



Policy Cloud
Cloud for Data-Driven Policy Management

CLOUD FOR DATA-DRIVEN POLICY MANAGEMENT

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D1.4 DATA MANAGEMENT PLAN M24

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Abstract: This document provides the second update to the Data Management Plan for the PolicyCLOUD project according to the Open Research Data Pilot guidelines and definition.

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Author List

Organisation	Name
ATOS	Ricard Munné
MAG	Armend Duzha
LON	Ben Williams
SOF	Iskra Yovkova, Ana Georgieva, Metodyka Tarlyovska, Dobrinka Blagova
TRUST-IT	Marieke Willems
ICTLC	Alice Audino, Alberto Bettiol, Isabella Oldani, Martim Taborda Barata
OKS	Petya Nikolova
ITA	Rafael del Hoyo

Abbreviations and Acronyms

Abbreviation/Acronym	Definition
ATOS	Atos Spain SA
BY	Requires attribution clause for licensing terms
CA	Consortium Agreement
CAP	Common Agricultural Policy
CMS	Content Management System
CO	Confidential
CrowdHEALTH	Collective Wisdom Driving Public Health Policies (H2020 project)
CSV	Comma Separated Values
DataCite	International non-for-profit organisation for data citation
DMP	Data Management Plan
DoA	Description of Action
Drupal	Free and open source CMS
Dublin Core	Dublin Core Metadata Initiative
Dx.y	Deliverable number y belonging to Activity x
DWF	DWF Germany Rechtsanwalts-gesellschaft MBH
EC	European Commission
EGI	Stichting EGI
EO4AGRI	Earth Observation for Agricultural (H2020 project)
EU	European Union
EUCS	European Union Cybersecurity Certification Scheme for Cloud Services
FAIR	Findable, accessible, interoperable and re-usable
GA	Grant Agreement
GDPR	General Data Protection Regulation – Regulation (EU) 2016/679
IaaS	Infrastructure as a Service
IBM	IBM Israel – Science and Technology LTD
ITA	Instituto Tecnológico de Aragón
GA	Grant Agreement
GDPR	General Data Protection Regulation
H2020	Horizon 2020
Hec	Hectare
ICT	Information and Communication Technology
KPI	Key Performance Indicator
ICCS/NTUA	Institute of Communications and Computer Systems
JSON	JavaScript Object Notation
KPI	Key Performance Indicator
LXS	Leanxcale SL
M	Month
MAG	Maggioli S.p.A.
MARXML	Machine Readable Cataloguing Extensible Markup Language
ODF	Open Document Format for Office Applications

Abbreviation/Acronym	Definition
OpenAIRE	European project supporting Open Science with a technical infrastructure harvesting research output from connected data providers
ORDP	Open Research Data Pilot
ownCloud	ownCloud Enterprise File Sync and Share Software
PDF	Portable Document Format
PDT	Policy Development Toolkit
PME	Policy Modelling Editor
PolicyCLOUD	Policy Management through technologies across the complete data lifecycle on cloud environments
R&I	Research and Innovation
SA	Require Share-alike clause for licensing terms
SARGA	Sociedad Aragonesa de Gestión Agroambiental
SIGPAC	Sistema de Información Geográfica de parcelas agrícolas (Geographic Information System for agricultural parcels)
SME	Small and Medium Enterprises
SOF	Sofia Municipality (Stolichna Obshtina)
SQL DB	Structured Query Language Data Base
Tx.y	Task number y belonging to WP x
TRUST-IT	Trust-It Services Limited
TRUST-ITSRL	Trust-It SRL
UBI	Ubitech Limited
UC	Use Case
XML	Extensible Markup Language
WP	Work Package
Zenodo	An all-purpose open research repository created by OpenAIRE and CERN

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Executive Summary

This deliverable is the third version of the Data Management Plan (DMP) [1] for the PolicyCLOUD project, released in month 24 (December 2021) of the project. It provides an updated description of the project's datasets according to FAIR principles. The overall purpose of this document is to support the data management lifecycle for all data that will be collected, stored, processed or generated by the project in order to maximise its access, according to the H2020 Pilot on Open Research Data (ORDP) in which the project participates.

A Data Management strategy is defined to provide the general rules and mechanisms for the access management of project data. Each dataset in the project is identified and described and information is provided on to which extent it is standard compliant, and how the data will be available, accessible, interoperable and reusable.

A total of 14 datasets have been identified in this version of the deliverable, being most of them data that will be collected and processed by the four pilot use cases. Other datasets are mostly stakeholders' information and public deliverables produced within the project scope.

This DMP is a living document and will be updated at the end of the project with a final version in M36 (December 2022).

1 Introduction

1.1 Purpose of the document

The purpose of the PolicyCLOUD Data management Plan (DMP) is to support the data management life cycle for all data that will be collected, processed or generated by the project according to the Guidelines on FAIR Data Management in Horizon 2020 [3].

PolicyCLOUD Data Management Plan takes as starting point the Data Management Plan from EO4AGRI [4] and CrowdHEALTH [5] projects (where ATOS is also involved) and adapts them for this project specific needs.

1.2 Relation to other project work

This DMP has an impact on the actions that will be performed over datasets that will be collected, processed or generated. Specific impact is expected over the data collected and generated in WP1 Project Coordination, over data managed by the pilots in WP6, including data used or generated for the policies management and also from the co-creation workshops at the pilot sites, and finally over Task 7.3 for the Communication and Stakeholder engagement.

1.3 Structure of the document

This document is structured in the following sections and appendices:

Section 2 provides the Data Summary about data sources and types of data managed by the project.

Section 3 provides information following the Guidelines on FAIR Data Management in Horizon 2020 [3].

Section 4 provides information on the allocation of resources to make data FAIR.

Section 5 describes the security provisions for the project data.

Section 6 provides information about ethical and legal aspects impacting the sharing of data.

Section 7 presents the main conclusions and next steps regarding this Data Management Plan.

Annex I provides details about the datasets managed by the project including the main information to handle them regarding data sharing, archiving and security.

Annex II provides details about PolicyCLOUD public project deliverables that will be shared.

1.4 Identification of datasets

The datasets have been initially identified through the requirements collection, reported in D2.1 State of the art & Requirements Analysis, and in the subsequent D2.4 State of the art & Requirements Analysis M12. Additionally, datasets managed by other tasks in the project as described in section 1.2 above, for the project coordination and Communication work packages.

Additional datasets will be included in the next steps of the project in next versions of this DMP, as data collected and outputs from the pilots are clearly defined, which may in turn be published through the Data Marketplace developed in WP7.

1.5 Summary of Changes

This section highlights the updates made to the previous versions of this deliverable, D1.3 Data Management Plan M12 [2]:

- Updated table of Abbreviations and Acronyms with EUCS, GDPR IaaS, PDT and PME;
- Updated the Executive Summary to adapt the contents to the current version;
- Minor updates in subsection 2.1.1;
- Updates in Section 4;
- Revised Section 6;
- Updated section 7 Conclusions to adapt the content to the current version;
- Removed some datasets from Annex I for UC #2 as they won't be finally used in the corresponding UC scenarios:
 - Removed former Dataset 9: Common Agricultural Policy (UC#2);
 - Removed former Dataset 10: Wine register (UC#2);
 - Removed former Dataset 11: Production data per grape variety (UC#2);
 - Removed former Dataset 13: Wine varieties and brands information from Facebook (UC#2);
 - Removed former Dataset 14: Wine varieties and brands information from Instagram (UC#2);
 - Removed former Dataset 15: Wine varieties and brands information from LinkedIn (UC#2);
- Updated in Annex I, Dataset 12: Sofia Municipality Signals (UC#3);
- Added in Annex I, Dataset 13: Sofia Municipality Air Quality Sensors Data, replacing former Sofia Municipality Airthings platform data (UC#3);
- Updated in Annex I, Dataset 14: Unemployment Claimant Count (UC#4);
- Updated Annex II - PolicyCLOUD public project deliverables with the expanded list of deliverables, following the changes from the Amendment 3 to the project Grant Agreement.

2 Data Summary

PolicyCLOUD project involves processing of data from different sources to provide evidence-based policy making in the full lifecycle of policy management. In this section, the Data Management strategy of PolicyCLOUD is described, based on the guidelines on FAIR Data Management in Horizon 2020 [3] and on the template for FAIR Data Management in H2020 [6], with regards to the Findable, Accessible, Interoperable and Re-usable principles.

This strategy is set according to the following principles:

- Identification of datasets collected or generated by the project.
- Definition of the principles for exploitation, availability, access rights and re-use of data managed by the project.
- Definition of the principles for data archiving and preservation.
- Definition of the principles for ethical and legal compliance.

2.1 Type of data to be generated/collected/extracted

2.1.1 Data Source and Acquisition

PolicyCLOUD project mainly deals with the data collection from different sources that will feed the four pilots use cases. In addition, other sources of data are the co-creation workshops at the pilot sites, and the PolicyCLOUD communication and dissemination activities.

- **Collection of data for pilots:** Pilots will be demonstrated and validated through specific use cases for Evidence Based Policy Making. These use cases will define a set of policies and KPIs based on specific input data. This data will be collected from different sources, including social networks, Open Data, Public Datasets, data collected by the public organisations running the use cases, and other sources not yet classified. In this regard, Task 6.2 Use cases Definition & Design deals with the definition of the use cases and their interfaces, while Task 2.1 Requirements Elicitation & State of the Art Analysis deals with the identification of data to be collected. Task 3.5 Ethical and legal compliance framework provides analysis of legal, regulatory, societal and ethical aspects to ensure that they are considered during the design and development phases, and specially to everything surrounding data management in the pilots.
- **Co-creation workshops at the pilot sites:** Under Task 6.2 Use Cases Definition and Design and Task 6.3 Use Cases Implementation & Experimentation, a series of co-creation workshops will be organised involving end user organisations (i.e., public authorities and organisations) and other relevant (external) stakeholders related to the use cases. These workshops will provide guidance, valuable insights/advice and feedback during the development, implementation and testing of the PolicyCLOUD platform and services in each use case. The results from these events will be collected and documented in small reports that will be made available to the technical partners and the research community.

- **PolicyCLOUD communication and dissemination activities:** This includes data generated and collected in WP1 Project Coordination, and in Task 7.3 Communication & Stakeholder Engagement. In WP1 this is related to the user accounts and profile data required for internal administrative tasks like managing the project's mailing lists and the document repository. Task 7.3 involves the organisation of joint events and workshops and building a stakeholders' database of profiled contacts. This requires the management of external users' personal data to manage event invitations, newsletters distribution, etc, where social media networks may be used for communication (including LinkedIn, Twitter and YouTube). Information will be captured at the PolicyCLOUD website (<https://policycloud.eu/>) through the users' self-registration form. This data will be stored in a private repository under data protection measures and according to the Privacy Policy¹ available at the PolicyCLOUD website.

2.1.2 Types of data

Data generated or collected by the project can be classified as:

- **No personal data:** that corresponds to data not related to any individual, either project collaborator, external stakeholder or any other identifiable person, and therefore not affected by Data Protection regulations. Examples of this are the Wine register or the Production data per grape variety datasets, to be used in UC#2.
- **Personal data:** is data that can be related to any individual that may be identified:
 - Directly from the data.
 - Indirectly through the data and additional information that is available in the environment that can provide re-identification of that individual.

In this regard, PolicyCLOUD will collect personal data only when it is strictly necessary, and primarily for carrying out research activities in the project. Regarding the data used in the use cases by the pilots, and stored in PolicyCLOUD database, the PolicyCLOUD architecture is incorporating a series of mechanisms to guarantee legal compliance and keep privacy and respect licensing terms of the original data sources. An ownCloud server is used as project repository for documents exchanged within the consortium. It provides the support needed by the documentation storage, review process, information sharing, and work in groups by all partners to achieve the common goals of the project. All relevant information for the project is to be stored in this repository, including contractual documents (GA, CA), amendments, review-related documentation, reporting documentation, contact details, templates, working documents of deliverables, internal working documents, agendas, minutes, etc. Moreover, final versions of all deliverables are to be uploaded there, as detailed in the PolicyCLOUD Project Management Plan [7]. For further details on how the activities focused on the ethical and privacy issues and compliance to legislation are managed in PolicyCLOUD project, please refer to section 6.

¹ <https://www.policycloud.eu/privacy-policy-full>

3 Fair Data

3.1 Making data findable, including provisions for metadata

All PolicyCLOUD documents and data that will be made publicly accessible and will be published in the Zenodo PolicyCLOUD community². In this regard, Zenodo's metadata will be used, which is compliant with DataCite's Metadata Schema minimum and recommended terms, with a few additional enrichments [8]. This metadata uses JSON³ for internal representation and provides the possibility to export to other formats like Dublin Core or MARCXML.

3.2 Making data openly accessible

As many PolicyCLOUD results as possible will be made openly accessible according to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020 [11]. These will be made available through an open access repository, and those produced as direct outcomes of the project will be published as detailed in section 3.1 above.

Open access to peer-reviewed scientific publications will be performed by publishing either in green or gold open access journals, and announced on the PolicyCLOUD website, the OpenAIRE portal⁴ and in the R&I Participants Portal⁵. The process can be automated by depositing the publication in an OpenAIRE compliant repository by the authors in case of green open access or by the scientific publisher in the case of gold open access.

In case the repository is not fully OpenAIRE compliant, the publication or data must be linked at <https://www.openaire.eu/participate/claim> with the European Commission as funding agency.

For the dissemination of PolicyCLOUD results, green open access without publication fees are preferred, for example, through the use of the Open Research Europe services⁶ the EC offers for high-quality publication venue for H2020 and Horizon Europe funded projects. Journal publications must guarantee permission to self-archive the published article at most 6 months after publication. However, due to the journal visibility and acceptance it may be considered to publish in a gold open access, made available

² <https://zenodo.org/communities/policycloud>

³ <https://zenodo.org/schemas/records/record-v1.0.0.json>

⁴ <https://www.OpenAIRE.eu/>

⁵ <https://ec.europa.eu/research/participants>

⁶ <https://open-research-europe.ec.europa.eu/>

as open access by the publisher. In this case, publication fees are eligible and can be reimbursed as project costs by the PolicyCLOUD partners.

3.3 Making data interoperable

As for the re-use and interoperability of the data, reports and open data produced in the course of the project will be made available in commonly used formats, as ODF or PDF for documents and JSON or XML for data. In addition, the following standard vocabularies will be used in the default metadata schema for all types of open data:

- License: Open Definition⁷
- Funders: FundRef⁸
- Grants: OpenAIRE⁹

3.4 Increase data re-use (through clarifying licences)

In relation to the data re-use, it has to be distinguished among the following types of data managed in the project:

- **Data collected or generated by the pilots:** This data involves the datasets 4 to 14 described in Annex I – Project Datasets. In general, this is input raw data for the different processes to calculate the KPIs for the policies using the Policy Modelling Editor and Policy Development Toolkit. This data will not be shared because of constraints from ownership and licensing. However, it is still pending to be analysed by the project if processed data from this input data will be shared under any licensing schema. It means both the cleaned and pre-processed data that will be used as input for the different analytical tools, as well as the output data from the analytics that will be used as input for the graphical visualisation.
 - **Licensing** of this data will depend on the open access repository licensing options, but it will be mainly Creative Commons Attribution Share-Alike 4.0 (CC-BY-SA-4.0)¹⁰ or Open Data Commons Open Database License (ODbL-1.0)¹¹, both requiring attribution (BY) and share-alike (SA) clauses, or any equivalent licencing schema. This will be applied only to data generated during project lifetime. If the resulting platform is exploited in some way, and the services are provided with some economic cost, the platform will not provide any

⁷ <http://opendefinition.org/>

⁸ <https://www.crossref.org/services/funder-registry>

⁹ <http://api.OpenAIRE.eu/>

¹⁰ [Creative Commons — Attribution-ShareAlike 4.0 International — CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/)

¹¹ [Open Data Commons Open Database License \(ODbL\) v1.0 — Open Data Commons: legal tools for open data](https://opendatacommons.org/licenses/odbl/)

data openly. In fact, some data could be shared in the Data Marketplace component accessible only by the end-users subscribed to the platform.

- **Data managed during the co-creation workshops at the pilot sites:** In this group two different sets of data will be managed.
 - Contact data from stakeholders that participate in the project co-creation workshops will not be made available to preserve personal data.
 - However, the results from such co-creation workshops will be collected, documented and made available as individual reports accessible from the project website and from the public repositories where the project will make all public information available without restrictions. These workshops will also be reported in the corresponding project public deliverables.
 - **Licensing** of this data uses Creative Commons Attribution Share-Alike 4.0 (CC-BY-SA-4.0)¹⁰. Documents are being shared as they are produced by the project through Zenodo repository, like all the other project reports.
- **Data from project communication and dissemination activities:** All dissemination and communication activities as well as public project deliverables and scientific publications are made publicly available, with the exception of some Confidential reports as declared in the project Description of Work annex.
 - **Licensing** of this data uses Creative Commons Attribution Share-Alike 4.0 (CC-BY-SA-4.0)¹⁰. Documents are being shared as they are produced by the project through Zenodo repository, like all the other project reports. Restricted (confidential) deliverables are also referenced in Zenodo.

4 Allocation of Resources

No costs are foreseen to make the resulting data and reports generated by PolicyCLOUD openly available. The PolicyCLOUD consortium has set a dedicated ZENODO Community in place for the publication of deliverables, white papers, event reports and presentations. In Figure 1, the link to PolicyCLOUD Zenodo page at the PolicyCLOUD website can be appreciated.

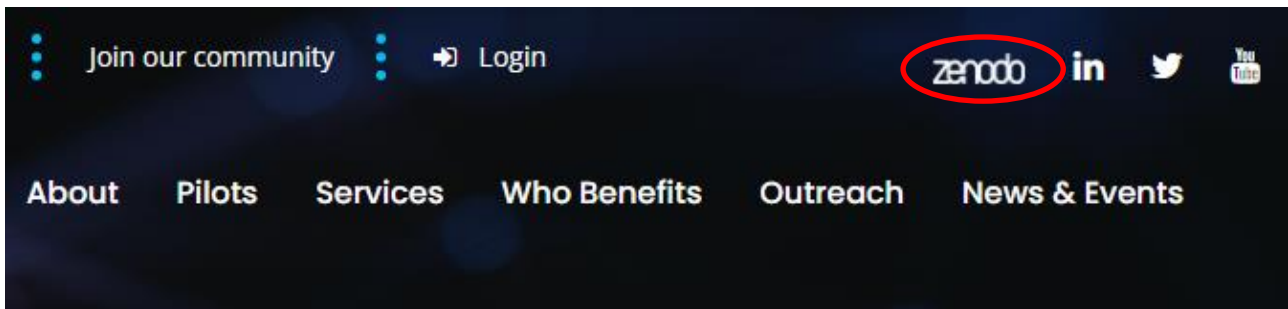
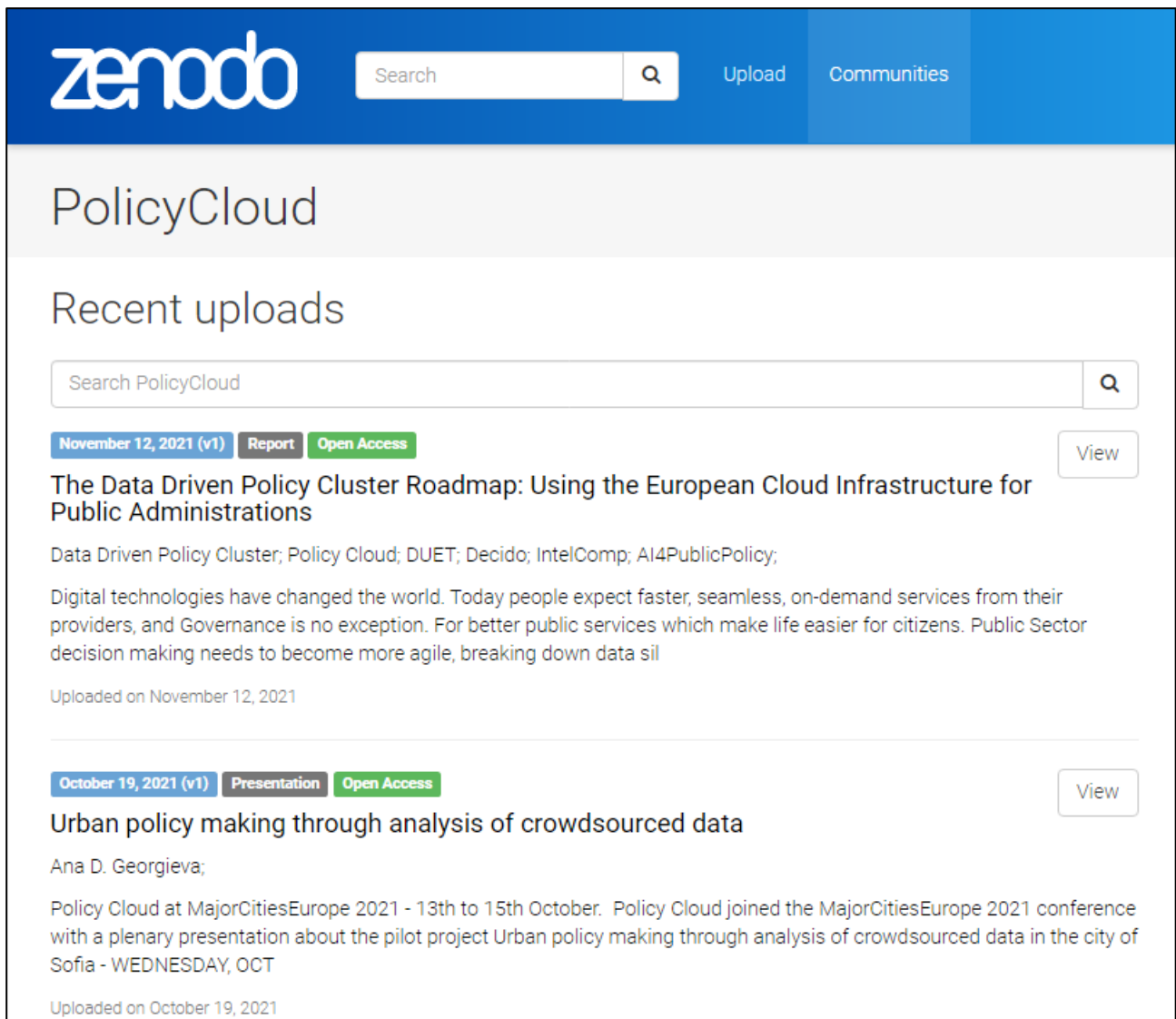


FIGURE 1 - ZENODO LINK AT POLICYCLOUD SITE

In Figure 2, below, an updated sample of the Zenodo PolicyCLOUD community¹² is shown.

¹² <https://zenodo.org/communities/policycloud>



The screenshot shows the Zenodo website interface. At the top, there is a blue navigation bar with the Zenodo logo, a search bar, and links for 'Upload' and 'Communities'. Below this, the 'PolicyCloud' community page is displayed. The main heading is 'Recent uploads'. There is a search bar for 'Search PolicyCloud'. Two uploads are listed:

- November 12, 2021 (v1)** | Report | Open Access | View

The Data Driven Policy Cluster Roadmap: Using the European Cloud Infrastructure for Public Administrations

 Data Driven Policy Cluster; Policy Cloud; DUET; Decido; IntelComp; AI4PublicPolicy;

 Digital technologies have changed the world. Today people expect faster, seamless, on-demand services from their providers, and Governance is no exception. For better public services which make life easier for citizens. Public Sector decision making needs to become more agile, breaking down data sil

 Uploaded on November 12, 2021
- October 19, 2021 (v1)** | Presentation | Open Access | View

Urban policy making through analysis of crowdsourced data

 Ana D. Georgieva;

 Policy Cloud at MajorCitiesEurope 2021 - 13th to 15th October. Policy Cloud joined the MajorCitiesEurope 2021 conference with a plenary presentation about the pilot project Urban policy making through analysis of crowdsourced data in the city of Sofia - WEDNESDAY, OCT

 Uploaded on October 19, 2021

FIGURE 2 - POLICYCLOUD COMMUNITY PAGE AT ZENODO

DATA MANAGEMENT IN THE CONSORTIUM

Data management activities are responsibility of the whole consortium, from creation of data, publication and dissemination, following the Data Management Plan, Project Management Plan [7] and Communication and Dissemination Strategy guidelines.

The **Project Coordinator** is responsible for:

- Develop the data management plan in collaboration with the consortium partners.
- Supervise of the data management activities (for collection and publication) and associated milestones in coordination with Work Package managers.
- Write the data management plan releases: D1.2 in M6 (June 2020), D1.3 in M12 (December 2020), D1.4 in M24 (December 2021) and D1.5 in M36 (December 2022).
- Provide support to arising issues.

The **Work Package Leaders** are responsible for:

- Implementing the Data Management guidelines in their respective WPs.
- Monitor the Data Management activities and milestones with partners.
- Provide input to the data management plan by analysing and summarising the WP-specific related data.
- Provide support and guidance for the publication of open data and documents.
- Monitor open results (data and software) are deposited in the default repository or a complementary OpenAIRE-compliant repository and sending reminders to partners.
- Monitor open results available in OpenAIRE are properly linked with PolicyCLOUD (see <https://www.OpenAIRE.eu/participate/claim>).
- Coordinate with the Project Management for any ethical or privacy issues that may prevent the publication of data.

The **Communication task leader** is responsible for:

- Provide support on the best publication path (green or gold open access).
- Provide support for publication on scientific publications.
- Ensure that the open access policy of the journal complies with the H2020 open data requirements [11] before the paper is submitted.
- Monitor that green access (self-archiving) publications are deposited in repositories.
- Monitor that metadata about publications is made available in the R&I Participant Portal (preferably automatically through OpenAIRE) and on the PolicyCLOUD website.
- Ensure that research data related to a publication is made available in repositories and linked to the respective publication.
- Monitor possible embargo periods and remind them to partners.
- Ensure that publications available in OpenAIRE are properly linked with PolicyCLOUD (see <https://www.OpenAIRE.eu/participate/claim>).

The **Data Provider / Scientist** is responsible for:

- Informing data & dissemination leaders when new open data / papers ready for publication are available.
- Describe the data (through appropriate metadata) or scientific publication in accordance with the PolicyCLOUD data management policy (e.g., according to the chosen metadata standard).
- Depositing (publishing into a repository) the data or scientific publication in accordance with the PolicyCLOUD data management policy and with help of the tools (catalogue, repository, etc.) provided by the project.

5 Data Security

For the project documentation, including deliverables intermediate versioning, meetings documentation, including agendas, minutes and presentations, and for any other document used for the development of the project, an ownCloud server is hosted by ATOS to provide a collaborative environment for content sharing across consortium partners, and therefore reducing the need for email sharing of documents. The server is only accessible for consortium team members who have registered and signed the Data Protection Form, as described in the PolicyCLOUD Project Management Plan [7].

For data produced as a result of the use cases demonstration, this data will be stored in the PolicyCLOUD data store and made available as described in section 3.2 above.

6 Legal and Ethical Aspects

Legal and ethical issues are considered a transversal challenge in PolicyCLOUD, with the guiding legal and ethical principles for the PolicyCLOUD project being declared in section 5 “Ethics and Security” of the PolicyCLOUD GA [9] (including privacy, for the protection of personal data, and security enforcement within the project). To ensure these issues are addressed and these principles respected, as described in the Description of Action [9], a legal and ethical framework – which, *inter alia*, covers data security aspects – is considered as a fundamental architectural building block for PolicyCLOUD solutions, in that ensuring PolicyCLOUD’s compliance with applicable legal and/or ethical requirements is key to maximizing the societal acceptability and trust in PolicyCLOUD solutions. More specifically, in WP3 for *Cloud Infrastructures Utilization & Data Governance*, there is a specific Task, T3.5 for the implementation of such an *Ethical and legal compliance framework*. This work is being reported under *PolicyCLOUD’s Societal and Ethical Requirements & Guidelines*, in three different moments, corresponding to deliverables D3.3 in M10 (October 2020), D3.6 in M22 (October 2021) and D3.9 in M34 (October 2022).

This framework will seek to guide the design of the PolicyCLOUD platform in a manner which is optimal, such that the applicable legal/ethical requirements are met without compromising the platform’s desired functionalities to a relevant degree. As an example, the framework sets out legal/ethical requirements related to the use of data collected from social media platforms, which is already considered in at least two of the four piloting use cases, and for which the input datasets are described in Annex I – Project Datasets of this report – such requirements take into consideration the management of personal data and the solutions to minimise the need for such data, in order for the desired analytics activities related to those use cases to be performed and the project results to be shared in a legally/ethically compliant manner; another example is the Data Marketplace, which is another of the PolicyCLOUD architectural building blocks, and for which legal/ethical requirements are also being mapped.

As part of this framework, in the updated deliverable D8.1 [10], submitted in July 2021, from the period 1 review process, corresponding to legal and ethical requirements related to the management of the project itself, the informed consent procedures relevant to PolicyCLOUD are illustrated. D8.1 further analyses different personal data processing activities carried out in the context of the project, distinguishing between: *a)* activities related to the project’s user-facing platforms (e.g., the PDT and PME), and *b)* activities related to the project’s use cases, in order to help better identify appropriate legal bases for such activities under the GDPR. In particular:

- Regarding the activities related to the project’s user-facing platforms, different legal bases – including the need to process personal data in order to perform a contract with data subjects, to comply with applicable laws, or to pursue legitimate interests – have been identified as most appropriate (as opposed, e.g., to user consent);
- Regarding the activities related to the project’s use cases:
 - Several scenarios do not involve the use of personal data, and as such do not warrant a legal basis under the GDPR;

- For scenarios which do involve the use of personal data, alternatives for legal basis exist (of varying viability), including the need to process personal data in order to pursue activities in the public interest, to pursue legitimate interests, or even consent of the relevant data subjects.

One of the key legal/ethical requirements identified within the platform’s framework is transparency (in particular, towards platform users and data subjects, concerning the inherent processing of personal data and the platform’s functioning). To this end, a privacy policy for the PDT (adaptable, with the proper adjustments, to the PME) has been developed, and is reported in D8.1. This privacy policy has been conceived with a two-layer structure: *i)* one consisting of an easily accessible pop-up on the PDT’s main landing page (i.e., “first layer”) and *ii)* another consisting of an extended privacy policy, made available by clicking through the first layer or through a link provided on the PDT (i.e., “second layer”). Furthermore, a proposed script to complement Use Case partners’ general data protection information notices, so as to inform relevant data subjects of the processing of their personal data inherent to the project, has also been included in D8.1.

To make this framework practically operational, Legal/Ethical Checklists have been created for each Work Package within the project, with the following focal points:

- **WP2 Legal/Ethical Checklist:** Data security requirements, based on the EUCS;
- **WP3 Legal/Ethical Checklist:** Cloud-based infrastructure, including the IaaS provider(s) relied on;
- **WP4 Legal/Ethical Checklist:** Data source/analytics tool registration, pre-incorporated analytics tools;
- **WP5 Legal/Ethical Checklist:** PDT, PME and other user-facing interfaces;
- **WP6 Legal/Ethical Checklists:** The different Use Cases – a Checklist exists per Use Case scenario;
- **WP7 Legal/Ethical Checklist:** Data Marketplace.

These Checklists serve to cluster the different legal/ethical requirements identified for the project, convert them into practical controls, assign those controls to specific owners and monitor their implementation until the completion of the project. They are continuously updated during the development of the project in cooperation with the Work Packages to which they relate. The final status of implementation of all relevant legal/ethical requirements will be reported, via a final version of each Checklist, in D3.9 (M34).

7 Conclusions

This Data Management Plan (DMP) for the PolicyCLOUD project reports the provisions for the data management strategy to be applied to the project datasets to make project data compliant with the FAIR guidelines.

PolicyCLOUD DMP procedures make use of solutions and standards like DataCite metadata, the OpenAIRE initiative and the Zenodo research data repository for their implementation. This is to ensure that PolicyCLOUD results, including public reports, open data, open access publications and open-source software are accessible and available once the project is finished.

This DMP furthermore provides the overview on the data that is collected, processed or generated following the methodology and standards set out in the data management strategy. The DMP is a living document and will be updated regularly with new data resulting from pilots' development and implementation according to the DMP release plan, in an upcoming version in M36 (December 2022).

References

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Annexes

Annex I – Project Datasets

Dataset 1: PolicyCLOUD Stakeholder Database registered on the PolicyCLOUD website

Dataset 1: PolicyCLOUD Stakeholder Database registered on the PolicyCLOUD website	
Information	Description
Dataset name	PolicyCLOUD Stakeholder Database registered on the PolicyCLOUD website.
Dataset description	Profiled Stakeholder database collected from stakeholders self-registered in the PolicyCLOUD project website to contact and provide project information and invite for project activities.
Standards and metadata	Website database from Drupal CMS.
Data sharing	Data will not be openly shared. Shared only with consortium partners. The dataset will not be made open as its sole purpose is to keep track of relevant contacts for PolicyCLOUD stakeholders to communicate, disseminate and collect feedback for project results.
Archiving and preservation	Website database from Drupal CMS.
Security needs /Legal issues	The dataset is private and used only for internal purposes of the project, therefore its access remains restricted solely for the project partners.

TABLE 1 - DATASET POLICYCLOUD STAKEHOLDERS DATABASE REGISTERED ON THE WEBSITE

Dataset 2: PolicyCLOUD Stakeholder Database from project partners

Dataset 2: PolicyCLOUD Stakeholder Database from project partners	
Information	Description
Dataset name	PolicyCLOUD Stakeholder Database from project partners.
Dataset description	<p>Profiled Stakeholder database with contact from partners networks and desktop research to contact and invite for project activities.</p> <p>This profiled stakeholder database holds all relevant project partner connections to:</p> <ul style="list-style-type: none"> • Policy makers & public administrations • Industry (large enterprise and SME, data solution providers, cloud solution providers....) • R&I (projects engaged in) • Citizens (local interest groups etc.)

Dataset 2: PolicyCLOUD Stakeholder Database from project partners	
Information	Description
	No direct stakeholder contact data is stored, only reference to the project partner who has direct access to the stakeholder.
Standards and metadata	Excel document
Data sharing	Data will not be openly shared. Shared only with consortium partners. The dataset will not be made open as its sole purpose is to keep track of relevant contacts for PolicyCLOUD stakeholders to communicate, disseminate and collect feedback for project results.
Archiving and preservation	Data is stored in the ownCloud PolicyCLOUD repository.
Security needs /Legal issues	The dataset is private and used only for internal purposes of the project, therefore its access remains restricted solely for the project partners.

TABLE 2 - DATASET POLICYCLOUD STAKEHOLDERS DATABASE FROM PROJECT PARTNERS

Dataset 3: PolicyCLOUD Public Deliverables

Dataset 3: PolicyCLOUD Public Deliverables	
Information	Description
Dataset name	PolicyCLOUD Public Deliverables.
Dataset description	PolicyCLOUD is an Innovation Action that provides an integrated environment for evidence-based policy making based on a cloud environment. So, it will develop an innovative approach, and several reports will be produced documenting the project achievements. For a detailed list of public deliverables, please check Annex II – PolicyCLOUD Public Project Deliverables.
Standards and metadata	Microsoft Word document and PDF format. Zenodo deposition metadata domain model.
Data sharing	Data to be openly shared
Archiving and preservation	The dataset is stored in PolicyCLOUD private ownCloud and public Zenodo repository.
Security needs /Legal issues	N/A.

TABLE 3 - DATASET POLICYCLOUD PUBLIC DELIVERABLES

Dataset 4: Participatory policies against radicalization in Twitter (UC#1)

Dataset 4: Participatory policies against radicalization in Twitter	
Information	Description
Dataset name	Twitter posts for radicalisation use case.
Dataset description	Relevant Twitter posts published by users, captured and processed for subsequent analysis in UC#1.
Standards and metadata	Text and images in JSON format.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 4 - DATASET TWITTER POSTS FOR RADICALISATION USE CASE

Dataset 5: Relevant posts published by users in Reddit (UC#1)

Dataset 5: Participatory policies against radicalization in Reddit	
Information	Description
Dataset name	Reddit posts for radicalisation use case.
Dataset description	Relevant Reddit posts published by users, captured and processed for subsequent analysis in UC#1.
Standards and metadata	Text and images in JSON format.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 5 - DATASET REDDIT POSTS FOR RADICALISATION USE CASE

Dataset 6: Relevant news available on the web (UC#1)

Dataset 6: Participatory policies against radicalization from news posted in websites	
Information	Description
Dataset name	News posted on websites for radicalisation use case.
Dataset description	Relevant news published in websites, captured and processed for subsequent analysis in UC#1.
Standards and metadata	Unstructured information, text and images.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 6 - DATASET NEWS POSTED IN WEBSITES FOR RADICALISATION USE CASE

Dataset 7: Global Terrorism Database (UC#1)

Dataset 7: Global Terrorism Database	
Information	Description
Dataset name	Global Terrorism Database.
Dataset description	Open-source database including information on domestic and international terrorist attacks around the world from 1970 through 2018, and now includes more than 190,000 cases. (https://www.start.umd.edu/gtd/)
Standards and metadata	Structured information, text.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 7 - DATASET GLOBAL TERRORISM DATABASE

Dataset 8: RAND Database of Worldwide Terrorism Incidents (UC#1)

Dataset 8: RAND Database of Worldwide Terrorism Incidents	
Information	Description
Dataset name	RAND Database of Worldwide Terrorism Incidents (RDWTI).
Dataset description	Open-source database including information of international and domestic terrorism incidents from 1968 through 2009, and now includes more than 40,000 cases. (https://www.rand.org/nsrd/projects/terrorism-incidents.html)
Standards and metadata	Structured information, text.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 8 - DATASET RAND DATABASE OF WORLDWIDE TERRORISM INCIDENTS

Dataset 9: Wine varieties and brands information from Twitter (UC#2)

Dataset 9: Wine varieties and brands information from Twitter	
Information	Description
Dataset name	Twitter posts for wine use case.
Dataset description	Relevant Twitter posts published by users about wine varieties, brands, captured and processed for subsequent analysis in UC#2.
Standards and metadata	Text and images in JSON format.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 9 - DATASET WINE VARIETIES AND BRANDS INFORMATION FROM TWITTER

Dataset 10: Wine varieties and brands information from the web (UC#2)

Dataset 10: Wine varieties and brands information from websites	
Information	Description
Dataset name	Website news for wine use case.
Dataset description	Relevant web news, trends published by users and experts about wine varieties, brands, captured and processed for subsequent analysis in UC#2.
Standards and metadata	Unstructured information, text and images.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 10 - DATASET WINE VARIETIES AND BRANDS INFORMATION FROM WEBSITES

Dataset 11: Wine varieties and brands prices from the e-commerce (UC#2)

Dataset 11: Wine varieties and brands prices from websites and eCommerce sites	
Information	Description
Dataset name	Ecommerce websites for wine use case.
Dataset description	Relevant ecommerce websites about wine varieties, brands, captured and processed for subsequent analysis in UC#2.
Standards and metadata	Unstructured information, text and images.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 11 - DATASET WINE VARIETIES AND BRANDS PRICES FROM E-COMMERCE SITES

Dataset 12: Sofia Municipality Signals (UC#3)

Dataset 12: Sofia Municipality Signals	
Information	Description
Dataset name	Sofia Municipality Signals.
Dataset description	<p>Signals from citizens, coming through the Call Sofia contact centre of the municipality.</p> <p>The source of the data is the citizens' Contact Centre, which is operational since 2014 and it is a unique point of direct communication with citizens, industries and institutions to report non-urgent alerts on deviations from normal urban environment. Citizens can file signals for waste collection and disposal, road and traffic problems, general public infrastructure, ecology, public spaces (playgrounds, public gardens and parks) public order, etc. In 2020, a mobile application for reporting issues and registration of signals was launched and added to the existing channels of communication through phone and web platforms.</p>
Standards and metadata	Structured information, text and images.
Data sharing	<p>Source data will not be shared.</p> <p>To be further analysed if processed data will be shared.</p>
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 12 - DATASET SOFIA MUNICIPALITY SIGNALS

Dataset 13: Sofia Municipality Air Quality Sensors Data (UC#3)

Dataset 13: Sofia Municipality Signals	
Information	Description
Dataset name	National Institute for Meteorology and Hydrology (NIMH) and Bulgarian Executive Environment Agency data
Dataset description	<p>Real time IoT sensors data for monitoring and measurement of the air quality</p> <p>Together with the National Institute for Meteorology and Hydrology (NIMH) Sofia municipality has built a local network of IoT sensors for monitoring and measurement of the air quality. A smart Internet platform enables the city administration to take timely action to introduce actions aimed at improving the air quality and provides the general public with visualization and machine-readable data available through the web. This project provides a system that warns about the danger of high levels of air pollution 48 hours in advance. The Bulgarian Executive Environment Agency, which is the owner of the data, helps Sofia Municipality to improve its long-term policy making and to take adequate</p>

	short-term decisions concerning air quality. The data visualisations can be found at https://air.sofia.bg/ .
Standards and metadata	Structured information, text.
Data sharing	Source data will not be shared. To be further analysed if processed data will be shared.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner.

TABLE 13 - DATASET SOFIA MUNICIPALITY AIR QUALITY DATA

Dataset 14: Unemployment Claimant Count (UC#4)

Dataset 14: Unemployment Claimant Count	
Information	Description
Dataset name	Unemployment Claimant Count.
Dataset description	The Camden open data portal contains various open datasets based on Air quality, local government spending, planning permissions etc. The unemployment open data consists of unemployment figures relevant to the scenario A B, which include registered individuals Jobseekers Allowance (JSA) claimants and Universal Credit claimants who are actively seeking work. (https://opendata.camden.gov.uk/People-Places/JSA-And-UC-Claimants-In-Camden/x2rm-3zds/data)
Standards and metadata	The current data export provided on the Camden open data website is in an unstructured data format (XLS format spreadsheet), The unemployment data is also available in a structured format of (JSON or CSV).
Data sharing	https://dev.socrata.com/foundry/opendata.camden.gov.uk/x2rm-3zds Link to API documentation. Source data will not be shared, In accordance to terms and conditions provided by the office of national statistics.
Archiving and preservation	Data obtained from the processing of source data will be stored in the PolicyCLOUD Data Store.
Security needs /Legal issues	Source data will be processed according to licensing terms and conditions from the source owner -Office of national statistics via NOMIS. The usage of the dataset is governed by the Open Government licence, more details provided here the open government license details provided here: https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/

TABLE 14 - DATASET UNEMPLOYMENT CLAIMANT COUNT

Annex II – PolicyCLOUD Public Project Deliverables

The following table summarizes all public deliverables produced by PolicyCLOUD project, indicating its number, name, work package, leading partner, type, dissemination level and submission plan to the EC, with M1 being January 2020. This table has been expanded following the changes from the Amendment 1 to the project Grant Agreement, where all deliverables with additional releases have been assigned a specific deliverable number.

Del. no.	Deliverable name	WP no.	Lead beneficiary	Type	Dissemin. level	Delivery date (Mx)
D1.2	Data Management Plan	WP1	ATOS	ORDP	Public	6,
D1.3	Data Management Plan M12	WP1	ATOS	ORDP	Public	12
D1.4	Data Management Plan M24	WP1	ATOS	ORDP	Public	24
D1.5	Data Management Plan M36	WP1	ATOS	ORDP	Public	36
D2.1	State of the Art & Requirements Analysis	WP2	LXS	Report	Public	6
D2.2	Conceptual Model & Reference Architecture	WP2	ICCS/NTUA	Report	Public	8
D2.4	State of the Art & Requirements Analysis M12	WP2	LXS	Report	Public	12
D2.5	State of the Art & Requirements Analysis M22	WP2	LXS	Report	Public	22
D2.6	Conceptual Model & Reference Architecture M18	WP2	ICCS/NTUA	Report	Public	18
D2.7	Conceptual Model & Reference Architecture M30	WP2	ICCS/NTUA	Report	Public	30
D3.1	Cloud Infrastructure Incentives Management and Data Governance: Design and Open Specification 1	WP3	UBI	Report	Public	8
D3.2	Cloud Infrastructure Incentives Management and Data Governance: Software Prototype 1	WP3	UBI	Demonstrator	Public	10
D3.3	PolicyCLOUD's Societal and Ethical Requirements & Guidelines - M10	WP3	DWF	Report	Public	10
D3.4	Cloud Infrastructure Incentives Management and Data Governance: Design and Open Specification 2	WP3	UBI	Report	Public	20
D3.5	Cloud Infrastructure Incentives Management and Data Governance: Software Prototype 2	WP3	UBI	Demonstrator	Public	22
D3.6	PolicyCLOUD's Societal and Ethical Requirements & Guidelines - M22	WP3	DWF	Report	Public	22

Del. no.	Deliverable name	WP no.	Lead beneficiary	Type	Dissemin. level	Delivery date (Mx)
D3.7	Cloud Infrastructure Incentives Management and Data Governance: Design and Open Specification 3	WP3	UBI	Report	Public	32
D3.8	Cloud Infrastructure Incentives Management and Data Governance: Software Prototype 3	WP3	UBI	Demonstrator	Public	34
D3.9	PolicyCLOUD's Societal and Ethical Requirements & Guidelines	WP3	DWF	Report	Public	34
D4.1	Reusable Model & Analytical Tools: Design and Open Specification 1	WP4	IBM	Report	Public	8
D4.2	Reusable Model & Analytical Tools: Software Prototype 1	WP4	IBM	Demonstrator	Public	10
D4.3	Reusable Model & Analytical Tools: Design and Open Specification 2	WP4	IBM	Report	Public	20
D4.4	Reusable Model & Analytical Tools: Software Prototype 2	WP4	IBM	Demonstrator	Public	22
D4.5	Reusable Model & Analytical Tools: Design and Open Specification 3	WP4	IBM	Report	Public	32
D4.6	Reusable Model & Analytical Tools: Software Prototype 3	WP4	IBM	Demonstrator	Public	34
D5.1	Methods for using Cloud by Public Authorities	WP5	SOF	Report	Public	20
D5.2	Cross-sector Policy Lifecycle Management: Design and Open Specification 1	WP5	MAG	Report	Public	8
D5.3	Cross-sector Policy Lifecycle Management: Software Prototype 1	WP5	MAG	Demonstrator	Public	10
D5.4	Cross-sector Policy Lifecycle Management: Design and Open Specification 2	WP5	MAG	Report	Public	20
D5.5	Cross-sector Policy Lifecycle Management: Software Prototype 2	WP5	MAG	Demonstrator	Public	22
D5.6	Cross-sector Policy Lifecycle Management: Design and Open Specification 3	WP5	MAG	Report	Public	32
D5.7	Cross-sector Policy Lifecycle Management: Software Prototype 3	WP5	MAG	Demonstrator	Public	34
D5.8	Methods for using Cloud by Public Authorities M32	WP5	SOF	Report	Public	32
D6.2	Integration of Results: PolicyCLOUD Complete Environment	WP6	ICCS/NTUA	Demonstrator	Public	12
D6.3	Use Case Scenarios Definition & Design	WP6	SARGA	Report	Public	8,
D6.4	Use Cases Implementation & Experimentation	WP6	LON	Demonstrator	Public	12
D6.5	Use Cases Adaptation & Recommendations	WP6	ITA	Report	Public	14
D6.8	Integration of Results: PolicyCLOUD Complete Environment M24	WP6	ICCS/NTUA	Demonstrator	Public	24
D6.9	Integration of Results: PolicyCLOUD Complete Environment M36	WP6	ICCS/NTUA	Demonstrator	Public	36
D6.10	Use Case Scenarios Definition & Design M16	WP6	SARGA	Report	Public	16
D6.11	Use Case Scenarios Definition & Design M28	WP6	SARGA	Report	Public	28

Del. no.	Deliverable name	WP no.	Lead beneficiary	Type	Dissemin. level	Delivery date (Mx)
D6.12	Use Cases Implementation & Experimentation M24	WP6	MAG	Demonstrator	Public	24
D6.13	Use Cases Implementation & Experimentation M36	WP6	MAG	Demonstrator	Public	36
D6.14	Use Cases Adaptation & Recommendations M24	WP6	ITA	Report	Public	24
D6.15	Use Cases Adaptation & Recommendations M36	WP6	ITA	Report	Public	36
D7.1	Initial Publication Package	WP7	TRUST-IT	Report	Public	2
D7.4	Data Marketplace: Design and Open Specification	WP7	ATOS	Report	Public	20
D7.5	Data Marketplace: Software Prototype	WP7	ATOS	Demonstrator	Public	22
D7.6	Communication and Dissemination Strategy	WP7	TRUST-ITSRL	Report	Public	12
D7.7	Standardisation Plan & Activities	WP7	TRUST-ITSRL	Report	Public	24
D7.11	Data Marketplace: Design and Open Specification M32	WP7	ATOS	Report	Public	32
D7.12	Data Marketplace: Software Prototype M34	WP7	ATOS	Demonstrator	Public	34
D7.13	Communication and Dissemination Strategy M24	WP7	TRUST-ITSRL	Report	Public	24
D7.14	Communication and Dissemination Strategy M36	WP7	TRUST-ITSRL	Report	Public	36
D7.15	Standardisation Plan & Activities M36	WP7	TRUST-ITSRL	Report	Public	36