NATI00NS

Deliverable 5.1 – Data Management Plan

National engagement activities to support the launch of the Mission 'A Soil Deal for Europe' 100 Living Labs and Lighthouses

Data sheet

Project Name	National engagement activities to support the launch of the Mission 'A Soil Deal for Europe' 100 Living Labs and Lighthouses
Project acronym	NATI00NS
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Task	T5.4 | Data Management Plan
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X	PU: Public
	CO: Confidential, only for members of the consortium (including the Commission)
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	EU-SEC. Classified Information: SECRET UE (Commission Decision 2005/444/EC)

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0.1	10.04.2023	Line Lindner, AU	First structure
0.2	14.04.2023	Isabelle Couture, ENoLL	Addition of WP4 contributions
0.3	10.05.2023	Francesco Osimanti, TRUST-IT	Addition of WP3 contributions
0.4	15.05.2023	Dajana Vujaklija, BioSense	Addition of WP2 contributions
0.5	22.05.2023	Ulla Sonne Bertelsen, AU	Addition of WP1 and WP5 contributions
0.6	26.05.2023	Ulla Sonne Bertelsen, AU	Collection of all inputs and consolidation of whole deliverable
0.7	31.05.2023	Line Lindner and Ulla Sonne Bertelsen, AU	Finalisation
1.1	26.10.2023	Ulliana Bertelsen, AU, Gabriele Quattrocchi (TRUST-IT)	Addition of data to be generated and ZENODO details
2.0	30.10.2023	Ulliana Bertelsen, AU	Finalisation and submission
2.1	15.12.2023	Ning Huang and Ulliana Bertelsen, AU	Revision of table 2
2.2	20.12.2023	Gabriele Quarttrocchi (Trust-IT)	Review and addition of two columns in revised table
3.0	21.12.2023	Ulliana Bertelsen (AU)	Finalisation and submission

Glossary of terms

Term	Description
CSA	Coordination and Support Action
DMP	Data Management Plan
EC	European Commission
REA	Research Executive Agency

Table of Contents

List of Tables

1. Data Summary

NATI00NS is a HORIZON-CSA project intended to develop national engagement activities to support the launch of the Mission "A Soil Deal for Europe" establishing 100 Living Labs and Lighthouses. As such, the project is mainly focused on conveying awareness-raising messages to national and regional stakeholders providing access to capacity-building materials and information.

The data will be collected and re-used throughout the WPs during the project duration. The project is expected to produce both qualitative and quantitative data (from surveys, workshops etc.) gathered from the series of national engagement events and coaching sessions followed by other capacity building webinars, thematic events and matchmaking events supported by E-learning material and a Helpdesk.

Detailed descriptions from the WPs 1-4 are listed in **Annex 1. Data sets** and summarized below in table 1) according to Data type and format and purpose and use in other WPs:

Table 1: Data produced and used in the different WPs

WP	Partner	Data type and format	Purpose and use in other WPs	~size
WP1	AU	<ins>For T1.1 Stakeholder identification and engagement:</ins> • Name of organization • Location • Type (category, level of action and size) • Stakeholder role • Power and interest • Capacity to engage • Land use type • Soil objective • Representative (name of contact person) • Role in organization • Email addresses • Consent • Stakeholder description	<ins>For T1.1 Stakeholder identification and engagement:</ins> *Use:* WP2 if the stakeholder gave consent to share e-mail address for NATI00NS use or Soil Mission use. *Purpose:* To map and engage stakeholders at all levels to enable the implementation of the Mission's Operational Objective #4 pertaining to the engagement of the soil user community and society at large.	Currently, 1500 subscribers to the newsletter and > 300 stakeholders in the Stakeholder mapping. These numbers are likely to be increased by 1/3 to 2250 and 450, respectively.
WP2	BIOSENSE	• Email addresses for NATI00NS newsletter (text) • Photographs of participants in NATI00NS events (photo)	*Use:* NATI00NS activities are heavily interlinked, and especially their promotion often takes place across WPs. *Purpose:* Photos and videos are used to promote project activities across channels. Email addresses are used in WP2 to send out newsletters.	Approx. 1500 email addresses.
WP3	TRUST-IT	Types of Collected Data: • Persons' first and last name • Email address • Country or region	*Use:* WP2 and WP4 *Purpose:* Trust-IT Srl collects and processes information regarding individuals which allows to identify them, either by itself, or together with other	70 MB

WP	Partner	Data type and format	Purpose and use in other WPs	~size
		• Gender • Mode of participation in events • Organisation • Position • Organisation type • Zip Code • Land use type • Land scale • Special dietary requirements • Special needs for attendance accommodations • Photos • Videos • Consent • Call for proposal of interest • Role in the consortium • Quality assessment of the application process Types of generated Data: • Statistical Data: analyses related to event attendance, feedback received, soil health/land use of interests, organisation types that need more support.	information which is collected. If a person choose to provide data to Trust-IT Srl via the Website, this information may be classified as "Personal Data". This data is used to better tailor the outreach of the NATI00NS activities, to improve event management and for stakeholder analysis purposes.	

WP	Partner	Data type and format	Purpose and use in other WPs	~size
		• Geospatial Data: Geographic information related to soil types, land use, countries of origin of the attendees and applicants. • Project Management and Administrative Data: Data related to project activities planning, execution, and administration, including budgets, timelines, and project reports/deliverables. • User and Stakeholder Data: Information about applicants, stakeholders, and end-users, including their roles, needs, and interactions with the project. • Digital Tools and Platform Data: Data generated by digital tools and platforms developed as part of the project, such as website analytics, user interactions, and feedback. • Reports • Collaboration and Communication Data: Data formats: .xml, .csv, .xlsx, .docx, .pdf, .webp, jpg, gif, tiff, png, mpeg, mp4.		
WP4	ENoLL	For T4.1 Train the Trainers and Coaching Sessions: • Contact information (name and email address) for national mentors • Data on the number of coaching sessions scheduled	*Use:* WP1, WP2 and WP3 *Purpose:* All WP4 generated data is connected for the purpose of providing support activities to potential applicants to Soil Mission open calls.	For T4.1: Excel spreadsheet of mentors contact info (<500MB) T4.2 Factsheets

WP	Partner	Data type and format	Purpose and use in other WPs	~size
		• Collecting questions to be translated in the FAQ (T4.5) For T4.2 Factsheets: • none For T4.3 LL Webinars: • Contact information (name, email address, affiliation) for webinar participants • Post-event feedback for improvement of webinars and other support to applicants' activities • Might be using registration forms, polls and surveys to gather information pertaining to the participants needs and existing degree of knowledge. • Collecting questions to be translated in the FAQ (T4.5) For T4.4 Matchmaking: • Contact information of subscribers (name, email address, affiliation, title, LinkedIn page) • information pertaining to their interest in the Soil Mission and the calls (land use/objectives/themes/topics of interest) as well as ideas for Living Labs (LL). • Subscribers have the option to upload a photo	In addition, contact information gathered to host webinars will help provide key knowledge on LL/LH concepts, methodologies and criteria as well as information on funding options (HE Mission calls) and its requirements. Information gathered for the creation of the Matchmaking platform accounts will be used towards the provision of spaces to support interdisciplinary collaboration alongside project events. Support to applicants' activities is delivered to help potential applicants through the process of submitting a proposal to the Soil Mission calls and therefore should contribute to a higher number of quality applications. Finally, data is gathered to fulfil internal purposes and track performance against the project's goals and KPIs	Five factsheets, each has four pages (<3GB) T4.3 LL Webinars Excel spreadsheet of participants contact info (<500MB) Video recordings of the webinars (TBC - <5GB) T4.4 Matchmaking Three Excel sheets of participants, event and marketplace data (<500MB) Four PDF documents of agendas and participant catalogues T4.5 Helpdesk and FAQ

WP	Partner	Data type and format	Purpose and use in other WPs	~size
		For T4.5 Helpdesk and FAQ: • Contact information for those reaching out with questions (name, email address) • Collecting questions to be translated in the FAQ		Dedicated Spreadsheet on SharePoint (< than 50MB
WP5	AU	• Organisational data of partners • Personal data from project partners for daily communication purposes and meetings • Documents for realisations (contracts etc.) • Data for reporting to the EC (financial) • Progression data	*Use:* whole consortium *Purpose:* for project management purposes. On NATIOONS SharePoint, all data is open and accessible to partners in all WPs. The SharePoint is used by all partners as a repository for exchanging and saving data during the project duration.	2 GB

2. Fair data

2.1 Making data findable, including provisions for metadata, and accessible

The project's repository is the SharePoint environment, where all data from events and all other activities are stored.

Once the data processing is complete, each dataset that is suitable for publication on an open platform, will be assigned a DOI, so that it is findable and persistently citable. No datasets have been publicly shared yet, as most have yet to be collected. During the project duration, data will be stored in the NATI00NS SharePoint to which only partners have access. Copies on local devices will be allowed during the processing of the data. Until released in edited and quality assured format on the NATI00NS website and on the open repository NATI00NS ZENODO, it will follow internal host data management and standards on password protected personal computers or other partner hosted computers in secured sites and local SharePoint with limited access.

Project results (public deliverables) will be published on NATI00NS' ZENODO account, as well as workshops with related materials (upon participants' and speakers' consent). The public deliverables including data generated are listed below. The data are expected to be useful for the work in the SOILL project, the Mission Secretariat, and the Mission Soil Platform. It will be explored if other Mission Soil projects can benefit from the data.

Table 2. Detailed list of datasets generated or to be generated, modified from table 'Detailed list of materials to be produced for WP3 and WP4 activities' in D1.2 Content generation plan

Task	What	Purpose of processing	Format	To be made public?	When to be deposited in Zenodo or shared with relevant partners
T3.1	MS1 (MS2) Slides and script	Organisation of Workshops, webinars, events.	.ppt, .pdf	No, internal document for national organisers to translate	31/01/2023 31/12/2023 update
	Check list National events	Organisation of Workshops, webinars, events.	.pdf and .docx, .csv and .xlsx	No, for national organisers	Well in advance before each National event
	Invitation, agenda and registration templates	Organisation of Workshops, webinars, events.	.html, .docx	No, for national organisers	Well in advance before each National event
	Name, surname, email address, country, job affiliation, job role, gender, land, use type, land scale of action, field of expertise, dietary requirements, particular needs to attend the meeting, photos, videos, screenshots, recordings	Organisation of Workshops, webinars, events. Creation of training and communication material.	.pdf and .docx, .csv and .xlsx	No, for NATI00NS partners only	Data are stored in a cloud platform, provided by AWS, located in Europe. Data will be stored during the project lifecycle and for five years upon project conclusion. After the conclusion of the project data will be anonymised.
	Feedback survey template for National Events	Organisation of Workshops, webinars, events.	.pdf and .docx, .csv and .xlsx	No, for national organisers	Well in advance before each National event
	Videos from events when recorded	Organisation of Workshops, webinars, events.	.mp4	Yes	Shared on National event page shortly after each National event

Task	What	Purpose of processing	Format	To be made public?	When to be deposited in Zenodo or shared with relevant partners
T3.2	Analysis of needs for special country focus in #2	Organisation of Workshops, webinars, events.	.pdf and .docx, .csv and .xlsx	No, for National event organisers and co-organisers, Mission Secretariat and REA	Early September 2023
T3.3	Analyses of needs identified in feedback form- and participation of stakeholders, for identification of Thematic events	Organisation of Workshops, webinars, events.	.pdf and .docx, .csv and .xlsx	No, for Task 3.3, Executive Board, Mission Secretariat, REA,	Early September 2023
	Templates for the Thematic events (invitation-, agenda- and registration) and feedback survey	Organisation of Workshops, webinars, events.	.pdf and .docx, .csv and .xlsx	No, internal documents for Thematic event organisers	Well in advance before each Thematic event
	Communication plan	Organisation of Workshops, webinars, events. Creation of training and communication material.	.pdf and .docx	No, internal document for Thematic event organisers	Well in advance before each Thematic event
	Event video, slides and materials from each Thematic event	Organisation of Workshops, webinars, events.	.pdf and .docx, .csv and .xlsx, .mp4, .ppt	Yes	Shared on Thematic event page shortly after each thematic event and Zenodo
	Report from each Thematic event with policy recommendations	Organisation of Workshops, webinars, events.	.pdf, .docx	Yes	Shared on Thematic event page and Zenodo
T4.1	Video and presentation for training 1 and 2	Organisation of Workshops, webinars, events. Creation of	.mp4	2023: No, for Mentors only. Expressed when the webinars started, so no consent to share	Shared with Mentors March 2023 Shared on NATI00NS page with support for applicants March 2024 and Zenodo

Task	What	Purpose of processing	Format	To be made public?	When to be deposited in Zenodo or shared with relevant partners
		training and communication material.		video, except among new Mentors. 2024: yes	
	Non-disclosure agreement		.pdf	No, for Mentors to sign. Not of interest to wider public.	Continuously, when Mentors sign, their contact details are published on the Mentor website
T4.2	Factsheets on LL concept, agricultural, urban, post-industrial, and forestry/nature	Creation of training and communication material.	.pdf	Yes	Shared on NATI00NS website and in Zenodo late spring 2023 Updates, spring 2024
T4.3	Capacity building webinars	Creation of training and communication material.	.mp4	Yes	Late spring/early summer. Videos on website and in YouTube
T4.5	Frequently asked questions, selected		.html	Yes	Regular updates
	Frequently asked questions all		.html	No, internal working document for Helpdesk team, Mentors, National organisers and co-organisers, EC Research Enquiry Service	Regular updates

When uploading files on ZENODO, all required fields will be completed including "upload types" (e.g. choosing e.g 'Publication/Project deliverable' for deliverables; 'Publication/Project Milestones' for milestones; and 'Datasets' for underlying data); full list of "Authors" with contributing authors listed in order at the discretion of the Lead Author (with ORCID ID if available); "Description" and "Version". The following recommended/optional fields will also be completed: "Funding" (European Commission with Grant Agreement number); "Related/alternative identifiers"; "contributors" and "Subjects". All NATI00NS outputs will have the keywords "NATI00NS" and "Healthy Soils". After data processing, the dataset must be sent to the project management team at AU and each suitable dataset will be uploaded on ZENODO by the Project Manager in collaboration with relevant consortium partners, and assigned a unique DOI so that it is easily accessible and findable.

Data quality assurance will be limited to ensuring that the data collected is fit for purpose through the use of templates, guidelines, questionnaires and surveys, validating answers (i.e. ensuring that surveys have been completed) and data cleaning.

Personal data from event registrations as well as from surveys and recordings etc. will only be used for stakeholder engagement and will be not shared publicly.

An internal ethics mentor was appointed at the project kick-off meeting to oversee the issues related to human participation, processing of personal data and participation of non-EU countries.

For processing and analysis of data from surveys and reports, the project will primarily use Microsoft Office software. For all data, file formats will be included in the metadata descriptions.

2.2 Making data interoperable

The consortium will strive to collect and document the data in a standardized way to ensure that datasets can be correctly understood, interpreted, and re-used (see section 2.1). See section 2.1. Aside from metadata, the datafiles will include relevant templates, surveys and codebooks used to generate the data. Where necessary partners will be asked to provide documentation describing the main variables included in the datasets in order to support the interpretation and re-use. Standard vocabulary will be used for all data types present in the dataset to allow inter-disciplinary interoperability. The interoperability of data, in particular, is also relevant for support of the future project (SOILL SGA).

2.3 Increase data re-use

Aside from metadata, the data files will include relevant templates, surveys and questionnaires used to generate the data. Where necessary partners will be asked to provide readme files. Public data will be made available for re-use.

Solicited stakeholders will be asked if they agree to their data being shared with other Horizon Europe funded soil-related projects. However, this sharing will only be done with project leaders

who request it and who agree to respect the data management conditions proposed by NATI00NS (or, in case of modifications, to contact the stakeholders for agreement).

Data collected in WP5 cannot be shared, as the data collected as part of the project management is explicitly intended for internal use to the project management and the consortium. Data collected in WP2 will also not be shared externally, as this data consists of contact information of individuals who have signed up for the NATI00NS newsletter. Most of the data will be made available internally, to partners with confidentiality status of consortium member.

Partners are responsible for data security and backing up datasets while collecting and processing the data, and for local backup of the data.

All data will be stored in the NATI00NS Sharepoint site as soon as possible, at the latest upon publication of the related public reports and will remain re-usable for a minimum of 10 years. Aarhus University is responsible for data back-up of the collected data.

3. Other research outputs
All known outputs have been included in the main sections of the DMP.

4. Allocation of resources
At this preliminary stage of the project, the only costs foreseen for data management are related to:

- The working time needed to set up and perform the data collection, including synchronisation of devices, and analysis activities.
- The working time to setup local and shared data collection devices/servers.
- The working time needed to write documentation, metadata, etc.
- The working time needed to set up and perform the data collection and analysis activities.
- The working time needed to share relevant data with the future LL projects and any other relevant actor in the development of the future LL projects.
- The working time to upload datasets to ZENODO.
- Writing up of results in open access publications and reports.

Thus, only working time is foreseen for data management, and no financial resources for direct costs related to data management. No costs are predicted to come from long-term-storage in the repository.

The project coordinator oversees the DMP from both the scientific and technical perspective. AUs role includes the first version release as well as the regular update. Validation and registration of datasets and metadata, as well as backing up data for sharing through open access repositories is the responsibility of the partner that generates the data in the WPs. Each partner will identify a

specific responsible person for each dataset. Quality control of these data is the responsibility of the relevant WP leader, supported by the project coordinator. Each partner should respect the policies set out in this DMP.

5. Data security

As mentioned, partners are responsible for data security and backing up datasets while collecting and processing the data. Generally, local backup system will be guaranteed during the project lifespan.

Once uploaded to Sharepoint, data will be backed up and stored on internal AU servers with state-of-art data protection software and processes.

6. Ethics

The project consortium fully agrees that the protection of personal data is a priority, and will ensure that all partnership activities, and particularly stakeholders' engagement, dissemination, and communication activities, are conducted in accordance with this EU's General Data Protection Guidelines (GDPR). Further, in case of publication of data, all scientific ethical principles will be respected. The partners will be guided in anonymising personal research data before making them openly available, thus fulfilling both the open research data and data protection rules. The partners will also follow the dissemination rules as setup in the Consortium Agreement. Nevertheless, complete anonymization is not always possible, especially in case of raw data, such as taped interviews. Partners will request informed consent to disseminate data in public reports, communications etc. as well as for long-term storage. At the same time informed consent can never legitimise the use of data in an open access environment considering that the purposes for further use of data are unknown. In such cases data will be kept confidential. The appointed NATI00NS Ethics Mentor will review the main data collections including personal data from the project, and will be responsible for reviewing and approving the methods used to anonymize or de-identify this data.

7. Other issues

NATI00NS will not be making use of other national, sectorial or departmental procedures for data management in the CSA.

8. Annex 1 Dataset forms
Data Management Plan - worksheet

<table>
<tr><td></td><td colspan="2" align="center">WP 1 AU DCA</td></tr>
<tr><td></td><td>Definition</td><td>Meaning</td></tr>
<tr><td></td><td>Data generated in NATI00NS</td><td>Data about stakeholders (e-mails) and project information</td></tr>
<tr><td></td><td>Re-use of data</td><td>Data collected from WP2, WP3 and WP4, related to participants' registrations for Newsletter (WP2), Events (WP3) and NCPs and Mentors (WP4)</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2" align="center">Datatype and format</td></tr>
<tr><td>1</td><td>What types and formats of data will be collected?</td><td>T1.1 Stakeholder identification and engagement
Name of organization
Location
Type (category, level of action and size)
Stakeholder role
Power and interest
Capacity to engage
Land use type
Soil objective
Representative (name of contact person)
Role in organization
Email addresses
Consent
Stakeholder description</td></tr>
<tr><td>2</td><td>Will you be generating <u>new</u> data as part of your activities?</td><td>T1.1 Stakeholder identification and engagement
Yes – emails etc. (see point 1) from stakeholders</td></tr>
<tr><td>3</td><td>Will the data you have generated be used in other WP's in NATI00NS (more about this in Q-12)?
If yes for what purpose is the data re-used (please also relate this to the objectives of the project)</td><td>T1.1 Stakeholder identification and engagement
Yes, in WP2 if the stakeholder gave consent to share e-mail address for NATI00NS use or Soil Mission use. O1. To raise awareness among national and regional stakeholders on the Soil Mission.</td></tr>
</table>

Expected re-use of existing data - any data not generated as part of NATI00NS		
4	*Will you be re-using any existing data? (i.e. from other projects)* *If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	**T1.1 Stakeholder identification and engagement** Yes, other Soil Mission projects might be able to share their stakeholder data with NATI00NS. *O1. To raise awareness among national and regional stakeholders on the Soil Mission.*
Origin/provenance of the data, generated or re-used		
6	*Will you be collecting personal data (covered by GDPR)?* *What types of personal data will you be collecting?*	**T1.1 Stakeholder identification and engagement** YES. Name and email addresses for stakeholder identification.
7	*Will informed consent for data sharing and long term preservation be included when collecting personal data?*	**T1.1 Stakeholder identification and engagement** YES
8	*If re-using data: What is origin/provenance of re-used data?*	**T1.1 Stakeholder identification and engagement** NATI00NS project – WP2, WP3, WP4 Other Soil Mission projects
Methodology / software used		

9	*How will the data be collected (methodology, software used)?*
	Please state (if relevant) for:
	    1) generated data
	    2) re-used data
		T1.1 Stakeholder identification and engagement
		Data will be gathered in an Excel file with macros. The same Excel file will be used for generated data and re-used data.

Data process / analyse		
10	*How will the data be processed/analysed?* *Please state for:* *1) generated data*	**T1.1 Stakeholder identification and engagement** Special attention will be to achieving a good representation of geographical areas, land uses, categories, etc. A cross reference exercise will be

	2) *re-used data*	completed where the needs identified will be cross-referenced against the stakeholders identified. After further analysis, gaps in the Stakeholders mapping will be identified. Such gaps may include: • Lack of representation for any of the classification • Lack of identified main representative and contact information for a stakeholder organisations, etc Based on this analysis, further efforts will be dedicated to engage more stakeholders from those areas that are not well covered and NATI00NS partners will also assist in filling gaps by drawing up a list of potential stakeholders to be engaged in order to fill the gaps. To this effect, partners and already identified stakeholders and Soil Mission projects will be encouraged to brainstorm and identify all relevant stakeholders in the four Quadruple Helix categories (Academia & Universities, Industry & Businesses, Government & Public Sector, and Civil Society) and to consider different types of stakeholders: • Internal & external stakeholders • Primary & secondary stakeholders • Direct & indirect stakeholders In this way, the stakeholders identification process does not end when a new stakeholder is identified; rather, the identification of a new stakeholder acts as a gateway to identify even more stakeholders.
	Purpose of data	

11	*For what purpose is the data collected? (please, also relate this to the objectives of the project)*
	
	Please state (if relevant) for:
	    1) generated data
	    2) re-used data
		T1.1 Stakeholder identification and engagement
		The idea is to map and engage stakeholders at all levels to enable the implementation of the Mission's Operational Objective #4 pertaining to the engagement of the soil user community and society at large. Stakeholder engagement is central in NATI00NS activities. The importance of multi-stakeholders engagement is expressed through the Participants criterion for the selection and set-up of living labs in the context of the soil health mission. This criterion requires public-private-people partnership involving, if possible, four groups (science, policy, practice, citizens), as well as active engagement in co-development and experimentation of the multiplicity of users having an impact on the achievement of the societal goals.

NATI00NS WP / task(s)		
12	*Will the data be used by other WP and/or tasks in the project?* *Which WP and/or tasks will make use of the data you collect?*	WP1 for identification of further potentials for technical cooperation with the constellation of projects and initiatives working on soil health and sustainable land management **T1.3 Creating key strategic synergies** WP2 for newsletters and exploitation **T2.3 Exploiting the knowledge generated** WP3 to reach participants in events **T3.3 Innovation potential thematic events** WP4 to reach potential new mentors and participants for events, users of Matchmaking tool and Helpdesk **T4.5 Helpdesk set up and operation** Other Mission Soil projects
Data utility outside NATI00NS		
13	*To whom might your data be useful outside NATI00NS?*	Mission Soil and funded projects
Expected size of data		
14	*What is the expected size of the data you collect?* *What is the expected size of the data you will be re-using?*	We have 1500 subscribers for the newsletter. We have more than 300 stakeholders in the Stakeholder mapping. These are likely to be increased by 1/3 to 2250 and 450, respectively.
Storage and securing generated and re-used data		
15	*Please describe, how the data, you plan on generating, will be stored and secured during the collection and processing phase.*	Data is stored by TRUST-IT via the NATI00NS website and in our contact database in NATI00NS SharePoint.
Licensing		
16	*If data is freely available, please state:* *"Data are based on Open Data and there is no ethical limitation. Data*	This data is not freely available.

	freely available using the standard reuse license."	
17	Reason why data cannot be shared using this license *Is there any reason why your data cannot be shared using this license? Please give a thorough rationale.*	It is personal data, which will only be used for purposes related to NATI00NS

		WP 2 BioSense	
	Definition	*Meaning*	
	Data generated in NATI00NS	*Information about Newsletter subscribers, Photos of participants in NATI00NS activities*	
	Re-use of data	*Data collected from WP3 and WP4, related to participants' registrations for National Engagement Events and capacity building activities under WP4*	
		Datatype and format	
1	*What types and formats of data will be collected?*	Email addresses for NATI00NS newsletter (text) Photographs of participants in NATI00NS events (photo)	
2	*Will you be generating* <u>*new*</u> *data as part of your activities?*	Yes – emails from subscribers	
3	*Will the data you have generated be used in other WP's in NATI00NS (more about this in Q-12)? If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	No	
	Expected re-use of existing data - any data not generated as part of NATI00NS		
4	*Will you be re-using any existing data? (i.e. from other projects) If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	No	
	Origin/provenance of the data, generated or re-used		
6	*Will you be collecting personal data (covered by GDPR)?*	Yes. Emails of Newsletter subscribers	

	What types of personal data will you be collecting?	
7	*Will informed consent for data sharing and long term preservation be included when collecting personal data?*	Yes
8	*If re-using data: What is origin/provenance of re-used data?*	NATI00NS project – WP3 and WP4
Methodology / software used		

9	*How will the data be collected (methodology, software used)? Please state (if relevant) for:*
	    3) generated data
	    4) re-used data
		Email addresses are mainly collected in two ways:
		• Newsletter signup form on the website
		• Registration forms for events, webinars, and other activities
		Photos and videos are taken by related partners at events or other activities.

Data process / analyse		

10	*How will the data be processed/analysed? Please state for:*
	    3) generated data
	    4) re-used data
		The tool used for this purpose is MailChimp. Trust-IT is evaluating a switch to Mailjet in the upcoming months, as it is an EU-based provider.

Purpose of data		

11	*For what purpose is the data collected? (please, also relate this to the objectives of the project)*
	
	Please state (if relevant) for:
	    3) generated data
	    4) re-used data
		Photos and videos are used to promote project activities across channels.
		Email addresses are used in WP2 to send out newsletters.

NATI00NS WP / task(s)		
12	*Will the data be used by other WP and/or tasks in the project? Which WP and/or tasks will make use of the data you collect?*	NATI00NS activities are heavily interlinked, and especially their promotion often takes place across WPs.
Data utility outside NATI00NS		
13	*To whom might your data be useful outside NATI00NS?*	Mission Soil
Expected size of data		
14	*What is the expected size of the data you collect? What is the expected size of the data you will be re-using?*	We are expecting to collect at least 1500 email addresses.
Storage and securing generated and re-used data		
15	*Please describe, how the data, you plan on generating, will be stored and secured during the collection and processing phase.*	Data is stored on the NATI00NS website and in our contact database.
Licensing		
16	*If data is freely available, please state:* *"Data are based on Open Data and there is no ethical limitation. Data freely available using the standard reuse license."*	This data is not freely available.
17	Reason why data cannot be shared using this license	It is personal data, which will only be used for purposes related to NATI00NS

	Is there any reason why your data cannot be shared using this license? Please give a thorough rationale.	

	WP3 Trust-IT	
	Definition	*Meaning*
	Data generated in NATI00NS	*New data generated in this project eg. Contact Info collected as part of the activities in NATI00NS*
	Re-use of data	*Data collected from other sources eg. other projects and re-used in NATI00NS.*
	Datatype and format	
1	*What types and formats of data will be collected?*	Information on people registered to NATI00NS events (e.g. country, organisation type, email address), video recordings
2	*Will you be generating <u>new</u> data as part of your activities?*	The project will be elaborating data from webforms created for each national event.
3	*Will the data you have generated be used in other WP's in NATI00NS (more about this in Q-12)?* *If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	Yes, for outreach and engagement.

		Expected re-use of existing data - any data not generated as part of NATI00NS
4	*Will you be re-using any existing data? (i.e. from other projects)* *If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	NATI00NS might reuse data from related initiatives such as partners networks for outreach and engagement purposes. (e.g. inviting participants at webinars and events).
		Origin/provenance of the data, generated or re-used
6	*Will you be collecting personal data (covered by GDPR)?* *What types of personal data will you be collecting?*	Yes, name, nationality, gender (optional), etc.
7	*Will informed consent for data sharing and long term preservation be included when collecting personal data?*	Yes.
8	*If re-using data: What is origin/provenance of re-used data?*	Existing networks from partners.

Methodology / software used		
9	*How will the data be collected (methodology, software used)?* *Please state (if relevant) for:* 1) *generated data* 2) *re-used data*	Via registration forms, feedback surveys, video recordings.
Data process / analyse		
10	*How will the data be processed/analysed?* *Please state for:* 1) *generated data* 2) *re-used data*	According to the needs of the project. E.g. sharing with relevant event organisers for their specific events. Processed data will be analysed for reporting purposes in deliverables and other project documents.
Purpose of data		
11	*For what purpose is the data collected? (please, also relate this to the objectives of the project)* *Please state (if relevant) for:* 1) *generated data* 2) *re-used data*	For event management and stakeholder analysis purposes.

NATI00NS WP / task(s)		
12	*Will the data be used by other WP and/or tasks in the project?* *Which WP and/or tasks will make use of the data you collect?*	Yes, as data collected via WP3 will also be used for outreach and engagement in WP2 and WP4 on capacity building activities as well as communication.
Data utility outside NATI00NS		
13	*To whom might your data be useful outside NATI00NS?*	Mission Soil Secretariat European Commission Agencies SOILL FPA/SGA
Expected size of data		
14	*What is the expected size of the data you collect?* *What is the expected size of the data you will be re-using?*	Approximately 70 MB
Storage and securing generated and re-used data		
15	*Please describe, how the data, you plan on generating, will be stored and secured during the collection and processing phase.*	On website and project Sharepoint where relevant

Licensing		
16	*If data is freely available, please state:* *"Data are based on Open Data and there is no ethical limitation. Data is freely available using the standard reuse license."*	This data is not freely available.
17	Reason why data cannot be shared using this license *Is there any reason why your data cannot be shared using this license? Please give a thorough rationale.*	It is personal data, which will only be used for purposes related to NATI00NS, and potentially other purposes in relation to the Mission

		WP 4 ENoLL	
	Definition	*Meaning*	
	Data generated in NATI00NS	*New data generated in this project eg. Contact Info collected as part of the activities in NATI00NS*	
	Re-use of data	*Data collected from other sources eg. other projects and re-used in NATI00NS.*	
		Datatype and format	
1	*What types and formats of data will be collected?*	**T4.1 Train the Trainers and Coaching Sessions** - Contact information (name and email address) for national mentors - Data on the number of coaching sessions scheduled - Collecting questions to be translated in the FAQ (T4.5) **T4.2 Factsheets** -none. **T4.3 LL Webinars** - Contact information (name, email address, affiliation) for webinar participants - Post-event feedback for improvement of webinars and other support to applicants activities - Might be using registration forms, polls and surveys to gather information pertaining to the participants needs and existing degree of knowledge. - Collecting questions to be translated in the FAQ (T4.5) **T4.4 Matchmaking** - Contact information of subscribers (name, email address, affiliation, title, LinkedIn page) - information pertaining to their interest in the Soil Mission and the calls (land use/objectives/themes/topics of interest) as well as ideas for Living Labs (LL). - Subscribers have the option to upload a photo **T4.5 Helpdesk and FAQ** - Contact information for those reaching out with questions (name, email address) - Collecting questions to be translated in the FAQ	
2	*Will you be generating <u>new</u> data as part of your activities?*	**T4.1 Train the Trainers and Coaching Sessions** - List of NATI00NS mentors to support potential applicants to the Soil Mission open calls **T4.2 Factsheets** - 4 factsheets providing information on soil health objectives and particularities for the specific land use,	

		including best practices. - 1 factsheet providing basic information on what are soil health Living Labs and Lighthouses as well as basic information on the LL open calls. All factsheets to be updated in 2024 with new pertinent information from the first round of open call results. **T4.3 LL Webinars** Live presentations will be turned into recordings as part of the e-learning materials task (4.3) and will be uploaded to the NATI00NS website. - 2 presentations covering LL methodologies - 1 presentation on the application process and responding to questions - 1 presentation providing an update on the 1st open call for proposals **T4.4 Matchmaking** There might be questions that arise during matchmaking discussions that could be used for the T4.5 FAQ **T4.5 Helpdesk and FAQ** A collection of Frequently Asked Questions and their answers will be gathered and posted online for the benefits of the potential applicants.
3	*Will the data you have generated be used in other WP's in NATI00NS (more about this in Q-12)? If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	All WP4 activities will be disseminated through the NATI00NS website, newsletters and other communications products (WP2) and will be promoted through National Engagement events and e-learning materials will be uploaded to the NATI00NS website (WP3). Contact information for Soil Mission stakeholders could be integrated within the Stakeholders Database developed in WP1. This will help ensure that the support to applicants activities reach a maximum of potential applicants and therefore result in a higher number of quality applications to the Soil Mission open calls.
Expected re-use of existing data - any data not generated as part of NATI00NS		
4	*Will you be re-using any existing data? (i.e. from other projects) If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	**T4.2 Factsheets** Land use experts in the sister project PREPSOIL contribute to the editing of the factsheet and reviewing their content.

		Origin/provenance of the data, generated or re-used	
6	*Will you be collecting personal data (covered by GDPR)? What types of personal data will you be collecting?*	**T4.1 Train the Trainers and Coaching Sessions** - Contact information (name and email address) for national mentors **T4.2 Factsheets** -none. **T4.3 LL Webinars** - Contact information (name, email address, affiliation) for webinar participants **T4.4 Matchmaking** - Contact information of subscribers (name, email address, affiliation, title, LinkedIn page) **T4.5 Helpdesk and FAQ** - Contact information for those reaching out with questions (name, email address)	
7	*Will informed consent for data sharing and long term preservation be included when collecting personal data?*	**T4.1 Train the Trainers and Coaching Sessions** Yes **T4.2 Factsheets** N/A **T4.3 LL Webinars** Yes **T4.4 Matchmaking** Yes **T4.5 Helpdesk and FAQ** Yes	
8	*If re-using data: What is origin/provenance of re-used data?*	**T4.2 Factsheets** Existing research undertaken under PREPSOIL WP2 to better understand the land use and regional soil needs.	
		Methodology / software used	
9	*How will the data be collected (methodology, software used)? Please state (if relevant) for:* 　*5) generated data* 　*6) re-used data*	**T4.1 Train the Trainers and Coaching Sessions** - Contact information (name and email address) for national mentors (generated) - collected by emailing NCPs, asking for recommendations and then gathering expressions of interest over email - Data on the number of coaching sessions scheduled (generated) As soon as we have received non-disclosure agreements from mentors, which allow our consortium to put their contact information on our website for applicants to use, we will kindly ask the mentors to keep track of the number	

of coaching sessions they have hosted.

- Collecting questions to be translated in the FAQ (T4.5)
(generated)
In the same request as described above, we will kindly
instruct mentors to continuously describe the thematic
nature of the applicants' inquiries. We will gather the
thematic information and bring it together in both an excel
sheet with a short description in written form also.

T4.2 Factsheets
-none.

T4.3 LL Webinars
- Contact information (name, email address, affiliation) for
webinar participants (generated) - will be collected
through registration forms. The forms might be hosted on
the NATI00NS website or through an external tool like
Eventbrite
- Post-event feedback for improvement of webinars and
other support to applicants activities (generated) -
feedback form will be hosted on the NATI00NS website and
responses will be collected by partner Trust-IT
- We might be using tools such as Sli.do or Mentimeter to
gather information pertaining to the participants needs
and existing degree of knowledge (generated)
- Collecting questions (generated) - collected through the
chat function of zoom or through transcription of the
webinar

T4.4 Matchmaking
- Contact information of subscribers and information
pertaining to their interest in the Soil Mission and the calls
(generated) - collected through the registration page of the
B2Match platform

T4.5 Helpdesk and FAQ
- Contact information for those reaching out with questions
(generated) - collected through the helpdesk question
intake form
- Collecting questions for FAQ (generated) – collected
through the questions received via the helpdesk

Data process / analyse

| 10 | *How will the data be processed/analysed? Please state for:*
 5) generated data
 6) re-used data | **T4.1 Train the Trainers and Coaching Sessions**
 Mentors contact info will be collected into an excel sheet and be cleaned up for dissemination (WP2) and promotion in events (WP3)
 T4.2 Factsheets
 N/A |

		T4.3 LL Webinars Reports will be exported from the registration platform used for the webinars. The reports will be analysed to assess the number of attendees (the task KPI target reach of around 200 participants to the webinars in total). **T4.4 Matchmaking** The data will be collected and exported from the B2match platform. Data will be analyzed to confirm the total number of subscribers and number of meetings being scheduled (target is 150 potential applicants registered, and min 300 B2B meetings scheduled). **T4.5 Helpdesk and FAQ** Emails will be reviewed to extrapolate the questions 50-100 helpdesk inquiries received, answered within 3--5 days +, >3 satisfaction
**Purpose of data**	

11	*For what purpose is the data collected? (please, also relate this to the objectives of the project)*
	
	Please state (if relevant) for:
	    5) generated data
	    6) re-used data
		All WP4 generated data is connected for the purpose of providing support activities to potential applicants to Soil Mission open calls.
		In addition, contact information gathered to host webinars will help provide key knowledge on LL/LH concepts, methodologies and criteria as well as information on funding options (HE Mission calls) and its requirements. Information gathered for the creation of the Matchmaking platform accounts will be used towards the provision of spaces to support interdisciplinary collaboration alongside project events.
		Support to applicants activities are delivered to help potential applicants through the process of submitting a proposal to the Soil Mission calls and therefore should contribute to a higher number of quality applications.
		Finally, data is gathered to fulfill internal purposes and track performance against the project's goals and KPIs

**NATI00NS WP / task(s)**	
12	*Will the data be used by other WP and/or tasks in the project? Which WP and/or tasks will make use of the data you collect?*	All WP4 activities will be disseminated through the NATI00NS website, newsletters and other communications products (WP2) and will be promoted through National Engagement events WP3. Contact information for Soil Mission stakeholders could be integrated within the Stakeholders Database developed in WP1. This will help ensure that the support to applicants activities reach a maximum of potential applicants and

		therefore result in a higher number of quality applications to the Soil Mission open calls.
	Data utility outside NATI00NS	
13	*To whom might your data be useful outside NATI00NS?*	All WP4 data will be useful to the Soil Mission Secretariat.
	Expected size of data	
14	*What is the expected size of the data you collect?* *What is the expected size of the data you will be re-using?*	**T4.1 Train the Trainers and Coaching Sessions** Excel spreadsheet of mentors contact info (<500MB) **T4.2 Factsheets** Five factsheets, each has four pages (<3GB) **T4.3 LL Webinars** Excel spreadsheet of participants contact info (<500MB) Video recordings of the webinars (TBC - <5GB) **T4.4 Matchmaking** Three Excel sheets of participants, event and marketplace data (<500MB) Four PDF documents of agendas and participant catalogs **T4.5 Helpdesk and FAQ** Dedicated Spreadsheet on SharePoint (< than 50MB)
	Storage and securing generated and re-used data	
15	*Please describe, how the data, you plan on generating, will be stored and secured during the collection and processing phase.*	All Excel data sheets, FAQ list and webinar recordings will be stored on the NATI00NS project's SharePoint which can only be accessed by the project's partners. The list of mentors, webinars recordings and list of Frequently Asked Questions will also be uploaded to the NATI00NS website for dissemination. **T4.4 Matchmaking** All data related to the matchmaking event will be generated and stored within the platform. Excel documents will be exported and shared periodically with all the project partners. **T4.5 Helpdesk and FAQ** All incoming inquiries through the Helpdesk will be safely stored on the NATI00NS project's SharePoint which can only be accessed by the project's partners.

Licensing		
16	*If data is freely available, please state: "Data are based on Open Data and there is no ethical limitation. Data freely available using the standard reuse license."*	For the list of mentors, webinars recordings and list of Frequently Asked Questions, which will be available through the NATI00NS website for dissemination - Data are based on Open Data and there is no ethical limitation. Data freely available using the standard reuse license.
17	Reason why data cannot be shared using this license *Is there any reason why your data cannot be shared using this license? Please give a thorough rationale.*	N/A

		WP 5 AU DCA	
	Definition	**Meaning**	
	Data generated in NATI00NS	Information about partners, Photos of participants in NATI00NS consortium meetings	
	Re-use of data	None	
	**Datatype and format**		
1	*What types and formats of data will be collected?*	Partner information: Name of organization Location Representative (name of contact person) Email addresses	
2	*Will you be generating new data as part of your activities?*	N	
3	*Will the data you have generated be used in other WP's in NATI00NS (more about this in Q-12)? If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	Yes, the contact list is used by all WP and task leaders	
**Expected re-use of existing data - any data not generated as part of NATI00NS**		
4	*Will you be re-using any existing data? (i.e. from other projects) If yes for what purpose is the data re-used (please also relate this to the objectives of the project)*	No	
**Origin/provenance of the data, generated or re-used**		
6	*Will you be collecting personal data (covered by GDPR)?*	Yes. Name and email addresses of partners	

	What types of personal data will you be collecting?		
7	*Will informed consent for data sharing and long term preservation be included when collecting personal data?*	No, it is a part of being a project partner, and all partner organizations signed the Consortium Agreement	
8	*If re-using data: What is origin/provenance of re-used data?*		
Methodology / software used			
9	*How will the data be collected (methodology, software used)?* *Please state (if relevant) for:* *7) generated data* *8) re-used data*	Data will be gathered in an Excel file and shared in SharePoint with partners only	
Data process / analyse			
10	*How will the data be processed/analysed?* *Please state for:* *7) generated data* *8) re-used data*	N/A	
Purpose of data			
11	*For what purpose is the data collected? (please, also relate this to the objectives of the project)* *Please state (if relevant) for:* *7) generated data* *8) re-used data*	For internal use only – communication within the project	

NATI00NS WP / task(s)		
12	*Will the data be used by other WP and/or tasks in the project?* *Which WP and/or tasks will make use of the data you collect?*	All partners will use the contacts of partners to perform tasks in the project
Data utility outside NATI00NS		
13	*To whom might your data be useful outside NATI00NS?*	N/A
Expected size of data		
14	*What is the expected size of the data you collect?* *What is the expected size of the data you will be re-using?*	Approximately 60 contacts
Storage and securing generated and re-used data		
15	*Please describe, how the data, you plan on generating, will be stored and secured during the collection and processing phase.*	Data is stored by AU in NATI00NS SharePoint site.
Licensing		
16	*If data is freely available, please state:* *"Data are based on Open Data and there is no ethical limitation. Data freely available using the standard reuse license.*	This data is not freely available.
17	*Reason why data cannot be shared using this license* *Is there any reason why your data cannot be shared using this license? Please give a thorough rationale.*	It is personal data, which will only be used for purposes related to NATI00NS

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Join the community

We will publish contents and materials and host training sessions to support the submission of high-quality application forms for the EU Mission Soils Open Calls.

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