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## Plan Overview

*A Data Management Plan created using DMPTuuli*

**Title:** Citizens as Climate Actors: Engaging Together in Mitigation and Adaptation (CICLA)

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**Template:** FIRI Data Management Policy

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### Project abstract:

The interdisciplinary CICLA project facilitates a citizen-centered pathway to carbon neutrality. CICLA will, in dialogue with its collaborators, propose and develop new forms and methods for climate education and communication, which support joint actions and facilitate citizens' motivation and capability to take climate action in a sustainable and equitable manner. Further, the project will engage in policy dialogs to co-create policy proposals for expanding and supporting citizens' role in responding to climate change. CICLA's scientific breakthrough potential lies in creating an efficient shift from individual-level climate action towards collective action. Such large-scale civic engagement is necessary in order to achieve Finland's goal of carbon neutrality. CICLA contributes to achieving that goal by researching and developing ways to strengthen citizens' self-efficacy and collective efficacy.

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# Citizens as Climate Actors: Engaging Together in Mitigation and Adaptation (CICLA)

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## Data management policy

### General description of data

CICLA will collect the following data sets:

A) Data collected for this project (data types, file format, the software used and the size of data):

- A nationwide representative survey on climate efficacy beliefs and the acceptability of climate actions in 2021 and a follow-up in 2024 (quantitative statistical data, .sps., SPSS software, 500KB & 500KB)
- Focus group interviews in focus cities with representatives of media, cities, businesses, and the people (qualitative data, transcriptions of recorded interviews, Word documents, Qualitative Data Analysis Software Nvivo, 8, 2MB)
- Consumer and resident ethnography photos to acquire data on real practices (qualitative data, pictures, .jpeg, Qualitative Data Analysis Software Nvivo, 5GB)
- Communication material on cities, commercial partners, political parties and media (qualitative data, PDF files and Word documents, Qualitative Data Analysis Software Nvivo, 40, 7MB)
- Written documents of focus cities (e.g. documents related to the climate strategies) (qualitative data, PDF files and Word Documents, Qualitative Data Analysis Software Nvivo, 11, 3MB)

B) Data produced as an outcome of the process:

- Workshops organised in focus cities for media, cities, businesses, and the people. Participants will be interviewed and surveyed, and discussion data will be collected by the observing researcher(s) (qualitative and quantitative data, transcriptions of recorded interviews, research notes and survey answers, Word documents, .sps and Qualitative Data Analysis Software Nvivo and SPSS software, 7, 8MB)
- Workshop on consumption patterns of the consumers is accompanied by observations of real consumption situations (qualitative and quantitative data, research notes of the observing researcher(s) and quantitative data on items purchased, Word documents, .sps and Qualitative Data Analysis Software Nvivo and SPSS software, 3, 2MB)
- Educational programs carried out with the educational partners; students will be interviewed and surveyed (qualitative and quantitative data, transcriptions of recorded interviews and research notes and survey answers, Word documents, .sps and Qualitative Data Analysis Software Nvivo and SPSS software, 5, 8MB)

C) Previously collected existing data which are being reused in this project:

- Three surveys conducted in the project Making Sense of Climate Change: Perspectives of Citizens, Business Leaders and Political Decision-makers (2019–2020). The data rights are owned by CICLA researchers (quantitative statistical data, .sps., SPSS software, 189KB, 421KB and 347KB)

D) Managerial documents

- Overview of all the data produced within CICLA (qualitative and quantitative summary on data collected within CICLA, Excel document, Excel, 200KB)

CICLA researchers will follow the ethical guidelines set out by the Academy of Finland and the Finnish Advisory Board on Research Integrity. The team will follow the established scientific practices of the Finnish National Advisory Board on Research Ethics and the EU GDPR and the relevant Finnish law on the treatment of personal data. All the interview materials will include personal information (e.g. names) of the interviewees and will be regulated by the GDPR. Before conducting the interviews, all the interviewees will receive a full disclosure on how and why their personal information is handled in order to complete the research. Participation in all data collection is also voluntary. If some respondents require data to be confidential, the CICLA will ensure the safety and confidentiality of the informants and will confirm their informed consent. The anonymity of informants is guaranteed, and the data will be used only for research purposes and handled only by the researchers concerned. Required research permits will be obtained from all the participants of the data gathering sessions (workshops and educational programs included). All researchers who will conduct interviews or will have access to the interview data will be required to sign a confidentiality agreement. The interview data will be anonymised in the transcribing phase to comply with the GDPR enactment and to protect the informants in the event of a data breach.

CICLA's research group has maintained excellent credentials in both quantitative and qualitative data collection, including co-creation and co-innovation methods. Together, the team has decades of experience in designing and implementing national surveys for households, firms and consumers, conducting research interviews, collecting media data sets and organising interactive workshops for research purposes. The research team also has in-depth theoretical understanding which guides the data collection process. All the data designing and collecting will be implemented in close collaboration amongst the WPs to ensure the consistency of the data sets within the consortium. The project will have two large, shared data sets: a nationwide survey and focus group interview series, which are designed and carried out in close collaboration with all the affiliated researchers. The survey questions are tested with a test audience before implementing the survey. Workshop activities are facilitated by the WP 5 members who will collaborate with all the other WP members to ensure the consistent quality of collaboration forms between stakeholders and the people.

### Agreements on rights of use and license

The CICLA project and consortium parties (i.e. University of Vaasa, University of Turku, University of Lapland, University of Jyväskylä, e2 Research, Finnish Environment Institute) own and administer the data. The ownership is collective for the project's common data, and if a research site collects its own data, that particular site owns it. However, all CICLA researchers have the right to use all the data collected for the project's purposes.

### Opening or sharing data

To ensure that the research results can be verified, and to facilitate further analyses, we also intend to publish the aggregated data set in a data repository. Appropriate access rights for the use of the analyses will be given upon request. If possible, the data will also be stored in the open access databases of the IT Center for Science (CSC) and European Data Infrastructure (EUDAT) as metadata, including descriptions of the content of the data and its collection. The research infrastructure will be cited as CICLA. Research results developed using the funds from the Academy of Finland will be published in peer review international academic publications, and the results will be communicated and disseminated through conferences, events and popular magazines so that they can be used by a variety of stakeholders within and beyond academia.

### Documentation & metadata

CICLA will create in-depth instructions for metadata labelling assisted by the University of Vaasa IT services to support standardised metadata. CICLA will do this because the project has large shared data sets and other data sets that are utilized by several WPs (for example WP 6 will create policy proposals based on the research made by WPs 1–5). Thus, standardised metadata production is inevitable for the functional cooperation of the multibody consortium. Metadata will be attached to all the data sets collected during the project and collected together to monitor the overall data production of CICLA. The centralized data documentation will be led by University of Vaasa and the WP 8 Project Management.

### Storage, backup & access control to data

Gathered research data will be stored and utilised according to national and European data protection legislation. The data files (both paper and electronic) will be coded to ensure confidentiality. Paper-based data (questionnaires, transcripts etc.) and identification keys will be stored separately in a secure location. All the CICLA data are saved on the servers and protected by passwords, firewalls and virus protection, at the relevant sites of research. Duplicate copies of the data will be stored in the University of Vaasa server. The services of data storage (including sensitive data) and backup are provided by the sites of research. Each site of research has a designated person in charge of the access to data storage, preferably the site leader. The site leader or the other appointed person will also be responsible for allowing access to data in their charge. The research sites will store the data until the end of the project. After the project, all the appropriate data will be donated to the Finnish Social Science Data Archive (FSD) for the purposes of reuse. The research team will carefully consider the possibilities of reuse in relation to the sensitive data.

