



AfriFOODlinks

Data Management Plan v2

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Project partners



Deliverable Details

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List of Abbreviations

CSV	Comma-Separated Values file
DOC	Document file (a default file format used by Microsoft for word processing)
DOCX	Document file with XML Format. Extensible Markup Language (XML) is a simple text-based format for representing structured information
DMP	Data Management Plan
DS	Dataset
EDPO	Ethics and Data Protection Officer
EU	European Union
FAIR	Findable, Accessible, Interoperable, Re-usable
GDPR	General Data Protection Regulation
Horizon Europe	Horizon Europe
ID	Identification
JPG (JPEG)	Joint Photographic Experts Group (for digital image files)
MEL	Monitoring, Evaluation and Learning
MP3, MP4	Motion Picture
MSP	Multi-stakeholder Platform
ODT	OpenDocument Text Document file
PDF	Portable Document Format
PNG	Portable Network Graphics (for image files with lossless compression)
AfriFOODlinks	AfriFOODlinks project
WP	Work Package
XLS	Excel Spreadsheet File
XLSX	Excel Spreadsheet File with XML Format

1. Introduction

This document (deliverable D7.2) describes the AfriFOODlinks project Data Management Plan (DMP), which outlines how data will be handled during the project lifetime. The data collection, sharing, and storing process is described in this document, following an approach aligned with the Horizon Europe guidelines on data management. The document describes how collected data will be managed in the research, governance, incubation, advocacy, and experimentation processes. Data security and personal data protection security are outlined in this deliverable. The deliverable also touches on how data generated in this project will comply with the FAIR approach (Findable, Accessible, Interoperable, Re-usable). In addition to this deliverable, more details on the data gathering will be included in other relevant documents to be prepared by the project, and this deliverable will be updated to include these further details and dataset information when reviewed at month 18 of the project (as D7.9), and then finalised at Month 47 with final datasets and long-term data storage commitments (as D7.10).

1.1. About AfriFOODlinks

AfriFOODlinks aims to address the systemic underpinnings of food insecurity and environmental impact, to lead to real transformation. AfriFOODlinks views urban food environments as the key arena for improving nutrition and reducing environmental impact in African cities. This is because food environments are where residents make choices about the food they eat, and it is where the food security priorities of food availability, access, agency, utilization, and stability manifest. AfriFOODlinks proposes to influence three key drivers of food environment form, function, and dynamics, these being 1) Infrastructure Investment, 2) Social and Cultural Preference, & 3) Business Innovation.

AfriFOODlinks aims to improve food and nutrition security while delivering positive outcomes for climate and the environment, and building socio-ecological resilience in 65+ cities by:

- 1) promoting public shifts to sustainable healthy diets;
- 2) transforming urban food environments through real-world socio-technical experiments;
- 3) promoting inclusive multi-actor governance to empower public officials, established and informal small businesses, communities, youth, and women with ownership and agency to shape their food systems; and
- 4) accelerating innovative, women- and youth-led agri-food businesses to support local value addition and inclusive economic participation.

It will do so through 6 Work Packages (WP):

- Knowledge validation, amplification, creation, and uptake
- Strengthening multi-stakeholder governance processes
- Promoting inclusive and circular agribusiness & innovation
- Improving food environments through experimentation
- Building lasting Africa-Europe partnerships
- Mutual learning, exchange communications & outreach

AfriFOODlinks invests in direct food system change in 5 African Hub Cities and invites 10 African and 5 European Sharing Cities to join them on a mutual learning journey, to share their innovative food systems work and to co-design pilot projects for implementation in each Sharing City. Through a diverse set of AfriFOODlinks interventions, these cities will become beacons of inspiration for urban food systems transitions across the continent. Novel practices, methodological guides, and public awareness toolkits will be developed and shared with 45+

Network Cities in Africa, Europe, and Global South regions, who can adopt, adapt, and replicate outcomes.

AfriFOODlinks is delivered by the following partners:

ICLEI Africa (coordinator); ACRA; African Population and Health Research Centre (APHRC); Agence de Financement et de Promotion de Petites et Moyennes Entreprises (AFP/PME); Agence du Développement Économique Urbain (ADEU); Centre de coopération internationale en recherche agronomique pour le développement (CIRAD); City; University of London; Département de Technologie Alimentaire de l'IRSAT; Està - Economia e Sostenibilità; Food Rights Alliance; HIVOS; ICLEI Europe; ICLEI World Secretariat; Inades Formation Burkina; Institut de Recherche pour le Développement (IRD); Institut National de Nutrition et de Technologie Alimentaire (INNTA); Jaramogi Oginga Odinga University of Science and Technology (JOOUST); L'Institut Agro; Milan Urban Food Policy Pact (MUFPF); Oribi Village; Rete Semi Rurali; Rikolto; Shona East Africa; South African Urban Food & Farming Trust; University of Cape Town; University of Ghana; Women in Sustainable Enterprise (WISE).

2.Data Summary

2.1. Background and purpose of the Data Management Plan

This section defines the purpose and scope of the AfriFOODlinks Data Management Plan (DMP) and includes information about the types of data (newly collected, generated, and handled) during and after the end of the project. This deliverable includes the methodology and standards to be used, including open data and data preservation. According to the project's Grant Agreement, the Data Management Plan will be a living document that will present the status of the project's reflections on data management. The purpose of the document is to provide detailed information on the informed consent procedures that will be implemented regarding the collection, storage, and protection of personal data that might be collected in the activities of stakeholder engagement throughout the project. The Plan will take into consideration the different methods used and purposes used for data collection and guide partners to ensure legal compliance. The DMP will be regularly updated with the periodic evaluation of the project, through inputs from all WP leaders and participants. The AfriFOODlinks coordinator, ICLEI Africa, will be the data controller for the project (Grant Agreement Article 15), with the support of WP1 leads, UCT and JOOUST.

2.2. Data set description

AfriFOODlinks will generate and collect the following types of data during its lifetime:

- Qualitative data: description & analysis of relevant policies, policy processes and institutions, narrative ethnographies and stories of lived experiences of the food system, and partner and participant reflections, learnings and perceptions through the project process. These will also include descriptions of participating stakeholders and actors.
- Quantitative data for various assessments (e.g., statistical data on food systems, spatial data, status assessments for governance, incubation and food environment project processes, etc.).
- Qualitative and quantitative data on business models, on knowledge needs and existing gaps.

The table below describes the various datasets that will be used during the AfriFOODlinks project. Further datasets will be added as new research processes are articulated throughout the project.

Detailed information on these datasets is provided under section 1.5 of this report.

Table 1 Datasets

No.	Dataset name (and description)	Custodian	WP
DS1	DS1_AfriFOODlinks_State of City Food Systems Scans These data are collated from a set of aligned processes in WP2, WP3 and WP4, which come together to inform a state of city food system assessment. Each aspect will be managed in its own repository depending on its functionality and sensitivity. Such data include scientific, grey, and policy literature, as well as outcomes of interviews or focus groups, and partner discussions; these will serve as internal reference until the academic and communications products are ready for publication. Other WP1 deliverables and outputs will be included.	UCT	WP1
DS2	DS2_AfriFOODlinks_Deep Ethnographies These data will comprise of narrative, qualitative data based on interactions, interviews, observations, and engagements as part of the T2.2 methodology. The data will comprise personal information, safeguarded by the data custodian, and the dataset will inform a set of deliverables in WP1.	UCT	WP1
DS3	DS3_AfriFOODlinks_Governance Platforms & Policy This dataset includes data from desktop research (such as government websites and peer-reviewed scientific journal articles); surveys/ interviews; and group engagements used to inform governance approaches in each Hub City, to assess the capabilities of participants, design Lab, workshopping, training and policy development needs of partner cities and stakeholders; recordings of governance-related activities, registration lists of participants to online and in-person sessions, including personal data of participants, and other project deliverables and outputs.	HIVOS	WP2
DS4	DS4_AfriFOODlinks_Business Incubation This dataset includes assessment on the entrepreneurial environment in Hub Cities. It includes data on the businesses and entrepreneurs participating in the business literacy trainings and incubation programme. It includes assessments of these businesses and detailed updates as they progress through the programme, to inform Task Leaders on the correct course of action; it includes data on impact of incubation and grant provision. It also includes data on business models for inclusive circular businesses, and details on the participating businesses.	Rikolto & Shona	WP3
DS5	DS5_AfriFOODlinks_Food Environment Experiments This dataset includes assessment data on aspects of the food environment in Hub Cities to inform the state of food systems surface scan. It includes proposals for experiments across Hub and Sharing cities, evidence of the decision making and selection of these experiments, and approved project plans, which include project assessment criteria and indicators. The dataset includes documentation of the implementation process of the experiments, and the interim and final reports of their performance and impact.	CIRAD & APHRC	WP4

DS6	DS6_AfriFOODlinks_Advocacy & Collaboration This dataset includes lists of appropriate global and regional events of pertinence to AfriFOODlinks, as well as the project's participation in selected ones. It includes stakeholder lists and contact details for aid agencies, open innovation organisations, multilateral organisations and regional and national bodies of relevance to the AfriFOODlinks Advocacy intentions and plans. The dataset documents attendances and forms of interaction at events, meetings and closed sessions hosted by AfriFOODlinks at external events, or events to which AfriFOODlinks is invited. Finally, the dataset includes documentation of city and partner profiling involvement on partner websites, platforms, events, and documentation of the perceived impact of such.	CDM	WP5
DS7	DS7_AfriFOODlinks_City Engagement Brief description: This dataset includes all data on Hub, Sharing, and Network city contacts, commitments, needs assessments, funded travel logistics, communications, and overall participation in the AfriFOODlinks project. It also contains internal process and methodology documents that guide the implementation of city-to-city workshopping both online and in person, as well as the city exchange visits and outcomes of any city-to-city discussions and interactions. This dataset informs broad city engagement processes across Tasks in the project.	ICLEI AS	WP6
DS8	DS8_AfriFOODlinks_Communications, Dissemination, Exploitation Brief description: This dataset includes data that is adapted, where appropriate, from all project activities, processes, meetings, and outputs, into communications assets. It also includes primary data collected specifically for the purpose of communicating about the project, or spreading the narratives, messages, and products of the project. The majority of the data are internal to inform the development of communications products, with finalised communications assets, or digital documentation of physical assets, included.	ICLEI AS	WP6
DS9	DS9_AfriFOODlinks_Youth Ambassadors Brief description: This dataset includes personal data on the AfriFOODlinks Youth Ambassadors, as well as documentation of their social media communications and in-person activations. It includes their profiles and stories.	ICLEI AS	WP6
DS10	DS10_AfriFOODlinks_Consortium and Project Information Brief description: This dataset includes contact details, the signed Grant Agreement, Consortium Agreement, and all information required to support communication, collaboration, implementation, accountability, and effective reporting of project activities and impacts. It includes workplans, templates, consortium guidance, minutes from meetings between various project groups - consortium, executive board, advisory committee, ethics board, etc. - and key communications between WP leaders, Task Leaders, Deliverable Leaders, and Reviewers.	ICLEI AS	WP7

2.3. Data collection methods

AfriFOODlinks will collect primary and secondary data.

- Primary data will be collected via interviews, surveys, funding applications, workshops, trainings, participant observation, field trips, personal reflection methodologies (e.g. observation notes, personal or team journaling, post-event debriefs, MEL post-event reflection survey, etc), and partnerships with the real-world experiment site owners/custodians.
- Secondary data will be obtained via the review of scientific resources, grey literature, policy documents, and relevant project documents (e.g. processed or written products based on work in different work packages of the AfriFOODlinks project, OR data shared from other Horizon or related food system projects), largely available online, but also held by Local Government Partners in their offices.

All WP Leaders are responsible for data management within their work package and, as indicated in the table above, are custodians of the data collected and used in the respective WPs. Technical guidance will be provided by UCT and JOOUST, as leaders of WP1, and the overall process of Data Management is overseen by the project coordinator ICLEI Africa.

2.4. Data formats

During interviews, workshops, online and in-person meetings, etc., qualitative data might be collected through note taking, video and/or audio recording and photos. Largely, the data collected during the project will be in the following formats:

- Text documents (.DOC, .DOCX, .PDF, .ODT)
- Images (.JPG, .PNG)
- Audio (.MP3)
- Video (.MP4)
- Applications (web app, mobile app)

Quantitative data will be stored as .XLS, .XLSX or .CSV files.

All data will be stored on password protected computers as per approved ethical guidelines, and will only be transferred between partners using our password protected cloud-based data transfer platform. Hard copies of data will be kept in locked drawers in locked offices.

2.5. Standards and metadata

Data will be documented following the common standards provided by the Horizon Europe guidance, particularly with regard to:

- The terms “European Union (EU)” and “Horizon Europe”
- The name of the action, acronym and the grant number
- Publication date
- The author

The metadata (Information about the data to be collected, stored, and processed during the project) will be summarised for each of the data set identified in the project. This will include information on the type of data, description, access mechanism, format, storage point, who has access, back up responsibility, preservation, access after project, etc. The table below provides detailed information on the project data.

Table 2 Details on datasets

Type of Data	Description	Working Format (Text, Images, Audio, Video, Excel, etc.)	Primary Storage during the project	Who has access during the project? C=Consortium R=Responsible custodian/owner E=External parties	Backup/Security during the project R= Responsible custodian/owner C=Project data controller	Preserved after project? Y=All data N=No data S=Sample	Preserved format (Text, Images, Audio, Video, Excel, etc.)	Access after Project U=unrestricted R=restricted
DS1_AfriFOODlinks_State of City Food Systems Scans_UCT+JOUST_WP1								
Interview & Focus Group Results	Results from key informant interviews and focus groups; Audio recordings, where appropriate;	Text (word, pdf); Excel files; video/audio recordings	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf); Excel files; video/audio recordings	R
Metadata	Description of the data, including dates, sources, locations, fair use requirements, respondents' / research participants' personal information, etc...	Excel files;	Password protected computers; password protected cloud storage. Hard copies of consent forms and additional notes in locked draws in a locked office	C,R	R	Y	Excel files; Text (hard copy documents)	R = an updated metadata without personal identifiers, based on level of consent provided during research, will be available
Publicly accessible data/results/ documents	All results of the project that are publicly available	Text, images, audio, video, excel, software	Password protected computers; password protected cloud storage.	C,R,E	R	Y	Text, images, audio, video, excel, software	U
DS2_AfriFOODlinks_Deep Ethnographies_UCT+JOUST_WP1								
Interview & Ethnographic Inquiry Results	Results from key informant interviews, and ethnographic methods, including participant/researcher observations, reflections, discussions, engagements; Audio & video recordings, where appropriate;	Text (word, pdf); Excel files; video/audio recordings	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf); Excel files; video/audio recordings	R
Audio-visuals of the urban food system	Images, sounds, videos and other media which convey the lived experience of urban food systems across AfriFOODlinks cities	Audio, Video, Images	Password protected computers; password protected cloud storage.	C,R	R	Y	Audio, Video, Images	R
Metadata	Description of the data, including dates, sources, locations, fair use requirements, respondents' / research participants' personal information, etc...	Excel files;	Password protected computers; password protected cloud storage. Hard copies of consent forms and additional	C,R	R	Y	Excel files; Text (hard copy documents)	R = an updated metadata without personal identifiers, based on level of

Type of Data	Description	Working Format (Text, Images, Audio, Video, Excel, etc.)	Primary Storage during the project	Who has access during the project? C=Consortium R=Responsible custodian/owner E=External parties	Backup/Security during the project R= Responsible custodian/owner C=Project data controller	Preserved after project? Y=All data N=No data S=Sample	Preserved format (Text, Images, Audio, Video, Excel, etc.)	Access after Project U=unrestricted R=restricted
			notes in locked draws in a locked office					consent provided during research, will be available
Publicly accessible data/results/ documents	All results of the project that are publicly available	Text, images, audio, video, excel, software	Password protected computers; password protected cloud storage.	C,R,E	R	Y	Text, images, audio, video, excel, software	U
DS3_AfriFOODlinks_Governance Platforms & Policy_HIVOS_WP2								
Stakeholder / actor contact lists	Stakeholder & participant contact sheets for each AfriFOODlinks city with contact information and stakeholder descriptions.	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Governance assessments	Reflections, observations, analysis by project teams on each city's governance system	Text (word, pdf);	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf)	R
Capability assessments	Results from capability assessments	Text (word, pdf);	Password protected computers; password protected cloud storage. Hard copies of assessments and additional notes in locked draws in a locked office	C,R	R	Y	Text (word, pdf, hard copy);	R
Reports, Attendance lists at MSP events, Labs and other WP2 activities	Registration forms & attendance lists at all MSP events, Labs and other WP2 activities	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage. Hard copies of assessments and additional notes in locked draws in a locked office	C,R	R	Y	Text (word, pdf, hard copy); Excel files	R

Type of Data	Description	Working Format (Text, Images, Audio, Video, Excel, etc.)	Primary Storage during the project	Who has access during the project? C=Consortium R=Responsible custodian/owner E=External parties	Backup/Security during the project R= Responsible custodian/owner C=Project data controller	Preserved after project? Y=All data N=No data S=Sample	Preserved format (Text, Images, Audio, Video, Excel, etc.)	Access after Project U=unrestricted R=restricted
Reports of Food Lab events, attendance sheets,	Registration forms, and short reports of Food Lab meetings, of selected actors (youth, informal actors, etc.) that are considered safe spaces.	Text (word, pdf)	Password protected computers; password protected cloud storage. Preferably no hardcopies.	R	R	N	Text, only approved information	R
Publicly accessible data/results/ documents	All results of the project that are publicly available	Text, images, audio, video, excel	Password protected computers; password protected cloud storage.	C,R,E	R	Y	Text, images, audio, video, excel	U
DS4_AfriFOODlinks_Business Incubation_RIKOLTO + SHONA_WP3								
Entrepreneurial assessments	Reflections, observations, analysis by project teams on each city's governance system	Text (word, pdf);	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf)	R
Business / entrepreneur contact lists	Entrepreneur / Business & participant contact sheets for each AfriFOODlinks city with contact information and stakeholder descriptions, as well as how they have participated in AfriFOODlinks programming.	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Attendance lists for WP3 activities	Registration forms & attendance lists at Business Training, Incubation, Focus Group, and other WP3 activities	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage. Hard copies of assessments and additional notes in locked draws in a locked office	C,R	R	Y	Text (word, pdf, hard copy); Excel files	R
Grant & impact tracking	Details of all entrepreneurs who have received grants, including their impact or value proposition, and descriptions of how these grants have been deployed	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf); Excel files	U

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Business Models	Information related to existing business models of large scale businesses and business plans of MSMEs	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage.	R	R	Y	Text, Excel	R
Company Information	Information related to sources of revenue, financial data,	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage.	R	R	Y	Text, Excel	R
Publicly accessible data & project outputs	All results of the project that are publicly available	Text, images, audio, video, excel	Password protected computers; password protected cloud storage.	C,R, E	R	Y	Text, images, audio, video, excel	U
DS5_AfriFOODlinks_Food Environment Experiments_CIRAD + APHRC_WP4								
Food environment assessments	Reflections, observations, analysis by project teams on each city's food environments & possible interventions	Text (word, pdf); Excel tables, Images	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf);, Excel, Images	R
GIS and/or GPS data	GIS and/or GPS datasets of food environments elements mapped across AfriFOODlinks cities	Spatial files	Password protected computers; password protected cloud storage.	C,R	R	Y	Spatial files	R
Pilot project proposals	All data & results contributing to the development of food environment experiments & pilots in AfriFOODlinks cities, including monitoring and evaluation plan, and indicators of success	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage	C,R	R	Y	Text (word, pdf); Excel files	R=data for pilots U=pilot project proposals
Pilot project monitoring and evaluation	Completed monitoring evaluation and learning frameworks for all pilots, including data / evidence needed to substantiate the pilots' impact/effectiveness: Audio-visual media, interviews, surveys etc...	Text (word, pdf); Images, Video, Audio, Excel files	Password protected computers; password protected cloud storage	C,R	R	Y	Text (word, pdf); Excel files; Images; Video, Audio	R

Type of Data	Description	Working Format (Text, Images, Audio, Video, Excel, etc.)	Primary Storage during the project	Who has access during the project? C=Consortium R=Responsible custodian/owner E=External parties	Backup/Security during the project R= Responsible custodian/owner C=Project data controller	Preserved after project? Y=All data N=No data S=Sample	Preserved format (Text, Images, Audio, Video, Excel, etc.)	Access after Project U=unrestricted R=restricted
Publicly accessible data & project outputs	All results of the project that are publicly available	Text, images, audio, video, excel	Password protected computers; password protected cloud storage	C,R, E	R	Y	Text, images, audio, video, excel	U
DS6_AfriFOODlinks_Advocacy & Collaboration_CDM_WP5								
Global & regional stakeholder / actor contact lists	Partner, advocacy target, stakeholder, sister project team, and participant contact sheets for all AfriFOODlinks activities relating to advocacy and information sharing/exchange, including stakeholder descriptions.	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Attendance lists for WP5 activities	Registration forms & attendance lists at bi-or multi-lateral meetings, advocacy events, conferences, workshops or other all WP5 meetings, events and activities, where appropriate and possible to collect these data.	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage. Hard copies of assessments and additional notes in locked draws in a locked office	C,R	R	Y	Text (word, pdf, hard copy); Excel files	R
Meeting Notes & Observations	Reflections, observations, analysis by project teams on the process and outcomes of each WP5 meeting or activity	Text (word, pdf);	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf);	R
Event & profiling tracking	Documentation of all AfriFOODlinks project contributions to events, meetings, advocacy, and more, including project team forms for data collection & analysis (Events Tracker Form)	Text (word, pdf); Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf);	R
DS7_AfriFOODlinks_City Engagement_ICLEI AS_WP6								
City official contact lists	City focal point contact sheet, which documents the key contact details of local government technical and political officials from Hub, Sharing and	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R

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	Network cities, and descriptions of their roles / focus areas, as well as how they have participated or been engaged in AfriFOODlinks programming.							
City Surveys	Survey data from local government and partner stakeholders for Hub, Sharing and Network cities	Text (word, pdf); Excel files, Images	Password protected computers; password protected cloud storage. Hard copies of surveys in locked draws in a locked office	C,R	R	Y	Password protected computers; password protected cloud storage. Hard copies in locked draws in a locked office	R
City-exchange Meeting Notes & Observations	Reflections, observations, analysis by project teams on the process and outcomes of each city-exchange meeting or activity, as well as overall trends and themes that guide peer-to-peer learning, city-exchange, and webinar/workshop programme design, including, where appropriate, audio, video and images, typically organised into the Meeting report.	Text (word, pdf); Excel files, Images, Audio, Video	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf);	R
City-exchange attendance lists	Registrations and attendance lists for all city-exchange visits and local meetings as part of such exchanges	Excel files	Password protected computers; password protected cloud storage. Hard copies of attendance sheets in locked draws in a locked office	C,R	R	Y	Password protected computers; password protected cloud storage. Hard copies of attendance sheets in locked draws in a locked office	R
DS8_AfriFOODlinks_Communications, Dissemination, Exploitation_ICLEI AS_WP6								

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Communications product drafts & digests	All primary and secondary information from the AfriFOODlinks project that has been cleaned, reduced, packaged, or adapted for development into a communication product	Text (word, pdf); Excel files, Images, Audio, Video	Password protected computers; password protected cloud storage.	C,R	R	Y	Password protected computers; password protected cloud storage.	R
Dissemination analytics	Data and analysis of the reach, uptake, interaction and sharing of AfriFOODlinks communications products and project outputs, to guide dissemination and exploitation planning	Text (word, pdf); Excel files,	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf); Excel files,	R
Webinar and workshop attendance lists	Registrations and attendance lists from all virtual webinars and workshops	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Subscriber data	Contact details of individuals who subscribe to AfriFOODlinks updates via the website or other social media channels	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Publicly accessible communications products	All results of the project that are publicly available	Text, images, audio, video, excel	Password protected computers; password protected cloud storage.	C,R, E	R	Y	Text, images, audio, video, excel	U
DS9_AfriFOODlinks_Youth Ambassadors_ICLEI AS_WP6								
Youth Ambassador contact lists	Contacts details of Selected Youth Ambassadors from Hub and Sharing cities, and descriptions of their roles / focus areas, as well as how they have participated or been engaged in AfriFOODlinks programming.	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Youth Ambassador Application Process	Form and dataset of applications for youth ambassador roles, with ratings by the project team that inform the final selection of Youth Ambassadors. Includes details of interactions for	Text (word, pdf); Excel files,	Password protected computers; password protected cloud storage.	C,R	R	Y	Text (word, pdf); Excel files,	U

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	those selected for interview.							
Youth Stories	Drafts and final approved stories developed by youth ambassadors for the AfriFOODlinks project	Text, images, audio, video,		C,R	R	Y	Text, images, audio, video,	U
Youth Posts & Media Activity	Collated posts and social media profiles and activity by youth ambassadors for the AfriFOODlinks project, where appropriate and possible to collect	Text, images, audio, video,		C,R	R	Y	Text, images, audio, video,	U
DS10_AfriFOODlinks_Consortium and Project Information_ICLEI AS_WP7								
Project details	Grant Agreement, Consortium Agreement, Workplan, Budget, MEL framework and other project details	Text, Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Text, Excel files	R
Consortium contact lists	Partner & stakeholder contact sheets for the whole AfriFOODlinks project with contact information and work focus areas.	Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Excel files	R
Advisory Committee Information	Contact details and descriptions of how the advisory committee is engaged in AfriFOODlinks processes; meeting minutes for advisory meetings	Text, Excel files	Password protected computers; password protected cloud storage.	C,R	R	Y	Text, Excel files	R
Contracting details	Applications, bids and contracting information for all AfriFOODlinks processes	Text, Excel files,	Password protected computers; password protected cloud storage. Hard copy information / contracts kept in locked drawer in a locked office	C,R	R	Y	Text, Excel files, Hard copies in locked drawer	R
MEL Project Outcomes & LINCS Value Framework	Documentation of partner documented Project Outcomes Details of how project partners and participants reflect on how the LINCS values are practiced in the project	Excel File & Google Form	Password protected computers; password protected cloud storage.	R, C is presented with anonymised digest	R	S	Text, Excel files, Hard copies in locked drawer	R

2.6. Data sharing

2.6.1. Open access to research data

AfriFOODlinks and its partners will undertake to ensure that Open Science commitments of AfriFOODlinks, as outlined in Annex 1B of the Grant Agreement are upheld, to ensure open access to research data. For purposes of emphasis, these expectations are detailed below:

AfriFOODlinks aims to mobilise research according to the needs of urban food system stakeholders, and is based on genuine open science. It is open to stakeholders to determine their information needs for action and strategies and they therefore participate in defining the objectives of the synthesis of existing knowledge and the complementary research to be conducted. It is also open to stakeholders to contribute to the provision of the **Knowledge Hub**, considering that scientists do not have a monopoly on this knowledge and that their role is also to organise and enhance the knowledge of professionals, economic stakeholders, civil society and policy makers. Finally, it is open because the knowledge produced will be freely available to all actors.

Key principles of open science that AfriFOODlinks will strive to adhere to include: **open methodology** (methodological approaches developed in this project will be open for examination, critique and uptake); **open data** (datasets emerging from this project will be available for use by others); **open access** (all publications emerging from this project will be available to anybody; the project will also focus advocacy to promote open access publishing of research undertaken in Africa); **open participation** (all are welcome to participate in the project research, events, consultations, meetings and engagements; many meetings will be on line, improving accessibility for those who cannot travel; where barriers to participation exist, the project will endeavour to provide support for participation in the form of travel funds, airtime / data packages for internet, or compensation for time, where appropriate); **transdisciplinary and citizen science** (as noted in the paragraph above, AfriFOODlinks embraces multiple ways of knowing and will actively invite in different perspectives and approaches as a vital way to enrich science); **open peer review** (where it is within the power of the consortium, peer review and quality assurance of project products will be undertaken with full knowledge about who is providing feedback); **open source** (where it is possible and appropriate, AfriFOODlinks will endeavour to use open source technologies and software; however, should no open source software been available for a specified task, this will not stand as a barrier to effective project implementation).

The data from various research processes in each city will also be deliberately and purposefully presented in the MSPs, with the research subjects, and with societal research partners, for collective meaning-making; this is purposefully about ensuring that research is not only presented once published, but that society is part of the research process. Notably, key touchpoints for feeding research into the policy processes of AfriFOODlinks include:

- 1) the embedded researcher in each city working with local officials as co-researchers and consistently sharing research methods and findings for input and feedback;
- 2) city-scan documentation feeding into the MSP processes to inform prioritisation of policy and practice actions;
- 3) food environments research helping societal actors to decide collectively on what socio-technical experiments will be undertaken;

- 4) multi-stakeholder and academic events, taking place consistently through the project, will welcome critique of published research and the project outcomes; and
- 5) emerging project findings will be shared with key actors in other Horizon projects (detailed in Deliverable 5.02), regional and multilateral organisations (e.g. UN agencies, EU or AU agencies, development banks, member state organisations or aid and philanthropy organisations, etc.) for feedback and reflections that can shape further research needs and policy guidance emerging from AfriFOODlinks.

2.6.2. Specifics to anonymity

Data collected in interviews, workshops, and other relevant occasions, sometimes need to guarantee anonymity to research participants. If anonymity needs to be maintained, it is decided by the research participant (e.g., Informed Consent Form in Annex 1). For protection of privacy, these data will be stored by the research leader, and only uploaded to restricted folders for safety.

2.7. Archiving and preservation

2.7.1. Data storage

All datasets will be stored on AfriFOODlinks Google Drive storage platform, only accessible to consortium partners; and where necessary folders with restricted access will be created and accessed by responsible custodians or owners, particularly to safeguard any personal data that are collected.

The consortium partners were asked to provide inputs about the repository of their preference at project commencement. Based on the suggestions provided, the coordinator carried out an assessment of the different options available and identified Google Drive as the most suitable solution, based primarily on its accessibility to project partners, as well as offering flexibility, innovative open-access tools for quick translation across French-English speaking participants, and offering a secure and reliable repository space with the possibility to set restricted access folders where needed. This decision was informed to a great degree by our Inclusivity Value, as part of the LINCValue framework, given that many of the project partners were not able to access a shared Microsoft Teams platform, and that Google Suite offers live and asynchronous translation tools, which improve cross-language exchange. The decision to use this platform was shared with all consortium partners in a final round of consultation.

No mainstream cloud service provider (e.g. Google or Microsoft) offer end-to-end encryption, maintaining that they need to be able to ensure adherence to their data policies; however they do maintain symmetric encryption of files. To adhere as best as possible to the GDPR, access to the cloud data system requires email authentication (i.e. no folders are available to anyone with the link), and only email addresses put forward by project beneficiaries are provided access. Access to folders is also regulated by role and responsibility to reduce interference, loss or appropriate of data. As human error is defined as the key limitation to data security, all project partners will be trained on the importance of healthy data protection approaches (i.e.. updated passwords, two-factor authorisation, version control, etc...)

2.7.2. Data preservation

The project website and Knowledge Hub will be available for 10 years post-project, supported by institutions with proven longevity: ICLEI Africa, UCT, CIRAD, and City University of London. Only openly accessible project outputs will be stored on the Website and Knowledge Hub.

The project cloud will be accessible at least a year after the end of the project, and no longer than 2 years. After that, all project operations data will be stored on local computers.

All appropriate, complete datasets that are deemed available for public use, will be uploaded to the UCT DataFirst Platform for open access upon their finalisation and review, as an ongoing process throughout the project. These datasets will not reveal personal identifiers, as guided by the consent processes throughout the research.

3. FAIR data

3.1. Making data findable, including provisions for metadata

AfriFOODlinks will make all data produced under the project easily findable in the project folders and will assign identifiers to each data item produced and made publicly available. Project deliverables will be identified with a Document ID as follows:

'Deliverable Number'_ 'Deliverable Title Shorthand'_ AfriFOODlinks_ 'Version'_ 'Status (if necessary)'.

For example, this deliverable is identified as: D7.2_ Data Management Plan_AfriFOODlinks_V1_Final. Other identification details for each deliverable will contain details such as provided in the table below at the opening of the document:

Table 3 Metadata of project deliverables

Deliverable Number	
Deliverable Name	
Full Project Title	
Responsible / Lead Partner(s)	
Contributing Partner(s)	
Peer Review	
Contractual Delivery Date	
Actual Delivery Date	
Dissemination level	
Version	
WP/Task related to the deliverable	
WP/Task responsible	

Deliverables will also include description of their contribution to the AfriFOODlinks LINCS Values framework, and reflection on how these values were practiced during this deliverable development, as well as a reflection on performance in gender mainstreaming for the project, as evidenced on page iii of this deliverable.

For files made publicly available, there will be a reference to AfriFOODlinks in their description: It is recommended that the following identifier is used AfriFOODlinks_XXXXXX_NNNNNN in which XXXXXX is the data type; and NNNNNN is a meaningful short description of the content. An example is: "AfriFOODlinks_Factsheet_How to Improve Food Environments for Urban Residents".

3.2. Making data openly accessible

In AfriFOODlinks, data from all WPs will be made available to all consortium members in the project's Google Drive Folder and where appropriate, folders with restricted access will be created and will contain data which should be only accessible to particular custodians or owners. Relevant data or project outputs will be made accessible to the public via the project website's Knowledge Hub and other social media outlets, where necessary, as guided by D6.1, the AfriFOODlinks Communications & Dissemination Plan. AfriFOODlinks will store appropriate datasets for wider use: data will be lodged in an internationally certified data repository - DataFirst (see <https://www.datafirst.uct.ac.za>) - to ensure that data collected in Africa is held in Africa and accessible (with all requisite controls) by Africans.

3.3. Making data interoperable

The data generated, collected, used, and shared in AfriFOODlinks will take standard formats that can be easily operated by all consortium and project stakeholders. Publicly available software can support the project data which will largely have standard data formats such as text documents (.doc, .docx, .pdf, .odt), Images (.jpg, .png), Audio (.mp3), Video (.mp4), Applications (web app, mobile app), and data stored as .xls, .xlsx or .csv files. The project will keep metadata for all datasets, to ensure origins, dates and descriptors of the data are clearly presented. As much as possible, AfriFOODlinks will describe project data using standard vocabularies and keywords that denote or amplify research and development work in the area of Sustainable and Inclusive Food Systems in Europe, Africa, and other parts of the world. This will facilitate interdisciplinarity and interoperability of project data and outputs for usage by project stakeholders and research community.

3.4. Increase data re-use (through clarifying licenses)

As mentioned above, AfriFOODlinks will ensure that data and outputs are interoperable and made easily reusable by interested parties and stakeholders. Project parties and audience can request data via the project website using the contact form available on the project website. AfriFOODlinks will ensure that releasing or sharing data with external parties follows the rules and regulations in the project Grant Agreement, the General Data Protection Regulation (GDPR) as well as other EU provisions on data sharing and protection. Regarding data quality assurance, AfriFOODlinks guarantees that project data particularly data made available to the public will be thoroughly reviewed internally before publishing. For instance, project deliverables will be peer-reviewed by consortium partners before submission. Information disseminated via the different communication channels will be curated before publication.

4. Allocation of resources

The costs related to making data openly accessible, particularly scientific publications emanating from research work carried under the project, will be covered by the respective partner budget. The responsibility for data management under the project is that of ICLEI Africa, with support from UCT & JOOUST. The long-term preservation of data generated under the project will be discussed by the project consortium and appropriate measures will be taken as well as resources allocated to ensure adequate storage and security of preserved data.

5.Data security

Data generated by individual partners will be stored on AfriFOODlinks Google Drive, which was chosen by the Consortium given its greater inclusivity for partners in the project. The full drive will be downloaded and stored offline every two weeks on a password protected hard drive by ICLEI Africa for the duration of the project, to reduce risk of file removal by a large set of project participants and will be available as back-up in the data owner's storage system. As such, these data will be appropriately stored and protected according to the rules and regulations under the EU data privacy and protection laws as well as laws pertaining to the individual partner institutions. As noted in Section 2.71., the project consortium will take all efforts to ensure that all project partners maintain security protocols for keeping the Google Drive secure.

Custodians (WP leads) are responsible for the management of their respective datasets and will ensure the security of the data generated. This process will be guided by UCT and JOOUST and overseen by ICLEI Africa. The consortium will decide by month 40 upon the appropriate certified repository for ensuring the long-term preservation of data for after the project ends; in this current DMP, the project proposes to use UCT's DATA First Platform.

Data meeting the criteria for exceptions from section 2.6.1 are relevant for evaluation and assessment purposes as related to the evaluation framework and will be managed according to procedures outlined in D1.5 and D1.4. Metadata associated with this data will include the sensitivity level indication to allow restriction of (open) access.

6.Ethical aspects

AfriFOODlinks will comply with the ethical requirements relating to data management and provisions made under the project Grant Agreement and EU laws on GDPR. Where there are ethical issues on data sharing, particularly with restrictions on data generated from within the consortium, appropriate actions will be taken by the consortium together with data owners to devise ways to ensure conformity with existing data laws under the project and those in partner institutions. These actions will be guided by the AfriFOODlinks Ethics Values and Research Integrity Statement and its associated Ethics Values and Integrity Approach, detailed in Deliverable 7.5.

Regarding management of personal data and involvement of project participants, AfriFOODlinks has designed an informed consent form (in Annex 1). This is a template which partners are encouraged to adapt to suite their specific research needs. Specific research processes will be required to follow ethics approval processes relevant to their national jurisdictions or institutional policies which will require their own detailed consent forms, which partners are expected to use when engaging with project stakeholders.

Regarding personal data collected from the AfriFOODlinks website, such as names, employment information, and email addresses submitted by website visitors, ICLEI Africa, as WP leader, has made available a privacy policy and uploaded it to the website following transparency principles. The website has the EC official disclaimer stating: "This project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement no. 101084322. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union."

Annex 1: Informed Consent form

This Declaration of Informed Consent consists of two parts. In the first part, **Part A**, your signed consent is requested. In **Part B**, information regarding the project and terms of your requested participation is provided.

PART A

With my signature, I,____(stakeholder participant), confirm the following:

1. I have been given sufficient information about this research project. The purpose of my participation in this project has been explained to me and is clear.
2. I have been made aware by the researcher,____(researcher), that my participation is entirely voluntary. There is no explicit or implicit coercion whatsoever to participate.
3. I have been made aware by the researcher that I can terminate my participation at any time.
4. I have been given the explicit guarantees that the researcher(s) will securely store the data and information provided.
5. This consent form is valid for all AfriFOODlinks activities in which I will take part. Furthermore, regarding the handling of my personal data (please check one):
 - ☐ I declare that the researcher **may not** identify me by name or function in any reports or publications using information obtained from me.
 - ☐ I declare that the research **may** identify me by name or function in any reports or publications using information obtained from me.
6. For the production of audio, video or image-based products, if applicable, (please check one):
 - ☐ I declare that the researcher **may not** record me in a personally recognisable way.
 - ☐ I declare that the researcher **may** record me in a personally recognisable way.
7. For the sharing or dissemination of openly accessible documents, audio, video or image-based products, if applicable, (please check one):
 - ☐ I declare that the researcher **may not** feature me in such products.
 - ☐ I declare that the researcher **may** feature me in such products.

Participant's Signature, Date

Researcher's Signature, Date

Researcher's Contact Details

INFORMATION (PART B)

1. Details on the Research:

[To be described in sufficient detail by the Research Leader]

2. Voluntary participation

You as a stakeholder will always participate in the [sessions] on a voluntary basis. Before the start of each [session] you will be asked to sign this Informed Consent Declaration document. You will have the opportunity to withdraw from the research at any moment without any consequences.

3. Personal data protection and privacy

Your rights to privacy and protection of personal data will be respected at all times. You will be given full justification in case of collection and/or processing of your personal sensitive data. Procedures for data collection, storage, protection, retention and destruction will comply with all national and EU-legislation and are set out in the project's Data Management Plan. Any use of personal data will be strictly limited to the scope, duration and aim of the project. Any exceptions to this will require your explicit consent.

4. Information about the results of the project

The final results of the project will be disseminated, published and made available to the public.

5. Contact

In case you have any questions at any time, please contact: [Insert full name]

[insert email and/or phone number].....

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