



Societal & Political Engagement
of Young People in Environmental Issues

D1.4: 2nd Data Management Plan

WP1 – Project Management



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1 Executive summary

The purpose of the current deliverable is to present the second version of the STEP project Data management plan. The deliverable includes all the significant changes such as new data sets, changes in consortium policies and any external factors that may have influenced data management in STEP project. It is submitted on Month 12 as a Mid-Term review of the STEP Data Management Plan.

For implementing the updates, the methodology proposed by the European commission Guidelines was adopted. For every existing and new dataset, WP leaders were contacted to provide additional information for the datasets used in STEP project.

Changes occurred in datasets provided by partner CERTH and PLANO2 while two new datasets have been included by partner PLANO2.

The deliverable is structured in the following chapters:

Chapter 2 includes an introduction to the Deliverable.

Chapter 3 includes a description of the methodology used.

Chapter 4 includes the description of the datasets along with the documented changes and additional information.

2 Introduction

The current deliverable D1.4 “2nd Data management plan” represents the second version of the STEP data management plan (DMP) initially documented in the D1.3 “1st Data management plan”. The D1.4 is submitted exactly one year after project start and six months after the submission of the first version of the DMP and represents a Mid-term review of the STEP DMP. The purpose of the current deliverable is to document all the updates on the STEP project data management life cycle for all datasets to be collected, processed or generated. The methodological approach used to document the updates in the STEP 2nd Data management plan is presented in the next chapter.

3 Methodology

The methodological approach that will be used for the compilation of D1.4 follows the updated version of the “Guidelines on Data Management in Horizon 2020”¹ version 2.1 released on 15 February 2016 by the European Commission Directorate-General for Research & Innovation. In the document it is clearly mentioned that:

“A Data Management Plan should be updated - if appropriate - during the project lifetime (in the form of deliverables). Please create and submit a new version of the DMP whenever significant changes arise in your project such as

- *new data sets*
- *changes in consortium policies*
- *external factors.*

Deadline of updates:

- *as a minimum, update the DMP in time to be evaluated as part of the mid-term and final project reviews for projects that have planned reviews*
- *DMP updates needed at least at the end of projects, for projects where reviews are not planned*
- *and at other moments if it is defined by project consortia.”*

The STEP project consortium had foreseen the need for updated version of the DMP and has included in the Description of Action plan three deliverables.

The project partners have been notified by the project coordinator in order to provide the required information regarding the inclusion of new data sets, any changes in consortium policies or the existence of any external factors that would influence the status of the existing datasets. Any changes that have occurred have been marked with **red coloured font** within the current deliverable.

¹ European Commission, (15 February 2016), *Guidelines on Data Management in Horizon 2020*, Version 2.1

4 Datasets in STEP

4.1 Datasets in WP2

4.1.1 Environmental Decision Making Procedures

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.

The description of the dataset **Data_WP2_1_Environmental Decision Making Procedures** has not changed and remains the same for the 2nd Data Management Plan.

4.1.2 User Requirements Data

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: <p>https://intranet.abertay.ac.uk/media/Management%20of%20Research%20Data%20Policy%20and%20Guidelines-2.pdf</p>
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

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	<p>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.
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>

The description of the dataset **Data_WP2_2_User Requirements Data** has not changed and remains the same for the 2nd Data Management Plan.

4.1.3 Co-production of services data

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%20D</p>

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	ata%20Policy%20and%20Guidelines-2.pdf
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> <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>

The description of the dataset **Data_WP2_3_Co-production of services data** has not changed and remains the same for the 2nd Data Management Plan.

4.1.4 Survey data on ethical, legal issues and data protection

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, Linguatex – Germany, Kairos – Sweden, SAMPAS - Turkey).</p>

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<i>Standards and metadata</i>	<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.
<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>

The description of the dataset **Data_WP2_4_Survey data on ethical, legal issues and data protection** has not changed and remains the same for the 2nd Data Management Plan.

4.2 Datasets in WP3

4.2.1 Functional Technical Visionary Components

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, Linguattec – 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.

The description of the dataset **Data_WP3_1_Functional_Technical_Visionary_Components** has not changed and remains the same for the 2nd Data Management Plan.

4.2.2 Pilot Specific Content

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).
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.

The description of the dataset **Data_WP3_2_Pilot_Specific_Content** has not changed and remains the same for the 2nd Data Management Plan.

4.2.3 STEP Platform

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 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/

The description of the dataset **Data_WP3_3_STEP_Platform** has not changed and remains the same for the 2nd Data Management Plan.

4.3 Datasets in WP4

4.3.1 Survey data on user motivation

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.

The description of the dataset **Data_WP4_1_Survey data on user motivation** has not changed and remains the same for the 2nd Data Management Plan.

4.3.2 Case studies on past e-participation projects

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 <i>(Changed for 2nd DMP)</i>	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. (also available here: https://drive.google.com/file/d/0B4A-oKUyTJK2Q3Njb2YtZEt4Mjg/view?usp=sharing).
Archiving and preservation	Preservation will be ensured by backup of the original databases or file systems.

The description of the dataset **Data_WP4_2_Case studies on past e-participation projects** has been changed for the 2nd Data Management Plan. Changes occurred in the data sharing section. The Google Drive link was added.

4.3.3 Survey on social media perception and usage

Data set reference and name	Data_WP4_3_Survey on social media perception and usage
Data set description	Data collected through an online form that will become publicly available and distributed through the partners' networks.
Standards and metadata <i>(Changed for 2nd DMP)</i>	The dataset is maintained on Google Forms, and was exported to XLS format once the responses were collected (https://docs.google.com/spreadsheets/d/1FnV4r00Lgz6QW_8CvMfDEiSF74j85yALuG6lBaS_sLY/edit?usp=sharing)
Data sharing	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.
Archiving and preservation	Preservation will be ensured by backup of the original databases or file systems.

The description of the dataset **Data_WP4_3_Survey on social media perception and usage** has been changed for the 2nd Data Management Plan. Changes occurred in the standards and metadata section. The direct link to the dataset was provided.

4.3.4 Social media data on environmental issues

Data set reference and name	Data_WP4_4 Social media data on environmental issues
Data set description <i>(Changed for 2nd DMP)</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. Separate datasets will be collected for each pilot use case using topics, keywords and accounts relevant to the local environmental interests of each site. Also a European-wide data collection will be performed covering environmental issues that are pertinent throughout Europe.
Standards and metadata	Data will be stored in JSON format, closely following the format of the original sources.
Data sharing	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.
Archiving and preservation	Preservation will be ensured by backup of the original databases or file systems.

The description of the dataset **Data_WP4_4 Social media data on environmental issues** has been changed for the 2nd Data Management Plan. Changes occurred in the data set description section. A more elaborate description of the dataset was provided.

4.4 Datasets in WP5

4.4.1 User generated content

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.

The description of the dataset **Data_WP5_1_User generated content** has not changed and remains the same for the 2nd Data Management Plan.

4.4.2 Data collected by social media mining component

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.

The description of the dataset **Data_WP5_2_Data collected by social media mining component** has not changed and remains the same for the 2nd Data Management Plan.

4.4.3 Evaluation data collected by users

<i>Data set reference and name</i>	Data_WP5_3_Evaluation data collected by users
<i>Data set description</i>	<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 information on the achievement of the project goals considering also national specificities, user perceptions and future demand.</p>
<i>Standards and metadata</i>	<p>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.</p>
<i>Data sharing</i>	<p>The dataset related with the questionnaire will be available for sharing in anonymised form as a CSV file.</p> <p>Data resulting from the usability evaluation will be shared primarily among the project partners and will be made available in project publications.</p>
<i>Archiving and preservation</i>	<p>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.</p> <p>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.</p>

The description of the dataset **Data_WP5_3_Evaluation data collected by users** has not changed and remains the same for the 2nd Data Management Plan.

4.4.4 Training Package Material for policy makers

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<i>Data set reference and name</i>	Data_WP5_4_Training Package Material for policy makers
<i>Data set description</i>	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.
<i>Standards and metadata</i>	n/a
<i>Data sharing</i>	This dataset should be available for sharing.
<i>Archiving and preservation</i>	All research data will be stored securely on the file server of Draxis.

The description of the dataset **Data_WP5_4_Training Package Material for policy makers** has not changed and remains the same for the 2nd Data Management Plan.

4.4.5 User experience data derived from data logging

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<i>Data set reference and name</i>	Data_WP5_5_User experience data derived from data logging
<i>Data set description</i>	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.
<i>Standards and metadata</i>	<p>The data will be generated through Logging features of the STEP platform. Standards and metadata will be extracted using the Logging module.</p> <p>The aim of the user interaction log system is to understand the usage of 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>	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

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	consortium partners.
<i>Archiving and preservation</i>	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.

The description of the dataset **Data_WP5_5_User experience data derived from data logging** has not changed and remains the same for the 2nd Data Management Plan.

4.5 Datasets in WP6

4.5.1 Market assessment data

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>

The description of the dataset **Data_WP6_1_Market assessment data** has not changed and remains the same for the 2nd Data Management Plan.

4.5.2 Exploitation and Business Plan vision data

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 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.

The description of the dataset **Data_WP6_2_Exploitation and Business Plan vision data** has not changed and remains the same for the 2nd Data Management Plan.

4.5.3 IPR-related questions

Data set reference and name	Data_WP6_3_IPR-related questions
Data set description	<p>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.</p>
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

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	otherwise will be agreed by the consortium.
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The description of the dataset **Data_WP6_3_IPR-related questions** has not changed and remains the same for the 2nd Data Management Plan.

4.6 Datasets in WP7

4.6.1 Local Dissemination requirements

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	The data are available in D7.1: 1 st Dissemination Plan. The Dissemination Level is Public, and the Deliverable is available in the project website. 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: <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 <i>(Changed for 2nd DMP)</i>	All data will be stored securely on the file server of PLANO2.

The description of the dataset **Data_WP7_1_Local Dissemination requirements** has been changed for the 2nd Data Management Plan. Changes occurred in the archiving and preservation section. Data storage location has been changed.

4.6.2 Reports on dissemination activities

(New dataset for 2nd DMP)

Data set reference and name	Data_WP7_2_Reports on dissemination activities
Data set description	This dataset includes any evidence that proves that the project partners have participated in events, have organised local dissemination events, or have disseminated the project by any means. Images of minors will never be used without parental permission.
Standards and metadata	Not applicable
Data sharing	Some of the data will be available on the regular reports on dissemination activities (D7.3, D7.5, D7.8), while other will be published on the project

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	<p>website and social media accounts.</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	All data will be stored securely on the file server of PLANO2.

The description of the Dataset **Data_WP7_2_Reports on dissemination activities** is a new dataset for STEP project and is included in the 2nd Data Management Plan.

4.6.3 Network of Interest list

(New dataset for 2nd DMP)

Data set reference and name	Data_WP7_2_Network of Interest list
Data set description	This dataset includes information of the members of the Network of Interest. Specifically, the information stored are name, email addresses, age, sex, organisation to which they belong, and country of origin.
Standards and metadata	Not applicable
Data sharing	<p>The analysis results will be available in the STEP reports on the Network of Interest (D7.4, D7.6, D7.9), while other will be entered to the MailChimp service under PLANO2's account.</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	All data will be stored securely on the file server of PLANO2.

The description of the Dataset **Data_WP7_2_Network of Interest list** is a new dataset for STEP project and is included in the 2nd Data Management Plan.