

# EFFECT PROJECT

Creating effects through communication  
and engagement in Future and Emerging  
Technologies

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## D1.7: Data Management Plan

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## Technical references

Project Acronym	EFFECT
Project Title	Creating effects through communication and engagement in Future and Emerging Technologies
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*PU = Public*

*PP = Restricted to other programme participants (including the Commission Services)*

*RE = Restricted to a group specified by the consortium (including the Commission Services)*

*CO = Confidential, only for members of the consortium (including the Commission Services)*

v	Date	Beneficiary	Author
1.0	26/06/2017	youris.com	Schmid E., De Ferrari A.



### Disclaimer

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 737301.

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## Executive Summary

This document is a deliverable of the EFFECT project, which is funded by the European Union's Horizon 2020 FET Programme under grant agreement No. 737301.

It describes what kind of data the project will generate, how they will be produced and analysed. It also details how the data related to the EFFECT project will be disseminated and afterwards shared and preserved.

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## 2 Introduction

EFFECT is a H2020 funded project under the FET Programme aiming to enhance visibility and impact of FET research in a wide diversity of actors (researchers, industry, policy makers, civil society organisations, citizens etc.) and to stimulate debate and collaboration among multiple stakeholders through dedicated community building and public engagement activities.

Research data is as important as the publications they support. Even if EFFECT is not going to produce research data, as it will rather treat existing public ones, specific datasets will be generated from its analysis, communication and engagement activities. Hence the importance for EFFECT to define a data management policy.

This document introduces the Data Management Plan (DMP). It will primarily list the different datasets that will be produced by the project, the main exploitation perspectives for each of those datasets and the major management principles the project will implement to handle those datasets.

The purpose of the DMP is to provide an analysis of the main elements of the data management policy that will be used by the consortium with regard to all the datasets that will be generated by the project.

### 2.1 Datasets Description

The EFFECT project partners have identified the datasets that will be produced during the different phases of the project. The list is provided below, while the nature and details for each dataset are given in the subsequent sections.

Number	Name	Responsible Partner
1	EFFECT Website and Newsletter Subscribers	YOURIS
2	FET projects Database	ZABALA
3	EFFECT Events (workshops, webinars, events) subscribers	ALL

Table 1. List of datasets

#### 2.1.1 Personal Data Protection

For some of the activities to be carried out by the project, it may be necessary to collect basic personal data (e.g. full name, contact details, background), even though the project will avoid collecting such data unless deemed necessary.

Such data will be protected in compliance with the EU's Data Protection Directive 95/46/EC1 aiming at protecting personal data, as described in D6.1 POPD - Requirement No. 1.

All data collected by the project will be done after giving data subjects full details on their treatment and after obtaining signed informed consent forms.

## 3 Data Management Plan

### 3.1 EFFECT Website and Newsletter Subscribers

Data identification	
Dataset description	Mailing list containing email addresses and names of all subscribers
Source	This dataset is automatically generated when visitors sign up to the newsletter form available on the project website.
Partners responsibilities	
Partner owner of the data	youris.com
Partner in charge of the data collection	youris.com
Partner in charge of the data analysis	youris.com
Partner in charge of the data storage	youris.com
Standards	
Info about metadata (production and storage dates, places) and documentation	N/A
Standards, format, estimated volume of data	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
Data exploitation and sharing	
Data exploitation (purpose/use of the data analysis)	The mailing list will be used for disseminating the project news to a targeted audience.
Data access policy / Dissemination level: confidential (only for members of the Consortium and the Commission Services) or Public	As it implies personal data, the access to the dataset is restricted to the EFFECT consortium.
Data sharing, re-use, distribution, publication	None
Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	The mailing list contains personal data (names and email addresses of newsletter subscribers). People interested in the project voluntarily register, through the project website, to receive the project newsletter. They can unsubscribe at any time.
Archiving and preservation (including storage and backup)	
Data storage (including backup): where? For how long?	The dataset will be preserved in youris.com server during the whole project duration

### 3.2 FET projects Database

Data identification	
<b>Dataset description</b>	This dataset contains the names, contact details, email addresses, of 170 FET projects' coordinators and other partners.
<b>Source</b>	This dataset is generated via desk research of publicly available information and direct contacts collected directly via the interested parties to perform Task 2.2 (Searching for involvement and commitment of results' owners, interviewing the projects).
Partners responsibilities	
<b>Partner owner of the data</b>	ZABALA
<b>Partner in charge of the data collection</b>	ZABALA
<b>Partner in charge of the data analysis</b>	ZABALA
<b>Partner in charge of the data storage</b>	ZABALA
Standards	
<b>Info about metadata (production and storage dates, places) and documentation</b>	N/A
<b>Standards, format, estimated volume of data</b>	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
Data exploitation and sharing	
<b>Data exploitation (purpose/use of the data analysis)</b>	The mailing list will be used for contacting projects in order to identify outputs and/or stories of these projects to be later communicated through a mix of communication formats and distribution channels.
<b>Data access policy / Dissemination level: confidential (only for members of the Consortium and the Commission Services) or Public</b>	As it implies personal data, the access to the dataset is restricted to the EFFECT consortium only.
<b>Data sharing, re-use, distribution, publication</b>	None
<b>Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?</b>	The mailing list contains personal data (names and email addresses) publicly available online.
Archiving and preservation (including storage and backup)	
<b>Data storage (including backup): where? For how long?</b>	The dataset will be preserved in ZABALA's server.

### 3.3 EFFECT Events (workshops, webinars, events) subscribers

Data identification	
<b>Dataset description</b>	This dataset contains the names, contacts, email addresses, of users interested subscribing to EFFECT events (webinars, workshops, Meet&Match events).
<b>Source</b>	This dataset is automatically generated when users sign up to the event form available on the project website or on the event website.
Partners responsibilities	
<b>Partner owner of the data</b>	YOURIS, in case of subscription on the EFFECT project website. The organizers of events, not directly managed by EFFECT, in case of online subscription on their websites.
<b>Partner in charge of the data collection</b>	All partners (depending on the organisation of the specific event)
<b>Partner in charge of the data analysis</b>	All partners (depending on the organisation of the specific event)
<b>Partner in charge of the data storage</b>	All partners (depending on the organisation of the specific event)
Standards	
<b>Info about metadata (production and storage dates, places) and documentation</b>	N/A
<b>Standards, format, estimated volume of data</b>	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
Data exploitation and sharing	
<b>Data exploitation (purpose/use of the data analysis)</b>	The mailing list will be used for informing the interested users about a specific event organised within the framework of the project.
<b>Data access policy / Dissemination level: confidential (only for members of the Consortium and the Commission Services) or Public</b>	As it implies personal data, the access to the dataset is restricted to EFFECT consortium.
<b>Data sharing, re-use, distribution, publication</b>	None
<b>Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?</b>	The mailing list contains personal data (names and email addresses). People interested in the event voluntarily register, through the project website or the event page, to receive info about the event. They can unsubscribe at any time.
Archiving and preservation (including storage and backup)	
<b>Data storage (including backup): where? For how long?</b>	The dataset will be preserved in the interested partners' server.



## 4 Conclusion

This Data Management Plan provides an overview of the data that the EFFECT project will produce together with related challenges and constraints that need to be taken into consideration.

The analysis contained in this report allows anticipating the procedures and infrastructures to be implemented by EFFECT PROJECT to efficiently manage the data it will produce.

Nearly all project partners will be owners or/and producers of data, which implies specific responsibilities, described in this report.

The EFFECT project Data Management Plan puts a strong emphasis on the appropriate collection, storing and preservation of those datasets.