Data Management Plan

D1.2

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Main authors	Jean-Baptiste Hahn

Nature of the Deliverable		
R	Document, report (excluding the periodic and final reports)	
DEM	Demonstrator, pilot, prototype, plan designs	
DEC	Websites, patents filing, press & media actions, videos, etc.	
DMP	Data Management Plan	X
OTHER	Software, technical diagram, etc.	

Dissemination Level		
PU	Public, fully open, e.g. web	X
SEN	Sensitive, limited under the conditions of the Grant Agreement	
Classified	Classified, under the Commission Decision No2015/444	

Quality procedure			
Date	Version	Reviewers	Comments
24/02/2023	V01	Jean-Baptiste HAHN (CARA)	Initial version
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Project summary

Sustainable mobility is at the core of the European strategy to accelerate the ecological and digital transition, as the transport sector is a major contributor to GHG emissions. Electricity and green hydrogen both represent two sources of energy not yet exploited enough in all transport modes and especially in railways, maritime, or long-distance transport (freight or people). The European Green Deal and many other documents such as the directive on the deployment of alternative fuels infrastructure

Alternative Fuels Infrastructure Directive (AFID) or "Fit for 55" package encourage the deployment of clean hydrogen, fuel cells and alternative fuels such as electricity to decarbonize the transport sector.

Cutting-edge technologies and services brought by Small and Medium-sized Enterprises (SME) involved in the electromobility sector need to be supported to take advantage of new market opportunities in third countries and to boost a competitive, sustainable, and circular European transport industry and to drive the transformation towards a carbon-neutral society. Europe is facing at the dawn of neutral carbon continent and to achieve this goal and reach a momentum of change E-BOOST Eurocluster will adopt a systemic approach to build a united and skilled ecosystem, ready to develop singular products and services to reach international market.

The E-BOOST Eurocluster is represented by a strong consortium ensuring a large coverage of electromobility at the European level. The project will focus on building a strong and dynamic platform for electromobility stakeholders to enhance cooperation among the whole electromobility value chain, thus strengthening EU resilience in the Mobility-Transport-Automotive industrial ecosystem (chosen strand). Direct financial and non-financial support to SMEs and clusters towards green and digital

transformation will be the cornerstone of the project. The signature of cooperation and business agreements will ensure the development of SMEs solutions at global scale and foster cross-sectoral activities which are key to support their economic growth in the context of a striking economic crisis. Mentoring programmes for clusters and SMEs based on the skills gaps identified will be designed and capacity building planned so that markets are prepared for the introduction of new electromobility solutions.

Deliverable executive summary

The present document describes the life cycle management of the data which are anticipated to be collected, processed, and generated during the E-BOOST project. In order to comply with the open access policy in SMP-COSME project, the present Data Management Plan was built using the guidelines on FAIR Data Management (Findable, Accessible, Interoperable, Reusable).

Acknowledgement

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1 Data Summary

1.1 Overview of E-BOOST data

The E-BOOST project may involve different kind of data to meet its objectives, such as:

- **Open calls' application data**: data provided by SMEs applying to E-BOOST open calls, which is strategic, technological, financial and administrative (companies' names, contacts' names and email addresses, applicants' financial data to check eligibility, innovation, targeted markets, evaluation score…);
- **Open call's results data**: data shared by open calls' beneficiaries to present their results;
- **E-Boost participation data**: Names, surnames, email addresses, job positions and organisations of people participating to E-BOOST activities (visit sites, webinars, training programs, matchmaking, surveys, mapping, etc.);
- **E-BOOST project data**: data generated by E-BOOST beneficiaries to implement the project (open call preparation, presentations, meeting notes…).

1.2 Type and format of data

The table 1 below provides an overview of data that are anticipated to be processed in the frame of E-BOOST project. Each type of data is specified according to a list of criteria: type, format, origin, expected size, storage, purpose and re-use.

The following definitions apply to each data criteria of Table 1:

- Type of data: data category under which a given data falls;
- Format of data: type or form of support under which a given data falls;
- Origin of data: source of a given data;
- Expected size: size in KB, MB or GB which can expected from a given data;
- Storage: location where a given data is going to be stored;
- Data purpose: objective and goal of processing of given data;
- Data re-use: whether or not the data will be considered as confidential and if so, limited stakeholders who will have access to the data.

All those types of data might contain personal data.

Type of data	Format of data	Origin of data	Expected size	Storage	Data purpose	Data re-use
Open Calls application data	Excel files Reports (word, pdf, etc.)	Open Calls application	MB	E-BOOST SharePoint		Confidential (E-BOOST members)
Open Calls results data	Excel files Reports (word, pdf, etc.)		MB	E-BOOST SharePoint E-BOOST website E-BOOST partners website	Promotion of activities funded under E-BOOST Open Calls	Open Access (E-BOOST website)
E-BOOST participantion data	Excel files Reports (word, pdf, etc.)	Surveys, questionnaires, interviews, brainstorming tools	MB	E-BOOST SharePoint	Gather the right data in order to smoothly implement E-BOOST activities Feed E-BOOST KPI Analyse the project's progress and propose an adaptation strategy	Confidential (E-BOOST members)
E-BOOST project data	Excel files Reports (word, pdf, etc.)	Internal meetings minutes, Presentation support of internal meetings	MB	E-BOOST SharePoint		Confidential (E-BOOST members)

Table 1: Data qualification

1.3   Data inventory

To propose a proper monitoring of the data processed during the project, a template is put at the disposal of the Consortium members. The template enables to properly identify the data as per the criteria, but also to have a unique reference and detailed information on the sharing policy.

The following criteria are taken into account:

- Number: Dataset number in the list
- Dataset name: EBOOST-WP[number]-T[number]-DATA-[name] (e.g., EBOOST-WP4-T4.1-DATA-top-down-open-call-applicant)
- Owner: Owner of the dataset, Subject to the compliance with the EBOOST Consortium Agreement and the Grant Agreement
- Description: Description of the dataset

- Type: Personal data / Subjective data / AV data / Operational data
- Origin: Collected / generated
- Detailed origin: Exact origin of the data collected / generated
- Format: Excel / Report / Video / Other (to be detailed)
- Purpose: Purpose of the data collected/generated
- Privacy level: Public (outside E-BOOST's Consortium) / Consortium (E-BOOST's members) / Partner (E-BOOST specific members)
- Sharing policy: Open (for public access) / Open with embargo which end date is dd/mm/yy (publication paper subject to an embargo by the publisher) / Restricted (only for E-BOOST's members internal use)
- Storage during the project: precision on the storage repository for Open and Restricted access
- Data description at the end of the project: Yes / No
- Durate of data preservation: If the data is not destroyed at the end of the project, the duration of the data preservation shall be detailed (number of years)
- Storage after the project: If the data is not destroyed at the end of the project, the storage repository shall be detailed

The Data inventory template is available in Annex 7.1.

2 Fair Data

Project data which will remain confidential within the Consortium and which will not be findable, will be stored in the E-BOOST dedicated sharepoint repository.

As identified in Table 1, two kinds of data will be open access (OA) and will then follow a FAIR data management :

- Open call's results data

2.1 Making data findable

E-BOOST partners will share OA data together with metadata, respecting the following format[1]:

- COSME-SMP
- ElectromoBility for the recovery and internatiOnalisation of Small enTerprises
- Dataset date, version number, length of the embargo period (if applicable), persistent identifier

2.2 Making data openly accessible

For open access (OA) data, E-BOOST project opts for a self-archiving methodology[2] to ensure access to project results. The data will be stored on different platforms (such as E-BOOST website and/or each partner website).

2.3 Making data interoperable

E-BOOST Open Access data is very specific (specific information in Excel Files, Word documents and PDF). No data standard is available to share it. E-BOOST Partners will then pay attention to provide a clear user documentation together with the data.

2.4 Increase data re-use

Data quality will be ensured by the data owner/producer who publishes the data. After the project ends, E-BOOST website will be closed, and open access data will be available on each project partner website.

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[1] European Commission, Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020, 21 March 2017
[2] European Commission, Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020, 21 March 2017

3 Allocation of resources

In order to ensure the FAIR methodology in E-BOOST project, human resources are allocated during project lifetime as prescribed in Table 2.

Resources	Roles	Responsibilities
Jean-Baptiste HAHN (CARA)	Project manager	Responsible of the Data Project handbook implementation
Data owner (any SMEs applicant to E-BOOST activities)	Quality assurance	Responsible of its dataset quality and integrity. Responsible of providing the last version of the dataset

Since the size of projects' open access data set is small, a few MB maximum, the cost of hosting on the project website or the partners' websites will be low. It will be paid by the partners.

4 Data security

E-BOOST members consider privacy and data protection as a fundamental principle and hence apply a strict policy on this matter. Data security, including data recovery as well as secure storage and transfer of sensitive data, depends on the level of confidentiality of the data.

The following guidelines will be followed to ensure the security of the data:

- Confidential data of member:
  - Storage in the own local storage or Cloud solution.
- Confidential data between 2 members:
  - Storage in their local storage or usual Cloud solution;
  - Data access shall be authenticated, data transfer shall be secured by means of secure data transfer mechanisms.
- Confidential data between all members:
  - Storage in the shared E-BOOST sharepoint, in the corresponding folder by WP.
- Public access data:
  - Storage and sharing on E-BOOST website.

Beside this, those guidelines shall be followed in order to limit the risk of data leaks:

- In case of local storage, store data in at least two separate locations to avoid loss of data;
- In case of Cloud storage, ensure Cloud solution has a data policy against removal by error, such as a recycle bin;
- Limit the use of USB flash drives;
- Label files in a systematically structured way in order to ensure the coherence of the final dataset;
- Data will be pseudonymized up to the level as to not interfere with evaluation process.

5 Ethical aspects

The WP1 ensures that ethical requirements are met for all activities undertaken in the project, including data management aspects. All partners shall make sure that the EU standards regarding ethics and data management[345] are complied with, especially the GDPR. For example, informed consent for data sharing and long-term preservation shall be included in questionnaires dealing with personal data.

5.1 Personal data

Personal data are any information relating to an identified or identifiable natural person, directly or indirectly:

- Directly: name;
- Indirectly: identifier, number, biometric data, vehicle data, sensors…;
- Identification from a single data item or from the crossing of a set of data.

The following data might contain personal data:

- Pictures taken on events;
- Open Calls applications;
- Webinars inscription list;
- Events inscription list.

Personal data shall only be processed in compliance with the following principles:

- Personal data are processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');
- Personal data are only collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation');
- The processing of personal data is adequate, relevant, and limited to what is necessary in relation to purposes for which they are processed ('data minimization');
- Obsolete or inaccurate personal data will be erased or rectified without delay ('accuracy');
- Personal data will only be stored for as long as necessary to achieve the specified purpose ('storage limitation'). Special requirements for the processing of personal data for research purposes will be considered;
- Technical and organizational measures will be taken to ensure that the personal data are protected against unauthorized or unlawful processing and against loss, destruction, or damage ('integrity and confidentiality').

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[3] European Partliament, Directive 2006/24/EC of the European Parliament, https://eur-lex.europa.eu/legal-content/en/ALL/?uri=celex:32006L0024, 2006

[4] European Partliament, Directive 2002/58/EC of the European Parliament, https://eur-lex.europa.eu/legal-content/en/ALL/?uri=celex:3A32002L0058, 2002

[5] European Parliament, Art. 29 Data Protection Working party, https://ec.europa.eu/justice/article-29/documentation/opinion-recommendation/files/2002/wp56_en.pdf, 2002

If personal data reprocessing, the study leader member will apply appropriate technical and organization measures to ensure compliance with the GDPR principles of proper data processing taking into account the state of the art, the costs of implementation and the circumstances of processing ('privacy by design').

5.2   Sensible data

Sensitive data are information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning the sex life or sexual orientation of a natural person.

All processing of sensitive data is prohibited by principle in accordance with the GDPR. E-BOOST project members are not anticipating to process any sensitive data. Should sensible data be process, this data management plan shall be updated and such process shall only be possible if compliant with GDPR principles.

6 Conclusion

The Data Management Plan aims at providing the proper tools and methodology applied to the management of the data that may be collected, generated, and processed in the frame of E-BOOST project.

The present document will be updated the project development as new needs arise, or new rules need to be implemented to ensure the FAIR data, the proper allocation of resources, the data security and protection.

All the WP of the project are concerned by the content of the document and shall apply the guidelines in their developments. Consequently, all E-BOOST members (e.g., every partner of the project) must follow the DMP instructions.

7 Annex

7.1 Annex 1: Data inventory template

E-BOOST data inventory template

#	Dataset name	Owner	Description	Type	Origin	Detailed origin	Format	Purpose	Privacy level	Sharing policy	Storage during the project	Data destruction at the end of the project	Duration of data preservation	Storage after the project
Dataset number	*E-BOOST-WP[Number]-DATA-[Name]*	*Free text*	*Free text*	*Personal data/ Subjective data / Operational data*	*Collected / Generated*	*Free text (precise the exact origin of the data collected / generated*	*Excel / Report / Video / other (precise)*	*Free text (precise the purpose of the data collected / generated*	*Public / Consortium / Partner*	*Open / Open with embargo which end date is dd/mm/yy*	*Free text (precise storage repository for Open and Restricted access)*	*YES / NO*	*Free text (number of years)*	*Free text (precise storage repository for Open and Restricted access)*