Policy Cloud

Cloud for Data-Driven Policy Management

# CLOUD FOR DATA-DRIVEN POLICY MANAGEMENT

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# D1.5 DATA MANAGEMENT PLAN M36

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



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| 0.1 | 29/11/2022 | Adaptation of content from D1.4 to reflect that it is the last version of the DMP. Identification of contents to be updated or added. Request for contributions and comments to partners. | Ricard Munné (ATOS) |
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# 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 Rechtsanwaltsgesellschaft 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. |
| MARCXML | 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 |

# Contents

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# Executive Summary

This deliverable is the fourth version of the Data Management Plan (DMP) for the PolicyCLOUD project, released in month 36 (December 2022). Previous versions on which this document is also based and from where the base contents have been updated are D1.2 Data Management Plan [1], D1.3 Data Management Plan M12 [2], and D1.4 Data Management M24 [3].

It provides a final 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 FAIR principles are applied.

A total of 10 datasets have been identified in this version of the deliverable, being most of them data that will be collected and processed by the three remaining pilot use cases. Other datasets are mostly stakeholders' information and public deliverables produced within the project scope.

# 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 had been collected, processed or generated by the project according to the Guidelines on FAIR Data Management in Horizon 2020 [4].

This deliverable is the fourth version of the Data Management Plan (DMP), released in month 36 (December 2022) of the project. Previous versions on which this document is also based and from where the base contents have been updated are D1.2 Data Management Plan [1], D1.3 Data Management Plan M12 [2], and D1.4 Data Management M24 [3].

PolicyCLOUD Data Management Plan takes as starting point the Data Management Plan from EO4AGRI [5] and CrowdHEALTH [6] projects (where ATOS is also involved) and adapts them for this project specific needs.

## 1.2 Relation to other project work

This DMP had an impact on the actions that have been performed over datasets collected, processed or generated. Specific impact 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 [4].
- *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 [16], and in the subsequent D2.4 State of the art & Requirements Analysis M12 [17] and in D2.5 State of the art & Requirements Analysis M12 [18], and also from the use case definition deliverables, including D6.3 Use Case Scenarios Definition & Design [19], D6.10 Use Case Scenarios Definition & Design M16 [20] and D6.11 Use Case Scenarios Definition & Design M28 [21]. Additionally, datasets managed by other tasks in the project as described in section 1.2 above, for the project coordination and Communication work packages.

## 1.5 Summary of Changes

This section highlights the updates made to the previous versions of this deliverable, D1.4 Data Management Plan M24 [3]:

- Updated the Executive Summary to adapt the contents to the current version;
- All sections have been updated to report the activities performed up to the end of the project, so no work in progress is left.
- Updates in sections 2, 3, 4, 5, 6 and 7 to adapt the descriptions to the finalisation of the project;
- Removed some datasets from Annex I as they won't be finally used in the corresponding Use Case scenarios:
    - Removed former Dataset 5: Relevant posts published by users in Reddit (UC#1);
    - Removed former Dataset 6: Relevant news available on the web (UC#1);
    - Removed former Dataset 10: Wine varieties and brands information from the web (UC#2);
- Updated in Annex I, Dataset 8: Wine varieties and brands prices from the e-commerce (UC#2);
- Updated in Annex I, Dataset 9: Sofia Municipality Signals (UC#3);
- Updated in Annex I, Dataset 10: Sofia Municipality Air Quality Sensors Data (UC#3);
- Updated Annex II - PolicyCLOUD public project deliverables with the expanded list of deliverables, following the changes from the third amendment 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 [4] and on the template for FAIR Data Management in H2020 [7], 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 has dealt with the data collection from different sources that have fed 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 have been demonstrated and validated through specific use cases for Evidence Based Policy Making. These use cases have defined a set of policies and KPIs based on specific input data. This data has been collected from different sources, including social networks, Open Data, Public Datasets, data collected by the public organisations running the use cases, and other data publicly available on the internet. In this regard, Task 6.2 Use cases Definition & Design has dealt with the definition of the use cases and their interfaces, while Task 2.1 Requirements Elicitation & State of the Art Analysis has dealt with the identification of data that has been collected. Task 3.5 Ethical and legal compliance framework has provided 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 have been organised involving end user organisations (i.e., public authorities and organisations) and other relevant (external) stakeholders related to the use cases. These workshops have provided 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 have been collected and documented in small reports that have been available to the technical partners and the research community. Also the reports from the workshops have been integrated into the

different iterations of the Use Cases Implementation & Experimentation, more precisely into D6.4 Use Cases Implementation & Experimentation [22], D6.12 Use Cases Implementation & Experimentation M24 [23], and D6.13 Use Cases Implementation & Experimentation M36 [24].

- **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 required the management of external users' personal data to manage event invitations, newsletters distribution, etc, where social media networks have been used for communication (including LinkedIn, Twitter and YouTube). Information has been captured at the PolicyCLOUD website (https://policycloud.eu/) through the users' self-registration form. This data has been stored in a private repository under data protection measures and according to the Privacy Policy[1] 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 varieties and brands prices from the e-commerce, 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 has collected personal data only when it has been 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 has incorporated a series of mechanisms to guarantee legal compliance, keep privacy, and respect licensing terms of the original data sources. An ownCloud server has been used as the project repository for documents exchanged within the consortium. It provides the required support for 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 has been 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 have been uploaded there, as detailed in the PolicyCLOUD Project Management Plan [8]. For further details on how the activities focused on the ethical and privacy

[1] https://www.policycloud.eu/privacy-policy-full

issues and compliance to legislation have been managed in the PolicyCLOUD project, please refer to section 6.

# 3 Fair Data

## 3.1 Making data findable, including provisions for metadata

All PolicyCLOUD results have been made publicly accessible in the Zenodo PolicyCLOUD community[2]. In this regard, Zenodo's metadata has been used, which is compliant with DataCite's Metadata Schema minimum and recommended terms, with a few additional enrichments [9]. This metadata uses JSON[3] 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 have been made openly accessible according to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020 [12]. These are available through an open access repository, and those produced as direct outcomes of the project have been published as detailed in section 3.1 above.

Open access to peer-reviewed scientific publications has been performed by publishing either in green or gold open access journals, and announced on the PolicyCLOUD website, the OpenAIRE portal[4] and in the R&I Participants Portal[5]. 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 services[6] 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

[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/

journal visibility and acceptance it has been considered to publish in a gold open access, made available 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 have been made available in commonly used formats, as ODF or PDF for documents and JSON or XML for data. In addition, the following standard vocabularies have been used in the default metadata schema for all types of open data:

- License: Open Definition[7]
- Funders: FundRef[8]
- Grants: OpenAIRE[9]

## 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 10 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 only be shared in some specific cases, as a result of constraints from ownership and licensing. Results generated by each pilot scenario correspond to the output from the analytical components formatted as JSON, that are passed to the visualisation component. This output data can be generally shared, although without the corresponding input data and the parameters passed to the analytical function, they lose most of the context needed for their understanding.
    - **Licensing** of this data depends on the open access repository licensing options, but it is 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 licensing schema. This has been applied only to data generated during project lifetime. In the case that the resulting platform is exploited in some way, and the services are provided with some economic cost, the platform will not provide any data openly. In fact, some data has been shared in the Data

[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
[11] Open Data Commons Open Database License (ODbL) v1.0 — Open Data Commons: legal tools for open data

Marketplace component which is 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 have been managed.
    - Contact data from stakeholders that participate in the project co-creation workshops have not been made available to preserve personal data.
    - However, the results from such co-creation workshops have been collected, documented and made available as individual reports accessible from the project website and from the public repositories where the project has made available all public information without restrictions. These workshops have been also 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 have been 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 have been shared as they were 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, presentations and sample data sources. In Figure 1, the link to PolicyCLOUD Zenodo page at the PolicyCLOUD website can be appreciated.

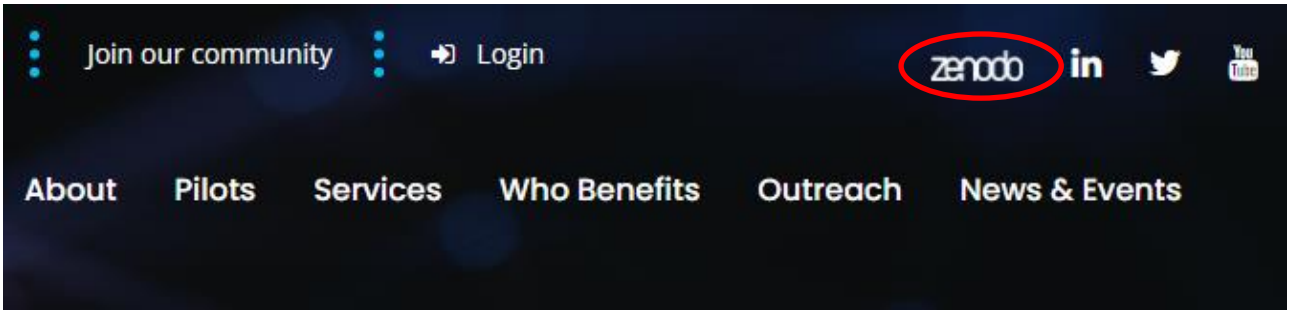


FIGURE 1 - ZENODO LINK AT POLICYCLOUD SITE

In Figure 2, below, an updated sample of the Zenodo PolicyCLOUD community[12] is shown.

[12] https://zenodo.org/communities/policycloud

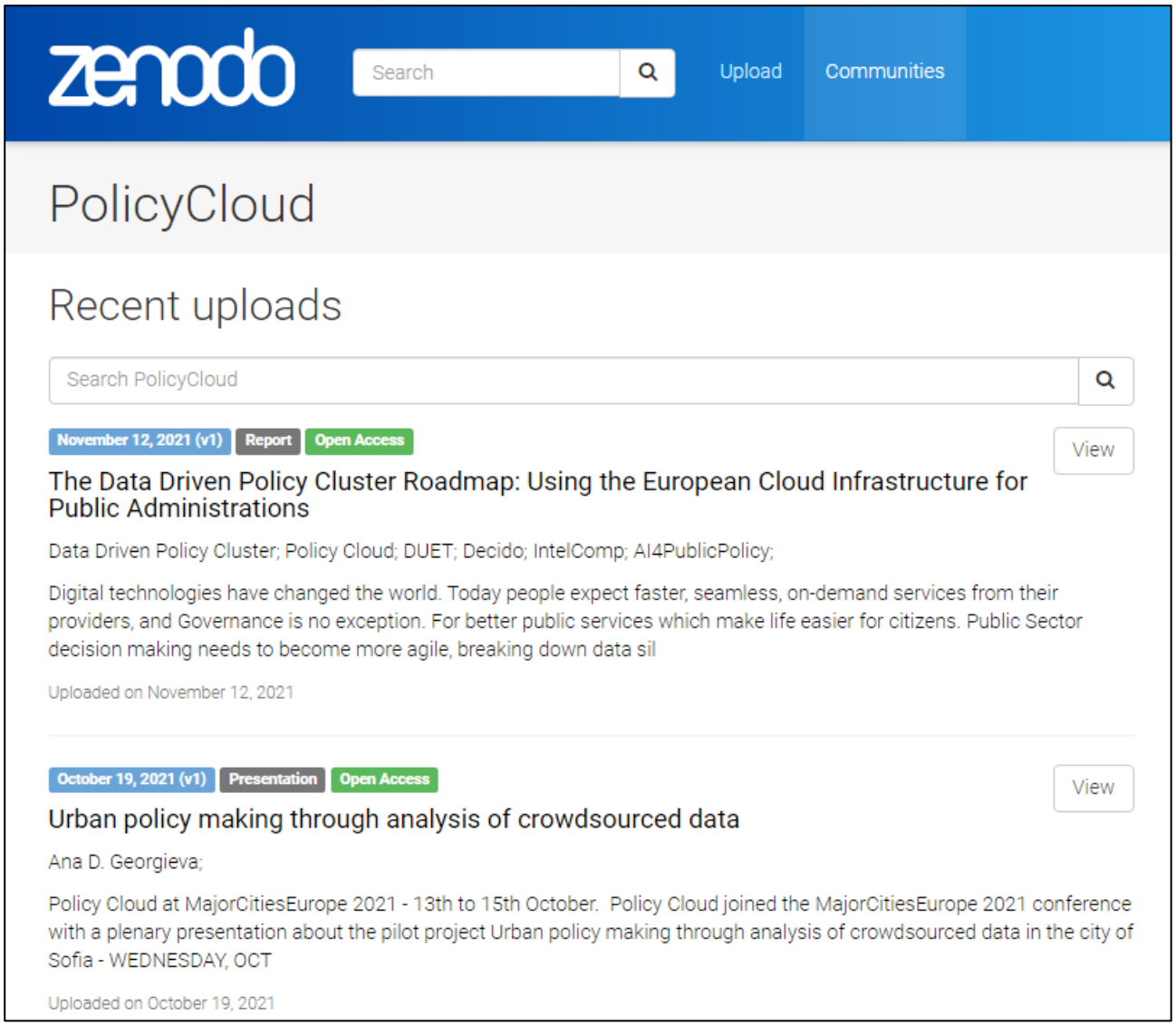


FIGURE 2 - POLICYCLOUD COMMUNITY PAGE AT ZENODO

## DATA MANAGEMENT IN THE CONSORTIUM

Data management activities are the responsibility of the whole consortium, from creation of data, publication and dissemination, following the Data Management Plan, Project Management Plan [8] and Communication and Dissemination Strategy guidelines.

The **Project Coordinator** is responsible for:

- Develop the data management plan in collaboration with the consortium partners.
- Supervise 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 [12] 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 [8].

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 [10] (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 [10], 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 has been reported under *PolicyCLOUD's Societal and Ethical Requirements & Guidelines*, in three different moments, corresponding to deliverables D3.3 [13] in M10 (October 2020), D3.6 [14] in M22 (October 2021) and D3.9 [15] in M34 (October 2022).

This framework seeks 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 two of the piloting use cases, and for which the input datasets are described in Annex I – Project Datasets of this report – such requirements consider 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 have also been mapped.

As part of this framework, in the updated deliverable D8.1 [11], 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 privacy transparency procedures relevant to PolicyCLOUD are illustrated.

D3.3, D3.6, and D3.9 further analyse 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 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 to pursue activities in the public interest, to pursue legitimate interests, or even consent of the relevant data subjects.

As anticipated, 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[13];
- **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 has been reported, via a final version of each Checklist, in D3.9 [15] (M34).

[13] EUCS – Cloud Services Scheme — ENISA (europa.eu): https://www.enisa.europa.eu/publications/eucs-cloud-service-scheme

Furthermore, for each Use Case scenario involving the processing of personal data, a data protection impact assessment, pursuant to art. 35 GDPR, to identify and manage the risks for the rights and freedoms of natural persons related to such personal data processing.

# 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 has been updated through the project development with the data resulting from pilots' development and implementation according to the DMP release plan.

# References

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[12] European Commission. (2017). *Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020*. https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf. Retrieved 2020-05-21.

[13] PolicyCLOUD. *D3.3 – PolicyCLOUD's Societal and Ethical Requirements & Guidelines - M10*. Alberto Bettiol. 2020.

[14] PolicyCLOUD. *D3.6 – PolicyCLOUD's Societal and Ethical Requirements & Guidelines - M22*. Alberto Bettiol. 2021.

[15] PolicyCLOUD. *D3.9 – PolicyCLOUD's Societal and Ethical Requirements & Guidelines – M34*. Alberto Bettiol. 2022.

[16] PolicyCLOUD. *D2.1 State of the art & Requirements Analysis*. Pavlos Kranas. 2020.

[17] PolicyCLOUD. *D2.4 State of the art & Requirements Analysis M12*. Pavlos Kranas. 2020.

[18] PolicyCLOUD. *D2.5 State of the art & Requirements Analysis M22*. Pavlos Kranas. 2021.

[19] PolicyCLOUD. *D6.3 Use Case Scenarios Definition & Design*. Javier Sancho. 2020.

[20] PolicyCLOUD. *D6.10 Use Case Scenarios Definition & Design M16*. Javier Sancho. 2021.

[21] PolicyCLOUD. *D6.11 Use Case Scenarios Definition & Design M28*. Javier Sancho. 2022.

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[23] PolicyCLOUD. *D6.12 Use Cases Implementation & Experimentation M24*. Armend Duzha. 2021.

[24] PolicyCLOUD. *D6.13 Use Cases Implementation & Experimentation M36*. Samuele Baroni Duzha. 2021.

# 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** | Profiled Stakeholder database with contact from partners networks and desktop research to contact and invite for project activities.<br>This profiled stakeholder database holds all relevant project partner connections to:<br>• Policy makers & public administrations<br>• Industry (large enterprise and SME, data solution providers, cloud solution providers....)<br>• R&I (projects engaged in)<br>• 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.<br>For a detailed list of public deliverables, please check Annex II – PolicyCLOUD Public Project Deliverables. |
| **Standards and metadata** | Microsoft Word document and PDF format.<br>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. |
| **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: 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. |
| **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 GLOBAL TERRORISM DATABASE

# Dataset 6: 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. |
| **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 RAND DATABASE OF WORLDWIDE TERRORISM INCIDENTS

# Dataset 7: 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. |
| **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 WINE VARIETIES AND BRANDS INFORMATION FROM TWITTER

# Dataset 8: 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** | Sample source data can 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 WINE VARIETIES AND BRANDS PRICES FROM E-COMMERCE SITES

# Dataset 9: Sofia Municipality Signals (UC#3)

| Dataset 12: Sofia Municipality Signals | |
|---|---|
| **Information** | **Description** |
| **Dataset name** | Sofia Municipality Signals. |
| **Dataset description** | Signals from citizens, coming through the Call Sofia contact centre of the municipality.<br>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. |
| **Standards and metadata** | Structured information, text and images. |
| **Data sharing** | Sample source data can 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 SOFIA MUNICIPALITY SIGNALS

# Dataset 10: 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** | Real time IoT sensors data for monitoring and measurement of the air quality 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 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** | Sample source data can 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 SOFIA MUNICIPALITY AIR QUALITY DATA

# 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. Additional changes in leadership from Amendment 3 have been incorporated.

| 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 | ICTLC | 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 |

| Del. no. | Deliverable name | WP no. | Lead beneficiary | Type | Dissemin. level | Delivery date (Mx) |
|---|---|---|---|---|---|---|
| D3.6 | PolicyCLOUD's Societal and Ethical Requirements & Guidelines - M22 | WP3 | ICTLC | Report | Public | 22 |
| 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 | ICTLC | 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 |

| Del. no. | Deliverable name | WP no. | Lead beneficiary | Type | Dissemin. level | Delivery date (Mx) |
|---|---|---|---|---|---|---|
| D6.11 | Use Case Scenarios Definition & Design M28 | WP6 | SARGA | Report | Public | 28 |
| 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 | UPRC | Report | Public | 32 |
| D7.12 | Data Marketplace: Software Prototype M34 | WP7 | UPRC | 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 |