

Data management plan

Administrative Data

1. 'Are there any related policies'

Modification to a copy. Only part of the record management policy. Will follow the NRF guidelines

Data Collection

1. 'What data will you collect or create?'

Modification

2. 'How will the data be collected or created?'

Modification: Feedback will only be given by e-mail and used/ saved by Dirisa.

Documentation and Metadata

1. 'What documentation and metadata will accompany the data?'

Modification: GroupWise Archive

Ethics and Legal Compliance

1. 'How will you manage any ethical issues?'

Ensure the identity of participants is protected

1. 'How will you manage any ethical issues?'

Ensure consent is received from participants

1. 'How will you manage any ethical issues?'

Ensure the data is handled securely

1. 'How will you manage any ethical issues?'

Only people with rights are entitled to view the data

2. 'How will you manage copyright and Intellectual Property Rights (IPR) issues?'

Modification CSIR. Complete IP screening in Workflow, before publishing.

Storage and Backup

1. 'How will the data be stored and backed up during the research?'

Modification: GWDMS archive with too little space left. ICT back-up of file server. Better option is VIBE.

2. 'How will you manage access and security?'

Modification

Selection and Preservation

1. 'Which data should be retained, shared, and/or preserved?'

Modification: Once the feedback e-mails are acted upon, the e-mails can be deleted. Might be better to keep different versions on the incremental improvements that were made to the DMP tool.

2. 'What is the long-term preservation plan for the dataset?'

Modification: No long-term value in the e-mails. Only in the final DMP plan.

Data Sharing

1. 'How will you share the data?'

Modification E-mail to the Dirisa team.

2. 'Are any restrictions on data sharing required?'

Modification Can share - no restrictions

Responsibilities and Resources

1. 'Who will be responsible for data management?'

This should be deleted in the end by the Diris team of admin, as it was only a test. Modification: I see I can also delete this plan.

2. 'What resources will you require to deliver your plan?'

Urgent request: Extra space for e-mail archiving.