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## Plan Overview

*A Data Management Plan created using DMPTool*

**Title:** The other diplomats: Exploring the role and practices of non-member state diplomacy at the EU

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**Funder:** Digital Curation Centre (dcc.ac.uk)

**Funding opportunity number:** 29369

**Template:** DMP Template from DCC

**Last modified:** 10-14-2017

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# The other diplomats: Exploring the role and practices of non-member state diplomacy at the EU

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## Data Types, Formats, Standards and Capture Methods

**Example funder prompts:** What data outputs will your research generate? Outline volume, type, content, quality and format of the final dataset Outline the metadata, documentation or other supporting material that should accompany the data for it to be interpreted correctly. What standards and methodologies will be utilised for data collection and management? State the relationship to other data available in public repositories e.g. existing data sources that will be used by the research project; gaps between available data and that required for the research; the added value that new data would provide in relation to existing data.

This article explores one particular arena for external influence which has been left virtually untouched by EU studies, namely that of the non-member state's diplomatic missions to the EU. First, the article identifies the diplomats' own *raison d'être*, maps the policy priorities of each mission, and investigates the practices employed for maneuvering through EU system in effectuating these policy priorities. Secondly, based on the diplomats' own account, the article evaluates the level of influence that the diplomats have had, and potentially can have, on facilitating, shaping and changing three key aspects of the EU's foreign policy portfolio: EU integration, trade and development, as well as security and defense

I will primarily be collecting data from interviews with diplomats stationed in Brussels, accredited to the EU. The Union hosts about 125 diplomatic missions outside its member states. I am to get an interview with approximately all the heads of delegation and some follow up interviews.

## Ethics and Intellectual Property

**Example funder prompts:** Demonstrate that you have sought advice on and addressed all copyright and rights management issues that apply to the resource. Make explicit mention of consent, confidentiality, anonymisation and other ethical considerations, where appropriate. Are any restrictions on data sharing required – for example to safeguard research participants or to gain appropriate intellectual property protection?

There are no copyrights issues that I can see related to this project.

Key for information gathering of this kind is confidentiality. This means under any circumstances will I be able to share my interview transcripts whether full or in part. I will anonymize the research subjects throughout the research process. While the email will necessarily identify the subjects by name, any references to the subjects in transcripts etc will be made by pseudonyms in which the key will be analogously kept in a place only I have access to.

## Access, Data Sharing and Reuse

**Example funder prompts:** What are the further intended and/or foreseeable research uses for the completed dataset(s)? How you will make the resource accessible to the potential audience(s) identified? Where will you make the data available? How will other researchers be able to access the data? Will a data sharing agreement be required? What is the timescale for public release of the data? State any expected difficulties in data sharing, along with causes and possible measures to overcome these difficulties. How will data sharing provide opportunities for coordination or collaboration?

It is impossible for me to share the interview transcripts with any other researchers. This would violate the trust between me and the interviewee. However, the statistics the survey I gather data about, mapping the various tasks and methods of the diplomats in EU could potentially be made public. I will then of course do so in line with my University's guidelines on data sharing and the publication journal I will submit to.

## Short-Term Storage and Data Management

**Example funder prompts:** Describe the planned quality assurance and back-up procedures [security/storage]. Specify the responsibilities for data management and curation within research teams at all participating institutions.

As far as data handling, storage and security and personal information goes, I am aiming to protect my sources. A preliminary solution would be to me being the only person with access to the interview and the transcribed version of the interview. The audio file of recorded interviews will be stored on an external hard drive which will not be moved until all the data is deleted. Here, the transcribed version of the interview should not under any circumstances identify persons or locations that might reveal the interviewees identity. In the transcribed version I am thinking about using pseudonyms. The list of names and the keys for these pseudonyms will be kept on a physical note in a place only known by me.

## Deposit and Long-Term Preservation

**Example funder prompts:** Identify which of the data sets produced are considered to be of long-term value. Outline the plans for preparing and documenting data for preservation and sharing. Explain your archiving/preservation plan to ensure the long-term value of key datasets.

I will keep the data available for 5 years after the last article is published, given any inquiries that might arise after the research process has been completed. I will store this data again on an external hard drive. This harddrive also functions as a server, in that it has a back up harddrive which is constantly backing up the material on harddrive number 1.

## Resourcing

**Example prompts:** What resources will you require to deliver your plan? Outline additional hardware, software and technical expertise, support and training that is likely to be required and how it will be acquired.

I will require some basic hardware such as a microphone to record the interviews, a computer to transcribe the interviews along with some basic statistics software to create descriptive tables generated from the interviews. All these resources are or will be made available to me by the University.

