

Data Management Plan (DMP)

1 Datenerhebung und -dokumentation

1.1 Welche Daten werden Sie erheben, beobachten, generieren oder wiederverwenden?

Type of data:

Our project will generate the following types of data:

- Data on the organization of political parties (and party look-alike organizations). This includes data on the intra-party institutions, communication and decision-making processes, number and aligned task of party staff, number of active members, information on the funding, etc.
- Data on the parties' positions on a large number of political issues (e.g., tax policy or environmental protection).
- Data on the parties' voter shares in recent elections. This data will be used to calculate some of the independent variables (e.g., volatility or polarization of the party systems).

Format and volume of the data:

Most of the data will be typical survey data (numerical data) and only very few parts will consist of text data (e.g., from open survey questions). Therefore the data will be formatted as UTF-8 CSV-files.

Data will be generated for each of the three federal levels in Switzerland: national, cantonal and local. For each level there will be multiple datasets. However, our data will be rather small regarding the volume. The seize of each dataset will be 10-20MB and the overall seize of all data less than 500MB.

Third-party data:

The following data will be provided by third-parties:

- Politools - a research network, which develops and provides the online Voting Advice Application "smartvote" - will provide all the data on the parties' political positions.
- The data on parties' vote shares will come from official elections statistics.
- All other data will be collected by the projects own interviews and online surveys.

1.2 Wie werden die Daten erhoben, beobachtet oder generiert?

Collection of project data:

The project will conduct online surveys among representatives (e.g., presidents or secretaries) among 10-20 national, 200-400 cantonal and 4-8,000 local party sections.

Data quality will be ensured by standard measures (e.g., pre-testing the questionnaires, validity and reliability tests after the data collection). During the questionnaire development we will already conduct a number of face-to-face interviews with selected party representatives in order to receive both inputs and feedback for the first versions of the developed questionnaires.

Collection of third-party data:

The smartvote data on candidates/parties' political positions provided by Politools are also collected by an online survey. These surveys have reached much higher response rates (70-90%) over the last ten years as purely scientific surveys have reached. In addition to that, they have been used in dozens of research projects in Switzerland and abroad and can therefore be considered as established high-quality data.

The other third-party data will be provided by official election statistics, and there is no reason to doubt this data's quality.

Data consistency:

The surveys and interviews of this project will be conducted according to a common modus operandi and applying the same standardized coding schemes. Beyond that there is no necessity for additional arrangements regarding the versioning and the consistency of the data.

1.3 Welche Dokumentationen und Metadaten sehen Sie im Zusammenhang mit den Daten vor?

accompanied by a text file with metadata and a codebook.

The metadata will contain information on study design, sampling methodology, fieldwork and also information on methods use to construct additional variables based on the raw data and available weights.

The codebook will contain variable-level detail, coding and labelling schemes as well as the number of answers and the frequencies of answer options.

Both the metadata file and the codebook will be available as text and as PDF file. They will provide all information necessary for an accurately and effectively secondary analysis of the data.

2 Ethische, rechtliche und Sicherheitsfragen

2.1 Wie gestalten sich der Umgang mit und die Behandlung von ethischen Fragen?

There are no specific ethical, legal or security issues. Most of the data generated by the project refers to political parties and not to sensitive data on specific persons. The project will conduct surveys and interviews among party representatives (e.g., presidents, secretaries or other party employees), but they will be asked questions concerning the organization, structures or decision-making processes of these parties. No personal information of the survey respondents will be required or collected by the project.

There is one exception: The project will also conduct surveys among candidates of several national and cantonal elections. These datasets will contain personal data of candidates, which deserves to be protected. In the case of this specific dataset the project will align itself towards the regulations established by the Swiss Electoral Studies (Selects) candidate survey. The Selects study is facing the same challenges as our project regarding protection of the personal data/anonymity of candidates, which by the nature of the collected data cannot be anonymized (e.g., information on party affiliation, gender and age allow already to identify a candidate). Therefore the project will make also this specific dataset accessible to the scientific community, but only after one agrees to an additional user contract (the same procedure as applied by Selects). In this user contract scholars applying for the data must confirm to use the data only for scientific research or academic teaching and to communicate any findings only in aggregated form, which does not allow to draw any conclusions on specific individuals.

Furthermore, it is important to note, that this protection of candidates' data is only required for the access to the general dataset, which will be made available after the project's completion. The project's own publications will use the candidates' data only in aggregated and therefore anonymized form, thus allowing to provide unrestricted access (without the necessity of such an user contract) to publication specific datasets.

2.2 Wie werden der Zugriff auf Daten und die Datensicherheit verwaltet?

Because the project does not include any sensitive personal data, we consider the risks as well as the potential damage in the case of a breach of the data security as very low. Subsequently, we consider also the measures to safely store the data during the project as described in point 3.1 as sufficient.

Most likely we will use Qualtrics for conducting our online-surveys. As soon as the surveys are closed we will transfer the data to our own servers (see point 3.1) and delete any data on the Qualtrics website. Qualtrics is hosted in the United States, whereas our own servers (and also those of Politools - our subcontractor - are located in the EU or Switzerland.

During the project only a limited number of 6-8 people will have access to the raw data.

2.3 Wie lösen Sie Urheberrechtsfragen und Fragen des geistigen Eigentums?

With the exception of the data on the candidates / parties policy positions provided by Politools (see point 1.1) all data is owned by the University of Lausanne. However, Politools agreed to abstain from any property rights on data provided to the project on the condition that the data will not be used in commercial ways or applications. Thus, all data is owned by the University of Lausanne and all data will be made available under a Creative Commons Attribution-NonCommercial 4.0 International (CC BY-NC 4.0) license.

3 Datenspeicherung und Datenerhalt

3.1 Wie werden Ihre Daten während der Forschungsarbeiten gespeichert und gesichert?

The project's datasets will have a manageable size of less than 500MB per dataset. And the collected data

does not show any highly sensitive characteristics. Therefore there is no need for a special IT infrastructure during the duration of the project. The data will be stored on dedicated password protected drives/servers of the involved university departments. These servers are protected as all other university servers against digital or physical threats (firewalls, automated backups, storage of backups in a second university building).

The project will cooperate with Politools - an external partner. Politools will support our project in conducting the online surveys as well as with providing an additional IT infrastructure as a second backup during the duration of the project. Politools possesses longterm experience in lending such support to social science research networks (e.g., it was involved in the NCCR "Challenges to Democracy in the 21st Century" and is also contracted by the Swiss Electoral Studies (Selects) to conduct the candidate surveys for the national elections since 2007. Politools will provide also dedicated password- and firewall-protected servers within the Amazon Web Services (with server location Ireland or Germany and due to that in accordance with EU data protection regulations). Also the Politools/Amazon servers will be automatically backed up on a daily basis.

Finally, members of the project team will be allowed to save the data on their own computers/laptops for the duration of the project.

3.2 Wie gestaltet sich Ihre Planung für den Datenerhalt?

As already mentioned the datasets of this project are neither especially large nor sensitive with regard to their content. There is also no legal obligation to delete the data or parts of the data. Therefore, it should be sufficient to make the data available at one of the established data repositories (e.g., FORS or Harvard Dataverse; see point 4.1) with regard to the longterm storage of the data after the completion of the project.

The data will be saved as UTF-8 formatted CSV-files. Additional information like metadata and codebooks will be provided as text files(readable by any texteditor) and as PDF files.

4 Datenaustausch und Weiterverwendung von Daten

4.1 Wie und wo werden die Daten zugänglich gemacht?

The complete all-inclusive datasets will be shared on the FORS data repository. We are aware that FORS does not fulfill all requirements of the FAIR Data Principles at the moment, but it is an realistic option to expect that FORS will fulfill all FAIR requirements by the end of this project (2022/2023). If against all expectations this will not be the case, the project will publish the datasets in an alternative repository, which fulfills the FAIR requirements.

The specific datasets used for the projects publications will be made publicly available on the websites of the scientific journals, which agreed to publish the projects' articles. In cases, where these journals do not publish the data according to the FAIR Data Principles the project will make them available in a data repository of its choosing (e.g., Harvard Dataverse, <https://dataverse.harvard.edu/>).

4.2 Sind bestimmte Einschränkungen erforderlich, um sensible Daten zu schützen?

All data will be publicly available. There are no additional legal, ethical or confidentiality restrictions other than mentioned in point 2.1.

The general all-inclusive datasets will be made publicly available latest at the time of the projects completion. The specific datasets used for the project's publications will be made publicly available at the time of the publication.

4.3 Ich werde ausschliesslich digitale Archive wählen, die den FAIR Data Principles entsprechen

Ja

4.4 Ich werde digitale Archive wählen, die von einer gemeinnützigen Organisation verwaltet werden.

Ja