



Redesigning Equality and Scientific Excellence Together



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RESET aims to address the challenge of Gender Equality in Research Institutions in a diversity perspective, with the objective to design and implement a user-centered, impact-driven and inclusive vision of scientific excellence.

Consortium partners



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Redesigning
Equality and
Scientific
Excellence
Together

Final report on ethics in the context of RESET and guidance for upcoming similar projects

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Abbreviations

AUTH	Aristotle University of Thessaloniki (EL)
CSA	Coordination and Support Action
DMP	Data Management Plan
DPIA	Data Protection Impact Assessment
DPO	Data Protection Officer
ERA	European Research Area
GA	Grant Agreement
GBV	Gender-based violence
GDPR	General Data Protection Regulation
GEP	Gender Equality Plan
GBV	Gender-based violence
H2020	Horizon 2020
HEI	Higher Education Institution
HR	Human resources
POPD	Protection of Personal Data
RESET	Redesigning Equality and Scientific Excellence Together
RUB	Ruhr University Bochum (DE)
ScPo	Fondation Nationale des Sciences Politiques (FR)
SwafS	Science with and for Society
UBx	University of Bordeaux (FR)
UL	University of Łódź (PL)
U.Porto	University of Porto (PT)
UOULU	University of Oulu (FI)
WLB	Work-life balance
WP	Work Package

Executive Summary

This final report on ethics addresses the extensive work performed by RESET partners to ensure data protection and to identify and mitigate ethical issues.

It provides insight into the legislative framework and the way RESET partners addressed it. This report also includes lessons learnt and key takeaway based on the RESET experiences in dealing with ethical issues.

The content of this deliverable is complemented by the Protection of Personal Data – Requirement no 1 (D10.1) and Involvement of Humans – Requirement no 2 (D10.2) and by the 4th version of the Data Management Plan (D9.5).



Table of contents

1. Introduction.....	2
2. RESET alignment with European and national regulations on data protection	4
2.1 Ensuring the respect of data protection by framing practices with specific documents.....	4
2.1.1 RESET Consortium Agreement.....	4
2.1.2 Processing personal data.....	4
2.2 Addressing ethical issues by liaising with different stakeholders	6
3. Ethical issues in RESET: takeaways	7
3.1 Performing intersectional analysis in RESET? : challenges ahead.....	7
3.1.1 A protective legislation to collect certain sensitive data.....	7
3.1.2 Ensuring anonymity despite a low number of persons involved.....	7
3.1.3 Guiding Ethics Committees and DPO to facilitate the adoption on an intersectional approach.....	8
3.2 Ethical consideration in SwafS project: a time-consuming process.....	8
3.2.1 Moving from the consortium to the local approach: a challenge.....	8
3.2.2 Anticipating and providing more time as a solution.....	9
3.3 Accompanying GBV witness and/or victims.....	9
3.4 Dealing with sensitive information and vulnerable persons.....	10
4. Conclusion	10
5. References	12
6. Annexes.....	13
6.1 Annex 1: Consent form for the collection of personal data and participation in the focus-group.....	13
6.2 Annex 2: Information sheet for potential participants – RESET large-scale survey.....	16

1. Introduction

Redesigning Equality and Scientific Excellence Together (RESET) is a Horizon 2020 (H2020) Coordination and Support action (CSA), funded under the Science with and for Society (SwafS) 2018-2020 call. RESET aims to address the challenge of Gender Equality in universities and Research Institutions from a diverse perspective, with the objective of designing and implementing a user-centered, impact-driven, and inclusive vision of scientific excellence.

To achieve this goal, four partners designed a first Gender Equality Plan (GEP) in line with the EU requirements, implemented it between 2022 and 2024, and designed a new one at the end of the project, in 2024. The design of those GEPs relied on the collection and analysis of multiple data, from large-scale data collection to surveys and focus groups, as advised by the GEAR tool. In addition to the design and implementation of GEPs, multiple activities have been organised throughout the project to favour institutional change and support the implementation of GEPs, such as co-designing sessions and interviews. Those activities led to the collection and storage of data and also raised ethical issues and required the consortium to comply with the legislation framework.

Indeed, as mentioned in the Grant Agreement, in Article 34, RESET partners must comply with ethical and research integrity principles, which implies to align with international, EU and national regulations. Furthermore, in line with Article 39, "The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection".

As a result, RESET partners needed to conform to international, EU and national regulations.

At the EU level, the key regulation is the General Data Protection Regulation (GDPR). Adopted in 2016, this Regulation provides a legal framework to ensure the protection of personal data and facilitate the possibility of each person having control and rights over their personal information. Several key principles are integrated into the Regulation, including:

- Article 5, which defines the conditions for processing personal data,
- Article 7 specifies the conditions of consent,
- Article 9, which defines special categories of personal data and sets a framework to process them,
- Article 35, which led the RESET consortium to develop its Data Protection Impact Assessment (DPIA).

Apart from GDPR, other key documents create a framework and offer guidelines regarding data protection. The European Charter of Fundamental Rights is a core document of the European Union, enshrined in the Treaty of Lisbon. Its Article 8 concerns the Protection of personal data and states that:

1. Everyone has the right to the protection of personal data concerning them.
2. Such data must be processed fairly for specified purposes and on the basis of the consent of the person concerned or some other legitimate basis laid down by law. Everyone has the right of access to data that has been collected concerning them and the right to have it rectified.
3. Compliance with these rules shall be subject to control by an independent authority.

The *Ethics for Researchers* (2013) offers guidelines to organisations and researchers requiring European funding regarding ethical issues. Considering the scope of RESET, the chapters on data protection and privacy, as well as informed consent, were useful.

Since the beginning of the project, partners reflected on data protection and ethical issues presented by the project activities. As a result, in the first year of the project, various deliverables have been submitted to present the actions of RESET partners to guarantee data protection, to align with the European and national regulations and to address ethical issues. These deliverables are D10.1 – *Protection of Personal Data – Requirement n°1* and D10.2 – *Involvement of Humans – Requirement n°2*. Furthermore, a deliverable, whose first version was submitted in M4, concerns specifically Requirements for the protection of personal data – Data management plan (D9.5). This deliverable has been regularly updated, and its final version is submitted at the very end of the project. Furthermore, to accompany the work of the consortium, an Ethic Advisor has been nominated. Anne-Sophie Godfroy, an assistant professor in philosophy at the University Paris Est Créteil, skilled in gender studies, had taken part regularly in consortium meetings, and provided guidance on the topic. Specific sessions were developed, one in M23, entitled “Excellence, Gender, and Ethics: A Philosophical Perspective” and a capacity-building session in M26 on: “Institutional systems dealing with gender-based violence (GBV): ethics and data related aspects”.

These sessions were crucial to increase the ownership of partner teams on this topic, but nonetheless, all RESET reflections took place in line with the current European and national legal frameworks.

This final report on ethics aims at presenting takeaways in terms of ethics and data protection, based on the RESET experience. It will first sum up the main documents produced, following discussions the RESET consortium had throughout the project to ensure data protection and anticipate ethical issues. This summary is based extensively on the work conducted and presented in D10.1 and D10.2, as well as the work highlighted in D9.5. It is not an exhaustive presentation of the work conducted by RESET partners in ensuring proper data collection, data storage and protection, as well as on ethical issues.

After this brief presentation, this report will highlight main takeaways of this 4-years project.

2. RESET alignment with European and national regulations on data protection

2.1 Ensuring the respect of data protection by framing practices with specific documents

As mentioned in the introduction, RESET partners complied with international, EU, and national regulations. The key regulation is the General Data Protection Regulation (GDPR) (Directive 95/46/EC). Throughout the project, RESET has complied with it and followed the line set in D10.1.

2.1.1 RESET Consortium Agreement

At the beginning of the project, RESET partners elaborated and approved a Consortium Agreement, which stipulates the internal rules. It includes a part on personal data, which specifies:

The parties agree that they will not disclose to each other personal data without first entering into a separate written agreement for such purpose, except for the necessary personal data of persons participating in the Project or conclusions of this Consortium Agreement, which the Party is legally entitled to disclose.

Four partners, namely the University of Bordeaux (UBx), the Aristotle University of Thessaloniki (AUTH), the University of Łódź (UŁ), and the University of Porto (U.Porto), which are all GEP-implementing partners and, as a result, needed to collect more data ahead of the design of their Gender Equality Plan, signed an appendix together to enable data exchange while ensuring their protection. In fact, for the first version of surveys, conducted on 2021, partners could count on the AUTH team to analyse their data, by sending them the survey data, anonymized by excluding personal data such as age or disability. This transference was also done in a particular software to allow for a robust data protection (Amnesia). This strategy allowed for saving time and counted on experts for data analysis, while protecting the anonymity of respondents.

2.1.2 Processing personal data

In line with Article 5 concerning the conditions for processing personal data, RESET partners ensured that they collected data for specific and explicit reasons while ensuring anonymity when necessary. This information, along with the length of storage, and the possibility to withdraw the consent, and delete personal data upon request, was shared with participants of an activity. For example, the implementation of focus groups required the collection of some sensitive data about the participants (e.g. information on the number of children, health condition). It was decided that the recordings of focus groups and any sensitive data that may have been shared during the session (e.g. name, age) would be destroyed 10 working days after the conduction of those focus groups, ensuring their anonymity. Additionally, names were replaced by general denominations

(e.g: participant 1, participant 2), and sensitive data were removed from the focus groups transcriptions.

Personal data were also collected before RESET events. The registration to events required the name of the participant, email address and also the name of the home institution. Those data were collected through registration forms and while important to guarantee the correct access to the events and the production of statistics regarding the project impact, were stored safely and the participants were knowledgeable of the reason why those data were collected. A contact email was also provided for participants to ask for more information and to ask for the removal or deletion of this information.

Informed consent procedures

Article 7 of GDPR specifies the conditions for consent. To align with the Regulation, the RESET consortium elaborates clear informed consent procedures, composed of a consent form and a detailed information sheet. Each procedure is tailored to a specific action. For example, an informed consent procedure has been developed in the frame of the online media campaign "Faces on Campus" (2021-2023), another one in line with focus groups implemented in 2021. The documents describe the condition of participation, risks, and procedure for incidental findings. This procedure has been designed in line with local ethics committees.

Regarding the participation in focus group and survey ahead of the first GEP, the consent form (see Annex 1 for an example) details the aim of those activities, the data collected, the data processing. It also precises the modality to withdraw the consent, and the time the data are stored. In addition, a detailed information sheet (see Annex 2 for an example) specifies the scope of the actions, the reason why the participation is important and useful. It also details the running of the actions, when one accepts to take part in the survey/the action. It also specifies the risks linked with participating in the action and the developments of the action. This procedure has been discussed and approved by each local ethics committees. To design the second GEP, UBx, AUTH, U.Porto, and UL organised a second round of data collection through survey. At UL and UBx, the first approval obtained for the first survey in 2021 could be used again for this second survey. The U.Porto and AUTH's teams needed to obtain a new approval from their ethics committees, which was done timely.

This procedure was also used for other activities of the project, even though their was less information. The data collected were less sensitive and required slightly less information. Nevertheless, they also included elements recalling the action their data is collected for, asking clearly for their consent, and clarifying the possibility and process to withdraw it. It also specifies the contact for information in case of any question. For events, consent forms also ask for permission to share images or print screens of webinars on social media.

Data Protection Impact Assessment

As described in D10.1, and based on the article 35 of Regulation (EU) 2016/679, a Data Protection Impact Assessment (DPIA) is "a process designed to assess the data protection impacts of a project (...) in consultation with relevant stakeholders, to ensure

that remedial actions are taken as necessary to correct, avoid or minimise the potential negative impacts on the data subjects due to their inherent risks". Considering that partners collected data processed at a large scale and that they may involve vulnerable participants, they needed to implement a DPIA. Drafted by the coordinator, in close link with the University of Bordeaux's DPO, it includes the following elements:

- Responsibilities in data processing and storage
- Data collected and processed
- Risks and mitigation

This document has been issued in French, and translated for every partner to follow it. It has been easily accessible for every partner throughout the project lifespan.

In the frame of the project, different data have been collected and analysed for the purpose of several activities. Data collected encompass:

- Secondary data pre-existing to the project, such as data collected by HR departments to assess the state of the situation,
- Large-scale survey
- Data issued during focus groups
- Co-design sessions
- Media campaign / interviews

Data Management Plan

During the project, partners, and more specifically AUTH team, with the support of UBx team, developed a Data Management Plan (DMP), which was updated approximately every 16 months. This document presents the data accessibility and exploitation throughout the project. RESET consortium decided to use Zenodo, an open repository launched in the frame of the OpenAIRE project (Zenodo, n.d). A RESET community¹ has been created, where data, as well as RESET outputs, are publicly available.

It also reminds the ethics procedures developed to ensure RESET compliance with the European legal framework.

2.2 Addressing ethical issues by liaising with different stakeholders

All documents have been carefully drafted by the coordinator and by AUTH team, with the help and review of partners. Yet, external persons have been involved.

The DPIA has been assessed by the DPO of the University of Bordeaux. He was also involved in reviewing consent forms and information sheets, to ensure the correct collection of informed consent.

Ethics Committee of each GEP-implementing partners were consulted prior to the start of focus-groups and survey data collection as these activities involved the recruitment

¹ <https://zenodo.org/communities/reset-h2020/records?q=&l=list&p=1&s=10&sort=newest>

of participants and the use of data for research purposes. More specifically, some participants were considered as potentially vulnerable, in the sense that they could have been witnesses or victims of GBV and/or discrimination. As a result, it was important to anticipate strategies to minimize risks such as providing participants with relevant contacts of existing supporting services within the university, which could include institutional systems to report cases (monitoring units), occupational health service. External services were also included, such as local Non-Governmental Organisations.

Last but not least, the Ethics Advisor of RESET brought her expertise while drafting those documents and contributed throughout the project to the reflections on ethical issues raised by such a project.

3. Ethical issues in RESET: takeaways

3.1 Performing intersectional analysis in RESET? : challenges ahead

3.1.1 A protective legislation to collect certain sensitive data

In the frame of RESET, various data have been collected and analysed by RESET team members. Some of this data are sensitive: they belong to special categories, which include, as mentioned in Article 9 of GDPR, "data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, (...) data concerning a natural person's sex life or sexual orientation shall be prohibited".

Considering the project's scope, data collected concerned, partly, sensitive elements. Indeed, one of the project objectives is to tackle gender inequalities and discrimination with an intersectional lens, which requires an assessment of existing discrimination based on those different criteria. However, it was not always possible to collect all the data necessary to an intersectional approach.

Moreover, RESET team members were sometimes mobilised to analyse data such as wages, which usually falls under the responsibility of the Human Resources department. This raises an ethical concern as those persons were not used, sometimes not trained, to deal with specific information regarding their colleagues, including wages.

3.1.2 Ensuring anonymity despite a low number of persons involved

In addition, when it comes to adopting an intersectional approach, if the data are available, the anonymity might be endangered. Indeed, when crossing different characteristics such as age, gender, disability, race/ethnicity, the number of people concerned might be quite low, which can facilitate the identification of the person.

3.1.3 Guiding Ethics Committees and DPO to facilitate the adoption on an intersectional approach

The limits RESET partners faced came on the one hand, from a restrictive legislative framework and on the other hand from a quite careful approach from their local Ethics Committees. All of this hinder the possibility of adopting an intersectional approach, while maintaining the invisibility of situations.

Guiding DPOs and Ethics Committees and illustrating to them the relevance of having a less conservative approach to GDPR provisions could facilitate the work of other consortium, and more broadly of researchers, who work on this topic.

3.2 Ethical consideration in SwafS project: a time-consuming process

3.2.1 Moving from the consortium to the local approach: a challenge

First of all, it has to be noted that all RESET partners belong to the EU and, as a result, are subjected to the same general framework presented in the introduction. While this eases the process, the RESET experience shows that complying with the legal framework and considering ethical aspects is a long and time-consuming process.

RESET partners needed to discuss and tackle these aspects at the very beginning of the project, while different and demanding activities in several WPs were put in place. It also coincided with a period when the RESET consortium was defining its modes of actions and its modalities of communication. Apart from this critical period for the consortium, this process was also challenging for the project because of external constraints. Indeed, it took place in 2021, while the pandemic was still an issue and adding a burden to the functioning of universities.

As a result, this process added a layer of discussion, because each local ethics committee has its own approach and RESET partners needed to define a common one. This required a lot of effort, as highlighted by the external evaluator both in its Interim Monitoring Report (D2.3) and Final evaluation report (D2.5), but also as visible in the technical report of the first reporting period (M1-M15).

Not only was this process demanding at the level of the consortium, it was also a challenge for each RESET partners, and, thus each RESET local teams. Indeed, each local teams had to liaise with its Data Protection Officer (DPO) and Ethics Committee, to get information but also approval of the procedures defined. This resulted in long-term process, which can be explained by the workload of such committees, often composed of researchers from health sciences, already overloaded with the pandemic, and frequently mobilised. It was not a smooth process. For example, in 2022, it appears that a Data Protection Amendment to the Consortium Agreement was needed, yet some initial technical reservations from ScPo's DPO were ventured, which led to some extension in the process.

3.2.2 *Anticipating and providing more time as a solution*

As a result, for project's teams members, this process needs to be fully incorporated in the design of the project to avoid any strong pressure on the staff and project team members while ensuring a smooth conduction of project activities.

At the same time, it would be helpful if the European Commission could:

- provide more guidance to ease the processes,
- adjust the requirements to match the specificities of projects, which aim at advancing gender equality, diversity and intersectionality,
- allow more time to complete the process.

3.3 Accompanying GBV witness and/or victims

One aspect of gender equality concerns gender-based violence and discrimination. This implies that, on the one hand, during focus groups and surveys, respondents could share experiences of discrimination or violence, either as witnesses or as victims. On the other hand, one activity of RESET concerns the upscaling and coordination of RESET institutional systems, which aims at tackling sexual harassment, sexist violence, homophobia, and other discriminations, as stated in the GA.

Regarding the focus groups, RESET partners discussed this issue together, which led to an awareness-raising on this topic, as well as considering resources to offer to participants who might need it. This includes providing them with relevant contacts, from the institutional system to external NGOs who can provide support. A document was produced, which specifies that information.

Regarding the institutional monitoring units tackling different kinds of violence and discrimination, they raise different issues. Indeed, one of the key element for an efficient system is to guarantee the anonymity of the persons who contact the monitoring units. To guarantee the anonymity of the person, RESET partners have helped develop different procedures. For example, at the University of Porto, an online portal where a person can make a referral in an anonymous manner has been implemented. This referral is then assessed by a commission which channels the complaint to the correct procedure depending on its content. These channels may be directly the rector, the legal support system, the unit director, etc. Following a large-scale study conducted in 47 universities across Europe, the UniSAFE project reports that 62% of respondents had experienced a form of GBV, and about a third experienced sexual harassment (Lipinski et al, 2022). This means that in RESET universities, a similar amount of GBV experiences should be reported. Yet, as the systems are often new for GEP-implementing partners, this is not the case so far and it might create difficulty to ensure the anonymity of person reporting their cases, as the University of Lodz stated.

Anonymity creates also a difficulty to explore the case further. Indeed, to act after a case, the anonymity needs to be lifted. Yet, if the person wants to remain anonymous, the work of the monitoring unit cannot go further. This was highlighted by the RESET ethics advisor, during a capacity-building session at M26 – “Institutional systems dealing with GBV: ethics and data related aspects”. The objective of this session was

to share best practices and highlight the most salient practical and ethical issues in dealing with sexual harassment at RESET partner universities. It integrated presentations from UL, U.Porto, UBx, the RESET Ethics Advisor and the UniSAFE sister project and a co-design part, where all participants were able to engage in the elaboration and discussion of the RESET common standard for tackling sexual harassment and discrimination. Giving space for dialogue and sharing of experiences was crucial for the RESET consortium to understand the challenges linked with ethics, and to adapt their practices, based on the experience of partners. Recommendations were presented in the Report on RESET network's structural engagement against sexual harassment through the work of new or enhanced units (D5.2).

3.4 Dealing with sensitive information and vulnerable persons

During surveys and focus-groups, elements could be shared concerning experiences of GBV, misconduct and discrimination. As a result, RESET team members were confronted with sensitive data or information that could provoke discomfort or personal difficulties, due to their topic (e.g: sexual violence, discrimination). More generally, accompanying witnesses and victims, especially for those working for monitoring unit or occupational health services staff goes hand in hand with an emotional burden. This needs to be anticipated and taken into account as an ethical issue.

Apart from sensitive data, RESET partners needed to clarify the term 'vulnerable persons'. They integrate the situation of persons who might have suffered from gender-based violence and/or misconduct and/or discrimination or who are in emotional distress. It is important to note that because RESET involved potential 'vulnerable persons', it raised high ethical risks. Specific procedure has been defined. It was agreed at the consortium level that if this happened, the person should share with the victim the useful resources (e.g: contact of the monitoring unit).

Thus, implementing a project such as RESET entails to consider some participants as potential 'vulnerable persons', but also to foresee the impact of investigating such issues.

4. Conclusion

During the project, RESET partners developed substantial documents to comply with the European and national regulations regarding data protection. They ensure proper data collection, collection of consent and storage, to guarantee the protection of data during and after the end of the project. All of this has evolved throughout the project, based on the activities performed. The Data Management Plan (D9.5) has thus been regularly updated. With the end of the project, it is important to note that data storage depends on the data collected. For example, raw data concerning experimental evaluation will be deleted at the end of the project, while processed data will be kept after the end of the project. Other data will be deleted five years after the end of the

project. Some data will be kept and publicly available. Thus, a dataset is available on Zenodo, which is connected to an article entitled “Work-life Conflict among higher education institution workers’ during COVID-19: a demands-resources approach” (Garraio et al, 2022). All these elements can be found on the latest version of D9.5, in the second part. These choices go in line with EU regulation and the invitation to facilitate the access to and exchange of data, following on the FAIR principles (Go Fair, n.d).

In addition, RESET partners also discussed different ethical issues, during meetings and with the help of the Ethics Advisor. The scope of the project, which intends to tackle gender inequalities and discriminations, implied to study these topics. Ensuring protection of vulnerable participants was key, while also considering the work of monitoring unit when it comes to GBV and experiences of discrimination.

Yet, it has to be highlighted, as pointed out in the Final evaluation report (D2.5), that these requests, which are important and necessary to be taken into account, also required significant efforts to the consortium and could put at risks some actions. As a result, we encouraged other projects of this type to consider this process in advance, to avoid important difficulties.

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REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR)," European Commission, 2016.

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6. Annexes

6.1 Annex 1: Consent form for the collection of personal data and participation in the focus-group

CONSENT FORM FOR THE COLLECTION OF PERSONAL DATA and PARTICIPATION IN THE FOCUS-GROUP

I was offered the opportunity to participate in a **Focus-group about Gender Equality in Higher Education Institutions** organized in the context of the European project **RESET - Redesigning Equality and Scientific Excellence Together**². **At University of partner name** this project is under the responsibility of *Mrs./Mr...*

In order to make my decision, I received an explanation of the objectives and modalities of this participation. I understood this information and I had the time and opportunity to ask any questions I wanted.

I have noted that the data collected and disclosed during this research will remain strictly confidential.

If any questions or problems arise at any time during my participation, I may contact the team responsible for the research whose contact details are provided in the information letter.

I am informed that this Focus Group session aims to collect experiences and opinions of members of the University of XXX about gender and gender equality that will help, in their turn, to improve actions correcting gender inequalities by the means of a **Gender Equality Plan**.

The data collected present a personal data processing, which is a subject of as such to the European provisions contained in the General Data Protection Regulation of April 27, 2016 (GDPR) and to national legislation on personal data protection.

The focus group and subsequent data analysis will be conducted in accordance with the *French / Polish / Portuguese / Greek* and European legislation in force, it follows the GDPR and it has received a favorable opinion from the Ethics Committee of the *University of Bordeaux / Porto / Lodz / Thessaloniki*.

The University of... based in ... (*Country*) is the **Data Processing Controller**, in accordance with the principles of personal data protection established by the GDPR of the European Union, (EU 2016/679).

² This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006560.

The purpose of the processing is related to the principles of an intersectional approach. The Focus Group questionnaire includes several thematic modules that may reflect your particular experiences considering **age, faculty/service, position**. This data is considered to be “personal” and “sensitive” by the EU General Data Protection Regulation. Researchers have the right to collect them, only for the purposes of research production. They will be used for this sole purpose with your agreement in accordance with European and national rules on the protection of personal data. All raw personal data and recordings will be destroyed no later than 10 working days after collection. All information will remain strictly confidential.

The participation in this Focus Group is completely voluntary and we will adjust the schedule of the Focus Group session to your availability and try to fit it in your working time. If, for any reason, your participation in this Focus Group is not possible, we will notify you about it and your personal data will be destroyed 10 days after the session took place.

I have the possibility to withdraw my consent to participate in this research at any time for any reason, without having to justify my decision and without any prejudice to myself. I will then inform the team responsible of the research beforehand. I am informed that the right of access, rectification, erasure or limitation of processing provided for by the GDPR and the “national Law” may be exercised except the cases where the exercise of these rights may be restricted if their implementation would make it impossible or seriously hamper the achievement of the specific purposes of the processing and where such derogations are necessary to achieve its purposes.

My consent in no way exonerates the responsibility of those responsible for this research.

☐ **By filling in this form I declare that I have read the detailed information sheet, have been informed of the objectives of the RESET Focus Groups, the terms of my participation, freely consent to participate and accept the processing of my personal data under the conditions and for the purposes listed above. This consent is valid for as long as the project lasts and will be archived for 5 year after the end of the project (for scientific/reporting purposes).**

all fields are obligatory
First name:
Age:
Faculty/service name:
Job function/position:
Date:
Contact email:

<i>The participant</i>

☐ I accept that the data collected in this form may be used for the sole purpose of the composition of the Focus Group and that confidentiality of these data is ensured. I am informed my personal

data will be destroyed 10 days after the corresponding Focus Group session. I am informed that the right of access, rectification and erasure provided for by the GDPR and the "*national Law* " may be exercised except the cases where the exercise of these rights may be restricted if their implementation would make it impossible or seriously hamper the achievement of the specific purposes of the processing and where such derogations are necessary to achieve its purposes.

6.2 Annex 2: Information sheet for potential participants – RESET large-scale survey

INFORMATION SHEET FOR POTENTIAL PARTICIPANTS

RESET large-scale survey

Version n°01 approved by the Ethics Committee of the University Hospital Centre of Bordeaux on 24/06/2021

Madam, Sir,

We invite you to participate in a survey titled "**RESET large-scale Gender Equality study**". RESET - "*Redesigning Equality and Scientific Excellence Together*" is a European Commission funded project³ aiming to put gender equality and diversity at the heart of scientific and academic policy-making. The purpose of this study is to evaluate and analyze gender related inequalities with an application of interdisciplinary approach.

Before making your decision to participate in this project, we ask you to read this sheet. You are free to accept or refuse to participate in this survey.

The **researcher responsible for this study** is Marion Paoletti. An assigned person from RESET team takes care of the follow-up of this study. You can forward any questions you may have to reset@u-bordeaux.fr.

This information sheet is designed to help you make a decision about whether or not to participate in this study. Before taking your decision, it is important that you understand why this study is ongoing, what it consists of and what it means for you.

Please take the time to carefully read the following information about the study (or have it read out for you) and ask any questions you wish.

1. What is the purpose of this study?

This survey along with the discussions of local Focus Groups will enable production of statistical data, and help to evaluate the state of arts in terms of gender inequalities within University of Bordeaux and at the level of the consortium of partners. The RESET team will be able to identify the main obstacles and facilitators of gender equality within higher education and research institutions in different countries of Europe, namely in France, Portugal, Greece and Poland.

By evaluating the phenomenon of gender inequalities and discrimination in the academic world, this survey will make it possible to estimate the needs for gender equality measures and help to improve actions that correct gender inequalities by the means of **Gender Equality Plan**.

³ This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006560.

In addition to the new knowledge in social sciences that will be produced in this way, the analysis will deliver knowledge of general interest to:

- public institutions (national *government bodies, European Commission*)
- academic establishments where the survey is taking place (*in particular their Equality and Diversity officers*)
- unions or associations (*staff unions, feminist, anti-racist or LGBT associations*).

2. Why you?

The study is directed at all staff from the University of Bordeaux and conducted by the consortium of partners. Your contribution to this study is essential. It will be used to better understand the difficulties that you or your colleagues may encounter and better to evaluate the situation with gender equality within the institution. Even if you think you have no particular gender issues in your professional activity or your studies, **your answers are important for researchers and for the representativeness of the statistics that will be produced.**

3. Course of the study:

The survey will be filled online and it takes *approximately 20 minutes* depending on your situation. You are able to interrupt it at any moment.

Choose a time when you will not be disturbed to answer the questionnaire and preferably use a computer or tablet (rather than a cell phone).

We would like to ask you to submit your answers until *23 July 2021* by clicking. For any technical question, please contact reset@u-bordeaux.fr.

4. What happens if you accept to participate?

You will have to fill in the consent form and provide answers to the RESET online questionnaire.

As part of the investigation, we will collect a certain amount of information about you. Some of this data is considered to be "sensitive" by the EU General Data Protection Regulation (*sexual orientation, state of health, origin*). Researchers have the right to collect them, only for the purposes of research and statistical production. They will be used for this sole purpose with your agreement in accordance with European and national rules on the protection of personal data.

There are few free response areas in the questionnaire. Participants are asked not to reveal their identity or elements that would allow them to be identified through the description of situations they have experienced; similarly, participants agree not to reveal elements that would allow a third party to be identified, either directly by name or indirectly through the description of situations they have experienced. The University will not use or retain any response or details that are considered directly or indirectly identifying. Any portion of the recorded form that is found to provide such information will be immediately and irrevocably deleted.

5. What are the benefits of participating in this study?

Your participation is valuable to allow us to define the most relevant set of actions to tackle gender inequalities in higher education. You may *not* receive *any direct benefit* from participating in this study.

6. What are the risks of participating in this study?

There are no major risks to this participation, however, there are variations in the meanings people attach to their experience, and, hence, they might elicit different feelings. After answering the survey, you can consult more information on internal and external support services provided by University of Bordeaux.

7. If you accept, is it possible to change your mind?

Yes. You are completely free to accept or refuse to participate in the study. You are equally free to stop your participation in this study at any time. **Due to the fact that all collected information is anonymous and no link with your identity can be set, there is a limitation in your rights related to access, rectification, erasure or limitation of processing.**

8. What happens when the study ends?

An anonymized summary report of its results will be communicated to the entire university community after November 2021. After this initial screening, a Gender Equality Plan for the University of Bordeaux will be elaborated, proposed and widely discussed.

9. How is this study monitored?

This processing must be conducted according to a detailed protocol respecting national legislation and the GDPR norms. Before the launch of this survey, the protocol has been reviewed by the DPOs and ethics committees from all participating institutions. An independent Ethics Advisor supervises the study progress to ensure the participants safety.

For any request for information about the survey or for any comments, you can contact the researchers who designed the survey at your institution – reset@u-bordeaux.fr.

10. Who are the data recipients and what are my rights regarding my personal data collected during the study?

By participating in this study your data will be collected to the extent that it is strictly necessary for research, and they constitute "personal data processing", which is a subject of as such to the European provisions contained in the General Data Protection Regulation of April 27, 2016 (GDPR) and to national legislation on personal data protection. University of Bordeaux is the Data Processing Controller, in accordance with the principles of personal data protection established by the General Data Protection Regulation (GDPR) of the European Union, (EU 2016/679), coordinates research activities in the interest of public good and it is responsible for the proper management of your personal data.

The legal basis for this processing is your consent.

No information that could identify the respondent is collected:

- Le Sphinx system guarantees complete anonymity of your answers.
- The IP address of the computer used to answer is not recorded; neither by the University of Bordeaux, nor by Le Sphinx software
- A serial number is assigned to the answers, but it does not allow any identification.

All responses will be processed by RESET's restricted scientific team from the University of Bordeaux and the Aristotle University of Thessaloniki in Greece, the expertise of which will allow the statistical processing (univariate and multivariate analysis). All information will remain strictly confidential and the data transferred will undergo the procedure of encryption.

It will be stored according to existing regulations on main dedicated IT infrastructures under the responsibility of the University of AUTh (during the analysis) and the University Bordeaux during the project duration and 5 years after the end of the project in order to enable the production of scientific and academic articles and presentations at the conferences by the members of the team.

By filling in of the consent form, you declare that you have read this document, have been informed of the objectives of the RESET survey, the terms of your participation, freely consent to participate and accept the processing of your personal data under the conditions and for the purposes listed above as well as in the context of their re-use for projects with the same objectives. This consent is valid for as long as the research lasts and will be archived for 5 year after the end of the project (for scientific/reporting purposes).

CONTACT INFORMATION

If you have questions about this study or would like to have further information on the use of your data, you can contact:

- The responsible person and coordinator of this study at University of Bordeaux is **Marion Paoletti** – marion.paoletti@u-bordeaux.fr or by postal address Asst. Prof. Marion Paoletti, Collège DSPEG, Faculté droit/science Po, av. Léon Duguit 33608 Pessac CEDEX.
- **The Data Protection Office** : via email address - dpo@u-bordeaux.fr
- **The Data Controller**: *University of Bordeaux, place PEY BERLAND 35, Bordeaux, 33 000.*

If you have any ethical concerns, you can contact the project team, which includes an ethics advisor, at reset@u-bordeaux.fr

If you feel that, despite all your requests to the team in charge of the RESET project and to the Data Protection Officer of the University of Bordeaux, your rights recognized by the legislation on the protection of personal data have not been respected, you have the possibility to lodge a complaint with the French data protection Authority, called "National Commission for Information Technology and Civil Liberties - CNIL".