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CONTENTS

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1	Th!nk E	Belgium	THNK
2	EPFL	Switzerland	EPFL
3	CSEM	Switzerland	CSEM
4	Tecnalia	Spain	TECN
5	CSTB	France	CSTB
6	KU Leuven	Belgium	KUL
7	VITO	Belgium	VITO
8	Institute of Baltic Studies	Estonia	IBS
9	Onyx	Spain	Onyx
10	Soltech	Belgium	Solt
11	SunStyle	France	Sus
12	Climacy	Switzerland	CLIM
13	Focchi	Italy	Focc
14	BECSA	Spain	BECS
15	Bouygues Construction	France	BYCN
16	Metabuild	Germany	MTB
17	CEInorme	Italy	CEI
18	EuropeOn	France	EU-on
19	Solar Power Europe	Belgium	SPE
20	European Builders Confederation	Belgium	EBC
21	Euskal Trenbide Sarea	Spain	ETS
22	Podgorica	Montenegro	POD

INTRODUCTION

The goal of this Data Management Plan (DMP) for the Increase project is to define the standards and methodology used in the collection, storage, access and usage of data gathered or produced in the Increase project. The plan also describes how data will be made public. This is a first version of the Data Management Plan, this document will be further updated and developed as the project progresses. An update is required by M24.

Since the testing phase is still being prepared, and this is the phase where most data will be gathered and shared, the current version of the Data Management Plan will not be exhaustive. During the M6 Consortium Meeting the data management will be discussed between all the partners. Consequently, this document will get an intermediate update before D4.1 (Testing Program) is submitted. The current version will already outline the general guidelines for Data management.

This deliverable is closely linked to D9.3 the Ethics Handbook where amongst others informed consent templates will be made available.

The Increase project fully supports taking legal and ethical issues into consideration from the beginning of the project to ensure that the privacy and individual rights of participants, pilot users and stakeholders involved in the project are not violated. The project policy will be extremely vigilant with respect to the handling of data and will, having considered all the processes and actions requiring access and use of personal data, use strictly only those data which is necessary to carry out the project activities.

DATA SUMMARY

The project will use existing data from the participating entities. This data may contain confidential information/ trade secrets or Intellectual Property Rights of participating companies. Such data will remain confidential and the property of the relevant participating company.

Pre-existing data can be shared between the partners to combine, implement and evaluate the different technologies already developed by partners.

The project will generate data of both technical and non-technical kind. Technical data contains the measurements and test data from within the project. Non-technical data will contain the data gathered during co-creation, input from round tables, interviews, surveys, and feedback from the pilot sites.

The data gathered in the project will be used to co-create solutions regarding BIPV and to evaluate the project outcomes and test on both objective grounds (e.g., PV rentability) and subjective grounds (e.g., aesthetics).

The expected formats for user and expert input will be video files, emails, and survey forms. For technical data, the data formats will be decided on during the M6 Consortium Meeting to assure uniformity across the consortium.

FAIR DATA

In this part of this deliverable the Increase data guidelines are outlined, these guidelines aim to follow the FAIR principles for data as closely as possible.

MAKING DATA FINDABLE, INCLUDING PROVISIONS FOR METADATA

- Data should be linked with persistent identifiers where possible.
  - This is true for internal links within the consortium,

    o And for external links for publicly shared data.
  • Where possible metadata should be provided to the fullest extent.
    o During the M6 Consortium Meeting it will be determined which standards could be followed for the metadata.
    o Search keywords should be part of the metadata.
    o Metadata should be offered in such a way that it can be harvested and indexed.

MAKING DATA ACCESSIBLE

Repository:
Public repositories will be used where possible. Identifiers to the data will be assigned.

Data:
By default data will be openly available, if this is not possible then an explanation as to why will to be provided. If an embargo is applied an explanation should be provided.

Free and standardized access should be the default for publications from the project.

Also after the project, care should be taken to keep the data available, and - if the data cannot be kept available - to at least make the metadata available.

If certain software is necessary to access the data, it will be indicated which software can be used. Open software and source codes are preferred.

Metadata:
Metadata should be made openly available and licenced under a public domain dedication.

MAKING DATA INTEROPERABLE

During the M6 Consortium Meeting the partners will agree on the metadata vocabularies, standards, formats and methodologies to follow to make data interoperable. The results of these discussions should be incorporated in this DMP and this file should be updated before the delivery of D4.1.

INCREASE DATA RE-USE

Along with the data, documentation should be provided to validate data analysis and facilitate data re-use.

The specific licences to be used should be decided on during the M6 Consortium Meeting and be added to this document. These licences should be chosen to provide free access to the data with permission for re-use. Data should be usable for third parties after the end of the project.

ALLOCATION OF RESOURCES

The default location for storing data will be either the relevant partner's own servers in case of sensitive or restricted data, or the Th!nk E SharePoint. Th!nk E's SharePoint has enough capacity to handle all data currently expected.

DATA SECURITY

Data on the SharePoint is protected by the limitation of access only to those with an account that has been provided with access. Changes made in the last 90 days are easily recoverable through the SharePoint version control system. All data on this SharePoint is set to be archived for 10 years.
For Sensitive information partners are requested to keep this on their own servers and only provide access on a request basis.

ETHICS

The ethics of the data management will be further discussed in D9.3 (Ethics Handbook). Since personal data will be collected on the pilot sites, during co-creation, and during information collection from the relevant stakeholders GDPR regulations apply, to this end informed consent forms and data handling guidelines will be further developed in the aforementioned D9.3. Participants should also be made aware that the data gathered from the project might be shared and will be preserved, although in an anonymised way.

CONCLUSION

The Data Management Plan follows the FAIR principles as closely as possible to provide as much open access to the project results and data as possible. Specific data formats, standards and licences will be decided at the M6 Consortium Meeting. However general guidelines are already set in this document. For application purposes, this documents should be read together with the ethics handbook.

PARTNERS

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Becsa Simetria

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