



Societal & Political Engagement
of Young People in Environmental Issues

D1.3: 1st Data Management Plan

WP1 – Project Management



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1 *Executive summary*

The purpose of this deliverable is to summarise the data that will be generated by the project as well as to identify whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved, in accordance with the activities described in **T1.4 Data Management**. This document is the initial of the three versions to be produced for the Data Management Plan throughout the STEP project's duration, serving as a working document.

The Data Management Plan (DMP) provides an analysis of the main elements of the data management policy that will be used by the STEP consortium with regard to all the datasets that will be generated by the project. The DMP is not a fixed document, but evolves during the lifespan of the project. In this respect the 2nd version will be submitted during Month 12 (May 2016), while the 3rd and final version is due on Month 30 (November 2017).

The present document will be enhanced as the project progresses and the findings will be included in the aforementioned following versions, in order to effectively support the data management lifecycle for all data that will be collected, processed or generated by the actions envisaged in STEP Description of Action (DoA). This means that the Data Management Plan will outline how data will be handled during the STEP project but also after the project is concluded.

The present report is divided in two main chapters:

- In the 1st chapter the methodology followed is presented, based on the EC guidelines, while
- The datasets of the STEP project are analysed per Work Package in the 2nd chapter.

2 Methodology

The methodology followed for drafting this initial DMP has been adopted by the European Commission's Guidelines¹ implemented in the online tool DMPonline² in a structured manner as a series of questions that should be clarified for all datasets produced in the project. The DMPonline tool has been produced by the UK's Digital Curation Centre (DCC)³ to help research teams respond to this requirement. Consequently, the STEP Initial DMP addresses the points below on a dataset by dataset basis:

- Data set reference and name
- Data set description
- Standards and metadata
- Data sharing
- Archiving and preservation (including storage and backup).

2.1 Data set reference and name

This point is the identifier for the dataset to be produced. The STEP dataset identification follows the naming: Data_<WPno>_<serial number of dataset>_<dataset title>. Example: **Data_WP2_1_User generated content**.

2.2 Data set description

In this point the data that will be generated or collected is described, including references on their origin (in case it is collected), nature and scale and to whom it could be useful, and whether it underpins a scientific publication. Where applicable, information on the existence (or not) of similar data and the possibilities for integration and reuse, are mentioned.

From the proposal preparation stages, the STEP consortium had already looked into the data that will be produced during the project. For example, STEP will log the actual usage of their system by all users. For the evaluation of the pilot operation (Task 5.3), the project will use anonymous aggregation of user choices and interface accessing. This gives an accurate log of how users actually use the system. This data log informs on:

- The level of usage of the different parts of the software
- Common and uncommon paths taken through every dialog (which phrases are most usually selected and which are never selected)
- Use (timing, type, level) of system elements
- Level of usage of User Interface elements (which buttons, sliders, etc. are pressed, when and how often)

Data can also be broken down by relevant categories like age, gender, etc. and answering them will enhance the generation of accurate user personas. This data is key to further evaluation of user-system interactions, as more tools and functionality are included.

¹ European Commission, (16 December 2013), *Guidelines on Data Management in Horizon 2020*, Version 1.0

² <https://dmponline.dcc.ac.uk/>

³ <http://www.dcc.ac.uk/>

2.3 Standards and metadata

This point refers to existing suitable standards of the discipline, as well as an outline on how and what metadata will be created. Therefore, at this stage, the available data standards (if any) accompany the description of the data that will be collected and/or generated, including the description on how the data will be organised during the project, mentioning for example naming conventions, version control and folder structures.

The DCC provides the following questions to be considered as guidance on Data Capture Methods:

- *How will the data be created?*
- *What standards or methodologies will you use?*
- *How will you structure and name your folders and files?*
- *How will you ensure that different versions of a dataset are easily identifiable?*

As far as the metadata are concerned, the way the consortium will capture and store this information should be described. For example, for data records stored in a database with links to each item metadata can pinpoint their description and location. There are various disciplinary metadata standards⁴, however the STEP consortium has identified a number of available best practices and guidelines for working with Open Data, mostly by organizations or institutions that support and promote Open Data initiatives, and will be taken into account. These include:

- Open Data Foundation⁵
- Open Knowledge Foundation⁶
- Open Government Standards⁷

Data will be interoperable, adhering to standards for data annotation, data exchange, compliant with available software applications, and allowing re-combinations with different datasets from different origins. Standards such as the Dublin Core and ISO/IEC 11179 Metadata Registry (MDR), which addresses issues in the metadata and data modelling space, will be taken into account.

2.4 Data sharing

This point will describe how data will be shared, including access procedures, embargo periods (if any), while it will outline the technical mechanisms for dissemination and necessary software and other tools for enabling re-use, and, finally, define whether access will be widely open or restricted to specific groups. Identification of the repository where data will be stored, if already existing and identified, indicating in particular the type of repository (institutional, standard repository for the discipline, etc.). In case the dataset cannot be shared, the reasons for this will be mentioned (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).

STEP partners have agreed early in the project, as mentioned in the minutes of the Kick Off meeting, that all personal data used in the project will be protected, while the informed consent of all participants will be prerequisite for their participation in the STEP platform.

⁴ <http://www.dcc.ac.uk/resources/metadata-standards>

⁵ <http://www.opendatafoundation.org/>

⁶ <https://okfn.org/>

⁷ <http://www.opengovstandards.org/>

The data collected in the project will be available to third parties in contexts such as scientific scrutiny and peer review. As documented in the Deliverable **D1.1 Project Management Handbook**, deliverables' external reviewers will sign a confidentiality declaration, which includes the following statement:

"I hereby declare that I will treat all information, contained within the above mentioned deliverable and which has been disclosed to me through the review of this deliverable, with due confidentiality."

Finally, it is expected that the STEP project will result in a number of publications in scientific, peer-reviewed journals. Project partners are encouraged to collaborate with each other and jointly prepare publications relevant to the STEP project. Scientific journals that provide open access (OA) to all their publications will be preferred, as it is required by the European Commission.

2.5 Archiving and preservation

In this point the procedures that will be put in place for long-term preservation of the data will be described, along with the indication of how long the data should be preserved, what is its approximated end volume, including a reference to the associated costs (if any) and how these are planned to be covered. This point emphasizes in the long-term preservation and curation of data, beyond the lifetime of the STEP project. Where dedicated resources are needed, these should be outlined and justified, including any relevant technical expertise, support and training that is likely to be required and how it will be acquired.

3 Datasets in STEP

3.1 Datasets in WP2 (ABERTAY)

Data set reference and name	Data_WP2_1_Environmental Decision Making Procedures
Data set description	Data collected through literature review, and questionnaire survey among STEP pilot partners (Region of Crete – Greece, Association of the Municipalities of Locride – Italy, Mollet del Vallès Municipality – Spain, Valdemoro Municipality – Spain, Hatay Metropolitan Municipality – Turkey)
Standards and metadata	As part of any stored data, metadata will be generated, which should include sufficient information to: <ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and • Appropriate key words to help external and internal users to locate the data.
Data sharing	The data are available in D2.1: Report on Decision Making Procedures. The Dissemination Level is Public, and the Deliverable is available in the project website. Raw research data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following: <ul style="list-style-type: none"> • Funder requirements/restrictions that data be shared • Any confidentiality of the data, including any commercially sensitive information • Whether the data contains any Intellectual Property.
Archiving and preservation	All research data will be stored securely on the file server of Draxis.

Data set reference and name	Data_WP2_2_User Requirements Data
Data set description	This data originates through qualitative and standardized open-ended interviews with 28 Young European Citizens and 12 Public Authorities/Policy Makers. Datasets generated for WP2 comply with the Abertay University Research Data Policy. https://intranet.abertay.ac.uk/media/Management%20of%20Research%20Data%20Policy%20and%20Guidelines-2.pdf
Standards and metadata	Interview data are: audio files in MP4 format; transcriptions in word processor file and research analysis in nVivo file format. As part of any stored data, metadata will be generated, which should include sufficient information to: <ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and

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Data set reference and name	Data_WP2_2_User Requirements Data
	<ul style="list-style-type: none"> • Appropriate key words to help external and internal users to locate the data.
Data sharing	<p>The analysis results will be available in D2.2: Report on Users' Needs and Technical Requirements. The Dissemination Level is Public, and the Deliverable is available in the project website. It is expected that we will also publish the analysed data in Scientific Journals/conference papers.</p> <p>Raw data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following:</p> <ul style="list-style-type: none"> • Funder requirements/restrictions that data be shared • Any confidentiality of the data, including any commercially sensitive information • Whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy. https://intranet.abertay.ac.uk/media/Management%20of%20Research%20Data%20Policy%20and%20Guidelines.pdf</p>
Archiving and preservation	<p>The initial interview recordings and transcripts will be stored securely in encrypted format. Data is protected in accordance with the University's legal requirements under the Data Protection Act. In accordance with the Research code of conduct & Data Management Policy, data will be archived for a period of 10 years.</p> <p>https://intranet.abertay.ac.uk/services/information services/researchsupport/researchdatamanagement/datastorageandbackup/#d.en.21316</p> <p>The policy states that "Any data collected as part of research should be stored in designated University network file spaces, to ensure that it is suitably protected against unauthorised access and is routinely backed up." All research data will be stored securely on the University Research Drive. The designated network file space for research data is the Abertay Research data storage service (RDSS).</p>

Data set reference and name	Data_WP2_3_Co-production of services data
Data set description	<p>This data originates from qualitative research workshop / co-design sessions with Young European Citizens and Policy Makers. Datasets generated for WP2 will comply with the University Research Data Policy https://intranet.abertay.ac.uk/media/Management%20of%20Research%20Data%20Policy%20and%20Guidelines-2.pdf</p>
Standards and metadata	<p>Files generated will be in word processor format and in image format (jpeg and /or png files). Data will be accompanied by a document (a word file) containing metadata, which will include sufficient information to:</p>

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Data set reference and name	Data_WP2_3_Co-production of services data
	<ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and • Appropriate key words to help external and internal users to locate the data.
Data sharing	<p>The analysed results will be available in D2.3: Report on Co-Production of Services. The Dissemination Level is Public, and the Deliverable will be made available via the project website. It is expected that we will also publish the analysed data in Scientific Journals/conference papers.</p> <p>Raw data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following:</p> <ul style="list-style-type: none"> • Funder requirements/restrictions that data be shared • Any confidentiality of the data, including any commercially sensitive information • Whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy. https://intranet.abertay.ac.uk/media/Management%20of%20Research%20Data%20Policy%20and%20Guidelines.pdf</p>
Archiving and preservation	<p>Image records will be made of any Paper-based activities which will be stored securely on the University Research Drive. The designated network file space for research data is the Research data storage service (RDSS).</p> <p>Analysed data of the material produced will also be stored securely in accordance with the University Data Management Policy. Analysed Data will be published in Scientific Journals / Conference papers.</p> <p>https://intranet.abertay.ac.uk/services/information/services/researchsupport/researchdatamanagement/datastorageandbackup/#d.en.21316</p>

Data set reference and name	Data_WP2_4_Survey data on ethical, legal issues and data protection
Data set description	<p>National Legislation and Ethical & Legal Issues data collected through questionnaire survey among STEP pilot partners (Region of Crete – Greece, Association of the Municipalities of Locride – Italy, Mollet del Vallès Municipality – Spain, Valdemoro Municipality – Spain, Hatay Metropolitan Municipality – Turkey) and STEP technical partners (Draxis – Greece, CERTH – Greece, Linguattec – Germany, Kairos – Sweden, SAMPAS - Turkey).</p>
Standards and metadata	<p>As part of any stored data, metadata will be generated, which should include sufficient information to:</p> <ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and • Appropriate key words to help external and internal users to locate the data and related information.

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<i>Data set reference and name</i>	Data_WP2_4_Survey data on ethical, legal issues and data protection
<i>Data sharing</i>	<p>The data are available in D2.3: Guidelines for handling ethical, legal issues, and data protection. The Dissemination Level is Public, and the Deliverable is available in the project website. D2.3 handles issues regarding ethical, legal and data privacy during and after STEP project including all documentation. Raw research data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following:</p> <ul style="list-style-type: none">• Any confidentiality of the data, including any commercially sensitive information considering ethical, legal and data privacy issues• Whether the data contains any Intellectual Property.• Funder requirements/restrictions that data be shared
<i>Archiving and preservation</i>	<p>Data is protected in accordance with ISO 27001 Information Security Management standards of SAMPAS. All research data will be stored securely in SAMPAS Research and shared among the partners using STEP project document management system.</p>

3.2 Datasets in WP3 (SAMPAS)

Data set reference and name	Data_WP3_1_Functional_Technical_Visionary_Components
Data set description	Functional requirements, non-functional aspects, technical capabilities, software & hardware requirements and visionary components related data collected through questionnaire survey among STEP technical partners (Draxis – Greece, CERTH – Greece, Linguatex – Germany, Kairos – Sweden, SAMPAS - Turkey).
Standards and metadata	As part of any stored data, metadata will be generated, which should include sufficient information to: <ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and • Appropriate key words to help external and internal users to locate the data and related information.
Data sharing	The data are available in D3.1: Architecture and Integration Framework Definition Specification. The Dissemination Level is Confidential, and the Deliverable will be available only to members of the consortium (including the Commission Services). D3.1 describes all technical infrastructure, components of the STEP platform and Service Oriented Architecture based integration framework with detailed descriptions of the development, testing and production environments and also the testing methodology of STEP project. Raw research data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following: <ul style="list-style-type: none"> • Any confidentiality of the data, including any commercially sensitive information considering the components, architecture and integration methodology of the platform • Whether the data contains any Intellectual Property. • Funder requirements/restrictions that data be shared
Archiving and preservation	Data is protected in accordance with ISO 27001 Information Security Management standards of SAMPAS. All research data will be stored securely in SAMPAS Research and shared among the partners using STEP project document management system.

Data set reference and name	Data_WP3_2_Pilot_Specific_Content
Data set description	Pilot specific information about municipalities, UI page designs, localization data and if required bilingual corpora related data collected through questionnaire survey among STEP pilot partners (Region of Crete – Greece, Association of the Municipalities of Locride – Italy, Mollet del Vallès Municipality – Spain, Valdemoro Municipality – Spain, Hatay Metropolitan Municipality – Turkey).

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Data set reference and name	Data_WP3_2_Pilot_Specific_Content
Standards and metadata	As part of any stored data, metadata will be generated, which should include sufficient information to: <ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and • Appropriate key words to help external and internal users to locate the data and related information.
Data sharing	The data are available in D3.1: Architecture and Integration Framework Definition Specification and also on the STEP Platform if it is going to be public. The Dissemination Level for D3.1 is Confidential, and the Deliverable will be available to only for members of the consortium (including the Commission Services). The data such as localization, municipality information home page content will be publicly available through STEP platform. Raw research data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following: <ul style="list-style-type: none"> • Any confidentiality of the data, including any commercially sensitive information considering the components, architecture and integration methodology of the platform • Whether the data contains any Intellectual Property. • Funder requirements/restrictions that data be shared.
Archiving and preservation	Data is protected in accordance with ISO 27001 Information Security Management standards of SAMPAŞ. All research data will be stored securely in SAMPAŞ Research and shared among the partners using STEP project document management system.

Data set reference and name	Data_WP3_3_STEP_Platform
Data set description	Data collected through participants among STEP pilot partners (Region of Crete – Greece, Association of the Municipalities of Locride – Italy, Mollet del Vallès Municipality – Spain, Valdemoro Municipality – Spain, Hatay Metropolitan Municipality – Turkey)
Standards and metadata	As part of any stored data, metadata will be generated, which should include sufficient information to generate insights on how to add or improve functionality to the platform.
Data sharing	The data gathered is transformed into technical requirement of the STEP platform, made available on a collaborative wiki service https://cotunity.atlassian.net/wiki/display/ds/Specifications+-+STEP+Ombudsapp Data added to the platform are made available according to the national pilot partners own terms and conditions / privacy policies
Archiving and preservation	Data is protected in accordance with the Swedish Personal Data Act. All research, sketches and ideas data will be stored securely on the company's own file server. Datasets generated for STEP will comply with the Swedish Personal Data Act where Kairos Future has been granted a

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<i>Data set reference and name</i>	Data_WP3_3_STEP_Platform
	permit to store personal data. http://www.loc.gov/law/help/online-privacy-law/sweden.php#Current - national site: http://www.datainspektionen.se/lagar-och-regler/personuppgiftslagen/

3.3 Datasets in WP4 (CERTH)

Data set reference and name	Data_WP4_1_Survey data on user motivation
Data set description	Data collected through Cultural Probe via the Co:tunity platform. Posts will be in text / map based and image format. Analysis may be carried out in nVivo so we may store nVivo file formats as well as various image formats.
Standards and metadata	<p>The data will be collected via the Co:tunity platform (a web-based collaboration tool). Data will be accompanied by a document (a word file) containing metadata, which will include sufficient information to:</p> <ul style="list-style-type: none"> • Link it to the research publications/outputs, • Identify the funder and discipline of the research, and • Appropriate key words to help external and internal users to locate the data.
Data sharing	<p>Data generated during the Cultural Probe activity will be collected and shared within a closed group (invited participants only). We are encouraging people to discuss issues/posts amongst the group so participants will be made aware that posts are visible to others in the group. Data will be analysed and may be published (only anonymised information will be included) in scientific journals.</p> <p>Raw data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following:</p> <ul style="list-style-type: none"> • Funder requirements/restrictions that data be shared • Any confidentiality of the data, including any commercially sensitive information • Whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy. https://intranet.abertay.ac.uk/media/Management%20of%20Research%20Data%20Policy%20and%20Guidelines.pdf</p>
Archiving and preservation	Posts will be archived at the end of the activity period. Posts will be analysed by the research team and stored securely in accordance with the University Research Data Policy for a period of 10 years before being deleted.

Data set reference and name	Data_WP4_2_Case studies on past e-participation projects
Data set description	Data collected through literature review and through a form distributed to STEP partners related to e-participation projects.
Standards and metadata	The dataset is maintained in a Word document.
Data sharing	Data will become available as part of D4.2: Best Practices Report. The Dissemination Level is Public, and the Deliverable will become available in the project website.
Archiving and preservation	Preservation will be ensured by backup of the original databases or file

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<i>Data set reference and name</i>	Data_WP4_2_Case studies on past e-participation projects
	systems.

<i>Data set reference and name</i>	Data_WP4_3_Survey on social media perception and usage
<i>Data set description</i>	Data collected through an online form that will become publicly available and distributed through the partners' networks.
<i>Standards and metadata</i>	The dataset is maintained on Google Forms, and will be exported to XLS format once the responses are collected.
<i>Data sharing</i>	The analysis results will become available as part of D4.2: Best Practices Report. The Dissemination Level is Public, and the Deliverable will become available in the project website.
<i>Archiving and preservation</i>	Preservation will be ensured by backup of the original databases or file systems.

<i>Data set reference and name</i>	Data_WP4_4 Social media data on environmental issues
<i>Data set description</i>	Data will be collected as part of T4.3 by monitoring selected keywords and sources on Twitter, selected Facebook pages, news sites and blogs. The data will be used to power the social media monitoring tools of STEP and for internal development and testing purposes.
<i>Standards and metadata</i>	Data will be stored in JSON format, closely following the format of the original sources.
<i>Data sharing</i>	Due to the limitations imposed by Twitter and Facebook, access to the dataset will be restricted to STEP partners. Fully anonymized aggregated analysis results may be included in public reports, deliverables, and scientific publications.
<i>Archiving and preservation</i>	Preservation will be ensured by backup of the original databases or file systems.

3.4 Datasets in WP5 (DRAXIS)

Data set reference and name	Data_WP5_1_User generated content
Data set description	Data generated by users of the STEP platform, e.g. posts and comments in e-petitions, round table discussions,
Standards and metadata	n/a
Data sharing	Data will be available to registered users of the platform.
Archiving and preservation	Preservation will be ensured by backup of the original databases or file systems.

Data set reference and name	Data_WP5_2_Data collected by social media mining component
Data set description	The data which are collected by social media mining component
Standards and metadata	n/a
Data sharing	The anonymous aggregation of user choices and social media content will be used to derive trending topics, content, influencers and other aggregate insights. This aggregate output will be matched and presented to each registered user in a personalised way, by means of filtering based on his/her profile and personal interests that he/she will have designated in his/her private profile, which will be stored on a secure server and can be accessed by secure authentication methods.
Archiving and preservation	To assure the participants privacy, all data will be anonymised and stored on a server to which only the relevant staff have access. More specifically the server onto which the data will be stored will have server side encryption.

Data set reference and name	Data_WP5_3_Evaluation data collected by users
Data set description	<p>Partners responsible for the pilots in WP5 will recruit young users according to the specifications set in Task 5.1, and use the STEP platform for publishing consultations on decisions with an environmental impact and for collection the views of young people.</p> <p>Interviews and questionnaire surveys with the users will be performed which will be used for the evaluation of the service.</p> <p>An online user evaluation will be used to evaluate aspects connected with usability, accessibility and diversity of the platform. In parallel with this another self-completed questionnaire will be used, whose objective is to evaluate the achievement of the high level project goals such the increase of trust and interest of young people in political activities or how the project helps public authorities to open their decision-making process to citizens. The format will include, rating scale questions and open prompt questions allowing both a quantitative and qualitative assessment of participant responses from the user perspective. This will further provide</p>

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Data set reference and name	Data_WP5_3_Evaluation data collected by users
	information on the achievement of the project goals considering also national specificities, user perceptions and future demand.
Standards and metadata	Data will be accompanied by a document (a word file) containing metadata, which will include sufficient information to: Link it to the research publications/outputs, Identify the funder and discipline of the research, and appropriate key words to help external and internal users to locate the data.
Data sharing	The dataset related with the questionnaire will be available for sharing in anonymised form as a CSV file. Data resulting from the usability evaluation will be shared primarily among the project partners and will be made available in project publications.
Archiving and preservation	For the questionnaire data OAIS-Open Archival Information System [ISO 14721:2012] is going to be used for this anonymised dataset as a reference model for curation and preservation. Usability tests data instead will be managed and preserved in accordance to Abertay Research code of conduct & Data Management Policy, data will be archived for a period of 10 years on the University Research Data Storage. This could be made available upon request.

Data set reference and name	Data_WP5_4_Training Package Material for policy makers
Data set description	A training package for policy makers and key decision makers will be developed in T5.2. Any material required to accomplish the training will be developed in this task and provided to pilot support partners for localisation.
Standards and metadata	n/a
Data sharing	This dataset should be available for sharing
Archiving and preservation	All research data will be stored securely on the file server of Draxis.

Data set reference and name	Data_WP5_5_User experience data derived from data logging
Data set description	Using the data logged (Task 3.2), a blend of quantitative and qualitative techniques will be used to evaluate the user experience. Specific user behaviour will be documented which will then reconciled with logging analytics data.
Standards and metadata	The data will be generated through Logging features of the STEP platform. Standards and metadata will be extracted using the Logging module. The aim of the user interaction log system is to understand the usage of

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	<p>different parts of the software component and user interface (UI) elements and update the front end based on the usage patterns, which is not directly linked with personalised content, profile and preferences.</p> <p>As part of any stored data, researchers should generate metadata, which should include sufficient information to:</p> <ul style="list-style-type: none">• Link it to the research publications/outputs,• Identify the funder and discipline of the research, and• Appropriate key words to help external and internal users to locate the data.
<i>Data sharing</i>	<p>The user data used will be anonymised. Anonymous aggregation of user choices and interface accessing will let us know about the usage of the platform and is not providing a conflict with the personalised information provided. The data generated will be available for sharing only among the consortium partners.</p>
<i>Archiving and preservation</i>	<p>To assure the participants privacy, all data will be anonymised and stored on a server to which only the relevant staff have access. More specifically the server onto which the data will be stored will have server side encryption.</p>

3.5 Datasets in WP6 (INMARK)

Data set reference and name	Data_WP6_1_Market assessment data
Data set description	<p>Data gathered will be:</p> <ul style="list-style-type: none"> • Secondary data: coming from external sources, such as government publications, periodicals, books, etc. It will be collected through digital and paper based means. • Primary data: coming from internal sources from partners, as well as from citizens and potential users for outputs resulting from the project. <p>Secondary data will be collected from partners through a questionnaire and integrated into a PESTLE (Political, Economic, Social, Technological and Legal & Environmental) analysis (external factors analysis table). The PESTLE table will be published in D6.2 Market assessment report.</p> <p>Primary data will be collected through in-depth interviews, a survey and a focus group. The data will be processed, analysed and integrated as market insights and potential take-up to support business plan (D6.3/D6.4 Business Plan 1&2). The results from the interviews, focus group or the survey will not reflect any particular or company perspective; the collected results will be treated as a whole. So all inputs will be reported in an anonymous way, reflecting the behaviour or the users or market. In addition, all answers will follow correct treatment of personal/business information as set out in the Data Protection Act followed by INMARK Europa as a Market Research company.</p>
Standards and metadata	INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research, as well as the Data Protection Act
Data sharing	<p>As the dissemination level of D6.2, D6.3 and D6.4 are confidential it will only be shared with the members of the consortium and the Commission services. All primary data will be anonymized before being reported as results, in the deliverables.</p> <p>Data containing any sensitive personal, business and/or legal information will not be made openly accessible.</p>
Archiving and preservation	<p>Private repository for STEP partners maintained and preserved by the Coordinator (Draxis) for the deliverables.</p> <p>Primary data will be kept and/or destructed by INMARK Europa following the Data Protection Act guidelines.</p>

Data set reference and name	Data_WP6_2_Exploitation and Business Plan vision data
Data set description	<p>Data collected from partners in the context of their potential exploitation outputs and further activities to exploit the knowledge, products and/or services resulting of the project.</p> <p>It will be secondary data, supported by internal sources, which will be</p>

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	<p>lined to the partners` exploitation vision. It will be collected through questionnaires, as well as from feedback provided from partners.</p> <p>The analysis result of this exploitation questionnaire and collected insights will be published in D6.3/D6.4 Business Plan 1&2.</p>
Standards and metadata	Not applicable
Data sharing	<p>As the dissemination level of D6.3 and D6.4 is confidential it will only be shared with the members of the consortium and the Commission services.</p> <p>Data containing any sensitive business and legal information will not be made openly accessible.</p>
Archiving and preservation	Private repository for STEP partners maintained and preserved by the Coordinator (Draxis) for the deliverables.

Data set reference and name	Data_WP6_3_IPR-related questions
Data set description	IPR-related issues from the partners that need to be addressed in T6.4 IPR Strategy and management. Data will be collected through a questionnaire on Pre-existing Know-how, IPR, Knowledge and commercial participation in STEP. The analysis result of the gathered IPR-related issues will be reported in D6.4 STEP IPR Strategy report.
Standards and metadata	Spanish Data Protection Act.
Data sharing	<p>The analysis results will be presented in D6.4. Nevertheless, as the dissemination level of this deliverable is confidential it will only be shared with the members of the consortium and the Commission services.</p> <p>Data containing any sensitive business and legal information will not be made openly accessible.</p>
Archiving and preservation	Due to confidentiality and sensitive nature of certain information obtained with the questionnaire, answers may be archived in a private repository within INMARK complying with the Spanish Data Protection Act unless otherwise will be agreed by the consortium.

3.6 Datasets in WP7 (YEE)

Data set reference and name	Data_WP7_1_Local Dissemination requirements
Data set description	In order to appropriately plan the targeted dissemination activities in each one of the five pilot areas, a collection of requirements has been elaborated, ensuring the development of a clear view of the existing situation, stakeholders and specific needs and priorities. The collection of requirements has been completed with the use of semi-structured questionnaires, filled-in by the five pilot partners (Region of Crete – Greece, Association of the Municipalities of Locride – Italy, Mollet del Vallès Municipality – Spain, Valdemoro Municipality – Spain, Hatay Metropolitan Municipality – Turkey).
Standards and metadata	Not applicable
Data sharing	<p>The data are available in D7.1: 1st Dissemination Plan. The Dissemination Level is Public, and the Deliverable is available in the project website.</p> <p>Raw data is not publicly available, if we do receive a legitimate request for this data we will make a decision based on the following:</p> <ul style="list-style-type: none"> • Funder requirements/restrictions that data be shared • Any confidentiality of the data, including any commercially sensitive information • Whether the data contains any Intellectual Property.
Archiving and preservation	Private repository for STEP partners maintained and preserved by the Coordinator (DRAXIS) for the deliverables.