Social-Action Messages to Reduce Transmission of COVID-19 in North India

A Data Management Plan created using DMPonline

Creators: Wendy Olsen, First Name Surname, First Name Surname, dubey.amaresh@yahoo.com

Affiliation: University of Manchester

Funder: UK Research and Innovation (UKRI)

Template: UKRI Template Customised By: University of Manchester

Grant number: Global Challenges Research Fund pump priming grant (Research England)

Project abstract:
In India, rapid transmission of the SARS-CoV2 virus could mean a sudden health shock involving great expense to some families during 2020-2022. This project in 2020 aims to improve understandings around health messaging and the transmission of viral disease through a series of three activities – secondary data combining, issuing leaflets, and grassroots narratives. The collaboration we already started across north India includes participants in a series of six rural civic workshops in 2019, participants in a national workshop on women’s Labour Supply in 2020, and participants in several workshops in Delhi over the years 2018-2020. Building up this network, we include women’s studies specialists, development economists, population demographers, and activists for the groups that face discrimination in the society. For all these, the use of quantitative evidence in data-combining is potentially empowering. The mixing of local voices with such evidence is very powerful. To have local leaflets with a strong validation mechanism through our partnership will strengthen not just the COVID19 response but social development generally over the period 2020-2022.

Last modified: 16-06-2020

Copyright information:
The above plan creator(s) have agreed that others may use as much of the text of this plan as they would like in their own plans, and customise it as necessary. You do not need to credit the creator(s) as the source of the language used, but using any of the plan's text does not imply that the creator(s) endorse, or have any relationship to, your project or proposal.
Social-Action Messages to Reduce Transmission of COVID-19 in North India

Manchester Data Management Outline

- None of the above
- Yes - Part of a collaboration and owning or handling data
- Re-use existing data (please list below)
- Acquire new data

Acquire new data
20 long phone calls take place: one each with 10 rural Panchayat leaders (one person from each of 10 villages known to the AMS staff, in the area surrounding Lucknow and Kanpur). The leaders are half female. Each is initially asked to comment on the leaflets and on the issues of transmission, awareness, and sanitation. Based on local discussions in their village about what is feasible and what is being said, the leader will give us suggestions for revision of each leaflet during the SARS-CoV2 period. We record part of each conversation under the permission of participants.

Secondary data
Dataset 1: NFHS 2015/2016
Dataset 2: Delhi NCR Coronavirus Telephone Survey- Round 1 (subject to approval and depersonalisation of the microdata)
We focus on common variables (age, sex, social group, state, house type, health indicators), and identify additional variables from Dataset 2 if available. These cover: how aware of the disease the person was by 3 April 2020. B. how aware they are about sanitation reducing the transmission of this virus. C. How many social-physical contacts the person had in the past one day in April 2020

- University of Manchester Research Data Storage Service (Isilon)
  1. Dropbox for Business
  2. University of Manchester Research Data Storage Service

The research data storage space created earlier for Prof. Olsen can be used to hold these new data. This data storage appears as R: drive on her desktop pc. When necessary for sharing data across Indian sites, we will use encrypted file transfer and Dropbox for Business. Prof. Olsen already has a University of Manchester Dropbox for Business which, we understand, can be used to hold data securely. The address list held in the data storage area will not contain sensitive personal data. The other research data types do not contain personal data.

- < 1 TB

Wendy Olsen was allocated some storage space on a previous project so she understands how to use the replicated and snapped access. This is used as a safe backup area. The access to this data storage is via Univ of Manchester VPN. Please note that we will instruct all research team members to delete all unused data from their drives.

- No
- 0-4 years
- Personal information, including signed consent forms

Personal information is collected on each interviewee. This information will be retained for 5 years after our Working Paper is published. The information includes their age, gender and occupation (broad category). We mean to keep the personal contacts (name and phone numbers) only for the initial contact purpose and do not include in the report. During the interview, we ask consent for future contact. If persons allowed for further contact, we keep their contacts to provide them with feedback and information on how to reduce infection risks. As soon as the process is finished, name and phone numbers are removed from the shared folder.

Personal data held with caution.
1. Keep the excel spreadsheet files under password encryption at all times, and the single paper original under lock-and-key at all times.
2. Use only Encrypted Laptops, Encrypted USB sticks and secure filestore.
3. all other data held in this project are textual data with no names, no personal data. This includes no significant place names except broad city names such as Lucknow, Delhi, etc.

- Yes – Other (explain below)
Yes - Informal sharing without contractual arrangements

Yes, as described earlier, the other holders are resident in India.

Yes

Wendy Olsen

2020-06-01

0. Proposal name

Social-Action Messages to Reduce Transmission of COVID-19 in North India

1. Description of the data

We aim to improve health and well-being in Uttar Pradesh state of India in this project. This project improves health messaging about COVID19 through secondary data combining, survey data by telephone mode, semi-structured interviews, issuing leaflets in 2 languages, and the further analysis of grassroots narratives (published in academic outlets).

BROAD OVERVIEW. We acquire new data via phone.
20 long phone calls take place: one each with 10 rural Panchayat leaders (one person from each of 10 villages known to the AMS staff, in the area surrounding Lucknow and Kanpur). The leaders are half female. Each is initially asked to comment on the leaflets and on the issues of transmission, awareness, and sanitation. Based on local discussions in their family about what is feasible and what is being said, the leader will give us suggestions for revision of each leaflet during the SARS-CoV2 period. We record part of each conversation under the permission of participants.

Secondary data
Dataset 1: NFHS 2015/2016
Dataset 2: Delhi NCR Coronavirus Telephone Survey- Round 1 (subject to approval and depersonalisation of the microdata)
We focus on common variables (age, sex, social group, state, house type, health indicators), and identify additional variables from Dataset 2 if available. These cover: how aware of the disease the person was by 3 April 2020. B. how aware they are about sanitation reducing the transmission of this virus. C. How many social-physical contacts the person had in the past one day in April 2020.

TYPES OF DATA HELD. LIST 1. Non-sensitive, non-personal data.
a) secondary data with permissions;
b) survey data by telephone mode, c) semi-structured interviews, also by telephone mode;
d) new leaflets in 2 languages; and
e) NVIVO software holding anonymised, non-recognisable qualitative data.

List 2. Potentially sensitive personal data.
The key sensitive personal data are:
f) The list of phone-interview name list with phone numbers and addresses - held in India only. (These are overseas-held qualitative data, personal, potentially sensitive).
g) Phone call transcripts which, prior to translation, are held overseas. These cross the desk of translators in India.

Please note the respondents are all professionals, who have been elected to a public position in a Gram Panchayat (Village area) in Uttar Pradesh. None are unemployed.

LIST 1. Non-sensitive, non-personal data.
a) secondary data with permissions: large files of COVID19 deaths and cases data from publicly-available sources; National Family and Health Survey India.
b) survey data by telephone mode, 1500 respondents, each is a Gram Panchayat leader, elected by the people in democratic elections, to hold this role as a job. 15 questions per respondent. Excel spreadsheet 1500*15.
c) semi-structured interviews, also by telephone mode, with a selection of 10 of the same village leaders. See 'NVIVO data' below.
d) new leaflets in 2 languages = textual data, 60 pages in total.
e) NVIVO anonymised qualitative data. SCALE OF NVIVO DATA Interview data is transcribed to the NVIVO software. 10 interviews is about 200 pages in Hindi and 200 pages in English after translation.
The recordings will be deleted after transcription in Hindi. The transcripts which are not anonymous (showing village name for example) will be held in India. Then ring the number, ask for participation, and if agreed, hold the name, number and other information in the India desk of our sub-contractor, IIDS. We expect 1500 will refused and 1500 say ‘yes’ to begin participatioin. The name and phone-number info is not sent to the UK.

The transcripts must contain the name of the person (who is a professional) while being translated. Then names are removed for insertion into NVIVO. Finally the anonymised Transcripts are sent to the UK from India. These are put into NVIVO in the UK. They are in 2 languages.

2. Data collection / generation

This project uses broadly three types of data: secondary data, survey data by phone more, and interview data also gathered via phone mode.

SECONDARY: Indian NFHS 2015/2016 is an open dataset, which is commonly used in many studies on health in India. We request to also use Delhi NCR Coronavirus Telephone Survey- Round 1. This dataset was surveyed recently and there are summaries publicly available. Both datasets are depersonalised microdata and do not involve personal information.

SURVEY: We also gather primary data through a short phone survey (1500 respondents) and semi-structured phone interviews with 10 rural community leaders. The interviews include general questions about how much they are aware of Covid-19, whether their communities are prepared for potential risks of infections, and how they deal with neighbours and family in terms of social distancing, sanitation, and hygiene.

INTERVIEWS: We extend the phone call to a second call for a longer, tape-recorded phone interview for 10 cases, half female and half male. The tapes are a data medium (MP3 for example) which is non-anonymous.

Secondary data is available through the website. NFHS provides the full dataset through the DHS website. We submit the aim of the research and the name of the institute, and datasets are immediately provided. Proper citation will be written on the report.

Interviews are made by the IIDS staff. 3000 short calls are made. From among these, around 1500 refuse to participate. The remaining 1500 15-minute phone calls involve our staff member ticking off answers on the survey form in their computer. (Survey form is sent them via email.)

10 20-minute long interview phone calls take place: one each with 10 rural Panchayat leaders (one person from each of 10 villages, within the same 38 districts surrounding Lucknow and Kanpur, UP, India.

Based on local discussions in their village about what is feasible and what is being said, the leader will give us suggestions for revision of each leaflet during the SARS-CoV2 period. The leaflets are for public use and are not personal nor sensitive information.

We ensure quality of translation of the survey and interview by having it translated to Hindi then back-translated to English. Piloting has occurred in Delhi with non-vulnerable professionals.

3. Data management, documentation and curation

Personal data: Staff members will use encrypted laptops and desktops for the temporary storage of the name and contacts, and only depersonalised data will be exchanged through Dropbox and maintained on the Univ of Manchester Research Data Storage. Personal data requires following the laws of UK, EU, and India. Requires SFTP and should not be saved on a laptop or desktop for any long period of time (not greater than 3 weeks). While held on any desktop, laptop or phone, the personal data must be encrypted.

Non-Personal Data: we do have initially a Dropbox for Business, which will be regularly backed up. We use this to share non-personal research documents. This can only be used by the project team for non-personal data. Then, we will use Univ of Manchester secure data transfer, known as SFTP via UOM, to keep our transfers safe from outsiders.

Each interview is 20 minutes long. This provides 10 hours, i.e. 200 pages of transcripts, potentially. The team analyses the keyness of each single word in the transcripts using a novel statistical routine, and discourses are then analysed using NVIVO. Some post-translation work is done in India. IIDS has clear ethical guidelines and handle data, ensuring we conform with local laws on data protection. Translators, who are not yet appointed, will not translate personal data. They only translate the other non-personal data types. We have to hold various files so there will be a full list of all files, with the date of origin. An NVIVO file is created (with no personal data) and shared among the research team members who are co-authoring.

UOM Side

We write the ethics application (separately), with all attachments through Ethical Review Manager (ERM). Team members fully comply with the university ethics guidelines. Training occurs annually for data protection and ethics.

Regarding the interview, our PI and Co-PI staff ensure that no sensitive or personal questions are asked. All interviewees are adults who are leaders of the communities. It is also essential to protect researchers’ privacy. We avoid revealing personal information of researchers to participants.

INDIA SIDE

The recordings will be deleted after transcription in Hindi. The transcripts which are not anonymous (showing village name for example) will be held overseas. These cross the desk of translators in India.
in secure manner only in the India offices following the IIDS own standards of ethics and data protection. Then after anonymisation, the survey data and transcripts, showing only village Number and not phone numbers nor names, will be sent to UK using safe encrypted methods.

4. Data security and confidentiality of potentially disclosive information

The GDPR, Uk Data protection act, Indian laws, and the research data storage statement of operating procedures of the Univ. of Manchester.

1. Personal data: we plan to preserve the personal data initially in the India offices of IIDS, but then delete it all 5 years after project is finished, ie our working paper is published.

2. Non-personal data: using NVIVO we store this for future analysis. There is no need to destroy this after 5 years as it holds no personal identifiers and there is no risk of disclosure of personal ids.

WHAT-IF SITUATIONS (Hacking)

In any case the respondents, being professionals elected to public office, are able to deal with any risk if a village were identifiable and if a particular quote were traced back to them. They are not vulnerable people. The process of ‘de-anonymisation’ which a hacker could engage in is not a risk here because even if the professional Sarpanch [Mayor] were faced with their own quotations they would be able to deal with any challenge or criticism.

SENSITIVE TOPICS

The level of deaths and severe COVID19 cases is also mainly a public matter, not a private matter in India. Every case must, by law, be registered. Every death must, by law, be registered. The commentaries made in interviews by Sarpanches [Mayors] could be considered to touch upon sensitive topics in view of the epidemic.

We will be dealing with ‘distress’ and having a ‘de-brief’ as good practice although these are non-vulnerable adult professionals.

Personal data: team members will use encrypted laptops and desktops for the temporary storage, and exchange data on encrypted USB sticks or via SFTP (secure file transfer). Then, we delete the old copies.

We store the excel and NVIVO files and the word files of transcripts and list of Villages on the Univ of Manchester Research Data Storage system. These do not include sensitive personal information, indeed the files do not include personal information.

Non-personal data: each team members will be granted access to the secure file transfer or file store arrangement. Dropbox for Business will offer research data sharing between research team members of this project. The data will be restored in the University of Manchester Research Data Storage.

5. Data sharing and access

Any of released and published paper, notes, and leaflets will not include personal or sensitive information. Since it is not personal data, no restrictions on data sharing are required. We keep the remaining raw data, other than published data, in Dropbox with password access to restricted members of the research team only.

1. We will write a working paper, including the analysis of interview and data combining results.
2. We publish leaflets to acknowledge the information about Covid-19 and sanitation and hygiene. Leaflets are printed out and also shared through online. We use webinars to disseminate the contents of leaflets.
3. Using Twitter, Facebook or other online platform, we share the research results, emphasising the importance of communications and partnership as well as sanitation and quarantine in reaction to the Covid-19.

Primary data sources will not be shared with anyone other than team members. For ensuring trust in research, we do not allow sharing of our NVIVO files at all beyond our research team.

Not applicable

Not applicable

Not applicable

We do not intend to submit the data to the UK Data Archive. Resources in the project are not extensive and so these data cannot be deposited.
6. Responsibilities

UK Side
Prof Wendy Olsen. She delegates some reminders to team members. At all times, an awareness of ethics and data security has been developed in this team. Regular reminders both verbally and in writing will be given.

INDIA Side
Prof Pal. As Director of IIDS, Prof Pal ensures that the project gets the Ethics Clearance certificate by end of June 2020. Negotiations were underway in May-June 2020 to balance out methods of enquiry with safety and health/vulnerability risks. He trains the staff at the IIDS and ensures that legal requirements are met.

STAFF support
Regular reminders both verbally and in writing will be given by Prof Olsen and Prof Pal.

7. Relevant policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>URL or Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Sharing Policy</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Institutional Information Policy</td>
<td><a href="https://documents.manchester.ac.uk/display.aspx?DocID=6525">https://documents.manchester.ac.uk/display.aspx?DocID=6525</a></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

8. Author and contact details

Wendy Olsen, phone 07891 266635 , email wendy.olsen@manchester.ac.uk. During COVID19 time I often use skype wendyolseninmanchester.