



Societal & Political Engagement
of Young People in Environmental Issues

D1.8: 3rd Data Management Plan

WP1 – Project Management



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 649493

Document Information

Grant Agreement Number	649493	Acronym	STEP	
Full Project Title	Societal and political engagement of young people in environmental issues			
Start Date	1 st June 2015	Duration	30 months	
Project URL	www.step4youth.eu			
Deliverable	D 1.8 – 3 rd Data Management Plan			
Work Package	WP 1 – Project Management			
Date of Delivery	Contractual	30 November 2017	Actual	30 November 2017
Nature	R - Report	Dissemination Level	P – Public	
Lead Beneficiary	DRAXIS Environmental S.A.			
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Document History

Version	Issue Date	Stage	Changes	Contributor
0.1	31/10/2017	Draft	Partners' input	DRAXIS, ABERTAY, INMARK, SAMPAS, CERTH, PLANO2
1.0	22/11/2017	Draft	1 st version of Deliverable	DRAXIS
2.0	06/12/2017	Final	Comments from partners	Symeon Papadopoulos

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Abbreviations

<i>APIs</i>	Application Programming Interfaces
<i>CSV</i>	Comma-separated values file
<i>DMP</i>	Data Management Plan
<i>FAIR</i>	Findable, Accessible, Interoperable, Re-usable
<i>GDPR</i>	General Data Protection Regulation
<i>JSON</i>	JavaScript Object Notation format
<i>N/A</i>	Not Applicable
<i>RDSS</i>	Research Data Storage Service
<i>XLS</i>	Microsoft Excel file format
<i>UI</i>	User Interface

1 Executive summary

The present document is a deliverable of the STEP project, funded by the European Commission's Directorate – General for Research and Innovation (DG RTD), under its Horizon 2020 Innovation Action programme (H2020).

This deliverable is the third and final version of the project Data Management Plan (DMP). This final version presents the various datasets that have been collected, processed or produced by the STEP project and outlines the main data sharing and the major management principles that have been followed. Thus, it incorporates all the critical changes such as changes in the consortium policies and any external factors that may had impact on the data management within the project and might influence it even after the project duration.

The deliverable is structured in the following chapters:

- Chapter 1: Introduction to the deliverable
- Chapter 2: Description of the methodology used
- Chapter 3: Description of the datasets along with the documented changes and additional information

2 Introduction

The DMP was an evolving document during the project duration addressing all the issues related to data management. The initial DMP was developed at the early stages of the project (M6) and the second version six months later. By creating an earlier plan for managing data and updating it on a regular basis the consortium has saved time and effort. DMP also was an essential guidance for the STEP consortium describing all aspects of how the data collected and/ or generated within the STEP project should have been managed.

This deliverable D1.8: 3rd Data Management Plan aims to provide a detail view and document all the updates of the STEP project data management life cycle for all datasets collected, processed or generated during the project. Furthermore, it contains a description of how the results have been shared, including access procedures and preservation with more precision and substance according to the guidelines in Horizon 2020.

Although the DMP has been developed by DRAXIS, its implementation has been comprised of all partners' contribution. This is the final version of the DMP published in M30 and primarily describes more in detail the practical data management procedures implemented by the STEP project.

3 Methodology

The DMP methodology approach that has been used for the compilation of the D1.8 has been based on the revised version of the “Guidelines on FAIR Data Management in Horizon 2020”¹ version 3.0 released on 26th of July 2016 by the European Commission Directorate – General for Research and Innovation.

The revised version of the STEP DMP addresses the following issues:

1. Data Summary

The Data Summary focuses on the following issues presenting the:

- aim of the collected and/or generated data and their relation to the objectives of the STEP project;
- types and formats of data collected and/ or generated during the project;
- reusability of the existing data;
- origin of the data;
- anticipated size of the data;
- data utility.

2. FAIR data

In accordance with the “Guidelines on FAIR Data Management in Horizon 2020” the DMP outlines the following types of data in order to clarify specific issues for the datasets:

- Making data findable, along with provisions for metadata:
 - Present the discoverability of data (metadata provision);
 - Present the attributes of data and outline standard identification mechanism;
 - Present the naming conventions used;
 - Present the keyword research approach;
 - Present the version control approach;
 - Define standards for metadata creation (if any).
- Making data openly accessible:
 - Define which data are openly available, and if any data are kept closed clarify the reason why;
 - Define how the data are made available;
 - Define what methods or software tools are needed to access the data, if a documentation is necessary about the software and if it is possible to contain the relevant software (e.g. in open source code);
 - Define the repository of the data and associated metadata, documentation and code;
 - Define how access is provided supposing there are any restrictions.
- Making data interoperable.
 - Define the vocabularies, standards and/ or methodologies that data and metadata follow to assist interoperability.
 - Provide whether standard vocabulary is used for all data types described in the dataset to permit inter-disciplinary interoperability.

¹ European Commission, (26 July 2016), Guidelines on FAIR Data Management in Horizon 2020, Version 3.0

- Increase data re-use.
 - Define the license of the data that allows the extend re-use possible.
 - Define the time that the data will be made available for re-use.
 - Define whether the data generated and/ or used in the project are usable by third parties, especially, after the end of the project.
 - Provide a data quality assurance processes description.
 - Define how long the data will remain re-usable.

3. Allocation of resources

The objectives of this point address the following issue²:

- Estimate the costs for making the data FAIR and provide information on how these costs will be covered;
- Identify responsibilities for data management in the project;
- Describe costs and potential value of long-term preservation.

4. Data security

The Data security provides information on data recovery along with the secure storage and transfer of sensitive data.

5. Ethical aspects

The Ethical aspects contain the context of the ethics review, the ethics section of the DoA and ethics deliverables including references and related technical aspects.

6. Other issues

This point refers to other national/ funder/ sectoral/ departmental procedures for data management that are used.

The STEP project coordinator (DRAXIS) has provided on time all the work package leaders and rest of the partners with a template that includes all the aforementioned issues along with instructions to fill the template. The input was collected and is presented in Chapter 4 (Datasets in STEP).

² http://ec.europa.eu/agriculture/direct-support/iacs/index_en.htm

4 Datasets in STEP

4.1 Datasets in WP2 – Analysis and requirements

For the purpose of WP2 the following four datasets have been generated:

- User Requirements dataset;
- Co-production of services data;
- Survey data on user motivation
- Environmental decision making procedures.

4.1.1 User Requirements dataset

DMP component	Issues to be addressed
<p>1. Data summary</p>	<p>The purpose of the data collection is the generation of user needs/ requirements for the STEP platform.</p> <p>Furthermore, involve end-users in giving input about the platform, understand their needs, potential obstacles for adoption, understand existing relations between end-user groups (policy-makers and young people). This data collection activity contributes to the achievement of objectives 1 and 2 of STEP.</p> <p>The data has been collected with qualitative semi-structured interviews. The data comes in the form of audio and text files (transcription). Audio files in MP4 format; transcriptions in word processor file and research analysis in nVivo file format.</p> <p>Interviews have been conducted with young people and policy-makers, with a particular focus on interviewing people in the pilot countries and some additional interviews have been conducted in other countries where project partners are located (i.e. UK, Czech Republic). Most interviews have been conducted remotely using Skype.</p> <p>The expected size of the data is not applicable, as this is qualitative data the size is not a meaningful measure. To give a qualitative idea, in total we have conducted 28 interviews (23 hours of recording) with young people and 12 interviews with policy-makers (12 hours of recording).</p> <p>The data were useful in the first place for the project partners for the conduction of STEP, some limited potential reuse may be foreseen but as this is qualitative data, eventual requests will need to be evaluated on a case by case basis.</p>
<p>2. FAIR Data</p> <p>2.1. Making data findable, including provisions for metadata</p>	<p>The data are stored on Abertay University secure Research Data Drive (RDSS).</p> <p>These data are not directly accessible from outside but anonymised data can be made available upon request, after an evaluation of the request (i.e. purpose, goal etc.).</p> <p>No DOI adoption and versioning are foreseen for this dataset.</p> <p>The naming convention used is: Data_WP2_2_User Requirements Data.</p> <p>The keywords are related with the goals of the STEP project.</p>

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	<p>As part of any stored data, a small amount of metadata were generated. As the dataset in question is qualitative, it is not per se machine readable and metadata is foreseen to help another researcher to locate the data. Metadata 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 keywords to help external and internal users to locate the data. Keywords will include the type of interviewee (Young Person, Policy Maker), the country (e.g. Italy, Greece), the associated Work Package and Task name.
<p>2.2. <i>Making data openly accessible</i></p>	<p>The data will be kept close until the end of the project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>Raw data are not publicly available, if we do receive a legitimate request for these 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, and ● whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy.</p> <p>The data are not per se “machine-readable” as they are qualitative in nature and are not accessible by software tools.</p>
<p>2.3. <i>Making data interoperable</i></p>	<p>N/A</p>
<p>2.4. <i>Increase data re-use (through clarifying licenses)</i></p>	<p>The data will be kept close until the end of the project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>The data may be re-used by researchers working on participation processes and young people. There is no restriction to re-use, however since these are qualitative data they cannot be published directly. As outlined above, requests will be evaluated on case-by-case basis.</p> <p>The data will kept for 10 years after the end of the project.</p>
<p>3. <i>Allocation of resources</i></p>	<p>During the project lifetime, the Principal Investigator/ Person (for Abertay) will be in charge for the data management.</p> <p>It is part of the Abertay University research policy to store the data for 10 years after the end of the project. These data may be made available to another researchers according to the procedure described elsewhere in this table. No additional cost is foreseen for the project.</p>
<p>4. <i>Data security</i></p>	<p>Interviews data are stored securely on the Abertay Research data storage service (RDSS).</p>

	The University policy states that <i>"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."</i>
5. Ethical aspects	All the interviews were accompanied by an information sheet and/or the interviewer first provided the interviewee a description of the purpose and goals of the project. For each interview, informed consent has been collected. Data collection has been conducted in line with STEP deliverable D2.3: Guidelines for handling ethical, legal issues, and data protection.
6. Other	<p>The interview recordings and transcripts are stored securely in an encrypted format.</p> <p>Data are protected in accordance with the Abertay University's legal requirements under the UK Data Protection Act.</p> <p>In accordance with the Research code of conduct & Data Management Policy, data will be archived for a period of 10 years.</p>

4.1.2 Co-production of services data

DMP component	Issues to be addressed
1. Data summary	<p>The data has been collected through workshops with the participation of end-users, for the purpose of involving end-users in the co-creation of the STEP platform.</p> <p>This data collection activity contributes to the achievement of objectives 1 and 2 of STEP: facilitate the work of public authorities and empower young people to participate in decision making.</p> <p>Files generated are in word processor format and in image format (jpeg and /or png files).</p> <p>These data originate from qualitative research workshop / co-design sessions with Young European Citizens and Policy Makers. Most workshops have been conducted in the pilot municipalities, some additional workshops have been conducted in other EU countries where there are STEP partners (UK, Czech Republic).</p> <p>As these are qualitative data the size is not a meaningful measure. To give a qualitative idea, in total we have conducted 9 workshops relating to the co-production of services.</p> <p>The data are useful in the first place for the project partners for the conduction of STEP. There is no restriction to re-use, however since these are qualitative data they cannot be published directly. As outlined above, requests will be evaluated on case-by-case basis.</p>
2. FAIR Data	<p>The data are stored on Abertay University secure Research Data Drive (RDSS). These data are not directly accessible from outside but anonymised data can be made available upon request, after an evaluation of the request (i.e. purpose, goal etc.) and not before relevant publications have been made.</p>

<p>2.1. Making data findable, including provisions for metadata</p>	<p>Paper material (not-digitized) produced in the workshops are stored securely in a locked filing cabinet at the University of Abertay.</p> <p>No DOI adoption and versioning are foreseen for these data.</p> <p>Keywords are related with the goals of the STEP project.</p> <p>As part of any stored data, a small amount of metadata were generated. As the dataset in question is qualitative, it is not per se machine readable and metadata is foreseen to help another researcher to locate the data. Metadata 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 keywords to help external and internal users to locate the data. Keywords will include the type of interviewee (Young Person, Policy Maker), the country (e.g. Italy, Greece), the associated Work Package and Task name.
<p>2.2. Making data openly accessible</p>	<p>The data will be kept closed until the end of the project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>Raw data are not publicly available, if we do receive a legitimate request for these 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, and • whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy.</p> <p>The data are not per se “machine-readable” as they are qualitative in nature and are not accessible by software tools. Some of the data are also paper-based.</p>
<p>2.3. Making data interoperable</p>	<p>N/A</p>
<p>2.4. Increase data re-use (through clarifying licenses)</p>	<p>The data will be kept close until the end of the project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>The data may be re-used by researchers working on participation processes and young people. There is no restriction to re-use, however since these are qualitative data they cannot be published directly. As outlined above, requests will be evaluated on case-by-case basis.</p> <p>The data will kept for 10 years after the end of the project.</p>
<p>3. Allocation of resources</p>	<p>During the project lifetime, the Principal Investigator/ Person (for Abertay) will be in charge for the data management.</p>

	<p>It is part of the Abertay University research policy to store the data for 10 years after the end of the project. These data may be made available to another researchers according to the procedure described elsewhere in this table.</p> <p>No additional cost is foreseen for the project.</p>
4. Data security	<p>Interviews data are stored securely on the Abertay Research data storage service (RDSS).</p> <p>The University policy states that "<i>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.</i>"</p>
5. Ethical aspects	<p>All the workshops were accompanied by an information sheet and/or the researchers provided participants with a description of the purpose and goals of the project. For each workshop and informed consent has been collected (per participant). Data collection has been conducted in line with STEP deliverable D2.3: Guidelines for handling ethical, legal issues, and data protection.</p>
6. Other	<p>Data are protected in accordance with the Abertay University's legal requirements under the UK Data Protection Act.</p> <p>In accordance with the Research code of conduct & Data Management Policy, data will be archived for a period of 10 years.</p>

4.1.3 Survey data on user motivation

DMP component	Issues to be addressed
1. Data summary	<p>The data have been collected as a Digital Cultural Probe for the purpose of developing a strategy for Young People engagement with environmental issues and e-Participation.</p> <p>This data collection activity contributes to the achievement of objectives 3 of STEP: to develop motivation strategies for participation.</p> <p>Files generated are in image format (jpeg and /or png files) and texts, a master copy of these data are stored on the Abertay University secure Research Data Drive.</p> <p>These data originate from a Digital Cultural Probe conducted with an early prototype of the STEP platform. Young People were invited to participate and contribute over a nearly 4 weeks' period, by posting content in the platform.</p> <p>The data are useful in the first place for the project partners for the conduction of STEP. There is no restriction to re-use, however since these are qualitative data they cannot be published directly. As outlined above, requests will be evaluated on case-by-case basis.</p>
2. FAIR Data 2.1. Making data findable, including	<p>The data are stored on the Abertay University secure Research Data Drive (RDSS).</p> <p>No DOI adoption and versioning are foreseen for these data.</p>

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<i>provisions for metadata</i>	<p>The name convention used is: Data_WP4_1_Survey data on user motivation and the keywords are related with the goals of the STEP project.</p> <p>As part of any stored data, a small amount of metadata were generated. As the dataset in question is qualitative, it is not per se machine readable and metadata are foreseen to help another researcher to locate the data. Metadata 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 keywords to help external and internal users to locate the data. Keywords will include the type of interviewee (Young Person, Policy Maker), the country (e.g. Italy, Greece), the associated Work Package and Task name.
<i>2.2. Making data openly accessible</i>	<p>The data will be kept close until the end of the project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>Raw data are not publicly available, if we do receive a legitimate request for these 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, and • whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy.</p>
<i>2.3. Making data interoperable</i>	N/A
<i>2.4. Increase data re-use (through clarifying licenses)</i>	<p>The data will be kept close until the end of the project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>The data may be re-used by researchers working on participation processes and young people. There is no restriction to re-use, however since these are qualitative data they cannot be published directly. As outlined above, requests will be evaluated on case-by-case basis.</p> <p>The data will kept for 10 years after the end of the project.</p>
<i>3. Allocation of resources</i>	<p>During the project lifetime, the Principal Investigator/ Person (for Abertay) will be in charge for the data management.</p> <p>It is part of the Abertay University research policy to store the data for 10 years after the end of the project. This data may be made available to other researchers according to the procedure described elsewhere in this table. No additional cost is foreseen for the project.</p>
<i>4. Data security</i>	<p>The data are stored on the Abertay University secure Research Data Drive (RDSS).</p>

<p>5. Ethical aspects</p>	<p>The data collection with the Digital Probe was accompanied by an information sheet and/or the researchers provided participants with a description of the purpose and goals of the project. Participants has to register to the STEP platform to participate in the probe. Data collection has been conducted in line with STEP deliverable D2.3: Guidelines for handling ethical, legal issues, and data protection.</p>
<p>6. Other</p>	<p>The material (textual files, images) is stored securely on Abertay University secure Research Data Drive and the procedures for storage follows those outlines in D2.4 and the data protection procedures for the STEP platform.</p>

4.1.4 Environmental decision making procedures

DMP component	Issues to be addressed
<p>1. Data summary</p>	<p>The purpose of the data collection is to map decision making procedures on environmental issues, so as to enable the STEP project consortium to get an insight in the regulatory environment, the procedures followed, the stakeholders involved, and the potential fields of e-participation applications. Data were 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).</p>
<p>2. FAIR Data 2.1. Making data findable, including provisions for metadata</p>	<p>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. As part of any stored data, metadata were 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 keywords to help external and internal users to locate the data.
<p>2.2. Making data openly accessible</p>	<p>All data are made publicly available as part of the deliverable D2.1.</p>
<p>2.3. Making data interoperable</p>	<p>N/A</p>
<p>2.4. Increase data re-use (through clarifying licenses)</p>	<p>Data are publicly available and can be accessed and re-used by third parties indefinitely without a license.</p>
<p>3. Allocation of resources</p>	<p>No additional costs are foreseen for making this dataset FAIR.</p>
<p>4. Data security</p>	<p>The dataset is stored persistently on file servers of the DRAXIS data archive according to latest technical standards for long-term preservation. Preservation is ensured by backup of the original databases or file systems.</p>
<p>5. Ethical aspects</p>	<p>N/A</p>

6. <i>Other</i>	N/A
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4.2 Datasets in WP3 – eParticipation platform integration

For the purpose of WP3 the following three datasets have been generated:

- Functional Technical Visionary Components;
- Pilot specific content;
- STEP Platform.

4.2.1 Functional Technical Visionary Components

DMP component	Issues to be addressed
1. <i>Data summary</i>	Functional requirements, non-functional aspects, technical capabilities, software & hardware requirements and visionary components related data collected through a questionnaire survey among the STEP technical partners (DRAXIS – Greece, CERTH – Greece, Linguattec – Germany, Kairos – Sweden, SAMPAS - Turkey).
2. <i>FAIR Data</i> 2.1. <i>Making data findable, including provisions for metadata</i>	As part of any stored data, metadata are generated, which 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 keywords to help external and internal users to locate the data and related information.
2.2. <i>Making data openly accessible</i>	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 homepage content will be publicly available through STEP platform. Raw research data are 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, and • funder requirements/restrictions that data be shared.
2.3. <i>Making data interoperable</i>	Data references and interoperability are supported by national and European level interoperability standards.

2.4. <i>Increase data re-use (through clarifying licenses)</i>	The language of the data is only in English. These data do not include sensitive information. The raw data are available but they are only available for meta-analysis through statistics.
3. <i>Allocation of resources</i>	Resources have been allocated according to the project plan and WP3 allocated resources.
4. <i>Data security</i>	Data are protected in accordance with ISO 27001 Information Security Management standards of SAMPAS. All research data are stored securely in SAMPAS Research and shared among the partners using STEP project document management system under the STEP guidelines.
5. <i>Ethical aspects</i>	Generated by checking Ethical and Legal Guidelines in STEP.
6. <i>Other</i>	N/A

4.2.2 Pilot specific content

DMP component	Issues to be addressed
1. <i>Data summary</i>	Pilot specific information about municipalities, UI page designs, localization data and if required bilingual corpora related data collected through questionnaire survey among the 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).
2. FAIR Data 2.1. <i>Making data findable, including provisions for metadata</i>	As part of any stored data, metadata are generated, which 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 keywords to help external and internal users to locate the data and related information.
2.2. <i>Making data openly accessible</i>	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 are publicly available through STEP platform. Raw research data are 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, and • funder requirements/restrictions that data be shared.
2.3. <i>Making data interoperable</i>	The pilots' generated content is in the pilot languages (English, Spanish, Turkish, Greek, Italian, Catalanian, Swedish). There are public and private

	dialogues and the content was created by pilots. These data do not include sensitive information. The data are not published using open licensing schemes.
2.4. <i>Increase data re-use (through clarifying licenses)</i>	The language of the data is in the pilot languages (English, Spanish, Turkish, Greek, Italian, Catalanian, Swedish). These data do not include sensitive information. The raw data will not be available but it will be available for meta-analysis through platform statistics.
3. <i>Allocation of resources</i>	Resources have been allocated according to the project plan and WP3 allocated resources.
4. <i>Data security</i>	Data are protected in accordance with ISO 27001 Information Security Management standards of SAMPAS. All research data are stored securely in SAMPAS Research and shared among the partners using STEP project document management system under the STEP guidelines.
5. <i>Ethical aspects</i>	Generated by checking Ethical and Legal Guidelines in STEP.
6. <i>Other</i>	N/A

4.2.3 STEP Platform

DMP component	Issues to be addressed
1. <i>Data summary</i>	Data collected through participants among the 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).
2. <i>FAIR Data</i>	As part of any stored data, metadata are generated, which include sufficient information to generate insights on how to add or improve functionality to the platform.
2.1. <i>Making data findable, including provisions for metadata</i>	
2.2. <i>Making data openly accessible</i>	The data gathered were 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.
2.3. <i>Making data interoperable</i>	Data references and interoperability are supported by national and European level interoperability standards.
2.4. <i>Increase data re-use (through clarifying licenses)</i>	The language of the content and data are in the pilot languages (English, Spanish, Turkish, Greek, Italian, Catalanian, Swedish). This dataset includes sensitive information. The raw data are not available but they are available for meta-analysis through platform statistics and only the public part of the content is available through

	the platform channels (web and mobile) to parties who want to create a similar platform. No open public APIs are provided.
3. <i>Allocation of resources</i>	N/A
4. <i>Data security</i>	Data are protected in accordance with the Swedish Personal Data Act. All research, sketches and ideas data are stored securely on the company's own file server. Datasets generated for STEP 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/
5. <i>Ethical aspects</i>	Generated by checking Ethical and Legal Guidelines in STEP.
6. <i>Other</i>	N/A

4.3 Datasets in WP4 - Engagement and motivation strategies for youth participation

For the purpose of WP4 the following two datasets have been generated:

- Case studies on past e-participation projects;
- Survey on social media perception and usage.

4.3.1 Case studies on past e-participation projects

DMP component	Issues to be addressed
1. <i>Data summary</i>	Data collected through literature review and through a form distributed to STEP partners related to e-participation projects, with the purpose to gather lessons learned on leveraging social media from previous e-participation projects (T4.2). The collected dataset comprises existing content gathered from the websites of past e-participation projects and is maintained in a Word document. The dataset will serve as a part of the best practices report to be used by Public Administrations.
2. <i>FAIR Data</i> 2.1. <i>Making data findable, including provisions for metadata</i>	Data collected are publicly available in the websites of the aforementioned past e-participation projects. Data have become available as part of D4.2: Best Practices Report. The Dissemination Level is Public, and the Deliverable has become available and searchable in the project website. Also available here: https://drive.google.com/file/d/0B4A-oKUyTJK2Q3Njb2YtZEt4Mjg/view?usp=sharing
2.2. <i>Making data openly accessible</i>	All data are made publicly available as part of the deliverable D4.2.

2.3. <i>Making data interoperable</i>	N/A
2.4. <i>Increase data re-use (through clarifying licenses)</i>	Data are publicly available and can be accessed and re-used by third parties indefinitely without a license.
3. <i>Allocation of resources</i>	No additional costs are foreseen for making this dataset FAIR.
4. <i>Data security</i>	The dataset is stored persistently on file servers of the CERTH data archive according to latest technical standards for long-term preservation. Preservation is ensured by backup of the original databases or file systems.
5. <i>Ethical aspects</i>	N/A
6. <i>Other</i>	N/A

4.3.2 Survey on social media perception and usage

DMP component	Issues to be addressed
1. <i>Data summary</i>	Data collected through an online form that are publicly available and distributed through the partners' networks. The survey will serve as a part of the best practices report to be used by Public Administrations.
2. <i>FAIR Data</i>	The dataset is maintained on Google Forms, and was exported to XLS format once the responses were collected:
2.1. <i>Making data findable, including provisions for metadata</i>	https://docs.google.com/spreadsheets/d/1FnV4r00Lgz6QW_8CvMfDEISF74j85yALuG6lBaS_sLY/edit?usp=sharing
2.2. <i>Making data openly accessible</i>	The analysis results are available as part of D4.2: Best Practices Report. The Dissemination Level is Public, and the Deliverable are available in the project website.
2.3. <i>Making data interoperable</i>	N/A
2.4. <i>Increase data re-use (through clarifying licenses)</i>	Data are publicly available and can be accessed and re-used by third parties indefinitely without a license.
3. <i>Allocation of resources</i>	No additional costs are foreseen for making this dataset FAIR.
4. <i>Data security</i>	The dataset is stored persistently on file servers of the CERTH data archive according to latest technical standards for long-term preservation. Preservation is ensured by backup of the original databases or file systems.
5. <i>Ethical aspects</i>	N/A
6. <i>Other</i>	N/A

4.3.3 Social media data on environmental issues

DMP component	Issues to be addressed
1. <i>Data summary</i>	Data collected as part of T4.3 by monitoring selected keywords and sources on Twitter, selected Facebook pages, news sites and blogs. The data are used to power the social media monitoring tools of STEP and for internal development and testing purposes. Separate datasets 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 was performed covering environmental issues that are pertinent throughout Europe.
2. <i>FAIR Data</i>	Data are stored in JSON format, closely following the format of the original sources.
2.1. <i>Making data findable, including provisions for metadata</i>	
2.2. <i>Making data openly accessible</i>	Due to the limitations imposed by Twitter and Facebook, access to the dataset is restricted to STEP partners. Fully anonymized aggregated analysis results may be included in public reports, deliverables, and scientific publications.
2.3. <i>Making data interoperable</i>	N/A
2.4. <i>Increase data re-use (through clarifying licenses)</i>	Due to the nature of the data, and in accordance with the terms of service of the relevant social networks, the dataset will be erased 6 months after the end of the project.
3. <i>Allocation of resources</i>	No additional costs are foreseen for making this dataset FAIR.
4. <i>Data security</i>	The dataset is stored persistently on file servers of the STEP data archive according to latest technical standards for long-term preservation. Preservation is ensured by backup of the original databases or file systems.
5. <i>Ethical aspects</i>	Data privacy and handling of personal data are accomplished in line with the respective ethics assessment deliverable.
6. <i>Other</i>	N/A

4.4 Datasets in WP5 - Pilot operation and evaluation

For the purpose of WP5 the following datasets have been generated:

- Evaluation data collected by users;
- Social media data on environmental issues.

4.4.1 Evaluation data collected by users

DMP component	Issues to be addressed
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<p>1. Data summary</p>	<p>The data has been collected through Interviews and questionnaire surveys with the users (young people/policy makers) for purpose of evaluation of the e-Participation processes, as well as directly with the STEP platform (for evaluating usability issues).</p> <p>This data collection activity contributes to the achievement of objective 5 of STEP: to evaluate the platform and the piloting activities.</p> <p>Files generated are in CSV files (questionnaires), audio files & transcriptions (qualitative interviews), posts in the STEP platform (usability).</p> <p>These data originate from proactive data collection with participants to the piloting activities of STEP.</p> <p>Regarding qualitative data, the size is not a meaningful measure. Each questionnaire data set size is <3Mb>.</p> <p>The data are useful in the first place for project partners for the conduction of STEP, some limited potential re-use may be foreseen. For qualitative data, eventual requests will need to be evaluated on a case by case basis. Questionnaire data could also be re-used by researchers working on e-Participation.</p>
<p>2. FAIR Data 2.1. Making data findable, including provisions for metadata</p>	<p>The data are stored on Abertay University secure Research Data Drive (RDSS). Qualitative data are not directly accessible from outside but anonymised data can be made available upon request, after an evaluation of the request (i.e. purpose, goal etc.) and not before relevant publications have been made.</p> <p>The dataset related with the questionnaires is available for sharing in anonymised form as a CSV file.</p> <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>No DOI adoption and versioning are foreseen for this data. Keywords are related with the goals of the STEP project.</p> <p>The naming convention used is: Data_WP5_3_Evaluation data collected by users.</p> <p>As part of any stored data, a small amount of metadata were generated. The qualitative data are not per se machine readable and metadata are foreseen to help other researcher to locate the data.</p> <p>Metadata for both questionnaires and interviews 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 keywords to help external and internal users to locate the data. Key words will include the type of interviewee (Young Person, Policy Maker), the country (e.g. Italy, Greece), the associated Work Package and Task name.

<p>2.2. <i>Making data openly accessible</i></p>	<p>The qualitative data will be kept close until the end of project, the reason for this is to ensure that the associated STEP publications have been made. After that, the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>Raw data are not publicly available, if we do receive a legitimate request for these 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, and • whether the data contains any Intellectual Property. <p>This is in accordance with the University Research Data Management Policy.</p> <p>After the relevant publications have been made, the dataset related with the questionnaires will be available for sharing in anonymised form as a CSV file.</p> <p>The qualitative data are not per se “machine-readable” and are not accessible by software tools.</p> <p>The questionnaires data are stored as CSVs. This is a versatile format and the data can be read with most software for data analysis.</p> <p>For the questionnaires data, all the information is deposited together with the data on the Abertay University secure Research Data Drive (RDSS).</p>
<p>2.3. <i>Making data interoperable</i></p>	<p>N/A</p>
<p>2.4. <i>Increase data re-use (through clarifying licenses)</i></p>	<p>The data will be kept close until the end of project, the reason for this is to ensure that the associated STEP publications have been made. After that the data could be requested by third parties and any request will be evaluated on a case by case.</p> <p>The data may be re-used by researchers working on participation processes and young people. There is no restriction to re-use, however since these are qualitative data they cannot be published directly. As outlined above, requests for qualitative data will be evaluated on case-by-case basis.</p> <p>We will keep the data for 10 years after the end of the project.</p>
<p>3. <i>Allocation of resources</i></p>	<p>The equivalent of 0.2 Person/Months were needed to prepare the data (CSV files).</p> <p>During the project lifetime, the Principal Investigator/ Person will be in charge of the qualitative data stored on the Abertay Research Drive (RDSS) and of the copies of the questionnaires data also stored there.</p> <p>It is part of the Abertay University research policy to store the data for 10 years after the end of the project. This data may be made available to other researchers according to the procedure described elsewhere in this table. No additional cost is foreseen for the project.</p>
<p>4. <i>Data security</i></p>	<p>Qualitative and quantitative Data are stored security on the Abertay Research data storage service (RDSS).</p>

	The University 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."
5. <i>Ethical aspects</i>	All the data collection was accompanied by an information sheet and/or the researchers provided participants with a description of the purpose and goals of the project. For each interview/questionnaire and informed consent has been collected (per participant). Data collection has been conducted in line with STEP deliverable D2.3: Guidelines for handling ethical, legal issues, and data protection.
6. <i>Other</i>	Data stored on the Abertay Research Drive are protected in accordance with the Abertay University's legal requirements under the UK Data Protection Act. In accordance with the Research code of conduct & Data Management Policy, data will be archived for a period of 10 years.

4.5 Datasets in WP6 – Exploitation

For the purpose of WP6 the following three datasets have been generated:

- Market Assessment data;
- Exploitation and Business Plan vision data;
- IPR-related questions.

4.5.1 Market Assessment data

DMP component	Issues to be addressed
1. <i>Data summary</i>	<p>The purpose of collecting the market assessment data is to gather needed information to evaluate the market opportunities, strengths, threats and weakness for the exploitation STEP project outputs.</p> <p>Data gathered are:</p> <ul style="list-style-type: none"> • Secondary data: coming from external sources, such as government publications, periodicals, books, etc. They were 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 were 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 is published in D6.2 Market assessment report.</p> <p>Primary data were collected through in-depth interviews, a survey and a focus group. The data were 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 did not reflect any particular or company perspective; the collected results were treated as a whole. So all inputs were reported in an anonymous way, reflecting the</p>

	behaviour or the users or market. In addition, all answers followed correct treatment of personal/business information as set out in the Data Protection Act followed by INMARK Europa as a Market Research company.
2. FAIR Data	INMARK EUROPE follows the ICC/ESOMAR ³ Code on Market and Social Research.
2.1. Making data findable, including provisions for metadata	
2.2. Making data openly accessible	As the dissemination level of D6.2, D6.3 and D6.4 are confidential they will only be shared with the members of the consortium and the Commission services. All primary data were anonymized before reported as results, in the deliverables. Data containing any sensitive personal, business and/or legal information are not made openly accessible.
2.3. Making data interoperable	INMARK EUROPA follows the ICC/ESOMAR Code on Market and Social Research.
2.4. Increase data re-use (through clarifying licenses)	N/A
3. Allocation of resources	The project contact person will be the responsible for the data management in STEP.
4. Data security	The deliverable is archived in the private repository for STEP partners maintained and preserved by the Coordinator (DRAXIS) for the deliverables. Primary data will be kept and/or destructed by INMARK Europa following the Data Protection Act guidelines.
5. Ethical aspects	N/A
6. Other	INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research, as well as the current Data Protection Act and it is in the implementation process of the GDPR.

4.5.2 Exploitation and Business Plan vision data

DMP component	Issues to be addressed
1. Data summary	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.

³ ICC/ESOMAR Code takes account of the impact of these new technologies on the research profession. The inclusion of data analytics in the title recognises that the proliferation of data has resulted in an entirely new approach to research within our profession wherein researchers assemble and analyse large databases to uncover patterns in the data and deliver powerful new insights to clients. Data analytics can be used for other purposes, but when used for research, this Code applies. Source: ICC/ESOMAR International Code on Market, Opinion and Social Research and Data Analytics, ICC/ESOMAR 2016

D1.8: 3rd Data Management Plan

	<p>There are secondary data, supported by internal sources, which are lined to the partners` exploitation vision. They were collected through questionnaires, as well as from feedback provided from partners.</p> <p>The analysis result of this exploitation questionnaire and collected insights is published in D6.3/D6.4 Business Plan 1&2.</p>
<p>2. FAIR Data</p> <p>2.1. <i>Making data findable, including provisions for metadata</i></p>	<p>INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research.</p>
<p>2.2. <i>Making data openly accessible</i></p>	<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 are not made openly accessible.</p>
<p>2.3. <i>Making data interoperable</i></p>	<p>INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research.</p>
<p>2.4. <i>Increase data re-use (through clarifying licenses)</i></p>	<p>N/A</p>
<p>3. Allocation of resources</p>	<p>The project contact person will be the responsible for the data management in STEP.</p>
<p>4. Data security</p>	<p>The deliverable is archived in the 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>
<p>5. Ethical aspects</p>	<p>N/A</p>
<p>6. Other</p>	<p>INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research, as well as the current Data Protection Act and it is in the implementation process of the GDPR.</p>

4.5.3 IPR-related questions

DMP component	Issues to be addressed
<p>1. Data summary</p>	<p>IPR-related issues from the partners that need to be addressed in T6.4 IPR Strategy and management. Data were 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 is reported in D6.4 STEP IPR Strategy report.</p>
<p>2. FAIR Data</p> <p>2.1. <i>Making data findable, including</i></p>	<p>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.</p>

<i>provisions for metadata</i>	
2.2. <i>Making data openly accessible</i>	The analysis results is 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. Data containing any sensitive business and legal information are not made openly accessible.
2.3. <i>Making data interoperable</i>	INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research.
2.4. <i>Increase data re-use (through clarifying licenses)</i>	N/A
3. <i>Allocation of resources</i>	The project contact person will be the responsible for the data management in STEP.
4. <i>Data security</i>	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.
5. <i>Ethical aspects</i>	N/A
6. <i>Other</i>	INMARK EUROPE follows the ICC/ESOMAR Code on Market and Social Research, as well as the current Data Protection Act and it is in the implementation process of the GDPR.

4.6 Datasets in WP7 – Dissemination

For the purpose of WP7 the following datasets have been generated:

- Local dissemination requirements;
- Reports on dissemination activities;
- Network of Interest list;

4.6.1 Local dissemination requirements

<i>DMP component</i>	<i>Issues to be addressed</i>
1. <i>Data summary</i>	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).
2. <i>FAIR Data</i>	The data are available in D7.1: 1st Dissemination Plan. The Dissemination Level is Public, and the Deliverable is available in the project website.

2.1. Making data findable, including provisions for metadata	Raw data are 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, and 🚫 whether the data contain any Intellectual Property.
2.2. Making data openly accessible	All data are made publicly available as part of the deliverable D7.1.
2.3. Making data interoperable	N/A
2.4. Increase data re-use (through clarifying licenses)	Data are publicly available and can be accessed and re-used by third parties indefinitely without a license.
3. Allocation of resources	No additional costs are foreseen for making this dataset FAIR.
4. Data security	The dataset is stored persistently on file servers of the DRAXIS data archive according to latest technical standards for long-term preservation. Preservation is ensured by backup of the original databases or file systems.
5. Ethical aspects	N/A
6. Other	N/A

4.6.2 Reports on dissemination activities

DMP component	Issues to be addressed
1. Data summary	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.
2. FAIR Data	Some of the data are available on the regular reports on dissemination activities (D7.3, D7.5, D7.8), while other are published on the project website and social media accounts.
2.1. Making data findable, including provisions for metadata	Raw data are 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, and 🚫 whether the data contain any Intellectual Property.
2.2. Making data openly accessible	The data are available in reports on dissemination activities. The Dissemination Level is Public, and the Deliverables are available in the project website.
2.3. Making data interoperable	N/A

2.4. <i>Increase data re-use (through clarifying licenses)</i>	Data are publicly available and can be accessed and re-used by third parties indefinitely without a license.
3. <i>Allocation of resources</i>	No additional costs are foreseen for making this dataset FAIR.
4. <i>Data security</i>	The dataset is stored persistently on file servers of the DRAXIS data archive according to latest technical standards for long-term preservation. Preservation is ensured by backup of the original databases or file systems.
5. <i>Ethical aspects</i>	N/A
6. <i>Other</i>	N/A

4.6.3 Network of Interest list

DMP component	Issues to be addressed
1. <i>Data summary</i>	This dataset includes information of the members of the Network of Interest. Specifically, the information stored are Name, Email, Organisation, Country, Group and Type.
2. <i>FAIR Data</i>	The analysis results are available in the STEP reports on the Network of Interest (D7.4, D7.6, D7.9), while other are entered to the MailChimp service under PLANO2's account.
2.1. <i>Making data findable, including provisions for metadata</i>	Raw data are not publicly available.
2.2. <i>Making data openly accessible</i>	N/A
2.3. <i>Making data interoperable</i>	N/A
2.4. <i>Increase data re-use (through clarifying licenses)</i>	N/A
3. <i>Allocation of resources</i>	N/A
4. <i>Data security</i>	Due to confidentiality and sensitive nature of certain information in the dataset, answers may be archived in a private repository within DRAXIS complying with the Greek Data Protection Act.
5. <i>Ethical aspects</i>	Data collection has been conducted in line with STEP deliverable D2.3: Guidelines for handling ethical, legal issues, and data protection.
6. <i>Other</i>	N/A

5 *Conclusion*

This final DMP reflects the data management strategy regarding the collection, management, sharing, archiving and preservation of data and the procedure that STEP followed in order to efficiently manage the data collected and/ or generated during the project.