

FIELD PREPARATIONS DATA MANAGEMENT PLANNING

Visual Ethnography in Process
3 December 2019

FIELD RESEARCH REQUIREMENTS

Send to Mark

- **Proof Equipment Fee Payment**

Send to Supervisor

- **Research Proposal**

- grade 6 or higher, in order to have permission to conduct fieldwork.

Send to Cindy Schotte, Education Coordinator

- **Pre-departure form**
- **Budget overview for fieldwork**
- **Letter of Liability** ('vrijwaringsverklaring')

PERSONAL LIABILITY

Fieldwork Letter of Liability: Hereby the undersigned, participant of the practical fieldwork training for the Master's programme in CA-DS, declares to participate at his/her own risk, in the practical fieldwork training program, thus absolving Leiden University of any responsibilities for:

- all damage done to other parties during the period of this research training;
- all personal damage suffered during the period of the fieldwork training, including damage caused or suffered during travel to, or during stay in the research site, any mental and physical damage and/or damage done to personal belongings, as well as to the finance invested in this training.

The undersigned also declares that he/she is enrolled during his/her research training as a student or auditor at any university in the Netherlands and that to his/her knowledge his/her state of health is no impediment to a stay abroad of three months or more.

DATA MANAGEMENT

- The management of research data includes the **production, organization, and storage** of materials produced through research endeavor as well as issues of **consent and access**.
- Since data necessarily relates back to private individuals, formal agreements create an unusually complicated situation, particularly for academy-based media makers. If you have questions during this presentation that cannot be answered in class, please send them in an email for follow up.

DATA MANAGEMENT

Research protocols: Using best ethical practices, staying within the law, and ensuring output opportunities later.

- Informed Consent
- Data production, ownership, and custodianship
- Leiden Regulations
- General Data Protection Regulation
- Media Release

Informed Consent

“Anthropological researchers working with living human communities must obtain the voluntary and informed consent of research participants. ... **Minimally, informed consent includes sharing with potential participants the research goals, methods, funding sources or sponsors, expected outcomes, anticipated impacts of the research, and the rights and responsibilities of research participants.** It must also include establishing expectations regarding anonymity and credit. Researchers must present to research participants the possible impacts of participation, and make clear that despite their best efforts, confidentiality may be compromised or outcomes may differ from those anticipated. These expectations apply to all field data, regardless of medium. Visual media in particular, because of their nature, must be carefully used, referenced, and contextualized.” (Principles of Professional Responsibility, American Anthropological Association, 2012)

DATA MANAGEMENT MULTIMODAL RESEARCH ETHICS

Pels, Peter, Igor Boog, J. Henrike Florusbosch, Zane Kripe, Tessa Minter, Metje Postma, Margaret Sleeboom–Faulkner, et al.

2018 “Data Management in Anthropology: The next Phase in Ethics Governance?”
Social Anthropology 26, no. 3 (August 1): 391–413.

Dilger, Hansjörg, Peter Pels, and Margaret Sleeboom-Faulkner

2019 “Guidelines for Data Management and Scientific Integrity in Ethnography,”
Ethnography, vol. 20, issue 1

DATA MANAGEMENT

MULTIMODAL RESEARCH ETHICS

1 “Ethnographers recognize that social research is necessarily rooted in social relationships. The social relationships built by ethnographers provide a qualitative, intersubjective and value-laden foundation for knowledge. **This knowledge usually derives from the mutual *co-production* of research materials involving both researchers and researched. This implies that research materials or data are rarely fully owned by either researcher, researched, let alone a third party.** The first duty in ethnographic research is therefore to recognize this joint production and joint ownership of research materials. All forms and norms of managing data depend on it.” (Dilger, Pels, & Sleeboom-Faulkner)

DATA MANAGEMENT

MULTIMODAL RESEARCH ETHICS

2 “The collaborative nature of ethnographic research implies, secondly, that **researchers should continue to treat research materials and data as collaborative for as long as they work with them.** Ethnographic research is a process, in which the establishment of trust and the interpretation of data continue to evolve, as mutual understanding of both researchers and research participants changes in intensity and meaning. **“Data” are therefore never completely fixed and finished products, nor is consent ever completely informed by the quasi-contractual gesture of a written consent form.**” (Dilger, Pels, & Sleeboom-Faulkner)

DATA MANAGEMENT

MULTIMODAL RESEARCH ETHICS

3 “The third necessary condition for ethnographic research is that **individual researcher(s) can and should be responsible for the integrity, preservation and protection of the materials gathered during a specific research project like any other caretaker** of collective property or disciplinary standards.” (Dilger, Pels, & Sleeboom-Faulkner)

GDPR

The General Data Protection Regulation

Three main components:

- Anonymity
- Restricted Sharing
- Secure Storage

This law is not primarily concerned with the gathering of data, but how to handle the data once produced.

The collection of data is instead regulated by anthropological ethical protocols of informed consent.

GDPR: ANONYMITY

- The new data protection law is intended to protect one's identity. In a data gathering scenario, legal protocols require the anonymization of data for it to be freely shared.
- Students should not record legal names (or other personal data) unless necessary for research purposes.
- Non-anonymized data requires signed (or audio/video recorded) informed consent in order to be shared.
- Audio/video recordings and photographs are considered NON-anonymous as voices and images are considered identifiable data.

GDPR: SHARING

- The new law is mainly concerned with preventing the SHARING of non-anonymized data with unauthorized persons, This means that as long as students are not publishing or spreading/sharing their data beyond their research team and supervisors there is no problem.
- Informed consent (written or audio/video recorded) is considered a prerequisite for the dissemination of non-anonymized data, i.e., films, photos, or audio that could be seen via film festivals, distribution, youtube/vimeo, gallery installation, library repositories, etc. If documenting informed consent is not possible, write down why this is impossible.
- Serving a public interest is a possible reason for sharing without informed consent.

GDPR: STORAGE

We need to take precaution against inadvertent or accidental spreading/sharing through unsafe data storage practices. The following storage practices should therefore be used:

- Storage of hand written notes and other paper files should be stored behind lock and key (in a locked room/house or file cabinet/box) when not in use (and carefully handled when in use).
- Digital data should be stored on password protected hard drives or devices.
- The students should use SURF drive to store their data on a remote server. Use of google docs or dropbox or other cloud services, except those offered by the university itself are not adequate.

MEDIA RELEASE FORM

As part of the “TITLE” research project conducted by “NAME researcher”, a student of Leiden University, I will make photographic, audio, and/or video recordings of you while you participate in the research.

Information to include about the research project:

- the topic/goal of the research project,
- how the materials will be stored,
- for how long and for which purposes the materials will be used (just this research project or also future projects? In other people's projects? Etc),
- any possible risks there might be (most obviously that the materials are not anonymous = breach of privacy),
- once consent is given it cannot be revoked (unless of course it can).

MEDIA RELEASE FORM

Please indicate below by initialing what uses of these records you consent to. This is completely up to you. We will only use the records in the way(s) that you agree to: Photo _____ Audio _____ Video _____

1. The records can be studied by the research team for use in the research project.
2. The records can be used for research publications.
3. The records can be shown at meetings of research interested in the study of anthropology.
4. The records can be shown in classrooms to students.
5. The records can be shown in public presentations to non-scientific groups.
6. The records can be used on internet, television and radio.
7. The records can be transferred digitally using internet sharing software to the student's supervisor.

DATA MANAGEMENT REGULATIONS

LEIDEN UNIVERSITY

17. The following aspects at least must be covered in the DMP for a research project:

1. How data-management responsibilities are assigned within the project and what will happen if the researcher, or one of the researchers, leaves;
2. The types of data that will be generated and collected (with format and scope);
3. The collection method(s) or origin of the data (including hardware and software);
4. The standards and metadata for the documentation of the data (discipline-focused and/or in line with standards set by the repository where the data is preserved);
5. Where the data will be preserved during the research and how security and access will be arranged;
6. The measures that will be taken for the long-time preservation of and access to the data;
7. Who will have access to the data at which point;
8. How sensitive or otherwise confidential data is dealt with.

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 8. How sensitive or otherwise confidential data is dealt with.
- I. The student researcher will be responsible for managing the data, but if unable to continue will either destroy the data or relinquish it to the supervisor.

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 7. Who will have access to the data at which point;
 8. How sensitive or otherwise confidential data is dealt with.
2. The primary data types: video and audio files, which will be documented in a spreadsheet loglist and processed in video editing software; hand drawings, typed and hand written notes.

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3. Data will be produced using digital audio and video recording devices, word processing text entry, and entries into paper journals.

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4. Loglists will include both quantitative metadata produced during recording as (duration, date recorded, etc) as well as qualitative entries about content and formal aspects.

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 7. Who will have access to the data at which point;
 8. How sensitive or otherwise confidential data is dealt with.
5. The data will be kept secure every day with the researcher during use or in a locked facility.

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 7. Who will have access to the data at which point;
 8. How sensitive or otherwise confidential data is dealt with.
6. The data will be archived digitally and securely stored in the student's possession.

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 7. Who will have access to the data at which point;
 8. How sensitive or otherwise confidential data is dealt with.
7. Only the student will have access to all unedited data. Research participants will be given access to personal data. Supervisors and class =mates will have access to edited materials.


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 7. Who will have access to the data at which point;
 8. How sensitive or otherwise confidential data is dealt with.
8. All sensitive and confidential digital data will be secured on a password protected hard drive and kept in a locked facility (student's home).

MEDIA / DATA MANAGEMENT


 Universiteit
Leiden

Organizing and logging

Rosanne van den Berg MSc MA

The Leiden School of Visual Ethnography

C:\DB / 5:42

ROSANNE VAN DEN BERG

[in OVERVIEW LISTING]

40	MoE_Debbie interview/
41	MoE_Debbie office/
42	MoE_exterior/
43	MoE Merry/
44	MoE_Vice Minister interview/

[on HARD-DRIVE]

- ABCs
- NIMU11N
- DILI
- Leiden train home
- MoE
- IK
- 1_images
- 1_sample clips
- MoE_Debbie interview
- MoE_debbie office
- MoE_exterior
- MoE_Merry
- MoE_Vice Minister interview
- D3_00058.MTS
- U3_00059.MTS
- D3_00060.MTS
- D3_00061.MTS
- D3_00062.MTS
- 03_00063.MTS
- D3_00064.MTS
- D3_00065.MTS
- D3_00066.MTS
- D3_00067.MTS
- D3_00068.MTS
- D3_00069.MTS
- D3_00070.MTS
- D3_00071.MTS
- D3_00072.MTS

[in LOGLIST]

MoE_exterior									
Name	Size	Date	Duration	Quality	Shot type	Movement	Characters	Speech/Sound	Content
D3_00058.M	112 MB	2/2/16	00:33	good	wide	steady	--	birds, music, talking	Wide shot of carpark full of cars (today, as people walk past.
D3_00059.M	106 MB	2/2/16	00:31	good	wide	steady, pan	--	ambient	pan of whole MoEcarpark, including T1 flag, trees, Biblioteca tinerate
D3_00060.M	78.9 MB	2/2/16	00:23	good	wide	steady	--	birds, footsteps, ambient	People walking through carpark, tree / leaves live top of frame
D3_00061.M	70.6 MB	2/2/16	00:21	good	medium	tilt	--	footsteps, crows crowing, birds	Edge of building, T1 flag, Kanta Estadi
D3_00062.M	17.3 MB	2/2/16	00:05	good	medium	steady	--	birds, car horns	Butterfly in the grass
D3_00063.M	23.2 MB	2/2/16	00:07	good	medium	steady	--	crows crowing	Butterfly in the grass
U3_00064.M	80.2 MB	2/2/16	00:14	good	1/4	moving	--	car horns, crows crowing, traffic	scenery in the grass
D3_00065.M	53.0 MB	2/2/16	00:15	okay	medium	moving	--	traffic/motorbikes	Butterfly in the grass
D3_00066.M	125 MB	2/2/16	00:37	good	wide	steady	--	birds, cars starting, car horns	Edge of shot, entrance and Avenida Estadi
D3_00067.M	82.0 MB	2/2/16	00:41	good	wide	steady	--	car engines/traffic, conversations, car engines/traffic	stuff entering and leaving shot, entrance near tamarobike parking
D3_00068.M	70.7 MB	2/2/16	00:21	good	wide	steady	--	ambient	Motorbike parking lot at MoE, edge of building with paper notices, people walking through
D3_00069.M	28.8 MB	2/2/16	00:08	good	CU	steady	--	ambient	close-up of paper notice on wall near motorbikes saying where different people can park in the MoE
D3_00070.M	74.4 MB	2/2/16	00:19	okay	wide	steady	--	motorbikes/crowding, footsteps	MoE entrance and shot, T1 flag, dark clouds (overlight angle)
D3_00071.M	90.0 MB	2/2/16	00:26	good	wide	pan	--	motorbikes traffic	pan right from MoE entrance to road and Cathedral and Koo
D3_00072.M	80.3 MB	2/2/16	00:24	good	wide	steady	--	motorbikes traffic, conversations	road on left half of frame, MoE fence, T1 flag and electricity wires on right side, dark clouds in sky

LAURA OGDEN

FIELD NOTES

Field notes are one of your main sources of data. It is very important that you are writing up notes on a daily basis, which means you should be regularly indexing and coding them. After 2.5 months in the field, you should have 30+ entries and upwards of 100 pages. Some suggest that for every hour in the field (doing research), should be matched with at least an hour of note taking. Your field journal should thus be a combination of:

- a) details that you will want to remember (you'll be surprised what slips from memory as you go along).
- b) ethnographic vignettes where you write in great detail about events or observations like you are telling a story and the people in your research are the main characters.
- c) more speculative reflections about your research that tries to develop connections to the theoretical concepts. As you go along, make both a table of contents with date and title of entry and an index that identifies the concepts, topics, people, locations, and events with reference to entry date.

You should use your note taking as space where you develop ideas and questions to share with your supervisor.

Photos from the Field

The Institute of Cultural Anthropology and Development Sociology would like you to share visuals of Master students doing fieldwork (talking, filming, or otherwise engaging with respondents). These are helpful for various recruitment purposes (websites, brochures, presentations etc). If you happen to have nice pictures or even small film clips which you want to share (and can be used privacy wise etc), feel free to share them with our web-editor at webredactiecaos@fsw.leidenuniv.nl

