

# D1.2

## Data Management Plan

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### Abstract

This document outlines the Data Management Plan (DMP) for data collected, generated and processed by the NGI Sargasso project. The document is following the FAIR data management guidelines and adhere to RRI's open access policy. It provides the initial description of research data and its management.

### Keywords

NGI Sargasso, Data Management, Data Collection, Data Storage, EU, Next Generation Internet.



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PU	Public, fully open. e.g., website	✓
CL	Classified information as referred to in Commission Decision 2001/844/EC	
CO	Confidential to GENOMED4ALL project and Commission Services	

\* Deliverable types:

R: document, report (excluding periodic and final reports).

DEM: demonstrator, pilot, prototype, plan designs.

DEC: websites, patent filings, press and media actions, videos, etc.

OTHER: software, technical diagrams, etc.



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## Abbreviations

DMP	Data Management Plan
NGI	New Generation Internet
DOI	Digital Object Identifier
IPR	Intellectual Property Rights
DPO	Data Protection Officer
WP	Work Package



## Introduction

This document outlines the Data Management Plan (DMP) for data collected, generated and processed by the NGI Sargasso project. The document is following the FAIR data management guidelines and adhere to RRI's open access policy. It provides the initial description of research data and its management.

The ethical and legal issues related to management of personal data and informed consent within the project are covered by the NGI SARGASSO Ethics Framework, consisting of the DMP and its updates, plus the Project Handbook and Ethics deliverables, which detail the duties and obligations of the Consortium partners to ensure the project's compliance with current legislative frameworks.

The DMP is a living document and the datasets referred to in this document are drafted during the first project stages. This document thus reflects the project partners initial plans toward developing the overall project's datasets, and the DMP will see several updates elaborating on the collected datasets, as well as reflecting changes in the project and approach to publications submitted and expected to be published after the project's end. The first update will be submitted by M6.



## Data Summary

NGI Sargasso will generate a considerable amount of research data during its execution that could potentially be reused and reviewed.

Moreover, the project involves carrying out data collection, including personal data and metadata (in context of the internal personal data of the consortium partners but specially the personal data of the applicants in the frame of our open calls and when they will be joining our public events).

## Existing Data to reuse

NGI Sargasso relies on previously produced data that will be obtained through data scrapping and recruitment repositories, as well as desktop research for literature review. Some other data will come from partners' own databases. This data will be of text and numerical nature.

Examples:

- The ESF college of experts mailing list will be used to send an email disseminating the NGI SARGASSO project.
  - Saved on the ESF SmartSimple secured Platform
  - The data saved on this mailing list are the name, email and expertise of the ESF college of experts
- MWCB will use the internal list of experts to find coaches

## New data

The project will produce large amount of text, audiovisual and numerical data through all the interviews, surveys, workshops, project pilots, focus groups and data scrapping planned.

## AUSTRALO

AUSTRALO is in charge of the Communication WP and thus will generate many audiovisual data: first with the NGI SARGASSO website, but also many posts, publications and images newly designed, that will be published on LinkedIn, Twitter, Mastodon, etc..



They will also create event materials: videos (also published of the [NGI SARGASSO Youtube Channel](#)), posters, flyers, stickers, etc. that will be shown/given during conferences, forums, workshops and various events.

They will create a Stakeholder Collaboration Framework to identify existing networks, initiatives and resources to nurture synergies and strategic alliances and relationships over the long-term as well as promote the project open calls. *(see Dataset 1.a in the annexes)*

They will create a mailing list of the Newsletter subscribers *(see Dataset 1.b in the annexes)*

## ESF

ESF will be generating new data via the realisation of interviews and surveys. All the data (mainly text) will be saved on the project internal depository – SharePoint *(see Dataset 2.a and 2.b in the annexes)*

ESF is also in charge of the payment of the application evaluators and the distribution of the Cascade Funding. In order to do the transfers, they will first need to sign a contract with each of them, and then collect the necessary data:

- The Selected Evaluators: Name, Address, Bank details, financial representative details (name, email and direct phone number),
- The Successful Applicants: Name, Address, Bank details, financial representative details (name, email and direct phone number), as well as the KPI's defined with MWCB and the different steps of application.

*More details available on Dataset 2.c in the Annexes.*

ESF will take minutes of all the NGI Sargasso meetings, which will produce text documents saved on the project repository (SharePoint)

Finally, ESF will generate financial reportings for the EC. *More details available on Dataset 2.d in the Annexes.*

## MWCB

MWCB will be organising matchmaking events that will work as info sessions as well as allow European teams to meet potential partners and vice-versa. Thus, MWCB will have a dataset of the participants that attended the online events. *(See Dataset 3.a Matchmaking participants dataset in the Annexes)*

They will also collect several information from the successful applicants: Name, Surname, company, position, email of the contact person, detail of their project, ambitions and KPI's, among others, with the aim to have a follow up of their mentoring process and evolution on the SPLORO Accelerator app.





Mentors will be scouted and selected to participate in the programme, therefore their personal information will be also processed by MWCB and included in Accelerator App. Data such as Name, Surname, company, position, email of the contact person will be managed. *More details are available on Dataset 3.b Mentors and speakers dataset in the annexes.*

Finally, MWCB will be generating new data via the creation of training material for the successful participants.

## SPLORO

SPLORO is in charge of the Open Call WP and thus will collect:

- The potential and selected evaluators: Name, surname, Gender, Country of origin, legal address, ID number, e-mail, bank account, CV, area of expertise (select from technologies), previous experience evaluating cascade funding projects, previous experience evaluating NGI, motivation to evaluate NGI Sargasso and previous expertise evaluating USA-Canada-EU initiatives. Those data will be collected thanks to the Calls for Evaluators that will be organised before each cut-off date.
- The applicants: Name, surname, e-mail, legal and short name, type of organization, address, VAT number, PIC number, phone number, website address, bank details.
- The applicant's projects: title, abstract, their answer to the application form specially generated for the NGI SARGASSO project, the contact name of their US/Canadian partner.

*More details about the Open Call dataset is available on Database 4.a in the annexes.*

SPLORO will be generating a mailing list from scratch to disseminate NGI Sargasso's calls, using the registration to the Brokerage system and the website Contact Form.

SPLORO will also be generating new data via the creation of guidelines for the applicants, videos, tutorials, that will be available on the project website as well as on the [NGI SARGASSO Youtube Channel](#).

*The first iteration of the project Data Management Plan (DMP) provided in this document contains the preliminary information for data collected, generated, and processed in the project.*

*This document and its updates will include up-to-date info on whether and how research data will be exploited, made accessible for verification and re-use, and how it will be curated and securely preserved for the long-term.*

*The purpose is to provide a structured overview of 1) the main elements of the data management policy used by the consortium towards all the datasets that will be generated within the project, and 2) relevant information concerning the data that will be collected and used by the partners in NGI SARGASSO.*



## Fair Data

NGI SARGASSO will seek to make research data available on an open access basis where possible in line with the expectations of the Open Research Data Pilot.

*This position will be reviewed on an ongoing basis, and any change to this, or exceptions, will be reflected in updated versions of the DMP.*

ESF will be responsible for data management and quality assurance as leader of task T1.4 Data Management. The associated costs are included in the project management budget (WPI).

## Making data findable

Each dataset created as part of the project will be evaluated by the content owners of the dataset and categorized as 1) open, 2) embargoed, or 3) restricted.

*The category will appear on top of each document.*

All datasets, regardless of their categorization, will be stored in the participating organisations' databases, in the SPLORO Accelerator app, and/or repositories and in the NGI Sargasso SharePoint created as the partners' internal database.

## Making data accessible

Datasets categorized as open or embargoed will be made publicly available (after the embargo period has expired in the case of an embargo) through the public section of the project website (<https://ngisargasso.eu/>) and ZENODO, as it gives each data uploaded a unique persistent, digital object identifier (DOI) and the institutional repositories.

Internally, all data will be made available for review and reusable from the partners unless the task leader can justify why the data cannot be made openly available.

All data deposited on ZENODO is available to the public without restriction.

For other data, potential users must contact the IPR team or the data owner to gain access. If necessary, an appropriate IPR procedure (e.g., a non-disclosure agreement) will be used.



## Making data interoperable

Partners will consider [OpenAIRE guidelines](#) for Literature, institutional, and thematic Repositories, for Data Archives, for CRIS Managers and the guidelines drafts for Software Repository Managers and for Other Research Products.

NGI Sargasso consortium will also ensure its data follows the [guidelines for FAIR data under Horizon Europe open-access policy](#) and will commit to any possible update in these guidelines.

To ensure interoperability, all datasets will use the same standards for the collection and/or creation of data and metadata as the project progresses and more data is identified and collected.

*More information about data interoperability will be included in an update version of the DMP. In particular, information on data and metadata vocabularies, standards or methods to facilitate interoperability, and whether the project uses a standard vocabulary for all existing data types to enable interdisciplinary interoperability.*

## Increase data re-use

Data and other research outputs will be shared through Creative Common Licensing, and it will be made explicit how research data/other outputs may be reused.

Open access research data will be licensed under an Attribution (CC-BY) or Universal (CC0) license, while any raw data produced will present a Creative Commons Public Domain Mark.



When possible, information and documentation on tools, software and/or models used for validation of the research and for data generation, interpretation and reuse will also be made available, to guarantee data reuse and validation.

## Other research outputs

In addition to the management of data, NGI Sargasso will also consider and plan for the management of other research outputs that may be generated or re-used throughout the projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, antibodies, reagents, samples, etc.).



We will strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.

## Allocation of resources

Costs related to the research data curation, hosting and storage (institutional servers, cloud services, etc.) are covered from the partners' institutional budgets and/or overheads and therefore not charged as direct costs to the project. Each partner bears the responsibility for managing their research data.

## Data security

Partners who provide data will perform the required quality assessment at their home institutions according to their own security and quality protocols. For data shared between consortium partners, the main repository is the ESF Sharepoint attributed to NGI Sargasso. The ESF sharepoint is based on Microsoft Office 365 suit of products, with the main servers in France and Ireland. The project repository is accessed via password login to the MS sharepoint servers and only consortium partners that have been identified as "need to access" have received the required authorisation.

All relevant data will be deposited at least in one open-access repository. See "Making data accessible" section for more details.

The project website will act to house a description of available project data.

**Guidelines that will be followed and implemented by partners to limit the risk of data leaks:**

- Keep pseudonymised personal data of respondents and the code keys separate;
- Encrypt data when necessary;
- Store data in separate locations to avoid loss of data;
- Limit the use of flash drives;
- Save files in one of the preferred formats (see Annex 1)
- Label files in a systematically structured way in order to ensure the coherence of the final dataset (see Annex 1)



## Ethics

The Data Management will be done in full compliance with any European and national legislation relevant to the country where the data collections are taking place.

Best practice principles that set the baseline to be followed in all cases:

Personally identifiable data will:

- Be collected only with the explicit, fully informed consent and voluntary agreement of the research participants.
- Not be sold
- Not be collected for purposes beyond project aims
- Be collected only as strictly necessary for completion of the study
- Be deleted, if it was collected unintentionally (for example, data shadow)

## Protection of Personal Data

NGI SARGASSO research and project activities involves non-EU countries (US and Canada).

As a policy, no transfers from non-EU countries to the EU (or another third state), will take place without the data subjects' explicit agreement.

All recruited experts will be experienced and fully knowledgeable about the ethical issues involved, and will accordingly comply with all local statutory and regulatory requirements covering personal data transfer. The experts and the project consortium will keep abreast with current proposed and enacted changes to the regulatory framework.

In accordance with Chapter V of the General Data Protection Regulation 2016/679 transfers from EU countries to a non-EU country or international organisations will only take place on the following conditions:

- With the data subjects' explicit and informed consent to such a transfer
- At the data subject's request, if the transfer is necessary for the performance of a contract. In addition, in situations where adequacy decision or appropriate safeguards are absent, information about the possible risks of such transfers will be included.

In the conduct of the study, partners will observe the following principles of responsibility toward research participants:

- Respecting the integrity and dignity of persons
- Voluntary nature of participation
- Provision of information on the context of the study
- Provision of a project information sheet
- The right to withdraw from the study
- Anonymity
- Respecting the principle of proportionality



- Not to impose more than necessary on the participants, as well as not going beyond stated objectives
- Considering the concerns research raises and building an understanding that all benefits of this research are for the good of society
- Protection from harm and discomfort

For informed consent procedures, the minimum approach to prepare the information sheets and consent forms is accordingly set as: *Any and all subjects participating in the research as data sources will be informed about the project, the data collection and its further use.*

Prior to their involvement in data gathering processes, research participants will be asked to sign the *Informed Consent Form* which will contain clear information on:

- the aims, purpose, methods and implications of the research
- who is organising and funding the project and for what purpose
- who will benefit from the research
- the expected duration of the subject's participation with an estimate of the time and effort expected of participants
- degree of benefit, risks, burden or discomfort involved in participation
- participation is voluntary and upon invitation
- a statement offering the subject the opportunity to ask questions and to withdraw their consent at any time from the research without consequences
- precautions to ensure participants' safety and provide information on insurance, if there is any
- the commitment to protect respondents' anonymity and privacy and explanation of the extent to which it can be guaranteed
- clear commitment to treating personal and sensitive information confidentially.
- secure procedures for analysing data gathered.
- who will have access to any data that participants provide.
- incidental findings and how they will be dealt with.
- a reference to whom to contact for answers to pertinent questions about the research and research subjects' rights.

In addition to the above, and in line with the GDPR and the EU Charter of Fundamental Rights, research participants will be provided with detailed information about the envisaged data processing of their personal data in an intelligible and easily accessible form, using clear and plain language.

The minimum info here is set at:

- the identity of the data controller and, where applicable, the contact details of the Data Protection Officer (DPO),
- the specific purpose(s) of the processing for which the personal data will be used,



- the subject's rights, in particular:
  - the right to withdraw consent or access their data o the procedures to follow should they wish to do so
  - the right to lodge a complaint with a supervisory authority o information as to whether data will be shared with or transferred to third parties and for what purposes
- how long the data will be retained before they are destroyed

## Non-EU Countries

There are no foreseen transfers of data to Non-EU Countries. However, and if the situation arises, all transfers of personal data will comply with the laws of the country in which the data was collected, and in accordance with Chapter V of the General Data Protection Regulation 2016/679.

In case unforeseen ethics issues in non-EU countries come to the fore during the project, the NGI SARGASSO consortium is committed to following all relevant ethical and legal principles in the same manner as they are required for activities undertaken in EU Member States.



## Annex 1 – Formats and names

### General guidelines for selecting file formats

NGI SARGASSO takes measures to prevent future file format obsolescence by giving preference to file formats with high chances of remaining usable in the future. In general, such formats should be:

- commonly used
- have open specifications
- independent of specific software, developers or suppliers.

Formats meeting these criteria are best suited for long-time preservation and accessibility.

Formats may not always cover all desired attributes. File formats used can be divided into preferred formats (ideal cases offering best chances for usability and accessibility) and acceptable formats (formats meeting the bare minimum required).

NGI SARGASSO uses the formats listed below.

File format type:	Preferred	Acceptable
Text docs	.doc	.odt
Spreadsheets	.xls	.csv; .ods

The list may change as new formats are developed and/or if formats fall into disuse for reasons beyond our control.

### General guidelines for naming the files

All the NGI Sargasso files will be labelled in a systematically structured way in order to ensure the coherence of the final dataset : NGI SARGASSO\_category\_name of the document

Different categories:

- Deliverable: labelled DX.X
- Meeting minutes
- ...

The document name should end with the date of the event (when relevant) using the following format: dd.mm.yy





## Annex 2 – Datasets

### Datasets 1: AUSTRALO

#### 1.a Stakeholder Collaboration Framework

Datatype name	Stakeholder Collaboration Framework
Data description	This data includes relevant networks and initiatives (DIHs, associations), projects, and resources (National Contact Points, publication platforms, social media profiles) relevant for the objectives of the project.
File type	Excel
Purpose of the data	The purpose of this database is to make possible the identification of existing networks, initiatives and resources to nurture synergies and strategic alliances and relationships over the long-term as well as promote the project open calls.
Purpose of the data	The purpose of this database is to make possible the identification of existing networks, initiatives and resources to nurture synergies and strategic alliances and relationships over the long-term as well as promote the project open calls.

#### 1.b Newsletter Subscribers

Datatype name	Newsletter Subscribers
Data description	This dataset includes the email and first name of the subscribers.
File type	Excel
Purpose of the data	The purpose of this database is to send the quarterly newsletter with updated information on the project developments and opportunities.
Data provider	Brevo (platform compliant with all data and GDPR regulations: <a href="https://www.brevo.com/legal/termsofuse/">https://www.brevo.com/legal/termsofuse/</a> )



## Datasets 2: ESF

### 2.a Interviews results

Datatype name	Interviews results
Data description	<p>Selected experts contact details (name, email, position, detailed expertise) and their answers to interviews questions</p> <p>This dataset includes their answers to several questions generated by ESF.</p>
File type	Words and PowerPoint reports
Purpose of the data	The purpose of this database is to define the challenges for the NGI SARGASSO calls thanks to the expertise of selected NGI experts, which will allow to receive applications that will corresponds to the needs of the NGI community.
Data provider	Experts

### 2.b Survey results

Datatype name	Survey results
Data description	Contact details (name, email, position, detailed expertise) and their answers to the survey's questions.
File type	Excel and PowerPoint reports
Purpose of the data	The purpose of this database is to collect the input of the community on the incoming challenges of NGI
Data provider	Survey's participants.



## 2.c Evaluators and sub-grantees financial datasets

Datatype name	Evaluators datasets
Data description	The dataset will include (but is not limited to): Contact details (name, email, address) and financial details (Bank details, financial representative details (name, email and direct phone number)), contracts, payments request, proof of payments, amendments, fulfilment of the KPI's and copies or summaries of messages in any form, whose content may have an impact in the management of the contractual relationship with the evaluators and the subgrantees.
File type	Documents, emails, texts, excels, etc
Purpose of the data	The purpose of this dataset is to manage the contractual relationship and the payment process between the evaluators, the sub-grantees and NGI Sargasso
Data provider	Contact and bank details information will be collected through a form on the Sploro portal by submitting their expression of interest. Contracts, invoices and payment related documents will be stored in ESF SmartSimple Portal

## 2.d Financial reporting

Datatype name	Financial reporting
Data description	Detail of the expenses of each beneficiaries
File type	Excel
Purpose of the data	The purpose of this database is to produce the financial reporting to the EC and justify the use of the funds corresponding to each WP.
Data provider	ESF

## Datasets 3: MWCB



### 3.a Matchmaking participants dataset

Datatype name	Matchmaking participants datasets
Data description	The dataset will include (but is not limited to): Contact details (name, email, address), country of origin, Area of Knowledge interest, Baseline technology, type of organization
File type	Personal contact information, pitch deck (ppt) and documentation of project and research.
Purpose of the data	<p>The purpose of this dataset is to successfully pair teams so that they can apply to the NGI Sargasso open calls.</p> <p>Internal use: MWCB will analyse the data, results of analysis will feed into open calls. External use: MWCB will share this information among all participants, allowing participants to contact their matched team.</p>
Data provider	Airmeet and Sploro Platform (Accelerator App) will be used as platforms to collect that. A form is created so they can submit their expression of interest.



### 3.b Mentors and speakers dataset

Datatype name	Mentors and speakers datasets
Data description	The dataset will include (but is not limited to): Contact details (name, email, address) and financial details (Bank details, financial representative details (name, email and direct phone number)), contracts, payments request, proof of payments, amendments, fulfilment of the KPI's and copies or summaries of messages in any form, whose content may have an impact in the management of the contractual relationship with the evaluators and the subgrantees.
File type	The data will be collected, managed and stored in excel, but also in the Sploro platform (Accelerator App). It may include textual information such as names, contact details (e.g., email addresses, phone numbers), professional backgrounds, areas of expertise, and other relevant information related to the mentors.
Purpose of the data	<p>The purpose of collecting personal information about the mentors of the programme is to facilitate effective mentorship and support for the participating entities. This data will include details such as mentor and speakers profiles, contact information, professional experience, and expertise. The objective is to match the mentors with the specific needs and requirements of the beneficiary companies, enabling personalized guidance and mentorship throughout the programme.</p> <p>The information will also assist in monitoring and evaluating the mentors' contributions and impact on the beneficiary entities' progress. Access to this dataset should be restricted to authorized project personnel and handled in accordance with data protection regulations to maintain privacy and confidentiality.</p>
Data provider	Airmeet Accelerator App - information will be collected through desk research and potentially a form on the Sploro portal by submitting their expression of interest.



## Datasets 4: SPLORO

### 4.a Open Calls Dataset

Datatype name	Open Call Dataset
Data description	Contains information about the entities selected in the open calls, including details about the entity and the team, progress data in the added-value services program, and others.
File type	The data will be collected and stored in structured digital format. It may include textual information such as company profiles, team details, and progress reports, as well as quantitative data such as KPIs and performance metrics. The format will primarily be electronic, with the data being entered and managed in the Sploro platform.
Purpose of the data	The purpose of this dataset is to collect information on the companies selected in the open calls. This data will include basic information on the company and the team, the project submitted for funding together with its achieved key performance indicators (KPIs) and similar details. The main objective is to analyse, monitor and evaluate the beneficiaries of the open call. This data will contribute to assess the effectiveness and impact of the project and its support to the participating enterprises.
Data provider	<p>SPLORO.</p> <p>The data is collected from applicants who submit a proposal via the Sploro platform. Data will be collected and consolidated by the leader of the evaluation process. Communication channels with applicants will be defined in the “Guidelines for Applicants” ; relevant messages must be collected by the intervening consortium members. All the information related to competitive calls will be exported to the project repository to enable the long-term storage and access to data by consortium members and auditors. As soon as the competitive call closes, the leader of the competitive calls process is responsible for exporting all applications from the Sploro portal to the project repository.</p>

Datatype name	Open Call for external evaluators Dataset
Data description	Contains information from external experts that will be involved in multiple evaluation tasks during the NGI Sagasso.



File type	This is an original dataset to be created in the context of WP3 because of the competitive call ( “open call” ) procedure.
	Several types of data: documents, emails, texts etc.  The data will be collected and stored in structured digital format. It may include textual information such as company profiles, team details, and progress reports, as well as quantitative data such as KPIs and performance metrics. The format will primarily be electronic, with the data being entered and managed in the Sploro platform.
Purpose of the data	The purpose of this dataset is to manage the contractual relationship between experts and the consortium. Also facilitates the selection and assessment of evaluators through an efficient and safeguarded process. This data will include details such as the evaluators' profile, contact information, professional experience, and expertise. The aim is to match the evaluators to the specific needs and requirements of the submitted proposals to carry out a proper evaluation.
Data provider	SPLORO.  The availability of external experts will be collected through a form on the Sploro portal by submitting their expression of interest and areas of expertise. Contracts and related documents of the selected evaluators, such as statements of honour, receipts and other expense information, will be submitted in a form on the Sploro portal or by email.

