Data Management Plan – VII

Deliverable D7.2

Grant Agreement nº. 101084234

VERSION HISTORY

Ver.	Date	Comments/Changes	Author/Reviewer
0.1	16/06/2024	Content Review	Maura Farrell
0.2	22/06/2024	Content review	Consortium review
0.3	27/06/2024	Final review	Coordinator

DELIVERABLE INFORMATION

Project Acronym	FLIARA
Project Title	FLIARA: Female-Led Innovation in Agriculture and Rural Areas
Type of action	HORIZON-RIA
Topic	HORIZON-CL6-2022-COMMUNITIES-01-01
Project Start Date	01/01/2023
Project Duration	36 months
Work Package	WP7 Project Management
Deliverable	Data Management Plan V-II
Due Date	30/06/2024
Submission Date	29/06/2024
Dissemination Level [1]	PU
Deliverable Responsible	University of Galway
Version	1.0
Status	Data Management Plan – VII
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[1]   PU= Public, SEN= Sensitive.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

No table of figures entries found.

ACRONYMS & ABBREVIATIONS

CO	Project Coordinator
CoP	Community of Practice
EC	European Commission
EU	European Union
DMP	Data Management Plan
EOSC	European Open Science Cloud
FAIR	Findable, Accessible, Interoperable and Re-usable
WP	Work Package

Project partners	
Galway	NATIONAL UNIVERSITY OF IRELAND GALWAY
TU Delft	TECHNISCHE UNIVERSITEIT DELFT
TEAGASC	TEAGASC - AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY
UNICAL	UNIVERSITA DELLA CALABRIA
LWL	LONGFORD WOMEN S LINK CLG
UTU	TURUN YLIOPISTO
UL	UNIVERZA V LJUBLJANI
CE	CONSULTA EUROPA PROJECTS AND INNOVATION SL
HNEE	HOCHSCHULE FUR NACHHALTIGE ENTWICKLUNG EBERSWALDE
ELARD	ASSOCIATION EUROPEENNE LEADER POURLE DEVELOPPEMENT RURAL
UOULU	OULUN YLIOPISTO
ECOLISE	RESEAU EUROPEEN POUR DES INITIATIVES COMMUNAUTAIRES SUR LES CHANGEMENTS CLIMATIQUES ET LE DEVELOPPEMENT DURABLE
MENDELU	MENDELOVA UNIVERZITA V BRNE
LNU	LINNEUNIVERSITETET
HLK	HOGSKOLAN FOR LARANDE OCH KOMMUNIKATION I JONKOPING - HLK SCHOOL OF EDUCATION AND COMMUNICATION

1   INTRODUCTION

Horizon Europe is the European Union's research and innovation framework program for the period of 2021-2027, which aims to support research and innovation activities across various scientific disciplines. Data Management Plans have a central role in upholding the highest standards and integrity throughout the research lifecycle.

1.1   PROJECT ABSTRACT

Key contemporary trends, such as climate change, gender inequalities and the COVID-19 pandemic, bring new challenges to European rural areas. Change also brings opportunities to foster more resilient, inclusive and sustainable rural regions, such as those created by the digital and ecological transitions. However, there is a need for all individuals and communities to participate in rural innovation. Traditionally, however, rural women's employment opportunities and contribution to innovation has been overshadowed, and often suppressed, by for example a patriarchal ethos. The FLIARA (Female-led Innovation in Agriculture and Rural Areas) project aims to create a European-wide ecosystem, which supports women-led innovative practices in farming and rural areas. This includes different types of rural women, inclusive of age, class, culture, race, and ethnicity who are leading or attempting to engage in rural and farming innovations. The core objective of FLIARA is to ensure that women are embedded in, and supported by, a more effective innovation ecosystem which: spotlights their achievements; provides them with a source of inspiration and knowledge; networks them with key actors engaged in innovation; heightens their visibility within national and international institutional decision-making contexts; increases capacity and improves skills to empower them to continue leading or start leading innovative practices in farming and rural areas. The project will increase understanding of the needs and challenges facing women leading innovative environmental and rural development practices in EU farming and rural areas. In doing this, the project will heighten visibility and awareness of current female-led innovations, and their centrality and importance to achieving EU environmental and inclusion policies. It will create a Community of Practice supporting innovative ecosystems and smart solutions endorsing and encouraging future female innovations and entrepreneurship, until such practice becomes more the norm than the exception.

1.2   PURPOSE OF THE DOCUMENT

This deliverable responds to the requirement set out in the Horizon Europe Model Grant Agreement to update D7.1 Data Management Plan VI. This document represents the current state of the DMP document and supersedes the previous document, D7.1 Data Management Plan VI. Specific changes to the previous version are as follows:
- Updates on work within each WP, see pages 8-28
- Updates on data formats in the Data Summary Tables
- Updates on data availability in Data Summary Tables
- Updates on Data Security- sub section Online and Networking and Ethics

- Updates on Ethics page 34

In Horizon Europe, Data Managements Plans (DMP) have become mandatory and provide documentary evidence of the steps that have been taken to ensure the long - term safety of research outputs. The Horizon Europe Model Grant Agreement requires that a data management plan is established and regularly updated. This document has been informed by the Horizon Europe Data Management Plan template. In completing the sections of the template, the requirements for research data management of Horizon Europe as described in article 17 and analysed in the Annotated Grant Agreement, article 17, has been addressed. This report addresses the way research data are generated, collected, managed, stored and made available within the FLIARA project, and how it will be shared upon completion of the research project.

Data Management Plans (DMPs) are a key element of good data management. A DMP describes the data management life cycle for the data to be collected, processed and/or generated by a Horizon Europe project. As part of making research data findable, accessible, interoperable and re-usable (FAIR), a DMP should include information on:
- The handling of research data during & after the end of the project
- What data will be collected, processed and/or generated
- Which methodology & standards will be applied
- Whether data will be shared/made open access
- Under what license the data will be made available
- How data will be curated & preserved (including after the end of the project).

The management of the data produced during the project will ensure open access, as stipulated in Article 29.3 of the Grant Agreement, taking also in consideration the "as open as possible, as closed as necessary" principle, to ensure that the project results can be further commercially exploited.

2   DATA SUMMARY

Research data is diverse in format and can be collected using a wide variety of methodologies. In general, it can be described as information generated, collected or observed during a research project. It is evidence used to support research conclusions and will go on to form part of the scholarly record.

Survey and interview text data of a qualitative nature will be the dominant data type collected by FLIARA. Survey data will be collected as part of WP2 and case studies in WP3 will generate text data based on 200 in-depth interviews. A number of focus groups and workshops (WP2, WP4, and WP5) will also generate text data in the form of transcripts and/or written notes. This text data will take the form of interview transcripts and/or written notes. Recordings of interviews or workshops may be stored as .MP3 files, for example. This data may contain personal data and accessibility will be managed in accordance with this fact and in line with the informed consent given by participants.

Pictures of female innovators or their innovation will form part of Fact Sheets for WP3. Video and audio data (10 podcasts and 10 video blogs) will be generated as part of WP4 and WP6 and will be accessible through the project website and social media platforms. Data from public databases (e.g. Eurostat) and existing publications (e.g. peer reviewed academic papers, policy documents, reports) will be used throughout the project as relevant (e.g. concept, literature and policy reviews in WP1, desk-based reviews for case studies in WP3) in accordance with the intellectual property rights governing this data and referenced in reports following a standard referencing method. Tables 1-7 outline the data types involved in each work package.

| Table Key: | | Text in Yellow box is new data that will be generated by the FLIARA Project. |

2.1 DATA SUMMARY PER WORK PACKAGE

Work Package 1 provides the foundation and knowledge base for FLIARA. Each of its four tasks (T1.1 a conceptual framework, T1.2 review of existing knowledge, T1.3 case study assessment and selection framework and T1.4 Assessment of policy and legal frameworks to support policy benchmarking) feed into all other work packages. Five Deliverables (D1- D5) have been submitted and all tasks of work package 1 are now complete. Data type, purpose and format are recorded in Table 1 and no changes have been recorded since D7.1. Zenodo has been added as a repository for Deliverables once the material has been approved.

Table 1: Work Package 1 Data Summary

WORK PACKAGE 1						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
1.1	Secondary data	Construct conceptual framework for the FLIARA project. Glossary of terms and definitions.	Possible types: TXT; PDF; DOC	3-15MB	Open access	Published as a Deliverable (D1.1) in the form of a report on the FLIARA website and also available on CORDIS* and Zenodo.

WORK PACKAGE 1						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
1.2	Secondary data	Review of existing knowledge on women-led innovation in farming and rural areas, including appendix on previous European projects	Possible types: TXT; PDF; DOC	3-15MB	Open access	Published as a Deliverable (D1.2) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
1.3	Secondary data	Initial guidelines for case study assessment and selection	Possible types: TXT; PDF; DOC	3-15MB	Open access	Published as a Deliverable (D1.4) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
1.4	Secondary data	Assessment of rural and farming policy and legal frameworks in relation to women-led innovation	Possible types: TXT; PDF; DOC	3-15MB	Open access	Published as a Deliverable (D1.3) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 1						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
1.4	Secondary data	Initial Guidelines for policy benchmarking	Possible types: TXT; PDF; DOC	3-15MB	Open access	Published as a Deliverable (D1.5) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

*CORDIS: European Commission's primary public repository for information on all EU-funded research projects and their outcomes.

Work Package 2 employs Futures Research, foresight and trend analysis, to envision the role of women in the innovations demanded for sustainable farm and rural futures. It contains three tasks which are all linked together both process-wise and content-wise and it takes place across nine European regional contexts (located in Germany, Ireland and The Netherlands (Atlantic); Czech Republic and Slovenia (Central/Eastern); Finland and Sweden (Nordic/Baltic) as well as Italy and Spain (Mediterranean). Research guidelines and data management for all three tasks were produced in M02 and are contained in D2.1 Research Guidelines for Foresight and Trend Analysis. WP2 has now completed its data collection activities. The activities of WP2 included acquisition and analysis of three main types of data: workshop data, interview data and survey data. Table 2 outlines the data summary for WP2. Zenodo has been added as a repository for Deliverables once the material has been approved and expected size of data has also been increased.

Table 2: Work Package 2 Data Summary

WORK PACKAGE 2						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
2.1	New data: workshop and interview data	Identify sustainability innovations for 9 regions	MP3; WAV; DOC.	90 visions	This is available to researchers on the project and for verification by project auditors. This data will not be shared for reuse as it may contain personal data	

			WORK PACKAGE 2			
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
2.1	Processed Workshop and interview data	Identify sustainability innovations for 9 regions	Excel file	90 visions	Open access	Published as annexes of the report (D2.2) on the FLIARA website and also available on CORDIS and Zenodo.
2.1	Secondary data	Research Guidelines for Foresight and Trend Analysis	TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable in the form of a report (D2.1) on the FLIARA website and also available on CORDIS and Zenodo.
2.1	Interview, workshop data and secondary data	Report detailing visions manifesting sustainable farm and rural futures in nine regional contexts	TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable in the form of a report (D2.2) on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 2						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
2.2	New Data: Workshop and interview data	Identify sustainability innovations for 9 regions	MP3; WAV; DOC;	540-720 innovations	This is only available to researchers on the research group that carried out the interviews. This data will not be shared for reuse as it may contain personal data	
2.2	Processed Workshop and interview data	Identify sustainability innovations for 9 regions	Excel file	540-720 innovations	Open	Published as annex (D2.3) of the report on the FLIARA website and also available on CORDIS and Zenodo.
2.2	Workshop, interview data and secondary data	Report detailing sustainability innovations needed to realise the visions in each context	TXT; PDF; DOC	3-15 MB	Open	Published as Deliverable in the form of a report (D2.3) on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 2						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
2.3	New Data: Workshop and interview data	Assess the potential for women's contribution to sustainability innovations	MP3; WAV; DOC;	60-80 assessments	This is only available to researchers on the research group that carried out the workshops. This data will not be shared for reuse as it may contain personal data	
2.3	Workshop and interview data	Assess the potential for women's contribution to sustainability innovations	: TXT; PDF; DOC	60-80 assessments	Open	Published as annexes of the report (D2.4) on the FLIARA website and also available on CORDIS and Zenodo
2.3	Evidence from T2.1, T2.2, T2.3 and secondary data	To report the specification of women's contribution to the sustainability innovations in each context.	: TXT; PDF; DOC	3-15 MB	Open	Published as Deliverable in the form of a report (D2.4) on the FLIARA website and also available on CORDIS and Zenodo

The aim of Work Package 3 is to deepen understanding of the pathways to success and the challenges facing female-led sustainability innovation in farming and rural areas. It directly engages with 200 female innovators and entrepreneurs through coordinating 20 case studies, 10 via women-led innovations in farming and 10 via rural areas. Research Guidelines to lead this investigation was produced in M12, D 3.1 Research Guidelines and Thematic Selection. Using a case study approach data collection was qualitative and involved the use of a semi-structured interview guide. With the consent of the respondent, recording of data was via note taking and/or audio and/or video recording. During field activities it was recommended that pertinent grey literature (such newsletters, bulletins, fact sheets, reports, project publications, newspaper/magazine articles) related to the specific project/practice should be collected. A key output of WP3 is the production of 200 fact sheets showcasing the innovations of the interviewees. For this purpose, with the explicit consent of the interviewee, at least one photograph of the location/initiative or of the woman was retrieved. Empirical data collection activities have now been completed for WP3. Table 3 outlines the data summary for WP3. Two additional data formats were added to Table 3, .JPG and MP4. This reflects the technology used to record the interviews and also the format of pictures/images that were taken for the purposes of fact sheets. Expected size of data has also been increased. Zenodo has been added as a repository for Deliverables once the material has been approved.

Table 3: Work Package 3 Data Summary

WORK PACKAGE 3						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
3.1	Original created text- Guidelines	Research guidelines and thematic selection	TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D3.1) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 3						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
3.1	Secondary data involving a scoping review of female-led innovation providing an inventory of innovations to support case study selection	Inventory of female-led innovations	TXT; PDF; DOC	3-15MB	Open	Once synthesised, relevant material was published as a Deliverable (D3.2) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo,
3.2	New Data: Interviews	Gather new data to identify barriers and opportunities; drivers and enablers	MP3; MP4, .jpg, .pdf, .doc	30-40MB 200 interviews	This is only available to researchers on the research group that carried out the interviews. This data will not be shared for reuse as it may contain personal data	
3.3	Assessment of Case Study material	Lessons learned on women led innovations in agriculture and rural areas Fact sheets on female innovations	TXT; PDF; DOC; .jpg	200 fact sheets 50-100 MB	Open	Published as a Deliverable D3.3 on the FLIARA website and also available on CORDIS and Zenodo,

WORK PACKAGE 3						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
3.4	Knowledge from Task 3.3	Comparative analysis report reflecting insights by macro-region and the European level	TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D3.4) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo,
3.4	Knowledge from T3.2 and T3.3	Create 10 Practice abstracts based on the outcomes of the 20 case studies (T3.3) and the comparative analysis of case studies (T3.4).	TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D3.5) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo,

Work Package 4 is responsible for establishing the FLIARA Community of Practice Network which provides an interchange platform for multi-actor exchanges where the 20 FLIARA women Ambassadors are centre stage. It is also integral to the development of the FLIARA toolkit. A Strategic Action Plan was developed in M16 (D4.1 Strategic Action Plan) which provides a detailed plan, including for data management and ethics, for delivering the four Community of Practice Networking events. This WP involves interaction with key stakeholders and will involve focus groups and workshops through online and in-person events. Participation in all activities is governed through the consent procedure set out in D8.1 and D4.1 which facilitates the recording of data for research purposes. Data collection during these events may be through note taking, audio and/or video with findings feeding into WP4 and WP5 Deliverables. Task 4.4 aims to leverage partner experience and evidence from WP1, WP2, WP3, WP4, and WP6 to create the FLIARA Toolkit. The Toolkit will be hosted on the FLIARA Website and will initially feature various training and knowledge tools, including Innovation Fact Sheets, Podcasts, Video Blogs, and a Gender-Specific Guide to Innovation. Additional data format types, MP4, Wav, .FLV and .jpg, have been added to the data summary table (Table 4) for WP4. Expected size of data has also been increased. Zenodo has been added to the data summary table (Table 4) as an additional repository for Deliverables once they are approved.

Table 4: Work Package 4 Data Summary

WORK PACKAGE 4						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
4.1	Secondary data	Strategic Action Plan for delivering the four Community of Practice Networking events	TXT; PDF; DOC; .jpg	3-15MB	Open	Published as a Deliverable (D4.1) in the form of a report Available on CORDIS

WORK PACKAGE 4						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
4.2	Community of practice	Networking event to share knowledge	Possible types: MP3; DOC; MP4; .Jpg		This is available to researchers on the project and for verification by project auditors. This data will not be shared for reused as it may contain personal data	
4.2	Community of Practice Workshops	Collection of knowledge from the outcomes of the Four Community of Practice Networking events	Possible types: TXT; PDF; DOC; .Jpg	3-15MB	Open	Published as a Deliverable (D4.2) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
4.3	Focus groups and workshops	Gather new data to assess findings and garner feedback	Possible types: MP3; DOC; MP4, .Jpg		This is available to researchers on the project and for verification by project auditors. This data will not be shared for reused as it may contain personal data	

WORK PACKAGE 4						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
4.3	Focus groups and workshops	Policy Design and Benchmarking	Possible types: TXT; PDF; DOC; Jpg	3-15MB	Open	Published as a Deliverable (D4.3) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
4.4	Evidence from WP1, WP2, WP3, WP4 and WP6	FLIARA Toolkit. Fact Sheets, Podcasts, Video Blogs and a Gender Specific Guide to Innovation	Possible types: Multiple- DOC; MP3; MP4; WAV; PDF; .Jpg; Youtube Server (.FLV)	3-15MB	Open	Published as a Deliverable (D4.4) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
4.5	Evidence from WP 1, 2, 3, 4	Gender specific Guide to Female Led Innovation in Farming and Rural areas drawing together good practice and key lessons learned relating to drivers, obstacles, enablers and pathways for female-led rural innovation	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D4.5) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

The main objective of Work Package 5 is to design more effective policy and governance frameworks, as well as knowledge and innovation systems, using insights from the project to enhance women-led innovation in farming and rural areas. In addition to leveraging results from WP1-WP5, this WP will also use secondary data sources and data collected through focus groups and workshops (T5.2, T5.3) to inform its outputs. This WP commences in M18. Zenodo has been added as a repository for Deliverables once the material has been approved. Table 5 outlines the data summary for WP5.

Table 5: Work Package 5 Data Summary

WORK PACKAGE 5						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
5.1/5.2	Evidence from WP 1, 2, 3, 4	Policy Booklet and Policy Brief	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D5.1), in the form of a Policy Booklet on the FLIARA website and also available on CORDIS and Zenodo.
5.1	Evidence from WP 1, 3, 4	Inform Gender Bench Marking.	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D5.3), in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 5						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
5.3	New Data: Focus groups	To discuss findings and garner feedback	Possible types: MP3; MP4; DOC		This is available to researchers on the project that carried out this work. This data will not be shared for reuse as it may contain personal data	
5.3	Processed focus group transcripts and material from within the project	To outline the process and outcomes of participatory scenario development and testing, and include the finalised scenario text	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D5.2), in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
5.4	New data: Policy Workshop	To discuss findings and garner feedback	Possible types: MP3; MP4; DOC	5MB	This is available to researchers on the project that carried out the work. This data will not be shared for reuse as it may contain personal data	

WORK PACKAGE 5						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
5.4	Processed policy workshop transcripts and material from within the project	Report on policy workshop with policy makers at EU and other governance levels.	Possible types: TXT; PDF; DOC	3-15MB		Published as a Deliverable (D5.4), in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

Work Package 6 is responsible for communication, dissemination and exploitation activities for FLIARA. Deliverable D6.1 – Plan for dissemination and exploitation including communication activities – V1 was produced in M06 and is currently being updated for submission as D6.2 in M18. WP6 activities are core to the success of FLIARA and run for the lifetime of the project. The process and guiding document for the foundation of the FLIARA website is set out in D6.4 and was produced in M04 as well as its updates on D6.2. Through strategic and innovative approaches WP6 synthesises and ensures that outputs from FLIARA reaches its target audiences. Zenodo has been added as a repository for Deliverables once the material has been approved. Expected size of data has also been increased. Table 6 outlines the data summary for WP6.

Table 6: Work Package 6 Data Summary

WORK PACKAGE 6						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
6.1	Secondary Data	To guide activities for WP6	TXT; PDF; DOC	15MB	Open	Published as a Deliverable (D6.1) in the form of a report on the FLIARA website and also available on CORDIS
6.1	Evidence from D6.1	To guide activities for WP6	Possible types: TXT; PDF; DOC	5MB	Open	Published as a Deliverable (D6.2) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 6						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
6.1	Evidence from D6.1, D6.2	To guide activities for WP6	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable (D6.3) in the form of a report on the FLIARA website and also available on CORDIS and Zenodo.
6.1	Project content	Develop a Project website	HTML	5MB	Open	Published as a Deliverable (D6.4) Available on CORDIS and Zenodo.
6.4	Female Innovators	10 podcasts	Possible types: MP3; MP4; WAV	50-100MB	Open	On FLIARA website and social media
6.4	Female Innovators	10 video Blogs (interviews)	Possible types:MP3; MP4; Youtube Server FLV	50-100MB	Open	On FLIARA website and social media

Work Package 7 strives to ensure an effective management of the project through close collaboration and collegiality with all partners. It is also responsible for the production of 4 practice abstracts in M32 (D7.4). Data sources for use during WP7 is garnered from other WP's and secondary data sources. Zenodo has been added as a repository for Deliverables once the material has been approved. Expected size of data has also been increased. Table 7 outlines the data summary for WP7.

Table 7: Work Package 7 Data Summary

WORK PACKAGE 7						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
7.1	From the project and secondary sources	Data Management Plan V1	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable, D7.1 on the FLIARA website and also available on CORDIS and Zenodo.
7.3	From D7.1 and material from the Project	Data Management Plan V2	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable, D7.2 on the FLIARA website and also available on CORDIS and Zenodo.
7.3	From D7.1. D7.2 and material from the Project	Data Management Plan Final	Possible types: TXT; PDF; DOC	3-15MB	Open	Published as a Deliverable, D7.3 on the FLIARA website and also available on CORDIS and Zenodo.

WORK PACKAGE 7						
Task	Type of data	Purpose of data	Format of data	Expected size of data	Accessibility of data	Availability of data
7.1	Evidence from knowledge across the other WPs	4 Practice Abstracts	Possible types: TXT; PDF; DOC	3-5MB	Open	Published as a Deliverable, (D7.4) on the FLIARA website and also available on CORDIS and Zenodo.
7.5	Research ethics approval and monitoring	Ethics Approval	Possible types: TXT; PDF; DOC	3-15MB	Sensitive	Sensitive Data D8.1 H - POPD - Requirement No. 1. Sets out the 'ethics requirements' that the project must comply with.

This data will be securely stored in the partner organisations own trusted data repositories (password protected and encrypted) by the partner responsible for collecting the data. However, where facilities are not available in partner organisations, partners will cooperate in their regional groupings to ensure these requirements are met. All publications (e.g. deliverables, peer-reviewed papers) emerging from FLIARA will be open access. The Co-Ordinator will oversee this process.

3   FAIR DATA

FAIR stands for findable, accessible, interoperable and reusable. These principles are intended as guidelines for best practice in the management and stewardship of research data with a focus on facilitating sharing and reuse of valuable research outputs.

3.1   MAKING DATA FINDABLE, INCLUDING THE PROVISION OF METADATA

Data discovery, re-use and reproducibility is dependent on high quality documentation and metadata. Collecting supporting documentation or metadata during active research is what allows FAIRification and data sharing further down the line. Research outputs from FLIARA will adhere to the FAIR principles through the following process.

Data from workshops, interviews and focus groups will be recorded (video e.g. MP3, .wav), and transcribed (text e.g. Word) and analysed using software such as SPSS and or NVIVO. This data will only be shared within the research team that undertook the data collection and available to auditors for verification. However, a metadata record, where relevant, for the data will be published in the Zenodo repository, making it discoverable in a searchable resource online. Though the data is not available publicly this will enable others to discover and learn about the dataset. Zenodo will assign a persistent identifier (DOI) to the dataset. The dataset record in Zenodo will include the following metadata where applicable:

- Author/Principal Investigator/Data Creator
- Publication date/Release Date
- Title of Data Source
- Version/Edition Number
- Format of the Data
- Publisher, Resource type
- Persistent Identifier e.g. DOI
- Publication Place

Zenodo is a general purpose open repository developed under the European OpenAIRE programme and operated by CERN, allowing paper, reports research software, etc. to be deposited for public access.

All of the aforementioned new data (including transcripts of interviews, which will not be provided openly) will be retained for at least seven years (4 years post Project as defined in the Joint Controller Agreement) on the servers of the project partner responsible for gathering this new data (this data is often in the local language of that partner; and it is better not to transfer unnecessary personal data between partners) for the purposes of validation. Each partner will ensure that there will be people curating the new data during this period. The servers for storing the new data will have necessary security mechanisms, such as password protections, restricted access only to the project partner.

Datasets, where relevant, will be accompanied by rich metadata (adhering to Dublin Core) to ensure they are findable. In addition, to further aid their discoverability, keywords describing the datasets will be added. Every dataset will be also assigned a Digital Object Identifier (DOI), to make them citable and persistently available. In addition, FLIARA will adhere to the Data Documentation Initiative standard for disciplinary-specific, rich description of all the data files created when applicable.

All data files will be named using a specified naming convention. The specific details have been outlined in the FLIARA Project Management Handbook. The following elements will be used in the file name:

- Date: YYYYMMDD
- Descriptive file name
- Initials of the person who last modified the file

Data, which can be made openly accessible, will be submitted to the repository within 6 months after the approval of the deliverable they have contributed to.

3.2 MAKING DATA ACCESSIBLE

FLIARA data will be deposited in compliance with HE rules on open access, in a trusted repository, and under open licenses. FLIARA will systematically adhere to the Open Science practices and principles set out in Article 17 of the HORIZON Europe Model Grant Agreement (MGA) and its Annex 5, throughout the entirety of the project, from inception to completion. It will do so by sharing anonymised scientific data and knowledge arising from the project with all relevant knowledge actors, in a transparent and non-discriminatory manner. This will be made as open as possible and activated as early as possible during the research process. All Deliverables, once reviewed and accepted by the Commission will be available on the FLIARA website and other available open-access repositories.

Access to new data (including transcripts of interviews) for the validation of the results will be possible under strict access conditions. The responsible project partners will ensure access upon request is solely for this purpose and in line with ethic requirements.

FLIARA data, which can be made openly accessible, will be submitted to a repository within 6 months after the approval of the deliverable they have contributed to and will be deposited in compliance with HE rules on open access, in a trusted repository (e.g. Zenodo, a multi-disciplinary repository funded by the EU which supports harvesting of content via the OAI-PMH protocol) and under open licenses e.g. Creative Commons licence 'CC-BY'. All European Commission project outputs such as project factsheets, participants, reports, deliverables and links to open-access publications will be uploaded to CORDIS. Additionally, each partner has the opportunity to use their respective institutions repository (e.g. University of Galway Research Repository, formerly ARAN).

FLIARA aims to explore the option of creating a Zenodo Community within Zenodo. Such a community is a collection of documents on Zenodo and has a certain topic which they all belong to. Every user can set up a community and, as its curator, is then able to accept or reject documents other users want to include in it. FLIARA has a registered account on Zenodo and once outputs are approved these resources will be uploaded to Zenodo.

FLIARA will utilise the globally accessible communication channel with the European Open Science Cloud (EOSC) portal to store, curate and share FLIARA's scientific data and results under well-defined and trusted conditions. This makes such openness to knowledge sources and knowledge actors across disciplines and countries possible. Furthermore, this project will participate in an open peer-review process for all publications derived from the research. 15 scientific publications are outlined in the Grant Agreement. For peer reviewed publications, immediate open access through a trusted repository will be ensured, whether the publication is free of charge or not. Publications will subsequently be published in Open Research Europe and/or open access peer-reviewed scientific journals, with content licensed for re-use. Specifically, on or before the date of publication, the Author Accepted Manuscript (AAM) or final versions of all FLIARA publications will be placed in suitable, trusted repositories. Selecting the right data repository ensures the long-term preservation and availability of your research data/outputs. It also allows you to leverage the infrastructure of the repository to FAIRify your data.

The availability of project outputs as Open Access through such collaborative, dissemination platforms will further improve the accessibility to, and the reusability of, research outputs from this project. It will also ensure greater citation counts for academic publications and reports in the long term.

3.3 MAKING DATA INTEROPERABLE

FLIARA will utilise open and or standardised file formats, standards (e.g. Data Documentation Initiative) and controlled vocabularies to maximise interoperability where applicable.

3.4 INCREASE DATA REUSE

An important strategy for demonstrating research transparency is to create comprehensive documentation that captures important details of the research process so that others are able to follow it to reproduce published research results.

Data consists of generally accepted formats. Most of the data will be qualitative and may be analysed with SPSS or NVIVO program. The data formats for SPSS-data are sav-format and for video and audio recordings .mp4 and .mp3 format. Transcripts and content coding is expected to be in .docx format. When generated, quantitative data can be processed and analysed by using SPSS and excel statistical programs. All other materials, such as questionnaires can be saved as, for example, .pdf-files, DOC, TXT. Used software and formats are based on open standards to enable data reuse, interoperability and sharing.

README.txt files will be used to store structural (naming conventions and purpose of folders and files) and administrational (e.g., when the files and folders were created, file types and other technical information, and who can access it) metadata. The datasets that will be included in the repository, will be licensed under a CC-BY licence, which requires attribution/credit for the original creation, while at the same time ensures broadest possible re-use. Datasets, which can be made openly accessible, will be made publicly available within 6 months of European Commission's approval of the deliverable that is based on the dataset, allowing the necessary time to publish.

Zenodo (where the datasets will be deposited) ensures data quality and curation (manual curation at the time of deposition, and automated curation and checks for data integrity after the deposit). Metadata will be provided were relevant. Material submitted to Zenodo will be held in line with their retention period, which currently relates to the lifetime of the host laboratory CERN, which currently has an experimental programme defined for the next 20 years at least.

The reusability and usefulness of outputs is important to consider in the context of dissemination, impact and legacy. FLIARA has identified a number of specific target groups, namely, scientific, industry, policy makers and citizens. Therefore, outputs will not only be in accessible language but each of these target groups will be able to find relevant material in the outputs and use them as resources within their own field of expertise. Additionally, outputs will contain clear citations and references so that information can be reused for comparative purposes.

4 OTHER RESEARCH ELEMENTS

The FAIR principles require a DMP to consider all aspects of data management during and after the life of the project. Reusability and exploitation of results are central tenets of Horizon Europe projects.

4.1 OTHER RESEARCH OUTPUTS

A fundamental purpose of the FLIARA project is the creation of a freely available and easily accessible resources on the project's website aimed at stimulation and assisting women-led innovation in agriculture and rural areas. As per Tables 1-7 above, FLIARA will produce outputs outside of Data files. Video and audio data (10 podcasts and 10 video blogs) will be generated as part of WP4 and WP6. These will be published on the FLIARA website, fliara.eu, and on the FLIARA social media platforms. Policies and regulations safeguarding the use of this content is via consent forms which have been approved through institutions ethical approval and further regulations for use on the channels of communication and dissemination are documented in Deliverables D6.4 and D6.1. For example, the FLIARA website has already installed an SSL certificate. An SSL certificate provides a secure, encrypted connection between the website and its users, protecting against potential interception or tampering with sensitive data. By incorporating this certificate, users can trust that their data is being transmitted securely when they interact with the website. The website has also been designed with users' privacy in mind. It already includes a privacy policy, which outlines the type of personal information that may be collected, how it is used, and how users can exercise their rights in relation to their data by accessing to https://fliara.eu/privacy-policy/. FLIARA's website is also compliant with the GDPR. To help users manage their cookie preferences, the website includes a plugin for cookies management. In addition to this FLIARA will adhere to ownership, access rights and IPR protection principles defined in the Grant Agreement (GA) and the Consortium Agreement (CA), following Horizon Europe principles. The Consortium Agreement (CA) sets out the rules for the use of foreground/ background knowledge and the rules for handling sensitive and confidential information. FLIARA will support potential IPR protection by assessing results, including their exploitation potential in the project's exploitation plan (D6.1) which will have no IPR encumberments so that its future sustainability can be guaranteed. An IPR checklist will be implemented as part of the prior notice process for publications and dissemination activities, whereby publishing partners will be asked to confirm that there is nothing exploitable in their publication.

Regarding post-project sustainability of end user materials produced by the project, there will also be no IPR barriers to continued use of this content at the end of this project. We expect the website and associated material to be taken over by the EC upon completion or by a follow-on project supporting women-led innovation in farming and rural areas on their behalf. The EU FarmBook project for example provides a potential avenue for this.

4.2 ALLOCATION OF RESOURCES

The costs of archiving the data will be borne by the project partner responsible for keeping the data. The costs of data management are part of the project costs of the Horizon Europe project and data management is part of the regular management structure of the project. It is expected that these costs will be low, as the project does not need large data storage capacity. It is an integrated part of the activities of this project. The technical coordination of this project is also responsible for the technical coordination of data management. In practice, task leaders and WP leaders will be responsible for data management with the tasks they execute and manage.

4.3 DATA SECURITY

University of Galway (as the Coordinator) is primarily responsible for the managing of project documents. FLIARA consortium uses MS Teams as a collaborative and storage space. It provides robust managed storage with automatic backup services. It is only accessible via login, hence access and editing rights can be managed thus providing data security. File and folder naming conventions have been established.

Documentation relating to the FLIARA project will be securely stored on the Sharepoint server for up to 4 years after the completion of the project. It enforces team-wide and organisation-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. Files are stored in SharePoint and are backed by SharePoint encryption. It follows the same guidance and principles as the Microsoft Trust Centre. For more information https://www.microsoft.com/en-ie/trust-center?rtc=1. Data gathered during the project can also be securely stored in the partner organisations own trusted data repositories (password protected and encrypted) by the partner responsible for collecting the data. Research organisations, working with the research data, in the project have facilities to comply with requirements to storage, back-up procedures and access to research data. However, where facilities are not available in partner organisations, partners will cooperate in their regional groupings to ensure these requirements are met (as defined in the DoA). Interview data in WP2 and WP3 was gathered in a local context. Interviewers were guided to upload audio files (of interviews) and text files of transcriptions at least once per working day to a secure data server. If in a remote rural context of a specific case study no workable safe connection to the server is available, this upload was permitted to be postponed a few days until such a connection became available.

Only personnel working on the project have access to data files. Responsible for data access at each partner are the following persons:

PARTNER	PERSONNEL
Galway	Maura Farrell
TU Delft	Willem Korthals Altes

TEAGASC	Anne Kinsella
UNICAL	Silvia Sivini
LWL	Tara Farrell
UTU	Tuomas Kuhmonen
UL	Barbara Lampič
CE	Michelle Perello
HNEE	Susanne Von Muenchhausen
ELARD	Marion Eckardt
UOULU	Simo Sarkki
ECOLISE	Eamon O Hara; Anastasia Oprea
MENDELU	Milada Stastna
LNU	Annie Roos
HLK	Helene Ahl

To account for accidental loss of documents all partners will follow best practice which states that researchers should maintain three copies of their data, two on different media and one off-site. As the Coordinator, University of Galway, has the support of the Data Protection Officer at University of Galway to provide additional advice, as needed, on data management during the research project.

4.3.1 ONLINE AND NETWORKING SPACES

The FLIARA project utilises a project website, https://www.fliara.eu/, and social media platforms to engage end users for the purposes of knowledge sharing and capacity building. As outlined in D6.4, D7.1 and D8.1 a number of parameters have been put in place to ensure that all regulations are in place. The website includes a privacy policy, is compliant with the GDPR and includes a plugin for cookies management. A Secure Sockets Layer (SSL) certificate has been installed on the website (more detailed description is contained in D6.4).

An online component of the FLIARA Community of Practice (CoP) has been established under WP6. LinkedIn was the chosen platform to serve as a space for knowledge sharing and communication among those with a shared goal to promote and advance women led innovations. D4.1 outlines the professional conduct, privacy setting, confidentiality awareness and reporting protocol in relation to interacting on the LinkedIn Platform.

4.4 ETHICS

The approach of the FLIARA project to respond to requirements in HE Regulation 2021/695: Eligible actions and ethical principles (Article 18) and Ethics (Article 19), Article 14 and Annex 5 of the Grant Agreement, has been set out in Deliverable, D8.1 – H - POPD - Requirement No. 1. Deliverable 8.1 also contains all documents in relation to partner's individual ethics approval.

As set out in D8.1 the following documents guide the actions of the consortia:

- ALLEA European Code of Conduct for Research Integrity

- Global Code of Conduct for Research in Resource-poor Settings
- The Helsinki Declaration in its latest version (2013);
- The European Code of Conduct for Research Integrity (ECCRI, 2011);
- The EU Charter on Fundamental Rights (CFREU, 2010);
- The UNESCO Universal Declaration on Bioethics and Human Rights (2005);
- The European Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR, 1950);
- The Universal Declaration of Human Rights (UDHR, 1948).

All consortium members have received a copy of the European Code of Conduct for Research Integrity (ALLEA 2017). All FLIARA researchers will adhere to their own institutions' and national ethical guidelines, for example, the Coordinator University of Galway has two ethics committees each responsible 36 for granting approval for research work depending on the nature of the proposed work. Its policies and procedures are available at QA512-Research-Ethics-Committee.pdf (https://www.universityofgalway.ie/media/innovation/files/QA512-Research-Ethics-Committee.pdf) which defines the essential principles of research integrity, responsibility and transparency.

FLIARA researchers are aware that they are accountable towards their employers, funders, as well as, on more ethical grounds, towards society as a whole. They will adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. The consortium adheres to the principles laid down in the Charter of Fundamental Rights and the Treaty on the Functioning of the European Union that privacy and data protection are fundamental rights which need to be protected at all time. Data will be handled in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. The consortium will furthermore observe all relevant national legislations for the countries, all belonging to the EU, where data will be collected, processed, and stored.

The FLIARA project objectives and methodology result in human participants being involved in the research process. Minors under the age of 18 will not be involved. Data that could be affected by ethical issues will be gathered mainly in WPs 2, 3, 4 and 5. The FLIARA objectives and methodology in WP2 involved qualitative (focus groups) and quantitative (surveys) data gathering techniques. These methods were used to conduct futures research envisioning the role of women in the innovations demanded for sustainable farm and rural futures. This data collection was guided by its own specific research guidelines, Deliverable D2.1. In WP3, qualitative methods took the form of research interviews to understand pathways and challenges facing women-led innovations in farming and rural areas. This research was guided by Deliverable D3.1. In WP4 and WP5 focus groups and workshops will be carried out in relation to gender benchmarking, policy discussion and policy scenario development. Engagement in this

research will involve reflecting and drawing on the participants professional activities (e.g. female innovators, representatives of local organisations, policymakers). Informed consent procedures and participant information sheets ensure that participants are clear about what their involvement entails. This research element should not result in personal and sensitive data emerging. However regardless in the data collection process personal and sensitive data may still emerge meaning that data must be treated confidentially. Therefore, during the process of data processing, each partner is responsible for anonymising the human participants as much as possible. If full anonymisation is not possible in the context provided, pseudonymisation will be used. All the de-identification conditions and protection mechanism will be clarified in the consent form provided to all participants. Participants will be asked to sign consent forms in advance of their participation and provided with information related to the nature of the research. Detailed guidelines for data processing, anonymisation, consent forms and participant information sheets is contained in D8.1. The guides produced in D8.1 have been followed to produce consent forms and participant information sheets related to activities linked to different work packages (see D2.1, D2.3, D3.1 and D4.1 for activity specific consent forms and participant information sheets).FLIARA commits to always be fully transparent with individuals about how they are using and safeguarding personal data, including by providing this information in easily accessible, concise, easy to understand and clear language.

FLIARA will adhere to ownership, access rights and IPR protection principles defined in the Grant Agreement (GA) and the Consortium Agreement (CA), following Horizon Europe principles.

FLIARA researchers will at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. University of Galway as Coordinator will act as ethical issues ombudsman and can be contacted confidentially to discuss any issues which may arise.

A key message in D8.1 was the core belief within the Consortium that ethics is not 'red tape' for research but empowers researchers to do the right thing for society and to build trust grounded in core values and fundamental rights such as human dignity, privacy protection and security. To embed this ethos in our practices, a number of measures have been put in place.

- A FLIARA Ethics Mentor role has been established, the process of this is documented in D8.1. This position is filled by a consortium member that has expert knowledge of ethics. Their role is to support consortium members in complying to commitments and to also build capacity within the Consortium regarding approaches to the incorporation of ethics principles and values through practices and collaboration throughout the life of FLIARA.

- A FLIARA Community of Practice Ethics Guardian role has been established, the process of this is documented in D4.1. The FLIARA CoP Ethics Guardian will provide support to the 20 women FLIARA Ambassadors for the 18 month period (under the regulation of FLIARA) of the FLIARA CoP. A two-part process has been developed to enable the Ethics Guardian to monitor and support the well-being of the Ambassadors. In addition to this, the Ethics CoP Guardian will attend each in-person event and be available to Ambassadors for meetings and the contact details of the Ethics Guardian has been shared with the Ambassadors to facilitate communication over the 18 month period of the FLIARA CoP.

- An Ambassadors Guide to FLIARA was prepared to provide Ambassadors with an accessible overview of FLIARA. It also contains details regarding the operation of the FLIARA Community of Practice (CoP) and the role and involvement of Ambassadors.

- A detailed monitoring and evaluation procedure has been established for Community of Practice events. This involves feedback from all participants of the Community of Practice. Monitoring and evaluation enable the consortium to gather valuable insights, promote added value, improvement and ensures accountability. In this way it can support evidence-based decision making and enables adaptation to changing circumstances (see D4.1 for more specific details).

4.5 OTHER

A Joint Controller Agreement was required under section 4.4 of the Consortium Agreement. This data sharing agreement was fully executed on the 20/06/2023.

5 CONCLUSION

Data provided by the project will support a range of goals, such as improving dissemination and exploitation of data and results; improving access and reuse of research data; and knowledge sharing with citizens, the wider public, interested stakeholders, and the scientific community.

This DMP is a living document that will be reviewed regularly as data management issues arise. A final DMP, Data Management Plan-Final will be delivered in M36 at the end of the FLIARA project.

Female-Led Innovation in Agriculture and Rural Areas