



Deliverable 7.3

Knowledge and Data Management Plan KDMP



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Abstract	The KDMP outlines how the project consortium deals with the sourcing, processing, analysis, and storage of data collected in the project; the standards, guidelines, and methodologies it adopts; as well as how data will be made available, to whom; and how it will be preserved post-project.
Keywords	Blue bioeconomy, data policy, GDPR

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Acronyms

BBC	BlueBioClusters
KDMP	Knowledge and Data Management Plan
FAIR	Findable, Accessible, Interoperable, Reusable
GDPR	General Data Protection Regulation
COP	Community of Practice
WP	Work package
ExCom	Executive Committee
PU	Public
SEN	Sensitive
R	Report
SUBNet	SUBMARINER Network for Blue Growth EEIG
PMBA	POLE MER BRETAGNE ATLANTIQUE
BioPark	TARTU BIOPARK
KU	KLAIPEDOS UNIVERSITETAS
UTartu	UNIVERSITY OF TARTU
DBC	DE BLAUWE CLUSTER
IOC	ICELAND OCEAN CLUSTER
BBA	BLUEBIO ALLIANCE
AKR	ASSOCIATION KLAIPEDA REGION
INNO	INNOVATUM
LEGASEA	BLUE LEGASEA
SAMS	THE SCOTTISH ASSOCIATION FOR MARINE SCIENCE
BB	BLUEBRIDGE

References

- Horizon Europe programme guide, version 2.0, 11 April 2022
- Horizon Europe, Data Management Plan template, Version 1.0, 05 May 2021

Executive Summary

This deliverable highlights the data protection policies and procedures to be adhered to by all partners of the BBC project in relation to project activities, data, developments, communication, etc. The BBC project partners process data in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679 on General Data Protection) and in accordance with the Consortium Agreement and Grant Agreement. The BBC project contains 7 work packages (WP). The WP7 is “Project Management, Communication, Dissemination & Exploitation”. The overall goal of WP7 is to manage the project from the start-up phase to the project completion. To achieve this goal, several tasks are to be done, one being to develop a knowledge and data management plan (KDMP).

BBC KDMP document aims to specify tools and methods for data collection, storage, and management in the BBC project. It is worth mentioning that the BBC project is funded under “HORIZON-CSA HORIZON Coordination and Support Actions”, which means that no new data is generated during the project, but existing data is collected and compiled. The initial KDMP will be ready by the end of January 2023 (M6) and will be updated throughout the project’s lifetime on an ad-hoc basis.

The KDMP will outline how the project consortium deals with the sourcing, processing, analysis and storage of data collected in the project; standards, guidelines and methodologies it adopts; as well as how data will be made available, to whom; and how it will be preserved post-project. Standards will be applied for the curation and preservation of data, including the systematic use of: i) readme files containing metadata, ii) DOIs, iii) Creative Commons end-user licenses, iv) use of public and trusted repositories.

The project partners will ensure that the data management follows the FAIR standard for the publicly available data. All public deliverables will be self-archived on the BBC website, which is free to use for any interested party without restrictions.

The project’s data governance will establish procedures to protect the data’s integrity and reliability by enforcing information security and management policies. Data will be protected with encryption at rest and in transit. This deliverable contains a comprehensive overview of the different data sets used within the project.

The KDMP will be discussed with the Executive Committee (ExCom) of the BBC project. ExCom consists of members from each WP.

All project partners will ensure that the data they collect, produce, handle, and store is in line with the KDMP and will appoint a contact person responsible within their institution. The KDMP will include the definition of the data and publication policies taken up by the consortium and address Intellectual Property Rights.

Introduction

In all projects financed by the Horizon Europe program, an overall goal is to help enable the reuse of research data either collected or generated throughout a project.

Over the course of a project, considerable amounts of data are collected. If these are not well and sufficiently archived, shared, or made available for reuse later, additional time and effort will have to be spent on other projects to collect similar data. In addition, this can discourage openness.

Horizon Europe aims to make data FAIR:

- Findable
- Accessible
- Interoperable
- Reusable

As a way of ensuring good knowledge and data management, a knowledge and data management plan (KDMP) needs to be well-defined and developed. The European Commission has created a template for Horizon Europe projects to follow that contains the following information about the data:

- Data Summary
- Plans to make the data FAIR
- Other research outputs
- Allocation of resources
- Data security
- Ethics
- Other issues

The purpose of the KDMP is to give an overview of the data produced or collected during the project with plans to make them available publicly. The goal is to list the data, to know what can be made public and what data is confidential, and to upload the public data to the BBC website to make them publicly available. The KDMP will ensure that third parties can access the data and that the data will be collected, identified, stored, registered, and preserved.

A KDMP is a living document for project partners to guide knowledge and data management. The first version is due on M6 (31.01.2023) of the project; almost no public data has been produced at this point. The dataset descriptions are about data that are expected to be collected during the project. As the project progresses, project partners will have a better overview of the data used and will be able to modify the information given in the first version of the KDMP. The document contains descriptions of the datasets identified so far, repositories planned to be used to upload the data once ready and links between datasets and deliverables.

Defining Data and Digital Products

BBC uses the Horizon Europe template provided by the European Commission. To simplify the task of participants contributing to the KDMP, the template is uploaded to an internal BBC MS Teams co-working space to which all partners have access.

Each WP lead will analyse data collected in their respective WPs. The workflow concerning the data is the following:

- Identify the data used/collected during the project
- Describe the data

Store the data in a suitable repository:

- Operational data is shared through the project repository (TEAMS) to be available to all project partners.
- Public relevant data is shared through the project website to be publicly available for five years after the project's end.

Confidential Datasets

Some project data contain sensitive or proprietary information or private data as per the General Data Protection Regulation (GDPR). In the case of such data, options such as anonymisation or aggregation will be considered when participants have a better overview of the data to try to make it available. If that is not possible, the data will not be publicly available.

The processing of personal data by project partners is defined in Article 15.2 of the Grant Agreement.

Data and Digital Outputs

The BBC project defines data as facts, documented perceptions and statistics collected for reference or analysis. Data can take different forms, be it written, visual, audio, spatial reference or other. Data is collected, named, stored, analysed, compiled, and managed. The data may also be compiled into digital outputs.

The main digital outputs resulting from the project include the project **deliverables** documenting the results of the work conducted under each of the seven BBC WPs.

Moreover, dissemination and communication outputs may also be considered under digital products such as brochures, journal articles, policy briefs, presentations, webinar documentation, as well as website content, newsletter, and news items.

The specific webinar and meeting recordings may also be made public and uploaded to the website. The invitation to a recorded meeting includes a disclaimer for the consent of participants (an example is provided in Annex I).

Each WP leader is responsible for the data management of their WP.

The data collected/generated during the project will mainly consist of the following:

- WP2 Blue bioeconomy value chains
- WP3 Data relevant to calculate and valorise ecosystem services
- WP4 Public data describing technology providers, their solutions, and possible applications
- WP5 Blue Bioeconomy Company Characterizations, including personal data (coaches, mentors).
- WP6 Blue Bioeconomy policies; barriers & potentials, solutions, action, and monitoring & evaluation plans. Several stakeholder workshops are organised, where data is collected and processed in line with KDMP.

Foreseen Project Outputs

WP	Deliverable	Dis. Level ¹	Repository planned
WP1	OEI - Requirement No. 1	Sensitive	BBC MS Teams
WP2	Report on Blue BioEconomy Value Chains	Sensitive	BBC MS Teams
WP2	Inter-active visual value chain facilitation tool	Publicly available	BBC website
WP2	Blue Bio Value Chain & Social Enterprises Cases	Publicly available	BBC website
WP2	FinalReport on BlueBioClusters Value Chains	Publicly available	BBC website
WP3	Data collection & monitoring for ES	Publicly available	BBC website
WP3	Best Practices on Regional strategies to evaluate ES	Publicly available	BBC website
WP3	User-manual for EA Wheel as decision-support tool	Publicly available	BBC website
WP3	InfoGraphs showing results of EA Wheel Tool	Publicly available	BBC website
WP4	(Blue) Bioeconomy Technology Networks overview	Publicly available	BBC website
WP4	Searchable interactive open-source portal	Publicly available	BBC website
WP4	Mapping of technologies	Publicly available	BBC website
WP4	Webinars/match-making event series	Publicly available	BBC website
WP4	Report on Technology Needs in Regions	Publicly available	BBC website
WP5	Database of Start-ups/SMEs in BlueBioCluster region	Publicly available	BBC website
WP5	Summary of main challenges by sub-sector	Publicly available	BBC website
WP5	Results from Regional Co-Creation Workshops/ Transnational Bootcamps	Publicly available	BBC website
WP5	BlueBioCluster Start-Up/SME support package	Publicly available	BBC website
WP6	Lessons learnt from Blue Bio COPs	Publicly available	BBC website
WP6	BlueBioEconomy Regional Visions	Publicly available	BBC website
WP6	Inventory of barriers/solutions for regions	Publicly available	BBC website
WP6	BlueBioEconomy Actions Plans with M&E	Publicly available	BBC website
WP6	Guide for Use of EA Wheel at Regional Policy Level	Publicly available	BBC website
WP6	Visual Identity Pack	Publicly available	BBC website
WP7	PEDC (incl. Website/Portal)	Publicly available	BBC website
WP7	Knowledge and Data Management Plan	Sensitive	BBC MS Teams
WP7	Dissemination Material	Publicly available	BBC website

Table 1 List of deliverables

¹ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-ria-ia_en.pdf [accessed 20.01.2023]

Co-working space for project partners

An online repository MS Teams provided by SUBNet will be used for internal communication, joint review of drafts and storage of non-publicly facing documents and data compilations, such as research report drafts, interview transcripts, excel databases, and administrative and management reports.

As such, the MS Teams will also serve as an online Collaborative Research Platform to share research advances and exchange perspectives across the project partnership. MS Teams is secured with a password that ensures that only the project partners can access the repository. The security of the online repository is maintained by SUBNet, which ensures comprehensive management of the software and its online security. Given that some sensitive and personal data may be stored in the MS Teams co-working space (e.g. stakeholder lists with contact details), its security is of utmost importance.

Personal data is defined broadly under the GDPR as any data that relates to an identified or identifiable natural person. A project partner can leave the BBC MS Teams space at any point by removing their profile. It is also possible to add new colleagues by requesting access from SUBNet, who will grant it after confirming the applicant's identity. If any of the partners are adding personal data to MS Teams, it is their responsibility to get consent from the subject. After the project ends, the MS Teams account will be archived by SUBNet, and all partners will be informed of it in writing. A 1-month notice period will be given to partners before archiving the repository.

Meetings, conferences (online and offline)

The project will hold one major conference in M32-34 and several co-creation workshops, transnational bootcamps, and CoP workshops throughout the project. When a project partner organises an event, they are responsible for defining data management procedures in line with the data policy of their institution. When personal data is collected, the partner is obliged to define a data policy in line with GDPR rules (see Annexes).

Survey, interviews

As part of some work packages, direct interactions with different stakeholder groups are foreseen, during which new knowledge and data will be collected and stored. During all these activities (incl. surveys, interviews, roundtables and webinars), participants will be asked to sign a document (e.g., registration list) or accept terms to ensure that they agree to the collection and storage of their personal data and their use for communications purposes (e.g., BBC Newsletter). An opt-out option will be presented clearly, in full alignment with the GDPR. The knowledge/data collected will be anonymised unless interviewees have given explicit consent to be named, either as an individual or as an institution.

Project website: <https://bluebioclusters.eu/>

The project will produce several deliverables/reports, which will be publicly available on the project website. Some of the reports may also be produced in a hard copy to be disseminated at conferences and workshops organised or visited by project partners. The BBC website has a section on Privacy Policy (accessible: <https://bluebioclusters.eu/privacypolicy>) that provides information on how data is collected and processed when visiting the website. This section will be updated in case of any changes. The website and project deliverables are expected to remain public for five years beyond the project's lifetime. SUBNet is responsible for website maintenance during and after the project's lifetime.

Stakeholder Portal and Database (Part of BBC website)

Technology searchers, providers and suppliers will upload their technology descriptions and user profiles onto the Portal at their own discretion. The portal is accessible through a link provided by the portal host and accessible on the project website (<https://bluebiocluster.eu>). The consortium will carefully evaluate the contributions from technology providers and suppliers. The Portal will include a clear cookie notice and easy-to-understand consent functionalities to ensure that those who upload information are aware that this will be made public for five years beyond the project's lifetime. User profiles will include a mix of obligatory and voluntary fields to fill in: obligatory fields will be the institutions' contact information, fields of expertise and technologies, whereas voluntary fields may include the type of technologies or stakeholders that they would be interested in to liaise with (necessary field to fill in for the match-making functionalities to work), and whether they consent to their contact information being available to the public or not (sensitive). Users who upload their technology descriptions and user profiles will be reminded to consider Intellectual Property Rights (IPR) before submitting. At any point, they can manually edit their user profile and technology descriptions or delete them in full. This section will be updated once the portal is established.

Mentorship

When mentorship relationships are established, the selected start-ups and their mentors will be provided with a Non-Disclosure Agreement template, which they shall both sign to ensure that any sensitive data shared during the mentorship relationship is protected and not disclosed.

Scientific articles

Open access is required for all peer-reviewed scientific publications (authoring organisations will cover costs).

Newsletter

The newsletter is advertised on the project website and social media channels. General dissemination material will only be sent to those who have subscribed to the newsletter. A clear unsubscribing option will be offered.

Responsibility for Data Management

SUBMARINER (Mr Terenzi & Ms Kurzweil) will be responsible for developing, implementing, overseeing, and updating the KDMP. The listed members in table 2 may be supported by other team members. Nevertheless, the listed persons have concrete responsibilities and take the lead for the listed activities.

Each partner organisation has appointed a data manager (i.e., an employee handling data and bearing legal responsibility for internal data handling), which is in line with the European GDPR. The list of project data managers is provided in table 2.

Partner	Contact person	Contact
SUBNet	Alberto Terenzi	at@submariner-network.eu
PMBA	Juliana Carvajal	juliana.carvajal@polemer-ba.com
BioPark	Airi Kaasik	Airi@biopark.ee
KU	Zita Rasuolė Gasiūnaitė	zita@apc.ku.lt
UTartu	Liisi Lees	Liisi.lees@ut.ee
DBC	Kristien Veys Ann Overmeire	Kristien.veys@blauwecluster.be Ann.overmeire@blauwecluster.be
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BBA	Mariana Paupério	project@bluebioalliance.pt
AKR	Raimonda Mc Geever	raimonda@klaipedaregion.lt
INNO	Filippa Bohlin	Filippa.bohlin@innovatum.se
LEGASEA	Erlend Rødal	Erlend.roedal@aakp.no
SAMS	Michele Stanley	Michele.Stanley@sams.ac.uk
BB	Jurgen Adriaen	Jurgen.adriaen@ostendsciencepark.be

Table 2 KDMP contact persons

Data Security

Alberto Terenzi is the project's Data Protection Officer (following the EU GDPR), directly supported by Katharina Kurzweil, who is also responsible for managing the BBC website. The project website will have strong data security. During the project, the website will undergo a regular, and after the end of the project, annual quality and security check to ensure that the website is functional, that content is correct and that all relevant outputs are easily accessible (i.e., download links).

Long-term Availability and Usage

The approved documents and other project outputs will be publicly shared on the project website. Once BBC is finalised, the outputs will be stored on the BBC website hosted by SUBNet for five years after the project's end.

Costs Associated with Long-Term Data Storage

All costs related to data management during the project implementation will be covered by the project budget. Project partners will be responsible for applying for reimbursement for costs related to making data accessible to others beyond the

consortium. Any other cost that may relate to long-term data preservation will be discussed among consortium members.

The long-term maintenance of the BBC website and its content, including all the listed data and outputs, will be ensured and financially covered by SUBNet for five years after the project's end.

Ethics

We do not foresee any ethical issues in the BBC project that can impact data sharing. Nevertheless, all partners will ensure that the EU ethics and data management standards are fulfilled.

BBC project will follow the legislation on personal data from GDPR. IT tools, for example, SharePoint, Google Docs or Dropbox, may be used by the BBC consortium.

Conclusion

The first version of KDMP highlights the data protection policies and procedures to be adhered to by all partners of the BBC project in relation to project activities, data, developments, communication, etc. The deliverable gives an overview of all the project deliverables and appoints data officers among all partners. The KDMP will be updated throughout the project's lifetime on an ad-hoc basis.

Annex I

Example of a disclaimer that can be used when organising workshops/webinars:

By checking this box, you submit your information to the webinar organiser, who will use it to communicate with you regarding this event and other services. SUBMARINER Network for Blue Growth EEIG takes the protection of your personal data very seriously. We process minimal personal data that you transfer when you participate in this webinar in compliance with the applicable data protection regulations (GDPR). Your data will neither be published by us nor passed on to third parties without authorisation. For more information about how we store your data, please see: <https://bluebioclusters.eu/privacypolicy/>.

This webinar will be recorded and made public on the website of the BlueBioclusters project (www.bluebioclusters.eu) or used for project-related communication. By participating in the event, you agree to these conditions. You may choose to switch off your webcam, screen-sharing, and microphone at any time. If you have questions or comments, please contact the event organisers or info@bluebioclusters.eu.