REMORA
Small fishes in a big pond

D6.1
DATA MANAGEMENT PLAN

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Information

Project name	REMORA
Grant agreement	Horizon Europe n°101159246
Work package	WP6 – Management & Coordination
Task	T6.4 – Integration of Horizontal dimension (Data management; Risks; Ethics and Gender Equality; Carbon footprint mitigation). Task leader: NEXA*
Due date	M6
Submission date	
Deliverable lead	ARDITI
Deliverable name	Data Management Plan
Nature of the deliverable	Report + Website (Zenodo Communities REMORA Project)
Dissemination level	PU
Version	1.0
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(*) Starting in M7, following its request to leave the project, NEXA is to be replaced by a new partner, RUIZIA.

Document revision history

Version	Date	Description
0.1	30-09-2024	Initial draft of the deliverable
0.2	06-11-2024	Updated, formatted draft of the deliverable
0.3	21-11-2024	Reviewed by WP and Task Leaders
0.4	25-11-2024	Reviewed by SC members
1.0	26-11-2024	Integration of final remarks and submission

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1. Data Summary

REMORA will produce considerable knowledge from different sources, with diverse formats and sensitivity (verbatim, institutional/regional assessments, creative communication material, etc.) and for different uses. All data will be stored in line with the requirements of the General Data Protection Regulation (GDPR). Data will be curated by partners under the supervision of the Coordinator. Data will be held on secure servers at ARDITI's internal cloud and in Google Drive cloud level. By M6, a 1st version of the DMP will be implemented as a starting point and will be further refined as the project progresses, incorporating more specific details and addressing emerging challenges. In addition to uploading reports & publications into a freely accessible repository (i.e. ZENODO), the research data used for analyses using internationally accepted and accessible file formats, in line with FAIR principles. Third parties will be granted access, mining, exploitation, reproduction and dissemination of this data free of charge, with due consideration given to any potential IP exceptions in accordance with the DESCA-aligned consortium agreement, which will serve as the basis for project IP protection guidelines and efforts. In order to ease this process while protecting the data and those who have collected and generated it, Creative Commons Licenses will be attached to the data deposited. ARDITI is responsible to ensure that all partners manage data in accordance with the DMP and meet appropriate local legal and ethical standards.

Data to be reused is declared under "Background included" in the Consortium Agreement (CA). It includes Evelyne Tarnus & Philippe Holstein "Methodology for project cycle development" and ERINN Innovation practical methodology to carry out "Knowledge Management and Transfer", as described in that specific section of the CA. Some restrictions in the use of data may apply related to the declared background in the Consortium Agreement (Attachment 1: Background included).

Generated data consists of reports, deliverables, forms, lists of contacts, protocols, mappings, presentations, etc, and its purpose is threefold: 1) to provide project partners with the necessary information to carry out planned tasks; 2) provide information to the EC and, 3) disseminate information. In that sense it contributes to the objectives of the project. Data will be useful mainly to the EC, stakeholders, to project participants / partners, with exception of communication & dissemination information, aimed at a more general audience.

Size of generated data will vary from hundreds of kilobytes to megabytes, depending on datasets.

Apart from data referred under "Background included" in the Consortium Agreement, all other data will be generated internally within the project.

1.1. Introduction

REMORA Horizon Europe project involves 6 main partners plus an associated partner, 5 of them from the EU Outermost Regions (OR's). The project addresses the issue of the limited participation of partners from widening regions, namely from OR's, in the FP programs (FP7, Horizon 2020 and Horizon Europe). This underutilization of FP participation / funding notably stems from the competing relations between structural funds (ESIF) and the framework programs due to the so called "substitution effect", by which many organizations and individuals prioritize easily accessible ESIF, decide not to apply to the FP, and end up in a "substitution trap" which isolates them from promising collaborations. To move Outermost Regions' R&I organizations and systems from substitution to synergies, REMORA ambitions to transform 3 Ocean and Marine ESIF-funded institutions in La Réunion, Madeira and the Azores into Horizon Europe champions: CITEB, OKEANOS and OOM. To that end, REMORA will enhance its competitiveness (notably human resources, knowledge transfer, and innovation capacities), strategic positioning, and connections with major EU networks through a joint internationalization

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strategy. REMORA will then use the successful transformation of these 3 role models to lead other ESIF-oriented R&I organizations and policy-makers in Outermost and Widening Regions on the path to synergies.

Presentation of WP6 (Coordination & Management) & Task 6.4 (Horizontal dimension)

Under the responsibility of ARDITI and Nexa, WP6 carries out an effective technical, scientific, legal, financial and administrative coordination, establishing the mechanisms and management procedures to that end. Its main outputs include: an appropriate governance structure and internal communication method, including an Advisory Board; smooth communication with the EC; a sound monitoring & risk-management system; effective data management and a continuous integration of Gender dimension in the activities and mitigation of their ecological impacts.

Task 6.4 is specifically dedicated to the integration of Horizontal dimension within REMORA's implementation. Led by Nexa, this task includes the management of data sets with the production of current Data Management Plan (D6.1), the reporting of risks on the Funding &Tenders Portal, regular information to partners of their obligations, and the management of the other horizontal dimensions during the project implementation notably : engagement of the Advisory Board (AB) members, risk management, gender dimension, open science, ethical considerations and carbon footprint mitigation.

1.2. Purpose of the Data Management Plan

The purpose of the Data Management Plan (DMP) is to provide an analysis of the main elements of the data management policy used by the Consortium about the project data. The DMP covers the complete data life cycle. It describes the types of data that is generated or collected during the project, the used standards, how the data is preserved and what parts of the datasets are shared for verification or reuse. It also reflects the state of the Consortium agreements on data management and must be consistent with exploitation and IPR requirements. The DMP is not a fixed document, but develops during the lifecycle of the project, particularly whenever significant changes arise such as dataset updates or changes in Consortium policies. This document is the first version of the DMP, produced at Month 6 of the project as per Grant Agreement. It includes an overview of the key datasets to be produced by the project, and the specific conditions that are associated with them. This document has been produced following the EC guidelines for EU HEU projects. In particular, the guiding principle of REMORA is to be in an open project, with 13 out of 14 deliverables in the project being publicly available. The one that is not public relates to the list of Horizon Europe proposal attempts. While ensuring open-access requirements, the project also protects the privacy of individual participants in the activities. To do so, only anonymized data to the degree that it is impossible to identify individuals is shared publicly. Non-anonymised data is kept internally in the project and only accessible by the person/team in charge of the activity/research. To share non-anonymized data publicly e.g., names of R&I experts or recording/pictures of project events, the expressed consent (opt-in mode) is requested to the relevant subjects prior to the open-access publication.

2. FAIR data

2.1. Making data findable, including provisions for metadata

Creating metadata is not always applicable related to the data to be created. Creation of metadata will be analysed on a case-by-case basis, when making documents available through REMORA's Zenodo project community (at https://zenodo.org/communities/remora/).

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2.2. Making data accessible

Repository:

In addition to internal cloud repository in Google Drive, whenever relevant, data will be available through Zenodo under existing REMORA project community (at https://zenodo.org/communities/remora/).

Data:

Data will be made available openly by default, with a few exceptions. For e.g. datasets containing names and contacts will be restricted to the consortium only, saved under protected conditions in internal cloud and will not be openly uploaded to REMORA's Zenodo project community. On a general overview, generated data will be either open access or restricted and, in very specific cases sensitive or confidential (e.g. lists of contacts).

3. List of Datasets

The list of datasets identified as part of the first version of the DMP is listed in the following table. Dissemination level (public, confidential, reserved) is detailed in the description of the dataset under "data sharing".

NAME OF DATASET	RESPONSIBLE PARTNER	WP
Advisory Board	ARDITI, NEXA*	WP6
Portfolio of key R&I assets (D2.1)	NEXA*	WP2
Mapping of European marine and ocean R&I ecosystem	DTU	WP2
Mapping of Horizon 2020/Europe marine / Ocean champions, projects and consortia	NEXA*	WP2
Policy lab members	NEXA*	WP4
Events' data and recordings/pictures	ALL PARTNERS	WP1, WP2, WP3, WP4, WP5, WP6
Website	OKEANOS	WP5
Newsletters	NEXA*	WP5

(*) Starting in M7, following its request to leave the project, NEXA is to be replaced by a new partner, RUIZIA.

3.1. Dataset specifications:

DATASET REFERENCE AND NAME:
Advisory Board
DATASET DESCRIPTION:
Contact information, the data will be the following: Name and surname; Company / Institution; Email; Country and region; Short cv of the members
ORIGIN, NATURE, AND SCALE OF DATA:
The data is facilitated by the Advisory Board members, who agreed to be part of the project Advisory Board.
STANDARDS AND METADATA:
Specific keywords may be attached to documents to make them findable, however this is only for internal use as information is confidential.
DATA SHARING:

The data is shared only with the consortium, in a secure way through Google Drive, managing access rights.
ARCHIVING AND PRESERVATION:
Data is archived and stored in the Google Drive of the project by the Coordinator and SC.

DATASET REFERENCE AND NAME:
Portfolio of key R&I assets
DATASET DESCRIPTION:
The data will be the following: Type of asset (e.g. infrastructure, equipment, etc); Name; Description; Services provided; Publications; Location; Associated public contacts (Name; email; telephone).
ORIGIN, NATURE, AND SCALE OF DATA:
Data will be collected by DTU and NEXA from existing public sources.
STANDARDS AND METADATA:
Specific keywords will be attached to documents to make them findable.
DATA SHARING:
Data will be made public. Will be used as promotion material in WP3, 4 and 5.
ARCHIVING AND PRESERVATION:
Data is to be compiled in deliverable D2.1, published in Zenodo and stored in internal Google drive cloud.

DATASET REFERENCE AND NAME:
Mapping of European marine and ocean R&I ecosystem
DATASET DESCRIPTION:
The data will be the following: Identification of infrastructure networks; Identification of major research organizations and federations; EU policies
ORIGIN, NATURE, AND SCALE OF DATA:
Data will be collected by DTU from existing public sources.
STANDARDS AND METADATA:
Specific keywords will be attached to documents to make them findable.
DATA SHARING:
Data will be made public.
ARCHIVING AND PRESERVATION:
Data is to be published in Zenodo.

DATASET REFERENCE AND NAME:
Mapping of Horizon 2020/Europe marine / Ocean champions, projects and consortia
DATASET DESCRIPTION:
The data will be the following: Name of organization; Website; Email; Telephone; Associated projects; Associated partners (Name of organization; Website; Email; Telephone).
ORIGIN, NATURE, AND SCALE OF DATA:
Data will be collected by NEXA from existing public sources.
STANDARDS AND METADATA:
Specific keywords will be attached to documents to make them findable.

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DATA SHARING:
Data will be made public.
ARCHIVING AND PRESERVATION:
Data is to be published in Zenodo and stored in internal Google drive cloud.

DATASET REFERENCE AND NAME:
Policy lab members
DATASET DESCRIPTION:
Contact information, the data will be the following: Name and surname; Company / Institution; Email; Country and region; Short cv of the members
ORIGIN, NATURE, AND SCALE OF DATA:
The data is facilitated by the policy lab members, who agreed to be part of the project policy lab.
STANDARDS AND METADATA:
Specific keywords may be attached to documents to make them findable, however this is only for internal use as information is confidential.
DATA SHARING:
The data is shared only with the consortium, in a secure way through Google Drive, managing access rights.
ARCHIVING AND PRESERVATION:
Data is archived and stored in the Google drive cloud of the project by the Coordinator and SC.

DATASET REFERENCE AND NAME:
Events' data and recordings/pictures
DATASET DESCRIPTION:
Events and online actions organised in the framework of WP1 to WP6 refer to: - Capacity building trainings, workshops, and other actions within the scope of WP1 and WP2; - Networking events & mobilities within the scope of WP3; - Policy making events organised within the scope of WP4; - International conferences and other online/onsite dissemination events aimed to promote the project within the scope of WP5; and - Project management events within the scope of WP6.
ORIGIN, NATURE, AND SCALE OF DATA:
The dataset includes all reports on the implemented events which have been elaborated by the consortium and any other relevant associated data and information, including replies to anonymous satisfaction surveys, recordings and pictures of the events. Reports are filled out by the responsible partners for reporting purposes and shared only within the consortium, uploaded on the Google Drive folder. Surveys are facilitated after the end of the events to retrieve feedback for activity assessment and improvement. Surveys are anonymous and do not ask for any sensitive data. Finally, in some cases, events are recorded and made available publicly, and pictures shared on partners' and project's media channels. If so, the explicit informed consent of participants is requested during the registration process, prior to the implementation of the events.
STANDARDS AND METADATA:

N/A
DATA SHARING:
Reports are uploaded on the cloud Drive Folder for reporting purposes of the project, accessible only to the consortium members. Recordings and pictures that are shared with the external public are only those for which partners request expressed consent from their participants. For all the others, material is stored at the responsible partner's premises, in a secured server, and it is not (and will not be) shared with the other members of the consortium.
ARCHIVING AND PRESERVATION:
Reports are kept and stored in the drive folder. Open-access event materials are disseminated through the project and partners channels and will be preserved beyond the project.

DATASET REFERENCE AND NAME:
Website
DATASET DESCRIPTION:
Information collected by cookies on the website of the project, this information is automatically produced by the website and is provided by the company managing the website.
ORIGIN, NATURE, AND SCALE OF DATA:
The data is automatically produced and stored in the relevant format.
STANDARDS AND METADATA:
N/A
DATA SHARING:
This data is not shared with anyone.
ARCHIVING AND PRESERVATION:
This information is archived by the responsible partner in a computer protected with a password. The company managing the website might also store this data.

DATASET REFERENCE AND NAME:
Newsletter
DATASET DESCRIPTION:
The data involved in the management of the newsletter is the following: Name and surname; Company / Institution; Email; Country
This information is collected when the interested individuals subscribe to the newsletter and accept the terms and the project privacy policy; this information is essential to allow the responsible partner to manage the newsletter. The data is collected in a xls file that is not shared with anyone.
ORIGIN, NATURE, AND SCALE OF DATA:
Data collected through the newsletter subscription window in the project website.
STANDARDS AND METADATA:
N/A
DATA SHARING:
This data is not shared with anyone.
ARCHIVING AND PRESERVATION:

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This information is archived by the responsible partner in a secure server protected with a password.

Metadata:

Created metadata will be made openly available, licensed under a public domain dedication CC0 (Creative Commons Zero), as per the Grant Agreement. No specific software shall be required to read the data, which will be mainly in PDF and XLSX formats by default.

3.2. Making data interoperable

Making data interoperable is not applicable to datasets generated by the REMORA project.

3.3. Increase data re-use

Data re-use is not foreseen with the planned new datasets to be created. If and when applicable, standard reuse licenses will be applied, in line with the obligations set out in the Grant Agreement (e.g. public domain CC0 or other more restricted copyright).

4. Other research outputs

Results from REMORA may be integrated in or lead to the production of peer-reviewed scientific publications complying with open science standards and conditions defined in article 17 of the Grant Agreement, as well as in REMORA's Horizontal Dimension Plan (part IV), with which the proposed DMP is fully compliant.

5. Allocation of resources

Open data will be made available through REMORA's Zenodo project community, free of charge (at https://zenodo.org/communities/remora/).

6. Data security

Sensitive / confidential data will be available only internally through Google drive with restricted access. Open data will be made available via REMORA's Zenodo project community (at https://zenodo.org/communities/remora/).

7. Ethics

No ethics or legal issues apply to datasets to be created. Recording of personal data (like names and email addresses) will always follow an opt-in procedure and will never be shared in public.

8. Other issues

No other procedures apply to data management.