UWE Bristol | University of the West of England

Equality Analysis

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the Guidance or contact the Equality and Diversity Unit: EqualityandDiversityUnit@uwe.ac.uk.

Activity Title	Implementation of Research Data Repository replacement
Project Manager and Contact	Jennifer.crossley@uwe.ac.uk

1.	**Proposed activity (change, refresh, policy, process or practice) being analysed**

Enter short description of what it is, the objectives and why you are doing it. If you are amending a current activity, what changes are proposed? Please outline the ways that students, staff, visitors or contractors might experience changes in their day to day lives,
e.g. changes to buildings, working hours, administrative processes.

Library Services and ITS are currently undertaking a project to upgrade UWE's existing research data repository. The purpose of the research data repository is to:
- create a record of information (a metadata record) about analysed research data that has been used, generated or collected as part of research at UWE Bristol
- store that analysed research data
- make the research data discoverable by others
- make the research data available for re-use by other researchers, where it is appropriate to do so.

UWE staff and post graduate students can login to the research data repository to create metadata records, and upload analysed research data. Anyone with an internet connection can access the Research Data Repository interface to search and browse for available research data.

The new research data repository will be hosted on an improved version of the same software as the existing research data repository (Eprints) but will be managed externally to UWE, by CoSector at the University of London. This relieves the pressure on ITS to support a bespoke system, which requires specialist knowledge and is considered unsustainable by ITS. The new research data repository will also inter-operate with other software (Arkivum), which will fulfil the requirement for long-term research data preservation.

Benefits of the project (outlined in the Business Case)
- Provides clearer, more attractive user interface, with improved help available for UWE staff and students who are depositing research data sets.
- Relieves pressure on ITS due to outsourcing of repository maintenance and enhancement work.

- Provides an enhanced, secure research data repository, with links to additional software for research data preservation.
- Provides a solution which allows the safe deposit, discoverability and sharing of research data, in line with various funder, publisher and UWE policies.
- Supports UWE's ambitions in relation to increasing funded research activity, including ensuring UWE's research is outstanding in terms of ethics and governance, is responsible, well-evidenced and authoritative, and open to scrutiny
- Research Excellence Framework requirements, until now, have encouraged the effective management and sharing of research data; it is anticipated that this requirement will become more formal and the project allows us to meet the developing needs in this area.

Not all UWE staff and students will interact with the research data repository. Its functions relating to uploading research data sets will only affect research active staff, non-taught Post-Graduate Research students, and those who are responsible for the general administration of the research data repository. The public interface, which will be available to anyone with an Internet connection, will be improved in terms of the quality of information available, along with the "look and feel" of the interface.

UWE staff and non-taught post-graduate students who engage with the research data repository should not experience major changes to current practice in relation to its use, however there will be some additional information that will need to be entered when depositing research data sets. Examples of this additional information include language of the research data, the School or College where the depositor is based, and a brief description of the project that the research data relates to. This information should be quick and easy to provide, it is anticipated that this should have minimal impact on those people who are uploading research data. The intention behind this is to improve:
- the information which supports individual research data sets,
- the experience of people who are searching for and re-using research data sets
- citations relating to research data sets
- the experience of the research data repository manager and administrator, as the records added to the data repository will be more complete and of better quality.

2. What sources of information/data, or who have you identified to help explore potential equalities impacts?

Examples include: External or Sector data/research, Staffing Statistics, Student or Staff Networks, specific stakeholders.

Equality, Diversity and Inclusivity Department
Colleagues at Co-Sector
Colleagues in ITS.

3. Assessing the activity from different perspectives

Might your proposal impact people who identify with the protected groups below in the following contexts?
- Access to or participation in UWE Bristol Faculties or Professional Services?

| | - Student experience, attainment or withdrawal? |
| | - Staff experience, representation, or progression? |

Explain why you have made that assessment, and plan your response.

	Possible Negative or Positive Impact on Groups[i] Include relevant data if possible.	**Action Planning**: how will you mitigate negative and maximise positive outcomes? **Please feed information from this action plan to your activity's own planning documents e.g. action plans, risk registers, benefits maps**				
		Actions Required	**Responsible Person**	**Target date**	**Success indicators**	**Progress to date**
All (possible impacts affecting many groups)	Possible positive: New data repository will provide a clearer, more attractive interface for users. Enhanced built in help will be available for those depositing research data sets. Requirement for more information during data deposit process will result in better quality information for all users. New site connection will be secure, unlike the current repository which has an out of date security certificate. This will benefit all users both uploading data and accessing discoverable datasets. Possible negative: Requirement for additional information will result in some additional effort for those depositing research data sets.	Communication of launch of new research data repository. Review the effectiveness of built in help as the research data repository is used. Offer some 1-2-1 support for users, as needed. Ensure that robust processes relating to storing personal data, including relating to protected characteristics, are in place and adhered to before accepting any such data into the repository. This includes evidence of UWE ethics approval, and submission of what research participants have consented to. Plans for data storage beyond the remit of the original research should be included in a research data management plan,	Charley Vaughton, plus Library Research Support Team, with messaging. Amanda Conway	On-going from launch of new repository End of academic session, 2024.	UWE PGR students and staff are able to deposit research data with minimal difficulty/support. Users are able to discover and access research data sets. No records relating to personal or protected characteristics are accepted to the research data repository without evidence of all appropriate supporting paperwork being in place. No requests to remove research data are received. Application process for viewing restricted research	New in-built help has been written and included in the new interface. Proposed updated guidance on writing research participant information and consent forms have been drafted and planned to be presented to UWE's central Ethics Committee in April 2024. Proposed system for research data access, based on existing

					data is in place and working effectively.	practice elsewhere, is under development with a plan to present to UWE's central Ethics Committee in April 2024.
	Changes to existing system, and level of required effort, may be confusing for some users. The repository will include data on individuals and this might include sensitive personal information relating to protected characteristics.	which is submitted to UWE's central Research Governance as part of UWE's research governance processes. The data repository will not accept data which has not been fully anonymised, and therefore is no longer covered by GDPR. Research data relating to personal information will be reviewed, and access will be restricted where appropriate. For data sharing, establish robust application and review processes for restricted data to enable safe and appropriate data sharing.				
Age (older people, younger people)	Possible positive: Users of all ages have an opportunity to engage with an improved and robust research data repository, improving their knowledge of key research activity, and ability to access research data sets. Possible negative: People early in a research career (generally, younger people) may not be familiar with the terminology and information required to upload research data and may need	Review the effectiveness of built in help as the research data repository is used. Offer some 1-2-1 support for users, as needed. Offer wider training relating to the principles and practice of research data preservation, as well as use of the research data repository. Comms for people at an early stage of a research	Charley Vaughton, plus Library Research Support Team	On-going from launch of new repository	UWE research staff and PGRs of all ages and experience levels can deposit research data, if required, with minimal difficulty, and access help when needed.	New in-built help has been written and included in the new interface. Training relating to wider research data practice is already established.

	support to become used to the new repository interface and deposit system. People who have established research careers (generally, older people) may need additional support to become used to the new repository interface and deposit system, as this could be a change to their current working practice which will involve working with an unfamiliar interface and to specific requirements.	career could be targeted through collaboration with the Doctoral Academy. We could investigate working with the Research Business Innovation team who are involved in the researcher development "Invest in Yourself" programme to deliver training to other users.				More bespoke training for various groups can be provided if necessary, by arrangement with the library.
Disability, including mental health and non-visible disabilities	Possible positives: Users should be able to • change colours and contrast levels. • zoom in up to 300% • navigate most of the site using a keyboard • listen to most of the site using a screen reader. Data repository is available off campus for those for whom regular access to campus is difficult. Possible negatives: People who are used to the existing interface may experience difficulties with the changed interface, and increased levels of information required to deposit data sets.	Might be necessary to offer 1-2-1 support or, in some cases, a more mediated service by library staff. Library team will offer e.g. PDFs in alternative formats, where requested and possible. Library team can encourage UWE research staff and students to deposit data sets in accessible formats where possible, as part of wider training. Martyn Hoskins (Library Services) to check accessibility.	Charley Vaughton, plus Library Research Support Team Support from Disability Support Librarians	Initial date 7.2.24, but will be on-going. March 2024	Minimal users report experiencing unnecessary difficulties in using the research data repository. Satisfactory review of the research data repository's accessibility.	Accessibility has been checked with Co-Sector. Interfaces and help have been developed using of plain English, as far as possible. Library team are establishing alternative format processes/timescales. Library team have included

	Some elements of the research data repository will not be fully accessible e.g. PDF documents not being screen readable, some images will not have alternative text descriptions. NB – CoSector, as service providers, have a roadmap to improving accessibility, however some elements of the repository will fall outside of this roadmap, specifically deposited datasets which may not be fully screen reader compatible.				contact details to enable alternative format requests to be made.
Women and men	Possible positives: The research data repository allows access off campus for those with carer responsibility.				
Trans and non-binary people, including gender reassignment	Possible positives: The research data repository allows access off campus for those who may be on a prolonged absence. Possible negatives: Colleagues who have been absent from work for a prolonged period may be confused by the additional information required to deposit a research data set.	Staff returning from leave following surgery may require one-to-one training to become competent with the new system. Offer some 1-2-1 support for users, as needed.	Charley Vaughton, plus Library Research Support Team	On-going as required	users report experiencing unnecessary difficulties in using the research data repository	New in-built help has been written and included in the new interface.
Marriage and/or **civil partnership**					

Pregnancy and/or **maternity**, including Adoption	Possible positives: The research data repository allows access off campus for those with carer responsibility. Possible negatives: Changes to existing system, and level of required effort, may be confusing for some users.	Offer 1-2-1 support if needed.	Charley Vaughton, plus Library Research Support Team	On-going as required	Minimal users report experiencing unnecessary difficulties in using the research data repository	New in-built help has been written and included in the new interface.
Race, including ethnicity and citizenship	Possible positives: Enhanced built in help, written in plain English, will be available for those depositing research data sets.This could be beneficial for those for whom English is a second or additional language. Users have an opportunity to engage with an improved and robust research data repository, improving their knowledge of a key research activity. This could be beneficial for staff/students who have worked under different research regulations in other countries,or not had access to similar systems in the past Possible negatives: Some groups of staff/students, who have practiced research in other countries may not have	Review the effectiveness of built in help as the research data repository is used. Offer some 1-2-1 support for users, as needed. Offer wider training relating to the principles and practice of research data preservation. Make instructions as clear as possible, avoid use of jargon, acronyms etc.	Charley Vaughton, plus Library Research Support Team	On-going from launch of new repository	Minimal users report experiencing unnecessary difficulties in using the research data repository	Help and interface have been written using plain English as far as possible. Training relating to wider research data practice is already established.

	encountered a similar system in the past, and may not be familiar with the processes involved. For those for whom English is a second or additional language, the requirements for research data deposit, and the accompanying help, may not be clear.					
Religion and/or belief, including those without religion and/or belief	Possible positive: The research data repository enables off campus access for people observing a religious occasion					
Sexual orientation						
Other specific group (e.g. International or Access)	Possible positives: Enhanced built in help will be available for those depositing research data sets. This could be beneficial for those for whom English is a second or additional language. Users have an opportunity to engage with an improved and robust research data repository, improving their knowledge of a key research activity. This could be beneficial for staff/students who have worked under	Review the effectiveness of built in help as the research data repository is used. Offer some 1-2-1 support for users, as needed. Offer wider training relating to the principles and practice of research data preservation. Try to make instructions as clear as possible, avoid use of jargon, acronyms etc.				New in-built help has been written and included in the new interface. Training relating to wider research data practice is already established.

	different research regulations, or not had access to similar systems previously. Possible negatives: Some groups of staff/students (e.g.international) may not have encountered a similar system in the past, and may not be familiar with the processes involved. For those for whom English is not their first language, the requirements for research data deposit, and the accompanying help, may not be clear.					More bespoke training for various groups can be provided if necessary, by arrangement with the library.

[i] A **positive outcome** or impact is where a person or people may experience an advantage or benefit as a result of the proposed change. This includes positive A action to overcome a disadvantage, meet different needs or encourage participation. For example, increasing lighting in public spaces of campus, which increases personal safety, particularly for people from protected groups. A **negative outcome** or impact is where a person or people may experience a disadvantage compared with others, or compared with what was previously available, or planned. For example a new bus service is set up to help all students travel between campuses, but no drop kerbs or accessible buses are available. Bear in mind that some negative outcomes may be justified on the basis of a legal requirement or applicable exemption including use of positive action or where the outcome would conflict with other legislation, e.g. Health & Safety. If a negative outcome can not be mitigated due to a legal requirement, identify the legislation and considerations you have considered to reduce the negative impact and/or rationale for the decision.

4. Project Manager Next Steps	Delete or complete as appropriate	
Does this Equality Analysis require consultation of 3 or 6 weeks (chart to help you decide)	3 weeks	
Is further monitoring or engagement required? (in addition to the formal Equality Analysis consultation, e.g. with the Students' Union, Disability Services, relevant staff groups)		No
What measure / statistic / data will you use to check if the activity has had a positive, negative or neutral outcome?	Monitoring of enquiries relating to new research data repository to establish if there are patterns of difficulty emerging and review existing support where needed.	

	Seek feedback from users depositing research data sets to check that the new interface and associated help are intelligible.
When will you review this Equality Analysis?	November 2024 - 9 months from research data repository launch, to allow sufficient data to be reviewed.

5. Equality and Diversity Unit Review

The Equality and Diversity Unit has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation

Equality and Diversity Unit representative	Vicky Swinerd	Date	13 March 2024

6. Faculty/Service/ Departmental Sign off

I am satisfied with the results from investigation, consultation and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.

Faculty Dean / Head of Department / Head of Service	
Faculty / Department / Service	
Date	

7. So what?

Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the 'You Said, We Did' table **before and after formal consultation**, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as required.

You said	We did

Please forward an electronic copy to the E&D Unit by emailing EqualityandDiversityUnit@uwe.ac.uk

The original signed hard copy and/or electronic copy should be kept with your team for

actions, review, and progression of Freedom of Information requests.