



Assessment and implementation of Agriculture and Life Science
Universities' first Gender Equality Plans in widening countries

Grant Agreement (GA) No: 101094158

D1 Data Management Plan (DMP) and IPR plan preparation

Document type:	DMP and IPR plan
Dissemination level:	PU



Funded by
the European Union



Project data

Project Title:	Assessment and implementation of Agriculture and Life Science Universities' first Gender Equality Plans in widening countries
Project Grant Agreement (GA) No:	101094158
Project Acronym:	AGRIGEP
Duration:	36 months
Type of action:	Coordination and Support Action (CSA)
Start date of Project:	01-01-2023

Deliverable Administration and Summary

Status:	Draft	Due:	M6	Date:	30 June 2023
Author (s)	Julianna Kobolak, Monika Kocsis-Kiss				
Reviewer	Jana Mazancová				
WP	1	Deliverable Nr.	D1	Relative Nr.	D1.1
Comments					

Document change history

Version	Date	Author	Description
1.0	11.05.2023	Julianna Kobolak, Monika Kocsis-Kiss	Table of contents
1.1	07.06.2023	Julianna Kobolak, Monika Kocsis-Kiss	1 st version
1.1	23.06.2023	Jana Mazancová	review
1.2	26.06.2023	Julianna Kobolak,	revision and finalisation

Disclaimer:

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency (REA). Neither the European Union nor the granting authority can be held responsible for them.

All AGRIGEP consortium members have agreed to the full publication of this document for the purposes of the project. This document is the property of the AGRIGEP consortium members.

Table of Contents

List of Abbreviations	4
1. Executive summary.....	5
2. Introduction.....	6
2.1 Purpose of the DMP.....	6
2.2 Definitions of principal terms.....	6
3. Data Summary	9
3.1 Purpose of data collection or generation and its relation to the objectives of the project	9
3.2 Origin of data and re-use of pre-existing data	15
3.3 Expected size of data	15
3.4 Data utility	15
4. FAIR DATA.....	17
4.1 Making data findable, including provisions for metadata.....	17
4.2 Making data openly accessible	19
4.3 Data protection.....	21
4.4 Making data interoperable	21
4.5 Increase data re-use	22
5. Allocation of resources	23
5.1 Cost Estimation for making data FAIR.....	23
5.2 Data management responsibilities	23
6. Data security.....	24
7. Ethical aspects and other procedures.....	25
8. Conclusions and next steps.....	26
9. IPR Management	27
9.1 The concept	27
9.2 Definitions of principal terms.....	27
9.3 Procedure	28
9.4 Background information on the AGRIGEP project	28
9.5 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes.....	29
10. ANNEX - Example Metadata File Template.....	31

List of Abbreviations

Abbreviations	Explanation
CA	Consortium Agreement
CERN	European Council for Nuclear Research (<i>Conseil Européen pour la Recherche Nucléaire</i>)
DEC	Dissemination, Exploitation and Communication
DMP	Data Management Plan
EB	Executive Board
EC	European Commission
EEAB	External Experts Advisory Board
EU	European Union
GA	Grant Agreement
GE	Gender equality
GeA	General assembly
GEP	Gender Equality Plan
IPR	Intellectual Property Rights
RPO	Research Performing Organisation
SC	Steering Committee

1. Executive summary

The current document constitutes the 1st version of the Data Management Plan of the EU-funded project “AGRIGEP – Assessment and implementation of Agriculture and Life Science Universities’ first Gender Equality Plans in widening countries” (GA number 1010944158).

AGRIGEP is a Horizon Europe Coordination and Support Action aiming to address, with the joint efforts of six consortium partners, to i) perform a responsible assessment of widening RPOs' current status on GEP implementation, ii) improve capabilities through intensive capacity building, and iii) develop and implement an agriculture and life-science targeted GEP with sectorial specific measures and strategies. These results could lead to long-term institutional reforms. Additionally, this project will work to establish the inclusion of GE issues within the RPOs’ educational system and the professional training of students.

The document outlines the overall approach to data management and defines the dataset, standards, metadata, data-sharing and archiving and preservation with regards to data that might be relevant to the OpenAIRE (established in, 2018) and the FAIR Guiding Principles for scientific data management and stewardship¹. The first version of the DMP document has been prepared in M6. It contains provisional information about the data that will be produced and collected within the project, whether and how it will be made accessible for re-use and further exploitation, and how it will be curated and preserved.

DMP will be monitored continuously and updated as the project and research activities evolve to include new data, adjustments in the processes deployed, changes in consortium policies, or any other issue regarding the data management of the project.

The Intellectual Property Rights (IPR) section of the document describes the ownership of Results generated within the project and other IPR-related issues of the project implementation, in accordance with the GA and CA of the AGRIGEP project.

¹ <https://www.openaire.eu/how-to-make-your-data-fair>

2. Introduction

2.1 Purpose of the DMP

The current document constitutes the 1st version of the Data Management Plan of the EU-funded project “AGRIGEP – Assessment and implementation of Agriculture and Life Science Universities’ first Gender Equality Plans in widening countries” (GA number 1010944158).

AGRIGEP is a Horizon Europe Coordination and Support Action aiming to address, with the joint efforts of six consortium partners, to i) perform a responsible assessment of widening RPOs' current status on GEP implementation, ii) improve capabilities through intensive capacity building, and iii) develop and implement an agriculture and life-science targeted GEP with sectorial specific measures and strategies. These results could lead to long-term institutional reforms. Additionally, this project will work to establish the inclusion of GE issues within the RPOs’ educational system and the professional training of students.

The main aim of the Data Management Plan (DMP) is to describe the management of the research and other data that are collected, analysed, and produced within AGRIGEP according to the rules and guidelines set by the Horizon Europe framework programme.

To ensure the quality of the data management and to make research data findable, accessible, interoperable, and reusable (FAIR), the AGRIGEP DMP aims to:

- provide information on the data that will be collected, processed, and/or generated in the course of the project
- describe the methodology, processes, and standards to be applied and followed
- describe the handling of research data during and after the end of the project
- outline how the data will be curated and preserved (including the period after the end of the project)
- identify responsibilities among the consortium partners regarding the data management
- describe which data and how will be shared/provided for Open Access.

The AGRIGEP DMP will be updated in accordance with the periodic reporting/evaluation of the project, as well as continuous monitoring is foreseen for any significant changes during the project implementation, such as:

- new data
- changes in the consortium policies
- changes in the consortium composition and external factors (e.g., new consortium members joining or old members leaving the project).

New versions of the DMP will also be uploaded on the project’s Open Archive on Zenodo and the AGRIGEP official website and the AGRIGEP MS TEAMS platform.

2.2 Definitions of principal terms

This section contains definitions of several terms used in the context of the present DMP.

Research data

Refers to information, in particular facts or numbers, collected to be examined and considered as a basis for reasoning, discussion, or calculation. In a research context, examples of data include statistics,

results of experiments, measurements, observations resulting from fieldwork, survey results, interview recordings, and images. The focus is on research data that is available in digital form. Users can normally access, mine, exploit, reproduce, and disseminate openly accessible research data free of charge (Open access – Horizon Europe Online Manual, 2022²).

Open Access to Research Data

Refers to the right to access and reuse digital research data under the terms and conditions set out in the Grant Agreement (Open access – Horizon Europe Programme Guide, 2023³).

The main requirement essentially calls for researchers to provide free-of-charge scientific information (unless it is protected (e.g., patenting)) in the form of peer-reviewed scientific publications (Article 17 of the Model Grant Agreement⁴) and Research data (Article 17), and to ensure continuous online access to it. The full instructions are available in the official Horizon Europe Programme Guide document 3.

Peer-reviewed scientific publications

This type of information usually refers to articles and final manuscripts that were assessed by other scholars, typically organized by the journal or the publisher.

These are subjected to Open Access following two steps:

1. Step one: Deposition in Institutional, subject-based, or centralized repositories. (e.g., ZENODO).
2. Step two: Ensuring Open Access to the publications through one of the available options: – “Green” or “Gold”. Choosing the right option largely depends on AGRIGEP’s Dissemination, communication & exploitation strategy and availability of resources.

Green Open Access → an avenue referring to self-archiving, depending on an embargo period (if any). This option generally consists of providing access to scientific data through one of the following: the Horizon Europe research project’s direct website, the author’s website, the host institution’s website, or an independent central open repository.

Gold Open Access → refers to paid archiving and the process of depositing scientific publications on websites and platforms that are not your own. Here the Open Access is immediate upon publication. Since the main premise of Open Access is that it is free, the payment is therefore handled by the author and not the reader. Within the execution phase of any Horizon Europe project, the associated costs of such publications are eligible for reimbursement as part of the Horizon Europe grant.

Data Repository

Data repositories are large IT infrastructures set up to manage, share, access, and archive digital content. They employ mechanisms to keep the deposited data accessible, safe, and secure. Thus, they represent a good choice for research data sharing, distribution, and preservation.

² https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf

³ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

⁴ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

Digital Object Identifier (DOI)

In computing a Digital Object Identifier or DOI is a persistent identifier or handle used to uniquely identify objects, standardized by the International Organization for Standardization. DOIs are in wide use today in the research community for the identification of journal articles, research reports, and data sets. The International DOI Foundation (IDF), a not-for-profit membership organization that is also the governance and management body for the Federation of Registration Agencies providing Digital Object Identifier (DOI) services and registration, and is the registration authority for the ISO standard (ISO 26324) for the DOI system.

Metadata

Metadata is the data providing information that describes other data and is used to summarize basic information about data which can make tracking and working with specific data easier. Proper metadata can enable better understanding and reusing of datasets by third parties.

Research Dataset

A research dataset is defined as the collected or generated information in the project's lifetime commonly accepted in the scientific community as necessary to perform research and validate findings. This dataset excludes preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, internal communications, trade secrets, commercial information, and confidential information.

Zenodo

Zenodo⁵ is a research data repository that was established by the OpenAIRE project and CERN to provide a place for researchers to deposit datasets. It was launched in 2013, allowing researchers in any subject area to upload data sets up to 50GB.

⁵ <https://zenodo.org/>

3. Data Summary

3.1 Purpose of data collection or generation and its relation to the objectives of the project

The AGRIGEP project, with the joint efforts of six consortium partners, aims to i) perform a responsible assessment of widening RPOs' current status on GEP implementation, ii) improve capabilities through intensive capacity building, and iii) develop and implement an agriculture and life-science targeted GEP with sectorial specific measures and strategies. These results could lead to long-term institutional reforms.

The successful implementation of these activities requires the collection, processing, and/or generation of a variety of data that will facilitate the production of evidence-based results and, therefore, raise the value of the project outcomes. The key activities of AGRIGEP that are set to collect, process, and/or generate data are the following:

- Design and implementation of GEPs, which includes the collection of data that will highlight the current status, needs, and resources of partner organizations for gender equality and will provide the basis for the development of user-oriented GEPs.
- Monitoring and evaluating changes within the GEP implementing organisations. This approach consists of activities related to the data-based evaluation conceived to assess the impact of the designed and implemented GEPs.
- Design and implementation of qualitative assessment tools and processes, which includes all the activities related to the analysis of the heterogeneous GEP relevant data to support data-driven gender equality and diversity policy-making.
- Training of communities towards equality and settling of new standards, which requires identification of specific needs for gender training of each university.
- Co-Design sessions to act upon governance and upgrade existing excellence policy towards greater inclusiveness. Such data are necessary to guide the revision of institutional processes of governance in the light of a joint co-definition of new criteria of “scientific excellence”.
- Dissemination of the project activities and results, which leads to the collection of data to measure the impact of the relevant activities and fine-tune AGRIGEP’s dissemination strategy accordingly.

The abovementioned types of data could be quantitative, qualitative, or represent a mixture of both types and will be analysed using various methodological approaches. In some cases, it will require the collection of personal and sensitive data, which will be carried out following the General Data Protection Regulation⁶ (GDPR).

The AGRIGEP project will manage data following the principles of FAIR data management (Findable, Accessible, Interoperable, and Reusable data). The project aims to maximize access to, and reuse of research data generated by the project. In accordance with the GA and CA of AGRIGEP, the DMP and IPR plan, and the DEC plan defines the type of data which will be publicly available or protected. The Open Access strategy of AGRIGEP is summarised in **Figure 1**.

⁶ <https://gdpr-info.eu/>

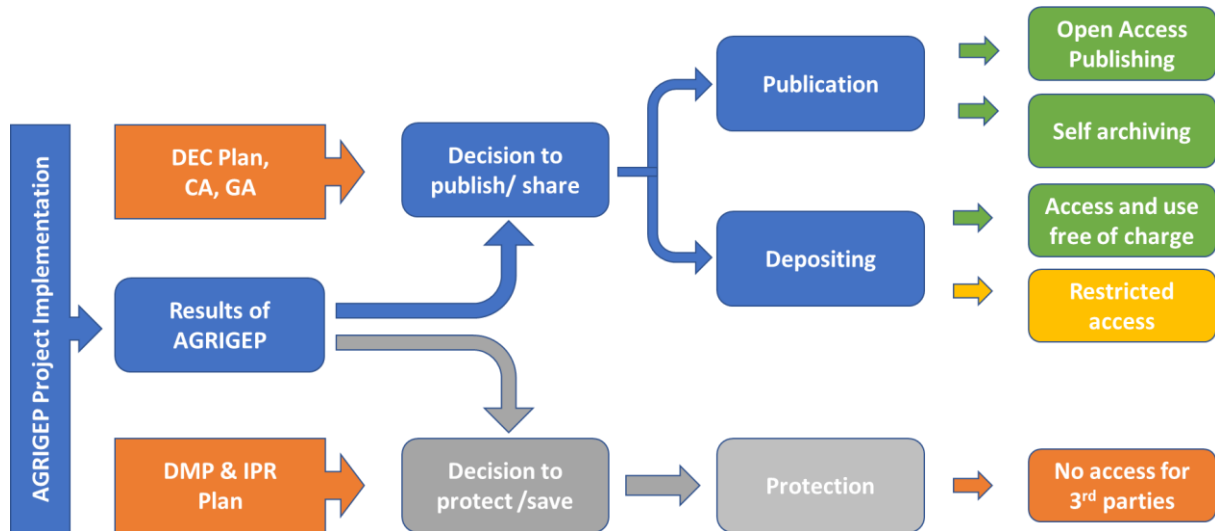


Figure 1. Summary of the Open Science and Open Access Strategy of the AGRIGEP Project

When data is identified as sensitive and decided to be protected, a reasoning and a detailed description are provided. The status of each dataset is reviewed yearly or upon the request of a Partner by the Executive Board.

The following tables (**Table 1 – 6**) present the list of the main datasets planned to be collected and/or generated within the AGRIGEP project. The list will be updated in M18 of the project (30 June 2024). The tables detail the following:

- the type of the dataset,
- the format of the dataset,
- the data availability,
- the purpose of the data collection or generation, and
- the expected size of the dataset and the storage of the data.

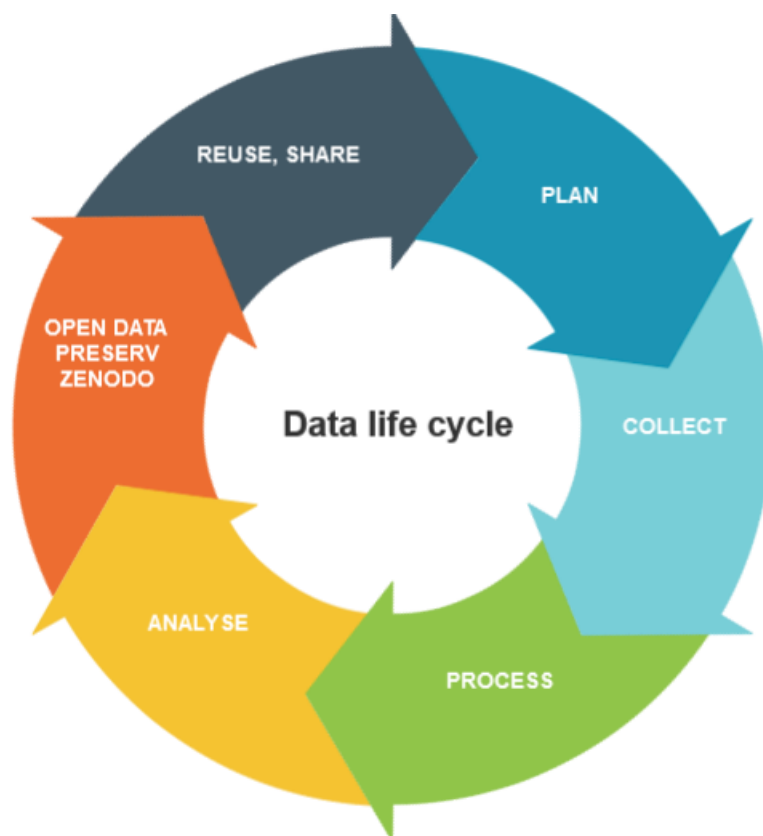


Figure 2. Data life cycle

Table 1. Estimated datasets of WP1

Datasets	Types of data in the dataset	Format of the data	Data availability	Purpose of the data collection/generation	Expected size of the data	Data storage
Database of dissemination events and publication	documents, tables, images	DOCX, XLSX, HTML, JPEG; PDF	PU	D, C, Sci	>200 MB	Server, own repository, SharePoint
Stakeholder dataset	documents, tables	DOCX, XLSX, PDF	PU	I	>50 MB	Server, own repository, SharePoint
Stakeholder survey data	documents, tables	DOCX, XLSX, PDF	SEN	Int	>50 MB	Server, own repository, SharePoint
Financial implementation database	documents, tables	DOCX, XLSX, PDF	SEN	Int	>20 MB	Server, own repository, SharePoint

WP and Task allocation data of the project team	documents, tables	DOCX, XLSX, PDF	PU	Int	>50 MB	Server, own repository, SharePoint
Presentation documentation	documents, tables, images	DOCX, XLSX, HTML, JPEG; PDF	PU	D, C, Sci	>500 MB	Server, own repository, SharePoint
Pictures of events, training	images, video files	MP4, HTML, JPEG; PDF	PU	D, C,	>1 GB	Server, own repository, SharePoint

D, Dissemination; C, Communication; Sci, Scientific Publication; Int; Internal use; I, Implementation of the project; O, Open; PU, Public; SEN, Sensitive;

Table 2. Estimated datasets of WP2

Datasets	Types of data in the dataset	Format of the data	Data availability	Purpose of the data collection/generation	Expected size of the data	Data storage
Data stemming from dissemination events and activities	documents, tables, images	DOCX, XLSX, PDF	PU	D, C	>1 GB	Server, own repository, SharePoint
Database of publication	documents, tables, images	DOCX, XLSX, PDF	PU	D, Sci	>50 MB	Server, own repository, SharePoint
Stakeholder dataset (list and contacts)	documents, tables, images	DOCX, XLSX, PDF	PU	C	>20 MB	Server, own repository, SharePoint
Stakeholder survey data	documents, tables, images	DOCX, XLSX, PDF	PU	D, C	>100 MB	Server, own repository, SharePoint
Social media, website, and newsletter statistics	documents, tables, images	DOCX, XLSX, PDF	PU	D, C	>20 MB	Server, own repository, SharePoint
Presentation documentation	documents, images, videos	PPTX, PDF, MP4	PU	D, C	>500 MB	Server, own repository, SharePoint
Pictures of events, training	documents, images, videos	MP4, HTML, JPEG; PDF	PU	D, C	>1 GB	Server, own repository, SharePoint

AGRIGEP Website	website	HTML, PDF, JPEG, MP4	PU	D, C	>1 GB	Server, own repository, SharePoint
-----------------	---------	----------------------	----	------	-------	------------------------------------

D, Dissemination; C, Communication; Sci, Scientific Publication; Int; Internal use; I, Implementation of the project; O, Open; PU, Public; SEN, Sensitive;

Table 3. Estimated datasets of WP3

Datasets	Types of data in the dataset	Format of the data	Data availability	Purpose of the data collection/generation	Expected size of the data	Data storage
Self-capability assessment	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG, MP4	SEN	I	200 KB	Server, own repository, SharePoint
Registration lists for capacity-building activities	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG	SEN	I	20 MB	Server, own repository, SharePoint
Exit questionnaires for capacity-building activities	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG	SEN	I	20 MB	Server, own repository, SharePoint
Data generated via other self-monitoring tools	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG	SEN	I	>100 MB	Server, own repository, SharePoint
Focus groups or individual interviews	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG	SEN	I	>1 GB	Server, own repository, SharePoint

D, Dissemination; C, Communication; Sci, Scientific Publication; Int; Internal use; I, Implementation of the project; O, Open; PU, Public; SEN, Sensitive;

Table 4. Estimated datasets of WP4

Datasets	Types of data in the dataset	Format of the data	Data availability	Purpose of the data collection/generation	Expected size of the data	Data storage
Stakeholder dataset	document, database	XLSX, DOCX, PDF	PU	I, D, C	>20 MB	Server, own repository, SharePoint
Stakeholder survey data	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG	PU	I	>100 MB	Server, own repository, SharePoint

Financial implementation database	Timesheets	PDF	SEN	Int	>20 MB	Server, own repository, SharePoint
WP and Task allocation data of the project team	documents	DOCX, XLSX, PDF	SEN	Int	> 20 MB	Server, own repository, SharePoint
Presentation documentation	documents, videos, presentations	DOCX, PDF, PPTX, XLSX, MP4	SEN	I	>100 MB	Server, own repository, SharePoint
Pictures of events, training	pictures	JPEG	PU	D	>1 GB	Server, own repository, SharePoint

D, Dissemination; C, Communication; Sci, Scientific Publication; Int; Internal use; I, Implementation of the project; O, Open; PU, Public; SEN, Sensitive;

Table 5. Estimated datasets of WP5

Datasets	Types of data in the dataset	Format of the data	Data availability	Purpose of the data collection/generation	Expected size of the data	Data storage
Focus group interviews	documents, tables, images, videos	DOCX, XLSX, PDF, JPEG, MP4	SEN	I	>1 GB	Server, own repository, SharePoint
Content analysis of GEPs	documents	DOCX, XLSX, PDF	SEN	I	>50 MB	Server, own repository, SharePoint
Questionnaires for students	documents	DOCX, PDF	PU	I	>50 MB	Server, own repository, SharePoint
Data Analysis of Questionnaires	documents, tables	DOCX, XLSX, PDF	PU	I	>100 MB	Server, own repository, SharePoint
Database of GEP network in the field of agriculture and life sciences	database	DOCX, XLSX, PDF	PU	I	> 1 GB	Server, own repository, SharePoint

D, Dissemination; C, Communication; Sci, Scientific Publication; Int; Internal use; I, Implementation of the project; O, Open; PU, Public; SEN, Sensitive;

3.2 Origin of data and re-use of pre-existing data

Within the context of AGRIGEP activities new data are expected to be collected and generated as well as pre-existing data are planned to be used.

The AGRIGEP project will gather and retain considerable and varied volumes of input data from project participants and stakeholders. Data from previous projects (e.g., Horizon Dashboard⁷, Horizon Results Platform⁸) and literature data from publications and databases (e.g., Zenodo, OpenAire, PubMed, Scopus) will be used, related to the research topic.

The new data will steam mainly from the research and co-design activities of the project and will be provided to the consortium partners by the stakeholders to be involved in the relevant activities. These stakeholders include:

3.3 Expected size of data

The datasets were categorised by WP according to the purpose it will be collected or generated. Based on that estimation, the overall data size is predicted by data type and summarized in **Table 6** below.

Table 6. Estimated data size generated by the AGRIGEP project

Data Type	Estimated size
Documents, Text (DOCX, TXT, PDF)	Less than 1 GB
Datasets, Tables (XLSX)	Up to 1 GB
Presentations (PPTX)	Up to 1 GB
Video files (MP4)	Up to 5 GB
Images, pictures (JPEG, TIFF, PNG)	Up to 5 GB

3.4 Data utility

In the AGRIGEP project, the data will be used by the consortium members to achieve the project goals through statistical and numerical analysis, as well as through the implementation of data models. The Work Packages and tasks will share the necessary data with consortium partners according to the work plan (detailed in the GA) required for the implementation of the project. The following datasets will be generated:

- Self-assessment data of GEP implementing partners (SEN)
- GEP evaluation of the 1st GEP of GEP implementing partners (PU)
- Capacity assessment of GEP implementing partners (SEN)
- Capacity building plans for GEP implementing partners (PU)
- Revised GEPs of GEP implementing partners (PU)

⁷ [R&I Projects - Welcome | Sheet - Qlik Sense \(europa.eu\)](#)

⁸ [Horizon Results Platform \(europa.eu\)](#)

- GEP-network of Agriculture and Life Science specific Universities (PU)
- Training materials for GEP implementing partners (PU)
- International students survey of GEP implementing partners (PU)
- Project publication database (PU)
- Administrative data of the project implementation (PU)

The AGRIGEP project will disseminate the results obtained to the scientific community, stakeholders, and the society at large and a part of the data, stored in appropriate repositories, will be publicly available for re-use. The foreseen main re-use areas of the publicly available project data can be categorised as follows:

1. Complementary data for new research projects and publications to build on AGRIGEP research results and encourage collaboration with other projects.
2. Reference data for regulatory and policy development purposes, as well as to inform the public about sustainability and improved transparency of the revised GEPs of widening institutions of the STEM sector.
3. Base data for further sector-specific developments (within or outside of the STEM field).

The potential re-use of data also will define the data available from the project. The data in the reuse category 1 and 2 will be made available through public deliverables, scientific publications, and data depositories. Data in the category 3 will be protected according to the interest of the project partners and access to them will be restricted or not allowed at all. These sensitive datasets will be defined in the AGRIGEP metadata database together with their storage location and details on the terms of publication.

4. FAIR DATA

While the quality of data management is not a goal by itself, one of the challenges the research community faces is a need to discover, access, and reuse quality data sets. Published reports on the topic show that openness in sharing research data has enormous potential for science and its applications. To meet this challenge, the European Commission, as one of the largest research funding agencies worldwide, launched at the end of 2013 a flexible pilot for Open Access to Research Data. It aims to improve and maximize access to, and re-use of research data generated by the Horizon Europe projects. Furthermore, since 2017 the Open Research Data pilot has been extended and covers all thematic areas of Horizon Europe.

The **FAIR principles** as described by the GO FAIR Initiative⁹ are:

Findable:

The first step in (re)using data is to find them. Metadata and data should be easy to find for both humans and computers. Machine-readable metadata are essential for the automatic discovery of datasets and services; thus, this is an essential component of the FAIRification process.

Accessible

Once a user finds the required data, they need to know how they can be accessed, possibly including authentication and authorisation.

Interoperable

The data usually have to be integrated with the other data. In addition, the data have to interoperate with applications or workflows for analysis, storage, and processing.

Reusable

The ultimate goal of FAIR is to optimise the reuse of data. To achieve this, metadata and data should be well-described, so that they can be replicated and/or combined in different settings.

4.1 Making data findable, including provisions for metadata

The AGRIGEP consortium will make every effort to make its data created during the project available to the public (as far as this is possible while respecting data protection, IPR, and GDPR). Research data will be given a Digital Object Identifier (DOI). The DOI issued to datasets in the repository (local institutional or international open repository) can be included as part of a data citation in publications, allowing the datasets underpinning a publication to be identified and accessed. The open data (specified in GA) will be gathered in Zenodo's open online research data repository and linked with OpenAIRE.

All the data that will be produced within the framework of the AGRIGEP project will be discoverable with metadata. For each set of data, the metadata will include:

- **Descriptive metadata:** elements such as title, abstract, author, and searchkeywords
- **Administrative metadata:** technical data such as creation and editing dates, file type
- **Project data:** Grant Number and Project Acronym

The AGRIGEP research data will be stored in the Zenodo repository. Zenodo has been selected because of

⁹ <https://www.go-fair.org/go-fair-initiative/>

its following benefits:

- Zenodo is a part of OpenAIRE - The Open Access Infrastructure for Research in Europe programme and provides a repository for those researchers who do not have an existing institutional or thematic repository, where they can deposit their publications and data in. OpenAIRE; assists H2020 researchers in reporting their publications to the EC Participant Portal and complying with the European Commission Open Access Policy and Research Data Pilot. According to the "Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020" (EC, 2017): OpenAIRE is a recommended entry point for researchers to determine what repository to choose.
- Zenodo provides long-term bit-level preservation and its internal workflows are following the Open Archival Information System reference model. Furthermore, it follows the FAIR Data Principles.
- Data in Zenodo are stored in CERN's Data Center in the same storage system as the CERN High Energy Physics data. Both data files and metadata are kept in multiple online and independent replicas. CERN has considerable knowledge and experience in building and operating large-scale digital repositories and a commitment to maintain this data center to collect and store huge amount of data.
- Since its inception, Zenodo has grown to become a well-regarded research data repository, which is mentioned in the Guidelines for FAIR Data Management in Horizon 2020 and is among the OpenAIRE recommendations list for finding a suitable research data repository.
- Zenodo offers automatic DOI versioning for all published uploads.

Zenodo currently accepts up to 50GB per dataset (one can have multiple datasets) and supports a large variety of types of files such as publications (book, book section, conference paper, journal article, patent, preprint, report, thesis, technical note, working paper, etc.), posters, presentations, datasets, images (figures, plots, drawings, diagrams, photos), software, videos/audio and interactive materials such as lessons. Consequently, all data will be uploaded to the Zenodo repository, where it will receive persistent Digital Object Identifiers, which will be used to identify and locate the data.

Data will be uploaded using the following naming convention:

AGRIGEP-[WP#]-[T#.#]-[Type]-[Title]-[Version]-[Date].[extension]where:

- [WP#] is the work package number that the data was collected/generated in/for
- [T#.#] is the respective task number (e.g. T1.1)
- [Type] is the type of data that has been collected, such as "survey" for survey data or "workshop" for workshop-related data
- [Title] is the unique title of the dataset
- [Version] is the version of the dataset. Versioning will be sequence based in the form of "major.minor", with major numbers being incremented with significant changes/additions to the dataset and minor versions being incremented with minor modifications (corrections) to the dataset
(e.g., 2.4)
- [Date] is the date, in the form of "yyyy-mm-dd" (e.g., 2021-04-01)
- [extension] is the file extension (e.g., zip, doc, etc.)

The suggested naming scheme provides a clear separation of the data according to the WP and the task they are part of. It also enables immediate identification concerning its content and creation date.

An example of a dataset name following the suggested scheme would be:

AGRIGEP-WP1-T1.3-survey-GESurvey-1.0-20210401.pdf

which would indicate that the dataset has the following characteristics:

- It has been generated by the AGRIGEP project
- It has been generated concerning Work Package 1
- Is a part of Task 1.3
- Contains survey data
- The data has been harvested from the GE Survey
- The dataset is in version 1.0
- The dataset has been uploaded on (date)

4.2 Making data openly accessible

AGRIGEP consortium strongly believes in the transparency of the scientific process and intends to adopt the Open Science Policy of the EC. Open Science policy follows the principle of "as open as possible, as closed as necessary" and focuses on encouraging sound data management as an essential part of research best practice. In this context, AGRIGEP will open the project's data that can be useful to external stakeholders and do not harm the confidentiality and privacy of the stakeholders that contributed to the collection/generation of this data.

When personal data are involved, under General Data Protection Regulation (EU) 2016/679, anonymization techniques (k-anonymity, ϵ -differential privacy) will be applied before the datasets are made public. OpenAIRE's data anonymization tool namely Amnesia is an additional asset to be used if necessary to ensure the data anonymization. All personal data collected/generated will be considered closed data before their anonymization. The availability of the data will be ensured by utilizing the Zenodo research data repository, along with relevant documentation and linked metadata for each dataset.

In general, if confidentiality, security, personal data protection obligations, or IPR issues forbid open access to certain data produced by the project, it is deposited in a restricted repository, and access may be granted upon request and under the conditions of a restricted license (see **Figure 1**). Such data produced by the project cannot be released as open data and is presented within the chapter "*Purpose of data collection or/generation and its relation to the objectives of the project*" together with an explanation of the reasons that prohibit open access. For instance, the anonymized content of the focus group will be accessible only to the members of the AGRIGEP Executive Board members. The third party may receive authorization to access and consult the content of anonymous focus group discussions only upon an official request from the coordinator of the project. In addition to that, taking into consideration, a "pseudo-anonymized" (indirectly nominative and sensitive data) character of data extracted from the survey results, they will be available for public consultation only after the application of k-anonymity and ϵ -differential privacy techniques or in an aggregated form.

Anonymization means irreversibly removing identifying information from the data so that a person cannot be identified based on the data. This is necessary to protect the rights of the data subjects, as personal data must be removed from research data when it is no longer necessary to carry out the research.

All data will be licensed under Creative Commons licenses (see Section 3.4), thus being available to everyone interested.

It is expected that the AGRIGEP open data will be easily accessible without the need to use a specialized method, software tool, and/or documentation. Anyone interested in accessing AGRIGEP's open data will be able to simply use her/his web browser (e.g. Mozilla, Google Chrome, Internet Explorer, Safari, etc.) through their computers (either desktop or laptop), smartphones, and/or tablets to access Zenodo webpage (<https://zenodo.org/>).

Via Zenodo search engine a user can simply type the name of the AGRIGEP project (or any other relevant keyword connected to the AGRIGEP data) and will be directed to the project's open data, available for re-use. Restricted data will only be accessible upon authorisation from the project's coordinator.

Open access to scientific publications

The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results. In particular, they must ensure that:

- at the latest at the time of publication, a machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is deposited in a trusted repository for scientific publications;
- immediate open access is provided to the deposited publication via the repository, under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a license with equivalent rights; for monographs and other long-text formats, the licence may exclude commercial uses and derivative works (e.g., CC BY-NC, CC BY-ND) and
- information is given via the repository about any research output, or any other tools and instruments needed to validate the conclusions of the scientific publication.

Beneficiaries (or authors) must retain sufficient intellectual property rights to comply with the open access requirements (GA article 17). Metadata of deposited publications must be open under a Creative Commons Public Domain Dedication (CC 0) or equivalent, in line with the FAIR principles (in particular machine-actionable) and provide information at least about the following: publication (author(s), title, date of publication, publication venue); Horizon Europe or Euratom funding; grant project name, acronym, and number; licensing terms; persistent identifiers for the publication, the authors involved in the action and, if possible, for their organisations and the grant. Where applicable, the metadata must include persistent identifiers for any research output or any other tools and instruments needed to validate the conclusions of the publication. However, when not applicable, the publication policy of AGRIGEP will be to pay the fees to make the scientific publications free of access. The costs related to paying the "Gold" open access are integrated into the budget of the project. Further to this and whenever necessary, the addendum to the publication agreement, provided by the European Commission will be used. This is an instrument that, if accepted by the editor, modifies the publisher's agreement and allows the researcher to keep key rights to our articles. The AGRIGEP consortium's members are strong advocates of open access and open-source culture.

The management of knowledge and IP generated in the project will be regulated through the **Consortium Agreement (CA)** and monitored by the Executive Board of the consortium. The CA will highlight the pre-existing partners' knowledge (background), agreeing under the CA on the limitations of access to each identified background item for the implementation of the action, as well as for the exploitation of the project's results. **The project's results (foreground)** will be owned by the party that generates them. The CA will set the basis of Joint Ownership when the results are generated by more than one partner, and so complement what GA Article 16.4 and Annex 5 governs. Unless agreed otherwise, owners may use the results for non-commercial activities on a royalty-free basis. On the other hand, the CA will regulate the provisions to exploit these results and for granting licenses to third parties (**transfer of results**). If it is not possible to determine exactly the ownership of the results

generated, the project will encourage a Joint Ownership Agreement to determine, among other issues, the share each owner would have. The project will organise regular (1/year) internal IPR and exploitation workshops (linked to SC meetings) to map any potential conflict of interest in terms of access rights and carry out all dissemination activities also in line with the IP protection interests of the partners. The results of AGRIGEP will be exploited by the partners with EB support and made available to stakeholders as well as other relevant EU initiatives, carefully observing contractual obligations and IPR, agreed to by the consortium, and in line with the exploitation strategy.

4.3 Data protection

The AGRIGEP project identified datasets that are considered sensitive, therefore will be protected and access will not provide for 3rd parties. Partners are asked to refer to WP1 Ethics issues concerning informed consent for conducting interviews and data protection concerning the collection of contacts and to follow GDPR. Regarding the publication of photos, partners are asked to gather consent when personal photographs are taken.

D11: Sustainability assessment and prospects (WP3, D3.2)

A report will be prepared and provided to RPOs which will detail the GEP-related areas and actions with further guidance for RPOs to achieve long-lasting changes (YW; Due date of the Deliverable: 31st Oct 2025)

D12: Mid-term monitoring and capability assessment (WP3, D3.3)

At the mid-term of the project (M18), mentors will monitor the capability of partners and provide a report about the progress and actual status. This report will help to facilitate capacity building and will be the basis of further plans and corrective steps if needed. (YW; Due date of the Deliverable: 30th June 2024)

In both Deliverable reports, all the data collected and generated during the task will be considered “protected” data and will not be open access. The datasets will be deposited by the responsible partner’s computers and server (by the Partner’s own data protection and management rules) and by the Coordinator at the project repository on its server (MATE research data repository).

4.4 Making data interoperable

The AGRIGEP consortium aims to make the project’s datasets accessible and interoperable as much as possible. Thus, it will seek compliance with various standards, such as the *Open Definition of the Open Knowledge International*¹⁰, and will follow the best practices and guidelines for working with open data such as the *OpenAIRE Guidelines for Data Archive Managers 2.0*¹¹.

AGRIGEP aims to document its research data in a way that ensures they can be interpreted, shared, and reused by the scientific community.

The data will be preserved on the partners’ infrastructure until the end of the project (storage with automatic or manual backups and regular checks). The retention period for raw data is under discussion among partners and will be provided in the updated versions of the DMP. After the end of the data processing – they must be cleaned and moved to the archive folder. Metadata files will be created and

¹⁰ <https://okfn.org>

¹¹ <https://guidelines.openaire.eu/en/latest/data/index.html>

linked with each dataset to facilitate their discoverability and usability over time. An example of a metadata file can be found in Annex A.

4.5 Increase data re-use

The AGRIGEP project will make data reusable by offering explicit and accessible usage rights and by employing standardized and interoperable data modelling methodologies based primarily on the semantic web (ontologies). The project will enable third parties to access, mine, exploit, reproduce, and disseminate (free of charge for any user) all public data sets, and regulate this by using Creative Commons (CC) Licences. However, the power to restrict data access will be reserved, according to the GA and DMP of the project.

Any open data collected will be publicly available by the end of the respective Work Package functioning, and the public deliverables will be available online upon approval by the European Commission. Before uploading, data profiling and data cleansing (where applicable) activities such as outlier removal and missing data interpolation will take place to assure the quality of the data.

Research data will be given a Digital Object Identifier (DOI). The DOI issued to datasets in the repository (local institutional or international open repository) can be included as part of a data citation in publications, allowing the datasets underpinning a publication to be identified and accessed. The open data (specified in GA) will be gathered in Zenodo's open online research data repository and linked with OpenAIRE.

5. Allocation of resources

5.1 Cost Estimation for making data FAIR

There will be no extra costs involved in making data FAIR because all data will be openly available from the moment of its creation. Anonymization of data according to the GDPR has already been included in the project’s proposal and has already been taken into account when calculating and distributing effort among the project’s partners. Further information is provided in the CA. Furthermore, any unforeseen costs related to the open access to research data in Horizon Europe are eligible for reimbursement during the duration of the project under the conditions defined in Article 6.2 of the Grant Agreement and on page 139.

Since all collected data will be uploaded to the Zenodo data repository in line with the European Commission Data Deposit Policy, long-term preservation of all data is ensured without any additional costs even after the project’s completion.

5.2 Data management responsibilities

Specific data management roles are established to ensure the effective, proper and secure handling of the AGRIGEP data. An agreement to define the responsibilities of each partner regarding the data and data sharing is signed by all partners. This agreement sets conditions under which parties undertake to carry out personal data protection operations, defines obligations, and determines the responsibilities. Each partner is responsible for the processing of its data and others will not have any access to it (unless completely anonymized), all partners of the project act as Joint Controllers of the data, since they co-define together the purposes and means of the processing (Art. 26 GDPR).

In general, the project coordinator will be overall responsible for the data management within the scope of the AGRIGEP project and will coordinate with the Work Package and Task Leaders the collection and storage of all data during the project’s lifetime, as well as which data and how it will be open for re-use. In addition, MATE (coordinator) is responsible for supervising the implementation of the project in terms of GDPR at the project scale and is responsible for the elaboration of the DMP and its updates (when necessary, along with the support of all project partners). Each institution is locally responsible for the local collection, anonymization, and safe storage of its data on its servers.

During its first reporting period, the AGRIGEP project implemented the following procedure of data management:



Figure 3: Data management procedure

6. Data security

AGRIGEP project pays special attention to data security. Thus, the consortium aims to ensure that appropriate procedures, protocols, and technologies are applied to safeguard against any data breach or accidental loss, and/or unauthorized manipulation. The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international, and national law on data protection (in particular, Regulation 2016/679 16), according to GA 15.2 (in ARTICLE 15 — DATA PROTECTION).

The AGRIGEP project does not collect personnel data for the project. It will use the data collected and provided by the HR departments of each RPOs. Therefore, the data collection will be organized by institutional HR Departments, according to institutional rules by their data policy, following national and international laws, including GDPR rules. All personnel data that will be used by the AGRIGEP project will be anonymised previously by RPOs' HR Departments. Stakeholders' data, which will be derived from meetings, webinars, videos, and workshops will be collected and handled according to standard data protection rules. GEPnetwork and newsletter mailing list application-related data will be handled according to GDPR rules. Interviews will be conducted and any personal data will be collected only upon obtaining free and voluntary informed consent from interview partners. Data to be collected will also be based on an informed consent procedure. In the case of student surveys, no personnel data will be collected, the survey will be anonymous and online. Data protection information will be provided for volunteers who agree to fill out the survey.

7. Ethical aspects and other procedures

MATE, as a coordinator of the AGRIGEP project, will control access to databases containing personal information according to the data minimization principle.

The AGRIGEP project does not focus on personal data and the amount of personal information gathered and processed will be limited to the aims related to the objectives of the project. More specifically, personal information will only be gathered in two ways. Firstly, the investigation will use statistical data collected previously and during the project by RPOs' HR department (e.g., the number of employees; education, position, sex, age, and scientific carrier stage of employees) which will be collected according to laws, and anonymized by the HR Department before providing data for the project, according to GDPR legislations as well. Second, stakeholder data will be collected for newsletter registration and GEP-network registration. For this data handling and protection, information will be provided for the participants in line with institutional data security standards. Furthermore, when videos and interviews will be recorded at events, this fact will be advertised and data protection information will be made available ahead of time for participants registering for the event. Finally, AGRIGEP has made the conscious decision not to gather any special categories of data specified in Article 9 of the GDPR¹².

¹² <https://gdpr-info.eu/chapter-9/>

8. Conclusions and next steps

The current document constitutes the 1st version of the AGRIGEP data management plan. The generated project's datasets, their metadata definitions, and the followed standards and guidelines for curating, sharing, and preserving these data were defined in line with the project's requirements, the consortium's expertise, and the relevant procedures described in the Horizon 2020 Open Research Data Pilot (EC, 2017) and FAIR Data Management guidelines (EC, 2016).

The types of AGRIGEP research data have been defined, including open and non-open data. Data processing pipelines and methodologies have been established. Some of the data to be collected or generated will be openly available as FAIR data, using interoperable data formats and published under Creative Commons licenses, facilitating reuse and generation of new beneficial results, especially in terms of Gender Equality Strategies. Such open data is one of the sustainable results of the project and will be deposited for long-term preservation in the Zenodo research data repository.

The AGRIGEP Data Management Plan is a "living" document to be updated during the project as the research activities evolve to include new data, adjustments in the processes deployed, changes in consortium policies, or any other issue regarding the data management of the project.

9. IPR Management

9.1 The concept

Based on the AGRIGEP Consortium Agreement and as stated in the project's Grant Agreement, this document is aimed at providing guidelines on how Intellectual Property Rights will be managed by the AGRIGEP consortium. More specifically, the objective of this task started in M1 and is to be carried out until the end of the project in M36, is to provide AGRIGEP members with a clear identification and fair allocation of intellectual rights and patent contributions. Additionally, this document establishes rules for the use of foreground, side ground, and background knowledge and its distribution within the project as well as the rules for handling sensitive and confidential information. It is also important to mention that this document will monitor the protection of IPR within and outside the Consortium and will be integrated into AGRIGEP's overall Dissemination, Communication, and Exploitation Plan (DEC Plan). As agreed, on in the Grant and Consortium agreement documents, one of the main objectives of IPR management is to control knowledge transfer and IP rights from the onset of the project. For this purpose, this document includes a well-defined strategy as well as the main mechanisms and procedures to be designed and controlled by MATE (BENEFICIARY 1), as the project's IPR manager, and implemented by all partners.

9.2 Definitions of principal terms

The following section describes the relevant definitions related to IPR management.

Background: means information, in hard copy or electronic form, including, without limitation, documents, drawings, models, designs, data memoranda, tapes, records, and databases developed before or independent of performance under the project that is necessary for the performance of Project Work and exploitation of its results.

Foreground: means the results, including information, materials, and knowledge, generated in a given project, whether or not they can be protected. It includes Intellectual property rights, similar forms of protection, and unprotected know-how. Thus, the foreground includes the tangible and intangible results of the project. Results generated outside a project do not constitute foreground.

Intellectual Property: means technical information, Inventions, developments, discoveries, know-how, methods, techniques, formulae, algorithms, data, processes, and other proprietary ideas (whether or not patentable or copyrightable). Intellectual Property also includes patent applications, patents, copyrights, trademarks, mask works, trade secrets, and any other legally protectable information, including computer software. It is the rights of the background and the rights of the foreground.

Owner: means a party, public or private, holding legal title to Intellectual Property, consistent with national or international laws and regulations.

Beneficiary: means a Recipient who contributes to the execution of Award Work as part of a Project Team. **Project Intellectual Property:** means and includes all Intellectual Property first conceived, discovered, developed, reduced to practice, and/or generated in the performance of the project.

IP Identification: this means that all IP values within the project will be identified, listed, named, and analyzed systematically to obtain a project IP portfolio and map.

Results ownership: that is, AGRIGEP partners will be kindly asked to improve those provisions of the CA that may not foresee any relevant aspect, for instance, joint ownership.

Protection of results: every partner has to select the most appropriate and effective IP protection tool for every piece of foreground, by the other partners' legitimate interests and with the future planned

to use, in particular, if direct commercial exploitation or further research will be preferred. Partners are recommended to inform other partners about their individual protection activities plans, especially when dealing with potentially joint IPs.

Use of foreground: there may be direct use when the partners will industrially or commercially exploit the results (production and marketing of new products and services), or indirect use when they will transfer the foreground to other project partners or third parties, that will exploit such results (e.g. using licenses). The use will also consist of the utilization of foreground in further research initiatives, aiming at the further enhancement of the developed outputs.

Dissemination of results: for the disclosure of project results partners are selecting the appropriate means (e.g. scientific publications, publication on websites, conferences, open access, etc.) according to the conditions outlined in the CA and other specific confidentiality agreements, to maintain confidentiality during and even after the end of the project when opportune

9.3 Procedure

The management of knowledge and IP generated in the project is regulated through the Consortium Agreement (CA) and monitored by the Steering Committee (SC) of the consortium.

The project's results (foreground) will be owned by the party that generates them. The CA sets the basis of Joint Ownership when the results are generated by more than one partner, and so complements what GA Article 16.4 and its Annex 5 governs. Unless agreed otherwise, owners may use the results for non-commercial activities on a royalty-free basis. On the other hand, the CA regulates the provisions to exploit these results and for granting licenses to third parties (transfer of results). If it is not possible to determine exactly the ownership of the results generated, the project will encourage a Joint Ownership Agreement to determine, among other issues, the share each owner would have. The project will organise regular (1/year) internal IPR and exploitation as part of the SC meetings, to map any potential conflict of interest in terms of access rights and carry out all dissemination activities also in line with the IP protection interests of the partners. The results of AGRIGEP will be exploited by the partners with SC support and made available to stakeholders as well as other relevant EU initiatives, carefully observing contractual obligations and IPR, agreed to by the consortium, and in line with the exploitation strategy. In the signed CA in Attachment 1, the Parties have identified and agreed on the Background for the Project and have also, where relevant, informed each other that Access to specific Background is subject to legal restrictions or limits.

9.4 Background information on the AGRIGEP project

According to the Grant Agreement (Article 16.1) **Background** is defined as “data, know-how or information that is needed to implement the Action or exploit the results”. Because of this need, Access Rights have to be granted in principle, but Parties must identify and agree amongst themselves on the Background for the Project.

Beneficiary 5 YW has defined the Background of the project, detailed in the CA. Any other beneficiary has no defined and stated Background.

As to YELLOW WINDOW (YW), it is agreed between the Parties that, to the best of their knowledge the following Background is hereby identified and agreed upon for the Project. Specific limitations and/or conditions shall be as mentioned hereunder:

Describe Background	Specific restrictions and/or conditions for implementation (Article 16.1 and its Annex 5 Grant Agreement)	Specific restrictions and/or conditions for Exploitation (Article 16.1 and Annex 5 Grant Agreement)
Impact Driver model and tool, authored by Lut Mergaert, Marina Cacace, and Marcela Linkova (initial development was done under the CASPER project, and finalized after CASPER ended in 2022).	The model and tool can be used but not modified by the AGRIGEP partners.	The results of the use of the model and tool should make explicit reference to its authorship.

This represents the status at the time of signature of this Consortium Agreement.

9.5 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy, information, communication, dissemination and publicity purposes — during the action or afterward as it is set in the Grant Agreement (GA 16.3, Article 16)

The right to use the beneficiaries' materials, documents, and information is granted in the form of a royalty-free, non-exclusive, and irrevocable licence, which includes the following rights:

- a) use for its purposes (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- b) distribution to the public (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)
- c) editing or redrafting (including shortening, summarising, inserting other elements (e.g., meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g., audio or video files), dividing into parts, use in a compilation)
- d) translation
- e) storage in the paper, electronic, or another form
- f) archiving, in line with applicable document-management rules
- g) the right to authorise third parties to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d), and (f), if needed for the information, communication, and publicity activity of the granting authority
- h) processing, analysing, and aggregating the materials, documents, and information received

and producing derivative works.

The rights of use are granted for the whole duration of the industrial or intellectual property rights concerned.

If materials or documents are subject to moral rights or third-party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Where applicable, the granting authority will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions.”

10. ANNEX - Example Metadata File Template

This metadata file was generated on < date> by < name>

GENERAL INFORMATION

1. Title of dataset:
2. Dataset identifier in the repository:
3. Responsible partner:
4. Author information:
 - Researcher
 - Name:
 - Email:
 - Affiliation:
 - Supervisor
 - Name:
 - Email:
 - Affiliation:
5. Date of data collection:
6. Geographic location of data collection (where was the data collected?):
7. The title of the project and funding sources that supported the collection of the data:
8. To whom the dataset could be useful: <Describe who could utilise/exploit the specific dataset>:
9. Related WP(s) and task(s):

DATASET & FILE OVERVIEW

1. File type and format used:
2. What is the status (“complete”, “in progress”, or “planned”) of the documented data?
3. Are there plans to update the data?

SHARING/ACCESS INFORMATION

1. Licenses/access restrictions placed on the data:
2. Link to the data Repository:
3. Links to other publicly accessible locations of the data:
4. Links to publications that cite or use the data:
5. Was data derived from another source(s)? If yes, list source(s):

METHODOLOGICAL INFORMATION

1. Description of methods used for the data collection (include links or references to publications or other documentation containing methods and protocols used):
2. Methods for data processing (describe how the submitted data were generated from raw or collected data):
3. Software and processing-specific information needed to interpret the data:
4. Standards and other specifications followed (if applicable):
5. Describe any quality-assurance procedures performed on the data (if applicable):
6. Dataset benefit: