



D8.3 Data Management Plan
WP8 Project Management
FDEUSTO
ORDP: Open Research Data Pilot
PUBLIC
Reviewers: ARS, EMAC, SOFTLINE

| Version | Date | Description of main changes | Author |
|---------|------------|--|----------------|
| V1 | 12/09/2016 | Draft | FDEUSTO/ZABALA |
| V2 | 13/01/2017 | Glossary, links and clarification on costs have been included | FDEUSTO |
| V3 | 25/05/2018 | Licensing options and Zenodo as selected repository included in the management procedure | FDEUSTO/ZABALA |
| | | | |

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1. Introduction.

Each project in the EC's Horizon 2020 program must define what kind of results are generated or collected during the project's runtime and when and how they are published openly. The Data Management Plan (DMP) has been structured by following the guidelines provided by the European Commission in 2016.

As stated in "A European strategy on the data value chain", the intelligent use of data enables the creation of new products and services and has the potential to transform Europe's service industries and significantly increase their efficiency. In the public sector, it will lead to cost reduction of operations, increase of efficiency and better and more personalised services for citizens.

The aim of WASTE4THINK's Data Management Plan is to provide an analysis of the main elements of the data management policy that are going to be used by the consortium.

The results of the project waste4think It will produce an improvement in the management of public services which address the citizens and other stakeholders' needs. These services are expected to be based on the combination of Open Government Datasets with user-generated data though social networks and third party data to give place to added value datasets.

The Waste4think project's partners are committed to offer as much information as possible generated by the project through Open Access. Such information includes: scientific publications issued by the project consortium, white papers published, open source code generated, anonymous interview results, or datasets used for gathering stakeholders' feedback.

The present document constitutes the first version of WASTE4THINK's Data Management Plan (DMP). The main objective of this DMP is to provide an analysis of the main elements of the data management policy that are going to be used by the consortium. It has the following characteristics:

- It is a document outlining how all the research data generated will be handled during the project life, and even after it is completed, describing, whether and how these datasets will be shared or allowed data re-use and also allow validation of results presented in scientific publications generated by the project.
- It is also a document outlining how all the research data and non-scientific documents generated during the lifetime of the project will be handled in terms of sharing policies, archiving and storage and preserving time.

- It is not a fixed document; it evolves and gains more precision and substance during the lifespan of the project therefore other updated versions will be prepared for M18, M30 and M36.

The figure below shows a diagram of the steps of the DMP and the possible uses of the data sets generated once and was managed from the Plan.

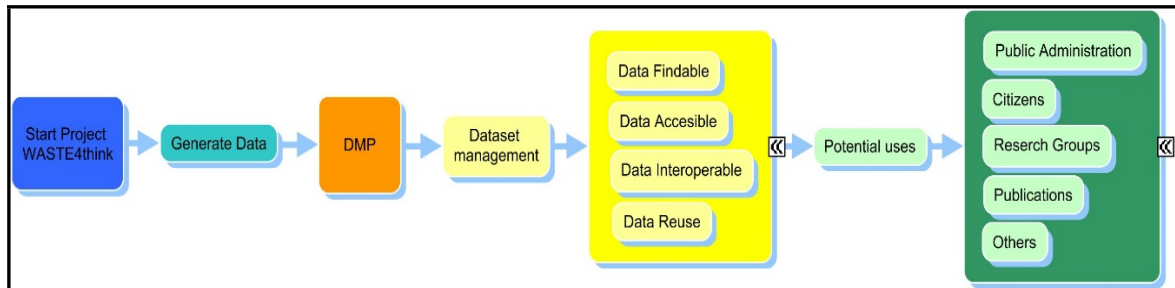


Figure 1. DMP Stages. Source: Own elaboration.

2. Management procedure.

Data generation is a complex and prolonged process that requires multi-stakeholder bodies to work together, including the responsible for the DMP (a responsible per partner) who will be responsible for management and control of the data sets, as well as the different partners involved in the production of information generated during the course of the Project.

Partners and external experts who support the project Waste4Think should complete a template for each of data sets generated. This template is included in Annex I, Template dataset to the present document.

The Annex II is formed by the sum of all templates generated throughout the Waste4think project.

A complete procedure has been defined in the template in order to report on how the data sets collected and documents generated during the course of the Project are archived, stored, shared, retained, etc. These templates are in editable PDF format to facilitate its edition and to complete the data fields which are defined.

Each partner shall send the full templates for each data set generated to their responsible for the DMP. Besides, and provided that the licensing is possible, each partner will be responsible of choosing the best licensing option for their generated data sets, among the diiferent options for Creative Commons (CC) licenses:

- ✓ Freeing content globally without restrictions
- ✓ Attribution alone
- ✓ Attribution + ShareAlike

- ✓ Attribution + Noncommercial
- ✓ Attribution + NoDerivatives
- ✓ Attribution + Noncommercial + ShareAlike
- ✓ Attribution + Noncommercial + NoDerivatives

Also, each data set responsible will be in charge of uploading them to Zenodo (the common repository chosen by the consortium). This does not preclude to upload it to any other repository where the information fits.

The responsible of DMP shall inform to each of the partners the need to be kept up to date their templates so as to incorporate regular changes and updates. This updating of data process shall be carried out within six-month periods, if there have been modifications.

The person responsible of DMP shall collect all templates generated during the course of the Project, which are stored in a Redbooth until the final version is incorporated in the latest version of the DMP deliverable.

This latest version, before being stored, should be reviewed from the defined procedures in the deliverable D 9.7 Ethics requirements.

The responsible for carrying out updates for each template stored by responsible of DMP will be the partners, who should link their updates to each template.

A descriptive synthesis for the procedure which explains the DMP generation in the Waste4Think project is included below:

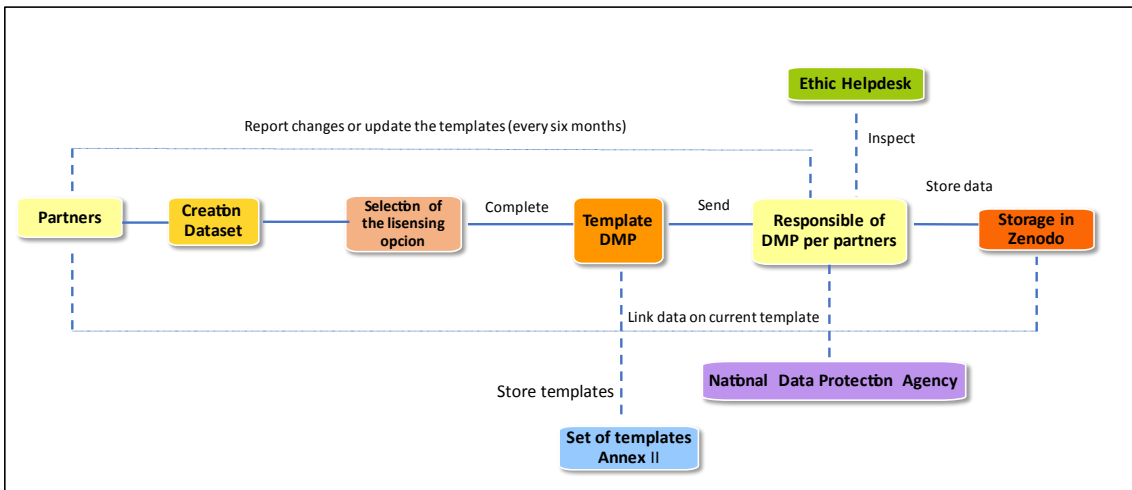


Figure 2. DMP Procedure. Source: Own elaboration.

3. Description of the templates.

The following template has been prepared to answer to all the questions regarding the use of research data. It is a set of questions to know in detail the type of data that will be generated in each case, and the way that will be managed.

The elements of the template for the research data management template are the following ones:

1. Data Summary.
2. Fair Data (Data Findable, Accessible, Interoperable and reuse).
 - 2.1. Data Findable.
 - 2.2. Data Accessible.
 - 2.3. Data Interoperable.
 - 2.4. Data Reuse.
3. Data Management and allocation of resources.
4. Ethical and Legal Aspects.
5. Other Aspects.

Template has been designed for the purpose to enable future users to:

- ✓ build on top of existing research results,
- ✓ avoid redundancy,
- ✓ participate in open innovation, and
- ✓ read about the results of a project or inform citizens.
- ✓ understand and reconstruct scientific conclusions, and
- ✓ build on top of existing research data.

The first part recognizes a brief description of the project Waste4think, the funding, the project leader, the consortium members and the duration of the project.

Template of Dataset

Data Summary

The first section of the template is designed to obtain an overall synthesis from the dataset generated, specifying the data set name and the work package to which belongs it.

Furthermore, in order to complete this general description, it is necessary to include the typology of data, with a short description as well as the data source and the methodology followed.

In addition, it is relevant that the dataset can be linked with the Project's objectives and results.

Within this first section, it seems appropriate that data could be contextualized in order to understand the need for generating this information to achieve the objectives pursued.

Finally, it is relevant that it could be provided a brief description of the external data sources which are to be used in its generation process. For example, the origin of the data, its relevance, license for use, date, etc.

Fair data

Data Findable

The concept of findability refers to the viability of the information to be located by other users. Therefore, in this section a number of subsections have been designed to deal with the ease of access to data.

Those paragraphs concern the type of linked data, based in the Tim Berners-L classification. On the other hand, several aspects of data related to the standard and metadata formats used have to be fulfilled, specifying the metadata type as well as the identification of the process for storing documents. A link has been provided to help partners select a metadata standard.

On the other hand, it is necessary to define the ontology. The Ontologies is a formal naming and definition of the types, properties, and interrelationships of the entities. Indicating if it is a has been defined its own or has been used a defined one. A link has been provided to help partners select ontologies models.

In addition, information about the existing and potential data users must be collected and it is necessary to specify search channels which could be used by the different users to get them.

Data Accessibility

In this section, it is necessary that the accessibility of date is provided. It is for this reason that a number of subsections have been devised to provide information about the nature of the data, whether they are public or private, or whether the owner of the data intends to publish or share. In this sense, if the data owner has the intention to publish it must specify when it is going to be.

Lastly, possible problems that may exist to the sharing of data must be identified. For example, the confidentiality of data collected, the file size, etc.

Data Interoperability

Interoperability is the ability of two (or more) systems or components to exchange information and use the information exchanged.

A number of subsections have been included in this section to indicate the type of data format in order to their possible exchange, as well as methods or software that are necessary to access and manipulate them.

Data Reuse

In response to questions referring to the reuse of data, three subsections have been defined:

In the first one, the licensing terms and possible license restrictions must be made.

In the second subsection, a list of copyright holders and creations protected by the laws on Intellectual Property must be defined.

Finally, the third subsection shall contain a list with restrictions or permits that could be defined to reuse the data, indicating the list roles/individuals (internal and external) with any limitations to access, including who has authority to grant additional access.

Data Management and allocation of resources

Regarding data management, a number of sub-sections concerning the data curation, understood as maintaining, preserving and adding value to digital research data throughout its lifecycle, from creation and initial storage to the time when it is archived for posterity or becomes obsolete and is deleted. The main purpose of data curation is to ensure that data is reliably retrievable for future research purposes or reuse.

Furthermore, there are also two key aspects: to specify the main data storage medium and the location of the data, including where they are going to be stored. A link has been provided to help partners select an open data infrastructure.

Another important part in the management of the data is related to backups, which are the total or partial copies of relevant information as support for possible eventualities. In this sense, it should be detailed how these backups will be performed, as well as, if there will be replicas, etc.

Finally, it shall indicate, if necessary, how to manage the data versions generated during the course of the Project.

Ethical and Legal Aspects

Aspects regarding informed consent in data collection and information protection in data storage and access. Fulfilment of Ethical requirements are detailed in D9.1-D9.7

Finally, a section is included to identify the legal aspects that affect the data

Other Aspects

In this last section, it shall provide some other aspects which are considered to be significant in the dataset, and which have not been included in this template.

Finally, Annex II consists of the sum of all completed templates throughout the Waste4think project.

4. List of datasets.

The DMP aims to provide both a detailed list and description of all the datasets that will be generated and used during the lifetime of the WASTE4THINK project.

4.1 Waste Generation Models

4.2 Best Practices

4.3 Economic Instruments

4.4 Incidences

4.5 Containers

4.6 Users

4.7 Business

4.8 Garbage Trucks

4.9 Waste Treatments

4.10 Waste Recollection

4.11 Waste Disposal

4.12 Survey Results

The following table shows the data to be a collect and / or generate. This list is by completing and expanding as the project develops. The data sets are further divided into data structures and unstructured data.

| Non-Structures-Data | | |
|-----------------------------|-------------------------|--|
| Dataset reference | Dataset Name | Description |
| W4T_WasteModelsData | Waste generation models | A collection of socio-economic models and the data that support those models |
| W4T_BestPracticesData | Best Practices | A collection of descriptions of best practices on waste prevention and circular economy solution |
| W4T_EconomicInstrumentsData | Economic Instruments | A collection of descriptions of the economic instruments used in different European cities |

| W4T_IncidencesData | Incidences | A record of incidences in the waste collection system of a city |
|---------------------------|--------------------|--|
| Structured Data | | |
| Dataset reference | Dataset Name | Description |
| W4T_ContainersData | Containers | Data regarding the available waste containers <ul style="list-style-type: none"> • Id • Container type (paper, plastic, organic, etc.) • Volume • Geolocalization • Filing threshold |
| W4T_UsersData | Users | Data regarding the users of the platform <ul style="list-style-type: none"> • Id • Name and surname • Address • Telephone |
| W4T_BusinessData | Business | Data regarding the users of the platform <ul style="list-style-type: none"> • Id • Corporate name |
| W4T_Garbage TrucksData | Garbage trucks | Data regarding the available garbage trucks as well as their characteristics <ul style="list-style-type: none"> • Id • Vehicle type • Vehicle technology • Year of manufacture |
| W4T_WasteTreatmentsData | Waste Treatments | Data regarding the different kinds of waste treatment in terms of classification <ul style="list-style-type: none"> • Id • Timestamp • Weight • Amount of improper waste • Precedence |
| W4T_WasteRecollectionData | Waste Recollection | Data regarding the process of retrieving the waste content of each available container <ul style="list-style-type: none"> • Id • Timestamp • Geolocalization • Weight • Amount of improper waste |
| W4T_WasteDisposalData | Waste Disposal | Data regarding the event of placing waste inside a container. This information will later be used as input to the economical instruments <ul style="list-style-type: none"> • Id • Amount of waste generated • User |
| W4T_SurveyResults | Citizen Behaviour | Identify habit (consume, generation, separation...) and monitoring of the impact of the social action |

5. Annexes:

5.1 Annex I

5.1.1 Template dataset:

| | |
|-----------------------|--|
| Project | <p align="center">WASTE4think</p> <p>Moving towards Life Cycle Thinking by integrating Advanced Waste Management Systems</p> |
| Description | <p>The main objective of this project is to move forward the current waste management practices into a circular economy motto, demonstrating the value of integrating and validating a set of 20 eco-innovative solutions that cover all the waste value chain.</p> <p>The benefits of these solutions will be enhanced by a holistic waste data management methodology, and will be demonstrated in 4 complementary urban areas in Europe.</p> <p>The ecoinnovative solutions include technological and non-technological tools such as:</p> <ol style="list-style-type: none"> 1) IT tools to support the daily operation and long-term planning, 2) Apps for citizens empowerment and engagement, 3) Educational materials based on innovative teaching units and serious games, 4) Tools for citizen science for the co-creation of novel solutions, 5) Mechanisms to boost behavioral changes based on economic instruments and social actions, and 6) Decentralized solutions for valorization and reuse of high value resources. <p>The different solutions will be implemented in 4 complementary European areas:</p> <ol style="list-style-type: none"> a) Zamudio (ES) is a highly-industrialized area with a spread population that uses a separated kerbside collection; b) Halandri (GR) is a large suburban city with a wide range of business that has a very basic waste management system; c) Seveso (IT) is a residential town that uses a door-to-door system; d) And Cascais (PT) is an extensive and high touristic coastal town that implements an advanced collection system. <p>The project includes a consortium of 19 partners with 4 public agencies and administrations, 3 research centres and universities, 8 SMEs, 2 LEs, 1 cluster and 1 NGO, that will work together during 36 months with an overall contribution from the EC of €9M.</p> <p>The most relevant expected impacts are: a 20% increase in waste sorting, 10% saving of management costs, and 10% reduction of GHG emissions.</p> <p>The experience gained, and the synergies among the partners describe the best possible scenario to launch new governance and business models.</p> |
| Funding | Supported by H2020 Union European. The Grant Agreement number 688995 |
| Project leader | Fundación Deusto. Deusto Tech Energy. |

| | |
|---------------------------|---|
| Consortium members | <ul style="list-style-type: none"> ▪ Asociación Clúster de Industrias de Medioambiente de Euskadi (ACLIMA). ▪ ARS Ambiente Srl. ▪ Ayuntamiento de Zamudio. ▪ Agencia d'Ecologia Urbana de Barcelona (BCNecología). ▪ Comune di Seveso. ▪ Empresa Municipal de Ambiente de Cascais EM SA (EMAC). ▪ Environmental Biotechnologies (EnBio EPE). ▪ Green Technologies. ▪ ΔΗΜΟΣ ΧΑΛΑΝΔΡΙΟΥ (Halandri). ▪ Legambiente Lombardia. ▪ Moba Mobile Automation AG. ▪ National Technical University of Athens (NTUA). ▪ Serious Games Interactive. ▪ Softline. ▪ University of Patras. ▪ Zabala Innovation Consulting, S.A. |
| Duration | 2016-2019. |

1. DATA SUMMARY

| Reference number | Name of the dataset | Work Package (Task) |
|---|---|---------------------|
| Principal type of data contained in the data set | | |
| <input type="checkbox"/> Quantitative <input type="checkbox"/> Qualitative <input type="checkbox"/> Numeric <input type="checkbox"/> Text <input type="checkbox"/> Images <input type="checkbox"/> Audio <input type="checkbox"/> Video | <input type="checkbox"/> Databases <input type="checkbox"/> Non-structured data <input type="checkbox"/> Source code <input type="checkbox"/> Computational models <input type="checkbox"/> Time series <input type="checkbox"/> Other (please specify): | |
| Data description | | |
| <p>Please, describe the data to be collected. Please specify the type and provide a short description of every field contained in the data. Moreover, add information about the size of the data set, format, etc.</p> | | |
| What is the source of the data? | | |
| <input type="checkbox"/> Field work <input type="checkbox"/> Direct measurements <input type="checkbox"/> Surveys <input type="checkbox"/> Simulations | <input type="checkbox"/> Expert Knowledge, <input type="checkbox"/> Model Output <input type="checkbox"/> Other (please specify): | |
| Methodology used to collect this data | | |
| <p>Please briefly describe the processes or methods which have been used to get the data.</p> | | |
| Relation to the data with the objectives of the project | | |

| | |
|---|---|
| <input type="checkbox"/> Reduce the generation of RSU. <input type="checkbox"/> Increase the management of waste in favour of reusing and recycling. <input type="checkbox"/> Reduce the waste to landfill. <input type="checkbox"/> Reduce the management cost. <input type="checkbox"/> Reduce the generation of GHG emissions. <input type="checkbox"/> Other (please specify): | |
| Relation to the data with the results of the project | |
| <p style="text-align: center;"><u>Operation and Planning:</u></p> <input type="checkbox"/> Operation and Management Module. <input type="checkbox"/> Collection Module. <input type="checkbox"/> Planning Module. <input type="checkbox"/> Circular Economy Module. <p><u>APPs:</u></p> <input type="checkbox"/> Food App. <input type="checkbox"/> Local Trade App. <input type="checkbox"/> Citizen App. <p><u>Educational Materials:</u></p> <input type="checkbox"/> Innovative Teaching Units. <input type="checkbox"/> Sorting Game. <input type="checkbox"/> Eco-design Game. <input type="checkbox"/> Planning Game. <input type="checkbox"/> Virtual City Game. | <p style="text-align: center;"><u>Citizen Science:</u></p> <input type="checkbox"/> Eco-design solutions. <input type="checkbox"/> Planning solutions. <input type="checkbox"/> Circular economy solutions. <p style="text-align: center;"><u>Prevention and Best Practices:</u></p> <input type="checkbox"/> Economic instruments: New Pay-As-you-Throw (PAYT) schemes and incentives. <input type="checkbox"/> Innovative awareness actions including web-based tools for dissemination. <input type="checkbox"/> Best Practice Book. <p><u>New Treatments:</u></p> <input type="checkbox"/> Pre-dried and shredded bio-waste. <input type="checkbox"/> Bio-fuel and compost production plant. |
| Why is this data collected? | |
| Please, contextualize the information collected. | |
| Please, provide a brief description of any external dataset used | |
| For every external data set used please explain its origin, relevance and license. | |

2. FAIR DATA (DATA FINDABLE, ACCESSIBLE, INTEROPERABLE AND REUSE)

2.1. DATA FINDABLE

| | |
|---|--|
| Tim's 5-star classification of the dataset | |
| <input type="checkbox"/> Data is available under an open license <input type="checkbox"/> Use a structured data (e.g., Excel instead of image scan of a table) <input type="checkbox"/> Is available in a non-proprietary open format (e.g., CSV as well as of Excel) <input type="checkbox"/> Use URIs to denote things <input type="checkbox"/> The data is linked to other data to provide context | |
| Metadata standards | |
| Please cite the standard and format use for the date. If any this data set does not follow any standardized format, please provide a formal specification. For example, the Dublin Core Metadata Initiative, Inspire Initiative, ISO, etc. | |
| Link regarding to metadata standard: http://rd-alliance.github.io/metadata-directory/ | |
| Documentation stored in the data | |
| <input type="checkbox"/> Information of the origin of the data <input type="checkbox"/> Codebook <input type="checkbox"/> List of abbreviations | <input type="checkbox"/> Description of variables <input type="checkbox"/> Technical information about files <input type="checkbox"/> Other (please specify): |
| Ontologies | |
| <input type="checkbox"/> FIWARE Link regarding to fiware https://www.fiware.org/data-models | <input type="checkbox"/> Other external ontology Link regarding to ontologies https://www.w3.org/wiki/Lists_of_ontologies |

| | | |
|---|--|--|
| | | <input type="checkbox"/> Our defined ontology (please specify): |
| Whom might it be useful? | | |
| <input type="checkbox"/> Public Administrations <input type="checkbox"/> Research groups <input type="checkbox"/> Citizens | | <input type="checkbox"/> Private sector <input type="checkbox"/> Other (please specify): |
| Channels to reach potential users | | |
| <input type="checkbox"/> Personal/research group web page <input type="checkbox"/> Well-known specialist database <input type="checkbox"/> Search Administration database <input type="checkbox"/> Email of corresponding author | | <input type="checkbox"/> Data access statement in published articles <input type="checkbox"/> Personal networking <input type="checkbox"/> Citation of data sets <input type="checkbox"/> Other (please specify): |

2.2. DATA ACCESSIBLE

| | |
|---|---|
| Accessibility | |
| <input type="checkbox"/> Public data | <input type="checkbox"/> Confidential data |
| Obligation or intention to publish/share data | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| When will the data be published? | |
| <input type="checkbox"/> Immediately on collection <input type="checkbox"/> Within sometime after the ends of the project (please specify): <input type="checkbox"/> Within sometime after its collection (please specify): | <input type="checkbox"/> To coincide with publication of main results <input type="checkbox"/> Other (please specify): |
| Expected difficulties file sharing | |
| <input type="checkbox"/> Confidentiality <input type="checkbox"/> Large file size <input type="checkbox"/> Ownership/licensing | <input type="checkbox"/> Intended commercialisation <input type="checkbox"/> Other (please specify): |

2.3. DATA INTEROPERABLE

| | | | |
|---|--|--|-------------------------|
| File format | | | |
| <u>Spreadsheet:</u> <input type="checkbox"/> ODS <input type="checkbox"/> XLS <input type="checkbox"/> CSV | <u>Structured data</u> <input type="checkbox"/> XML <input type="checkbox"/> JSON | <u>Image:</u> <input type="checkbox"/> JPG <input type="checkbox"/> TIFF <input type="checkbox"/> PNG | Other (please specify): |
| <u>Documentation</u> <input type="checkbox"/> DOC <input type="checkbox"/> PDF <input type="checkbox"/> TXT <input type="checkbox"/> HTML | <u>Geographical data</u> <input type="checkbox"/> DXF <input type="checkbox"/> SHP <input type="checkbox"/> GEOJSON | <u>Video:</u> <input type="checkbox"/> WEBM <input type="checkbox"/> MP4 <input type="checkbox"/> MKZ | |
| Methods or software tools needed to access the data | | | |
| Please detail any necessary software to manipulate the information (if not standard). | | | |

2.4. DATA REUSE

| |
|--|
| License conditions and restrictions |
|--|



| | |
|--|---|
| <input type="checkbox"/> Copyright <input type="checkbox"/> Creative Commons (please specify) | <input type="checkbox"/> Open Licence (please specify): <input type="checkbox"/> Other (please specify): |
| Please, list the owners of the copyright and intellectual property involved | |
| | |
| Access permissions and restrictions | |
| List roles/individuals (internal & external) with any limitations to access (e.g. scope, actions permitted), including who has authority to grant additional access. | |
| | |

3. DATA MANAGEMENT AND ALLOCATION OF RESOURCES

| Partners | Collection | Curation | Preservation |
|--|--|--------------------------|--------------------------|
| Foundation Deusto. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Zabala Innovation Consulting S.A. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Town hall of Zamudio | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Association of industries cluster environment Euskadi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Green Technologies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Enbio Epe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| National Technical University of Athens-NTUA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| University of Patras | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dimos Chalandriou | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Serious Games Interactive APS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ars Ambiente SRL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comune di Seveso | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Legambiente Lombardia Onlus | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Softline SRL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moba Mobile Automation AG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EMAC Municipal enterprise environment Cascais | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Urban Ecology Agency of Barcelona | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please specify): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| What are the costs for making data FAIR in your project? | | | |
| | | | |
| How will these be covered? | | | |
| | | | |
| Primary storage medium and location | | | |
| <input type="checkbox"/> University shared or research storage <input type="checkbox"/> Secure facility from a data provider <input type="checkbox"/> Physical storage <input type="checkbox"/> Cloud platforms (e.g. Github) <input type="checkbox"/> Last resort platforms (e.g. Zenodo) | <input type="checkbox"/> Academic research network platforms (e.g. ResearchGate). <input type="checkbox"/> Institutional open data repositories (e.g. CKAN based) <input type="checkbox"/> Other (please specify): | | |
| link regarding to data repositories: http://www.re3data.org/ | | | |
| Data curation processes | | | |
| Please briefly describe the management of data throughout its life cycle. | | | |
| | | | |



| | |
|--|---|
| How will long-term preservation and access be assured? | |
| Please briefly describe how the data will be preserved after the end of the project. | |
| Regularity of backups and data performed. Replicas in other different places (if any) | |
| | |
| File management versioning | |
| <input type="checkbox"/> Unnecessary (i.e. overwrite original file) <input type="checkbox"/> Control version software (e.g. Git, please specify): | <input type="checkbox"/> Date/version number in filename/folder <input type="checkbox"/> Other (please specify): |

4. ETHICAL AND LEGAL ASPECTS

| |
|--|
| Ethical aspect (If know) |
| <input type="checkbox"/> No <input type="checkbox"/> Yes (briefly describe): Aspects regarding informed consent in data collection and information protection in data storage and access. (Fulfilment of Ethical requirements are detailed in D9.1 – D9.7). |
| Legal aspect (If know) |
| <input type="checkbox"/> No <input type="checkbox"/> Yes (briefly describe): |

5. OTHER ASPECTS

5.2 Annex II

5.2.1 Set of fulfilled templates

6. Glossary

B

Backups

It is the total or partial copy of important information for being restored in case of eventualities. The backup should be stored on a storage medium other than the original one. The aim is to ensure a rapid and reliable retrieval of the data if necessary. The process of recovering data files from backup is known as file restoration.....8

C

Cloud platforms

Information is permanently stored on Internet servers and sent to caches. Cloud computing are servers from the Internet responsible for handling requests at any time. You can access your information or service, via an internet connection from any mobile or fixed device located anywhere..... 15

Copyright

Exclusive right of an author, publisher or licensee to exploit a literary, scientific or artistic work for a certain period of time..... 14

Creative Commons

These licenses allow creators to communicate which rights they reserve, and which rights they waive for the benefit of recipients or other creators. An easy-to-understand one-page explanation of rights, with associated visual symbols, explains the specifics of each Creative Commons license. Creative Commons licenses do not replace copyright, but are based upon it..... 14

CSV

Comma Separated Values. Format used in many database programs, spreadsheets and contact managers to

store lists of information. As a text file, the format is widely supported.....14

Curation

Understood as the conservation of data to add value to the data, maximize access and ensure long-term preservation. The healing of data is similar to the work done by an art curator or museum. Through the healing process, the data are organized, described, cleaned, improved and preserved for public use.8

D

Data Accessibility

Regarding the nature of public or private data.....7

Data Findable

Refers to the viability of the information to be located by other users.....7

Data Interoperability

Interoperability is the ability of two (or more) systems or components to exchange information and use the information exchanged.....7

Data Management Plan (DMP)

Is a written document that describes the data you expect to acquire or generate during the course of a research project, how you will manage, describe, analyze, and store those data, and what mechanisms you will use at the end of your project to share and preserve your data.....3

Data Reuse

Reuse the data for the same or different purpose.....8

DXF

Drawing exchange format. Extension of files that belong to the AutoCAD program group.....14

F

FAIR DATA

Findable, Accesible, Interoperable and Reuse data..... 13

FIWARE

Is a middleware platform, driven by the European Union, for the development and global deployment of applications for Future Internet. The API specification of FIWARE is open and royalty-free, where the involvement of users and developers is critical for this platform to become a standard and reusable solution. The objective of FIWARE is to facilitate a cost-effective creation and delivery of Future Internet applications and services in a variety of areas, including smart cities, sustainable transport, logistics, renewable energy, and environmental sustainability..... 13

G

GEOJSON

It is an open standard format designed to represent simple geographic elements, along with its non-spatial attributes, based on JavaScript Object Notation 14

Git

Is a version control system for keepin track of changes in files and coordinating work among several working on the same files..... 16

Github

Is a web-based Git repository hosting service. It offers all of the distributed version control and source code management (SCM) functionality of Git as well as adding its own features. It provides access control and several collaboration features such as bug tracking, feature requests, task management, and wikis for every project. GitHub offers both plans for private repositories, and free repositories on the same account

which are commonly used to host open-source software projects..... 15

I

Intellectual property

Is the set of rights that correspond to the authors and other owners (artists, producers, broadcasters ...) with respect to the works and benefits resulting from their creation. Legislation protects the IP, for example, through patents, law and trademarks, which allow to obtain recognition or profits for inventions or creations..... 14

J

JSON

JavaScript Object Notation. Is an open standard format that uses readable text to transmit data objects consisting of attribute-value pairs. The JSON file format is used to transmit structured data across multiple network connections..... 14

M

Metadata

Is “data [information] that provides information about other data”. They serve to provide information on the data produced. Metadata consists of information that characterizes data, describes the content, quality, conditions, history, availability, and other characteristics of the data..... 7

O

ODS

The ODS file extension is given to files that are created with the Calc program - a spreadsheet application that is XML-based but contains spreadsheets, tables, and other graphical elements organized in rows and columns similarly to Microsoft Excel..... 14

Ontologies

Is a formal naming and definition of the types, properties, and interrelationships of the entities. Practically, an ontological commitment is an agreement to use a vocabulary.....7

Open Access

Is the immediate access, with no registration, subscription or payment requirements - that is, without restrictions - to digital educational, academic, scientific or other material, mainly articles of scientific research in specialized journals and refereed through the peer review system or peer review.....3

Open Licence

Is a software license that allows both source code and binary files to be modified and redistributed freely and without having to pay the original author. However, certain open source licenses may incorporate some restrictions, such as the requirement to maintain authors' names and copyright declarations in the code, or allow modification of the code for personal use only or redistribution of the software for Non-commercial uses....14

R

Replicas

Exact copy.....8

S

SHP

Shapefile. A shapefile is a vector format of digital storage where you save the location of the geographic elements

and the attributes associated with them 14

T

Tim's 5-star classification

Is a classification of open linked data made by Tim- Berners Lee, a British computer scientist known for being the father of the WEB..... 13

V

Versions

A variation of a digital asset or its metadata. In other words, it means an update, edit or change from an earlier version and its metadata.....8

X

XLS

Format to save Microsoft Excel files. Worksheet written and distributed by Microsoft and Microsoft Windows and Mac OS X..... 14

XML

Extensible Markup Language. Specification for designing markup languages, which allows you to define customized labels for description and organization of data..... 14

Z

Zenodo

It is a repository of research data. It was created by OpenAire and CERN to provide a place for researchers to deposit datasets. It was launched in 2013, allowing researchers in any area subject to upload files up to 50 GB...15

7. References

1. European Commission. Guidelines on FAIR Data Management in Horizon 2020. Version 3.0. 26 July 2016.