

D7.2

Data Management Plan

RIA-CL2-DEMOCRACY FAIRVILLE
GA N°101094991

Work Package

WP7: Project Management and Coordination

Lead beneficiary

CNRS

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Version 1	07/07/2023	<p>Author: Agnès Deboulet</p>
Version 2 (Addendum added)	30/04/2025	<p>Authors and Contributors: Agnès Deboulet and Philippe Urvoy (with the support of our Ethics and Advisory Board, the CNRS Board for Data management and the Fairville European Project Officer.</p> <p>Revisors This document has been reviewed and completed by all the Fairville WP leaders and by our Ethics and Advisory Board.</p>

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Executive Summary

This Data Management Plan (DMP) is a global scheme that applies to all Fairville labs involved in the Fairville project. It expands on the information contained in the Fairville Scientific Proposal, the paragraph on open access to research data in the Grant Agreement and the Consortium Agreement for Fairville. The Fairville Data Management Plan is based on the general Fairville guidelines set out in this document. In addition, it contains details of the type of data collected or generated and how it is made FAIR (findable, accessible, interoperable, reusable).

Research data that is generated as part of the Fairville project and is not restricted by law (GDPR, IPR) will be made available to the wider scientific community via publication in a data repository such as Huma-Num at the end of the project. Personal information concerning human individuals will be processed in accordance with European and national legislation, as specified in Fairville Scientific's proposal (see grant agreement). To ensure long-term access, research data will be stored as far as possible in sustainable formats and will be documented in accordance with discipline-specific standards and licenses.

1. Prepare

1.1 Data Collection

Within the framework of the Fairville project, participants will collect and generate a variety of research data to address the research questions raised in their respective Fairville labs. They will gather existing data such as audiovisual material, interview transcripts, social media data, websites, archives, (digital copies of) printed materials, drawings and photographs, journals and articles. In addition, they will create interview data, survey data and video and audio recordings. At the end of the project, reusable research data will be archived in sustainable, interoperable data formats.

1.2 Data Documentation

Where datasets are collected and stored as part of the project, they will be fully documented in accordance with EU standards, where these apply. Conventions on file names, folder hierarchies and "readme" file information can help to ensure that data sets can be understood in the long term. For data archived at the end of the project, metadata will be added in accordance with the repository standard (e.g. Dublin Core metadata). Any other documentation required to understand and reuse the datasets will be stored with the data.

2. Handling research Data-management

2.1 Data storage and back-up

To store and share data safely during the project, participants will use secured facilities provided by two public institutions (e.g. My Core Space, provided by CNRS but also tentatively for daily storage, LaboMega performed by AMU partner. My Core Space complies with the CNRS information security policy, and backups are carried out regularly. Researchers should ensure that back-up procedures are in place. If not, they

will make periodic backups themselves. They will follow local information security policies and, where necessary, seek support from local help desk staff, privacy officers and the institution's data protection officer.

2.2 Data access and security

Many of the data gathered in the Fairville project contain personal or sensitive information. Personal data will be replaced by code names as quickly as possible. Data re-identification keys will be kept in a separate, secure repository. Data will be anonymized as far as possible according to the needs of the research. Participants will be asked to agree to share datasets within the network, and access to these will be organised accordingly. For this reason, the CNRS provides My-Core, which enables encryption. Consent forms will mention the option of secondary use. If consent is not received for secondary use, data that can be traced back to individual persons will be deleted after completion of the proposal. Privacy officers in each country will provide advice on local procedures for handling and processing personal data, in conformity with national and European legislation.

3. Preserve and share

3.1 Data preservation and archiving

Copyrighted material and raw data containing personal or sensitive data cannot be shared with the wider community. They are kept only within the framework and for the duration of the research project. Processed and anonymized datasets and all other datasets that cannot be traced back to individual persons will be archived in compliance with FAIR guidelines, which means that community standards are being adopted as well as licenses that allow reuse. The Fairville Data Management Plan will provide more details on how FAIR principles will be applied to each pilot project.

3.2 Data sharing and reuse

Research data resulting from the Fairville project that may be of interest to the scientific community or the general public will be made available for re-use via a data repository such as Huma-Num, with a licence authorising re-use and a reference to the grant number. The data repository will provide a permanent identifier enabling datasets to be linked and cited in publications. The data will be accompanied by all documentation and, where appropriate, software to enable reuse.

Fairville's Data Management Plan

Name of the scientific coordinator	<i>Agnès Deboulet</i>
Email Address	<i>deboulet@gmail.com</i>
Name of the Project	<i>FAIRVILLE</i>
Funding body(ies)	<i>European Commission — Research Executive Agency</i>
Grant number of Fairville	<i>RIA-FAIRVILLE-CL2 DEMOCRACY GA N°101094991</i>
1a. How will new data be collected or produced and/or how will existing data be re-used?	<p><i>Within the framework of Fairville, data are produced in several ways</i></p> <ul style="list-style-type: none"> <i>• participatory action research (co-production of data determined by each collective in each field; field reports drawn up mainly by researchers)</i> <i>• semi-directive interview surveys (transcriptions and reports).</i> <i>• The project will continue to collect data, to build up (and subsequently publicise) the archives of the several actors involved in the co-production processes studied.</i> <i>• to complete the interview surveys (grey literature, press articles, photographic images, etc.).</i> <i>• All textual documents are titled, geo-located, dated and list the authors.</i>
1b. What data (for example the kind, formats, and volumes), will be collected or produced?	<p><i>Different types of data will be produced:</i></p> <ul style="list-style-type: none"> <i>• video recordings: format to be defined</i> <i>• audio recordings: .wav and .mp3 formats to be preferred</i> <i>• images: .jpg formats to be preferred</i> <i>• text documents: preferred .doc and .pdf-a formats</i> <i>• Fairville favours widely used formats that are compatible with open software.</i> <i>• At this stage, the expected volumes are:</i> <ul style="list-style-type: none"> <i>○ Around one hundred semi-directive interviews (audio files and transcripts)</i>

	<ul style="list-style-type: none"> ○ Around 40 observation reports (.doc format). • The volumes of video and audio rushes have yet to be determined, pending the definition of participatory action research.
2a. What metadata and documentation (for example the methodology of data collection and way of organising data) will accompany the data?	<ul style="list-style-type: none"> • The research methodology, including that of data collection, will be spelled out in the documents relating to the various project tasks. • In the collective work tool (Fairville website, see point 3), files are organised by task and by field. A naming convention has also been created: FV (for Fairville) + XX (task or terrain) - XX (authors' initials) - Date - Title. • In the next months, we plan to begin discussions with HUMANUM regarding the secondary storage of data from the project. At that point, metadata standards will be more precisely defined to ensure compatibility with their platform. In September, we will start having the data stored in Lanomega (managed by Aix Marseille University) or by Nextcloud. This double level of storage will ensure the good preservation of data
2b. What data quality control measures will be used?	<ul style="list-style-type: none"> • It seems to us that quality control issues mainly concern observation reports. A grid has been drawn up collectively. In addition, all reports are drawn up collectively - at the very least, writing/proofreading is shared between the pair of researchers present at the meeting.
3a. How will data and metadata be stored and backed up during the research?	<ul style="list-style-type: none"> • Data will be stored progressively on the Fairville Website. All team members have access to it.
3b. How will data security and protection of sensitive data be taken care during the research	<ul style="list-style-type: none"> • The Fairville website allows the definition of differentiated access and editing rights, by file, so as to respect confidentiality issues. The data producer retains control over how the data is shared within the collective. • The data is a priori non-public - no data will be made public without the explicit agreement of the people concerned. In view of the subject of the research (co-production with local residents, sometimes in the context of mobilizations against development projects), some data are politically sensitive, as they reveal internal debates that should not step out of the community of co-researchers.
4a. If personal data are processed, how will compliance with legislation on personal data and on security be ensured?	<p>The project envisages the following provisions with regard to the RGPD:</p> <ul style="list-style-type: none"> • seeking the consent of data subjects to the preservation/sharing of personal data and/or its anonymization (including indirect personal data).
4b. How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?	<ul style="list-style-type: none"> • This question was discussed at a session organised by the Ethics Committee. Data are accessible to members of the Fairville project.
4c. What ethical issues and codes of conduct are there, and how will they be taken into account?	<ul style="list-style-type: none"> • An ethics committee made up of researchers and field workers has been set up and can be consulted by all team members at any time.
5a. How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?	<p>These questions have not yet been decided, but the intentions are clear:</p> <ul style="list-style-type: none"> • To make as much data as possible publicly accessible, while preserving the integrity of the individuals and collectives concerned.

	<ul style="list-style-type: none"> The team's aim is for data with a public vocation to be hosted by Huma-Num. The archives of the other partners involved in the project will be stored at the LAVUE office (Nanterre University).
5b. How will data for preservation be selected, and where data will be preserved long-term (for example a data repository or archive)?	<ul style="list-style-type: none"> The project team operates on a collegial basis, with decisions made at monthly team seminars. Decisions will be taken at these times, respecting the opinions of the different work teams (task and/or field). The data may be used by any researcher in the team, in particular the work teams that were responsible for their production, for the duration of the project and for two years thereafter.
5c. What methods or software tools are needed to access and use data?	<ul style="list-style-type: none"> The aim is to use formats that are as widespread and accessible as possible. Long-term access conditions will be defined with the Huma-Num team.
5d. How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?	<ul style="list-style-type: none"> We will refer to Huma-Num practices.
6a. Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?	<ul style="list-style-type: none"> Roles to be defined with Huma-Num. During research, data management is done in a collegial manner. Audrey Debargue (Project Manager of Fairville) is responsible for the technical management of the data storage in the Fairville Website. The data management plan is the responsibility of the project's scientific coordinator Agnès Deboulet.
6b. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?	<ul style="list-style-type: none"> The Fairville website hosting costs are covered by the Fairville project budget. Preparing data for long-term storage has not yet been discussed or decided.

About this Data Management Plan:

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Version	1

Addendum

Initial note on this document: This document was built from and in continuity with deliverables D7.1 (first version of the Ethical chart), D7.2 (first version of the Data Management Plan), D8.1 (Other Ethical questions), produced in the initial phase of research. It was fueled by a series of discussions carried out within the consortium and the research teams¹, exchanges with our Ethics and Advisory Board, and with the Ethics boards of the CNRS and the EU whose recommendations we follow. It completes our Data Management Plan (D7.2) which focuses exclusively on our data management methods, and which is constantly updated throughout the project.

I. Data collection, management and protection

Data protection at the CNRS and within Fairville

In every Fairville lab and team, an Ethics and Data management coordinator has been designated as a contact person on these issues:

FAIRVILLE LAB	DATA MANAGEMENT COORDINATOR(S)	CONTACT
BERLIN - RATHAUSBLOCK	Anna Steigemann, Mari Paz Agundez	anna.steigemann@ur.de maripazagundez@gmail.com
BRUSSELS - RUE GRAY	Giuseppe Faldi	giuseppe.faldi@ulb.be
CALARASI	Catalin Berescu	catalinberescu@gmail.com
DAKAR	Ismaila Seye	ismaila.seye@urbasen.org

¹ By Fairville research teams: we understand here all the teams organized within the nine Fairville labs, but also the teams organized within the different Fairville WP's, including not only academic researchers but all the members of the consortium and active stakeholders in the labs.

GIZA - NSCE	Paloma Anger	panger@nsce-inter.com
LONDON	Alessio Koliulis	a.koliulis@ucl.ac.uk
FRANCE - MARSEILLE - 4-5	Claire Benit-Gbaffou	claire.benit-gbaffou@sciencespo-aix.fr
FRANCE - MARSEILLE - 3RD DISTRICT	Alima El Bajnoui, Philippe Urvoy	alima.elbajnoui@lilo.org ; ph.urvoy@gmail.com
GREECE - ATHENS - WEST ATTICA	Artemis Koumparelou	koumparelou@commonsense.gr

For the coordination team of the project, the Ethics and Data management coordinators are Philippe Urvoy (LAVUE - CNRS) and Agnès Deboulet (LAVUE - CNRS). Each coordinator is responsible in her/his team for monitoring the safe storage of all the data collected, following the guidelines of this chart.

What are the potential sensitive data collected within the project?

Below is a list of the personal and potentially sensitive data collected along the Fairville research:

- Autobiographical testimonies on a life course, family trajectory, residential trajectory and current personal, professional and residential situation (especially wp1 and wp4).
- Information related to interviewees political or equality statements/ opinions or activities.
- Trajectories and situations of activist individuals potentially involved in mobilizations/conflicts linked to basic human rights, such as the right to housing, or environmental justice and local democracy
- Information shared by activists, residents or associative actors, concerning legal disputes still being judged in court, which may involve private or public actors.

Among the interview respondents, a number of potentially *vulnerable groups or group members*² (socially vulnerable or vulnerable to the law) were identified but not in all countries and labs (e.g. no one has been identified in the core of the Fairville Berlin lab). In this project, we do not define the notion of "vulnerable" as lacking skills, agency or capacity for action or decisions, but as the position of being in an unfavorable situation within in relation to power and authority linked to social, economic, racial or gender inequalities in our societies, in line with various sociological works on the question (Ahmed, 2024; Jacobs, 2019; Soulet, 2005).

We thus understand the social position of “vulnerability” above all as the product of an unequal society, dialectically constructed in relation to norms or situations imposed by institutions or social groups in positions of political/economic power. According to Hall and Carlson (2022), social marginalization can then be understood as “a process by which persons or groups are socio-politically peripheralized from dominant, central experiences, that is, deprived of mobility, control over self-will, and/or critical resources, undignified and humiliated, exposed to toxic environments, and/or exploited physically or mentally”. Such a position of marginality can thus be linked to spatial, social, racial and gender inequalities. It can also be directly linked to a legal situation, notably the administrative irregularity of a minority group in the face of the laws of a given society (such as illegal immigrants in Western European countries). Residential vulnerability is also a concept developed by the project coordinator (Bouillon et al, 2019) as the risk of being evicted or exposed to a difficult situation in the urban context, which also applies to several situations encountered or studied in the course of the project.

Within the framework of the project, we have therefore identified in particular different categories of “vulnerable” groups:

² According to the EU commission, the definition of “vulnerable person” includes : “[Minors, unaccompanied minors](https://home-affairs.ec.europa.eu/networks/european-migration-network-emn/emn-asylum-and-migration-glossary/glossary/vulnerable-person_en#:~:text=Minors%2C%20unaccompanied%20minors%2C%20disabled%20people,serious%20forms%20of%20psychological%2C%20physical), disabled people, elderly people, pregnant women, single parents with minor children, victims of [trafficking in human beings](https://home-affairs.ec.europa.eu/networks/european-migration-network-emn/emn-asylum-and-migration-glossary/glossary/vulnerable-person_en#:~:text=Minors%2C%20unaccompanied%20minors%2C%20disabled%20people,serious%20forms%20of%20psychological%2C%20physical), persons with serious illnesses, persons with mental disorders and persons who have been subjected to [torture](https://home-affairs.ec.europa.eu/networks/european-migration-network-emn/emn-asylum-and-migration-glossary/glossary/vulnerable-person_en#:~:text=Minors%2C%20unaccompanied%20minors%2C%20disabled%20people,serious%20forms%20of%20psychological%2C%20physical), rape or other serious forms of psychological, physical or sexual violence, such as victims of [female genital mutilation](https://home-affairs.ec.europa.eu/networks/european-migration-network-emn/emn-asylum-and-migration-glossary/glossary/vulnerable-person_en#:~:text=Minors%2C%20unaccompanied%20minors%2C%20disabled%20people,serious%20forms%20of%20psychological%2C%20physical)” But we could also include other categories of persons especially vulnerable towards social inequalities within EU and other geographical contexts. https://home-affairs.ec.europa.eu/networks/european-migration-network-emn/emn-asylum-and-migration-glossary/glossary/vulnerable-person_en#:~:text=Minors%2C%20unaccompanied%20minors%2C%20disabled%20people,serious%20forms%20of%20psychological%2C%20physical

- undocumented migrants, undocumented workers or political refugees.
- individuals who are illiterate or have difficulties with the official local language.
- persons directly exposed to eviction, housing insecurity or climate risk.

The intersectional perspective also invites us to consider the multi-factorial and additive aspects of these different factors of marginalization and injustice. It's important to note, moreover, that the considerations around “marginalized” or “vulnerable” populations, which include those directly affected by injustices that may be social, spatial, environmental and/or epistemic in urban space, are by no means based on fixed and immobile definitions within the Fairville project. One of the tasks included in WP1 of the Fairville project is precisely to develop and to consolidate the theoretical definitions related to inequalities and their impacts in urban space, based on a collection of testimonies from local actors in the various Fairville sites. This work aims to contribute to emerging reflections on the “subjective, intersectional, and multifaceted” dimension of marginalization and injustice in the contemporary city (Fluit et al., 2024).

With regard to gathering personal and sensitive data within the research carried out, we have identified three main collection methods adopted in the project:

- recorded individual interviews (within WP1, WP2, WP3 and WP5 mainly).
- recorded collective interviews or focus groups (within WP2, WP3 and WP4 mainly).
- photography or video of people participating in the Fairville workshops and the labs activities (within WP3, WP4 and WP6 mainly).

Among the possible risks that inappropriate use of personal data could entail within a research project as Fairville, we can mention here a few examples:

- public exposure of sensitive personal data without the clear consent of the person concerned (name, address, personal health or housing situation, political opinions or activities etc.).

- Exposure of information that could compromise individuals or groups – such as tenants, informal workers, civil society organisations or activist collectives – in the context of legal disputes within mobilizations or conflicts linked to the right to housing, the right to the city, environmental justice or other types of rights and injustice.
- Exposure of information or speeches endangering tenants in precarious or informal situations regarding their landlords.
- Public exposure of political opinions or activities linked to a group or individual liable to political direct or indirect prosecution in regions characterized by non-democratic governments or in urban spaces characterized by clientelist relations or by the presence of armed or violent groups.

These are just some few examples, which could be expanded and adapted according to the context of each Fairville lab. Each local team within the labs, and in particular each coordinator responsible for ethics issues, is committed - beyond the formal ethical requirements of the project - to assessing and anticipating this type of risk, and to adapting work processes according to the local context.

Basic requirements regarding the collection of sensitive / personal data

These are the common rules, within the project, in relation with collection of personal data:

- **The person has been informed of the aim of the project and the use that will be made of the data**, the interview/photograph/video carried out and the types of use that will be made of it.
- **The person has been informed that she/he is being recorded/filmed** if it's the case.

- **The personal information will be anonymised. The access to personal and sensitive data will be restricted to the strict minimum**, namely the group responsible for collecting the data.
- **The person has given her agreement to the processing of his or her data**, signing the project consent form. (In the case of an illiterate individual, exceptionally, the consent can be given orally : in this case the reading of the consent form by a Fairville member and the consent orally given should be recorded and stored).
- **The processing of data collection relies on a legal basis.**
- **The data collection is necessary for the performance of a task to be carried out in the public interest.**
- **The respondent has the right to have access to the content** of the interview, of the video, in order to be able to request an adaptation of the content, or a withdrawal of certain elements.
- **The processing of data collection is in accordance with the guidelines of this chart.**
- **The data may only be stored in a restricted access file, on the protected digital platform provided for this purpose as part of the project** (cf. p. 13 of this chart).

Regarding potentially vulnerable persons and groups, as mentioned on p.10, we ask for special attention from all teams involved and in particular:

- For people who have difficulty reading or understanding local official languages: to be accompanied by an interpreter or use translated documents to ensure that the person concerned has had access to all the information on data collection. **In case of doubt whether they have had access to it, the data should not be collected.**

- In the case of a person exposed to a legal vulnerability, the team needs **to ensure that the collection of data or the participation in the project cannot have consequences on their personal situation or their security**. In case of doubt, there is a need to consult a local lawyer specializing in these issues or the project coordination. Fairville Labs are encouraged to work with local legal experts associations involved in the specific fields in link with their labs (housing, foreigners' rights, rights of informal workers, etc.).
- In the case of groups exposed to risks (housing insecurity, climate risks, etc.) the members of the Fairville lab involved in data collection **should clearly explain the objectives of the project and its limits in terms of action and results. It is fundamental not to create false expectations in the face of the urgent needs and requests of the people concerned**. We therefore encourage each lab to work in dialogue with associations and specialized institutions on different types of risk and assistance (right to housing, rights of foreigners, social assistance), in order to be able to connect potentially isolated or poorly informed people with the actors able to respond their specific needs, when these exceed the action and impact capacities of the Fairville lab.

Who will / can have access to such data ?

Three levels of research groups that may have access to/manipulate these data have been identified:

- **A restricted group (the members of the labs, researchers and non-researchers, actively involved in research and data collection).** They are the only ones to have access to the personal and sensitive data collected, with the data manager of each lab. They must ensure that this data is stored in a restricted access file, on the protected digital platform provided for this purpose as part of the project. **They are responsible for anonymizing data, making sensitive elements invisible, before their possible sharing** (in restricted form or in summary form) to a wider circle of

researchers. They are also responsible **for sharing the interview transcribed with the interviewees so that it can be re-read/validated/amended, having the consent form signed by the interviewee.** (Thus, no sensitive or personal data should be shared beyond this circle, from one lab to another or from one country to another).

- **Some service providers or trusted partners who are not initially an integral part of the Fairville teams, but who take part in the work of collecting, transcribing or translating interviews** (students, interpreters, translators, transcribers). The data manager will be responsible for having them sign - before their participation in data collection - a confidentiality agreement, according to the model established by the CNRS.
- **Finally, the third group is made up of a wider circle of researchers who will take part in the interpretation of the data.** They will have access to data anonymized, reworked or synthesized by the limited research team, in order to avoid the exposure of personal or sensitive data concerning the people interviewed.

How will people be informed and how can they give their agreement or commitment to confidentiality?

The persons concerned by data collection are informed by the project members in charge of the data collection about the project and the purpose of data collection, through a clear and accessible language. The project members in charge of data collection are responsible for transmitting all the relevant information about the project and answering any question raised, asking clearly for their consent before any data collection. The information regarding the Fairville are transmitted orally and also through written documents (the Fairville project or lab flyers). The coordination is also responsible to check permanently that the information regarding the project and the contacts of the coordination team are publicly and easily accessible through the project website (<https://www.fairville-eu.org/>).

The members of the Fairville labs in charge of data collection will transmit a consent form to the individuals concerned by personal data collection, and to any person that is interviewed, filmed, photographed or recorded within the project. The Fairville project consent forms have been written in English and French according to the CNRS guidelines, aligned with the French CNIL recommendations (Commission Nationale de l'Informatique et des Libertés, french public commission for data protection). They should be translated in other languages by the local Data managers when it is necessary.

Two specific consent forms are being used within the project (they should be translated into the local languages for participants that are not fluent in English or French):

- **A consent form for the use of personal data, images and recordings, to be signed by all the persons interviewed.** The latter will have the possibility of authorizing only certain types of use and not others, according to the content of the consent form annexed to this charter.
- **A simpler image consent form** (intended only **for people photographed or filmed during activities**).

The Fairville lab data manager has the responsibility to ensure that the consent forms have been signed, to keep proof that consent has been given and to collect and preserve the physical consent forms, being responsible for the traceability of the collection of consent.

The information necessary for consent is always free, specific, informed and unambiguous. Unless a specific request is made to the contrary by the respondent, the statements and data shared will always be synthesized in such a way as to make the respondent's identity unrecognizable, beyond the anonymization of the name.

In accordance with CNRS guidelines on the protection of personal data, all personal data collected along the project (concerning active members, occasional contributors or interview respondents) will be deleted: after a maximum of three years without use on their part, and within a maximum of five years after the end of the project (December 2026).

The service providers who are not initially an integral part of the Fairville teams, but who take part in the work of collecting, transcribing or translating interviews (students, interpreters, translators, transcribers) have also to sign a specific document : a confidentiality agreement, established according to the CNRS and CNIL guidelines.

Beyond the interviews, for focus groups and surveys conducted by the partners, consent forms should also be signed and collected. The Fairville lab data manager will ensure the security of the information systems used. The partners will comply with the terms of the processing operation, according to the guidelines written on this chart.

Furthermore, the respondents are informed that the transcriptions of the interviews carried out can always be consulted and reviewed by them if they wish to, so that they can reread and validate the content and request the withdrawal of certain comments or information before these materials are used and cited by the researchers.

All the personnel data are anonymized after data collection and before the data analysis and further dissemination of results.

For the data collected directly either through interview or notes derived from the participatory research (such as notes taken in the framework of observations or minutes of collective meeting), we will ensure that the aforementioned participants are agreeing to store the content and later to process it. They will be informed precisely about the data collected, their use, the purpose of their processing, their storage period, and the procedures for exercising the relevant rights.

As for the data indirectly collected, they are also subject to information on data processing. For this type of collection, the partners will inform the persons concerned about the categories of data collected and the source of the data (stating in particular whether they come from publicly available sources).

Security of communication and data storage

The Fairville project uses a server-based platform as a data storage and sharing tool following an ethical and secure data management protocol (Zaclys - Nextcloud). Zaclys/Nextcloud is an independent server, based in France and based on free technology (open source) and on a non-commercial principle of commitment to data protection and to an ethical chart. The tool is aligned with the recommendation principles of the CNIL and CNRS.
<https://www.zaclys.com/cloud/>

The Fairville cloud (hosted on a Zaclys server) is dedicated to the project and reserved for its members only.

This tool allows each member to easily manage access authorizations, in order to preserve sensitive or confidential data specific to each team. The Zaclys tool allows the definition of differentiated access and editing rights, per file, in order to respect confidentiality issues. The producer of the data therefore retains the decision on how to share it within the collective. The project coordination team, responsible for managing the Zaclys account, is responsible for ensuring the precautions taken in the management, sharing and storage of sensitive data on the cloud or on other media, throughout the project.

For all the devices used for internal or sensitive data storage within the project, especially for the Fairville cloud:

- Authentication has been provided for users of digital tools: digital certificates, passwords;
- Restricted access to sites and data have been granted only to the partners and members of the Executive Board.
- Internal computer networks are protected;
- Secure tools are used for videoconferences.

The processed data will be either anonymised, or pseudonymised when necessary or dealing with personal subjects.

According to CNRS rules, the intermediate archiving period will be two years after the last publication of the research results. For the long-term preservation, data will be transferred

from the Fairville cloud to the ShareDocs (CNRS) repository, such a repository is anchored in the CNRS based HumaNum System, based on safe and ethical protocol for data management. For the long-term preservation, the ShareDocs repository will remain accessible for the coordination team of the project, or for the data managers of the project teams and researchers who will still need access to certain data, always following the same restricted access criteria for sensitive data stipulated in this chart.

As for dissemination and communication, the data will be anonymised for transmission to other researchers; for publication in research papers. Un-anonymised data may be disseminated only with prior consent of the data subjects.

The Data Protection Officer advises on compliance with the regulations, cooperates with the supervisory authority, and ensures compliance with the regulation on the protection of natural persons. Formally, this task is carried out by the Fairville Executive Board, who in turn provides counselling, and monitors and validates the registration of the data processing.

The Commission Nationale Informatique et Libertés (CNIL) is the supervisory and advisory authority in France responsible for monitoring, informing and supporting the application of the European regulation and French regulations on the protection of personal data. Each European partner refers to such authority in order to ensure the compliance with the principles of personal data protection in conducting the research.

Before starting Fairville's research project and when it contains personal data, the Fairville partners were asked to undertake the analysis addressing:

- The lawfulness of the processing, which is the basis of the processing (a)
- The purpose of the processing operation (b)
- The relevance and proportionality of data (c)
- Data security and protection (d)
- Limited data storage (e)
- Transparency of information about the use of data (f)

During the First Fairville meeting, the Executive Board has checked that the project was lawful, i.e. that it complies with one of the following conditions in general terms.

In June 2023, during the initial phase of the project, based on the European Commission's ethics checklist, we created this table (below) to clarify the sensitive data and elements involved in the research:

Table 3: Fairville Ethics self-assessment

1. HUMAN EMBRYOS/FOETUSES	
Does your research involve Human Embryonic Stem Cells (hESCs)?	No
Does your research involve the use of human embryos?	No
Does your research involve the use of human foetal tissues / cells?	No
2. HUMANS	
Does your research involve human participants?	Yes
Are they volunteers for social or human sciences research?	Yes
Are they persons unable to give informed consent?	No
Are they vulnerable individuals or groups?	Yes/some of them
Are they children/minors?	No
Are they patients?	No
Are they healthy volunteers for medical studies?	No
Does your research involve physical interventions on the study participants?	No

Does it involve invasive techniques?	No
Does it involve collection of biological samples?	No
3. HUMAN CELLS / TISSUES	
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	No
Are they available commercially?	No

Are they obtained within this project?	No
Are they obtained within another project?	No
Are they deposited in a biobank?	No
4. PERSONAL DATA	
Does your research involve personal data collection and/or processing?	Yes
Does it involve the collection and/or processing of sensitive personal data (e.g: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	Yes
Does it involve processing of genetic information?	No
Does it involve tracking or observation of participants?	Yes
Does your research involve further processing of previously collected personal data (secondary use)?	It is a possibility
5. ANIMALS	
Does your research involve animals?	No
Are they vertebrates?	No

Are they non-human primates?	No
Are they genetically modified?	No
Are they cloned farm animals?	No
Are they endangered species?	No
6. THIRD COUNTRIES	
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	Yes
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	No
Do you plan to import any material - including personal data - from non-EU countries into the EU?	No
Do you plan to export any material - including personal data - from the EU to non-EU countries?	No
In case your research involves low and/or lower middle income countries, are any benefits- sharing actions planned?	No
Could the situation in the country put the individuals taking part in the research at risk?	No

7. ENVIRONMENT & HEALTH and SAFETY	
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Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	No
Does your research deal with endangered fauna and/or flora and/or protected areas?	Yes
Does your research involve the use of elements that may cause harm to humans, including research staff?	No
8. DUAL USE	
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorization is required?	No
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS	
Could your research raise concerns regarding the exclusive focus on civil applications?	No
10. MISUSE	
Does your research have the potential for misuse of research results?	No
11. OTHER ETHICS ISSUES	

<p>Are there any other ethics issues that should be taken into consideration? Please specify.</p>	<p>According to our research, some conflicts might arise between local residents and authorities. Researchers might be instrumentalized and a specific attention must be given to this issue. Furthermore, some Community based organizations could also be targeted by local authorities and a specific caution should be given as well as previous exchanges with the citizens.</p>
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Commercial software and artificial intelligence

Whether for the collection, sharing, storage or collection of data, all project partners are asked to avoid the use of commercial platforms, which do not follow an ethical data management protocol or a public interest mission (such as the main private computing companies – or GAFAM – related tools). The use of certain commercial tools is obviously tolerated and understandable for certain dissemination tasks to the general public, but no sensitive data must be stored on a device dependent on an unreliable commercial structure.

To ensure ethical management and production of research data, we also ask all project members not to use - within the framework of the project - artificial intelligence programs (such as ChatGPT), in particular because such programs carry out non-transparent use of the data provided and a biased production of information.

II. Data production and dissemination

The details of the data production engagement within Fairville are informed in our Data Management Plan (DMP). The main principle is that the data and scientific outputs produced within the project should be oriented by the FAIR principle : «findable, accessible, identifiable, reproducible».

The scientific data produced and the outputs will be shared first with the people concerned on suitable media. For audiences who do not have access to digital media, other methods of restitution and sharing will be provided or need to be invented by all the Fairville lab teams. We are particularly interested, within the framework of Fairville, in the development and experimentation of alternative modes of writing and publicizing research, in different formats than the ones usually used within academic research, which promote a wide dissemination of reflections and processes of co-production or interactions as broad and horizontal as possible.

We are attentive to the fact that there are many ways to include participants in the data production process, by sharing with them as a priority the data collected concerning them, as far as possible (sharing of the interview transcribed, restitution of a printed photograph, etc.).

The processes of writing and producing restitution materials, aimed at a scientific or non-scientific audience, should be based, to the extent possible, on a principle of co-production. The teams dedicated to writing restitution content will always be widely open to the different participants, regardless of their status. Open and horizontal editorial committees, involving researchers and non-researchers will be set up. Their role will be to ensure that the writing processes are open to all, that all voices are heard, that co-writing dynamics are favored, if possible, by including the most vulnerable or invisible members of each lab or each team. On this point, researchers must be attentive to the different mechanisms that allow us to highlight the voices and opinions of audiences who are not always inclined to an academic mode of writing (for example by editing and publishing individual or collective interviews, debates or commented walks, with the authorization of all participants of course).

Finally, when a publication or an academic output (academic paper or publication) is planned, it is requested as far as possible that other formats for rendering the content – even if it is synthesized – accessible to the general public are also planned.

III. Research and geographic areas of risk

Part of the Fairville research is scheduled to take place in areas which at some stage can be affected by violent conflicts and meanwhile by weak levels of confidentiality and high state control on research activities. The necessary precautions have been taken to redeploy fieldwork activities to other areas not affected by conflict without negative effects on the expected results. No research will take place in areas that are unsafe for the team members. Recommendations for travellers and visitors issued by the Foreign Ministries and/or other competent authorities will be followed. Insurance cover including repatriation will be provided.

The participants should also consult the authorities of their Ministry of Foreign Affairs as well as the security and defense service of their institution in order to be updated on the administrative and security measures to be followed in compliance with the legislation of both countries (of departure and arrival).

The ethical standards and guidelines of Horizon Europe will be rigorously respected and applied in each of the countries in which the research is carried out. The same applies to the rules and regulations issued by the host institution. Personal data referred to in the previous section will be imported into the EU where the analysis of the data will take place. However, these data will only be used as explained and will only be published in anonymous form so as to prevent the identification of individuals, except if some public individuals explicitly require their name to be added (which should be done through explicit consent).

IV. Intellectual property rights (IPR)

The Consortium Agreement carefully address IPR issues, on the basis of the REA's IPR Help-Desk advice (www.ipr-helpdesk.org) on IP management under Horizon Europe; the general rule being that Foreground/Results are the property of the Consortium member carrying out the work generating this Foreground, including (depending on national laws) any generated by the appointed partners.

In the case of several members jointly carrying out the work generating the foreground and if their respective share of the work cannot be ascertained, they shall share joint ownership of the Foreground.

Access to any background knowledge necessary for the development of the Fairville research and training programme will be granted to the other partners.

V. Ethical issues and protection of personal data in non-EU countries

The Fairville participants comply with the rules governing EU-funded research and the host country's laws applying for formal ethics approval for their research if this is required by national law.

Any research conducted outside the EU is permissible and legal in at least one EU country. Consent forms for the collection of personal data will be applied in a non-EU country and language will be adapted to the target audience. Beyond the fact that each local team undertakes to follow this ethical charter, local ethics committees, when available, are also mobilized as references, as much as possible, in non-European countries.

VI. Inequalities within research process and epistemic justice

Scientific research, even when engaged in a co-produced and collaborative dynamic, is not exempt from power relations and possible tensions linked to social inequalities between actors and between the recognized or unrecognized legitimacy of their discourses and knowledge. In connection with the topics and ethical principles of the Fairville project, project members and team coordinators are particularly attentive to the power dynamics and inequality existing within research and collaborative work processes. All Fairville labs are encouraged to put in place measures in order to observe and critically evaluate the effect of these inequalities (for example by including working groups or researchers dedicated to this theme, by setting up focus groups dedicated only to certain actors so that they can express their feelings and criticisms freely, etc.). The co-assessment, planned as part of WP4, will have among its objectives to analyze this question in depth. The principle of the co-assessment is to create a shared and regular space for collective and critical evaluation of the collaborative-action-research and the work carried out in each lab, which include not only the researchers but all the local stakeholders (including especially the persons and groups directly affected by the effects of spatial injustice and possible spatial transformations implied by the project).

Special attention will be paid to inclusiveness, sharing of speaking time and decisions, during all meetings and workshops of the project, between the different members, regardless of their quality, their professional status, their gender, their race, origin, etc. Modalities for mediating time and the circulation of speech are thus experimented, in order to be able to avoid the concentration of speech and decision-making. Likewise, we set up a rotation of the roles assigned during the meetings (mediation and facilitation, note-taking, reports, translation) in order to avoid any fixed and potentially excluding dynamics for some of the members.

The co-assessment work developed in each lab is in that aspect based on several criterias, among which inclusiveness, but also *shared governance/participation and democracy*,

effectiveness, knowledge sharing and empowerment. One of the tasks of the co-assessment work will be to develop and imagine new methods and tools, adapted to each local context, allowing a real sharing of power and knowledge between all the people involved.

We are aware that this is a complex subject, which cannot in any way be approached in a normative and prescriptive way, but requires a critical, reflective, transparent, open and ethical stance, on an ongoing basis. Conceiving *circulation and coproduction of knowledge* as one of the objects of study and work of the Fairville project, we encourage spaces for reflection and debate on all these questions, in dialogue with a series of works and experiences exploring these themes (Fricker, 2007 ; Juan, 2021 ; Vessuri, 2007 ; ATD QuartMonde, 2016 ; Godrie, 2019 ; Oliveira & Marcondes, 2024 ; Deboulet & Nez, 2013, etc.).

Beyond the issue of knowledge sharing and epistemic justice, we are also particularly attentive to the question of financial and human resources in the context of the collaborative research carried out. It is fundamental that the members of the project are completely transparent with the participants involved in the labs (residents, activists, workers) about the resources at their disposal: in terms of salaries received in the project, in terms of the budget available in order to carry out activities in the neighborhoods or in the field, etc. Social and activist work, like collaborative research, can involve forms of voluntary unpaid engagement, which can sometimes configure forms of exploitation and abuse. These inequalities in available resources can sometimes generate tensions within associations or activist groups or research processes. Therefore, each Fairville labs team is asked to be attentive to this question of resource distribution, in different ways: not asking for an involvement of time and effort from unpaid participants, outside of their usual allocation, without giving them the possibility of compensation ; set up methods of sharing and exchange (for example co-training systems, or by responding to the concrete needs and requests of local actors) ; finance measures that facilitate the release of actors (transport, meals, childcare), etc.

In dialogue with our Ethics and Advisory Board, we set up exchange sessions, seminars or discussions on those aspects, and we encourage these topics to be developed at each Fairville lab level.

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³ Beyond the references mentioned in this document, this short list also includes some important works which contribute to inspiring our reflections on the theme of the ethics of collaborative research within the Fairville project.

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