes taken during workshops and events will be used for writing summary reports.
- Literature search will use online databases of peer-reviewed articles and 'grey literature' (reports and deliverables from FP7 and H2020 institutional change projects) to elaborate the INSPIRE state-of-the-art.
- Website traffic and other data regarding the Community Platform indicators will be collected through analytics tools such as Google Analytics.

1.5 Data utility: beyond the consortium

The overall social benefits of data gathering by the INSPIRE project include a) improved transnational learning on inclusive gender equality knowledge and practices in R&I, b) better understanding of how gender issues from an intersectional perspective influence the quality of R&I processes and science knowledge-making, and c) a more systematic and systemic adoption of best tools and practices for the implementation of gender equality plans. Data analysis represented in the form of project outputs (not raw data) will be of use beyond the consortium in the following ways:

The INSPIRE **state-of-the-art** will be useful to the KSHs (including experts external to the consortium), the CoPs of the project (largely made up from R&I organisations beyond the consortium) and to any researcher or organisation interested in inclusive gender equality in research and innovation. It will also be of interest to policymakers in this field.

The data generated from the 4 **focus groups** could be of interest to researchers and organisations working to improve measurement scales and instruments for monitoring the prevalence and impact of (inclusive) GEPs.

Data resulting from the **GEP prevalence survey and web crawler** will be relevant to a) the individuals participating in the survey (that can have an overview of other institutions); b) research funding organisations and national and European level policy makers interested to map and analyse EU Members States' progress towards implementation of (inclusive) gender equality in R&I; c) researchers interested in the impact of gender equality policies on a European level; d) gender equality practitioners and activists interested in automatic monitoring of gender equality indicators.

Data resulting from **GEAM audits** will be useful to a) research organisations implementing GEPs and interested in benchmarking and learning about best practices; b) researchers interested in monitoring gender equality in R&I, or interested in CoP approaches and practices for institutional change; c) research funding organisations and policy makers interested to map and analyse EU Members States' progress towards implementation of gender equality in R&I. It will also be of interest to those participating in INSPIRE CoPs, who will be able to benchmark their advances in GE practices and to learn how they could improve their collaboration regarding gender equality.

Data resulting from the **case studies** (GEP success, EDI policies and Gender Sensitive Innovation Policy) will be relevant to R&I organisations as well as the private sector who aim to sustain a comprehensive change programme. This does not mean that they will have access to the raw data –but they will have access to the analysis of the data as presented in research outputs.

Summary reports and blogposts of face-to-face workshops, knowledge exchange events and conferences will be useful to: a) workshop/ event participants, KSH members, as well as CoP members, who will have a summary of the topics discussed and conclusions of the sessions; b) researchers and organisations establishing a CoP or interested in benchmarking and learning about best practices regarding GE in R&I; c) research funding organisations and policy makers interested to map and analyse EU Members States' progress towards implementation of gender equality measures in R&I.

2. FAIR data

2.1 Making data findable, including provisions for metadata

Data is made findable through the use of unique identifiers as well as keywords for deliverables, the use of metadata schemes as well as commonly used file naming conventions to ease finding data for consortium members.

The INSPIRE project will share data via the project website https://www.inspirequality.eu/ as well as via the Open Access (OA) repository Zenodo (http://www.zenodo.org), which is the recommended repository by the EU OpenAIRE initiative, hosted at CERN. In the INSPIRE Community Platform, shareable results (analysed data) will be published with a link to the file or data set included in the resources repository of GenPORT and its public identifier in Zenodo. An INSPIREquality Zenodo profile has been created linked to the email address: info@inspirequality.eu

GenPORT hosts an elaborate metadata scheme for gender and science resources. Resources uploaded to GenPORT will be cross-referenced with the DOI identifier from the corresponding Zenodo entry. Metadata of each record is indexed and searchable directly in Zenodo's search

engine immediately after publishing. Metadata of each record is sent to DataCite servers during DOI registration and indexed there. Zenodo's metadata is compliant with DataCite's Metadata Schema minimum and recommended terms, with a few additional enrichments. All metadata is stored internally in Zenodo in JSON-format according to a defined JSON schema. Metadata is exported in several standard formats such as MARCXML, Dublin Core, and DataCite Metadata Schema (according to the OpenAIRE Guidelines). Specific keywords are included in each deliverable to ease findability and optimize data retrieval.

As well as Zenodo metadata – INSPIRE deliverables will also use the community-developed and validated **metadata scheme** of GenPORT. This metadata scheme, validated with diverse stakeholders, provides a knowledge structure on key issues in gender and science while offering a shared language for facilitating dialogue across Europe. The Gender & Science Taxonomy is available in existing SKOS standards and downloadable as RDF files written in XLM format for connecting with similar knowledge portals/sites as well as libraries (see 2.3 Making data interoperable)[1].

2.1.1 File naming conventions

All files will be identified with a code starting by "INSPIRE". Deliverables furthermore contain a "D" followed by the deliverable number, the title, and date in format DDMMMYYYY. Deliverables that have been submitted to the EC are marked by a "submitted" keyword. All elements are separated with underscore.

Apart from the "INSPIRE" identifier, other high level identifiers concern the different KSHs and the CoPs. In order to associate materials with a specific KSH or CoP, each KSH and CoP will use a short acronym that will identify its results. The KSH acronym will be created during the KSH set up process. The CoP acronym will be created during the CoP setup process. These acronyms will be clearly visible on the website and provide a unique identifier of all materials specific to a particular KSH/CoP.

File names contain the date, indicating the most recent edit. The date should indicate the month in a three letter abbreviation and not numbers, in order to avoid ambiguities regarding the format MM/DD or DD/MM. Thus, we recommend indicating the last edit in format DDMMMYYYY (e.g., "12JUL2018"). In case it is necessary to distinguish different versions of a file edited on the same day, a letter will be added to the date indicating the last edit in alphabetical order (e.g., "12JUL2023a", "12JUL2023b", etc.).

We will not use a file version numbering because it is somehow arbitrary. Files' names will indicate nevertheless if a file has been submitted to the EC or not. A submitted file will therefore contain in its file name the keyword "submitted". Since files can be updated after submission, the date will indicate again the most recent version.

INSPIRE relies on several tasks that are distributed among partners and CoP members, although the results will be summarized in a central fashion. For these distributed tasks, it is important to follow specific naming conventions by all participating partners in order to make

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[1] See https://www.genderportal.eu/gender-and-science-skos

contributions traceable. The file naming conventions followed to identify different data types associated to tasks such as focus groups or interviews is detailed in Table 1 (see below).

Partners will, therefore, create their own contact XLS files in the context of specific, local tasks while the project coordinator will maintain a centralized address database. The file naming conventions are as follows (see Table 1 below).

DATA TYPE	CODE/NAME	EXAMPLES
Deliverables	INSPIRE_D[deliverable number]_[deliverable name]_[date]_[info on submission]	INSPIRE_D1.1_ProjectManagamentHandbook_31 DEC2022_submitted INSPIRE_D1.2_DataManagementPlanv1 _31MAR2023 INSPIRE_D1.3_DataManagementPlanv2_30SEP20 25_submitted INSPIRE_D1.4_MidTermEvaluationReport_29NOV 2024_submitted
Focus Groups Audio	INSPIRE_[partner short name]_FG_[audio number]_[date]	INSPIRE_FUOC_FG_Audio1_14JUL2023
Focus Groups Summary	INSPIRE_[partner short name]_FG_[Summary]_[date]	INSPIRE_FUOC_FG_Summary_18JULSEP2023
Interview Audio	INSPIRE_[CS number]_IN_[interviewee number]_[audio number]_[date]	INSPIRE_CS1_IN_03_Audio1_30NOV2023
Interview Transcript	INSPIRE_[CS number]_IN_[interviewee _number]_ [Transcript]_[date]	INSPIRE_CS1_IN_03_S_30NOV2023

Workshops reports	INSPIRE_[workshop number]_[Report]_[date]	INSPIRE_Workshop1_Report_19APRIL2023
Events reports	INSPIRE_[event name]_[Report]_[date]	INSPIRE_1stCrossingEvent_Report_23SEP2024
Events/meetings' images	INSPIRE_[event name]_[date]_[image number]	INSPIRE_PM2_20-21JUNEE2023

2.1.2. Stakeholders database

Finally, the project will collect e-mail addresses and contact information at several points during its execution (Task 2.2). The EU 27 National Expert Questionnaire (T2.1) will produce part of this data, as will the dissemination activities related to conferences or workshops (see section D1.1 Data collection/ generation purposes and its relation to the INSPIRE project). Contact information will be stored in password protected XLS files containing a minimal number of fields. Using a minimal set of shared contact fields is important in order to allow for a distributed system where partners can create and maintain their "local" contact data files – to be used for example in the context of organizing a national workshop – while allowing for merging of these local contact files into a unique master file that can be used for global, coordinated dissemination activities. This information will not be made public.

2.2 Making data accessible

INSPIRE will produce public and private deliverables. We will include into all deliverables alt-text for all images and graphics to enable users with vision impairment to understand the information the image is trying to convey. A truly accessible PDF contains alt-text for images and all deliverables will be properly tagged. Public deliverables will be accessible through EC services such as Cordis but also on the project website, (www.inspirequality.eu) on GenPORT and through the INSPIRE account at Zenodo (http://www.zenodo.org). Deliverables will be published in Zenodo and project website will include the DOI – for enhanced data preservation. The INSPIRE Community Platform (comprised of the INSPIRE website as well as the GenPORT repository) will allow users to search files, resources, and posts through keywords related to the INSPIRE state-of-the-art and also to the specific search content (policies, law, practices, publications, tools, results).

Section 2.1 of this document explains how our data is assigned an identifier – which will not only make the data findable but also accessible. Zenodo assigns publicly available uploads a Digital Object Identifier (DOI) to make the upload easily, persistently identifiable and uniquely citeable.

As specified in section 2.1 metadata for uploaded resources is available either through Zenodo or GenPORT.

The community-developed and validated **metadata scheme** of GenPORT will be the base for describing content in the INSPIRE Community Platform. The Gender & Science Taxonomy is available in existing SKOS standards and downloadable as RDF files written in XLM format, for connecting with similar knowledge portals/sites as well as libraries.

Not all data will be openly available. Written transcripts (psuedonymised), audios of semi-structured interviews and focus groups will be as well as survey data will not be shared beyond the consortium. In fact, this data will only be shared within the consortium in a limited way, i.e. with those partners that really need it to fulfil their tasks set out in the grant agreement. Survey data will be made anonymous by the project partner responsible for data collection before sharing with consortium partners whilst interview transcripts will be psuedonymised before sharing.

Raw data in the form of written transcripts, audios as well as survey data will not be shared beyond the consortium – but the analysis of these in the form of the deliverables and open access publications will be fully accessible. Complete documents (GEPs) analysed through the web crawl will not be made available.

2.3 Making data interoperable

Data is made interoperable primarily through the use of two metadata vocabularies, Zenodo and GenPORT. Metadata use a formal, accessible, shared, and broadly applicable language for knowledge representation. Zenodo will ensure that data is interoperable. Zenodo uses JSON Schema as internal representation of metadata and offers export to other popular formats such as Dublin Core or MARCXML. (Meta)data use vocabularies that follow FAIR principles. For certain terms we refer to open, external vocabularies, e.g.: license (Open Definition), funders (FundRef) and grants (OpenAIRE). Each referenced external piece of metadata is qualified by a resolvable URL. (See 2.2 for brief description of how the Gender & Science taxonomy of GenPORT facilitates interoperability).

2.4 Increase data re-use

In accordance with good scientific practice the process of data analysis will be documented in the methodology section of relevant outputs, i.e., deliverables, articles, publications, etc. This will include variable definitions, units of measurement etc. The provenance of all data will be thoroughly documented using the appropriate standards and reported in the relevant deliverables and outputs.

Zenodo will encourage data re-use in the following ways:

- (meta)data are richly described with a plurality of accurate and relevant attributes Each record contains a minimum of DataCite's mandatory terms, with optionally additional DataCite recommended terms and Zenodo's enrichments.
- (meta)data are released with a clear and accessible data usage license. A license is one of the mandatory terms in Zenodo's metadata and refers to an Open

Definition license. We will use the CC-BY license recommended by the European Commission.

- Data downloaded by the users is subject to the license specified in the metadata by the uploader.
- (meta)data are associated with detailed provenance. All data and metadata uploaded is traceable to a registered Zenodo user. Metadata can optionally describe the original authors of the published work.
- (meta)data meet domain-relevant community standards Zenodo is not a domain-specific repository, yet through compliance with DataCite's Metadata Schema, metadata meets one of the broadest cross-domain standards available.

3. Other research outputs

Other research outputs that may be generated or re-used throughout the project include:

- GEP prevalence monitoring indicator framework
- Open training units – will include high impact videos
- Collection of support packages
- Policy briefs
- Software scripts

As these "other" research outputs are also project deliverables, the FAIR data standards will provide the relevant management framework. These other research outputs will be findable as they will be assigned a persistent identifier, given keywords, assigned metadata, will follow file naming conventions (for consortium members). They will also be accessible as they will be uploaded to various websites/ repositories including the www.inspirequality.eu website as well as the GenPORT and Zenodo repositories whilst being available through Cordis. Videos will be additionally uploaded to an INSPIRE channel on Youtube / Vimeo and assigned relevant keywords. The re-use of these resources will be encouraged through the assignment of metadata.

4. Allocation of resources

Whilst the direct costs associated to the described mechanisms to make the data FAIR and long term preserved are not substantial we will detail these in the following section. The person/month resources budgeted in the project include the staff effort required for making data FAIR and guaranteeing data security.

- 6000€ are budgeted for contracting the virtual server that hosts the INSPIRE main website and services, including the NextCloud files sharing application for the duration of the project. This hosting will be kept at least for 5 years after the end of the project with the project website. The virtual server is hosted by INNO.

- The GenPORT and LimeSurvey platform is hosted by a provider contracted by FUOC. The cost of the yearly server is approx. 1500 Euros.
- The Unipark platform is included in the yearly GESIS licence.
- Finally, the project has budgeted a total of 24,000€ distributed over 2 different partners (FUOC and UH) for publishing OA books.

FUOC, as project coordinator, has the responsibility for the DMP general coordination and supervision. All institutions in the INSPIRE Consortium will follow these management guidelines and each partner executing tasks that involve the collection and processing of personal data will be responsible, as **data controllers**, that all personal data collection and processing is carried out according to EU and national legislation (see further details in section 5. Data security).

For long term preservation of datasets and publications, we will use the Open Access (OA) repository Zenodo (see 2.1 Making data findable), the recommended repository by the EU OpenAIRE initiative, hosted at CERN, which is free of charge. The period of retention is currently equivalent to the lifetime of the repository defined by the lifetime of the host laboratory CERN, which currently has an experimental programme planned for at least until 2043.

5. Data security

The following provisions are in place in order to assure that data collected during the project will be kept secure and protected against unauthorized access:

- The Nextcloud solution is open source and has been audited by the NCC Group. The review against the control Clause 14 of ISO27001 'Security in Development and Support processes' was done in 2016 and can be downloaded from the Nextcloud site (https://nextcloud.com/secure/). Since Nextcloud is an on-premise service, Nextcloud GmbH has at no time access to the data stored on the server. Nextcloud also provides event logging, backup tools, fine-grained access control to files via groups, and the secure sharing of links by using passwords and expiration dates. Nextcloud uses industry-standard SSL/TLS encryption for data in transfer.

- The **INSPIRE Community Platform** will contain:

  o the INSPIRE website (https://www.inspirequality.eu/), is administered by INNO and hosted on a virtual server managed by https://www.hetzner.com/ - a German Data Center
  A PHP based MySQL database was created for the project data related to the Nextcloud installation and Ruby on Rails, Angular for the OpenProject installation, and both hosted by Hetzner Online GmbH, a DIN ISO/IEC

27001 certified company with an established Information Security Management System (ISMS). The data center of Hetzner Online is located in Nuremberg, Germany and is highly secure. The premises are under 24/7 video surveillance and access is exclusively via electronic access control terminals with a transponder key and admission card only. Network security is ensured by multiple redundant connections to DE-CIX and Juniper Networks routers with an automatic DDoS protection system.

o In-GenPORT (https://genderportal.eu/) is managed by FUOC on a virtual server hosted by cdmon.es in Spain.

o The LimeSurvey platform for carrying out GEAM audits and national expert level survey is hosted on a virtual server managed by cdmon.es in Spain. Only the platform administrator and the survey administrator for each institution/ survey have access to their GEAM installation and the data generated. Unipark, the platform for carrying out the GEP prevalence survey is hosted on at the Tivian server center in Frankfurt, which is reliably protected against third-party access. This BSI-certified data center is subject to extremely stringent data protection and security standards pursuant to ISO 27001 and on the basis of IT-Grundschutz (German IT baseline protection standard). Only the survey administrator at GESIS has access to the survey installation and the data generated.

o Both sites that comprise the INSPIRE platform are **certified with secure protocols (SSL)** that ensure encryption mechanisms to allow the secure transmission of data over the network. Online surveys data will be kept in the server until 4 months maximum after the end of the corresponding survey closing date. After this period, data will be deleted from the server.

- Audios of research activities such as **semi-structured interviews and focus groups (MP3 files)** as well as interview transcripts will be stored by relevant partners responsible for carrying out the activity in secure folders at their institutional servers. The **secure folders will be encrypted**, so that even if the folder files are accessed by others its content will be protected. Responsible partners will ensure that audio recordings are erased from recording devices once they have been saved on the secure storage (within 48 hours' time after carrying out the interview/focus group). They will also make sure that files are erased from download and trash folders. Personal data and contact details of interviewees and FG participants will be kept in separated password protected files.

- **Transcripts** of semi-structured interviews and focus groups, which contain only pseudonymised, data, can be shared via the INSPIRE Cloud in NextCloud. Transcripts will be protected in addition with a password.

- Files containing **personal data related to online surveys, interview or focus groups' participants**, or information that might enable these data to be linked to persons' names, will be included in password-protected XLS files and stored on a

secure folder in their institutional server or in a separate area of the INSPIRE Cloud that will be only accessible to relevant consortium partners. Therefore, files containing codes/pseudonyms will be kept separately and only relevant task leaders/ consortium partners will have access to protected files with sensitive data.

- All the above data will be retained for 10 years at most and then deleted.

- **Contact data of participants** in workshops and dissemination activities will be included in the stakeholder database, stored on the INSPIRE Cloud.

- **Dedicated video interviews** with experts and other participants in INSPIRE project activities that have been conducted for dissemination purposes can be stored on the INSPIRE Nextcloud platform. Interview partners will have signed corresponding informed consent sheets, that authorise INSPIRE to make use of the material for dissemination purposes.

Open Access research data in aggregated form, public deliverables, scientific publications and the pre-print version of scientific articles will be stored for long term preservation in the OA repository Zenodo (http://www.zenodo.org) that is safely stored in CERN Data Center. These data will be also included on GenPORT and INSPIRE websites.

Zenodo preserves the longevity of the data in the following ways:

- Versions: Data files are versioned. Records are not versioned. The uploaded data is archived as a Submission Information Package. Derivatives of data files are generated, but original content is never modified. Records can be retracted from public view; however, the data files and record are preserved.

- Replicas: All data files are stored in CERN Data Centres, primarily Geneva, with replicas in Budapest. Data files are kept in multiple replicas in a distributed file system, which is backed up to tape on a nightly basis.

- Retention period: Items will be retained for the lifetime of the repository. This is currently the lifetime of the host laboratory CERN, which currently has an experimental programme defined for the next 20 years at least.

- Functional preservation: Zenodo makes no promises of usability and understandability of deposited objects over time.

- File preservation: Data files and metadata are backed up nightly and replicated into multiple copies in the online system.

- Fixity and authenticity: All data files are stored along with a MD5 checksum of the file content. Files are regularly checked against their checksums to assure that file content remains constant.

- Succession plans: In case of closure of the repository, best efforts will be made to integrate all content into suitable alternative institutional and/or subject based repositories.[i] https://about.zenodo.org/policies/

It also guarantees the security of the data in the following ways:

- CERN Data Centre: The data centres are located on CERN premises and all physical access is restricted to a limited number of staff with appropriate training and who have been granted access in line with their professional duties (e.g. Zenodo staff do not have physical access to the CERN Data Centre).

- Servers: Our servers are managed according to the CERN Security Baseline for Servers, meaning e.g., remote access to our servers are restricted to Zenodo staff with appropriate training, and the operating system and installed applications are kept updated with latest security patches via our automatic configuration management system Puppet.

- Network: CERN Security Team runs both host and network-based intrusion detection systems and monitors the traffic flow, pattern and contents into and out of CERN networks in order to detect attacks. All access to zenodo.org happens over HTTPS, except for static documentation pages which are hosted on GitHub Pages.

- Data: Zenodo stores user passwords using strong cryptographic password hashing algorithms (currently PBKDF2+SHA512). Users' access tokens to GitHub and ORCID are stored encrypted and can only be decrypted with the application's secret key.

- Application: They employ a suite of techniques to protect sessions from being stolen by an attacker when logged in and run vulnerability scans against the application.

- Staff: CERN staff with access to user data operate under CERN Operational Circular no. 5, meaning among other things that

- staff should not exchange among themselves information acquired unless it is expressly required for the execution of their duties.

- access to user data must always be consistent with the professional duties and only permitted for resolution of problems, detection of security issues, monitoring of resources and similar.

- staff are liable for damage resulting from any infringement and can have access withdrawn and/or be subject to disciplinary or legal proceedings depending on seriousness of the infringement.[ii]

6. Ethics

As stated in the grant agreement: Ethics forms a fundamental strand of INSPIRE's aim to advance knowledge on inclusive gender equality plan (GEP) implementation throughout Europe.

INSPIRE will collect information from and about individuals, mostly through interviews, and surveys for the purposes of achieving the project's objectives. INSPIRE will involve ethical issues relating to the involvement of human participants as volunteers, for the collection of personal experiences and data during the project's implementation. Specific ethical issues may also include the dissemination of images of adult people participating in the project activities. Participation will be strictly voluntary, and individuals will have the right to choose not to participate or to withdraw at any point. The project will be developed under the supervision of the UOC's Ethics Committee which was created by the University's Governing Council. The Ethics Committee works on behalf of the academic community and research staff in order to guarantee that projects adhere to strict standards in terms of the ethics of participation (including anonymity and voluntary participation) and data protection. The Committee meets the codes of ethics, international agreements and declarations, and relevant EU legislations in force in this area (i.e., the Charter of Fundamentals Rights of the European Union). UOC's Ethics Committee will supervise the project regards ethical issues.

(See the ethical guide included as annex 1).

6.1 Ethics Principles

The INSPIRE project will be carried out in compliance with the ethical standards of Horizon Europe and the principles of research integrity contained in Article 19- Regulation (EU) 2021/ 695 establishing Horizon Europe. INSPIRE will comply with ethical principles and relevant Union, national and international legislation, including the Charter of Fundamental Rights of the European Union and the European Convention on Human rights and its Supplementary Protocols. Guiding principle for the work to be conducted is:

- the principle of proportionality
- the right to privacy
- the right to the protection of personal data
- the right to the physical and mental integrity of a person
- the right to non-discrimination
- the need to ensure protection of the environment
- the need to ensure high levels of human health protection

INSPIRE will be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles. All INSPIRE partners commit to and ensure the basic respect of EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights including the rights of minorities), regardless of the country in which the project is carried out.

Other EU legislation regulating ethical principles in research and the use of personal data that the INSPIRE consortium has considered includes:

- The Charter of Fundamental Rights of the EU;
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- Directive 2009/136/EC of the European Parliament and of the Council of 25 November 2009 amending Directive 2002/22/EC on universal service and users' rights relating to electronic communications networks and services;
- Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications);
- Directive 2006/24/EC of 15 March 2006 on the retention of data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks.

At the Spanish level, the following legislation on data protection is added, as the project coordinator is a Spanish organisation:

- Royal Legislative Decree 1720/2007, of December 21, which approves the Regulations for the development of Organic Law 15/1999, of December 13;
- Organic Law 15/1999, of December 13, on the Protection of Personal Data. DEROGADA por Ley Orgánica 3/2018, de 5 de diciembre;
- de Protección de Datos Personales y garantía de los derechos digitales;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46 / EC (Regulation general of data protection).

The relevant information on data protection in Argentina, the non-EU and non-EEA partner participating in the consortium, is the "Regulatory Decree of Law 25.326 on the Protection of Personal Data".

6.2 Informed consent and participants' rights

INSPIRE will select the most appropriate instruments both in terms of the objectives of the research tasks and the (minimal) burden for the participants in all research, ensuring data privacy. All matters related to the dignity of participants will be monitored throughout the project. Throughout the duration of the project specific attention will be paid to involving the participants in a way that maintains security, privacy and confidentiality and respects the common values of autonomy, independence, beneficence, nonmaleficence and justice.

Regards Informed Consent: For Informed Consent, INSPIRE will use a written form, for signing, based on guidance as provided in relevant EC documentation to get consent from the

participants to quote their answers for data collection purposes (see Annex 2). The forms will be accompanied by information sheets including a description of the aims, methods and implications of the activity. All informed consent forms and information sheets referred will be provided in a language and in terms fully understandable to the reader, where necessary (e.g., in the case of illiteracy or visual impairment) the text of the consent form will be read out loud by the project member. The forms will include the right of participants to:

- Know that participation is voluntary;
- Ask questions and receive understandable answers before making a decision;
- Know the degree of risk and burden involved in participation;
- Know who will benefit from participation;
- Withdraw themselves and their data from the project at any time;
- Know how their data will be collected, protected during the project and destroyed at the end.

Moreover, in all cases defined by law, copies of approvals or notifications by the competent local/ national authorities will be gathered prior to the process of collecting any personal data. When applying for approval or notification from the competent local/ national Ethics Committees/ authority, clear and detailed information will be provided on the source of the personal data to be used, detailed information will be provided on the procedures that will be used for the recruitment of participants (e.g., number of participants, inclusion/ exclusion criteria, direct/ indirect incentives for participation, the risks and benefits for the participants, etc.) and the nature of the material that will be collected.

6.3 Informed Voluntary Participants and Data Protection

INSPIRE will follow privacy by design principles from the beginning of all work, following the strict application of the EU General Data Protection Regulations (GDPR) on data protection and privacy. These regulations will be INSPIRE's guide for the design of all its work. The legitimacy of data collection and processing within the scope and activities of INSPIRE will be highly respected. All participants who agree to participate will be provided with an information sheet describing their privacy and data protection rights along with a brief description of the project activities. They will also be informed about which information is being collected and how this information will be used, processed and stored along with the respective retention periods. Data gathered will be anonymised, and securely stored in conjunction with the guidelines described herein. Data will be retained for 10 years and then deleted. In addition, INSPIRE will follow the Conditions on Data Erasure (article 17) and Privacy by Design (article 23) of the GPPR and the Right to be Forgotten.

As detailed above (see 1.1 Data collection/generation purposes), the INSPIRE project will collect personal information principally for project management purposes, that is contact details such as persons' names, professional role, email address. This refers to Consortium members but also other members of the KSHs as well as the supported Communities of Practice or attendees for workshops and public dissemination events. According to the ethic requirements INSPIRE partners will keep on file a **declaration on compliance or authorisation for collecting and processing personal data** if it is required under national

law. If no declaration on compliance or authorisation is required under the applicable national law, a **statement from the designated Data Protection Officer** that all personal data collection and processing will be carried out according to EU and national legislation will be kept on file.

Under the definition of the EU GDPR (Regulation 2016/679), personal data means: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person" (article 4.1). 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).

Online GEP survey no personal data will be explicitly requested. The survey is concerned with the presence/ absence of a GEP and institutional level policies and will be filled in by various representative per organisation. Respondents to the GEP Survey will voluntarily provide their name, role, and email address in case they want to be contacted by INSPIRE. Personal data (including the name of the organization) and contact information will be stored by GESIS and separated from survey data before sharing it with other INSPIRE consortium members so that answers cannot be connected to individuals or to organisations.

The **Gender Equality Audit and Monitoring (GEAM) Tool** might include items involving Sensitive Personal Information (e.g.: sexual orientation, health impairments or reporting discrimination associated with ethnicity). It will be the responsibility of the CoP administrator/GEAM Survey administrator to decide the adequate security settings for a specific survey instance taking into account the GEAM content, national legislation and organizational information needs and context(s). Instructions on data protection & anonymization as well as different security settings of the Limesurvey platform will be provided by the Guidance document for GEAM tool elaborated by FUOC (see further indications on data protection and confidentiality agreement for CoP Facilitators and Seed partners in Annexes 5 and 8).

During the **semi-structured interviews** sensitive personal information (e.g.: sexual orientation, health impairments or reporting discrimination associated with ethnicity) will likely be discussed given the nature of the case studies. Consortium partners that are directly responsible for this data collection will ensure that the transcriptions and summaries of these interviews are pseudonymised, meaning that they will not contain any personal information that might enable identification of the person. Interview transcripts will only be available to those consortium members that need access in order to fulfil their role as specified in the grant agreement. Consortium members may use amberscript – i.e. a software service for transcription of interviews –that has servers in EU and follows GDPR regulations.

INSPIRE will also interview CoP members and experts to produce **thematic videos** that will offer training content and best practice guidelines on diverse topics around gender equality in

R&I, and introducing Communities of Practice as an instrument for institutional change. No personal information will be requested in these video interviews and interviewees will not be anonymised (see the consent form for image and voice use see annex 7).

We will request the free, explicit, specific and unambiguous **informed consent** of all persons participating in research activities such as online surveys, interviews and focus groups, as well as for collecting personal data in workshops, dissemination activities, and online-related activities. The annexes section of this deliverable contains the necessary templates of informed consent and information sheets. These templates will be provided in language and terms intelligible to the participants.

Following the principle of accountability, relevant task leaders are responsible for keeping records documenting the informed consent procedure (information sheets and consent forms provided to research participants). Therefore, they will keep the signed consent form sheets in secure folders in their institutional servers or in the secure INSPIRE file storing space, so that they can be submitted on request.

Informed consent to register to <u>workshops and public events</u> include the following aspects:

- a summary of the purpose of the workshop/event
- agreement on the collection of the participant's contact details, and information on how this data will be processed
- agreement on the capture of photographs during the event and information on how images will be processed
- agreement to make visible the participant's name and affiliation in the list of participants included in the final report of the event and facilitated to the rest of the attendees
- information on the Privacy Policy and the legal framework that regulates the storage and handling of the submitted information
- explanation of the procedures to follow in case of a request for the deletion of the personal data and images
- expression of interest and consent to be contacted for other INSPIRE activities

With regards to participation in <u>research activities</u> (online surveys, interviews and focus groups), informed consent will include:

- a summary of the purpose of the research activity
- information about why and how participants have been recruited
- reference to the legal framework that regulates the collection, storage, protection, retention and destruction of data
- statement that all information will be treated as confidential and that no information that could identify the respondent will be shared
- information that participation is voluntary and that the participant may refuse to answer any questions and have the right to withdraw at any time
- information on how data will be processed and for how long it will be stored

- explanation of the procedures to follow in case of a request for the deletion of the personal data and recording
- how the data will be used, including its publication via open access
- information on the principal investigator contact details, the corresponding data controller and data processor, and the ethical committee to be contacted for any ethical inquires

For participation in <u>online-related activities</u>, protocols for online participation will be set up in compliance with the above mentioned legislation. The INSPIRE Knowledge Sharing Hub is based upon the "Terms of Use" (https://www.inspirequality.eu/terms-of-use), "Cookie Policy" (https://www.inspirequality.eu/cookies-policy) and "Privacy Policy" (https://www.inspirequality.eu/privacy-policy) that were established on the GenPORT portal by a EU-law specialist, and have been revised and updated in the light of the new GDPR regulation. Users will have to agree to these terms and conditions when creating an account in the INSPIRE Community Platform.

Further information on the informed consent procedures and the criteria that will be used to identify and recruit research participants can be found in deliverable **D2.4 Strategic Guidance and Quality Assurance**

7. Other issues

In the development of this DMP we have used the following tools:

- The template Horizon Europe Data Management Plan (DMP) V1. 05/05/2021 (https://enspire.science/wp-content/uploads/2021/09/Horizon-Europe-Data-Management-Plan-Template.pdf)
- The Data Management Plan Tool: eiNa DMP

8. Annex 1: National Experts Agreement

INSPIRE

European Centre of Excellence on Inclusive Gender Equality in Research & Innovation: Creating Knowledge & Engaging in Collaborative Action

AGREEMENT FOR NATIONAL EXPERTS

Between

[PARTNER]

&

[Expert name; country]

Introduction

This Agreement is in respect of the project "INSPIRE - European Centre of Excellence on Inclusive Gender Equality in Research & Innovation: Creating Knowledge & Engaging in Collaborative Action", which has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101058537.

(hereinafter referred to as INSPIRE).

This Agreement is between:

[Partner]

Address

VAT

(hereinafter referred to as [XX])

represented for the purpose of the signature and management of the present Agreement by

[Name], [position]

on the one part, and

Expert name

Address:

Tel.:

Email:

 (hereinafter referred to as the Expert).

on the other part.

I.1 Background

XX is partner of INSPIRE. This project aims to build a sustainable centre of excellence on inclusive gender equality in research and innovation (R&I). One of the INSPIRE's activities is to carry out an expert consultation in the EU27 Member States. This consultation will provide crucial support to the INSPIRE research programme on inclusive gender equality in R&I, through collecting information and analysis on policy developments and research debates at the national level; and identifying engaged stakeholders, other potential experts and relevant resources. The consultation will also collect suggestions to support existing or potential initiatives for developing communities of practices. The consultation will be carried out through a questionnaire.

I.2 Tasks to be performed by the Expert

The Expert will be asked to reply to the questionnaire (Annex 1) as national expert from [country].

I.3 Tasks to be performed by XX

The person in charge of supporting the expert is [Name]. He/she will provide support to the Expert, in particular:

- a) He/she will discuss the questionnaire with the Expert and address any doubt or issue that may arise
- b) He/she will revise the reply to the questionnaire, asking for clarifications if needed.

I.4 Duration

The period of execution will start on 14th February 2023 and will end on 31st May 2023. The following deadlines apply:

- a) The questionnaire will be sent on 14th February 2023.
- b) The deadline for the Expert's reply is 30th April 2023.
- c) Name (XX) will send feedback on 15th May 2023
- d) In accordance to this feedback, the Expert will send the revised reply on 31st May 2023

I.5 Remuneration

The Expert will be remunerated with a sum of 2,500 euro.

The Expert shall invoice for payment after the approval of his/her reply by Name (XX). Information for invoicing is provided in Annex 2.

XX undertakes to pay standard bank charges for the transmission of funds to the account of the Expert. XX cannot accept any responsibility for charges deducted from payments by the Expert's own bank or agent.

I.6. General Conditions

The Expert will take out and maintain in force adequate insurance covering all of its obligations under this Agreement.

The Expert shall perform its duties with due regard to the need for XX and INSPIRE to observe the highest standards of professionalism, timeliness and confidentiality.

The Expert will not sublet, assign or transfer this Agreement or any part without the express consent of XX.

No variation or amendment of any terms and conditions of the Agreement will be valid unless agreed in writing between the parties.

The Expert shall be responsible for all personal taxes, levies and duties. XX will bear no liability in this regard.

I.7 Ownership of Results and Confidentiality

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Agreement, shall be owned solely by XX as a partner of INSPIRE.

The Expert's reply to the questionnaire will not be made public. XX will use the Expert's reply to prepare some of the public deliverables of INSPIRE. In these deliverables:

a) the name of the Expert will be acknowledged as contributor.
b) specific statements or quotations of the Expert's reply will be properly referred.

In performing the services, the Expert shall treat all information and documents which are linked to the performance of this Agreement in the strictest confidence, and will not make use of or divulge any information to any person not related with the project (save in the proper course of the Expert's duties) without the prior written authorization by XX.

This restriction shall continue to apply after completion of the tasks, unless such information comes properly into the public domain through no fault of the Expert. The obligations in this section do not apply to any of the information that is already in the public domain, or to any information that came to the knowledge of the Expert otherwise that in connection with the Expert's involvement in this Agreement.

I.8 Termination, Breach & Arbitration

This Agreement may be terminated by either party giving to the other two weeks' notice in writing.

Either party may terminate this Agreement summarily in the event of a breach of any of its conditions by the other party. Such termination shall not affect any rights that the terminating party may have against the other party in the consequence of the breach. The party not in breach may, as an alternative to immediate summary termination, serve a notice on the party in breach requiring the breach to be remedied (if capable of remedy) within two weeks. If the breach has not been remedied by the date of expiry of the notice, the party not in breach may then terminate this Agreement summarily.

Either party will make every attempt to resolve in an amicable way all differences concerning the interpretation of this Agreement and the execution of the work. Any dispute or disagreement which cannot be resolved by both parties and any controversy, claim or dispute otherwise arising in connection with this Agreement or breach thereof, shall be referred to an arbitrator to be agreed between the parties, or failing such agreement to be nominated by the [name] on application of either party, and the decision of the arbitrator shall be final and binding upon both parties.

I.9 Force Majeure

The Parties shall not be liable under this Agreement for failure to perform their obligations because of causes beyond their reasonable control. If this occurs, the affected party shall notify the other in writing without delay and provide such reasonable assistance as it is able to enable the continuation of the services under this Agreement.

I.10 Entire Agreement

This Agreement shall constitute the entire Agreement between the parties, and may not be altered or amended except by the written agreement of the Parties. No other duties, obligations and liabilities or warranties than those expressly provided in this Agreement and its Annexes shall be applied.

The Expert   For XX

[Name]   [Name, position]

_____   _____

9. Annex 2: Information Sheet And Consent Form Template For Focus Groups [2]

INFORMATION DOCUMENT FOR GRANTING CONSENT AND COLLECTING AND PROCESSING PERSONAL DATA

Project title: INSPIRE: Centre of Excellence on Inclusive Gender Equality in Research & Innovation: Creating Knowledge & Engaging in Collaborative Action

Funding organization: European Commission, Horizon Europe. Grant Agreement No 101058537

Principal investigator: Dr. Rachel Palmén, Gender and ICT Research Programme (IN3 – Universitat Oberta de Catalunya). Email: rpalmen@uoc.edu

I, [researcher's first name and surname], hereby inform [participant's first name and surname] of the following:

1. Purpose of the study

INSPIRE is Europe's Centre of Excellence on inclusive gender equality in research and innovation. It brings together cutting-edge knowledge, ambitious policy approaches, and innovative practices to provide a gateway for scholars, equality experts, practitioners and trainers to connect and share resources, as well as co-create new ones. INSPIRE's ambitious research programme develops new, relevant indicators for inclusive GEP development, conducts a GEP monitoring survey throughout Europe whilst identifies the conditions necessary for GEP impact. It fills key knowledge gaps on intersectionality, whilst building up the evidence base on promising practices in gendered regional innovation policy. INSPIRE counts on 4 Knowledge & Support Hubs (KSHs) led by academics and practitioners throughout Europe to develop cutting edge knowledge on sustaining change, widening participation, intersectionality and fostering innovation and change in the private sector. These KSHs will provide support to 12 communities of practice to facilitate GEP implementation and foster mutual support for the co-development of innovative practices, customised training and pan-European data collection.

The present study aims to provide expert input into the design and pilot GEP monitoring indicators to be deployed in an EU 27 wide survey. The draft monitoring indicators will cover key process and content features of GEPs as specified in the Eligibility Criteria for Horizon Europe. This means a public document, with dedicated resources, data collection and

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[2] The information sheets and consent forms will be provided in language and terms intelligible to the participants and therefore, if needed, they will be translated to the language of the country where the focus group takes place.

monitoring, and training. Content or thematic areas include work-life balance and organisational culture, gender balance in leadership and decision-making, gender equality in recruitment and career progression, integration of the gender dimension in research and teaching content and measures against gender-based violence, including sexual harassment.

2. Who takes part in the study and how

This study addresses selected experts/ potential users in four online focus groups (four geographic regions) to be invited to participate in this study by email by the consortium members. Your participation consists in participating in a focus group discussion to provide input into the draft version of the monitoring indicators as well as discuss/ identify its applicability in your context.

This Research Statement contains detailed information about the purpose and procedures of the study so that you can make an informed decision about your participation. Please read this Statement carefully and do not hesitate to ask any questions about the information in the document. By signing the Consent Form at the end of this document you give your consent to participate in this study. You will be given a copy of the Research Statement and the Consent Form to keep in your records.

3. Procedures to follow and data storage

The study foresees carrying out four focus groups (approx.10 participants each) from different European countries. Your participation is foreseen in one of these focus groups. The discussions held during the focus group shall be recorded in audio format and stored in an encrypted folder at the GESIS server (located in Germany) until the end of the project (31 September 2026). This content will be transcribed for empirical analysis. The transcriptions will be anonymised/ pseudonymised so that they will not contain any personal information that might enable the identification of participants.

4. Discomforts and risks

You will not be exposed to any physical, psychological, professional or other risks in participating in this research. None of the questions are personal and might cause discomfort.

5. Benefits

There are no direct benefits to you other than participating in a study that helps to build the evidence base and improving the supporting tools provided by the INSPIRE project for Gender Equality audit and monitoring. Furthermore, there are other indirect benefits. By supporting INSPIRE: European Centre of Excellence on Inclusive Gender Equality in Research & Innovation the expected impacts of the INSPIRE project include:

- Advancement of European knowledge of inclusive GEP implementation
- Advancement of European knowledge and support in four thematic areas: Sustaining Change, Widening Participation, Intersectionality and Innovation.
- An improvement in the reach of critical expertise throughout Europe by involving experts, practitioners and scholars
- Provision of support to 12 communities of practice (approximately 96 institutions) to facilitate GEP implementation

- Reduced disparities across Member States in the uptake of inclusive GEPs and strengthened European research Area and its inclusiveness objective

6. Duration/Time

We assume that a focus group will take no more than 120 minutes. Usually, only one session is foreseen for the involvement.

7. Confidentiality and personal data protection

Your personal data will be treated in accordance with the GESIS's privacy policy, which you can access from the GESIS website (https://www.gesis.org/en/institute/data-protection) and according to the requirements of the European General Data Protection Regulation "GDPR" (EU 2016/679) and German General Data Protection Regulation "GDPR" (2018).

Your participation in this research is confidential. Your confidentiality will be protected following several procedures. The audio recording will be stored in an encrypted folder that will be encrypted and only the researchers will know the password to decrypt the file. The audio file name will consist in an anonymous ID and will not include any aspect that allows identifying the focus group's participants.

Discussion summaries will be anonymised so that any reference to personal information, organisation or workplace will be substituted using pseudonyms. Files containing personal data and information linking data and anonymous codes will be password protected and stored in secure folders at GESIS server. Only the researcher will have the passwords required to access these protected files.

In the event of any publication or presentation resulting from the research, no personally identifiable information will be shared because your name and personal data are in no way linked to your responses.

8. Compensation

You will not receive any economic or otherwise compensation for participating in this study.

9. Participation is voluntary

Participation in the project is voluntary. You have the right to not take part. If you decide to take part, you have the right to withdraw from the study at any time. If you decide to not take part or withdraw from the project before completion, your decision will not affect your relationship with the research group nor will you be subject to any manner of penalty. The researchers are required to inform you of any change in the project's purpose or in the manner of participation so that you can indicate whether or not you wish to continue to take part in the project.

10. Rights of the study's researchers

The researchers have the right to stop your participation in the project if they decide that your continued participation is not appropriate, if it may be dangerous for you to continue taking part or if you do not follow the instructions given by researchers to enable you to take part in the project.

11. Dissemination of findings

The findings of this study are part of a European project. Findings can be used for conference presentations and publications in academic journals and/or book chapters. INSPIRE strives to make research data FAIR (findable, accessible, interoperable and re-usable), available to the public and other researchers through open access repositories. All dissemination of research findings will follow the requirements of the EU legal framework for privacy, data protection and security of personal data.

12. Feedback

If you wish so, an electronic copy of any publications resulting of the research will be sent to you.

13. Additional information about personal data protection

DATA CONTROLLER

The controller of the subjects' data is GESIS. GESIS contact details are the following:

Postal address: Unter Sachsenhausen 6-8, D-50667 Köln
E-mail: mazlum.karatas@gesis.org

The Data Protection Officer of GESIS is HEC Harald Eul Consulting GmbH to whom you may address any query concerning processing of personal data. You may contact the Data Protection Officer by means of the following contact details [include data of the partner responsible of carrying out the focus group]:

Postal address: Auf der Höhe 34, D 50321 Brühl
E-mail: Datenschutz-GESIS@he-c.de

AIM
Your personal data are collected and will be processed for the purpose of contacting you in the context of this study and in order to keep the records of the participants' ID.

The personal data will be treated guaranteeing confidentiality as described in section 7 of this Research Statement. Your personal data will be kept until the end of the project, 30th September 2026. After this period, the data will be blocked until the applicable expiry period has elapsed.

You may request to erase your data before the project ends, in which case they will be blocked until the applicable expiry period has elapsed.

LEGITIMIZATION
You may choose to leave the project at any time and, if applicable, request erasure of the data provided and, if applicable, those other data that have been generated until such time.

RECIPIENTS

Your personal data may be transferred by GESIS to the INSPIRE Cloud, a NextCloud platform hosted by INNO (one of the INSPIRE Consortium members) and shared by the INSPIRE Consortium.

RIGHTS

Data subjects have the right to obtain confirmation as to whether we are processing personal data that concern them at GESIS.

Data subjects have the right to access their personal data, and to request rectification of inaccurate data or, if applicable, request their erasure when, among other reasons, they are no longer necessary for the purpose for which they were collected.

In certain situations, data subjects will have the right to request restriction of their data, in which case we will only keep them for the exercise or defence of legal claims.

In certain circumstances and for reasons related with their personal situation, data subjects may object to processing of their data. In this case, GESIS [or responsible partner] will cease to process them, unless there are compelling legitimate grounds or for the exercise or defence of possible legal claims.

In any case, GESIS will notify any claim or erasure of personal data, and any restriction of the processing performed, to each of the recipients to whom they have been transferred, unless this should involve or require a disproportionate effort. If the data subjects should so request, GESIS will inform them who these recipients are.

In addition, data subjects have the right to receive the personal data concerning them and which they have provided to GESIS, in a structured, commonly used, machine-readable format, and to transmit them to another controller when the processing is based on consent or a contract, and is performed by automated means.

Data subjects will have the right to object at any time, for reasons related with their personal situation, to processing of the personal data concerning them, based on the public or legitimate interest pursued by GESIS or a third party, including profiling, with the effect that GESIS will cease to process the personal data, unless it can demonstrate compelling legitimate interests in the processing that override the data subjects' interests, rights and freedoms, or for the establishment, exercise or defence of legal claims.

Furthermore, data subjects will have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning them or similarly significantly affects them, unless this decision is necessary for entering into or performing a contract between the data subjects and GESIS, is authorised by European Union or Member State law or is based on the data subjects' explicit consent.

The above-stated rights of access, rectification, erasure and objection, and the other rights recognized by current legislation, may be exercised by means of the section for exercising

ARCO+ rights in the privacy policy published on GESIS website (https://www.gesis.org/en/institute/data-protection), or by writing to: Datenschutz-GESIS@he-c.de, or to the following email address: mazlum.karatas@gesis.org.

Furthermore, data subjects have the right to submit a claim to the German Federal Commissioner for Data Protection and Freedom of Information (https://www.bfdi.bund.de/EN).

14. Ethics and complaints

Any complaints regarding the ethical aspects of this study should be directed to the email of the Ethics Committee of the Fundació Universitat Oberta de Catalunya (comite_etica@uoc.edu). [include data of the Ethics Committee of the partner carrying out the focus group]

15. Who to contact if you have any questions

If you have any questions about this project, please contact Rachel Palmén, the principal investigator, email: rpalmen@uoc.edu.

Therefore,

I [participant's name and surname], declare that:

I have read the information sheet, I have been able to ask questions and I have received sufficient information about the project.

I understand that my participation is voluntary.

I understand that I can withdraw from the project at any time without having to give any justification and without this having any manner of negative effect for me.

I have read carefully the following basic information about data protection:

DATA CONTROLLER: GESIS

PURPOSE: give input into GEP indicators

LEGITIMIZATION: The data subject's consent

RECIPIENTS: data will not be transferred to third parties

RIGHTS: Access, rectification and erasure of the data, and also other rights, as indicated in the additional information.

I confirm that I am 18 years or older.

I freely give my consent to taking part in the project.

Date: _____ Participant's signature: _____

(To be completed by the participant)

Date: _____ Researcher's signature: _____

(To be completed by the researcher)

10. Annex 3: Information sheet and consent form for the GEP monitoring survey

INFORMATION DOCUMENT FOR GRANTING CONSENT AND COLLECTING AND PROCESSING PERSONAL DATA

Project title: INSPIRE: Centre of Excellence on Inclusive Gender Equality in Research & Innovation: Creating Knowledge & Engaging in Collaborative Action

Funding organization: European Commission, Horizon Europe. Grant Agreement No 101058537

Principal investigator: Dr. Rachel Palmén, Gender and ICT Research Programme (IN3 – Universitat Oberta de Catalunya). Email: rpalmen@uoc.edu

I, [researcher's first name and surname], hereby inform [participant's first name and surname] of the following:

1. Purpose of the study

INSPIRE is Europe's Centre of Excellence on inclusive gender equality in research and innovation. It brings together cutting-edge knowledge, ambitious policy approaches, and innovative practices to provide a gateway for scholars, equality experts, practitioners and trainers to connect and share resources, as well as co-create new ones. INSPIRE's ambitious research programme develops new, relevant indicators for inclusive GEP development, conducts a GEP monitoring survey throughout Europe whilst identifies the conditions necessary for GEP impact. It fills key knowledge gaps on intersectionality, whilst building up the evidence base on promising practices in gendered regional innovation policy. INSPIRE counts on 4 Knowledge & Support **Hubs (KSHs) led by academics and practitioners throughout Europe to develop cutting edge knowledge on sustaining change, widening participation, intersectionality and fostering innovation and change in the private sector. These KSHs will provide support to 12 commu**nities of practice to facilitate GEP implementation and foster mutual support for the co-development of innovative practices, customised training and pan-European data collection.

The online-survey is oriented to map GEP prevalence and impact RPOs and RFOs in the EU 27 as well as Montenegro, Macedonia, Switzerland, Norway, Israel from the associated countries and the UK. The survey will cover key process and content features of GEPs as specified in the Eligibility Criteria for Horizon Europe. This means a public document, with dedicated resources, data collection and monitoring, and training. Content or thematic areas include work-life balance and organisational culture, gender balance in leadership and decision-making, gender equality in recruitment and career progression, integration of the

gender dimension in research and teaching content and measures against gender-based violence, including sexual harassment.

2. Who takes part in the study

The online-survey is oriented to map GEP prevalence and impact RPOs and RFOs in the EU 27 as well as Montenegro, Macedonia, Switzerland, Norway, Israel from the associated countries and the UK. Subcontracted web-crawl will extract emails of relevant Equality-Diversity-Inclusion or HR contact persons who will be invited to participate in the survey. Generic invitations will be distributed through corresponding associations (e.g., equality officers, science managers) as well as distributed through partner networks.

3. Procedure

The survey consists of [X] parts and altogether takes roughly [15-25 minutes to fill in]. You are kindly asked to answer as many questions as you can. Answers are saved automatically each time you click on "Next" in the online-survey interface. It is possible to interrupt the survey and re-visit your answers again later by clicking on "Save and continue later" in the bottom of each survey page. Should you change your mind about answering the survey and want your data deleted you can click on "Leave and delete my data" (also in the bottom of each page). Once you have reached the last page and do not wish to make further changes to your answers, we kindly ask you to click on "Survey completed".

4. Confidentiality

When filling in the online-survey, you will be asked if you want to receive more information about the INSPIRE project from the INSPIRE consortium members. If so, you will be redirected to the INSPIRE homepage to fill your contact details.

As the online-survey is hosted by Unipark, GESIS will have access to the answers you provide in the survey. However, before sharing any data with other INSPIRE consortium members, the data file is split so that the main part of the survey is completely anonymous.

The remaining data is analysed anonymously and published only in aggregated form. Organisation names are asked so that collaboration networks can be mapped.

Your personal data (name, function and mail-address) have been found via web scraping, performed by INNO, one of the INSPIRE Consortium members. Your personal data will be treated in accordance with the privacy policy of GESIS, which you can access from the research organisation's website (https://www.gesis.org/en/institute/data-protection)]. You can exercise your rights of accessing, modifying, opposing, and cancelling your data by contacting us (mazlum.karatas@gesis.org). The European General Data Protection Regulation (GDPR 2016/679) and the German General Data Protection Regulation "GDPR" (2018). Your personal data and data of the submitted online-survey will be kept until the end of the project (31 September 2026). After this period, the data will be blocked until the applicable expiry period has elapsed. You may request to erase your data before the project ends by sending an email to (mazlum.karatas@gesis.org) in which case they will be blocked until the applicable expiry period has elapsed.

5. Dissemination of findings

The findings of this study are part of a European project. Findings can be used for conference presentations and publications in academic journals and/or book chapters. INSPIRE strives to make research data FAIR (findable, accessible, interoperable and re-usable), available to the public and other researchers through open access repositories. All dissemination of research findings will follow the requirements of the EU legal framework for privacy, data protection and security of personal data.

6. Feedback

If you wish so, you can receive an electronic copy of any publications resulting of the research conducted in the INSPIRE project. Please send any requests via email to mazlum.karatas@gesis.org.

7. Complaints

Any complaints regarding the ethical aspects of this study should be directed to the email of Datenschutz-GESIS@he-c.de at GESIS.

8. Who to contact if you have any questions

If you have any questions about this project, please contact Rachel Palmén, the principal investigator email: rpalmen@uoc.edu.

11.   Annex 4: Information Sheet and Consent form for the GEAM (Gender Equality and Monitoring) Tool

INFORMATION DOCUMENT FOR GRANTING CONSENT AND COLLECTING AND PROCESSING PERSONAL DATA

Project title: INSPIRE: Centre of Excellence on Inclusive Gender Equality in Research & Innovation: Creating Knowledge & Engaging in Collaborative Action

Funding organization: European Commission, Horizon Europe. Grant Agreement No 101058537

Principal investigator: Dr. Rachel Palmén, Gender and ICT Research Programme (IN3 – Universitat Oberta de Catalunya). Email: rpalmen@uoc.edu

I, [researcher's first name and surname], hereby inform [participant's first name and surname] of the following:

1. Purpose of the study

INSPIRE is Europe's Centre of Excellence on inclusive gender equality in research and innovation. It brings together cutting-edge knowledge, ambitious policy approaches, and innovative practices to provide a gateway for scholars, equality experts, practitioners and trainers to connect and share resources, as well as co-create new ones. INSPIRE's ambitious research programme develops new, relevant indicators for inclusive GEP development, conducts a GEP monitoring survey throughout Europe whilst identifies the conditions necessary for GEP impact. It fills key knowledge gaps on intersectionality, whilst building up the evidence base on promising practices in gendered regional innovation policy. INSPIRE counts on 4 Knowledge & Support Hubs (KSHs) led by academics and practitioners throughout Europe to develop cutting edge knowledge on sustaining change, widening participation, intersectionality and fostering innovation and change in the private sector. These KSHs will provide support to 12 communities of practice to facilitate GEP implementation and foster mutual support for the co-development of innovative practices, customised training and pan-European data collection.

This online-survey will be used to monitor and evaluate the institutions regarding its advances on gender equality development and Gender Equality Plans implementation. The results will be also used for gathering high-quality, comparable data across research performing (RPOs) and research funding organisations (RFOs).

2. Who takes part in the study

This survey addresses the staff of the institutions (universities, research centres, research funding organisations as well as companies in the private sector) as well as students. The invitation is sent via e-mail at your institution with a link to the survey.

3. Procedure

The survey consists of several parts related to a different topic each. You are kindly asked to answer as many questions as you can. Answers are saved automatically each time you click on "Next" in the online-survey interface. [Insert only if non-anonymised response mode is selected: You can interrupt the survey any moment by clicking "Resume later" at the top of each survey page and come back at a later point in time for final submission]. Should you change your mind about answering the survey and want your data deleted you can click on "Exit and clear survey" (also at the top of each page).

4. Confidentiality

This questionnaire will be filled by individuals who belong to the member institutions of the INSPIRE Communities of Practice, anonymously. Your confidentiality will be protected at all times. The online-survey is hosted on a private virtual server managed by CDmon[3] in a Spanish Data Center, contracted by Fundació per a la Universitat Oberta de Catalunya (FUOC).

All data that could potentially be used to identify you indirectly (such as professional position, the name of your organisation) will be pseudoanonymised after the completion of the survey; the analysis of the data will operate with the pseudo-anonymised dataset

The current survey uses a [anonymised | non-anonymised responses | non-anonymized responses with participant database] mode.

["Anonymised response" mode means that for this particular survey instance, the system (INSPIRE Limesurvey platform) is configured in such a manner as to _not_ store any information that could be potentially used to link your submission to your person, including the submission date. You cannot interrupt and resume your submission; nor can you delete your submission once your data is submitted and you close your browser; nor can you request a deletion of your submission from the result data set since we have no way to link your person to your entry in the final dataset.]

["Non-anonymised response" mode means that for this particular survey instance, the system (INSPIRE Limesurvey platform) is configured in such a manner that it uses a random identifier (also called "token") to keep track of your submission. This allows you to save your submission and resume/ edit it at a later point in time; you will be able to delete your submission yourself any time before the survey is closed. You cannot request a deletion of your submission after the survey has been closed, since we have no way to link your person to your entry in the final dataset. Your submission is completely anonymous since no personal identifier is stored with your data.]

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[3] https://www.cdmon.com/en/

["Non-anonymised response with participant table" mode means that for this particular survey instance we use a Limesurvey internal database containing participants names and emails to personalize invitations and reminders as well as keeping track of response rates. This allows you to save your submission and resume/ edit it at a later point in time; you will be able to delete your submission yourself any time before the survey is closed. You can request a deletion of your submission from the result dataset after the survey has been closed by writing an email to the Survey Admin [insert CoP / Survey Admin name and email and institution] or by writing to Jörg Müller jmuller@uoc.edu; the email address from which the request is sent needs to match the entry in our participant database. Under no circumstances will your personal information (email and name) stored in the participant database be linked/ stored to the final result dataset containing survey submissions. Your submission is therefore completely anonymous entry in the result dataset.

Administrative access to the current survey instance and hence data in non-aggregated form is granted to the following INSPIRE Consortium members:

- The INSPIRE Limesurvey administrator: [include name, email]

The website platform is also certified with secure protocols (SSL) that ensure encryption mechanisms to allow the secure transmission of data over the network.

Your personal data will be treated in accordance with the privacy policy of Fundació Universitat Oberta de Catalunya (FUOC), which you can access from the University's website (http://www.uoc.edu/portal/en/_peu/avis_legal/politica_confidencialitat.html). You can exercise your rights of accessing, modifying, opposing, and cancelling your data by contacting us via email at fuoc_pd@uoc.edu. These rights are protected by the European General Data Protection Regulation "GDPR" (EU 2016/679) and by the Spanish Organic Law 3/2018, of December 5, on the Protection of Personal Data and the Guarantee of Digital Rights.

5. Dissemination of findings

The findings of this study are part of a European project. Findings can be used for conference presentations and publications in academic journals and/or book chapters. INSPIRE strives to make research data FAIR (findable, accessible, interoperable and re-usable), available to the public and other researchers through open access repositories. All dissemination of research findings will follow the requirements of the EU legal framework for privacy, data protection and security of personal data. Due to the potentially sensitive nature of the data collected in this survey, the resulting final dataset will *not* be made public; *data and findings might be published in aggregated format only.*

6. Feedback

If you wish so, you can receive an electronic copy of any publications resulting of the research conducted in the INSPIRE project. Please send any requests via email to [info@inspirequality.eu].

7. Complaints

Any complaints regarding the ethical aspects of this study should be directed to the email of the Ethics Committee of the Fundació Universitat Oberta de Catalunya (comite_etica@uoc.edu).

8. Who to contact if you have any questions

If you have any questions about this project, please contact Rachel Palmén, the principal investigator, email:

rpalmen@uoc.edu.

12. Annex 5: Information Sheet and Consent form Template for Semi-Structured Interviews

Project title: INSPIRE: Centre of Excellence on Inclusive Gender Equality in Research & Innovation: Creating Knowledge & Engaging in Collaborative Action

Funding organization: European Commission, Horizon Europe. Grant Agreement No 101058537

Principal investigator: Dr. Rachel Palmén, Gender and ICT Research Programme (IN3 – Universitat Oberta de Catalunya). Email: rpalmen@uoc.edu

I, [researcher's first name and surname], hereby inform [participant's first name and surname] of the following:

1. Purpose of the study

INSPIRE is Europe's Centre of Excellence on inclusive gender equality in research and innovation. It brings together cutting-edge knowledge, ambitious policy approaches, and innovative practices to provide a gateway for scholars, equality experts, practitioners and trainers to connect and share resources, as well as co-create new ones. INSPIRE's ambitious research programme develops new, relevant indicators for inclusive GEP development, conducts a GEP monitoring survey throughout Europe whilst identifies the conditions necessary for GEP impact. It fills key knowledge gaps on intersectionality, whilst building up the evidence base on promising practices in gendered regional innovation policy. INSPIRE counts on 4 Knowledge & Support Hubs (KSHs) led by academics and practitioners throughout Europe to develop cutting edge knowledge on sustaining change, widening participation, intersectionality and fostering innovation and change in the private sector. These KSHs will provide support to 12 communities of practice to facilitate GEP implementation and foster mutual support for the co-development of innovative practices, customised training and pan-European data collection.

[Please delete the following two paragraphs that are not relevant]

The present study aims to examine the factors of GEP success and failure through carrying out 15 in-depth case studies throughout Europe. Organizations with a long trajectory of GEP implementation will be targeted. Semi-structured interviews with at least 10 participants (2x students, 3x academic staff, 3x HR/Equality staff, 2x management) will be carried out and transcribed. This will be complemented by 20 light weight case studies with 4-5 interviews per case. The collected insights will be published in an edited book and good practice examples will be uploaded to the GEP database. The findings might also be published in peer reviewed journals.

The present study explores how R&I organizations and institutions with relevant experience on gender and diversity policies approach intersecting inequalities through carrying out 10 in depth case studies throughout Europe. Semi-structured interviews will be carried out with key

informants and transcribed. Analysis will aim to shed light on those factors that foster or hamper the emergence of effective intersectional policies and GEPs. The analysis will focus on Equality, diversity and inclusion initiatives aiming at fostering intersectional approaches and help develop guidelines for GEPs. The results of the case studies will be edited as a book. Good practice examples will be uploaded to the GEP database. The findings might also be published in peer reviewed journals.

The present study aims to develop a gender sensitive approach to innovation policy building on the systemic nature of innovation through 4 multi-level case studies throughout Europe. Diverse selection of 4 promising incentive systems is made based on a) type of intervention, b) region, c) target group. Each case study will include semi-structured interviews with policymakers, programme managers practitioners and beneficiaries. The results of the case studies will be written up into a report and will be published as book chapters. The findings might also be published in peer reviewed journals.

2. Who takes part in the study and how

This study addresses [delete as appropriate: students, academic staff, HR/ Equality staff, managers, policy makers, programme managers, practitioners, beneficiaries.]

Participation consists in a semi-structured interview conducted by a researcher who is part of the INSPIRE consortium.

This Research Statement contains detailed information about the purpose and procedures of the study so that you can make an informed decision about your participation. Please read this Statement carefully and do not hesitate to ask any questions about the information in the document. By signing the Consent Form at the end of this document you give your consent to participate in this study. You will be given a copy of the Research Statement and the Consent Form to keep in your records.

3. Procedures to follow and data storage

The study foresees conducting personal semi-structured interviews, face-to-face or by telephone/video call. The interviews shall be recorded in audio format and stored in a secured folder on the relevant institutions server - until the end of the project (30 September 2026) – in some cases this may be extended beyond the lifetime of the project. The interviews content will be transcribed and used for empirical analysis. Transcripts will be pseudonymised so that they will not contain any information that might enable the identification of the interviewee.

4. Discomforts and risks

You will not be exposed to any physical, psychological, professional or other risks in participating in this research. None of the questions are personal and might cause discomfort.

5. Benefits

There are no direct benefits to you other than participating in a study that helps to build the evidence base and improving the supporting tools provided by the INSPIRE project for Gender Equality audit and monitoring. Furthermore, there are other indirect benefits. By supporting INSPIRE: European Centre of Excellence on Inclusive Gender Equality in Research & Innovation the expected impacts of the INSPIRE project include:

- Advancement of European knowledge of inclusive GEP implementation
- Advancement of European knowledge and support in four thematic areas: Sustaining Change, Widening Participation, Intersectionality and Innovation.
- An improvement in the reach of critical expertise throughout Europe by involving experts, practitioners and scholars
- Provision of support to 12 communities of practice (approximately 96 institutions) to facilitate GEP implementation
- Reduced disparities across Member States in the uptake of inclusive GEPs and strengthened European research Area and it's inclusiveness objective

6. Duration/Time

An interview will take no more than 90 minutes. Usually, only one session is foreseen for the involvement.

7. Confidentiality and personal data protection

Your personal data will be treated in accordance with the [Institution Name] privacy policy [include name of the institution carrying out the interview], which you can access from the [Institution Name website: [link to website] [link to the privacy policy of the institution carrying out the interview], and according to the requirements of the European General Data Protection Regulation "GDPR" (EU 2016/679) [include the national law on Personal Data Protection of the institution carrying out the interview].

Your participation in this study is confidential. Your confidentiality will be protected following several procedures. The audio recording will be stored in an institutional cloud that will be encrypted and only the researcher will know the password to decrypt the file. The audio file name will consist in an anonymous ID and will not include any aspect that enables identifying the interviewee.

Interviews' transcripts will be pseudonymised so that any reference to personal information will be substituted using pseudonyms. Transcripts may be shared with consortium partners to carry out the analysis. Files containing personal data and information linking data and pseudonym codes will be password protected and stored in secure folders on institutional servers or in the INSPIRE project file sharing area. Only the researcher will have the passwords required to access these protected files.

In the event of any publication or presentation resulting from the study, no personally identifiable information will be shared because your name and personal data are in no way linked to your responses.

8. Compensation

You will not receive any economic or otherwise compensation for participating in this study.

9. Participation is voluntary

Participation in the project is voluntary. You have the right to not take part. If you decide to take part, you have the right to withdraw from the study at any time. If you decide to not take part or withdraw from the project before completion, your decision will not affect your relationship with the research group nor will you be subject to any manner of penalty. The researchers are required to inform you of any change in the project's purpose or in the manner of participation so that you can indicate whether or not you wish to continue to take part in the project.

10. Rights of the study's researchers

The researchers have the right to stop your participation in the project if they decide that your continued participation is not appropriate, if it may be dangerous for you to continue taking part or if you do not follow the instructions given by researchers to enable you to take part in the project.

11. Dissemination of findings

The findings of this study are part of a European project. Findings can be used for conference presentations and publications in academic journals and/or book chapters. INSPIRE strives to make research data FAIR (findable, accessible, interoperable and re-usable), available to the public and other researchers through open access repositories. All dissemination of research findings will follow the requirements of the EU legal framework for privacy, data protection and security of personal data.

12. Feedback

If you wish so, an electronic copy of any publications resulting of the research will be sent to you.

13. Additional information about personal data protection

DATA CONTROLLER

The controller of the subjects' data is [include name of the partner responsible of carrying out the interview]. [Responsible partner name] contact details are the following [include contact details of the responsible partner]:

Postal address: [include]
E-mail: [include]

[Responsible partner] has appointed a Data Protection Officer to whom you may address any query concerning processing of personal data. You may contact the Data Protection Officer by means of the following contact details [include data of the partner responsible for carrying out the interview]:

Postal address: [include]

E-mail: [include]

AIM

Your personal data are collected and will be processed for the purpose of contacting you in the context of this study and in order to keep the records of the participants' ID.

The personal data will be treated guaranteeing confidentiality as described in section 7 of this Research Statement. Your personal data will be kept until the end of the project in 30th April 2021. After this period, the data will be blocked until the applicable expiry period has elapsed.

You may request to erase your data before the project ends, in which case they will be blocked until the applicable expiry period has elapsed.

LEGITIMIZATION

You may choose to leave the project at any time and, if applicable, request erasure of the data provided and, if applicable, those other data that have been generated until such time.

RECIPIENTS

Your personal data will not be transferred by the [name of the partner responsible for carrying out the interview] to any third party beyond the INSPIRE consortium.

RIGHTS

Data subjects have the right to obtain confirmation as to whether we are processing personal data that concern them at [name responsible partner].

Data subjects have the right to access their personal data, and to request rectification of inaccurate data or, if applicable, request their erasure when, among other reasons, they are no longer necessary for the purpose for which they were collected.

In certain situations, data subjects will have the right to request restriction of their data, in which case we will only keep them for the exercise or defense of legal claims.

In certain circumstances and for reasons related with their personal situation, data subjects may object to processing of their data. In this case, the [responsible partner] will cease to process them, unless there are compelling legitimate grounds or for the exercise or defense of possible legal claims.

In any case, the [responsible partner] will notify any claim or erasure of personal data, and any restriction of the processing performed, to each of the recipients to whom they have been transferred, unless this should involve or require a disproportionate effort. If the data subjects should so request, the [responsible partner] will inform them who these recipients are.

In addition, data subjects have the right to receive the personal data concerning them and which they have provided to the [responsible partner], in a structured, commonly used,

machine-readable format, and to transmit them to another controller when the processing is based on consent or a contract, and is performed by automated means.

Data subjects will have the right to object at any time, for reasons related with their personal situation, to processing of the personal data concerning them, based on the public or legitimate interest pursued by the [responsible partner] or a third party, including profiling, with the effect that [name of responsible partner] will cease to process the personal data, unless it can demonstrate compelling legitimate interests in the processing that override the data subjects' interests, rights and freedoms, or for the establishment, exercise or defense of legal claims.

Furthermore, data subjects will have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning them or similarly significantly affects them, unless this decision is necessary for entering into or performing a contract between the data subjects and the [responsible partner], is authorised by European Union or Member State law or is based on the data subjects' explicit consent.

The above-stated rights of access, rectification, erasure and objection, and the other rights recognized by current legislation, may be exercised by means of the section for exercising ARCO+ rights in the privacy policy published on the website [include] or by writing to [include contact]

Furthermore, data subjects have the right to submit a claim to [include reference to the national legislation and Data Protection Agency of the partner carrying out the interview]

14. Ethics and complaints
Any complaints regarding the ethical aspects of this study should be directed to [include data of the Ethics Committee of the partner carrying out the interview]

15. Who to contact if you have any questions
If you have any questions about this project, please contact Rachel Palmén, the principal investigator, email: rpalmen@uoc.edu.

Therefore,

I [participant's name and surname], declare that:

I have read the information sheet, I have been able to ask questions and I have received sufficient information about the project.

I understand that my participation is voluntary.

I understand that I can withdraw from the project at any time without having to give any justification and without this having any manner of negative effect for me.

I have read carefully the following basic information about data protection:

DATA CONTROLLER: [name of responsible partner]

PURPOSE: [Delete those that are not relevant: Identification of factors for GEP Success/Identification of Effective Equality Diversity and Inclusion Intersectional GEP Policies/ Identification of Gender Sensitive Innovation Policy]

LEGITIMIZATION: The data subject's consent

RECIPIENTS: data will not be transferred to third parties

RIGHTS: Access, rectification and erasure of the data, and also other rights, as indicated in the additional information.

I confirm that I am 18 years or older.

I freely give my consent to taking part in the project.

Date: _____ Participant's signature: _____

(To be completed by the participant)

Date: _____ Researcher's signature: _____

(To be completed by the researcher)

13. Annex 6: Licence to use Image and Voice and Exploitation Rights

Mr/Ms.., of legal age, with ID/passport number.. and registered address at (address/town/country):

....

....

hereby

AGREE TO AUTHORISE

The Fundació 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, **as coordinator of the Horizon Europe project INSPIRE: European Centre of Excellence on Inclusive Gender Equality in Research & Innovation, and the members of the INSPIRE Consortium** (https://www.inspirequality.eu/about) to:

1. Photographic and/or audiovisual recording (capture and fixing) of their image and voice using any technical means or media (photographic, sound, audiovisual, etc.) and the handling and processing of these images, video and audio recordings made during their taking part in the **[include the name of the activity (e.g.: 1st INSPIRE Conference]**, organised and held as part of the INSPIRE project activities for their dissemination and proper preservation.

Also to use of their name and surname and any other personal details that have been requested by the FUOC, to this effect.

2. Reproduction, distribution, public broadcast and display of the afore mentioned recordings, or parts thereof, on a non-exclusive basis, in any form or format, throughout the world and for any end related to the INSPIRE project publishing or dissemination activities, including making them available to the public on the Internet or incorporating them on a database for public or institutional use.

3. Transcription of the content of the afore mentioned recordings and the use of it (reproduction, distribution, public broadcast or modification), on a non-exclusive basis, in any language, form or format of exploitation currently available, including publication on paper or any kind of electronic, audio or video media, making it available to the public on

the Internet or incorporating it on a database or in a compilation for public or institutional use, and for any end related to the INSPIRE project publishing or dissemination activities.

4. The exploitation of the recordings and the work will be executed under a Creative Commons Attribution-Share Alike (BY-SA) license, v.3.0 (Spanish jurisdiction), which allows it to be copied, distributed, publicly disclosed and derivative works to be made thereof, providing the signer and the source are named, both for commercial and non-commercial use. If such content, the photographic recordings and/or the transcription, are transformed the output generated will be subject to a CC license which is similar and compatible with the above-mentioned license.

To this end, the signer expressly authorises the INSPIRE Consortium to grant the aforementioned license in his/her name.

This license is granted for the entire term of copyright protection on the work and recordings and without any form of monetary compensation.

The exploitation and broadcast of the images and voice recordings granted by this license shall always respect the owner's right to honour and attribution without prejudice to those exceptions and restrictions established by Organic Law 1/1982 of 5 May 1982 on Civil Protection of the Right to Honour, Personal and Family Privacy, and One's Own Image.

Place:

Date:

Signature. Name and surname

14. Annex 7: Template for Online Registration to Workshops and Events

Fill in the following form in order to complete your registration request to [name of the workshop/event and link to event description]

First name:

Last name:

Organisation:

Role:

Country:

Email:

☐ I have read and accept the Privacy Policy [link to: https://www.inspirequality.eu/privacy-policy].

☐ I accept to be contacted by email to receive information about this event.

☐ I want my name and affiliation to be visible to the rest of the attendees and included in the list of participants in the public report of the event.

☐ In relation to the INSPIRE project, I give my express consent for the Universitat Oberta de Catalunya (CIF/corporate tax code: G60667813) to record, store, reproduce, exhibit, and publish photos and audio and video recordings of me under a Creative Commons licence for the sole purpose of disseminating the INSPIRE project and its activities**.**

☐ I would like to receive information by email about future INSPIRE activities and events.

I give my consent for the UOC to process my personal data for the specific purposes established here in the manner set forth below.

DATA CONTROLLER: Fundació per a la Universitat Oberta de Catalunya.

PURPOSE:

- To manage registration at the event and keep me updated about it

- To be contacted by email to receive information about this event and future ACT events

- My name and affiliation to be visible to the rest of the attendees and included in the list of participants in the public report of the event

- To disseminate images and audio/video recordings about the event

LAWFUL BASIS: The data subject's consent.

RECIPIENTS: No data to be transferred to third parties.

RIGHTS: You can at any time exercise your rights to access, rectification, deletion, opposition and other legally established rights by emailing fuoc_pd@uoc.edu attaching a photocopy of a legally valid identity document.

Fully detailed information on this subject can be found in our privacy policy: https://www.inspirequality.eu/privacy-policy

Disclaimer

While INSPIRE is funded by the European Union, views and opinions expressed are, however, those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency (REA). Neither the European Union nor the European Research Executive Agency (REA) can be held responsible for them.

Please visit   https://www.inspirequality.eu

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i https://about.zenodo.org/policies/

ii https://about.zenodo.org/infrastructure/