



Redesigning Equality and Scientific Excellence Together

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RESET aims to address the challenge of Gender Equality in Research Institutions in a diversity perspective, with the objective to design and implement a user-centered, impact-driven and inclusive vision of scientific excellence.

Consortium partners



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Redesigning
Equality and
Scientific
Excellence
Together

Data Management Plan

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Abbreviations

CA	Consortium Agreement
CoP	Community of Practice
GE	Gender Equality
GEP	Gender Equality Plan
H2020	Horizon 2020 programme
KPI	Key Performance Indicator
RRI	Responsible research & innovation
SSH	Social Sciences and Humanities
AUTH	Aristotle University of Thessaloniki
UBx	University of Bordeaux
UPORTO	University of Porto
UOULU	University of Oulu
UL	University of Łódź
ORDP	Open Research Data Pilot
GA	Grant Agreement
DOI	Digital Object Identifier
DMP	Data Management Plan

Executive Summary

The current document constitutes the 2nd version of the Data Management Plan of the EU funded project “RESET – Redesigning Equality and Scientific Excellence Together” (GA number 101006560).

RESET is a Horizon 2020 Coordination and support action aiming to address the challenge of Gender Equality in research institutions in a diversity perspective, with the objective to design and implement a user-centered, impact-driven and inclusive vision of scientific excellence.

The document outlines the overall approach to data management and defines the dataset, standards and metadata, data-sharing and archiving and preservation with regards to data that might be relevant in relation to the Horizon 2020 Open Research Data Pilot (OpenAIRE) (EC, 2017) and FAIR Data Management guidelines (EC, 2016). The updated version of this document has been prepared in M17 as the project and research activities evolve to include new data, adjustments in the processes deployed, changes in consortium policies or any other issue regarding the data management of the project.

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1. Introduction

The current document constitutes the second version of the Requirements for the protection of personal data (POPD) - Data management plan of the “RESET – Redesigning Equality and Scientific Excellence Together” project.

RESET is an EU-H2020 Coordination and support action, which aims at tackling the challenge of Gender Equality in research institutions in a diversity perspective, with the objective to design and implement a user-centered, impact-driven and inclusive vision of scientific excellence.

The main aim of the Data Management Plan (DMP) is to describe the management of the research and other data that are collected, analysed and produced within RESET according to the rules and guidelines set by the H2020 programme.

In order to ensure quality of the data management and to make research data findable, accessible, interoperable and re-usable (FAIR), the RESET DMP aims to:

- provide information on the data that will be collected, processed and/or generated in the course of the project
- describe the methodology, processes and standards to be applied and followed
- describe the handling of research data during and after the end of the project
- outline how the data will be curated and preserved (including the period after the end of the project)
- identify responsibilities among the consortium partners regarding the data management
- describe which data and how will be shared/provided for Open Access.

In this context, the present document is structured as follows:

- *Chapter 2 – The RESET Data Summary:* defines the purpose of the data collected or generated within the framework of RESET along with a detailed summary of data types and formats, data origins and its expected size. It concludes with an overview of data utility and a list of potential stakeholders that might find the data useful for re-use.
- *Chapter 3 – FAIR DATA:* describes the methods to be applied in order to make research data findable, accessible, interoperable and re-usable in the context of RESET project.
- *Chapter 4 – Allocation of resources:* outlines all necessary resources for making the project's data FAIR, as well as it defines data management responsibilities.
- *Chapter 5 – Data security:* presents the data security strategy of RESET.
- *Chapter 6 – Ethical aspects and other procedures:* presents ethical aspects to be considered within RESET along with the processes applied.

- **Chapter 7 – Conclusions and next steps:** elucidates the next steps in regard to the good and FAIR data management of the project.

The RESET DMP is updated in accordance with the periodic reporting/evaluation of the project, as well as a continuous reviewing is foreseen in relation to any significant changes during the project life, such as:

- new data
- changes in the consortium policies
- changes in the consortium composition and external factors (e.g. new consortium members joining or old members leaving the project).

New versions of the DMP will also be uploaded on the project's Open Archive on Zenodo and the RESET official website.

1.1 Definitions

This section contains definitions of a number of terms used in the context of the present Data Management Plan.

Research data

Refers to information, in particular facts or numbers, collected to be examined and considered as a basis for reasoning, discussion, or calculation. In a research context, examples of data include statistics, results of experiments, measurements, observations resulting from fieldwork, survey results, interview recordings and images. The focus is on research data that is available in digital form. Users can normally access, mine, exploit, reproduce and disseminate openly accessible research data free of charge (Open access - H2020 Online Manual, 2021).

Open Access to Research Data

Refers to the right to access and reuse digital research data under the terms and conditions set out in the Grant Agreement (Open access - H2020 Online Manual, 2021).

Data Repository

Data repositories are large IT infrastructures set up to manage, share, access, and archive digital content. They employ mechanisms to keep the deposited data accessible, safe, and secure. Thus, they represent a good choice for research data sharing, distribution, and preservation.

Digital Object Identifier (DOI)

In computing a Digital Object Identifier or DOI is a persistent identifier or handle used to uniquely identify objects, standardized by the International Organization for Standardization. DOIs are in wide use today in the research community for identification of journal articles, research reports and data sets. The International DOI Foundation

(IDF)¹, a not-for-profit membership organization that is also the governance and management body for the Federation of Registration Agencies providing Digital Object Identifier (DOI) services and registration, and is the registration authority for the ISO standard (ISO 26324) for the DOI system.

Metadata

Metadata is the data providing information that describes other data and is used to summarize basic information about data which can make tracking and working with specific data easier. Proper metadata can enable better understanding and reusing of datasets by the third parties.

Research Dataset

Research dataset is defined as the collected or generated information in the project's lifetime commonly accepted in the scientific community as necessary to perform research and validate findings. This dataset excludes preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, internal communications, trade secrets, commercial information, and confidential information.

Zenodo

Zenodo² is a research data repository that was established by the OpenAIRE project and CERN to provide a place for researchers to deposit datasets. It was launched in 2013, allowing researchers in any subject area to upload data sets up to 50GB.

¹ <https://www.doi.org>

² <https://zenodo.org>

2. Data Summary

2.1 Purpose of data collection or generation and its relation to the objectives of the project

RESET aims to design and implement a user-centered, impact-driven and inclusive vision of scientific excellence. RESET pursues a goal to ensure that proposed changes are met in a sustainable way by combining an intersectional approach to gender equality with the collective intelligence fostered and harvested through the co-design of the Gender Equality Plans (GEPs). In this context, several activities are planned to achieve the overall and specific objectives of the project. The successful implementation of these activities requires collection, processing and/or generation of a variety of data that will facilitate the production of evidence-based results and, therefore, raise the value of the project outcomes. The key activities of RESET that are set to collect, process and/or generate data are the following:

- Design and implementation of GEPs, which involve the collection of data that will highlight the current status, needs and resources of partner organizations in relation to gender equality and will lay the ground for the development of user-centred GEPs.
- Monitoring and Evaluating changes towards gender sensitive organisations. This approach consists of activities related to the data-based experimental evaluation conceived to assess the impact of the designed and implemented GEPs.
- Design and implementation of qualitative assessment tools and processes, which includes all the activities related to the analysis of the heterogeneous GEP relevant data to support data-driven gender equality and diversity policy-making.
- Training of communities towards equality and settling of new standards, which requires identification of specific needs for gender training of each university.
- Co-design of the context-specific Gender Impact Assessment tools, which require collection of data that will feed in the development of a toolkit guiding towards mainstreaming of the gender dimension in the design of research activities and products.
- Co-Design sessions to act upon governance and upgrade existing excellence policy towards greater inclusiveness. Such data are necessary to guide the revision of institutional processes of governance in the light of a joint co-definition of new criteria of "scientific excellence".
- Dissemination of the project activities and results, which leads to the collection of data with a view to measuring the impact of the relevant activities and fine-tuning RESET's dissemination strategy accordingly.

The abovementioned types of data could be quantitative, qualitative or represent a mixture of both types, and will be analysed using various methodological approaches. In some cases, it will require a collection of personal and sensitive data, which will be carried out following the General Data Protection Regulation (GDPR).

The following tables present a list of the main datasets to be collected within the RESET as they have been updated in M17 of the project:

WP1 - Design, implement and mainstream GEPs as a regular, intersectional and co-designed, institutional practice

Name of Dataset	Focus groups data	Code: #1
Relevant activity	Design of Gender Equality Plans	
Data elements	<p>Personal data: Name, e-mail, faculty/service, position, gender, academic age.</p> <p>Perceptions related to the vertical segregation and leadership; family-friendly policies; gender dimension in research and knowledge transfer (content and curricula); gender biases and stereotypes, sexism and sexual harassment; gender equality measures</p>	
Data type	Qualitative <input checked="" type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input type="checkbox"/>
Format	spreadsheet file (.xlsx) or document (.docx/pdf)	
Data collection/generation process	Data collection through the implementation of Focus Groups (anonymized transcripts)	
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>
Retention time	Up to 2 years after Project's closure, as per the G.A	
Data storage	Partners' repositories, RESET repository	
Any other comments	All raw data (including temporary tables of reference) is destroyed 10 days after the end of each FG session. Anonymized data is available 5 years after the end of the project, then destroyed.	

Name of Dataset	Survey data	Code: #2
Relevant activity	Design of Gender Equality Plans	
Data elements	Information regarding: current employment status; career history and aspirations; work-life balance; work environment; gender dimension in academia; inequalities and discrimination; training; demographic information	
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Format	spreadsheet file (.xlsx)	
Data collection/generation process	Data collection through the implementation of survey targeting diverse groups within each partner organization.	
Data Availability	Open <input checked="" type="checkbox"/>	Closed <input type="checkbox"/>
Available through	Zenodo Repository	
Data storage	Partners' repositories, RESET repository	
Any other comments	The raw data to be collected will be analysed upon anonymization. The anonymized data will be open for re-use upon justification for the purpose of use by the third party.	

Name of Dataset	Secondary data	Code: #3
Relevant activity	Design of Gender Equality Plans	
Data elements	<p>Data related to Gender Equality in the partners Universities including the following information:</p> <p>From Human Resources offices: socio-demographics; recruitment, selection and career progression support; horizontal segregation; vertical segregation; equal pay; recruitment/termination; family-friendly policies; leadership and decision-making; Inclusiveness of governing bodies; policies on gender equality and their quality; availability of affirmative measures for women in leadership position; gender equality hub; gender sensitive data-collection; regular monitoring and evaluation; gender dimension in research and knowledge transfer (content and curricula); gender dimension in research content; gender sensitive curriculum;</p>	

	<p>gender biases and stereotypes, sexism and sexual harassment; communicating gender equality; sexual harassment</p> <p>From research and innovation offices: gender dimension in research content; gender dimension in research outputs</p> <p>From student admission offices: horizontal segregation; leadership and decision-making; gender sensitive data-collection; regular monitoring and evaluation; gender biases and stereotypes, sexism and sexual harassment; communicating gender equality</p> <p>From communication services: communicating gender equality; gender equity in events</p> <p>From Gender Equality office: policies on gender equality and their quality; availability of affirmative measures for women in leadership positions</p> <p>From Post-graduation office: gender dimension in research content; gender sensitive curriculum; vertical segregation</p> <p>From service dedicated to curricula: gender sensitive curriculum.</p>		
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
Format	spreadsheet file (.xlsx)		
Data collection/generation process	Data collected via direct communication with the partners' institutions offices and services.		
Data Availability	Open <input checked="" type="checkbox"/>	Closed <input type="checkbox"/>	
Retention time	Up to 2 years after Project's closure, as per the G.A		
Data storage	Partners' repositories, RESET dashboard		
Any other comments	Anonymous HR data will be visualized in RESET dashboard		

WP2 - Monitoring and Evaluating changes towards gender sensitive organisations

Name of Dataset	Data on project's KPIs	Code: #4
Relevant activity	Monitoring of the project's KPIs	

Data elements	Data related to the fulfilment of project's KPIs as stated in the Grant Agreement, within the Framework of the Monitoring and Evaluation Plan designed under WP2		
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
Format	spreadsheet file (.xlsx)		
Data collection/generation process	Data collected through i) internal monitoring activities carried out by partners and reported in corresponding deliverables and the interim reviews' technical reports; ii) monitoring activities of WP2 leader based on onsite visits, regular data collection for the purpose of the Interim Monitoring Report and Final Evaluation Report.		
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>	
Retention time	Up to 2 years after Project's closure, as per the GA		
Data storage	ScPo, RESET repository		
Any other comments	Data to be used for the compilation of the Interim Monitoring Report and the Final Evaluation report, respectively due by the mid and the end of the Project, and summarized in other, publicly available documents at the end of the Project.		

Name of Dataset	Data for evaluation experiments	Code #5
Relevant activity	Experimental evaluations within the framework of the Monitoring and Evaluation Plan designed under WP2	
Data elements	Anonymized and (where applicable), randomized data sets provided by volunteering RESET partners for the purpose of conducting limited data-driven experimental evaluations to assess the impact of relevant GEP actions. Data elements unspecified at this stage.	
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/>
Format	spreadsheet file (.xlsx), other formats used by RESET partners	
Data collection/generation process	Data generated by GEP implementing partners and anonymized according to own and RESET GDPR rules, and	

	made available for the purpose of the experimental evaluation to WP2 leader.	
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>
Retention time	Raw data: until the end of the Project. Processed data: up to 2 years after Project's closure, as per the G.A	
Data storage	Original full data: Partners' repositories Selected and processed data: Sciences Po, RESET repository	
Any other comments	Data to be used in an aggregated form only, for the compilation of the Interim Monitoring Report and the Final Evaluation report, respectively due by the mid and the end of the Project, and summarized in other, publicly available documents at the end of the Project, such as academic publications, strictly following provisions of the GA and Consortium Agreement of RESET	

WP3 - Supporting data-driven GE and diversity policy-making in designing qualitative assessment tools and processes

Name of Dataset	Data collected through the RESET platform (forum)		Code: #6
Relevant activity	Text and statistical analysis to design, implement and monitor Gender Equality Plans		
Data elements	Combined dynamic data deriving from the forum which contain generic forum related statistics such as total active users (per gender and per institution), total number of posts and topics, total 100 topics with most replied posts as well as text content planned to be used for sentiment analysis.		
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
Format	JSON, text		
Data collection/generation process	Via the forum developed within the RESET platform		
Data Availability	Open <input checked="" type="checkbox"/>		Closed <input type="checkbox"/>
Available via	RESET platform		

Data storage	RESET platform
Any other comments	

WP5 - Ensure a sustainable and cultural change by establishing a gender and diversity-friendly environment

Name of Dataset	Data on RESET structural engagement against sexual harassment through the work of new enhanced units	Code: #7
Relevant activity	Upscaling and coordinating RESET institutional systems tackling sexual harassment, sexist violence, homophobia and other discriminations	
Data elements	Description and number of existing units; context of their establishment; difficult case studies; gap analysis	
Data type	Qualitative <input checked="" type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input type="checkbox"/>
Format	spreadsheet file (.xlsx); word (.doc)	
Data collection/generation process	Via conduction of face-to-face online interviews with possible involvement of GEBs	
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>
Retention time	Up until to five years after the end of the project duration (archived)	
Data storage	Raw data: until the end of the Project. University of Bordeaux; RESET repository	
Any other comments	Recording may be envisaged for the conduction of face-to-face interviews. More information regarding this data will be available in the next version of the Data Management Plan.	

WP6 - Act upon governance and upgrade existing excellence policy towards greater inclusiveness

Name of Dataset	Documentation of Co-Designing Sessions	Code: #8
Relevant activity	Analysis of Co-Designing sessions that target governance	
Data elements	Protocols and summary of Co-Designing Sessions; material created during co-designing sessions	
Data type	Qualitative <input checked="" type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input type="checkbox"/>
Format	Spreadsheet file (.xlsx) & Word document file (.docx)	
Data collection/generation process	Through documentation during and after co-designing session	
Data Availability	Open <input checked="" type="checkbox"/>	Closed <input type="checkbox"/>
Retention time	Up until to five years after the end of the project duration	
Data storage	Ruhr-University Bochum, RESET repository	
Any other comments	The transcripts are completely anonymous	

Name of Dataset	Documentation of institutional guidelines	Code: #9
Relevant activity	Identification & analysis of status quo at partner universities	
Data elements	Questionnaires on institutional policies and practices related to gender equality, governance & decision making	
Data type	Qualitative <input checked="" type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input type="checkbox"/>
Format	Spreadsheet file (.xlsx) & Word document file (.docx)	
Data collection/generation process	Through local RESET teams; document analysis	
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>
Retention time	Up until to five years after the end of the project duration	

Data storage	Ruhr-University Bochum, RESET repository
Any other comments	More information regarding this data will be available in the next version of the Data Management Plan.

WP7 - Mainstream the gender dimension in the design of research activities and products

Name of Dataset	Communities of Practitioners (CoPs)	Code: #10
Relevant activity	Defining and analyzing CoPs in RESET	
Data elements	Data material consists of three entities: people, places, and things. 1) People (people in WPs, various stakeholders, people in partner universities, people in different CoPs); for example, who are they, what kind of roles, interest, and needs they have. 2) Places for their members to gather, where members meet and exchange ideas and insights; The description and analysis of both conventional community environments, physical spaces and virtual environments. 3) Things, the management of "boundary objects"; what are the CoPs' rules, norms, procedures, tools, and other artefacts that communities use to accomplish their tasks, such as the implementation of the GIA (Gender Impact Assessment).	
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Format	In any necessary format (video, word files, excel sheets)	
Data collection/generation process	Data is collected during various meetings, seminars, events, involving varying configurations of CoPs. Research methods can be e.g. interviews, observations and surveys.	
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>
Retention time	A couple of years after the end of the project – this can be assessed during the project.	
Data storage	University of Oulu	
Any other comments	The data needed relates to people's own perceptions about their roles, learning in different contexts (for example, in CoPs, in their organizations)	

Name of Dataset	Co-design toolkit development data	Code: #11
Relevant activity	Developing and evaluating the co-design toolkit	
Data elements	Audio, video and textual data collected through interviews, workshops, questionnaires and documentation	
Data type	Qualitative <input checked="" type="checkbox"/>	Quantitative <input type="checkbox"/> Both <input type="checkbox"/>
Format	Audio, video, excel, word files	
Data collection/generation process	Data will be collected during different events, in which co-design is planned, executed and evaluated. The participants are interviewed, they conduct co-design collaboratively, they fill in questionnaires or they generate associated documentation	
Data Availability	Open <input type="checkbox"/>	Closed <input checked="" type="checkbox"/>
Retention time	Each partner is the Data controller of its own data. The need for the storage of the data will be yearly assessed.	
Data Storage	University of Oulu	
Any other comments	-	

WP8 - Promote RESET, disseminate its good practices and exploit its results

Name of Dataset	Social media, website and newsletter statistics	Code: #12
Relevant activity	Monitoring of the RESET dissemination strategy	
Data elements	Number of followers, number of posts, number of visits, number of newsletter subscribers, number of reports downloads	
Data type	Qualitative <input type="checkbox"/>	Quantitative <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Format	spreadsheet file (.xlsx)	

Data collection/generation process	Through: (i) the statistics tool offered by the social media platforms, (ii) google analytics deployed to the website, (iii) mailchimp's stastictics tool for the newsletter	
Data Availability	Open <input checked="" type="checkbox"/>	Closed <input type="checkbox"/>
Available through	Zenodo	
Data Storage	Aristotle University of Thessaloniki, RESET repository	
Any other comments	For reporting purposes, it is likely that the analysis of the quantitative data results to be stored in a document file (.docx, .pdf) and to be publicly available through Zenodo and the project's website.	

Name of Dataset	Data stemming from dissemination events and activities	Code: #13	
Relevant activity	RESET dissemination activities		
Data elements	(i) personal data, demographic information of the audience to participate take part in RESET project events as well as content information of the event, (ii) data and information regarding the external to the project events.		
Data type	Qualitative <input type="checkbox"/>	Quantitative <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
Format	spreadsheet file (.xlsx) or document file (.docx, .pdf)		
Data collection/generation process	Through several events to be organised within RESET to serve the project's objectives and promote its outcomes, as well as RESET partners' participation in external to the project events		
Origin of the data	RESET stakeholders, general public		
Data Availability	Open <input checked="" type="checkbox"/>		Closed <input type="checkbox"/>
Available through	Zenodo		
Data Storage	Aristotle University of Thessaloniki, RESET repository		
Any other comments	The personal data will be kept open only upon the signed written consent of each participant of the event, indicating the duration and conditions of storage. Any personal data will be anonymized for the statistical or research purposes.		

2.2 Origin of data and re-use of pre-existing data

Within the context of RESET activities new data are expected to be collected and generated as well as pre-existing data are planned to be used.

The new data will steam mainly from the research and co-design activities of the project and will be provided to the consortium partners by the stakeholders to be involved in the relevant activities. These stakeholders include:

- ***The academic community.*** This group (Figure 1) includes different communities, professions, and any other occupations representatives related to the university management, and all members of the academic and scientific community. These are students (Master, PhD candidates) early-stage researchers, teachers and/or researchers. From the administrative part of the university, the target group includes employees from each department of the top and middle university management, and any other staff involved.



Figure 1: RESET Stakeholders - The academic community

- ***The external environment.*** The external environment of RESET is represented by any stakeholder connected or related with the main goal, content and actions of the RESET project, but not directly included in the main academic community. It comprises other gender and social issues related projects, as well as the external academic communities, overall youth, citizens, publishers in related subjects, other Responsible Research & Innovation projects (RRI), gender studies and Social Sciences and Humanities (SSH) researchers addressing RRI. Moreover, RESET is surrounded by the external environment, which includes entrepreneurs, start-ups and innovators, NGOs, creative communities and

policy makers who can be considered both as communicators and influencers (Figure 2).



Figure 2: RESET Stakeholders - The external environment

The pre-existing data to be harvested or generated and utilised during the project's implementation include mainly data collected through literature review and desk-research, as well as already available datasets produced by the partners' organizations.

Name of dataset	Dataset code	Origin
Focus groups data	#1	Teachers, researchers and staff of the partners institutions
Survey data	#2	Teachers, researchers and staff of the partners institutions
Secondary data	#3	Human Resources, research and innovation offices, student admission offices, communication services, Gender Equality office, post-graduation office, service dedicated to curricula
Data on project's KPIs	#4	RESET partners
Data for evaluation experiments	#5	RESET partners

Data collected through the RESET platform (forum)	#6	RESET stakeholders
Data on RESET structural engagement against sexual harassment through the work of new enhanced units	#7	Partners' institutions
Documentation of Co-Designing Sessions	#8	RESET stakeholders
Documentation of institutional guidelines	#9	RESET stakeholders
Defining and analyzing CoPs in RESET	#10	RESET partners and stakeholders
Co-design toolkit development data	#11	RESET participant university personnel
Social media, website and newsletter statistics	#12	RESET stakeholders, general public
Data stemming from dissemination events and activities	#13	RESET stakeholders, general public

2.3 Expected size of data

Name of dataset	Dataset code	Expected size
Focus groups data	#1	Less than 1GB
Survey data	#2	Less than 1GB
Secondary data	#3	Less than 1GB
Data on project's KPIs	#4	1GB
Data for evaluation experiments	#5	Up to 20GB
Data collected through the RESET platform (forum)	#6	Up to 10 GB
Data on RESET structural engagement against sexual harassment through the work of new enhanced units	#7	Up to 1 GB
Documentation of Co-Designing Sessions	#8	Less than 1 GB
Documentation of institutional guidelines	#9	Less than 1 GB
Defining and analyzing CoPs in RESET	#10	Less than 1 GB

Co-design toolkit development data	#11	Less than 1 GB
Social media, website and newsletter statistics	#12	Less than 1 GB
Data stemming from dissemination events and activities	#13	Up to 5 GB

2.4 Data utility

Name of dataset	Dataset code	Group of stakeholders	Utility
Focus groups data	#1	Consortium partners	Feed in the design of the Gender Equality Plans of the RESET institutions, and other project's outputs; research publications and materials
Survey data	#2	Consortium partners	Feed in the design of the Gender Equality Plans of the RESET institutions, and other project's outputs; research publications and materials
Secondary data	#3	Consortium partners	Feed in the design of the Gender Equality Plans of the RESET institutions, and other project's outputs; research publications and materials
Data on project's KPIs	#4	Consortium partners, European Commission	Monitoring and Evaluation of RESET project
Data for evaluation experiments	#5	Consortium partners, European Commission	Monitoring and Evaluation of RESET project; research publications and materials
Data collected through the RESET platform (forum)	#6	Consortium partners	Feed in the second version of the RESET Gender Equality Plans

Data on RESET structural engagement against sexual harassment through the work of new enhanced units	#7	RESET network, European Commission	Production of a report on RESET network's structural engagement against sexual harassment through the work of new or enhanced units; research publications and materials.
Documentation of Co-Designing Sessions	#8	Consortium partners	Co-Designing GE-measures & actions; GEP creation, other project's outputs; research publications and materials
Documentation of institutional guidelines	#9	Consortium partners	Co-Designing; GEP creation; research publications and materials
Defining and analyzing CoPs in RESET	#10	RESET partners' stakeholders within universities and outside the organisations	Data is needed for 1) the institutionalisation (sustainable plan/strategy and the best practices created and innovated within Cops), 2) Supporting to Cops, 3) Scaling up Cops for systematic change
Co-design toolkit development data	#11	RESET partner university personnel	Development and evaluation of the co-design toolkit
Social media, website and newsletter statistics	#12	Consortium partners	Monitoring of the progress and impact of the dissemination and communication strategy of the project
Data stemming from dissemination events and activities	#13	RESET stakeholders	Monitoring of the progress and impact of the dissemination and communication strategy of the project

3. FAIR DATA

While quality of data management is not a goal by itself, one of the challenges the research community faces is a need to discover, access and reuse quality data sets. Several Reports (The Royal Society, 2012) have been published on that topic. They show that openness in sharing research data has an enormous potential for science and its applications. To meet this challenge, the European Commission, as one of the largest research funding agencies worldwide, has launched at the end of 2013 a flexible pilot for Open Access to Research Data. It aims to improve and maximize access to and re-use of research data generated by the H2020 projects. Furthermore, since 2017 the Open Research Data pilot has been extended and covers all thematic areas of H2020.

The term FAIR, findable, accessible, interoperable and reusable, was launched at the "Jointly designing a data FAIRPORT" workshop organized in Lorentz Center, Leiden, Netherlands on 2014. The resulting FAIR guiding principles, published in 2016 by Wilkinson M. D. et al. were adopted by the European Commission in the form of a guidelines for H2020 research data management (EC, 2016) and were revised in July 26, 2016,

The FAIR principles as described by the GO FAIR Initiative³ are:

Findable

The first step in (re)using data is to find them. Metadata and data should be easy to find for both humans and computers. Machine-readable metadata are essential for automatic discovery of datasets and services, thus, this is an essential component of the FAIRification process.

Accessible

Once a user finds the required data, she/he needs to know how they can be accessed, possibly including authentication and authorisation.

Interoperable

The data usually have to be integrated with the other data. In addition, the data have to interoperate with applications or workflows for analysis, storage, and processing.

Reusable

The ultimate goal of FAIR is to optimise the reuse of data. To achieve this, metadata and data should be well-described, so that they can be replicated and/or combined in different settings.

³ <https://www.go-fair.org/go-fair-initiative/>

3.1 Making data findable, including provisions for metadata

All the data that will be produced within the framework of the RESET project will be discoverable with metadata. For each set of data, the metadata will include:

- ***Descriptive metadata:*** elements such as title, abstract, author, and search keywords
- ***Administrative metadata:*** technical data such as creation and editing dates, file type

The RESET research data will be stored in Zenodo repository. Zenodo has been selected because of its following benefits:

- Zenodo is a part of OpenAIRE - The Open Access Infrastructure for Research in Europe programme and provides a repository for those researchers who do not have an existing institutional or thematic repository, where they can deposit their publications and data in. OpenAIRE; it assists H2020 researchers in reporting their publications to the EC Participant Portal and complying with the European Commission Open Access Policy and Research Data Pilot. According to the "Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020" (EC, 2017): OpenAIRE is a recommended entry point for researchers to determine what repository to choose.
- Zenodo provides long-term bit-level preservation and its internal workflows are following the Open Archival Information System reference model. Furthermore, it follows the FAIR Data Principles.
- Data in Zenodo are stored in CERN's Data Center in the same storage system as the CERN High Energy Physics data. Both data files and metadata are kept in multiple online and independent replicas. CERN has considerable knowledge and experience in building and operating large scale digital repositories and a commitment to maintain this datacentre to collect and store 100s of PBs of LHC data as it will grow over the next 20 years.
- Since its inception, Zenodo has grown to become a well-regarded research data repository, which is mentioned in the Guidelines for FAIR Data Management in Horizon 2020 and is among the OpenAIRE recommendations list for finding a suitable research data repository.
- Zenodo offers automatic DOI versioning for all published uploads.
- Zenodo currently accepts up to 50GB per dataset (one can have multiple datasets) and supports a large variety of types of files such as publications (book, book section, conference paper, journal article, patent, preprint, report, thesis, technical note, working paper, etc.), posters, presentations, datasets,

images (figures, plots, drawings, diagrams, photos), software, videos/audio and interactive materials such as lessons.

Consequently, all data will be uploaded to the Zenodo repository, where it will receive persistent Digital Object Identifiers, which will be used to identify and locate the data.

Data will be uploaded using the following naming convention:

RESET-[WP#]-[T#. #-[Type]-[Title]-[Version]-[Date].[extension]

where:

- [WP#] is the work package number that the data was collected/generated in/for
- [T#. #-[Type] is the respective task number (e.g. T1.1)
- [Type] is the type of data that has been collected, such as "survey" for survey data or "workshop" for workshop related data
- [Title] is the unique title of the dataset
- [Version] is the version of the dataset. Versioning will be sequence based in the form of "major.minor", with major numbers being incremented with significant changes/additions to the dataset and minor versions being incremented with minor changes (corrections) to the dataset
- [Date] is the date, in the form of "yyyy-mm-dd" (e.g. 2021-04-01)
- [extension] is the file extension (e.g. zip, doc, etc.)

The suggested naming scheme provides a clear separation of the data according to the WP and task they are part of. It also enables an immediate identification with respect to its content and creation date.

An example of a dataset name following the suggested scheme would be:

RESET-WP1-T1.3-survey-GESurvey-1.0-20210401.pdf

which would indicate that the dataset has the following characteristics:

- ✓ It has been generated by the RESET project
- ✓ It has been generated with respect to the Work Package 1
- ✓ Is a part of the Task 1.3
- ✓ Contains survey data
- ✓ The data has been harvested from the GE Survey
- ✓ The dataset is in version 1.0
- ✓ The dataset has been uploaded on April 01, 2021

The link to the project's Zenodo community: <https://zenodo.org/communities/reset-h2020/>

3.2 Making data openly accessible

RESET consortium strongly believes in the transparency of the scientific process and intends to participate in the H2020 Open Research Data Pilot (ORDP). ORDP follows the principle "as open as possible, as closed as necessary" and focuses on encouraging sound data management as an essential part of research best practice. In this context, RESET will open the project's data that can be useful to external stakeholders and do not harm the confidentiality and privacy of the stakeholders that contributed to the collection/generation of this data.

When personal data are involved, under General Data Protection Regulation (EU) 2016/679, anonymization techniques (k-anonymity, ϵ -differential privacy) will be applied before the datasets are made public. The OpenAIRE's data anonymization tool namely Amnesia⁴ is an additional asset to be used if necessary to ensure the data anonymization. All personal data collected/generated will be considered as closed data prior to their anonymisation. The availability of the data will be ensured by utilizing the Zenodo research data repository, along with relevant documentation and linked metadata for each dataset.

In general, if confidentiality, security, personal data protection obligations or IPR issues forbid open access to certain data produced by the project, it is deposited in a restricted repository, and access may be granted upon request and under the conditions of a restricted license. Such data produced by the project cannot be released as open data and is presented within the chapter "Purpose of data collection or/generation and its relation to the objectives of the project" together with an explanation of the reasons that prohibit open access. For instance, the anonymized content of FG will be accessible only to the members of the RESET local exploitation team. The third party may receive authorization to access and consult the content of anonymous Focus groups discussions only upon an official request to the body of scientific coordinators of the project. In addition to that, taking into consideration, a "pseudo-anonymized" (indirectly nominative and sensitive data) character of data extracted from the survey results, they will be available for the public consultation only after the application of k-anonymity and ϵ -differential privacy techniques or in an aggregated form.

Anonymization means to irreversibly remove identifying information from the data so that a person cannot be identified based on the data. This is necessary in order to protect the rights of the data subjects, as personal data must be removed from research data when it is no longer necessary in order to carry out the research.

All data will be licensed under Creative Commons licenses (see Section 3.4), thus being available to everyone interested.

⁴ <https://amnesia.openaire.eu/>

It is expected that the RESET open data will be easily accessible without the need to use a specialised method, software tool and/or documentation. Anyone interested in accessing RESET's open data will be able to simply use her/his web browser (e.g. Mozilla, Google Chrome, Internet Explorer, Safari, etc.) through their computers (either desktop or laptop), smart phones and / or tablets to access Zenodo webpage (<https://zenodo.org/>).

Via Zenodo search engine a user can simply type the name of the RESET project (or any other relevant keyword connected to the RESET data) and she or he will be directed to the project's open data, available for re-use. Restricted data will only be accessible upon authorisation from the project's partners.

RESET partners will use the Nextcloud CUBE service for internal project's exchange (collaborative online sharing and publishing platform) established and hosted by the coordinator of the project - University of Bordeaux. It offers synchronization of documents between the workstation and an online space, editing and secure collaborative sharing with internal and external users.

Open access to scientific publications

The access policy will give priority to the Green model with the requirement to fix the embargo to 12 months after the first date of publication, as required by the EC for SSH. However, when not applicable, the publication policy of RESET will be to pay the fees to make the scientific publications free of access. The costs related to paying the "Gold" open access integrate to the budget of the project. Further to this and whenever necessary, the addendum to publication agreement, provided by the European Commission will be used. This is an instrument that, if accepted by the editor, modifies the publisher's agreement and allows the researcher to keep key rights to our articles. The RESET consortium's members are strong advocates of the open access and the open source culture and their fundamental benefits for transparent and open scientific research.

3.3 Making data interoperable

The RESET consortium aims to make the project's datasets accessible and interoperable as much as possible. Thus, it will seek compliance with various standards, such as the *Open Definition*⁵ of the *Open Knowledge International*⁶, and will follow the best practices and guidelines for working with open data such as the *OpenAIRE Guidelines for Data Archive Managers 2.0*⁷.

⁵ <https://opendefinition.org>

⁶ <https://okfn.org>

⁷ <https://guidelines.openaire.eu/en/latest/data/index.html>

RESET aims to document its research data in a way that ensures they can be interpreted, shared and reused by the scientific community.

The data will be preserved on partners' infrastructure until the end of the project (storage with automatic or manual backups and regular checks). Retention period for raw data is under discussion among partners and will be provided in the updated versions of the DMP. After the end of the data processing – they must be cleaned and moved to the archive folder. Metadata files will be created and linked with each dataset to facilitate their discoverability and usability over time. An example of a metadata file can be found in Annex A.

3.4 Increase data re-use

RESET will utilize the *Creative Commons Attribution Share-Alike 4.0* (CC-BY-NC 4.0)⁸ license for the data generated throughout the project duration. The Creative Commons Attribution Share-Alike license allows to re-distribute and re-use a licensed work on the condition that the creator is appropriately credited and that any derivative work is made available under "the same, similar or a compatible license". This type of license is widely used and generally considered as a "best practice" by a broad spectrum of projects and actors within the domains of open research data and conforms to the *Open Definition* requirements of reusability and compatibility.

Any open data collected will be publicly available by the end of the respective Work Package functioning, and the public deliverables will be available online upon approval by the European Commission. Before uploading, data profiling and data cleansing (where applicable) activities such as outlier removal and missing data interpolation will take place in order to assure the quality of the data.

4. Allocation of resources

4.1 Cost estimation for making data FAIR

There will be no extra costs involved for making data FAIR, as all data will be openly available from the moment of their creation. Anonymization of data according to the GDPR has already been included in the project's proposal and has already been taken into account when calculating and distributing effort among the project's partners. Furthermore, any unforeseen costs related to the open access to research data in H2020 are eligible for reimbursement during the duration of the project under the conditions defined in Article 6.2.D.3 of the Grant Agreement.

⁸ <https://creativecommons.org/licenses/by-nc-sa/4.0/>

Since all collected data will be uploaded to the Zenodo data repository in line with the European Commission Data Deposit Policy, a long-term preservation of all data is ensured without any additional costs even after the project's completion.

4.2 Data management responsibilities

Specific data management roles are established to ensure the effective, proper and secure handling of the RESET data. An agreement to define the responsibilities of each partner regarding the data and data sharing is signed by all partners. This agreement sets conditions under which parties undertake to carry out personal data protection operations, defines obligations and determines the responsibilities.

Each partner is responsible for the processing of its data and others will not have any access to it (unless completely anonymized), all partners of the project act as Joint Controllers of the data, since they co-define together the purposes and means of the processing (Art. 26 GDPR).

In general, the project coordinator will be the overall responsible for the data management within the scope of RESET project and will coordinate with the Work Package and Task Leaders the collection and storage of all data during the project's lifetime, as well as which data and how it will be open for re-use. In addition, UBx (coordinator) is responsible for supervising the implementation of the project in terms of GDPR at the project scale and uploading the data to Zenodo repository. AUTH is responsible for the elaboration of the DMP and its updates (when necessary along with support of all partners). Each institution is locally responsible for the local collection, anonymization and safe storage of its data.

During its first reporting period, the RESET project implemented the following procedure of data management

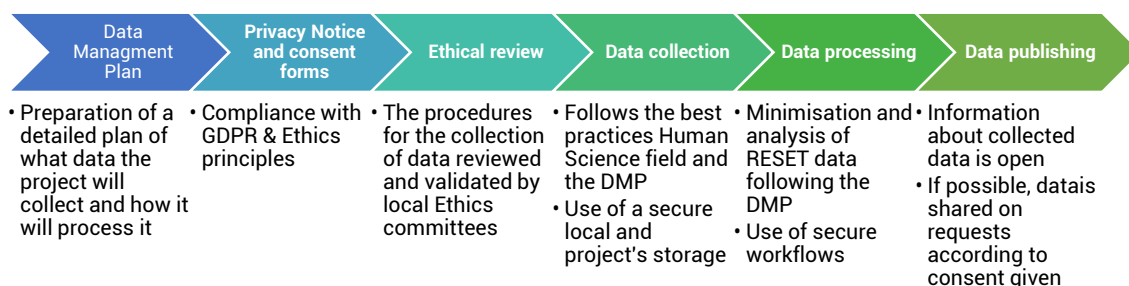


Figure 3: RESET Data Management procedure

5. Data security

RESET project pays special attention to the data security and especially the protection of personal and sensitive data. Thus, the consortium aims to ensure that appropriate procedures, protocols and technologies to be applied to safeguard any data breach or accidental loss and/or unauthorized manipulation.

The personal and sensitive data within RESET will be closed until their anonymization. During and upon collection, these data will be stored to the partners' servers and they should be backed up regularly. Each partner will be responsible for data security when data is transmitted and stored under their premises. This includes an obligation to store them under encryption, to prevent unwarranted disclosure to third parties even within the same organization, to maintain the highest reasonable standard of protection and accountability, and lastly to report without undue delay to the coordinator, the national data protection authorities and the affected data subjects any data loss or breach.

The closed data will be accessible only to the authorized partners. In case the employment/work contract does not include a confidentiality clause, then confidentiality agreements should be signed between the researchers working in the project and having access to these data and their institution. In addition, partners must ensure that the form of any publication, including publication on the Internet, neither directly nor indirectly leads to a breach of agreed confidentiality and anonymity.

To increase data security partners consider destruction of the raw personal and sensitive data (depending on the type of collection – see 'Data Summary' part) and keep only the anonymized data for the needs of the research activities. In that case, the current version of the Data Management plan will be updated accordingly.

In the context of RESET project activities, the personal and sensitive data to be shared among the partners has to be transferred only via the Next Cloud CUBE platform. Next Cloud platform is hosted to the secured server of the University of Bordeaux (coordinator).

Moreover, privacy policies will be developed to define how the RESET website and platform will be processing and using personal data, which security procedures will be followed and what cookies policy will be employed as well as describe the users' rights.

6. Ethical aspects and other procedures

The RESET project activities include collection of personal and sensitive data from the target groups of the project. To ensure compliance with all GDPR rules and that no ethical issues will be raised, RESET project has developed appropriate informed consent procedures as well as has deployed personal data protection processes.

The RESET team engages in pursuing its efforts in protecting and safeguarding the physical and psychological integrity of the users concerned, in performing their research work and in the context of their regular activities.

Any data processing activities within the project will be carried out in accordance with the Convention for the Protection of Human Rights and Fundamental Freedoms (in particular articles 7 and 8), the Charter of Fundamental Rights of the EU, and the new General Data Protection Regulation (EU) 2016/679 as well as applicable national data protection legislation and other applicable laws.

Details on the actions that RESET takes to ensure ethical compliance are described in the deliverables "D10.1: Protection of Personal Data – POPD" and "D10.2: Involvement of Humans":

- D10.1: Protection of Personal Data - POPD

This deliverable explains how all of the processed data is relevant and limited to the purposes of the research project in accordance with the 'data minimisation' principle (user consent and data collection, data processing and access, data storage, data destruction) and provides details on:

- which research data is anonymised/pseudonymised
- technical and organizational measures implemented to safeguard the rights and freedoms of individuals
- data subjects/research participants
- security measures implemented to prevent unauthorised access to personal data or the equipment used for processing.

Additionally, in case of further processing of previously collected personal data, it clarifies the mechanism to ensure explicit confirmation that the beneficiary has a lawful basis for the data processing and that the appropriate technical and organizational measures are in place to safeguard the rights of the data subjects.

- D10.2: Involvement of Humans

D10.2 aims to describe all the necessary elements regarding the protection of vulnerable individuals/groups targeted by the project. This deliverable provides details on:

- procedures and criteria used to identify/recruit research participants
- review of RESET Ethics cases
- informed consent procedures implemented for the participation of humans
- measures to protect vulnerable individuals/groups and minimise the risk of their stigmatisation

- policy for handling of vulnerable individuals and incidental findings (a process that describes how to deal with them, how to inform the subjects and what are the structures that can provide help).

In line with these deliverables and the Data Protection Amendment of RESET, the following Ethical and GDPR principles should be applied to all RESET data collection actions that involve personal data:

1. RESET partners process personal data only for the purposes defined between the partners, they guarantee the confidentiality of the data covered by the amendment and implement all appropriate technical and organisational measures to protect personal data communicated to it or recorded in the course of the project against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, including in connection with the transmission of data over a network, and against all other unlawful forms of processing.
2. Data subjects must always be informed for which purpose and how the project/partner will process their personal data, the legal basis for the processing (public interest or consent), and their rights under the GDPR and the national law. Data subjects should be informed in a concise, transparent, intelligible and easily accessible form, using clear and plain language.
3. Data subjects should be informed about any disclosures and transfers of data.
4. When the project cannot contact the data subjects, an information sheet (privacy note) must be published.
5. A photo with images of people is protected as personal data and its processing requires a legal basis.
6. RESET partners have to make sure you do not exacerbate people's vulnerability through the research or research participation.

RESET has also appointed and works in collaboration with an independent Ethics Advisor (nomination letter prepared and signed by UBx). The expert's experience helps RESET to assess the issues along the entire project duration and to check for compliance with ethical standards and related legislation for the protection of personal data. The Advisor's advice and recommendations were namely sought during the preparation of the data collection methodology, tools and consents necessary for the conduction of RESET survey, Focus Groups and the preparation of the media campaign (procedures of selection of participants and review of consent forms). The WP9 leader will continue to run this cooperation and regular consultations in regard the future project's activities.

The data processing procedures, tools and consents necessary for the collection of data within RESET survey, Focus Group and data necessary for GEP design were reviewed and validated by the DPOs of partners who implement these actions, as well as by four local Ethics committees. Copies of the reports issued to the attention of the

Research Ethics Committees and subsequent evaluation reports and approvals are stored in a secured way, restricted to the RESET coordination teams, whose authorizations are required to access RESET archive and data.

7. Conclusions and next steps

The current document constitutes the second updated version of the RESET data management plan. The generated project's datasets, their metadata definitions and the followed standards and guidelines for curating, sharing and preserving these data were defined in line with the project's requirements, the consortium's expertise and the relevant procedures described in the Horizon 2020 Open Research Data Pilot (EC, 2017) and FAIR Data Management guidelines (EC, 2016).

The types of the RESET research data have been defined, including open and non-open data. Data processing pipelines and methodologies have been established. Some of the data to be collected or generated will be openly available as FAIR data, using interoperable data formats and published under Creative Commons licenses, facilitating reuse and generation of new beneficial results, especially in terms of Gender Equality Strategies. Such open data is one of the sustainable results of the project and will be deposited for long term preservation in the Zenodo research data repository.

The RESET Data Management Plan is a "living" document to be updated during the project as the research activities evolve to include new data, adjustments in the processes deployed, changes in consortium policies or any other issue regarding the data management of the project.

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ANNEX A - Example Metadata File Template

This metadata file was generated on < date> by < name>

GENERAL INFORMATION

1. Title of dataset:
2. Dataset identifier in repository:
3. Responsible partner:
4. Author information:
 - Researcher
 - Name:
 - Email:
 - Affiliation:
 - Supervisor
 - Name:
 - Email:
 - Affiliation:
5. Date of data collection:
6. Geographic location of data collection (where was the data collected?):
7. The title of project and funding sources that supported the collection of the data:

DATASET & FILE OVERVIEW

1. File type and format used:
2. What is the status ("complete", "in progress", or "planned") of the documented data?
3. Are there plans to update the data?

SHARING/ACCESS INFORMATION

1. Licenses/access restrictions placed on the data:
2. Link to the data Repository:
3. Links to other publicly accessible locations of the data:
4. Links to publications that cite or use the data:
5. Was data derived from another source(s)? If yes, list source(s):

METHODOLOGICAL INFORMATION

1. Description of methods used for the data collection (include links or references to publications or other documentation containing methods and protocols used):
2. Methods for data processing (describe how the submitted data were generated from raw or collected data):
3. Software and processing-specific information needed to interpret the data:
4. Standards and other specifications followed (if applicable):
5. Describe any quality-assurance procedures performed on the data (if applicable):
6. Dataset benefit: