

Contract no. **GA.101023381**

**BIObec**

**Preparing the creation of Bio-Based Education Centres to meet industry needs and boost the contribution of the bioeconomy to societal challenges**

<b>Deliverable No.</b>	<b>6.1</b>
<b>Deliverable Full title</b>	<b>Initial Data Management Plan</b>
<b>Work Package No. and Title</b>	<b>WP6 – Project Coordination and Management</b>
<b>Lead beneficiary (extended name and acronym)</b>	<b>Alma Mater Studiorum – Università di Bologna UNIBO</b>
<b>Authors (Acronyms of beneficiaries contributing to the deliverable)</b>	<b>UNIBO</b>
<b>Planned delivery date</b>	<b>28/02/2022 (M6)</b>
<b>Actual delivery date</b>	<b>28/02/2022 (M6)</b>
<b>Dissemination level (PU = Public; PP = Restricted to other program participants; RE = Restricted to a group specified by the consortium; CO = Confidential, only for members of the consortium)</b>	<b>Public</b>
<b>Project website</b>	<b><a href="https://biobec.eu/">https://biobec.eu/</a></b>
<b>Project start date and duration</b>	<b>Start date of project: 01/09/2021 Duration: 30 months</b>

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## Document History

Version	Date (DD/MM/YYYY)	Created/Amended by
0.1	24/11/2021	UNIBO
0.2	07/12/2021	UNIBO
0.3	12/01/2022	UNIBO
0.4	18/01/2022	UNIBO
0.5	21/01/2022	UNIBO
1.0	23/02/2022	UNIBO

## Scheduled Data Management Plan (DMP) Updates

The DMP is a document that evolves during the lifespan of the project and registers all relevant changes in the life-cycle of all the research data sets of BIOBEC project. Updated versions of the DMP have already been planned (see table below). Moreover, this document will be updated whenever important changes in the data or the data management policy occur.

Issue	Expected by project month (M)
Initial DMP	6
Final DMP	30

## Partner Acronyms

Partner extended name (country)	acronym
ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA	UNIBO
UNIVERSITAET HOHENHEIM	UHOH
ITA-SUOMEN YLIOPISTO	UEF
IRISH BIOECONOMY FOUNDATION	IBF
MUNSTER TECHNOLOGICAL UNIVERSITY	MTU
FUNDACION CORPORACION TECNOLOGICA DE ANDALUCIA	CTA
CONSIGLIO NAZIONALE DELLE RICERCHE	CNR
FBCD AS	FBCD
INSTITUT NATIONAL DES SCIENCES ET INDUSTRIES DU VIVANT ET DE L'ENVIRONNEMENT – AGROPARISTECH	APT
UNIVERSIDAD AUTONOMA DE BARCELONA	UAB
FUNDACJA EDUKACJI I DIALOGU SPOLECZNEGO PRO CIVIS	PRO-CIVIS
SUSTAINABLE INNOVATIONS EUROPE SL	SIE
STICHTING IHE DELFT INSTITUTE FOR WATER EDUCATION	IHE
WAGENINGEN UNIVERSITY	WU
FVA SAS DI LOUIS FERRINI & C	FVA
UNIVERSITAET FUER BODENKULTUR WIEN	BOKU
INSTYTUT BADAN EDUKACYJNYCH	IBE
TRAKIYSKI UNIVERSITET	TRU
ZEMEDELSKY VYZKUM, SPOL SRO	ART



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## The Data Management Plan (DMP)

The DMP is a document that provides details regarding all the research data collected and generated within the BIObec project. In particular, it explains the way research data are handled, organized, licensed and made openly available to the public, and how they will be preserved after the project is completed. The DMP also provides motivations when versions or parts of the project research data cannot be openly shared on account of third-party copyright issues, confidentiality or personal data protection requirements or when open dissemination could jeopardize the project achievements.

This DMP reflects the current state of the art of the BIObec project. However, the details and the final number of the project data sets may vary during the course of research. The variations will be recorded in updated versions of this DMP.

### 1. Data Summary

The aim of the project is to create a holistic framework for developing and establishing **multi-level Bio-Based Education Centres (BBECs)** that are flexible enough to answer the present and future needs of the industry and of the surrounding ecosystem at local, regional and/or national levels.

The project will collect and generate several type of data:

1. Data from re-analysis of existing data sets;
2. Qualitative and quantitative data from existing documentary sources; and
3. Data from surveys, questionnaires, interviews and focus groups.

Research teams have agreed to convert research data from proprietary formats to well-known and documented open formats in order to facilitate accessibility and reusability (Tab.1).

*Table 1 - Summary of data format*

Type of data	Formats used during data processing	Formats for sharing reuse and preservation
Numerical	.xls/.xlsx	.csv, .ods
Textual	.docs, .odt, .csv, .ppt, .pdf, .json	.docs, .odt, .csv, .ppt, .pdf, .json
Video	.mp4, .mpg, .avi, .wmv	.mp4, .mpg, .avi, .wmv
Images	.jpeg, .png	.jpeg, .png

Documentation files explaining all relevant details regarding data collection, processing methodologies and quality assurance are deposited along with the data sets in .odt, .rtf or .pdf format.

The existing data reused in the course of the project are from different sources: scientific literature, gray literature, other projects deliverables, conferences' papers, and public European data.



The data produced can be of interest to different potential users. They may include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

The expected size of the data is still uncertain at this early stage of the project. However, for some expected dataset it has been possible to estimate the volume of the data, more information about it can be found the descriptive tables in Annex I.

## 2. FAIR Data

This DMP follows the EU guidelines<sup>1</sup> and describes the data management procedures according to the FAIR principles<sup>2</sup>. The acronym FAIR identifies the main features that the project research data must have in order be findable, accessible, interoperable and re-useable, allowing thus for maximum knowledge circulation and return of investment.

### 2.1 Making data findable, including provisions for metadata

At the moment of publication of project results, each research teams will deposit and describe the relative underlying data sets in institutional or public data repositories that can attribute persistent unique identifiers to the deposited items. Partners are strongly recommended to use the persistent unique identifiers (DOI or Handle) to cite the data sets as underlying data within their research publications. The chosen data repositories support standard descriptive metadata to ensure data sets indexing and discoverability. In particular, they all support Dublin Core and DataCite Metadata Schema. Moreover, they comply with the OpenAIRE 3.0 requirements for data archives. As a consequence, the project data sets will be visible via the OpenAIRE portal, facilitating project reporting procedures. (See Table 2 for the list of the chosen data repositories).

Specific keywords derived, when possible, from thesauri and controlled vocabularies will be associated to each data set to enhance semantic discoverability.

BIObec research data are organized in data sets, which are named collections of data units with the same focus and scope. In this DMP are suggested the following common rules for data set naming in order to improve data visibility, discoverability, citation and permanent online tracking. The recommended data set title structure consists of:

*PROJECT ACRONYM. WPnumber. WP title or description specifying WP aims. Tasknumber. Task title or description specifying Task aims. additional information specifying coverage and nature of data (if necessary). version number (optional, in case of revisions to help identifying the updates especially in repositories that do not track versioning automatically)*

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<sup>1</sup> Guidelines on FAIR Data Management in Horizon 2020 (Version 3.0, 26 July 2016), [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-data-mgt\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf)

<sup>2</sup> The FAIR data principles (Force11 discussion forum), <https://www.force11.org/group/fairgroup/fairprinciples>



The version number of the data set will be added at the end of the title in case of data revisions to help identifying the data set updates especially in repositories that do not track versioning automatically (see *Annex I* for data set names, unique identifiers and descriptions).

The DMP recommends also the following rules for file naming:

- for data set file(s)

*[PROJECT ACRONYM]\_WPnumber\_Tnumber\_coverage or other content specifications\_date (YYYYMMDD)\_vn.file extention*

- for readme file(s)<sup>3</sup>

*[PROJECT ACRONYM]\_WPnumber\_Tnumber\_coverage or other content specifications\_date (YYYYMMDD)\_vn\_README.file extention*

WPnumber means “work package number” Tnumber is “task number”, and vn is the “version number” (in case of data revisions or updates).

## 2.2 Making data openly accessible

As a guiding principle, BIObec seeks to make research data openly available, whenever possible, in order to allow dissemination, validation and re-use of research results. To this purpose, all the files will be converted to standard and well-documented open formats and the data sets will be deposited together with all relevant documentation and explanation.

Restrictions to access are applied only in the following cases:

- when collected data belongs to third party which have denied permission for sharing them
- on account of confidentiality and proprietary issues;
- protection of personal data of key informants involved in surveys, focus groups, interviews, and case studies;
- when availability of the data would mean that the project's main aim might not be achieved (reasons will be explained in the accessibility details relating to each data set
- described in Annex I);

As a consequence, all possible and legitimate actions and strategies are adopted to allow data sharing including:

- obtaining copyright permissions from third party data owners to be allowed to re-use, reproduce and distribute the collected data;
- converting the files to standard open formats;
- providing all relevant documentation and explanation for the data and the data sets;
- obtaining the consent of stakeholders involved in focus groups and anonymizing and aggregating the data of interviews;
- in case of copyright on raw data derived, collected or elaborated from pre-existing databases or from other original sources (i.e. papers, journal articles, book chapters, reports, video and audio sources), collected data will be made available if the

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<sup>3</sup> A “README” file is a document containing relevant information about data set authorship, terms of reuse and responsibilities, explaining data set content and structure, collection procedures and analysis (such as file specifics, methodologies, codebooks of variables, data sources, and further necessary notes). (See Annex II to visualize the suggested README file template).





reproduction and sharing are allowed by expressed permission of the right holders or by applicable copyright exceptions and exemptions. Specifically, reproductions and communication of brief excerpts of texts and of other protected works are permitted for illustration purposes for scientific research, provided that the source, including the author's name, is acknowledged and provided that the use does not conflict with the exploitation of the original source and does not unreasonably prejudice the legitimate interests of right holders. Otherwise, only aggregate data resulting from the analysis will be openly published. Anyway, when the sources are freely available on-line in their original repositories, but direct reproduction is not allowed, a detailed account on how the data set was created from the original data will be provided, together with the specification of open repositories from where the original data sets are available. Raw data consisting in full texts will not be made available without copyright holders permission.

For data that fall under some of the restrictions described above and for which it is not possible to take any action to make them shareable, EU allows complete closure or restricted access to them. BIOBEC DMP indicates the versions or parts of the data sets that cannot be freely shared providing the specific motivations in *Annex I*.

At the time of publication of results, researchers deposit the project data that can be shared in a data repository in order to guarantee their discoverability, access and preservation beyond the project end.

The data repositories chosen by partners are both institutional and public repositories. They guarantee long term preservation and attribute persistent unique identifiers to the archived data sets (such as DOI or Handle). They support open licenses and different access levels. Finally, they adopt descriptive metadata standards as required by the OpenAIRE Guidelines and allow cross-linking between publications and the relevant data sets.

Each different data set is deposited the team that is responsible for the data collection and management in the repository of their choice.

**Table 2 – Summary of repositories.**

*The following table shows the repositories for data sets publication and preservation chosen by BIOBEC partners*

Partner	Repository name	URL	Type
UNIBO	AMS Acta	<a href="https://amsacta.unibo.it/">https://amsacta.unibo.it/</a>	Institutional
UHOH	RADAR;	<a href="https://www.radar-service.eu/radar/en/home;">https://www.radar-service.eu/radar/en/home;</a>	Multi-disciplinary;
UEF			
IBF	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
MTU			
CTA	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
CNR			
FBCD	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
APT	INRAE	<a href="https://data.inrae.fr/">https://data.inrae.fr/</a>	Institutional
UAB	Dipòsit Digital de Documents de la UAB - DDD	<a href="http://ddd.uab.cat">http://ddd.uab.cat</a>	Institutional





Partner	Repository name	URL	Type
UNIBO	AMS Acta	<a href="https://amsacta.unibo.it/">https://amsacta.unibo.it/</a>	Institutional
PRO-CIVIS	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
SIE	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
IHE	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
WU	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
FVA	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
BOKU	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
IBE	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary
TRU	Bulgarian Open Science Portal (BPOS)	<a href="https://bpos.bg/">https://bpos.bg/</a>	Multi-disciplinary
ART	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>	Multi-disciplinary

*Table 3 – Features of the chosen repositories*

Repository name	Type	Permanent ID	OpenAIRE compatibility?
AMS Acta	Institutional	DOI	OpenAIRE 3.0 (OA, Funding)
RADAR	Multi-disciplinary	DOI	COLLECTED FROM A COMPATIBLE AGGREGATOR
Zenodo	Multi-disciplinary	DOI	OpenAIRE Basic (DRIVER OA)
Bulgarian Open Science Portal (BPOS)	Multi-disciplinary	DOI	OpenAIRE PUBREPOS V4.0
Dipòsit Digital de Documents de la UAB - DDD	Institutional	DOI	OpenAIRE 2.0+ (Driver OA, EC Funding)
INRAE	Institutional	DOI	OpenAIRE Data (Funded, Referenced Datasets)

For each deposited data set, all relevant documentation explaining data collection procedures and analysis (such as codebooks, methodologies, etc.) will be made available along with the data, in order to guarantee intelligibility, reproducibility and the validation of the project findings. Moreover, the deposited documentation specifies the tools and software recommended to reproduce and reuse the data, when necessary. (See Tab.5 for examples of tools and software enabling reuse of the dataset).

Furthermore, for better information, the repositories that will be used by the research partners for any publications deriving from the project data are shown in Tab.4.



Table 4 – The chosen repositories for scientific publications

Team	Repository	URL
UNIBO	IRIS	<a href="https://cris.unibo.it/">https://cris.unibo.it/</a>
UHOH	RADAR	<a href="https://www.radar-service.eu/radar/en/home">https://www.radar-service.eu/radar/en/home</a>
UEF	eRepo	<a href="https://erepo.uef.fi/">https://erepo.uef.fi/</a>
MTU	SWORD	<a href="https://sword.cit.ie/">https://sword.cit.ie/</a>
CNR	PEOPLE	<a href="https://intranet.cnr.it/people/">https://intranet.cnr.it/people/</a>
APT	HAL	<a href="https://hal-agroparistech.archives-ouvertes.fr/">https://hal-agroparistech.archives-ouvertes.fr/</a>
UAB	DDD	<a href="http://ddd.uab.cat">http://ddd.uab.cat</a>
WU	eDepot	<a href="https://edepot.wur.nl/">https://edepot.wur.nl/</a>
BOKU	Zenodo	<a href="https://zenodo.org/">https://zenodo.org/</a>
TRU	Bulgarian Open Science Portal (BPOS)	<a href="https://bpos.bg/">https://bpos.bg/</a>

### 2.3 Making data interoperable

All data sets will be described using standard descriptive metadata, such as Dublin Core and DataCite Metadata Schema in order to ensure metadata interoperability for indexing and discoverability. All relevant documentation explaining codebooks, users' manuals, data collection procedures and analysis will be made available along with the data in order to guarantee intelligibility, reproducibility and the validation of the project findings.

To allow data exchange and re-use among researchers, institutions, organisations, countries, etc., partners will convert all shareable data from proprietary formats and will made them available in well-known and documented open formats (see Tab.1 for details), as much as possible compliant with available (open) software applications. In case particular software is used in data processing, full explanation and instructions will be included in the deposited documentation (a summary of the tools and software necessary to reuse of data sets is described in Tab.4).

Table 5 – Summary of tools and software for enabling re-use of the data sets

Tools/software
OpenOffice or LibreOffice
CSV viewer
Free images/video viewers

### 2.4 Increase data re-use (through clarifying licences)

BIOBEC distributes the shareable data by adopting licenses that allow re-use of the data and of the data sets in their entirety by other scholars and stakeholders. The data sets are made available, unless otherwise stated, under CC BY 4.0.

In general, data are made openly available as underlying data necessary to validate the research results immediately at the time of publication of public reports and scientific papers. Data are given full citation from official project publications and web site and they are made available



through institutional or public data repositories compliant with OpenAIRE requirements<sup>4</sup>. (See Tab.2)

It is possible that an embargo period may be applied to some data sets to allow full exploitation of research results by the partners.

The research data that are made openly available are deposited in open formats in repositories that guarantee long term preservation to archived items, therefore they will be re-usable by third parties after the end of the project.

## 2.5 Allocation of resources

Making data FAIR requires an investment of money and researchers' time. In BIOBEC case, cost of data preservation after the project end are null because the chosen repositories do not apply fees for archiving and data curation.

During the project, a cloud storage solution will be adopted to share data among partners. The cost to activate and maintain it for the duration of the project will be covered by the project budget. The budget covers also the costs related to the project website setting up.

Costs related to data management and documentation, conversion of proprietary data files into open formats, and deposit procedures can be estimated about 3-5% of the amount of Person-Months assigned to each Partner for the research activities. A special case is represented by the time-consuming activities related to processing of interviews (i.e. transcription, translation and anonymization). Processing costs are estimated, for each Partner involved, about 0.1 Person-Months/hour of audio recording. Moreover, the activities related to the DMP (such as providing guidance on data management and open access issues, coordinating the Partners, and preparing the DMP) will cost about 3 Person-Months a year for the whole duration of the project.

Responsible for data management are the data sets creators who are generally the team leaders directly involved in research data organization and collection (see Table 5). Researchers are encouraged to identify themselves with the unique persistent identifier ORCID. Registration is free of charge for researchers and allows for automated linkages between the researched identity and his research activities and outputs.

*Table 5 – Summary and contacts of the research team leaders.*

Team	Leader	ORCID ID (if available)	mail
UNIBO	Viaggi, Davide	0000-0001-9503-2977	<a href="mailto:davide.viaggi@unibo.it">davide.viaggi@unibo.it</a>
UHOH	Mayorga-Duarte, Lina	N/A	<a href="mailto:lina.mayorgaduarte@uni-hohenheim.de">lina.mayorgaduarte@uni-hohenheim.de</a>
UEF	Jouni Pykäläinen	0000-0003-3427-9954	<a href="mailto:jouni.pykalainen@uef.fi">jouni.pykalainen@uef.fi</a>
MTU	Mc Mahon, Helena	N/A	<a href="mailto:helena.mcmahon@mtu.ie">helena.mcmahon@mtu.ie</a>
CTA	García Alegre, María	N/A	<a href="mailto:maria.garcia@corporaciontecnologica.com">maria.garcia@corporaciontecnologica.com</a>
CNR	Torreggiani, Armida	0000-0002-5392-8641	<a href="mailto:armida.torreggiani@isof.cnr.it">armida.torreggiani@isof.cnr.it</a>
FBCD	Tybirk, Knud	N/A	<a href="mailto:kt@foodbiocluster.dk">kt@foodbiocluster.dk</a>
UAB	Barrera-Corominas, Aleix	0000-0002-3129-6284	<a href="mailto:aleix.barrera@uab.cat">aleix.barrera@uab.cat</a>
SIE	Goyanes, Jeisel	N/A	<a href="mailto:jeisलगoyanes@sustainableinnovations.eu">jeisलगoyanes@sustainableinnovations.eu</a>
IHE	Dupont, Capucine	N/A	<a href="mailto:c.dupont@un-ihe.org">c.dupont@un-ihe.org</a>
FVA	Albertini, Susanna	N/A	<a href="mailto:albertini@fvaweb.it">albertini@fvaweb.it</a>

<sup>4</sup> OpenAIRE, For Data Providers <https://www.openaire.eu/intro-data-providers>



Moreover, partners are encouraged to identify and cite all contributors (See Tab.6) participating in data management activities, specifying their roles according to a given standard vocabulary (DataCite Metadata Schema).

**Table 6 – Summary of team members involved in the data sets collection and management.**

Team	Member	ORCID ID (if available)	Role
UNIBO	Rinaldi, Giacomo Maria	N/A	Co-Creator
	Grande, Marco Maria	0000-0003-0128-3308	Co-Creator
	Kurtsal, Yaprak	N/A	Co-Creator
CTA	Ronchel Barreno, Carmen	N/A	Co-Creator
	Girón Domínguez, Carmen	N/A	Co-Creator
	Hurtado, Antonio	N/A	Co-Creator
FBCD	Mogensen, Jacob	N/A	Co-Author
FVA	Marinelli, Selenia	0000-0002-7412-7835	Data Collector
	Ferrini, Louis	N/A	Data Collector

**Keys for “Role” column: Data Collector (such as survey conductors, interviewers...), Producer (person responsible for the form of a media product), Project Member (a researcher indicated in the GA), Researcher (an assistant to one of the authors who helped with research, data collection, processing and analysis but is not part of team indicated in the GA), Research Group (the name of a research institution or group that contributed to the data set).**

(See Annex I for details about data management responsibilities related to each project data set).

## 2.6 Data security

At each institution, research data will be stored in computers, laptops, intranets or hard-drives accessible through institutional password periodically modified according to national law provisions for data security and protected by regularly updated antiviruses. None of the project data will be left inadvertently available. All the research materials stored in computers are subject to regular backup in order to safeguard them from accidental losses.

All the data will be password protected. If mobile devices are used to store data files (e.g backup files), they will be kept in a safe place accessible only to the researchers involved or will be encrypted with ad-hoc software.

A cloud storage solution will be adopted for data sharing among research teams. In this case, as well, regular backup of the data will be performed to ensure data recovery. In addition all Partners are asked to keep local updated copies of all their files.

Long term preservation of public data is ensured by the chosen data repositories that have specific preservation policies. UNIBO AMS Acta, for example, guarantees long term preservation to the archived materials also thanks to a deposit agreement with the National Central Library in Florence. Zenodo policy ensures that the items will be retained for the lifetime of the repository and in case of closure, best efforts will be made to integrate all content into suitable alternative institutional and/or subject based repositories.

## 2.7 Ethical aspects

Partners in charge of data collecting will follow the protocols described for each task and will comply with this Data Management Plan and with the Ethics Deliverable of Work Package 7 “Ethics Requirements”. As established in the Grant Agreement and in the Ethics Deliverables submitted through the participant portal, recruited participants will be informed in an unambiguous way about what is collected, why it is collected, who is the data controller and



who is the jointly controller (if any). According to GDPR, informed consent will be requested where necessary each time it will be needed during the life of the project and depending on the activities carried out. Data acquisition will be restricted only to inform essential to the success of the project. Data collection activities will follow rigorous confidentiality rules to ensure the participants' privacy and only aggregated or anonymized data will be shared between partner, if necessary.

During the life of the project, two Deliverables will be submitted within the Work Packages 7. At the same time of the submission of this DMP, the Consortium, will submit the two deliverables in which the information presented is the following:

- DL 7.1: H- Requirement No. 1: In this deliverable the procedures and criteria that will be used to identify/recruit research participants are clarified. The informed consent procedures that will be implemented for the participation of humans are clarified. The applicant clarify whether children and/or adults unable to give informed consent will be involved and, if so, justification for their participation and details on how the consent of the legal representation will be acquired.
- DL 7.2: POPD- Requirement No.2: In this deliverable the beneficiaries explain how all the data they intend to process is relevant and limited to the purposes of the research project (in accordance with the "data minimisation" principle). Moreover a description of the technical and organisational measures that will be implemented to safeguard the rights and freedom of the data subject/research participants is provided.

Further detail information on how all the data will be managed during and after the project is available in the above-mentioned deliverables of Work Package 7 "Ethics Requirements".

## 2.8 Other issues

The BIObec project does not adopt any other procedures for data management that the ones mentioned in the previous sections of this DMP.



### 3. Data sets overview

The following table (Tab.7) offers an overview of the data sets expected from the project which are described more in detail in *Annex I*. It will be updated according to DMP changes and variations.

*Table 7 – Data sets list.*

*Table acronyms and abbreviations: n°= data set progressive number, LB = WP lead beneficiary, PP = project phase (starting month-ending month), CT = creator team in charge of curating the data set, C=collected, G=generated, A=available, IP=in progress, NYA=not yet available.*

n°	WP	LB	TASK or SUBTASK	PP	CT	DATA SET (tentative title)	SOURCE	STATUS
1	1	UHOH	1.2	M1-M7	UAB	BIOBEC-WP1-T.1.2-QualitativeReport		NYA
2	1	UHOH	1.2	M1-M7	UAB	BIOBEC-WP1-T.1.2-QuantitativeReport		NYA
3	1	UHOH	1.3	M3-M7	UHOH	BIOBEC. 1. Scoping of best practices & success cases to support development of education models. 1.3		NYA
4	1	UHOH	1.4	M6-M9	UHOH	BIOBEC. 1. Regional & pan-European co-creation workshops revealing expectations on future. 1.4		NYA
5	2	MTU	2.1	M1-M5	IHE	BIOBEC.WP2.BBEC design. T2.1. Framework		NYA
6	2	MTU	2.2	M3-M9	UNIBO	BIOBEC.WP2. Framework Validation. T2.2		NYA
7	3	FBCD	3.3	M14-M22	FBCD	Report on detailed budget for running and maintaining the six BBEC and financial plan for their funding in the short and long term		NYA
8	3	FBCD	3.5	M14-M24	FBCD	Overall exploitation and Sustainability Plan		NYA
9	3	FBCD	3.5	M14-M24	FBCD	Report on the WP3 Stakeholder workshop		NYA
10	4	CTA	4.1.2	M18-M30	CTA	BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.1.Collaboration and synergies.Subtask4.1.2.Cross-fertilization seminar_v1.0		NYA
11	4	CTA	4.2.1	M18-M30	CTA	BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.2.Replication roadmap and exploitation strategy.Subtask4.2.1.Co-design of replication roadmap_v1.0		NYA
12	4	CTA	4.2.2	M18-M30	FVA	BIObec. WP4. European EU bio-based education Centres coordination plan for roll-out and replication. Subtask 4.2.2. BIObec exploitation plan		NYA
13	4	CTA	4.3	M18-M30	CTA	BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.3.Roadmap and transfer of replication and roll-out of BIObec outputs_v1.0		NYA
14	5	SIE	5.1	M1-M30	FVA	BIObec. WP5. BIObec dissemination, communication and stakeholder engagement. Task5.1: Dissemination and communication strategy and action plan_Promotional videos		NYA
15	5	SIE	5.2	M1-M30	SIE	Subscribers to the newsletter		NYA
16	5	SIE	5.2	M1-M30	SIE	Subscribers/attendees to online workshops and webinars		NYA
17	5	SIE	5.2	M1-M30	SIE	Website analytics		NYA
18	5	SIE	5.2	M1-M30	SIE	Social media analytics		NYA
19	5	SIE	5.2	M1-M30	SIE	Dissemination Tables		NYA
20	5	SIE	5.2	M1-M30	SIE	Communication materials		NYA



n°	WP	LB	TASK or SUBTASK	PP	CT	DATA SET (tentative title)	SOURCE	STATUS
21	5	SIE	5.3	M1-M30	FVA	BIObec. WP5. BIObec dissemination, communication and stakeholder engagement. Task 5.3 Stakeholder engagement and mobilisation. SubTask T5.3.1 Stakeholders Engagement; T5.3.1 Stakeholders Mobilisation_Outcomes of BIObec stakeholder engagement activities		NYA





## Annex I: Data sets tables

The analytic descriptions of the expected data sets of BIOBEC project are reported in this Annex organized by work-packages.

### WP1 – REGIONAL BIOECONOMY ECOSYSTEM NEEDS AND EXPLOITATION

WP1 will provide a thorough analysis of needs, expectations and opportunities for future BBEC in regional Bioeconomy ecosystems.

Lead: **UHOH**

Participants: **All partners**

Months: **M1-M9**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>1</b>	<b>Not yet available</b>	<b><i>BIOBEC-WP1-T.1.2-QualitativeReport</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [URL]	
<b>Version</b>	-	
<b>Team in charge</b>	UAB	
<b>Creator/s</b>	Barrera-Corominas, Aleix [UAB]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Barrera-Corominas, Aleix [UAB, <a href="mailto:aleix.barrera@uab.cat">aleix.barrera@uab.cat</a> ]	
<b>Contents</b>	The document contains the results obtained with the information provided by 79 stakeholders that participated in the interviews. This document gives the opportunity to know which is stakeholders opinion regarding the situation of bioeconomy education, the possibilities of collaboration between industry, administrations, university and other educational institutions, and describes the main situation of bioeconomy education in Europe.	
<b>Data format</b>	The document will include cleaned and processed qualitative data.	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	The document will be available in the UAB repository: <a href="http://ddd.uab.cat">http://ddd.uab.cat</a> ; It will be accessible at the end of the project, in order to get enough time to exploit the data with papers/publications during the project.	
<b>Related publication/s</b>	-	



## WP1 – REGIONAL BIOECONOMY ECOSYSTEM NEEDS AND EXPLOITATION

WP1 will provide a thorough analysis of needs, expectations and opportunities for future BBEC in regional Bioeconomy ecosystems.

Lead: **UHOH**

Participants: **All partners**

Months: **M1-M9**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>2</b>	<b>Not yet available</b>	<b><i>BIOBEC-WP1-T.1.2-QuantitativeReport</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [URL]	
<b>Version</b>	-	
<b>Team in charge</b>	UAB	
<b>Creator/s</b>	Barrera-Corominas, Aleix [UAB]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Barrera-Corominas, Aleix [UAB, <a href="mailto:aleix.barrera@uab.cat">aleix.barrera@uab.cat</a> ]	
<b>Contents</b>	<p>Data will be collected through online platform. It will be the opinion of stakeholders regarding some aspects previously identified in the qualitative research.</p> <p>The data will provide information about which could be the following steps to design and develop BIOBEC centers across Europe.</p> <p>Data will be collected through online survey answered by stakeholders related to the project. All the stakeholders will be asked to agree filling the survey and participating in the research anonymously.</p> <p>All the data will be collected in English, and the survey structure and content will be previously checked by all the project partners in order to ensure the coherence, pertinence and importance of the questions.</p>	
<b>Data format</b>	The document will include cleaned and processed quantitative data.	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	<p>The document will be available in the UAB repository: <a href="http://ddd.uab.cat">http://ddd.uab.cat</a>;</p> <p>It will be accessible at the end of the project, in order to get enough time to exploit the data with papers/publications during the project.</p>	
<b>Related publication/s</b>	-	



## WP1 – REGIONAL BIOECONOMY ECOSYSTEM NEEDS AND EXPLOITATION

WP1 will provide a thorough analysis of needs, expectations and opportunities for future BBEC in regional Bioeconomy ecosystems.

Lead: **UHOH**

Participants: **All partners**

Months: **M1-M9**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>3</b>	<b>Not yet available</b>	<b><i>BIOBEC. 1. Scoping of best practices &amp; success cases to support development of education models. 1.3</i></b>
<b>ID [ID type]</b>	Not yet available [URL]	
<b>Version</b>	-	
<b>Team in charge</b>	UHOH	
<b>Creator/s</b>	Mayorga-Duarte, Lina [UHOH]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Mayorga-Duarte, Lina [UHOH, <a href="mailto:lina.mayorgaduarte@uni-hohenheim.de">lina.mayorgaduarte@uni-hohenheim.de</a> ]	
<b>Contents</b>	<p>Data from desk study of 10 best cases of bioeconomy-related education models. This new data set will offer the opportunity to explore and characterize the cases, their objectives, implementation and contribution to the bioeconomy. Online desk research from open sources such as CORDIS and search engines with the following keywords: educat*, bioeconom*, bio-based, biobased, sustainab*.</p> <p>The data about educational hubs related to bioeconomy will be managed and organized in an excel table. For quality assurance, the data will be shared with the project partners who are experts on the topic of bioeconomy education to check if there is missing, confusing or extra information. Based on their feedback, the search criteria might be transformed. After a first check and data cleaning procedure of the initial best cases and according to the developed criteria at least 10 cases will be selected to be further analyzed</p>	
<b>Data format</b>	<p>Textual data created in digital form, qualitative, secondary, processed.</p> <p>Formats used for raw data: excel;</p> <p>Formats used in data processing: excel;</p> <p>Formats used for sharing and preservation: pdf.</p>	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	Project website	
<b>Related publication/s</b>	-	



## WP1 – REGIONAL BIOECONOMY ECOSYSTEM NEEDS AND EXPLOITATION

WP1 will provide a thorough analysis of needs, expectations and opportunities for future BBEC in regional Bioeconomy ecosystems.

Lead: **UHOH**

Participants: **All partners**

Months: **M1-M9**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>4</b>	<b>Not yet available</b>	<b><i>BIOBEC. 1. Regional &amp; pan-European co-creation workshops revealing expectations on future. 1.4.</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [URL]	
<b>Version</b>	-	
<b>Team in charge</b>	UHOH	
<b>Creator/s</b>	Mayorga-Duarte, Lina [UHOH]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Mayorga-Duarte, Lina [UHOH, <a href="mailto:lina.mayorgaduarte@uni-hohenheim.de">lina.mayorgaduarte@uni-hohenheim.de</a> ]	
<b>Contents</b>	<p>Data derived from 7 workshops regarding expectations on future BioBased Education Centers, elaborated as summary of results from T1.2, T1.3 and the regional and pan-European workshops. This new data set will display what different stakeholders at different regions in Europe would expect from a future and potential BioBased Education Center.</p> <p>Workshops where different types of stakeholders will give their perspective on the future BioBased Education Centers. The workshops will be co-designed by the project members and pictures will be taken to preserve the data collected during the workshop. After the workshop, the data will be digitalized and analyzed. For quality assurance, the data will be shared with the project partners for getting further feedback</p>	
<b>Data format</b>	<p>Textual data created in digital form, qualitative, derived, cleaned.</p> <p>Formats used for raw data: plain text and JPEG;</p> <p>Formats used in data processing: plain text;</p> <p>Formats used for sharing and preservation: pdf.</p>	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	Project website	
<b>Related publication/s</b>	-	



## WP2 – DESIGN THROUGH CO-CREATION OF OPERATIONAL MODEL OF BBEC

Based on the opportunities and needs identified in WP1, WP2 will provide a co-creation process to design and develop the BBEC operational framework and models that will be further investigated (tested) in the project, empirically working on the 6 pilot cases identified at the stage of project writing.

Lead: **MTU**

Participants: **All partners**

Months: **M1-M9**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>5</b>	<b>Not yet available</b>	<b>BIOBEC.WP2.BBEC design. T2.1. Framework</b>
<b>ID [ID type]</b>	<i>Not yet available [N/A]</i>	
<b>Version</b>	-	
<b>Team in charge</b>	IHE	
<b>Creator/s</b>	Dupont, Capucine [IHE]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Dupont, Capucine [IHE, <a href="mailto:c.dupont@un-ihe.org">c.dupont@un-ihe.org</a> ]	
<b>Contents</b>	Review of best practices examples as support to the development of the BBEC. Each partner is expected to provide at least one example. Dataset used to inform T2.2.	
<b>Data format</b>	<i>Not yet available</i>	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	<i>Not yet available</i>	
<b>Related publication/s</b>	<i>Not yet available</i>	

## WP2 – DESIGN THROUGH CO-CREATION OF OPERATIONAL MODEL OF BBEC

Based on the opportunities and needs identified in WP1, WP2 will provide a co-creation process to design and develop the BBEC operational framework and models that will be further investigated (tested) in the project, empirically working on the 6 pilot cases identified at the stage of project writing.

Lead: **MTU**

Participants: **All partners**

Months: **M1-M9**



Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

6	Not yet available	<b>BIOBEC.WP2. Framework Validation. T2.2</b>
ID [ID type]	<i>Not yet available</i> [DOI]	
Version	-	
Team in charge	UNIBO	
Creator/s	Viaggi, Davide [UNIBO]; Grande, Marco Maria [UNIBO]; Rinaldi, Giacomo Maria [UNIBO]; Kurtsal, Yaprak [UNIBO]	
Contributor/s	-	
Contact Person/s	Viaggi, Davide [UNIBO, <a href="mailto:davide.viaggi@unibo.it">davide.viaggi@unibo.it</a> ]	
Contents	The data set will collect all the data coming from “Centre Readiness Level Framework” survey, which aims to test and validate the BBEC framework developed in the previous task, T2.1. The data set will represent a collection of anonymous answers from partners’ organizations and IRWG members.	
Data format	The data will be available in textual format (.docx; .pdf)	
Data volume	<i>Not yet available</i>	
Accessibility	The data will be available in the UNIBO repository for data sets: <a href="https://amsacta.unibo.it/">https://amsacta.unibo.it/</a> ; They will be accessible at the end of the project.	
Related publication/s	-	

### WP3 – FEASIBILITY AND SUSTAINABILITY ASSESSMENT OF BBEC

WP3 provides detailed plans for implementation of the BBEC covering vocational, academic and life-long learning, in a coordinated and consistent form. The WP addresses the centres’ financial and non-financial issues including design of the financing plan, operational and legal requirements and needed resources, in order to support their flexible, reliable, and sustainable operations.

Lead: **FBCD**

Participants: **All partners**

Months: **M12-M24**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.



<b>7</b>	<b>Not yet available</b>	<b><i>Report on detailed budget for running and maintaining the six BBEC and financial plan for their funding in the short and long term</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i>	
<b>Version</b>	-	
<b>Team in charge</b>	FBCD	
<b>Creator/s</b>	Tybirk, Knud [FBCD]	
<b>Contributor/s</b>	Mogensen, Jacob [FBCD]	
<b>Contact Person/s</b>	Tybirk, Knud [FBCD, <a href="mailto:kt@foodbiocluster.dk">kt@foodbiocluster.dk</a> ]	
<b>Contents</b>	<i>Not yet available</i>	
<b>Data format</b>	<i>Not yet available</i>	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	<i>Not yet available</i>	
<b>Related publication/s</b>	-	

### **WP3 – FEASIBILITY AND SUSTAINABILITY ASSESSMENT OF BBEC**

WP3 provides detailed plans for implementation of the BBEC covering vocational, academic and life-long learning, in a coordinated and consistent form. The WP addresses the centres' financial and non-financial issues including design of the financing plan, operational and legal requirements and needed resources, in order to support their flexible, reliable, and sustainable operations.

Lead: **FBCD**

Participants: **All partners**

Months: **M12-M24**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>8</b>	<b>Not yet available</b>	<b><i>Overall exploitation and Sustainability Plan</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [URL]	
<b>Version</b>	-	
<b>Team in charge</b>	FBCD	
<b>Creator/s</b>	Tybirk, Knud [FBCD]	
<b>Contributor/s</b>	Mogensen, Jacob [FBCD]	
<b>Contact Person/s</b>	Tybirk, Knud [FBCD, <a href="mailto:kt@foodbiocluster.dk">kt@foodbiocluster.dk</a> ]	
<b>Contents</b>	<i>Not yet available</i>	





<b>8</b>	<b>Not yet available</b>	<b><i>Overall exploitation and Sustainability Plan</i></b>
<b>Data format</b>	<i>Not yet available</i>	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	<i>Not yet available</i>	
<b>Related publication/s</b>	-	

### **WP3 – FEASIBILITY AND SUSTAINABILITY ASSESSMENT OF BBEC**

WP3 provides detailed plans for implementation of the BBEC covering vocational, academic and life-long learning, in a coordinated and consistent form. The WP addresses the centres' financial and non-financial issues including design of the financing plan, operational and legal requirements and needed resources, in order to support their flexible, reliable, and sustainable operations.

Lead: **FBCD**

Participants: **All partners**

Months: **M12-M24**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>9</b>	<b>Not yet available</b>	<b><i>Report on the WP3 Stakeholder workshop</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [URL]	
<b>Version</b>	-	
<b>Team in charge</b>	FBCD	
<b>Creator/s</b>	Tybirk, Knud [FBCD]	
<b>Contributor/s</b>	Mogensen, Jacob [FBCD]	
<b>Contact Person/s</b>	Tybirk, Knud [FBCD, <a href="mailto:kt@foodbiocluster.dk">kt@foodbiocluster.dk</a> ]	
<b>Contents</b>	<i>Not yet available</i>	
<b>Data format</b>	<i>Not yet available</i>	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	<i>Not yet available</i>	
<b>Related publication/s</b>	-	



## WP4 – EUROPEAN EU BIO-BASED EDUCATION CENTRES COORDINATION PLAN FOR ROLL-OUT AND REPLICATION

WP4 will provide a roadmap for replication among future potential EU BBECs, capitalising all the knowledge and outputs generated through previous WPs.

Lead: **CTA**

Participants: **All partners**

Months: **M18-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>10</b>	<b>Not yet available</b>	<b><i>BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.1.Collaboration and synergies.Subtask4.1.2.Cross-fertilization seminar_v1.0</i></b>
<b>ID [ID type]</b>		<i>Not yet available</i> [N/A]
<b>Version</b>		-
<b>Team in charge</b>		CTA
<b>Creator/s</b>		García Alegre, María [CTA]; Ronchel Barreno, Carmen [CTA]; Girón Domínguez, Carmen [CTA]; Hurtado, Antonio[CTA]
<b>Contributor/s</b>		-
<b>Contact Person/s</b>		García Alegre, María [CTA, <a href="mailto:maria.garcia@corporaciontecnologica.com">maria.garcia@corporaciontecnologica.com</a> ]
<b>Contents</b>		<p>Two sets of data will be collected during the execution of this subtask: (1) testimonials given by representatives of the six pilot Bio-Based Education Centres (BBECs), describing their pathway experience, from the initial design to their feasibility validation and sustainability assessment, and (2) comments and inputs provided by quadruple helix stakeholders regarding their interests, needs, and viewpoints related to the barriers and opportunities faced by the BBECs, as well as about opportunities for collaboration and synergies with other related initiatives. The data generated is expected to be mostly unique when related to the experience of the BBEC pilots. Data related to the comments and inputs provided by quadruple helix stakeholders will likely be a combination of both unique and publicly available. Potential users of these data will include all quadruple helix stakeholders with interests in skills development and specialized education matters.</p> <p>A cross-fertilization seminar will be organized by CTA with the partners of the six pilot Bio-Based Education Centers (BBECs) to promote peer-to-peer exchange of best practices and lessons learnt during the execution of the project. Representatives from the Implementation and Replication Working Group (IRWG) and Bio-based Industries Consortium (BIC) will also be invited to the event.</p> <p>The testimonials, inputs and comments provided by the participants will be recorded in videos and captured by designated notetakers in the breakout sessions. The data will be subsequently processed to capture the parts that are relevant to the objectives of the BIObec project, develop a narrative, and</p>



<b>10</b>	<b>Not yet available</b>	<b><i>BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.1.Collaboration and synergies.Subtask4.1.2.Cross-fertilization seminar_v1.0</i></b>
		compile the main conclusions in a best-practices document that will become part of the BIObec e-learning materials.
<b>Data format</b>		<p>The data related to the testimonials provided by the BBEC pilots will likely be entirely qualitative. They will be captured through a combination of slide decks, videos, and notes taken during the event.</p> <p>The comments and inputs provided by quadruple helix stakeholders will also likely be entirely qualitative. These data will be captured through a combination of notes and videos recorded during the event.</p> <p>All the data thus collected will be manually cleaned and processed to capture the parts that are relevant to the objectives of the BIObec project. They will be subsequently aggregated and analyzed to identify best practices for the design of bio-based education centres.</p> <p>Formats used for raw data: slide decks (.pptx, .pdf), videos (.mpg, .avi, or .wmv), notes/text (.docx, .pdf);</p> <p>Formats used in data processing: text (.docx);</p> <p>Formats used for sharing and preservation: slide decks (.pptx, .pdf), videos (.mpg, .avi, or .wmv), notes/text (.docx, .pdf).</p>
<b>Data volume</b>		<i>Not yet available</i>
<b>Accessibility</b>		<p>We will seek to obtain consent from all the seminar participants to share the data collected during the event. In the cases where this is not possible, the collected data will be aggregated and/or anonymized before sharing. The shareable data will be made available through a report of the event, on the project website, and stored in a repository (Zenodo).</p> <p>The data set will be made openly available by or shortly before the end of the project. There is no identified need to make it openly available before that date. No versions or parts of the data set that cannot be openly shared has been identified to date. However, there might be cases where raw data will need to be kept confidential because of personal data issues. In such cases, the data will be aggregated and anonymized before being made openly available.</p>
<b>Related publication/s</b>		<i>Not yet available</i>

## **WP4 – EUROPEAN EU BIO-BASED EDUCATION CENTRES COORDINATION PLAN FOR ROLL-OUT AND REPLICATION**

WP4 will provide a roadmap for replication among future potential EU BBECs, capitalising all the knowledge and outputs generated through previous WPs.

Lead: **CTA**

Participants: **All partners**

Months: **M18-M30**



Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>11</b>	<b>Not yet available</b>	<b><i>BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.2.Replication roadmap and exploitation strategy.Subtask4.2.1.Co-design of replication roadmap_v1.0</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i>	
<b>Version</b>	-	
<b>Team in charge</b>	CTA	
<b>Creator/s</b>	García Alegre, María [CTA]; Ronchel Barreno, Carmen [CTA]; Girón Domínguez, Carmen [CTA]; Hurtado, Antonio[CTA]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	García Alegre, María [CTA, <a href="mailto:maria.garcia@corporaciontecnologica.com">maria.garcia@corporaciontecnologica.com</a> ]	
<b>Contents</b>	<p>Comments and ideas will be collected from all the project partners and members of the Implementation and Replication Working Group (IRWG) to develop a roadmap for the establishment of Bio-Based Education Centers (BBECs) by third parties. The data generated will likely be a combination of both unique and publicly available data consisting of expert viewpoints regarding the process that interested third parties should follow both to assess their readiness and to establish a BBEC.</p> <p>Potential users of these data will include all quadruple helix stakeholders with interests in skills development and specialized education matters.</p> <p>A co-design event will be organized by CTA, in collaboration with all the project partners and the IRWG, to foster the exchange of ideas for the creation of a comprehensive roadmap for the design and implementation of BBECs by third parties.</p> <p>The inputs and comments provided by the event participants will be recorded in videos and/or captured by designated notetakers. The data will be subsequently cleaned and processed manually to select the parts that are relevant to the objectives of the BIObec project, and later organized according to the stages identified for the design and implementation of BBECs. Lastly, the data thus processed and analyzed will be used to develop a self-assessment tool for use by interested third parties.</p>	
<b>Data format</b>	<p>The comments and inputs provided by quadruple helix stakeholders will likely be entirely qualitative. These data will be captured through a combination of slide decks, notes and videos recorded during the event.</p> <p>All the data thus collected will be cleaned and processed manually to select the parts that are relevant to the objectives of the BIObec project, and later organized according to the stages identified for the design and implementation of BBECs. Lastly, the data thus processed and analyzed will be used to develop a self-assessment tool for use by interested third parties.</p> <p>Formats used for raw data: slide decks (.pptx, .pdf), videos (.mpg, .avi, or .wmv), notes/text (.docx, .pdf);</p> <p>Formats used in data processing: text (.docx);</p> <p>Formats used for sharing and preservation: slide decks (.pptx, .pdf), videos (.mpg, .avi, or .wmv), notes/text (.docx, .pdf).</p>	
<b>Data volume</b>	<i>Not yet available</i>	



<b>11</b>	<b>Not yet available</b>	<b><i>BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.2.Replication roadmap and exploitation strategy.Subtask4.2.1.Co-design of replication roadmap_v1.0</i></b>
<b>Accessibility</b>		<p>We will seek to obtain consent from all the seminar participants to share the data collected during the event. In the cases where this is not possible, the collected data will be aggregated and/or anonymized before sharing. The shareable data will be made available through a report of the event, on the project website, and stored in a repository (Zenodo).</p> <p>The data set will be made openly available by or shortly before the end of the project. There is no identified need to make it openly available before that date. No versions or parts of the data set that cannot be openly shared has been identified to date. However, there might be cases where raw data will need to be kept confidential because of personal data issues. In such cases, the data will be aggregated and anonymized before being made openly available.</p>
<b>Related publication/s</b>		<i>Not yet available</i>

## **WP4 – EUROPEAN EU BIO-BASED EDUCATION CENTRES COORDINATION PLAN FOR ROLL-OUT AND REPLICATION**

WP4 will provide a roadmap for replication among future potential EU BBECs, capitalising all the knowledge and outputs generated through previous WPs.

Lead: **CTA**

Participants: **All partners**

Months: **M18-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>12</b>	<b>Not yet available</b>	<b><i>BIObec. WP4. European EU bio-based education Centres coordination plan for roll-out and replication. Subtask 4.2.2. BIObec exploitation plan.</i></b>
<b>ID [ID type]</b>		<i>Not yet available</i> [N/A]
<b>Version</b>		-
<b>Team in charge</b>		FVA
<b>Creator/s</b>		Albertini, Susanna [FVA]
<b>Contributor/s</b>		Marinelli, Selenia [FVA]; Ferrini, Louis [FVA]
<b>Contact Person/s</b>		Albertini, Susanna [FVA, <a href="mailto:albertini@fvaweb.it">albertini@fvaweb.it</a> ]
<b>Contents</b>		<p>The exploitation plan is a document that will enable the full rollout over Europe and will be developed based on all the actions performed with the aim to boost the continuation and replicability of the centres.</p> <p>This document will outline the main exploitable results of BIObec and will incorporate it into a document listing potential target groups and avenues for their exploitation. This subtask will also include a review of the additional</p>



12	Not yet available	<b>BIObec. WP4. European EU bio-based education Centres coordination plan for roll-out and replication. Subtask 4.2.2. BIObec exploitation plan.</b>
		funding sources of the BIOBEC' ecosystem, of the final roadmap and roll-out workshops and of the international positioning of the programmes in order to have the hubs developed as a lighthouse at International level bringing students and promoting the European technologies at a worldwide level.
<b>Data format</b>		The data will be provided in form of texts, tables and images in digital form (.pdf).
<b>Data volume</b>		<i>Not yet available</i>
<b>Accessibility</b>		The report will be made available in the project's website, in Cordis and other open access platforms. The document will be widely promoted and disseminated to potential beneficiaries. The document will be public and will be made available at the end of the projects, since it aggregates all the project's exploitable assets.
<b>Related publication/s</b>		<i>Not yet available</i>

## WP4 – EUROPEAN EU BIO-BASED EDUCATION CENTRES COORDINATION PLAN FOR ROLL-OUT AND REPLICATION

WP4 will provide a roadmap for replication among future potential EU BBECs, capitalising all the knowledge and outputs generated through previous WPs.

Lead: **CTA**

Participants: **All partners**

Months: **M18-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

13	Not yet available	<b>BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.3.Roadmap and transfer of replication and roll-out of BIObec outputs_v1.0</b>
<b>ID [ID type]</b>		<i>Not yet available</i> [N/A]
<b>Version</b>		-
<b>Team in charge</b>		CTA
<b>Creator/s</b>		García Alegre, María [CTA]; Ronchel Barreno, Carmen [CTA]; Girón Domínguez, Carmen [CTA]; Hurtado, Antonio[CTA]
<b>Contributor/s</b>		-
<b>Contact Person/s</b>		García Alegre, María [CTA, <a href="mailto:maria.garcia@corporaciontecnologica.com">maria.garcia@corporaciontecnologica.com</a> ]
<b>Contents</b>		Comments, suggestions, and feedback will be collected from the stakeholder community regarding the steps taken in the development of the BBECs, the



13	Not yet available	<b><i>BIObec.WP4.BBEC coordination plan for roll-out and replication.Task4.3.Roadmap and transfer of replication and roll-out of BIObec outputs_v1.0</i></b>
		<p>lessons learned from the BIObec project, and the e-learning materials developed to support the replicability of the BIObec roadmap.</p> <p>The data generated will likely be a combination of both unique and publicly available data provided by members of the stakeholder community. Potential users of these data will include all quadruple helix stakeholders with interests in skills development and specialized education matters.</p> <p>A capacity building workshop will be organized by CTA with the primary objective of transferring the BIObec methodology to stakeholders for its implementation in other regions/countries. The feedback, suggestions, and comments provided by the event participants will be captured in a video recorded of the event and/or by designated notetakers. The data will be subsequently cleaned, processed, and analyzed manually to select the parts that are relevant to the objectives of the BIObec project, and to make any required adjustments to the project outputs.</p>
<b>Data format</b>		<p>The comments and inputs provided by quadruple helix stakeholders will likely be entirely qualitative. These data will be captured through a combination of notes and videos recorded during the event.</p> <p>All the data thus collected will be subsequently cleaned, processed, and analyzed manually to select the parts that are relevant to the objectives of the BIObec project, and to make any required adjustments to the project outputs.</p> <p>Formats used for raw data: videos (.mpg, .avi, or .wmv), notes/text (.docx, .pdf);</p> <p>Formats used in data processing: text (.docx);</p> <p>Formats used for sharing and preservation: videos (.mpg, .avi, or .wmv), notes/text (.docx, .pdf).</p>
<b>Data volume</b>		<i>Not yet available</i>
<b>Accessibility</b>		<p>We will seek to obtain consent from all the seminar participants to share the data collected during the event. In the cases where this is not possible, the collected data will be aggregated and/or anonymized before sharing. The shareable data will be made available through a report of the event, on the project website, and stored in a repository (Zenodo).</p> <p>The data set will be made openly available by or shortly before the end of the project. There is no identified need to make it openly available before that date. No versions or parts of the data set that cannot be openly shared has been identified to date. However, there might be cases where raw data will need to be kept confidential because of personal data issues. In such cases, the data will be aggregated and anonymized before being made openly available.</p>
<b>Related publication/s</b>		<i>Not yet available</i>





## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.

Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>14</b>	<b>Not yet available</b>	<b><i>BIObec. WP5. BIObec dissemination, communication and stakeholder engagement. Task5.1: Dissemination and communication strategy and action plan_Promotional videos</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [N/A]	
<b>Version</b>	-	
<b>Team in charge</b>	FVA	
<b>Creator/s</b>	Albertini, Susanna [FVA]	
<b>Contributor/s</b>	Marinelli, Selenia [FVA]; Ferrini, Louis [FVA]	
<b>Contact Person/s</b>	Albertini, Susanna [FVA, <a href="mailto:albertini@fvaweb.it">albertini@fvaweb.it</a> ]	
<b>Contents</b>	Two professional videos (the first one in M9, the second one in M24) presenting the project, its objectives, showcase the work performed and achievements and describe the overall expected impacts.	
<b>Data format</b>	The data will be provided in form of video (.mp4).	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	The video will be made available in the project's website, and the BIObec social media channels. The video will be widely promoted and disseminated to potential beneficiaries. The video will be public and will be made available on M9 and M24 to promote the project.	
<b>Related publication/s</b>	<i>Not yet available</i>	

## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.



Lead: SIE

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>15</b>	<b>Not yet available</b>	<b><i>Subscribers to the newsletter</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [N/A]	
<b>Version</b>	-	
<b>Team in charge</b>	SIE	
<b>Creator/s</b>	Goyanes, Jeisel [SIE]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Goyanes, Jeisel [SIE, <a href="mailto:jeisलगoyanes@sustainableinnovations.eu">jeisलगoyanes@sustainableinnovations.eu</a> ]	
<b>Contents</b>	<ul style="list-style-type: none"> <li>❖ Email addresses;</li> <li>❖ Unknown number;</li> <li>❖ The data is collected via a subscriber's form where the users proactively share their email address to receive the newsletter and other official communications of the project;</li> <li>❖ The data will only be used to share official communications from the project.</li> </ul> <p>The data is collected via a subscriber's form where the users proactively share their email address to receive the newsletter and other official communications of the project. The collection is done accomplishing with EU regulation and in full compliance with GDPR.</p> <p>The data is stored in the online software used for the distribution of the communications: MailChimp. It can be accessed, modified, retrieved and deleted from there by login in with SIE's username and password.</p>	
<b>Data format</b>	The data is textual (.xlsx), it comprises a set of email addresses collected online and stored online too.	
<b>Data volume</b>	Approx. 1 MB	
<b>Accessibility</b>	<p>The data will only be used by the communications manager of the project and it won't be shared with anyone else. Quantitative data will be extracted from it to share the analytics with the project partners. Permission to manage the data was provided at the time of collecting it.</p> <p>The data won't be made openly available.</p>	
<b>Related publication/s</b>	-	



## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.

Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>16</b>	<b>Not yet available</b>	<b><i>Subscribers/attendees to online workshops and webinars</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [N/A]	
<b>Version</b>		
<b>Team in charge</b>	SIE	
<b>Creator/s</b>	Goyanes, Jeisel [SIE]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Goyanes, Jeisel [SIE, <a href="mailto:jeisलगoyanes@sustainableinnovations.eu">jeisलगoyanes@sustainableinnovations.eu</a> ]	
<b>Contents</b>	<ul style="list-style-type: none"> <li>❖ Email addresses;</li> <li>❖ Unknown number;</li> <li>❖ The data is collected via a subscriber's form where the users proactively share their email address to receive the newsletter and other official communications of the project;</li> <li>❖ The data will only be used to share official communications from the project.</li> </ul> <p>The data is collected via a subscriber's form where the users proactively share their email address to receive the newsletter and other official communications of the project. The collection is done accomplishing with EU regulation and in full compliance with GDPR.</p> <p>The data is stored in the online software used for the distribution of the communications: MailChimp. It can be accessed, modified, retrieved and deleted from there by login in with SIE's username and password.</p>	
<b>Data format</b>	The data is textual (.xlsx), it comprises a set of email addresses collected online and stored online too.	
<b>Data volume</b>	Approx. 1 MB	
<b>Accessibility</b>	<p>The data will only be used by the communications manager of the project and it won't be shared with anyone else. Quantitative data will be extracted from it to share the analytics with the project partners. Permission to manage the data was provided at the time of collecting it.</p> <p>The data won't be made openly available.</p>	



16	Not yet available	<i>Subscribers/attendees to online workshops and webinars</i>
Related publication/s		-

## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.

Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

17	Not yet available	<i>Website analytics</i>
ID [ID type]		<i>Not yet available [N/A]</i>
Version		-
Team in charge		SIE
Creator/s		Goyanes, Jeisel [SIE]
Contributor/s		-
Contact Person/s		Goyanes, Jeisel [SIE, <a href="mailto:jeiselgoyanes@sustainableinnovations.eu">jeiselgoyanes@sustainableinnovations.eu</a> ]
Contents		Website analytics. The data is automatically generated by Google Analytics and it doesn't contain any personal data.
Data format		The data is textual, numerical and graphical, it is processed by Google. Formats used for raw data: Xlsx; Formats used in data processing: N/A; Formats used for sharing and preservation: Xlsx, PPT and Pdf.
Data volume		Approx. 2 MB
Accessibility		The data will only be used by the communications manager of the project. Quantitative data will be extracted from it to share the analytics with the project partners. The data won't be made openly available, but a summary of it will be available in the project reporting.
Related publication/s		-



## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.

Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>18</b>	<b>Not yet available</b>	<b><i>Social media analytics</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [N/A]	
<b>Version</b>	-	
<b>Team in charge</b>	SIE	
<b>Creator/s</b>	Goyanes, Jeisel [SIE]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Goyanes, Jeisel [SIE, <a href="mailto:jeisलगoyanes@sustainableinnovations.eu">jeisलगoyanes@sustainableinnovations.eu</a> ]	
<b>Contents</b>	Social media analytics. The data is automatically generated by LinkedIn and Twitter analytics and it doesn't contain any personal data.	
<b>Data format</b>	The data is textual, numerical and graphical, it is processed by LinkedIn and Twitter Analytics. Formats used for raw data: Xlsx; Formats used in data processing: N/A Formats used for sharing and preservation: Xlsx, Ppt and Pdf.	
<b>Data volume</b>	Approx. 2 MB	
<b>Accessibility</b>	The data will only be used by the communications manager of the project. Quantitative data will be extracted from it to share the analytics with the project partners. The data won't be made openly available, but a summary of it will be available in the project reporting.	
<b>Related publication/s</b>	-	



## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.

Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

19	Not yet available	<i>Dissemination Tables</i>
<b>ID [ID type]</b>	<i>Not yet available</i> [N/A]	
<b>Version</b>	-	
<b>Team in charge</b>	SIE	
<b>Creator/s</b>	Goyanes, Jeisel [SIE]	
<b>Contributor/s</b>	-	
<b>Contact Person/s</b>	Goyanes, Jeisel [SIE, <a href="mailto:jeisलगoyanes@sustainableinnovations.eu">jeisलगoyanes@sustainableinnovations.eu</a> ]	
<b>Contents</b>	List of contributions to the communication and dissemination of the project.	
<b>Data format</b>	The data is textual and numerical, it is raw and created in digital form. It contains both qualitative and quantitative data. Formats used for raw data: Xlsx; Formats used in data processing: Xlsx; Formats used for sharing and preservation: Xlsx.	
<b>Data volume</b>	Approx. 2 MB	
<b>Accessibility</b>	The data will only be used by the communications manager of the project. Quantitative data will be extracted from it to share the analytics with the project partners. The data won't be made openly available, but a summary of it will be available in the project reporting.	
<b>Related publication/s</b>	-	

## WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.



Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**

Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

20	Not yet available	<i>Dataset title</i>
<b>ID [ID type]</b>		<i>Not yet available</i> [N/A]
<b>Version</b>		-
<b>Team in charge</b>		SIE
<b>Creator/s</b>		Goyanes, Jeisel [SIE]
<b>Contributor/s</b>		-
<b>Contact Person/s</b>		Goyanes, Jeisel [SIE, <a href="mailto:jeiselgoyanes@sustainableinnovations.eu">jeiselgoyanes@sustainableinnovations.eu</a> ]
<b>Contents</b>		Poster, brochure, roll-up and project templates (word, deliverable, PPT). The data will be generated by SIE with support of the partners. It will be shared through the project's SharePoint and uploaded to the project website, where it will be kept as open access.
<b>Data format</b>		The data can be textual and graphical. Formats used for raw data: Ppt, Pdf, Word, Jpeg, Png; Formats used in data processing: N/A; Formats used for sharing and preservation: Ppt, Pdf, Word, Jpeg, Png.
<b>Data volume</b>		Approx. 1 GB
<b>Accessibility</b>		The data will be produced by SIE, shared with the partners through the project's SharePoint and uploaded to the project website, where it will be kept as open access. The data will be made openly available at the project website.
<b>Related publication/s</b>		-

## **WP5 – BIOBEC DISSEMINATION, COMMUNICATION AND STAKEHOLDER ENGAGEMENT**

WP1 will provide a bundle of activities for dissemination and communication, as well as for the active involvement of the community of actors potentially participating in the implementation and replication of the Centres.

Lead: **SIE**

Participants: **All partners**

Months: **M1-M30**



Potential users for the data sets of this WP include researchers, policymakers, public administrations, educational organizations, companies and business organizations, Non-Governmental Organizations, trade union.

<b>21</b>	<b>Not yet available</b>	<b><i>BIObec. WP5. BIObec dissemination, communication and stakeholder engagement. Task 5.3 Stakeholder engagement and mobilisation. SubTask T5.3.1 Stakeholders Engagement; T5.3.1 Stakeholders Mobilisation_Outcomes of BIObec stakeholder engagement activities</i></b>
<b>ID [ID type]</b>	<i>Not yet available</i> [N/A]	
<b>Version</b>	-	
<b>Team in charge</b>	FVA	
<b>Creator/s</b>	Albertini, Susanna [FVA]	
<b>Contributor/s</b>	Marinelli, Selenia [FVA]; Ferrini, Louis [FVA]	
<b>Contact Person/s</b>	Albertini, Susanna [FVA, <a href="mailto:albertini@fvaweb.it">albertini@fvaweb.it</a> ]	
<b>Contents</b>	<p>This dataset will aggregate:</p> <ul style="list-style-type: none"> <li>• Methodologies to engage animate the discussion, mutual learning, good practices exchange and co-creation among BIObec stakeholders; and</li> <li>• Outcomes of these activities (good practices collection, gaps still to be addressed, recommendations).</li> </ul>	
<b>Data format</b>	The data will be provided in form of texts, tables and images in digital form (.pdf).	
<b>Data volume</b>	<i>Not yet available</i>	
<b>Accessibility</b>	<p>The report will be made available in the project's website, in Cordis and other open access platforms. The document will be widely promoted and disseminated to potential beneficiaries.</p> <p>The document will be public and some key insights will be transformed into infographics, articles or factsheets for dissemination and communication purposes.</p>	
<b>Related publication/s</b>	<i>Not yet available</i>	





## Annex II: “README” file template

A “README” file is a document that will be deposited with each dataset, containing relevant information about data set authorship, terms of reuse and responsibilities, explaining data set content and structure, collection procedures and analysis (such as file specifics, methodologies, codebooks of variables, data sources, and further necessary notes). The template of the README file that will be used by [PROJECT ACRONYM] is shown here.

---

### README file

Data Set Title: “[insert title as defined in the DMP]”

Data Set Author/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more creators, if present]

Data Set Contributor/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more contributors, if present. Otherwise, cancel this line]

Data Set Contact Person/s: **Name Surname** (Affiliation), ORCID (if available), email;

[Add one or more contact person]

Data Set License: this data set is distributed under a **(INSERT LICENSE)**

[Insert the chosen license as indicated in the DMP: e.g. “this data set is distributed under a Creative Commons Attribution 4.0 International (CC BY 4.0) license, <https://creativecommons.org/licenses/by/4.0/>”]

Publication Year: **(insert YEAR)**

Project Info: **[insert PROJECT ACRONYM] ([project full title]**, funded by European Union, Horizon 2020 Programme. Grant Agreement num. **[insert grant agreement number]**;  
**[insert project website url]**

### Data set Contents

The data set consists of:

[Indicate the files that compose the dataset and their name and format.

**WE STRONGLY SUGGEST YOU TO FOLLOW THE EXAMPLES PROVIDED FOR THE FILE NAMING, MATCHING THE DATASET FILENAME WITH THE README ONE**

In the following examples the data sets were composed by only one file. In case the dataset consists of more files you can name them as described and put them in a compressed folder. In this case readme file name should match the compressed folder name]

#### EXAMPLE1

- 1 textual qualitative file saved in .rtf format

**“ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf”**

[structure of the filename “ProjectAcronym\_insert WP number\_insert Task number, e.g. T3.2\_ insert Content Describing Keywords\_insert date YYYYMMDD\_insert version, if needed.format”

Suggested format:



- for textual qualitative data .rtf or .txt
- for tabular quantitative and qualitative data .csv
- avoid proprietary formats such as .doc/.docx and .xls/.xlsx]

- 1 README file  
“README\_ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf”  
[Same naming as the dataset file. Preferred format .rtf/.txt, allowed format .pdf]

#### EXAMPLE2

- 1 tabular quantitative file saved in .csv format  
“ProjectAcronym\_WP7\_T7.3\_Questionnaire\_Sweden\_20170905.csv”
- 1 README file  
“README\_ProjectAcronym\_WP7\_T7-3\_Questionnaire\_Sweden\_20170905.rtf”

## Data set Documentation

### Abstract

....

[Insert a brief abstract describing the content of the dataset]

#### Content of the files:

- file **[Insert filename]** contains ...

[Provide a brief description of the content of the file/s. This is an example of how you could start]

- file **[Insert filename]** contains ...
- ...

### File specifics

...

[Provide useful info regarding file conversion etc... (Optional)]

Please indicate instruction/technical info in order to allow potential users to correctly visualize and reuse your data (e.g. specific software, ...).

In case of data converted in open formats it could be useful to provide some further information. For example if you deposit for long term preservation a .csv file derived from an excel you can describe the conversion. Here is an example of description of conversion using libre office calc software:

*To create the .csv files, “LibreOffice Calc” version: 5.1.4.2 (portable) was used, with the following specifics:*

- *Character set Europa occidentale (Windows-1252/WinLatin1)*
- *Field delimiter « , » (comma)*
- *Text delimiter « “ ” (quotes)*]

### Notes

...

[Related to the whole dataset or to single files of a multi-file dataset (Optional)]

### Data sources

...



[Optional]

*Methodologies*

...

[If necessary to understand how to reuse data]

*Codebook of variables*

...

[If necessary to understand the meaning of the variables]

Instructions, examples and footnotes in should be deleted from final version