**Title:** DE-PASS Data Management Protocol Development.

**Summary:** (max 200 words)

The purpose of this STSM is to develop documentation and agreements that are critical during the preparation for and completion of D4.5. This specific STSM will focus on the engagement between members of DE-PASS, and will ensure that formal agreements are in place in advance of data collection to protect each individual, group and institution in terms of data, IP and hardware. This will include, but is not restricted to:

1. Data controller and processing agreement
2. Documentation for data sharing request
3. A data sharing agreement
4. Authorship agreements
5. Equipment sharing agreements.

The work is required to be conducted in advance of the Proof of Concept data collection. This is necessary so that all partners involved in the DE-PASS Proof of Concept data collection are aware of the processes, requirements, data “ownership” and sharing in advance of committing to the data collection across 2023.

**Work Plan:** (max 500 words)

It is expected that the STSM will begin on 1st November 2022. The initial phase of the STSM will be to engage with as many DEPASS and non-DE-PASS partners and source existing standardised documentation relating to the five key topics:

1. Data control and processing agreement
2. Data sharing request
3. Data sharing agreement
4. Authorship agreement
5. Equipment sharing agreements

To support this work, a list of all members of DE-PASS will be provided to the individual responsible for this STSM. Additionally, contact details for collaborators and project leads in previous/ongoing multi-site studies of children and youth will be provided. This repository of contacts will support the STSM to obtain a broad range of existing protocols. Additional searches across online platforms will be conducted to source additional documentation. Engagement with international data collection systems, such as the HBSC, will be facilitated through DE-PASS network collaborators. A repository of existing protocols and agreements that have been implemented in research across Europe and Worldwide will be collated.

Once protocols and agreements have been obtained, the STSM will collate the relevant documentation and SOPs to a SharePoint. The STSM will then focus on reviewing the documentation obtained and utilise this information to draft SOPs and agreements for all identified tasks. Once drafted, these documents will be circulated among the Working Group Leads and Deliverable Leads of D4.5 for review. A specific Working Group Leads and Deliverable Leads of D4.5, along with an additional member of the DE-PASS management committee will be allocated to each agreement/protocol. These individuals will liaise with the STSM in the drafting of these agreements.

Once drafted, these agreements will be provided to the DE-PASS management committee. The DE-PASS management committee will then be responsible for engaging any legal advice/support to ensure that all contents of all agreements are appropriate and can be adhered to based on European Commission Agreements, Consortium Agreement and all other agreements that may be impacted.

**Expected outputs and contribution to the Action MoU objectives and deliverables:** (max 500 words)

The expected outcomes of this STSM are:

* Draft data control and processing agreement
* Draft data sharing agreement
* Draft application for data sharing request
* Draft Authorship Agreement
* Draft equipment sharing agreement

The contents developed will form the foundational agreements for the harmonised data collection across 10-12 European countries. These agreements are critical to ensure that all individuals that lend and/or borrow equipment in the proof of concept data collection are protected and will not encounter any financial or legal issues as a result of their involvement in this research. The agreements are also required to ensure that all members of the DEPASS Proof of Concept data collection are fully aware of their rights and responsibilities in relation to data, data sharing, data control and authorship. These agreements will ensure transparency for all members, ensuring that good relationships within the network are maintained, and that any disagreements in relation to data and dissemination can be managed through detailed and well-structured contingencies. These agreements will add to the infrastructure developed through DE-PASS, which can be implemented in future iterations of DE-PASS data collection.

Each of these expected outcomes directly supports the achievement of the Research Coordination Objective of providing proof of concept for the harmonisation and analysis of future European cross-sectional and longitudinal data collection which involves objectively measured PABs and their associated determinants. As outlined, all expected outcomes support the infrastructure required by a network of research groups to implement a standardised approach to the collection of harmonised physical activity behaviours, supporting the standardised analysis of this data and enabling the collation of multi-centre data in an efficient and usable way.

This STSM also aligns with the Capacity Building Objectives. This STSM is a scientifically rigorous and evidence-based mission relating to knowledge exchange; consensus methodologies; measurement of determinants; data linkage, integration, harmonisation and analysis and end user friendly knowledge integration. The expected outcomes are critical infrastructure components required to ensure the success of D4.5.