



D6.2 DATA MANAGEMENT PLAN

META Group

Deliverable Information Sheet

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List of Acronyms

AS	Associate Partner
CSM	Community Support Action
CTT	Centres of Technology Transfer
EC	European Commission
IP	Intellectual Property
IPR	Intellectual Property Rights
LP	Lead Partner
PP	Project Partner
SIG	Special Interest Group
TTO	Technology Transfer Office
WP	Work Package

Keywords list

- Intellectual Property
- IPR management
- Licensing
- Tool-box
- Patent
- Classical+ licensing
- Crisis licensing
- Co-creation licensing

Disclaimer

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D6.2 Plan for Data Management

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Executive Summary

IMPAC3T-IP is a CSM (Community Support Action), funded by the European Commission (EC) for 36 months under HORIZON EUROPE. The project is developing a new intellectual property (IP) Tool-

box. This will support licensing that goes beyond classical scenarios and embrace new technology trends in digitalisation of licensing tools. The initiative will directly benefit licensing professionals, researchers, innovative enterprises, and policy makers. It will also have positive impact for stakeholders from the quad helix as well as wider society in the EU and beyond.

Over the course of the project the partners will develop, test and launch the tool kit and provide training for its take up. The toolkit will be developed and tested through interactions with stakeholders, including through interviews and via meetings with three Special Interest Groups (SIG). The Consortium will map processes, identify intervention points, and capture illustrative case studies (WP2). They will study how technology trends are influencing the way licensing is being used in different scenarios for different IP assets (WP3). They will develop training materials (WP4) and run a series of training courses (WP5). They will also manage the project (WP1) and communicate and disseminate the results while planning for exploitation and sustainability (WP6).

Introduction

Purpose of the Data Management Plan (DMP)

Although IMPAC3T-IP is a CSA and will not undertake any classical research, it will use and generate data. In line with the EC requirements for HORIZON EUROPE funded project it will manage the data in line with the research data management requirements under Article 17 of the Grant Agreement. This deliverable [6.2] is the initial data plan for the project and is submitted at M6. It follows the H2020 DMP template from the Commission, is formulated in accordance with the Guidelines to FAIR data management in Horizon 2020 and EU Regulation 2016/679 (GDPR). It describes the data management life cycle for the data to be collected, processed and/or generated by the project, including information on:

- what data will be collected, processed and/or generated
- which methodology & standards will be applied
- whether data will be shared/made open access and
- how data will be curated and preserved (including after the end of the project).

The DMP lays out the approach and the actions that will be taken to manage and curate data both during and beyond the lifetime of the project.

The DMP will be updated regularly over the course of the project.

1. Data Summary

1.1. Type, format size and purpose of data

Over the course of the project the following types of data will be generated or collected:

- Data on project management and coordination (WP1) - data about the Project Partners (PP), data generated by the Consortium meetings, reporting data related to project management;
 - This data will be used to ensure the smooth running and reporting of the project.
- Data from interviews and meetings with stakeholders (WP2)
 - List of participants and other sensitive information regarding people contacted and attending;
- Data in Case studies based on desk research and interviews that may include reused data (see below) and information on those contributing (WP2);

Data in reports including those on technology trends based on desk research (reused data) and interviews including information on those contributing (WP3);

- Data embedded in new digitally enable 'tools' including those based on software code (WP2);
- Information on tool refinement gained through testing (WP4);
 - These data sets will be used to develop, refine and test the tool-box.
- Training materials (WP5);
 - This data will be used to ensure update of the tool-kit by stakeholders.
- Communication, dissemination and exploitation data (Communication plan (D6.1), Exploitation plan (D5.1).
 - List of targets, other sensitive information on people contacted and attending. This data will be used to ensure maximum impact and sustainability from the project.

Most data will take for form of excel spreadsheets, written reports or auto-generated transcripts of meetings/ interviews. Some data related to the digital tools may be in code form.

- ✚ This aspect will become clearer in the second year of the project when the DMP will be updated.

The digital size of the data collected will not be excessive and will not necessitate any particular arrangements for storage or curation beyond normal web-sites and standard archive systems.

1.2. Reuse of data

Data based on desk research will include data in the public domain and may constitute reuse.

Data used to develop digital tools may be based on similar versions of a tool and will reuse code.

- ✚ This aspect will become clearer in the second year of the project when the DMP will be updated.

1.3. Origin/provenance of the data

Data from desk-based research e.g. on technology trends and to inform case studies will originate from publicly available reports.

Data from interviews and focus group meetings will originate from stakeholders as well as the PPS who are interpreting the data and using it to draw conclusions and develop tools.

Data used to develop digital tools may originate from AP (Associate Partner) e-lucid based on in-house proprietary data (software code).

- ✚ This aspect will become clearer in the second year of the project when the DMP will be updated.

2. 'Data utility'

Data collected or created by the project is likely to be useful to a number of groups, beyond those simply making use of the final toolkit. A preliminary list includes:

- Public Research Organisation (PROs) and their research and innovation support units (Technology Transfer Offices (TTOs), Centres of Technology Transfer (CTTs), Research Offices etc), as well as individual researchers seeking new models and examples of how to transfer technology and knowledge beyond rational STEM disciplines.
- Trainers and licensing professionals wanting to further adapt, develop and deploy capacity building materials and tools; including those based on transcripts of interviews, case studies and referenced desk-based research.
- Policy makers at the European Commission (EC) as well as national government and implementing agencies seeking a better understanding of the impact of different responses in times of crisis;
- Stakeholders from the quad helix seeking a better understanding of how the process of co-creation can be improved and managed;
- Enterprises and projects emulating the digitisation of tools.

2.1. FAIR data

In alignment with EC requirements, IMPAC3T-IP aims at generating FAIR data, i.e. data that is Findable, Accessible, Interoperable and Reusable.

To achieve this aim, a number of good practice principles will be followed. These will take into account data privacy requirements. In particular, personal data will be treated confidentially and in compliance with the EU General Data Protection Regulation 2016/679. More detail is set out below.

2.1.1. Naming conventions (identifiers)

To be able to distinguish and easily identify data sets, each data set will be assigned with a unique name. This name can also be used as the identifier of the data sets.

All data files produced, shall include the term "IMPAC3T-IP", followed, if appropriate, by the WP number e.g. WP6 or the deliverable identifier e.g. D6.2, followed by file name which briefly describes its content, e.g. DMP, followed by a version number or version date (or the term "FINAL"), followed by the short name of the organisation which prepared the document (if relevant).

Each data set that will be collected, processed or generated within the project will be accompanied by a brief description.

2.1.2. Naming standards (META data)

The following file format will be used:

Text based documents:

- Microsoft Office 2007 or 2010 for text-based documents (or any other compatible version). doc, .docx, .xls, .xlsx, .ppt, .pptx.
- Where larger datasets need to be dealt with, .csv and .txt file formats will be used.
- All finished and approved documents will also be made available as .pdf documents.

Illustrations and graphic design:

- Microsoft Visio (Format: .vsd), Photoshop (Format: different types possible, mostly .png), and will be made available as .jpg, .psd, .tiff and .ai files.
- Canva.com - online design and publishing tool (Format: .jpg, .png, .svg, .pdf, .pptx, .gif, .mp4)

Audio and video

- Audio: .mpeg, WMA Lossless, SHN
- Video: .mp4, .mov, wmv,, yuv, .mpeg, .flv
- These file formats have been chosen because they are accepted standards and in widespread use. Files will be converted to open file formats where possible for long-term storage.

Metadata may comprise contextual information about the data in a text-based document. This format for metadata is chosen to provide a full explanation of the data (text format).

2.1.3. Harvesting and indexing

The project is not expected to generate datasets of a type that can be harvested and indexed e.g. composed of rows and columns. However, this issue will be revisited at the M12 and M24 points to see if additional action needs to be taken.

2.2. Making data accessible

Repository:

Data that is not intended to be openly available due to commercial sensitivities or IPR (Intellectual Property Rights), or is not ready to be openly released, will be stored for the duration of the project on a SharePoint drive. This will be available on a restricted basis to those offered protected access following an invitation, a check on their credentials and verification of their need to have access. This action will be the responsibility of the relevant WP leader and will then be reported to the LP. A list will be maintained by the LP of those with access and the folders that they are permitted to view.

Data that is openly available will be offered on the project website for the duration of the project as well as the CORDIS website where appropriate e.g. all public project deliverables.

Following the conclusion of the project, data in the form of project outputs that are openly available, e.g. the final Tool-kit, will be made available on a number of PP websites including ASTP and the IP helpdesk.

Data:

PPs have already identified some data sets that will not be publicly available due to existing IPR and commercial sensitivity. These are largely constrained to the digitisation of the tool-kit by AP e-lucid.

- ✚ This aspect will become clearer in the second year of the project when the DMP will be updated.

All other data sets will be made openly available.

No peer journal papers are anticipated and so no embargo on publishing will apply.

Where appropriate data will be made available under suitable licensing conditions e.g. Creative Commons

Metadata:

META data will be made available under a CC0 1.0 Universal (CC0 1.0) Public Domain Dedication. It will be structured with embedded links to enable the user to access the data.

META data will be made available on the PP websites as well as the IP Helpdesk after the end of the project.

No software will be needed to access or read the data.

2.3. Making data interoperable

Data produced in IMPAC3T_IP will aim to be interoperable, i.e. allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. Due to the nature of the data e.g. largely text based, this is unlikely to be an issue. The PPs also do not anticipate using specific ontologies or vocabularies. Where necessary and appropriate the PPs will include qualified references to other data.

- ✚ The issue of interoperability for digitally enabled tools will be investigated in Y2.

2.4. Increase data re-use

Publicly available data will be made available for download, primarily in PDF format from the project website: <https://www.impactip.eu/>

As outlined above, appropriate licensing conditions will be used including Creative Commons.

All data will be clearly marked to indicate origin including through the incorporation of standard statements and logos for EU funded projects.

The quality of documents and other data sets made available will be thoroughly checked both by WP leaders and the LP1.

The conditions under which the final tool-box will be made available will be agreed as part of the exploitation plan.

- ✚ This aspect will become clearer in Y3 of the project when the DMP will be updated.

3. Other research outputs

All project outputs have been addressed above including those that involve software to digitally enable to tool-box.

4. Allocation of resources

Direct costs associated with making outputs FAIR will be limited to the web-site and Sharepoint platform; these have been budgeted for in WP1 for LP1. The indirect costs for data collection and storage fall within the activities covered by the current grant.

The responsibility for managing data underlying IMPAC3T-IP activities will lie with the PP leading each work package and PP and AP involved in each task. LP1 will have overall responsibility for ensuing FAIR data management is taking place; this will form part of quality control.

Long term preservation e.g. beyond the duration of the project, will be assured by use of established PP and stakeholder web-sites including ASTP, LESI and the IP Help desk.

Preservation of the main output – the tool-kit - is envisaged via the establishment of the IMPAC3T IP Academy. Long term resources to maintain the academy will be planned under the WP6 exploitation plan.

5. Data security

For the duration of the project, data will be stored on a secure cloud-based Sharepoint system under the control the LP1 who will have overall responsibility to ensure that the data are stored safely and securely and in full compliance with European Union data protection laws. Use of Sharepoint will provide data recovery and storage/archiving.

Sharepoint

SharePoint is a versatile platform that offers robust features in terms of security access, advanced backup systems, and storage scalability.

***Security Access:** SharePoint provides a comprehensive security model to protect data and control access. It supports granular permissions, allowing administrators to define who can view, edit, or manage specific content. Integration with Active Directory ensures seamless user authentication and authorisation, making it easier to manage access across the organisation.*

***Advanced Backup System:** SharePoint offers a robust backup system to protect against data loss. It supports automatic backups and allows administrators to set up regular backup schedules. In addition, the platform provides point-in-time recovery options, enabling organisations to restore specific versions of documents or entire sites in case of accidental deletions or data corruption.*

***Storage Scalability:** SharePoint provides scalable storage solutions to accommodate the growing needs of organisations. With options to store data both on-premises and in the cloud, it offers flexibility in choosing the most suitable storage solution based on organisational requirements. Integration with Microsoft 365's cloud services ensures that users can leverage scalable cloud storage for their SharePoint content.*

Overall, SharePoint's security features, efficiency of use, advanced backup capabilities, and storage scalability contribute to a robust and adaptable platform for organisations looking to manage and collaborate on their content effectively.

As outlined above in section **2.2.Making data accessible, Repository**, access will be password protected and identities for non-partner stakeholder will be verified.

All data files will be transferred via secure connections and in encrypted and password-protected form (for example with the open source 7-zip tool providing full AES-256 encryption: <http://www.7-zip.org/> or the encryption options implemented in MS Windows or MS Excel). Passwords will not be exchanged via e-mail but in personal communication between the partners.

Personal contact data collected during the project activities will be kept internally within the in Consortium and stored on Sharepoint. Storing of personal data will only occur with explicit prior informed consent of subjects, based on an informed consent procedure. Each partner is responsible to ensure that those data are safely and securely stored, in full compliance with European Union data protection laws. Any collected personal data will be deleted from the project's data storage five years after the end of the project.

6. Ethics

No ethical or legal issues are anticipated that could have an impact on data sharing. However, this assumption will be revised regularly to ensure that the situation has not changed.

IPAC3T-IP will comply with Horizon 2020 ethical standards and guidelines and with the provisions of the General Data Protection Regulation 2016/679 for the collection and processing of personal data in meetings, communication and dissemination activities.

The project web-site will always display the [privacy policy \(https://www.impactip.eu/privacy-policy/\)](https://www.impactip.eu/privacy-policy/), explaining the various points regarding GDPR e.g. data processing, data security, user consent, etc. Google Analytics will be implemented on the site for visit metrics, and Mailchimp - email field only - for newsletters.

7. Other issues

There is no anticipated need to make use of other national/funder/sectorial/departmental procedures for data management.