

# Pla de gestió de dades per a Horitzó Europa

(Versió 2, 11 de desembre de 2023)

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Aquest document té com a objectiu donar suport als investigadors en l'elaboració del seu Pla de Gestió de Dades (*Data Management Plan, DMP*). S'adreça específicament a projectes finançats en el marc del programa Horitzó Europa de la Comissió Europea per crear un pla de gestió de dades FAIR.

A continuació es mostra:

- Amb un número, els camps que es requereixen a Horitzó Europa.
- Amb una lletra majúscula, els elements que s'han de tenir en compte a l'hora d'emplenar cada camp.
- Amb una lletra minúscula, les descripcions de cada element i una mostra d'exemples reals.

Aquest document ha estat elaborat pel Grup de Treball de Suport a la Recerca del CSUC, que està format per representants de les següents universitats: Universitat de Barcelona, Universitat Autònoma de Barcelona, Universitat Politècnica de Catalunya, Universitat Pompeu Fabra, Universitat de Girona, Universitat de Lleida, Universitat Rovira i Virgili, Universitat Oberta de Catalunya, Universitat de Vic-Universitat Central de Catalunya, Universitat Ramon Llull i Universitat de les Illes Balears.

Exemples de plans de gestió de dades estan disponibles en línia.<sup>1</sup>

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## Informació preliminar

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El lliurable de DMP definitiu ha d'incloure altra informació preliminar: el logotip del projecte, el nivell de disseminació, les revisions històriques, una taula del contingut i una llista dels acrònims utilitzats.

Consulta el “Periodic report template” (o els formularis al Portal del Participant) o contacta amb la teva institució.

## 1. Resum de les dades

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### 1.A Quina és la finalitat de la generació o reutilització de dades i la seva relació amb els objectius del projecte?

#### 1.A a) Descripció

Explicar de manera breu la finalitat de la recollida/generació o reutilització de dades i la relació de les dades amb els objectius del projecte.

#### 1.A b) Exemple

**Ex. 1** The data will originate from measurements, calibrations, comparisons and validations. It will be used in meeting the project's objectives and in conference and peer-reviewed publications.

Experimental data will be collected by the [institution name] in order to meet objectives 1 - 4. Measurement and calibration data will result from objectives 1 and 3 and comparison and validation data from objectives 2 and 4. Data from questionnaires and market surveys will be used to support end-user uptake.

**Ex. 2** Collecting and making available the data of the analysis of superconducting materials to support the credibility and raise the quality of the scientific publications based on those data. Ease the exchange of data within the [institution name] and promote the distributed characterization of samples with different methods. Permit follow-up projects and further generations of students continuing the work to build upon existing datasets, to validate the results and to document the improvement of materials and production techniques in a verifiable manner. This approach will ensure a durable impact of this EC funded project beyond the project period.

The objective of the project is to advance the performance of superconducting wires and at a later stage thin films by gaining a better understanding of the material behavior, the influence on the production techniques on the performance and to elucidate performance limitations (e.g. quality factor for superconducting thin films on substrate, current limits in wires under high-magnetic field conditions). Managed collection and publication of the data shall help establishing a durable library of results that can help documenting the performance evolution across several years and to permit other researchers validating the results independently.

**Ex. 3** The purpose of data generation is related to the achievement of the main objective of the research project, which is to determine the leaching mechanism of REEs in NdFeB magnet scrap for a selective recovery of REEs by means of electrochemical leaching in organic acids.

## 1.B Reutilitzaràs les dades existents i per a què les reutilitzaràs? Indica els motius si s'ha considerat la reutilització d'alguna dada existent però s'ha descartat

### 1.B a) Descripció

Si es reutilitza un dataset, cal especificar la font de la qual s'ha extret, per exemple, d'un repositori rellevant. Si es compren o reutilitzen fonts de dades existents, s'ha d'explicar com s'han abordat qüestions com ara els drets d'autor i els drets de propietat intel·lectual.

Quan es creen fonts de dades noves, cal explicar per què no es poden reutilitzar les fonts de dades existents.

### 1.B b) Exemple

**Ex. 1** Some of the project's tasks will use existing data in [hdf, txt and xlsx] formats. These data will be used in the validation of the project's results.

**Ex. 2** Existing data from ongoing R&D projects in the scope of the [project name] study on superconducting wires and thin films will serve as a basis for the data files.

**Ex. 3** Selected, existing images and data from the databases of the partner museums ([Partner1], [Partner2], [Partner3]...) will be used in specific tests, such as the storage tests in [WP6]. The final kind of data that will be created is that which is information in project deliverables, which must be preserved, made accessible and passed on to subsequent persons working in [AcronymProject].

**Ex. 4** I won't reuse any research data because there is no data available that answers our research questions.

## 1.C Quins tipus i formats de dades generarà o reutilitzarà el projecte?

### 1.C a) Descripció

Descriure el contingut i abast de les dades. Les dades de recerca es generen per diversos motius i a través de diversos processos, i poden ser dels següents tipus:

- Observacionals: dades capturades en temps real (neuroimatges, dades de mostres, dades de sensors, dades d'enquestes, etc.).
- Experimentals: dades captades per equips de laboratori (seqüències gèniques, cromatogrames, dades de camp magnètic, etc.).
- Simulació: dades generades a partir de models d'assaig (climàtics, matemàtics, econòmics, etc.).
- Derivades o compilades: dades reproduïbles però difícils de reproduir (mineria de textos i dades, models 3D, bases de dades compilades, etc.).
- Referència: conjunts de dades conglomerats (bases de dades de seqüències gèniques, estructures químiques, portals de dades espacials, etc.).
- Altres

També s'ha d'indicar el format de les dades (text, numèric, imatge, etc.).

### 1.C b) Exemple

**Ex. 1** The majority of the data will be in [ASCII (American Standard Code for Information Interchange)] data files, eg [comma separated variable (CSV)] format, which can be imported into rich-text files for word-processing or into spreadsheets. If specialised software is used, then information about free readers will be provided. Data will be generated in the following formats:

- Graphics: [jpeg, odg, pdf, png, pttx]
- Tables: [ods, opj, xlsx ]
- Text: [docx, pdf, txt ]
- Other: [nb, cpp]

**Ex. 2** The openly accessible data will be the comprehensive result datasets of characterized samples that are used to create the figures and plots in scientific publications, such that other researchers can compare their results easier and such that further results including historic data can be produced quicker. The data are value tables in [Open Document Spreadsheet format (.ODS)] for limited amounts of data with typed columns. For larger quantities of numeric data, [UTF-8 encoded, comma separated value in textual format files (.CSV) with column value and data format description (FORMAT.TXT)] will be used. In addition, images and raw measurement data files as provided by the measurement instruments will be stored on a project-internal data storage platform. Data files and images will be included in the open datasets. Proprietary raw data delivered by the measurement instruments will not be published. For all published files, a document record and change track will be included (author contact information, status, version, change reason and date, description of contents, title, origin of the data including a brief description of the measurement and/or experiment setup) in a separate metadata file for each characterization action called [METADATA.ODS.].gu

**Ex. 3** Whenever possible, we will use file formats suitable for long-term preservation and re-use of research data. From electrochemical measurements I expect to obtain data as [\*.xlsx and \*.cvs format; from SEM-EDS and EBSD I will obtain images as \*.jpg].

## 1.D Quin és l'origen/procedència de les dades, ja siguin generades o reutilitzades?

### 1.D a) Descripció

Si les dades es generen dins del projecte, cal indicar la font de les dades.

Si es recullen les dades, cal indicar la font de la qual s'han extret.

Si es reutilitzen les dades, cal indicar la font de la qual s'han extret.

### 1.D b) Exemple

**Ex. 1** The existing data will originate from several sources, which will include: partner's pre-existing data, data from the scientific literature, real-world measurement data and data from simulation experiments. The data collected from domestic properties will remain confidential and will not be included in the repository.

**Ex. 2** The data stem from experiments and measurement campaigns performed by the ESRs and their colleagues at the beneficiary institutes: 1. Phase A: Superconducting wires and tapes: [Partner1], [Partner2], [Partner3]... 2. Phase B: Superconducting thin films: [Partner1], [Partner2], [Partner3]....

**Ex. 3** These data have been digitised in diverse earlier projects.

**Ex. 4** The data will be collected/generated via [surveys/ interviews/ workshop] by [name] for the purpose of [data analysis for my PhD research]. Data analysis will be done by [name]. The steps taken for data collection, analysis and visualization will be documented in [Word, Excel, Miro, Zoom].

**Ex. 5** The data will be collected/generated via experiments by [name] for the purpose of determining the leaching mechanism of REEs in NdFeB magnet scrap for a selective recovery of REEs by means of electrochemical leaching in organic acids. Data analysis will be done by [researcher]. The steps taken for data collection, analysis and visualization will be documented in [Word, Excel, PowerPoint, Notepad]. Additionally, all data files will be named using the following elements in the file name:

- Date or date range of experiment: [YYYYMMDD]
- Descriptive file name
- Initials of the person who last modified the file
- Version number of file

## 1.E Quina és la mida esperada de les dades que es pretenen generar o reutilitzar?

### 1.E a) Descripció

Indicar el volum aproximat dels datasets. Cal considerar les implicacions dels volums de dades en termes d'emmagatzematge, còpia de seguretat, cost i accés. Calcular el volum de dades en MB / GB / TB i com aquest creixerà per assegurar-se que es pugui proporcionar emmagatzematge addicional i suport tècnic necessari.

### 1.E b) Exemple

**Ex. 1** The expected size of the data is not currently known, but it is likely to be [ $<10$  GB with individual files being  $\leq 1$  MB].

**Ex. 2** The size of the data is today not known. Initial experience with storing results from different kind of measurements will permit revising this initial data management plan. The main relevant data sizes will stem from images such as microscopic sample characteristic that are stored in high-resolution bitmap format. However, the total dataset size for a single sample characterization is expected to be [in the order of tens of MB only].

**Ex. 3** The size of the data handled by [AcronymProject] is quite small, such as [less than 10 GB], except in the tests of the data infrastructure in [WP6], where the project needs experience of managing large volumes of data, as explained above.

**Ex. 4** The expected size of the data will be [less than 250 GB].

## **1.F A qui li poden ser útils les dades (“utilitat de dades”), fora del projecte?**

### **1.F a) Descripció**

Indicar el/s grup/s que poden estar interessats en les dades.

### **1.F b) Exemple**

**Ex. 1** The data will be suitable for use by other research groups working on the following topics: [biogas, biomethane, energy gases]. It will also be useful for standards committees including [ISO/TC193/SC1/WG25 Biomethane Working Group, ISO/TC 158 Analysis of Gases and regulators].

**Ex. 2** Within the institution:

The datasets will be shared within the institution as the working baseline to produce the scientific publications, to verify and validate the results through repeated experiments at different locations and as a baseline for a comprehensive documentation of the [superconducting material performance evaluation in the scope of the world-wide Future Circular Collider technology R&D program].

Beyond the institution:

The data can be used by independent researchers to understand better the contents and conclusions of the scientific publications, which base their findings on the data. Furthermore, independent researchers can use the files to produce figures and publications, showing comparisons of their own results and the [AcronymProject] results. Scientists can also use the data files to repeat the experiments and measurements to verify and validate the [AcronymProject] research. Finally, the datasets may also be used by scientific writers and the press to produce high-quality infographics, demonstrating the impact potentials of the technology.

**Ex. 3** The data from these limited pilots will be useful for users and institutions who may be considering similar technologies in their digitisation and data management work. This applies in particular to the experiments carried out by [WP6], but also the others. In particular, the digitised data from the experiments in [WP3] will make apparent the quality of the digitisation results achieved with the new technologies. The data in the experiments of [WP5] will be useful for the museums.

**Ex. 4** The data underlying the figures and conclusions in academic papers could be suitable for reuse for researchers in our field of [Adaptive reuse].

## 2. Dades FAIR

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### 2.1 Fer que les dades es puguin trobar, inclòs el subministrament de les metadades

#### 2.1.A Les dades s'identificaran mitjançant un identificador persistent?

##### 2.1.A a) Descripció

Explicar com s'assignen les dades i les metadades a un identificador únic i persistent (DOI, Handle...).

##### 2.1.A b) Exemple

**Ex. CORA.RDR** All data will be made openly available through CORA.RDR, a trusted institutional data repository. Every dataset will be assigned a Digital Object Identifier (DOI), to make them citable and persistently available. In the case of tabular data, a Universal Numerical Fingerprint (UNF) is also generated. The repository provides a unique URL to access the document with the format <https://dataverse.csuc.cat/dataset.xhtml?persistentId=doi:10.34810/dataXXX>.

**Ex. 1** The repository assigns [Handle/DOI] for persistent identification and citability of the dataset.

#### 2.1.B Es proporcionaran metadades riques per permetre el descobriment? Quines metadades es crearan? Quins estàndards per disciplina o generals se seguiran? En cas que els estàndards de metadades no existeixin en la disciplina, fes un resum de quin tipus de metadades es crearan i com.

##### 2.1.B a) Descripció

Metadades proporcionades: Les metadades han de documentar com es van generar les dades, sota quina llicència i com es poden reutilitzar. A més, les metadades ajuden a descobrir les dades i proporcionen el context per a la correcta interpretació per part d'altres investigadors.

Estàndards de metadades: Indicar els estàndards de metadades que s'utilitzaran. Es recomana utilitzar estàndards de metadades específics de la disciplina. Consultar estàndards de metadades.

Si no s'utilitzen estàndards de metadades, indicar quines metadades es generaran (manualment o automàticament) i com.

##### 2.1.B b) Exemple

**Ex. CORA.RDR** All datasets will be accompanied by rich metadata to ensure that they are findable. The metadata standard used to describe the dataset in CORA.RDR is the DDI's metadata schema compatible with the Dublin Core, flexible and commonly used standard that is also adopted by the European OpenAIRE repository.



**Ex. 1** The metadata standard used to describe the dataset will be the [Dublin Core Schema], as it is a flexible and common used standard and is also the one adopted by the repository.

**Ex. 2** Metadata are created manually by depositors in the deposit form at the repository.

**Ex. 3** (1) The data are expected to be provided in [ANSI SQL, XML or text (ASCII)] format. For this dataset, data citation and metadata practices derived from the community will be considered.

(2) There are no standards for these logs. A possible solution is project servers such as [AAA] servers. In this case, the logs would include the attributes defined by “project”.

**Ex. 4** Each file associated with data will be accompanied with unique specified metadata to allow ease of access and re-usability. Below, the form to be followed is presented.

**Ex. 5** Standards such as [the Dublin Core and ISO/IEC 11179 Metadata Registry (MDR)], which addresses issues in the metadata and data modelling space, will be considered.

**Ex. 6** There are many different metadata standards for many different types of data and it may not be possible to find one that fits all purposes. Therefore, a pragmatic and feasible approach is to agree on a common and minimal catalogue metadata schema for those datasets that are published in public catalogues and data repositories and to use data-type specific schema extensions, if necessary.

In general, the [repository name] deposition metadata domain model which is based on [DataCite’s metadata schema] minimum and recommended terms will be used for open data generated by the project and deposited in an appropriate repository.

## **2.1.C Es proporcionaran paraules clau de cerca a les metadades per optimitzar la possibilitat de descobriment i després, de reutilització potencial?**

### **2.1.C a) Descripció**

Indicar com es crearan les paraules clau de cerca de contingut per optimitzar la recuperació i la reutilització. Per consultar quins vocabularis controlats són més adients per a la teva disciplina, consulta: <https://confluence.csuc.cat/x/0wAbCw>.

### **2.1.C b) Exemple**

**Ex. CORA.RDR** All datasets deposited in CORA.RDR will provide search keywords together with their metadata. Keywords for open data can be selected from controlled vocabularies that are suitable for the specific type of data.

**Ex. 1** Data must be findable easily, rapidly and identically. Therefore, exact and standard measures have to be used to identify the data sets. This can include the definition and use of naming conventions, search keywords, version numbers, metadata standards and standard data identifiers.

## 2.1.D S'oferiran metadades de manera que es puguin recol·lectar i indexar?

### 2.1.D a) Descripció

Les metadades s'han de proporcionar estructurades mitjançant l'Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) de manera que es permeti l'intercanvi amb altres repositoris. Al mateix temps, les metadades proporcionades han de ser el més detallades possible per permetre que s'indexin i que les dades siguin cercables i recuperables.

### 2.1.D b) Exemple

**Ex. CORA.RDR** Datasets published in CORA.RDR will be harvested and indexed using the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). They will be also indexed in EOSC, OpenAIRE, RECOLECTA, Google Dataset Search, B2FIND and Mendeley Data.

**Ex. 1** All data (underlying the published papers) will be made openly available through [repository name] which uses [schema.org] metadata, meaning that all datasets are indexed in [Google Dataset Search].

## 2.2 Fer accessibles les dades

### 2.2.A Les dades es dipositaran en un repositori de confiança?

#### 2.2.A a) Descripció

Indica en quin repositori es dipositaran les dades i si el repositori és de confiança. Un repositori de confiança és aquell que compleix amb els requisits establerts per a la conservació i l'accés de dades de manera fiable, segura i a llarg termini. Les dades haurien de ser dipositades en un repositori que ofereixi aquestes garanties.

#### 2.2.A b) Exemple

**Ex. CORA.RDR** All data will be made openly available through CORA.RDR, a trusted institutional data repository (<https://dataverse.csuc.cat/>), included in the European Open Science Cloud.

**Ex. 1** All data (underlying the published papers) will be made openly available through [repository name], a trusted and certified data repository. It has a CoreTrustSeal certification.

## **2.2.B Has pensat en mirar els acords que pot haver-hi amb el repositori on es dipositaran les dades?**

### **2.2.B a) Descripció**

Verifica si hi ha acords específics amb el repositori on es dipositaran les dades. Això pot incloure les polítiques de retenció, les condicions d'accés i altres termes que poden afectar la disponibilitat i l'ús de les dades.

### **2.2.B b) Exemple**

**Ex. CORA.RDR** This Data Management Plan has been prepared with the support of our institution research support staff who works closely with the CORA.RDR managers (CSUC) and has informed us about the policies and procedures of the CORA.RDR repository.

**Ex. 1** Different storage solutions were evaluated, and others are still under evaluation. The current solution was chosen as the best solution in terms of cost/benefits.

## **2.2.C El repositori garanteix que les dades tinguin un identificador persistent?**

### **2.2.C a) Descripció**

Explica si el repositori assigna identificadors persistents de manera permanent (DOI, handle, etc.) i en garanteix la seva durabilitat per a facilitar la referència i l'accés a les dades.

### **2.2.C b) Exemple**

**Ex. CORA.RDR** All data will be made openly available through CORA.RDR, which is a trusted institutional data repository and assigns a Digital Object Identifier (DOI) to datasets and code to make them citable and persistently available.

**Ex 1.** [Repository name] applies digital object identifiers to datasets.

**2.2.D Totes les dades estaran accessibles en obert? Si alguns datasets no es poden compartir (o s'han de compartir a través de condicions d'accés restringit) explica el perquè i de manera clara, separant les raons legals i contractuals de les restriccions intencionades. Tingues en compte que en els projectes amb diversos beneficiaris, també es possible que un beneficiari específic vulgui restringir les dades si l'obertura d'aquestes va en contra dels seus interessos legítims o altres limitacions d'acord amb al l'acord de subvenció.**

#### 2.2.D a) Descripció

Especifica si totes les dades estaran accessibles en accés obert o si hi haurà restriccions d'accés. Si hi ha restriccions, diferencia les raons legals, com ara la protecció de drets d'autor o patents, de les restriccions intencionades basades en interessos legítims o altres limitacions contractuals. Si hi ha restriccions, diferencia entre les raons legals, com ara el *copyright* o la protecció de patents, i les restriccions intencionals basades en interessos legítims o altres limitacions contractuals.

#### 2.2.D b) Exemple

**Ex. CORA.RDR.** All of the data will be made openly available in CORA.RDR. In case there is data that must have a control of access, these files will be restricted under the proper use conditions.

**Ex. CORA.RDR.** All of the data associated with scientific publications will be made openly available as default unless there is a specific reason not to publish the data. Other data may be made available on a case-by-case basis if it is relevant for third parties.

The following data will not be made publicly available:

- Data obtained with the permission of third parties, but the third parties have not agreed to make the data publicly available.
- Data that discloses the identity of a manufacturer.
- Data that compromises the protection of a partner(s) intellectual property. The level of data made available will also be considered, for example, pre-processed data will not be provided unless there is a clear reason for doing so.

All of the data from the project will be made available, except for market or customer survey data, which are commercially sensitive and cannot be shared.

**Ex. CORA.RDR.** All data will be deposited in CORA.RDR, but restricted; therefore, users won't be able to access them. To gain access to these data, it will be necessary to request it through the repository.

**Ex. CORA.RDR.** Personal and sensitive data won't be deposited in the repository.

**Ex. 1** All raw data (underlying the published papers) will be retained for [name] on [institution name] servers for the purposes of validation, with consent from the participants.

All anonymised or aggregated data, and/or all other non-personal data (underlying the published papers) will be uploaded to [repository name] with public access, with consent from the participants. All pseudonymised data (underlying the published papers) will be uploaded to [repository name] with restricted access, with consent from the participants.

**Ex. 2** Not all data will be made available. Some data will be business confidential, and thus cannot always be shared outwardly. Studies will be altered to use certain variations of a material so that publications can be made, and data can be made as available as possible.

**2.2.E Si s'aplica un embargament per donar a temps a publicar les dades o buscar protecció de la propietat intel·lectual (per exemple, patents) especifica el perquè i durant quant de temps s'aplicarà, tenint en compte que les dades de recerca han d'estar accessibles tant aviat com sigui possible.**

**2.2.E a) Descripció**

Detalla si es requerirà un període d'embargament (temps de restricció d'accés) per a les dades i explica les raons darrere d'aquest embargament, així com la durada prevista. Això pot ser necessari per donar temps a la publicació o per protegir la propietat intel·lectual, durant el mínim temps possible.

**2.2.E b) Exemple**

**Ex. CORA.RDR** Data won't need an embargo period. All data (underlying the published papers) will be made openly available through CORA.RDR.

**Ex. CORA.RDR** It is possible that data may need an embargo period, depending on the publisher conditions. CORA.RDR allows to define an embargo period for a maximum of two years.

**Ex. 1** It is difficult to speculate how long embargos may apply for at this stage, and so will be considered on a case-by-case basis. It is likely that embargos won't be required.

**2.2.F Les dades seran accessibles a través d'un protocol d'accés gratuït i estandaritzat?**

**2.2.F a) Descripció**

Especifica si les dades estaran accessibles mitjançant un protocol d'accés gratuït i estandaritzat, i indica quin és aquest protocol. Això pot garantir que l'accés a les dades sigui fàcil i obert per a tothom.

**2.2.F b) Exemple**

**Ex. CORA.RDR** CORA.RDR uses the HTTPS protocol (Hypertext Transfer Protocol Secure) which is based on TCP/IP.

**Ex. 1** All the datasets distributed by the [association] installation are accessible through free, standard, protocols ensured by web services of the [institution name], or freely downloadable from the [association] portal.

## **2.2.G Si hi ha restriccions d'ús, com es produirà l'accés a les dades tant durant com després de la finalització del projecte?**

### **2.2.G a) Descripció**

En cas que l'accés públic a les dades estigui restringit per qualsevol motiu justificat, especificar si les dades serien accessibles, durant el projecte, per a un soci individual, per a tots els socis o sota sol·licitud. Especificar els procediments de com sol·licitar l'accés a les dades restringides i en quines condicions es concedirien. A més, especificar si les restriccions s'aixecaran després d'un període de temps. Així mateix, indicar com es gestionaran les restriccions d'accés a les dades una vegada finalitzat el projecte.

### **2.2.G b) Exemple**

**Ex. CORA.RDR** It won't be any restricted files in the dataset. All data (underlying the published papers) will be made openly available through CORA.RDR.

**Ex. CORA.RDR.** Some files will be restricted, so third parties and users of CORA.RDR could ask for access through the "Contact" button in the dataset page.

**Ex. 1** There should not be any long-term restrictions to the data and will all be made available. It will be possible to access data independently, without any requests etc needing to be made.

## **2.2.H Com es comprovarà la identitat de la persona que accedeix a les dades?**

### **2.2.H a) Descripció**

Descrui el procediment establert pel repositori per determinar la identitat de la persona que accedeix a les dades, en cas que n'hi hagi, especialment si existeixen restriccions d'accés, com per exemple: identificadors, llistes de control d'accés o altres mètodes utilitzats per assegurar la seguretat i l'autenticació.

### **2.2.H b) Exemple**

**Ex. CORA.RDR** Identity of individuals accessing the data on CORA.RDR can only be established when restricted access is in place. Guestbooks also can be used if the depositor wants more information from the users accessing data.

**Ex. 1** Identity of the person accessing the data will not be directly ascertained. However, we expect users to follow the standard norms of scientific citation and use of the data in this context will be tracked through scientific citation.

**Ex. 2** Users are required to register to use the repository.

## **2.2.I És necessari un comitè d'accés a les dades? (Per exemple, per avaluar o aprobar les sol·licituts d'accés a dades personals o sensibles)**

### **2.2.I a) Descripció**

Indica si es requerirà un comitè d'accés a les dades per avaluar o aprovar les sol·licituds d'accés, especialment si les dades contenen informació personal o sensible. Proporciona detalls sobre les funcions i responsabilitats d'aquest comitè. Si no es requereix, indica'n el motiu.

### **2.2.I b) Exemple**

**Ex. 1** It is difficult to speculate as to whether a data access committee will be required. However, no personal/sensitive data will be generated and so at this stage, it seems unlikely that a committee will be required.

**Ex. 2** Because of the small scale of these experiments, there is no need for a data access committee.

**Ex. 3** This [institution name] will have a data access committee. Their remit will be to select the data that will be openly accessible on a case by case basis. Ethical aspects and data security, including intellectual property requirements, will be considered. If necessary, some or all of a potential publication's data will be withheld. This will be decided in consultation with the relevant partner(s).

## **Metadades:**

## **2.2.J Les metadades estaran disponibles de manera oberta i amb llicència sota una dedicació de domini públic CC0, segons l'acord de subvenció? Si no és així, si us plau especifica el perquè. Les metadades contindran informació per permetre que l'usuari accedeixi a les dades?**

### **2.2.J a) Descripció**

Confirma si les metadades estaran disponibles de manera oberta i amb una llicència que permeti l'ús sense restriccions, com la CC0 (Creative Commons Zero). Indica si les metadades contindran informació per permetre que els usuaris puguin trobar, accedir i reutilitzar les dades.

### **2.2.J b) Exemple**

**Ex. CORA.RDR** In CORA.RDR the metadata will be made openly available and licenced under a public domain dedication CC0. Information about the accessibility of the dataset is also included in the metadata.

**Ex. 1** Metadata will be made openly available and licensed.

**2.2.K Per quant de temps les dades romandran disponibles i es podran trobar? Es garantirà que les metadades seguiran disponibles després que les dades ja no ho siguin?**

**2.2.K a) Descripció**

Detalla la durada prevista per a la disponibilitat de les dades i com es garantirà que les metadades segueixin sent accessibles després que les dades ja no siguin públiques. Inclou les polítiques de retenció i l'arxivament a llarg termini.

**2.2.K b) Exemple**

**Ex. CORA.RDR** Research data will be deposited in CORA.RDR, which will archive and preserve the data for at least 10 years. When data is no longer available, the metadata will remain accessible.

**Ex. 1** It is difficult to speculate at this stage, however I see no reason currently as to why data shouldn't be available indefinitely. Should the data be made unavailable, then metadata should still be available.

**Ex. 2** Data will remain available as long as the repository remains active.

**2.2.L Serà necessari incloure documentació o referències sobre qualsevol programari que es necessiti per accedir o llegir les dades? Serà possible incloure el programari, per exemple en codi obert?**

**2.2.L a) Descripció**

Indica si serà necessari un programari específic per accedir o llegir les dades i si es proporcionarà documentació o codi obert per facilitar l'ús del programari necessari. Això garanteix que les dades siguin accessibles i interpretables.

**2.2.L b) Exemple**

**Ex 1.** If software is needed, documentatiton will be included in the dataset, as well as the open source code software.

**Ex. 2** No additional software is needed to access or read the data.



## 2.3 Fer que les dades siguin interoperables

**2.3.A Especificar quins vocabularis, estàndards o metodologies de dades i metadades es seguiran per fer que les dades siguin interoperables per permetre l'intercanvi i la reutilització de dades dins i entre disciplines? Se seguiran les millors pràctiques d'interoperabilitat aprovades per la comunitat? Quines?**

### 2.3.A a) Descripció

Explicar quins vocabularis, estàndards o metodologies de dades i metadades es seguiran per facilitar la interoperabilitat. La interoperabilitat de dades del projecte permet l'intercanvi i la reutilització de dades entre investigadors, institucions, organitzacions, països, etc. Adherir-se als estàndards de formats que siguin, en la mesura del possible, compatibles amb programes i aplicacions obertes.

### 2.3.A b) Exemple

**Ex. CORA.RDR** Final data will be published in CORA.RDR, the repository of Consorci de Serveis Universitaris de Catalunya (CSUC). This repository follows the Open Archives Initiative model, which allows interoperability with the [OAI-PMH](#) metadata transmission protocol (Open Archive Initiative - Protocol for Metadata Harvesting). This protocol allows visibility of the documents from different platforms and collectors: Google Scholar, BASE, CORE, etc. This data repository is OpenAIRE compliant and meets all the requirements of metadata required by the European Commission.

Persistent IDs are provided for each document (DOI) and author identifiers (ORCID) are included in the metadata. The metadata standard used to describe the dataset is the [DDI's metadata](#) schema compatible with the [Dublin Core](#), a flexible and commonly used standard that is also adopted by the european OpenAIRE repository.

**Ex. 1** The data produced in the project will be interoperable as the datasets will adhere to standardised formats: [ASCII, txt, csv, xml, tiff]. If [MS Office, pdf viewer or image viewer] cannot be used, a [text (ASCII) file] will be provided with the dataset that explains where a free reader can be obtained.

**Ex. 2** No community-agreed metadata standards exist for this discipline. To ensure interoperability the data will be documented appropriately (README files etc.) to allow re-use and operability across disciplines. Additionally, the data underlying the publications will be available through [repository name] (which uses [DataCite metadata schema and Dublin Core]).

**Ex. 3** To guarantee interoperability between datasets made available through the [association] portal and other spatial data, the standard [OGC protocols WMS and WFS] are adopted. Metadata is published through the standard [OGC protocol CSW]. Also, the availability of the [portal] datasets as popular formats downloadable files [(Geo)JSON files, ESRI shapefiles, MapInfo Tables, KML]), facilitates users who need to combine [portal] datasets with other geographically referenced data in [desktop GIS].

## 2.3.B En cas que sigui inevitable que s'utilitzin o generin ontologies o llenguatges poc comuns o específics pel projecte, es proporcionaran mapatges cap a ontologies més habituals? Publicaràs obertament les ontologies o vocabularis generats per permetre la reutilització, millora o ampliació?

### 2.3.B a) Descripció

Explicar quines ontologies, vocabularis o llenguatges específics s'utilitzaran. Detallar també si aquesta informació es publicarà en obert i si es proporcionarà una equivalència cap a ontologies, vocabularis o llenguatges específics estandarditzats per fomentar la seva reutilització, millora, optimització o ampliació.

Les "ontologies" encapsulen el coneixement científic en un domini científic determinat. Així, les ontologies són clau per tenir dades FAIR: les dades només es poden reutilitzar si estan ben descrites, classificades i tenen alta qualitat [<https://www.excelra.com/our-thinking/blogs/ontologies-and-the-fair-data-principles/>]

### 2.3.B b) Exemple

**Ex 1.** There is no standard vocabulary for this type of data. However, the most common definition of the relevant scientific community is used as much as possible.

**Ex 2.** We will use common terminology used in the field to describe the data..

**Ex 3.** We will generate a specific ontology named [ontology name]. We will publish this ontology and mapping in the dataset to allow its reuse.

## 2.3.C Les teves dades incluiran referències qualificades a altres dades? (Per exemple altres dades del teu projecte o datasets de recerques anteriors)

### 2.3.C a) Descripció

Sobre les referències qualificades, l'objectiu és crear tants enllaços significatius com sigui possible entre els recursos de (meta)dades per enriquir el coneixement contextual sobre les dades. (Font: <https://www.go-fair.org/fair-principles/i3-metadata-include-qualified-references-metadata/>).

### 2.3.C b) Exemple

**Ex. CORA.RDR.** CORA.RDR has different metadata that allows to link the dataset to other research outputs, through persistent identifiers, such as DOIs or handles, and citation to related publications.

**Ex. 1.** To ensure interoperability the [DOIs] of research outputs are linked whenever possible.

**Ex. 2** All published datasets must include qualified references to the broadest level possible.

## 2.4 Augmentar la reutilització de dades

### 2.4.A Com s'aportarà la documentació necessària per validar l'anàlisi de dades i facilitar la reutilització de les dades?

#### 2.4.A a) Descripció

També s'ha d'incloure la documentació necessària per validar l'anàlisi de dades i facilitar la reutilització de les dades (per exemple, fitxers readme amb informació sobre metodologia, llibres de codis, neteja de dades, anàlisis, definicions de variables, unitats de mesura, etc.).

#### 2.4.A b) Exemple

**Ex. CORA.RDR.** All documentation needed to validate data analysis and facilitate data re-use will accompany the data via a README file created in accordance with the CORA.RDR template and guidelines.

**Ex. 1** Metadata records will accompany the data files in order to describe, contextualise and facilitate external users to understand and reuse the data.

**Ex. 2** All datasets published in the [association] installation must have comprehensive documentation addressing the data structure, the definition of variables, and the units of measurement. Ideally, the documentation is published in peer-review journals.

### 2.4.B Les teves dades es posaran a disposició amb domini públic per permetre la major reutilització possible? Les teves dades tindran una llicència estàndard de reutilització, d'acord amb les obligacions establertes en l'acord de subvenció?

#### 2.4.B a) Descripció

Si les dades es posen a disposició d'altres investigadors i del públic en general, cal especificar quin grau de reutilització es permet. Aquest nivell de reutilització vindrà marcat per l'establiment de llicències. La CE proposa l'ús de llicències Creative Commons CC-BY o CC0, però n'hi ha d'altres.

#### 2.4.B b) Exemple

**Ex. CORA.RDR.** All data and accompanying documentation needed to validate the results of the research will be made available under a CC-BY license using CORA.RDR, in line with the Grant Agreement.

**Ex. 1** Wherever possible the data will be shared right after production following the [Creative Commons 4.0 International License with Attribution (CC BY)]. Experimental data and test data will in some cases only become available after the end of the project or publication of the results, whatever comes first, and will be shared used the same [CC BY] license.

**Ex. 2** The deliverables associated to the dataset are licensed through an [All rights reserved] license as they are working papers not intended to be re-used. Nevertheless, the database

should be shared as a possible reusable dataset. For this reason, when deposited to the repository, an [Attribution-NonCommercial license (by-nc)] will be requested. The data is currently available for re-use from the project website and will also be findable and reusable through the final depositing repository and from [OpenAire], the latest by the end of the project.

## **2.4.C Les dades produïdes en el projecte seran utilitzables per tercers, després de la finalització del projecte?**

### **2.4.C a) Descripció**

En principi, les dades s'haurien de posar a disposició d'altres investigadors i del públic en general amb les menors restriccions possibles. No obstant això, hi pot haver diversos motius per no compartir-los: raons ètiques, protecció de dades personals, implicació de drets de propietat intel·lectual i/o industrial, interessos comercials, etc. S'ha d'especificar els motius pels quals no es compartirà un dataset.

### **2.4.C b) Exemple**

**Ex. CORA.RDR.** The data underlying the publications will be available at CORA.RDR under a CC-BY license, allowing third parties to use the data.

**Ex. 1** Data access and sharing activities will be rigorously implemented in compliance with the privacy and data collection rules and regulations, as they are applied nationally and in the EU, as well as with the Horizon Europe rules. Raw data collected through the interviews from externals may be available to the whole institution or specific partners upon authorization of the owners. This kind of data will not be available to the public. The results of the project will become publicly available.

**Ex. 2** The full dataset will be confidential and only the members of the institution will have access to it. Furthermore, if it is decided to make specific portions of it (e.g. metadata, statistics, etc.) widely open access, a data management portal will be created that should provide a description of the dataset and link to a download section. Of course, these data will be anonymized so as not to have any potential correlation and identification of the ethical issues with their publication and dissemination.

**Ex. 3** Each archived data set will have its own permanent repository ID and will be easily accessible. We expect most of the data generated to be made available without restrictions and only datasets subject to IPR and confidentiality issues will be restricted. Where this is going to be the case, agreements will be made based on the individual datasets. Requests for the use of the data by externals will be approved by the project institution.

## 2.4.D Com es documentarà la procedència de les dades utilitzant els estàndards adequats?

### 2.4.D a) Descripció

Cal incloure informació sobre entitats, activitats i persones implicades en l'elaboració de dades.

### 2.4.D b) Exemple

**Ex. CORA.RDR.** The documentation and metadata of each dataset recognize the data provenance through proper citation of the source of information and entities using the formats usually accepted by the relevant scientific community.

## 2.4.E Es descriuen els processos d'assegurament de la qualitat de les dades?

### 2.4.E a) Descripció

Descriure quins són els processos d'assegurament de la qualitat de les dades. Com/quan s'implementaran les avaluacions internes de qualitat de les dades?

La qualitat de les dades es pot assegurar mitjançant diferents mesures. Aquestes inclouen validació de la mostra, replicació i comparació amb resultats d'estudis similars i control de la distorsió sistemàtica.

### 2.4.E b) Exemple

**Ex. 1** The quality of the dataset is guaranteed by the platform functioning.

**Ex. 2** The data quality is ensured by different measures. These include validation of the sample, replication and comparison with results of similar studies and control of systematic distortion.

**Ex. 3** Data quality assurance and control is central and the raison d'être of this project. About 80% of the efforts spent in our centres is directed at data quality assurance.

**Ex. 4** For our research data collection, the quality control of the data can happen at various stages during the quality assurance process. Initial quality control is needed at the local level and early in the collection process. Additional controls will take place at a later stage of the data lifecycle. Final quality control of metadata takes place during its input into [software]. The initial quality control of the data, during data collection, is the primary responsibility of the project data creator/owner, who must ensure that the recorded data reflect the actual facts, responses, observations and events. The quality of the data collection methods used strongly influences data quality, and documenting in detail how data are collected provides evidence of such quality. Errors can also occur during data entry. Data are digitised, transcribed, entered in a database or spreadsheet, or coded. Here, quality is ensured by standardised and consistent procedures for data entry with clear instructions.

### 3. Altres resultats de la recerca

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#### 3.A Hi haurà altres resultats de la recerca que es puguin generar o reutilitzar al llarg del projecte?

##### 3.A a) Descripció

Explicar quins altres resultats de la recerca s'han generat en l'execució del projecte. Poden ser productes digitals com programari, fluxos de treball, protocols, models, etc. o productes físics com nous materials, anticossos, reactius, mostres, etc.

##### 3.A b) Exemple

**Ex. 1** (Yes) It will be a series of new materials and samples derived from this research.

**Ex. 2** (No) It won't be any other research output.

**Ex. 3** All other research outputs such as the software related to the decision model will be carefully managed and planned.

#### 3.B Especifica quines de les preguntes relatives a les dades FAIR, poden aplicar-se a la gestió d'altres resultats de la recerca

##### 3.B a) Descripció

Si s'obtenen altres resultats de la investigació, explicar com fer-los trobables, accessibles, interoperables i reutilitzables. Per a més informació, veure 2. Dades FAIR:

- Explicar si altres resultats de recerca s'identificaran mitjançant un identificador persistent, es proporcionaran metadades enriques per permetre el descobriment, es recolliran i s'indexaran, quines seran les metadades creades, quins estàndards disciplinaris o generals se seguiran i si es proporcionaran paraules clau de cerca a les metadades.
- Explicar com seran accessibles aquests resultats de recerca des del repositori, com d'oberts o restringits seran i quina llicència s'utilitzarà.
- Explicar quins vocabularis, estàndards, formats o metodologies de dades i metadades se seguiran perquè els resultats de recerca siguin interoperables per permetre l'intercanvi i la reutilització d'aquests resultats dins i entre disciplines.
- Explicar com es farà perquè aquests resultats de recerca es reutilitzin. Quina documentació s'aportarà, quina llicència de reutilització s'aplicarà, etc.

##### 3.B b) Exemple

**Ex. 1** See 2. FAIR Data real examples.

## 4. Assignació de recursos

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### 4.A Quins seran els costos per fer FAIR les dades o altres resultats de recerca del projecte?

#### 4.A a) Descripció

Indicar el cost aproximat per fer les dades FAIR i com es pensa cobrir-les: costos directes i indirectes relacionats amb l'emmagatzematge, arxiu, reutilització, seguretat, etc.

#### 4.A b) Exemple

**Ex. 1** There are no costs associated to the described mechanisms to make the database FAIR and long term preserved.

**Ex. 2** The costs for depositing the dataset with the project, and subsequent resources required to make the dataset publicly available have been included within specific Work Packages within the project.

**Ex. 3** - Personnel costs

- Data publication in data repositories other than [repository name] (where [institution name] researchers can publish free of charge for up to 1TB of data per researcher per year).
- Publication of papers about datasets or software in dedicated journals.

**Ex. 4** The maintenance of the [association] installation is presently estimated to be in the order of [money amount]/year.

### 4.B Com es cobriran aquests costos?

#### 4.B a) Descripció

Indicar com es preveu cobrir el cost de fer que les dades siguin FAIR, inclosos els costos addicionals d'arxiu i conservació.

Tenir en compte: que els costos relacionats amb la gestió de les dades i els resultats de recerca són elegibles com a part de l'ajut Horitzó Europa (si compleixen les condicions de l'acord de subvenció)..

#### 4.B b) Exemple

**Ex. 1.** These costs will be covered through the funds from the Horizon Europe grant.

**Ex. 2** [aronym project] is managed and supported by a team of experts and is free of charge.

**Ex. 3** Storage, archiving, re-use, and security costs are partly covered by [Partner1] and [Partner2] institutional funding. When additional resources are necessary, they are sought through project funding.

**Ex. 4** (1) A dedicated hard disk drive will probably be allocated for the dataset. No costs are currently foreseen regarding its preservation.

- (2) The cost will be covered at the local hosting institute in the context of the project.
- (3) The cost will be covered at the local hosting institute as a part of the standard network system maintenance.

#### 4.C Qui serà el responsable de la gestió de les dades en el teu projecte?

##### 4.C a) Descripció

Explicar les responsabilitats de gestió de dades en el projecte.

##### 4.C b) Exemple

**Ex. 1** Each partner has to respect the policies set out in this DMP. Datasets have to be created, managed and stored appropriately and in line with applicable legislation.

- The Project Coordinator has a particular responsibility to ensure that data shared through the website are easily available, but also that backups are performed and that proprietary data are secured.
- [researcher], will ensure dataset integrity and compatibility for its use during the project lifetime by different partners.
- Validation and registration of datasets and metadata is the responsibility of the partner that generates the data.
- Backing up data for sharing through open access repositories is the responsibility of the partner possessing the data.
- Quality control of these data is the responsibility of the relevant WP leader, supported by the Project Coordinator.

**Ex. 2** The project coordinator has the ultimate responsibility for the data management in the project and so, for the Marketplace platform management.

#### 4.D Com s'assegurarà la preservació a llarg termini?

##### 4.D a) Descripció

Indicar com es planifica la preservació a llarg termini i qui decideix quines dades es conservaran i durant quant de temps.

##### 4. D b) Exemple

**Ex. CORA.RDR** CORA.RDR will take care of data archiving and preservation for at least 10 years.

**Ex. 1** Regarding the question of long-term data preservation, no specific arrangements has been done in the consortium yet. However, with a great degree of confidence, it can be confirmed that it is the project coordinator with the help of local [AcronymProject] resources who will play the major role in this task.

**Ex 2.** The data will be retained indefinitely. Long-term preservation is ensured by storing data on the [institution name] IT infrastructure.



## 5. Seguretat de les dades

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### 5.A Quines disposicions hi ha o hi haurà per a la seguretat de les dades (inclosa la recuperació de dades, així com l'emmagatzematge / arxiu segur i la transferència de dades sensibles)?

#### 5.A a) Descripció

Descriure breument les mesures tècniques que s'implementaran a curt i mitjà termini per garantir la integritat de les dades (còpia de seguretat de les dades), la recuperabilitat (prevenció de la pèrdua de dades) i la seguretat (per evitar accessos no autoritzats).

#### 5.A b) Exemple

**Ex. 1** Data collected from the research group for the Project will be digitised and stored on the University's [storage service name] which is subject to regular back-up that is controlled by the University's IT personnel. The IT department performs operations by type: mission-critical (user data, virtual machines, scientific results, etc.) and static (scientific data sets, intermediate files, etc.). Content will be checked regularly to preserve its integrity, security, and durability. These procedures are designed, set and applied in order to fully comply with personal data as ruled by [directive name] other current national legislation and institutional regulations. Research team members will have an appropriate access level according to their role in the project.

**Ex. 2** During the course of the research project, all data will be stored on local servers maintained and automatically backed up by [institution name]. Every night the data will be automatically backed up. The data will be replicated over multiple sites/data centers. Data can be recovered with the help of [institution name] services in the event of an incident. Only team members have access to the designated server, limited to the principal investigator of the project. The storage security is ensured by [institution name] services. The [position name] will provide additional advice, as needed, on data storage during the research project. This data storage solution offers secure storage and transfer.

### 5.B Les dades s'emmagatzemaran de manera segura en repositoris de confiança per a la seva preservació i curació a llarg termini?

#### 5.B a) Descripció

Descriure on s'emmagatzemaran les dades de manera segura en un repositori de confiança per a la seva preservació i curació a llarg termini. Descriure també breument la configuració de seguretat del repositori escollit.

#### 5.B b) Exemple

**Ex. CORA.RDR** At the end of the project, all the final data will be deposited at the CORA.RDR data repository. The following list describes their security settings:

- Versions: Data files are versioned. Records are not versioned. The uploaded data is archived as a Submission Information Package. Derivatives of data files are generated, but

original content is never modified. Records can be retracted from public view; however, the data files and records are preserved.

- Replicas: All data files are stored in the CSUC Centre, primarily in Barcelona, with replicas in Consorcio Madroño in Madrid. Data files are kept in multiple replicas in a distributed file system, which is backed up to tape on a nightly basis.
- Retention period: Items will be retained for the lifetime of the repository. The RDR has defined a lifetime for the repository of the next 10 years minimum.
- Functional preservation: The RDR makes no promises of usability and understandability of deposited objects over time.
- File preservation: Data files and metadata are backed up nightly and replicated into multiple copies in the online system.
- Fixity and authenticity: All data files are stored along with an MD5 checksum of the file content and the tabular file is stored with Universal Numerical Fingerprint ([UNF](#)).
- Files are regularly checked against their checksums to assure that file content remains constant.
- Succession plans: In case of closure of the repository, a guarantee has been made from RDR to migrate all content to suitable alternative institutional and/or subject-based repositories.

## 6. Aspectes ètics

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### 6.A Hi ha, o podria haver-hi, alguna qüestió ètica o legal que pugui tenir un impacte en la compartició de dades?

#### 6.A a) Descripció

Descriure qualsevol problema ètic o legal que pugui tenir un impacte en la compartició de dades. Es poden tractar en el context de la revisió ètica. Si és rellevant, incloure referències a lliurables ètics i capítol d'ètica a la Descripció de l'Acció (DoA).

Especificar si el consentiment informat per compartir dades a llarg termini s'inclourà als qüestionaris sobre dades personals.

És important destacar en aquest punt qualsevol aspecte mencionat a l'article 34 dels acords del finançament “[Article 34 — Ethics and research integrity](#)”.

Si les activitats de recerca impliquen infants, pacients, poblacions vulnerables, l'ús de cèl·lules mare embrionàries humanes (hESC) i embrions humans (hEs), humans, cèl·lules o teixits humans, dades personals, animals, països no comunitaris, medi ambient, salut i seguretat, intel·ligència artificial, altres qüestions ètiques (interacció home-màquina, es desenvolupa en nanotecnologia...), i qüestions transversals: possible mal ús dels resultats (Activitats que impliquen o generen materials, mètodes, tecnologies o coneixements que puguin ser mal utilitzats amb finalitats poc ètiques) s'ha de complir els principis ètics i la legislació nacional, comunitària i internacional pertinent.

#### 6.A b) Exemple

**Ex. 1.** All projects processing personal research data need to answer to the institution questions on the management of personal research data. Answering these questions will help you comply with the requirements of the [regulation name] and determine whether you need to undertake any additional steps.

**Ex. 2** All the activities carried out under the [acronym project] project comply with ethical principles and relevant national, EU and international legislation, for example the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights. The tasks for [acronym project] only concern basic research activities and the project does not involve humans, animals or cells. Due to the fact that the main domain of the [acronym project] project activity is related to materials science with the focus on refractory materials, the risk of having ethics issues during the project is extremely limited. Either way, within the [acronym project] DoA Part A, the workpackage 8 is devoted to the ethics issues which sets out the 'ethics requirements' that the [acronym project] project must comply with. One deliverable will be provided: D8.1 NEC -Requirement No. 1. In the framework of D8.1, all beneficiaries and partner organisations must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

**Ex 3** The transfer of data on human subjects to the [acronym project] repository is only considered when: informed consents, ethics approval and – when applicable - approval by local data protection authorities cover the purpose that the data are envisaged to be used within [acronym project] and allow transfer of individual or aggregated data to the [acronym project]

repository. All data that are transferred to the [acronym project] repository shall be either pseudonymised or completely anonymized. The Data Owner/Data Provider is responsible for the anonymization or pseudonymization process and for ensuring that identifiable variables are not transferred to the [acronym project] repository. Directly identifiable variables include - but are not limited to - national ID number, name, phone number, ZIP-code, e-mail address, address, geographical coordinates (at a resolution that risks identification). One shall also be aware that a combination of just of few indirect identifying variables (such as birth data, gender, and zip-code) can be used to identify a large portion of individuals on any dataset. In this context, the Data Owner/Data Provider shall only provide such variables at the lowest possible resolution that is necessary to for analysis, e.g. district instead of zip-code; year of birth or age instead of birth date.

**Ex 4.** There is no ethical reason that could impact data distribution and sharing. A disclaimer is associated with each dataset to remove legal liability from the data owner and the data publisher. Users are also cautioned to consider carefully the nature of the datasets before using them for decisions that concern personal or public safety or in relation to business involving substantial financial or operational consequences.

## **6.B S'inclourà el consentiment informat per difondre les dades i preservar-les a llarg termini, en cas que hi hagi qüestionaris amb dades personals?**

### **6.B a) Descripció**

Si el dataset o datasets que es vulgui publicar recull dades de caràcter personal caldrà el consentiment previ de les persones implicades per a aquella finalitat, ja sigui un consentiment implícit o explícit. En el cas de les categories especial de dades, el consentiment ha de ser sempre explícit, no tàcit, seguint les indicacions del delegat de protecció de dades de la institució i del comitè d'ètica si s'escau.

### **6.B b) Exemple**

**Ex CORA.RDR.** No personal data is collected or distributed by CORA.RDR, so informed consent is not needed.

**Ex. 1** Research uses questionnaires dealing with personal data, so informed consent will be included.

**Ex 2** No questionnaires dealing with personal data will be created.

## 7. Altres temes

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### 7.A Faràs ús d'altres procediments nacionals/finançadors/sectorials/ departamentals per a la gestió de dades? Si és que sí, quins són (si us plau fes una llista i descriu-los breument)

#### 7.A a) Descripció

Explicar els procediments nacionals / finançadors / sectorials / departamentals per a la gestió de dades que s'utilitzin.

#### 7.A b) Exemple

**Ex. 1** As part of [institution name]'s commitment to ensuring FAIR and Open data, all research active staff (Postdoctoral fellows, PhD students) are expected to prepare DMPs for their own data, as per the [institution name]'s Research Data Management Policy. The [institution name] data management policy defines research data as “the evidence that underpins the answer to the research question and can be used to validate findings regardless of its form.” Thus, data covers quantitative and qualitative statements, raw data from measurements and derived data—either cleaned or extracted from a researcher's primary dataset or derived from an existing source.

**Ex. 2** As well as [name policies] on open data management, Project Partners must also adhere to their own institutional policies and procedures for data management:

[institution name]:

- Recommended file storage options
- Encrypt sensitive information

[institution name]:

- Regolamento per la gestione dell'innovazione e della proprietà intellettuale e industriale. Rectoral Decree n.1597, 19/10/2015
- Codice di comportamento dell'[institution name]. Rectoral Decree n. 2653, 23/12/2014
- Information Security
- Research Code of Practice
- IT policies for the company are set out in written policies which are subject to periodic review
- [institution name] has its own set of internal policies and procedures on data management.

**Ex. 3** We are going to be in compliance with the [institution name] Policy stating that research data, code and any other materials needed to reproduce research findings are appropriately documented and shared in a research data repository in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable) for at least [number of years] from the end of the research project, unless there are valid reasons not to do so. The project will be conducted in line with the [policy name] of the [country name] which contains a framework for good research practice.