



# BRILIAN

Circular Future for Rural Areas

## Data Management Plan

### Deliverable 1.3 (v1)

WP1 Management and coordination



**Circular  
Bio-based  
Europe**  
Joint Undertaking



Co-funded by  
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**DOCUMENT TITLE:** Data Management Plan  
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XXXX

DELIVERABLE TYPE		
R	Document, report	
DMP	Data Management Plan	X
O	Other	

DISSEMINATION LEVEL		
PU	Public (fully open)	X
SEN	Sensitive, limited under the conditions of the Grant Agreement	

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*This project has used a standard methodology already developed in the REDOL project (grant agreement number: 101091668), following EU recommendations. Ad hoc modifications were added to comply with the conditions of the Grant Agreement for BRILIAN (Grant Agreement number: 101112436).*



VERSION RECORD			
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## EXECUTIVE SUMMARY

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As part of the European Commission's goal to advance Open Science policy and practices, Data management is a crucial aspect in Horizon Europe projects, since it guarantees long-term accessibility and preservation of data not only during the project lifespan but also after its finalization.

Basing on the Horizon Europe Data Management Plan template, and also in line with the Consortium Agreement clauses signed by the partners before the project started, with this document, BRILIAN project establishes the basis to manage the data use/creation and its handling during the project.

The Data Manage Plan (DMP) details what data BRILIAN will generate, whether and how it will be exploited or made accessible for verification and re-use, and how it will be treated and preserved. It is expected that the DMP increases research efficiency, saves time and resources, enhances data security and minimizes the risk of data loss. DMP takes special care to make the data findable, accessible, interoperable and reusable according to FAIR guiding principles.

Moreover, guidelines, recommendations and useful information regarding the repositories, the strategies, and the managing of the data following the FAIR principles is included in the document.

Finally, a specific explanation covering GDPR is included in this document to present how these data will be handled.



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## LIST OF ABBREVIATIONS AND ACRONYMS

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ABF- Advisory Board of Farmers

BIC- Bio-based Industries Consortium

CA – Consortium Agreement

CBA- Cost Benefit Analysis

CBE-JU Circular Based Europe Joint Undertaking

D – Deliverable

DMP- Data Management Plan

DoA – Description of Action

EC – European Commission

EOSC– European Open Science Cloud

FAIR – Findable, Accessible, Interoperable and Re-usable

GA – General Assembly

H2020 – Horizon 2020 The 8<sup>th</sup> EU Framework Programme for Research and Innovation.

HEU – Horizon Europe – the 9th framework Programme of the EC for research, technological development and innovation activities.

IPR – Intellectual Property Right

JU- Joint Undertaking

KER- Key Exploitable Result

LCA- Life Cycle Analysis

LCC- Life Cycle Costs

LCSA- Life Cycle Sustainability Assessment

PC – Project Coordinator

BRILIAN- Cooperative and Sustainable business models for bio-based chains in rural areas

SC – Steering Committee

WP – Work package

# 1. INTRODUCTION

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BRILIAN project, funded under the umbrella of the Circular Based Europe Joint Undertaking (CBE-JU), with GA reference 101112436 aims to support the adoption of sustainable cooperative business models in rural areas. These business models will enhance rural development, biodiversity preservation and climate-neutrality, addressing Green Deal and Bioeconomy Strategy objectives while increasing farmers' income in fully alignment with the Common Agricultural Policy (CAP).

BRILIAN's will implement a multi-actor approach for the validation of a group of Actions for the Bio Innovation (ABI). These ABI will be particularized for 3 pilots in Italy, Spain and Denmark. Within these pilots, a set of business models will be enhanced and tested for the validation of 10 value chains. 6 in Italy, 2 in Spain and 2 in Denmark.

BRILIAN pilots will make use of existing rural infrastructures but implement adaptations to the current main processes and contractual agreements between actors. To strength that, business model design approaches will be supported by modules dealing with logistic, organizational and business models weighted in the BRILIAN optimization toolkit, a toolkit which will provide support for the design and optimization of biobased value chains, putting primary producers in the center.

As a result, BRILIAN will set long-term strategies for the adoption of cooperative business models in EU, facilitated by the generation of 11 key exploitable results during the project, including Technical, Socioeconomic, Policy & regulation and Academic ones.

To cover these ambitious objectives, data collection, creation and management is needed during and after the project execution. The aim of this DMP is to present information regarding what data the project will generate, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved. It is expected that the DMP increases research efficiency, saves time and resources in the long run, enhances data security and minimizes the risk of data loss.

Important definitions followed in this document are:

- **Input Data** under the frame of the BRILIAN project should be understood as the needed inputs to carry out tests, create the software tools, models, technologies (research outputs), workshops, C&D activities and exploitable results of the project.
- **Derived Data** under the frame of the BRILIAN project should be understood as software, codes, workflows, protocols, models, algorithms, equipment and any other tentative result created by project partners.

BRILIAN project partners have prepared this document at the beginning of the project (M1-M6). Since this stage is relatively short to have all the data related issues defined and solved, the aim of this deliverable is to show how different data will be treated during the project. Then, during the project lifespan, the Data Management Plan will be updated at least twice: in M24 (D1.8) and M48 (D1.14), in order to register the type of data resulting from BRILIAN regularly, and how they are being/ must be managed by the Consortium.

## 2. DATA SUMMARY

Following the EU’s guidelines regarding the DMP, this section aims to address:

- The purpose of the data collection/generation and its relation to the objectives of the project.
- Types and formats of data generated/collected by the project.
- Sharing/access policies applied to each dataset.
- Expected size of the data.
- Origin of the data.
- Re-use of any existing data.
- Data utility.

This section shall provide a description of those elements in order to ensure their understanding by the partners of the consortium. At this early stage of the project, it is not yet possible to provide an estimation of the data size.

### 2.1. Purpose of data collection

As stated in the introductory section, BRILIAN is a project that relies on data collection and use/re-use during the project’s implementation. In order to fulfil the objectives of BRILIAN, the project team expects to be collecting data of various kinds, sizes and qualities.

Among the activities related to the project, the most relevant datasets identified so far to be examined/considered project are as below:

List of datasets foreseen in BRILIAN		
WP#	WP Title	Datasets identified
WP1	Management & Coordination	<ul style="list-style-type: none"> <li>• Meetings documentation (agendas, minutes, recordings, etc)</li> <li>• Agreements &amp; Legal documentation</li> <li>• Contact lists</li> <li>• Internal management documentation</li> <li>• Interim &amp; Periodic Reports</li> </ul>
WP2	Deployment of local bioeconomies	<ul style="list-style-type: none"> <li>• Questionnaires &amp; Surveys</li> <li>• Results of SWOT analysis (guidelines, recommendations, insights, etc)</li> <li>• Set of drivers to join cooperative business models (through surveys and observations)</li> </ul>

		<ul style="list-style-type: none"> <li>• Database on feedstock mobilization and resources assessment in the pilots and for additional regions</li> <li>• Database from legal and market conditions</li> <li>• Lists of best available technologies for environmental sustainability and circularity for rural bioeconomies</li> <li>• Project stakeholder's dataset</li> <li>• Documentation from ABF</li> </ul>
WP3	Routes for the development of a sustainable bioeconomy	<ul style="list-style-type: none"> <li>• Learning and evaluation framework (KPIs compilation)</li> <li>• Trade-offs and synergies with other bioeconomy &amp; fossil-based sectors</li> <li>• Questionnaires &amp; Surveys</li> <li>• Set of policy and standards identified &amp; new guidelines</li> <li>• Workshops resulting documentation (reports, lists...)</li> <li>• Policy analysis bulletins</li> <li>• LCA, LCSA &amp; LCC calculations datasets &amp; reports</li> </ul>
WP4	Development of bio-based business models	<ul style="list-style-type: none"> <li>• Compilation of business, infrastructures and contacts in the project pilots</li> <li>• Questionnaires &amp; Surveys</li> <li>• Logistic model</li> <li>• Business models canvas</li> <li>• Documents/ models/ contracts between farmers and industries</li> <li>• Datasets of operational parameters</li> <li>• Toolkit software</li> <li>• Toolkit accessible materials for users</li> </ul>
WP5	Validation of BRILIAN Actions for Bio-Innovation	<ul style="list-style-type: none"> <li>• Datasets of pilot's parameters/ tests results</li> <li>• Reports on lessons learnt &amp; recommendations</li> <li>• Monitoring templates and reports</li> </ul>
WP6	Replication and exploitation	<ul style="list-style-type: none"> <li>• Strategy and roadmaps documents</li> <li>• IPR Agreements</li> <li>• Datasets for CBA calculations</li> <li>• Documentation resulting from exploitation workshops</li> <li>• IPR Matrixes</li> <li>• Dataset of KERs resulting from the project</li> <li>• Technology watch dataset</li> <li>• Innovation Radar Management &amp; Horizon Result Booster resulting documentation</li> <li>• Review of existing legislation</li> </ul>

WP7	Dissemination and Communication	<ul style="list-style-type: none"> <li>• Communication material (Videos, presentations, press releases, infographics)</li> <li>• Documentation/ data resulting from events participation and organization (pictures, agendas, contacts, ppts....)</li> <li>• Dataset of sister projects &amp; contacts</li> <li>• Project website</li> <li>• Dissemination contacts lists</li> </ul>
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This is a non-exhaustive list and will certainly be extended in the project’s lifetime. As shown in the table above, in relation to the execution of the demonstration activities, a series of data (questionnaires, surveys, etc.) will be made available in various WPs of the project. Moreover, in the context of dissemination and communication actions, additional datasets will be generated in the project, such as public deliverables, scientific reports, articles, and any other publicly available communication. Finally, within the consortium, a wide range of data is shared for management purposes, from emails to financial reporting data. Of course, most of these management-related activities are confidential and closed, available only to the specific parties involved. Any sensitive and/or confidential information about individuals and companies gathered in BRILIAN activities will be dealt with accordance of data privacy laws and within the boundaries of the BRILIAN Grant Agreement as well as the Consortium Agreement.

From the brief presentation, it is evident that a series of data will be made available in the project. Towards this direction, the details on the way BRILIAN partners plan to manage the different datasets in the project are provided (following the template provided by EC) in the following sections.

## 2.2. Types and formats of data

BRILIAN project covers many activities with varied data needs across the different tasks and pilots, such as relevant parameters monitored, tests results, measurements, observations resulting from fieldwork, surveys results, interviews recordings with key stakeholders and images, deliverables, publications, etc. In addition, data will be reused if derived from other sources (old projects, public sources, etc.) or generated by the project partners (by means of measurement campaigns). While the details of the data to be gathered are not clear yet, some of the types and/or formats of data to be used and/or collected in the project are identified below.

### Types of data

- Numerical, quantitative, data defining specific characteristics or values for variables. Either existing or generated (physical and chemical characteristics, technology, sizing, other market data, data to define existing regulatory conditions, etc.).

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- Derived data, that arises from data analytics or further processing of raw data, such as that might be generated by the models developed in the project, or any data processing in research or in the various data infrastructures.
- Qualitative data relating to results of and project activities, like research data, surveys, questionnaires, etc.
- Project Management data, such as meeting attendance lists, contact lists, financial information, and other data on the project activities.

### Formats

To ensure that it can be easily shared and worked with by all partners involved, mainly widespread usage data types are used (for the data types as presented above). For the management activities of the project:

- Microsoft Office formats readable in Excel, Word, PowerPoint (.doc, .docx, .xls, .xlsx, .ppt, .pptx. etc)
- General file types readable by a range of software (.csv, .xml, .json and .txt)
- Illustrations and graphic designs: Microsoft Visio (.vsd), Adobe Photoshop, Illustrator and InDesign (.jpg, .png, .tiff and .ai files)
- PDF: Variety of documents such as reports, roll-ups and leaflets
- Audio/Video files: .mp3, .wav, .avi, Windows Media Video or QuickTime Movie
- Geographical data (GIS) (vectorial, raster, images, etc.)
- Databases and results from the LCA (.csv, excel, etc.)

Formats that are proprietary, not widely used or not supported by commonly available software should be avoided. Where unavoidable an attempt should be made (by the responsible partner-data subject) to facilitate the reuse within the project.

## 2.3. Sharing/access policies applied to each dataset

Depending on the access policies, the types of data identified in section 2.2 can be grouped in the following categories:

- **General Data Protection Regulation covered data:** All the needed personal data that will be collected for the project needs. Personal data must be collected according to the GDPR and the different national rules, and the data collector is responsible for its

handling. These personal data cannot be shared without prior notification of the involved parties and without an agreement. Thus, this data cannot be included in any public repository and its share must be performed only in specific situations and in accordance with the regulation.

- **Restricted Scope:** Data, metadata, restricted documents, and other information that is reused and generated to fulfil the developments of the different tasks but with a need of limited access. These materials should be covered by different repositories and specific rules may apply for each situation. This category allows the partners to have restricted access to specific data and metadata if needed.
- **General Scope inside the Consortium:** Data, metadata, deliverables, working documents, lists of bibliographic research and common information needed for the proper development of the collaborative tasks and work of the project. All partners may have access to this data and the relevant repositories where the data will be included.
- **General Scope outside the Consortium:** public deliverables, presentations in conferences, press releases, dissemination material, newsletter, etc. may be available for the general society through BRILIAN’s webpage, CORDIS or any other public repository.

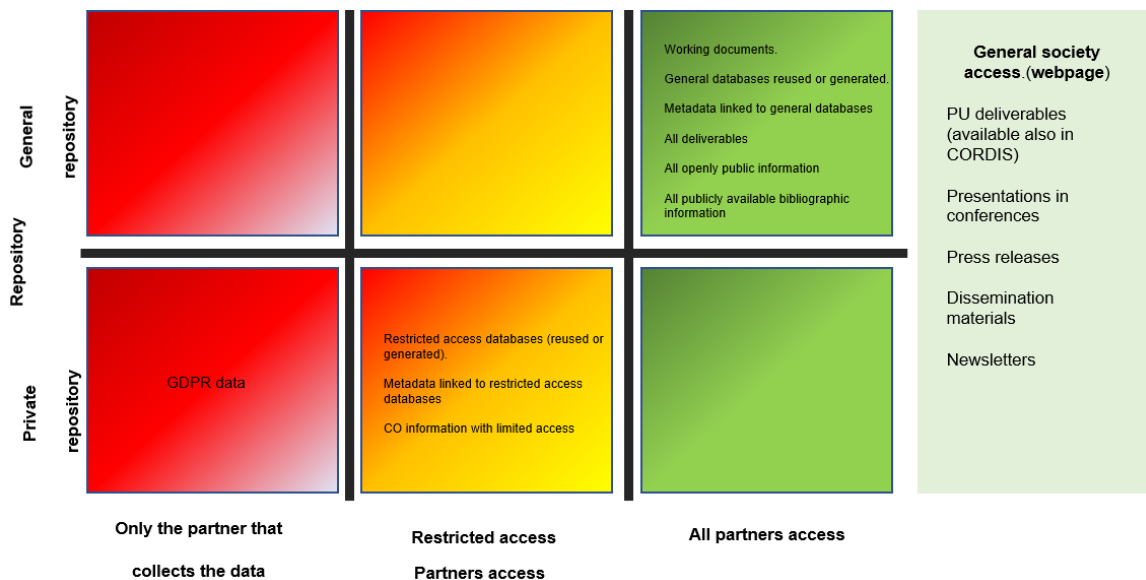


Figure 1. Categories classification as function of the access and the type of repository

According to the open data principles, data should be “as open as possible, as closed as necessary”. Thus, the project partners must aim to use and generate General Scope, although different categories exist for the cases that are needed.

## 2.4. Expected size of data

Data generated by the project activities (deliverables, communication material, reports) will be stored in Microsoft SharePoint as the internal repository of the project as well as to additional repositories based on access rights (i.e., project portal for public deliverables, etc...). Regarding the size of these data, a maximum size will be set (at 15 MB) in order to not generate conflicts with emails recipients nevertheless the SharePoint can handle larger files where they may be required.

In any case, some dataset, models, etc. may have a big size (e.g., 40 GB) although the number of the data assets to be considered is limited. In any case, the Consortium will take all measurements to ensure the prompt storage of the BRILIAN datasets.

## 2.5. Origin of the data collection & re-use of existing data

During the execution of the project, BRILIAN partners will generate their own data resulting from measurements and own analysis of variables, models, etc. However, apart from the data to be generated within the context of the project, additional data already available will be reused. In addition to the expertise and own knowledge of the project partners, BRILIAN aims to make use of as much previous research effort, existing literature and experiences resulting from other projects and sectorial studies as possible. Data will be gathered from sources as projects under execution or finished, bibliographical data from scientific papers and other well-known public sources. A further elaboration of the datasets to be re-used will be made available as the project evolves, and in any case, data gathered must be properly cited, referred and stored.

## 2.6. Data utility

During and after the project, the data outputs of BRILIAN may be utilized to disseminate the results to many different stakeholders. As target groups for the different innovations of the BRILIAN project, the following list of stakeholders may be interested in the data generated during the project:

- Feedstock providers, including primary sectors (such as forestry, agriculture, aquaculture, fisheries, cooperatives of farmers, agroindustries).
- Bio-waste producers from industrial and urban sources (including processing and managing entities such as municipalities and local authorities).
- Industrial companies or their associations (producing fertilizers, chemicals, cosmetics, packaging, adhesives, etc).
- Investors, commercial banks, VCs, investment funds, corporate Ventures, etc.
- Consumers and their organisations.

These roles are linked with the business activities examined in the project. In addition, relevant external groups that are interested of the results of the project are:

- Civil society
- Research community
- Standardization/regulation bodies
- Policymakers at local, regional and EU levels
- Industry associations at EU level (such as BIC) and Bioeast Regions
- Environmental organizations

It is evident that there is a wider interest for the results generated from the project and thus, where possible and practical, the project partners must aim to adopt the FAIR principles and aim to open and make available data and results of interest and use, for professionals for research, investigation, planning, etc. As the project progresses and the focus of exploitation becomes more evident, the data and findings will be updated furthering the exploitation aims of the partners.

## 3. FAIR DATA

This DMP is based on the concept of FAIR data, that stands for data that is Findable, Accessible, Interoperable and Reusable, even if the access will not be always open. Following FAIR principles aids in data use/reuse within the consortium to complete the actions required under the Grant Agreement and facilitates reuse beyond the BRILIAN project.

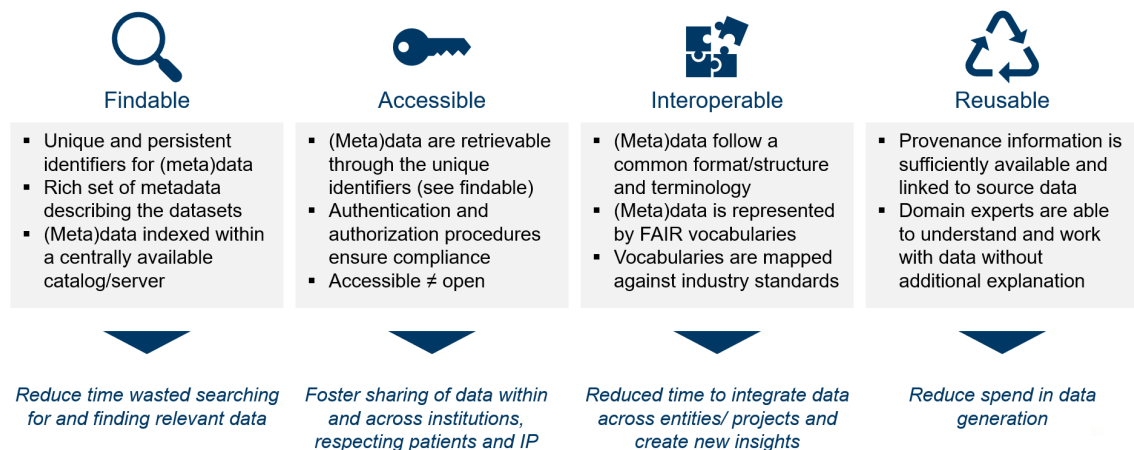


Figure 2 Criteria for and direct value generated by FAIR data <sup>[2]</sup>

Within this subsection general information and recommendations for partners are provided to make project data FAIR.

### 3.1. Making data findable

In creating FAIR digital resources, consistent data, that is persistent and with unique identifiers is needed. Towards this direction, a series of actions should be considered for creating data that are findable:

- Define the way the data can be discovered (including metadata provisions)
- Define the way the data can be identified referring to a standard identification mechanism.
- Define the way naming conventions to be used.
- Define the way method towards search keywords.
- Define the way for versioning control.
- Define the way the standards for metadata generation (if any).

The details of the different steps are presented below.

### 3.1.1. Data identification and naming

Data findability can be greatly enhanced following a consistent set of naming conventions. Because of this, BRILIAN creates consistent data file names that provide clues to their content, status and versioning, while also increasing their discoverability. In doing so, project partners as well as interested stakeholders can easily identify a file as well as classify and sort them.

Best practice in naming convention, is to create brief yet meaningful names for data files, that facilitate classification. The naming convention should avoid the utilisation of spaces, dots and special characters (such as & or !), whereas the use of underscores is endorsed, to separate elements in the data file name and make them understandable. At the same time, versioning should be a part of a naming convention to clearly identify the changes and edits in a file. Indicatively, a naming convention for the datasets made available in the project as follows:

- WP number associated with the dataset
- Acronym of the partner responsible for creating/collecting and managing the dataset, specifically the short name as presented in Grant Agreement
- Descriptive data set name;
- Numerical data set sub index (starting from 1) so as to identify data sets created/collected at different times with individual metadata.

The proposed format to be followed for naming the data sets (enabling that way the identification of the data sets internally and when published as open dataset) and a naming example is shown below:

BRILIAN\_[Wpnumber]\_[Responsible\_Partner]\_[Description]\_[Data\_set\_Sub\_Index]

Example: BRILIAN\_WP2\_DTI\_value chain\_1

Similar process will be followed for deliverables. These files should have an alphanumeric code included in the name which identifies the version number and date of creation of the version.

BRILIAN\_DX.X [Name of the deliverable]\_[Responsible Partner]

Example: BRILIAN\_D1.3 Data Management Plan\_CIRCE

When possible, Digital Object Identifier (DOI) will be used to identify content and provide a persistent link to its location on the Internet. DOI is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation). The publisher assigns a DOI when an article is published and made available electronically.

The DOI is typically located on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article. The DOI system

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has been standardised through the International Standards Organisation, ISO (within the responsibility of committee ISO TC46/SC9, Identification and documentation) as ISO 26324, Digital Object Identifier System.

All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards.

### 3.1.2. Keywords

In general, keywords are a subset of metadata and include words and phrases used to name data.

In the context of BRILIAN, keywords should be used to add valuable information to the data collected/generated as well as to facilitate the description and interpretation of its content and value. Along these lines, the project's strategy on keywords is underpinned by the following principles:

The who, the what, the when, the where, and the why should be covered.

- Consistency among the different keyword tags needs to be ensured.
- Relevant, understandable, and clear keywording ought to be sought.

The keywords must accurately reflect the content of the datasets and avoid words used only once or twice within them.

When possible, deliverables that produce core output will be tagged with keywords following the JEL Classification System (<https://www.aeaweb.org/econlit/jelCodes.php>). Moreover, all the scientific papers that will be produced during the execution of the project will include a list of keywords that will make their search easier.

### 3.1.3. Metadata generation

In creating FAIR digital resources, metadata can (and should) be generous and extensive, including descriptive information about the context, quality and condition, or characteristics of the data. The definition of metadata should obviously be relevant to the specific data sets used/generated by consortium members for their different project tasks.

For this reason, the creation of metadata is considered as a good practice within the BRILIAN project. Metadata should include the following information:

- Datasets (description, date of deposit, author(s), venue and embargo)
- Horizon Europe
- Cooperative and Sustainable business models for bio-based chains in rural areas.

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- Circular Future for Rural Areas
- BRILIAN (101112436);
- Licensing terms of the data
- Persistent identifiers for the dataset
- Authors involved in the action, and, if possible, their organisations

Examples of metadata standards can be found in the reference [3] . Metadata is usually presented in two formats – contextual information about the data in a text-based document and ISO 19115 standard metadata in an xml file. These two formats for metadata provide a full explanation of the data (text format) and ensure compatibility with international standards (.xml format).

### 3.2. Making data accessible

Following accessibility principles in BRILIAN project, it is important to define which data will be made openly available and, if some datasets remain closed, the reasons for not giving access. This would define where the data and associated metadata, documentation and code are deposited and how the data can be accessed. In any case, the project adopts the good practice namely “making data as open as possible and as closed as necessary”. This calls for project partners to disseminate the project’s data that have the potential to offer long-term value to external stakeholders and do not harm the confidentiality and privacy of the stakeholders that contributed to the collection/generation of this data, with a view to maximising the beneficial impact of BRILIAN.

Therefore, BRILIAN partners are committed to fostering the collaborative work and on a systematic sharing of knowledge and tools in the research process. BRILIAN will address this through the application of open science practices:

- **Early and open sharing of research:** In the first stage of each WP where BRILIAN solutions will be developed (WP3-WP4) and validated (WP5), BRILIAN partners will set and share the methodology for these developments, to increase transparency about the purposes and methods of the study. This methodology set will be posted in an Open Access repository and, once the corresponding studies have been conducted, the results obtained will be submitted for publication together with access to the methodology set.
- **Involvement of relevant knowledge actors, including citizens:** BRILIAN will engage the citizens and key local stakeholders through the organisation of local workshops to foster citizens participation on the project topics and gather their main concerns in the area, providing insights for the development of BRILIAN overall solutions.

- Research output management and measures to ensure reproducibility of research outputs:** BRILIAN will ensure the reproducibility of the outputs by covering the three main research processes that reproducibility is based on: reproduction, replication, and re-use. All these processes rest on the availability of data and methods from the original study. All the outputs of the project (data, reports, publications, etc.) will be available in Open Access repositories either through preregistrations or through publications in Open repositories or Journals.
- Open access to research outputs and participation in open peer-review:** A dedicated budget for open access scientific publications is reserved. Open access clauses will appear in both the Consortium Agreement (CA) and the Grant Agreement (GA), ensuring the consortium’s commitment to open publications of project’s results. For every publication, no later than 6 months after the publication is released, a machine-readable electronic copy of the published manuscript will be made available on the website by FOOD+i, as a reproduction or as a direct link. Furthermore, research data and bibliographic metadata needed to validate the published results will be stored in the respective area of the repository. Finally, and to make project knowledge publicly available, FOOD+i as Communications Manager will contact and exploit EC open access portals and tools (e.g., OpenAIRE). With regards to open access publications, the recently launched EC’s Open Research Europe publishing platform will be favored.

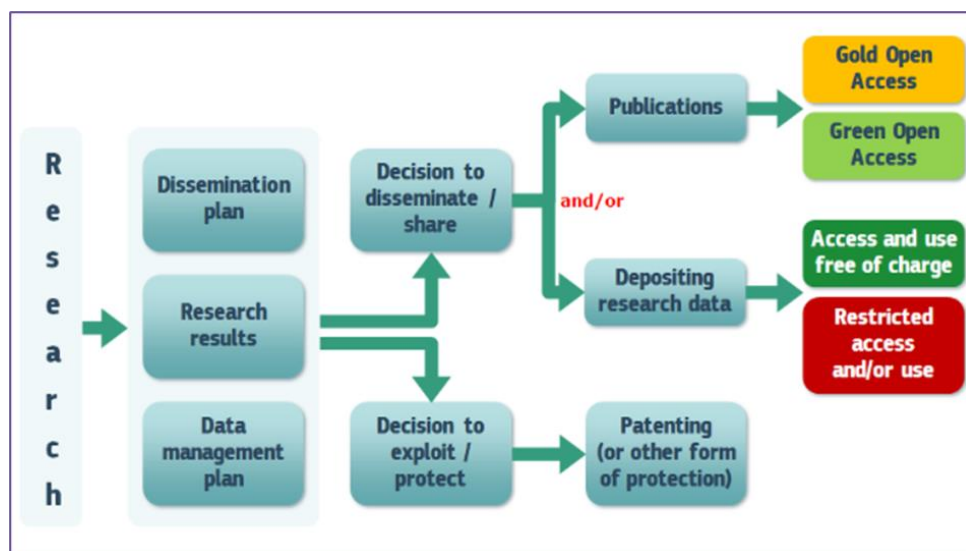


Figure 3 Open Access strategy for publications and scientific data

Open Access to scientific publications may be achieved in two ways as presented above in figure:

- **Self-archiving / “Green” open access:** these are the publications that can be made available in an online repository before, at the same time as, or

after publication (with no extra costs to be required). Green open access implies no publishing costs for the project, but the final version of the article will only be available to journal subscribers. With green access, the author's version of the article (not the journal version) can be published elsewhere, in BRILIAN's case on the project website and ZENODO. Many of the major journals in the field require a 24-month embargo with green access schemes.

- **Open access publishing / “Gold” open access:** the article is immediately published in open access mode but require a fee to be paid. In that case the publication costs are usually covered by the entity (university, institute, etc.) funding the research. In other cases, the costs of open access publishing are covered by subsidies or other funding models. Publishing under the gold access scheme typically costs between 2 000€ and 3 000€ per article. **But it is important to remark that this cost is only accepted within Horizon Europe rules in “full open access publishing venues”.** Gold access will be preferred within the limits of the project budget.

To comply with the open access principles, BRILIAN will apply a hybrid of gold and green access schemes. Choosing the scheme will be determined by the project coordinator, the dissemination lead, and the partners concerned on a case-by-case basis.

The project target is **to publish at least 6 scientific articles** and a dedicated budget for open access scientific publications is reserved in the project. However, if the budget is inadequate – and to allocate the dissemination resources effectively – gold access should be used on a discretionary basis for each publication.

According to the Consortium Agreement signed by the partners article 8.4.2

Open Research Europe Platform will be used to accelerate the impact of BRILIAN results.

#### 8.4.2 *Dissemination of own (including jointly owned) Results*

##### 8.4.2.1

*During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the procedure of Article 17.4 of the Grant Agreement and its Annex 5, Section Dissemination, subject to the following provisions.*

*Prior notice of any planned publication shall be given to the other Parties at least 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the*

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*Coordinator and to the Party or Parties proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted, in accordance with the notice given.*

Thus, prior to any publication all the involved parties, CIRCE as coordinator and Food +I must be notified to ensure that the process is followed accordingly.

### 3.2.1. Repository

The general repository for the project outcomes and work is Microsoft SharePoint and CIRCE has provided access to all partners. This repository must store information from the partners-related tasks such as: drafts versions of reports, data for the work, bibliographic information, etc. The information available in this SharePoint will be accessible by all partners. In addition to the project internal repository, additional repositories are considered under the FAIR principles.

The publicly available reports and other documents related to the project will be accessible from the BRILIAN project website ([www.brilian.eu](http://www.brilian.eu)) as well as the CORDIS results webpage (<https://cordis.europa.eu/project/id/101112436>). Moreover, for making its research data FAIR, BRILIAN partners are encouraged to use the free ZENODO repository (more information regarding ZENODO at ANNEX 2 Zenodo). A BRILIAN community has been established on the ZENODO website (<https://zenodo.org/communities/brilian-101112436>), where all public datasets and deliverables, as well as possible scientific publications with green open access, will be uploaded. It is also possible to allow open access through organisations own solutions such as via direct links to papers.

### 3.2.2. Data

The Consortium will do the best to make data open and accessible. Moreover, data to be retrievable using a standard, open, free, and universally implementable method (protocol). The selected method will allow authentication and authorization, where necessary.

If needed, the point of a data access committee will be discussed in the General Assembly meetings and the conclusions presented on its minutes.

As an exception, the beneficiaries do not have to ensure open access to specific parts of their research data, if the achievement of the action's main objective (as described in Annex 1 of the Grant Agreement) would be jeopardised by making those specific parts of the research data openly accessible. In this case, the data management plan must contain the reasons for not giving access.

Following the methodology of the Open Access strategy towards defining which data are to be made openly accessible, here it is presented a simple structural approach formed by a list of simple (but important) questions that must be answered to classify the different datasets or information as part of the DMP:

*Q1: Does a result provide significant value to others or is it necessary to understand a scientific conclusion?*

If Yes, then the result is classified as public (i.e., granted for open access). If the answer to Q1 is No, the result is classified as non-public. (e.g., code that is very specific to a platform (e.g., a database initialization) is usually of no scientific interest to anyone, nor does it add any significant contribution.

*Q2: Does a result include personal information that is not the author's name?*

If Q2 is answered with Yes, the result is classified as non-public. Any personal information further than the name must be removed if it should be published according to the ethics management plan of the project.

*Q3: Does a result allow the identification of individuals even without the name?*

If Q3 is answered with Yes, the result is classified as non-public.

*Q4: Can a result be abused for a purpose that is undesired by society in general or contradict with societal norms and the project's ethics?*

If Q4 is answered with Yes, the result should be classified as non-public. This is also managed by the ethics management plan of the project.

*Q5: Does a result include business or trade secrets of one or more partners of the project?*

If Q5 is answered with Yes, the result should be classified as non-public. Any business or trade secrets need to be deleted in accordance to all partners' requirements prior to being published.

*Q6: Does a result name technology that consist of an ongoing, project-related patent application?*

If Q6 is answered with Yes, the result should be classified as non-public. The result can be published once a patent has been filed.

*Q7: Does a result break security interests for any project partner?*

If Q7 is answered with Yes, the result should be classified as non-public.

In any case, it is important to point out that BRILIAN partners are obliged to comply with the Annex V of the Grant Agreement, when referring to Open Science:

*“Open science: research data management*

*The beneficiaries must manage the digital research data generated in the action (‘data’) responsibly, in line with the FAIR principles and by taking all of the following actions:*

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- *establish a data management plan ('DMP') (and regularly update it)*
- *as soon as possible and within the deadlines set out in the DMP, deposit the data in a trusted repository; if required in the call conditions, this repository must be federated in the EOSC in compliance with EOSC requirements*
- *as soon as possible and within the deadlines set out in the DMP, ensure open access — via the repository — to the deposited data, under the latest available version of the Creative Commons Attribution International Public License (CC BY) or Creative Commons Public Domain Dedication (CC 0) or a licence with equivalent rights, following the principle 'as open as possible as closed as necessary', unless providing open access would in particular:*
  - *be against the beneficiary's legitimate interests, including regarding commercial exploitation, or*
  - *be contrary to any other constraints, in particular the EU competitive interests or the beneficiary's obligations under this Agreement; if open access is not provided (to some or all data), this must be justified in the DMP*
- *provide information via the repository about any research output or any other tools and instruments needed to re-use or validate the data.*

*Metadata of deposited data must be open under a Creative Common Public Domain Dedication (CC 0) or equivalent (to the extent legitimate interests or constraints are safeguarded), in line with the FAIR principles (in particular machine-actionable) and provide information at least about the following: datasets (description, date of deposit, author(s), venue and embargo); Horizon Europe or Euratom funding; grant project name, acronym and number; licensing terms; persistent identifiers for the dataset, the authors involved in the action, and, if possible, for their organisations and the grant. Where applicable, the metadata must include persistent identifiers for related publications and other research outputs."*

### 3.2.3. Metadata

Metadata are valuable in and of themselves, when planning research, especially replication studies.

Even if the original data is missing, tracking down people, institutions or publications associated with the original research can be extremely useful. For this reason, all the partners are encouraged to prepare metadata and make it publicly available. Metadata should be stored in the general repository or even if considered as a good practice, make publicly available by means of the project webpage, or open access repositories as ZENODO.

From the Annex V of the Grant Agreement, when referring to Open Science:

*“Metadata of deposited data must be open under a Creative Common Public Domain Dedication (CC 0) or equivalent (to the extent legitimate interests or constraints are safeguarded), in line with the FAIR principles (in particular machine-actionable) [...]”*

For the general purposes, data and the metadata stored in the SharePoint of the project will remain available for one (1) extra year and for four (4) additional ones CIRCE will store them and provided it to partners under request.

Project website and the materials stored on them will be available and active two (2) years after the end of the project.

Considering the utilization of external repositories (CORDIS, ZENODO, etc.) the data/metadata that could be open at that stage will be made available after the end of the project for further use. There are no specific limitations about the period data will be made available and findable.

Other specific situations need to be studied in detail. Nevertheless, according to the Grant Agreement two (2) years are expected according to the record keeping obligation.

As a good practice, the partners should create the needed reference documentation when needed.

### 3.3. Making data interoperable

Following the interoperability principles in BRILIAN project, it is crucial to predefine which standard or field-specific data and metadata vocabularies and methods will be used during the data generation within the project. That is, that the data produced and/or generated is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e., adhering to standards for formats, as much as possible compliant with available (meaning open) software applications and in particular facilitating re-combinations with different datasets from different origins).

In order to be interoperable, (meta)data must use a formal, accessible, shared, and broadly applicable language for knowledge representation, use vocabularies that follow FAIR principles and include qualified references to other (meta)data.

Though it is not the intention of the project to utilize uncommon data models or generate project specific ontologies or vocabularies (as the overall concept behind the definition of the common information model of the project is to provide mappings to already existing models or ontologies) the consortium is committed to make (at the maximum level) the project specific information model specifications publicly available for further re-use.

In this sense, standard vocabularies for all data types will be present in the data set, allowing inter-disciplinary interoperability. For example, when an acronym is used for the first time, an explanation between brackets will be drafted.

Besides, every deliverable includes a list of acronyms and abbreviations in which all necessary definitions to guarantee a proper interoperability among users and consumers.

The following typographic conventions are used in this specification:

- 1) A variable in pseudo-code or in an algorithm description is in italics (*variable*).
- 2) A definition of a term, to be used elsewhere in this or other specifications, is in bold and italics (***definition***)
- 3) A reference to a definition in this document is underlined and is also an active link to the definition itself ([definition reference](#))
- 4) A reference to a definition in this document, when the reference itself is also a markup, is underlined, red-orange monospace font, and is also an active link to the definition itself ([markup definition reference](#))
- 5) A hyperlink is underlined and in blue ([hyperlink](#)).
- 6) A document reference (normative or informative) is numbered in order of appearance, enclosed in square brackets and linked to the references section [[reference](#)].

The consortium will ensure that reference to other data from the project or datasets from previous research (if available) will be explicitly stated.

### 3.4. Making data reusable

In order to be reusable, meta(data) must have a plurality of accurate and relevant attributes, released with a clear and accessible data usage license, associated with their provenance and meet domain-relevant community standards.

Due to the important nature of this project, it is precise that all generated information and data in the project can be reused at some point in further projects and experiments if the consortium agrees on that. The consortium must do their best to make a wide variety of data that will be ingested and curated available for further re-use.

For example, the use of readme files or any other documentation is recommended to the partners that generate/reuse data. However, the best solution should be tailor-made thus specific solutions are expected. This readme information can be stored in the general SharePoint.

As commented above, the Consortium is not obliged to make data available but will check the data to be made available and ensure the widest possible re-use. In that case, the data will be licensed using standard reuse licenses, in line with the obligations set out in the Grant Agreement.

Research publications and underlying data will be subject to a Creative Commons (CC) license, which regulates re-use. For publications, CC BY is the default license unless there are compelling reasons, such as IPR, for choosing a different license. CC BY permits re-users to distribute, remix, adapt, and build upon the material in any medium or format, provided that the author is credited [4]. CC BY also allows for commercial use. Licenses excluding commercial use, such as CC BY-NC and CC BY-ND, can be used for monographs and other long-text formats. As mentioned earlier, metadata of deposited publications must be open under CC 0.

Although the reuse is not considered at the current stage of the project, it is important that all partners work with the reuse of the data as a target. This is a good practice that CIRCE encourages partners to follow.

Finally, it is important to remark that it is easier to reuse data sets if they are similar: same type of data, data organised in a standardised way, well-established and sustainable file formats, documentation (metadata) following a common template and using common vocabulary. If community standards or best practices for data archiving and sharing exist, they should be followed.

## 4. OTHER RESEACH OUTPUTS

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Each different research output should be studied in detail, as far as it can be an exploitable result. Since the nature of each of them, the storage, the tentative embargo periods, and the possibility of making it open or not should be assessed by the owner of the result.

Regarding deliverables, all the deliverables (PU and SEN) will be stored in the Microsoft SharePoint of the project. PU deliverables will be also available for the public in the project webpage and also at CORDIS once approved by the EC.

Dissemination materials will be also stored in the Microsoft SharePoint of the project.

## 5. ALLOCATION OF RESOURCES

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As Coordinator of the BRILIAN Project, CIRCE is ultimately responsible for data management. Nonetheless, for the proper, effective and secure handling of the BRILIAN collected and/or generated data on the different Work Packages, the establishment of specific data management roles is required.

To this regard, responsibilities roles have been managed:

- **Project Coordinator (PC):** The PC, CIRCE, is responsible for the overall data management in the framework of BRILIAN, including the elaboration of the DMP and its updates (when necessary and with support of all partners). At the same time, the PC is responsible for the elaboration of proper templates for the informed consent form and information sheet to be appropriately adjusted and utilized by project partners during the relevant activities of the project. Finally, the PC works closely with Work Package and Task Leaders, in order to determine whether and how the collected and/or generated data during the lifespan of the project is shared, and how it will become available for re-use.
- **Work Package Leaders (WPL):** The WPL is responsible for coordinating the implementation of the data processing activities performed under the WPs they are leading. They align with the PC and the respective Task Leader on whether and how the data gathered and/or produced under the tasks that fall within the WP they are leading will be shared and/or re-used.
- Finally, the WPL are the main responsible for assuring the quality of the data stemming from the activities of the WP they are leading, including assessing their quality and indicating any need for improvement to the respective Task Leaders.

In BRILIAN project, costs related to make data FAIR in the project as well as open access to research data include, mainly:

- Efforts of the project partners:
  - [1] Preparation and supervision of the applicability of the DMP (CIRCE)
  - [2] Compile, handle, and adapt data to commit with the FAIR principles
  - [3] Prepare project reports and scientific publications
  - [4] Review reports developed by other project partners
- Other direct costs such as:
  - [5] Dissemination of the project results in relevant congresses/scientific events
  - [6] Translation services related to project data/publications
  - [7] Costs associated to make the project results available in Open Access
- Indirect costs associated to the previous

The costs related to make data FAIR in the project as well as open access to research data are eligible as part of the Horizon Europe Grant, as long as they comply with the Grant Agreement conditions. As a preliminary estimation at the project start, 100,000€ of the project total budget (a 1.62%) will be dedicated to make data FAIR and guarantee open access to the project results. The costs for the Microsoft SharePoint license are not included here.

All partners are expected to use their own repositories and to store copies of the data after the project execution, maintaining at the same time the confidentiality and not disclosing any information. More specific discussions will take place by the whole consortium during General Assembly meetings as the data value and reuse potential becomes clearer.

The Microsoft SharePoint will be accessible by all partners during one year after the end of the project. After that period, CIRCE will store the data that has been included in the SharePoint during 4 additional years, and the access will be provided if needed prior request.

## 6. DATA SECURITY

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BRILIAN aims to guarantee the findability, accessibility, interoperability and reusability of the produced data during and beyond the project.

During the project's lifetime, all documents will be stored in the project's intranet (Microsoft SharePoint) guaranteeing the access of all consortium members and the recovery in case a technical issue with the public repository (website) appears. An online repository such as Microsoft SharePoint allows users access control, meaning that data shared in Sharepoint will be viewed only by all BRILIAN project partners. In partners' own organisations user access control should also apply to all BRILIAN project data. These measures should help prevent unauthorised access to BRILIAN data. Backups of data will also be used across these platforms and developed infrastructures to ensure data retrieval in the case of loss. Data destruction techniques when used with the tools and infrastructures, must be permanent and irreversible, the method depending on the medium. Besides, the coordinator, CIRCE, will keep a copy of all documentation, when possible, during and beyond the project's lifetime.

Nonetheless, all project partners are responsible for data being processed within their private servers and will ensure that this data is protected, and any necessary data security controls have been implemented in order to minimize the risk of information leak and destruction.

Regarding confidential data, this type of data refers to the data that will be closed and thus, will not be shared as stated on the article 10: Non-disclosure of information, signed by the BRILIAN Consortium on the Consortium Agreement. When gathering data, especially when it is considered private under GDPR or otherwise confidential, the minimum amount of data required in order to perform the required activities should be gathered. This helps data security by limiting sensitive and commercial data in storage to the minimum. Additionally, if confidential data needs to be shared, the minimum data required for the purposes of the activity should be shared. At the end of the project, the consortium will decide if a long-term preservation of the data is required.

It is worth mentioning, between industrial partners and technological partners, an NDA may also be signed in order to protect any confidential confirmation any partner would like to protect.

Finally, as explained before, public results are set to be stored in a public (e.g., ZENODO) repository and properly standardize following the FAIR principles.

## 7. ETHICS

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Ethical aspects are also a key point of the DMP, specially related with personal data. The collection and/or generation of data from individuals participating in the project's activities is based upon a process of informed consent. Any personal data collected and/or generated in the framework of BRILIAN is processed according to the principles laid out by the **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016** as stated on the article 15 of the Grant Agreement on GDPR:

*“ARTICLE 15 — DATA PROTECTION*

*15.1 Data processing by the granting authority*

*Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.*

*For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>1</sup>*

*15.2 Data processing by the beneficiaries*

*The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>2</sup>).*

*They must ensure that personal data is:*

- processed lawfully, fairly and in a transparent manner in relation to the data subjects*
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes*
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed accurate and, where necessary, kept up to date*

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<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>2</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).

- *kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and*
- *processed in a manner that ensures appropriate security of the data.*

*The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.*

*The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.”*

Added to the previous points, the Consortium Agreement stated the following conditions regarding the data protection.

*“4.4 Specific responsibilities regarding data protection*

*Where necessary, the Parties shall cooperate in order to enable one another to fulfil legal obligations arising under applicable data protection laws (the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and relevant national data protection law applicable to said Party) within the scope of the performance and administration of the Project and of this Consortium Agreement.*

*In particular, the Parties shall, where necessary, conclude a separate data processing, data sharing and/or joint controller agreement before any data processing or data sharing takes place.*

The Consortium partners will ensure compliance with Regulation (EU) 2016/679 (GDPR) and its application at national and regional level in the member states involved in the BRILIAN project. All partners directly involved with the use of personal data have prior experience and expertise sufficient to carry out the activities of the project in compliance with GDPR.

Considering the personal data use within the project technical and demonstration activities (and in line with what has been defined in the Grant Agreement), a series of action points have been defined:

- Personal data will be stored in secure server systems with protected user access control. Given that this data is usually held only by the original partner, the partner responsible should have its own secure storage. Data access will be restricted to only those directly using the data for project purposes, usually the partner with initial contact with the users. But in any case, a data controller/responsible must be assigned. Currently, the personal data that is collected for dissemination actions is secured at FOOD+i or CIRCE server and no other party have access to the data.

- Where data sharing related to activities with specific users is required, data will be anonymised prior to sharing, with the user being represented only by an anonymised ID.
- Personal or confidential data will be kept for an absolute minimum of time and should be destroyed at the earliest opportunity (depending on use, or legitimate continued use for which permission has been granted by the subject). Collected data for dissemination purposes at BRILIAN will be deleted at the ending of the project.

Prior to any data gathering process, an informed consent required for the end users that will get voluntarily enrolled in project activities. As stated also in the relevant regulation, *“data cannot be collected without the explicit informed consent of people under observation; therefore no person unable to express a free and informed consent for age-related reasons, on-going medical and/or psychological conditions, mental incapacity, should be enrolled in any study/activity. Consent should be freely given, specific, informed and unambiguous by way of a request presented in clear and plain language. Consent should be given by an affirmative act, such as checking a box online or signing a form. When someone consents to the processing of their personal data, the processing of data must be strictly for the purposes for which consent was given.”*

For the data (personal and technical data) related with technical activities of the project at the development of the technology or at the demo sites, in order to ensure the transparency of this process, an informed consent procedure will be performed following the next steps:

- [1] Initial communication from the partner to the external person to present the project and explain in detail the data collection purposes, the data that will be collected, the privacy risks and the outcome of the processing of collected data.
- [2] The external people that have explicitly mentioned that they do not wish to be informed or voluntarily participate in the technical activities will be excluded from any further activity (and the personal data already gathered will be deleted).
- [3] Collecting potential participants contact details on a list must be approved by them.
- [4] Provision of the consent form to the participants that have declared that they would consider their participation in the technical activities and data collection processes of the BRILIAN project, ensuring that they are given enough time to read and sign it.

Examples and models of the documentation to get used as the informed consent material for the users can be found in *ANNEX 1 Models/ templates to the Informed Consent Forms of BRILIAN participants.*

In the field of the dissemination activities of the project and the usage of personal data, FOOD+I as Communication and Dissemination leader and responsible of webpage and CIRCE as coordinator may collect the following information:

- Mail
- Name
- Organisation
- Country
- Other personal data from interest

CIRCE and FOOD+I will store the data for dissemination purposes and this data will not be shared without written notice. Moreover, FOOD+I and CIRCE will store the data, as Figure 1 has presented, in a separate repository. The data collection is made by means of a form in BRILIAN webpage, registration to events, etc.

Therefore, collected data will be used exclusively within the context and for the purpose of the BRILIAN project. No data will be transmitted to any person, company or organization not being involved on the BRILIAN project. Collected data will not be used for commercial purposes and participation will happen on a voluntary basis.

All personal data will be collected, stored and destructed only with and accordingly to the consent of the personal data holder. Necessary measures will be taken for guaranteeing optimal anonymization of collected, analysed and stored data. Respondents will be comprehensibly informed about it. Whenever necessary, survey respondents will be requested for their explicit consent (e.g., in case of follow-up/second-layer contacts & questionnaires).

The BRILIAN project partners will adopt a data minimisation policy at all levels of the project.

The suggested Consent Forms used in the implementation of the project's activities are compliant with the General Data Protection Regulation and can be found in *ANNEX 1 Models/templates to the Informed Consent Forms of BRILIAN participants*.

## 8. OTHER ISSUES

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At the current stage of the project, the usage of any other procedure for data management is not foreseen.

## 9. CONCLUSIONS

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As it has been stated, this document is the first version of the Data Management Plan. The aim of this report is to collect, process, and synthesize which methodology and standards will be applied during data collection and handling, elaborate procedures for sharing information and for open access of the BRILIAN data and explain how to curate and preserve the data.

This DMP also sets the procedures for the sharing of data of the project, addressing FAIR principle, making the research data Findable, openly Accessible, Interoperable and Re-usable.

The plan also takes into account some key points as allocations of resources, data security or the ethical aspects.

The plan can be considered as a checklist for the future and as a reference for the resource and budget allocations related to data management.

It is also important to highlight that the DMP is intended to be a living document in which information can be updated as the implementation of the project progresses and when significant changes occur. Hence, at least two more versions of the DMP will be provided during the implementation of BRILIAN project: in M24 (D1.8) and M48 (D1.14).

## 10. DEVIATIONS

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This report has been provided according to timeline with no major deviations.

## 11. REFERENCES

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- [1] European Commission. (October of 2023). Funding and Tender's portal. Horizon Europe Data Management Plan Template. [Link.](#)
- [2] Enlightenbio. (2021). FAIR Data or the Journey Towards Data-Centricity – Pushing Towards Making Data Discoverable, Accessible, Interoperable, and Reusable. [Link.](#)
- [3] University of Bath. (October of 2023). Metadata Standards Catalogue. [Link.](#)
- [4] Creative Commons. (May of 2023). Creative Commons. [Link.](#)

## ANNEXES

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### ANNEX 1 Models/ templates to the Informed Consent Forms of BRILIAN participants

Each beneficiary of BRILIAN project, as established in the Consortium Agreement, shall be responsible for the respectively collected and processed personal data. In order to meet the General Data Protection Regulation, this annex shows some models that BRILIAN partners can follow and adapt to their corresponding organization/countries requirements, to request authorization from for external to the personal data treatment in BRILIAN.

#### 1. Clause to register in BRILIAN's events/ workshops

**EVENT TITLE**

**Form for the registration**

**Full name:**

**Email:**

**Organisation:**

**Role:**

**Country:**

**BASIC INFORMATION ON DATA PROTECTION.** According to the General Data Protection Regulation. (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

**Responsible:** Consortium partners Project **NAME**. **Purpose:** Your data may be used under your consent, with the aim of registration to the event **and receiving newsletters** in order to keep you informed about the dissemination activities of the project **NAME**. **Exercise your rights:** You are entitled to exercise your rights of access, rectification, elimination, limitation, opposition, portability and to not be subject to a decision based solely on automated processing by contacting by **email protection data project** **More information:** Check our **Privacy Policy Project (link)**

- I have been informed about the treatment of my data **Compulsory check**
- I wish to receive newsletters about the dissemination activities of the project **NAME**  
**Opcional**

#### 2. Clause to inform externals regarding the processing of their data and for collecting image use permission

According to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, you are informed that due to the monitoring and control obligations to which **[Organizer/Responsible of data]** (hereinafter, "**short name**") is subject in the project BRILIAN "Cooperative and Sustainable business models for bio-based chains in rural areas", hereinafter,

the “**Project**”, in their condition of collaborator of the mentioned Project together with the rest of consortium partners, are obliged to keep records of the activities carried out, including meetings, training and/or dissemination of Project activities, interviews, among others, in the frame of the Project, aiming at performing the actions required by the control bodies and any other competent authorities of the Project.

With this consent, you are informed that your personal data can be sent to control bodies and any other competent authorities of the Project and to the rest of the consortium partners in order to comply with the control requirements under [Name of the partner]’s obligations in the frame of the Project, and will be kept until the end of the Project and for the limited periods of the responsibilities that may result enforceable.

- I have been informed about the treatment of my data by [Name of the partner] and I authorize their use.

As a collaborator of the Project, you are informed that all contributions added in the document [name of deliverable/task/service] of the Project will be able to be published in the appropriate wherewithal for the project.

- I confirm that I have received, reviewed the document before publishing it on the different public platforms and I agree with the publication of the data provided within it.

Likewise, we inform that the event which you have been summoned/invited/registered could be filmed and photographed, [Name of the partner] may be entitled to publish these videos and images in its Web Site and social networks, as well as, to send these videos and images to the Media in order to contribute to the dissemination of the Project, and also to the rest of the Partners of the Project to comply with their obligations and to be published in their corresponding web Sites and social networks.

We will only use your image if you authorized your consent by checking the following box.

- I hereby authorize the use of my personal image in order to contribute to the implementation of the Project activities.

Additionally, if you expressly authorize it, by checking the box below, your data may be used under your consent, with the aim of sending bulletins and informative news, and other commercial and promotional communications, in order to keep you informed about events, workshops, activities and services run by the Project.

- I wish to receive from [Name of the partner] commercial and promotional communications.

You are entitled to exercise your rights of access, rectification, elimination, limitation, opposition, portability and to not be subject to a decision based solely on automated processing by contacting [BRILIAN email].

The data controller is [Name of the partner, address, VAT ID, contact]

[City], [Date]

**Signature**

---

[Name and Surname]

### 3. Clause to inform on projects regarding to image use permission

According to the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, you are informed that due to the monitoring and control obligations to which [Organizer/Responsible of data] (hereinafter, “short name”) is subject in the project BRILIAN “Cooperative and Sustainable business models for bio-based chains in rural areas”, hereinafter, the “**Project**”, in their condition of partner of the mentioned Project together with the rest of consortium partners, are obliged to keep records of the activities carried out, including meetings, training and/or dissemination of Project activities, interviews, among others, in the frame of the Project, aiming at performing the actions required by the control bodies and any other competent authorities of the Project.

With this consent, you are informed that the event [write the description of the event] which you have been invited could be filmed and photographed, [Partner short name] may be entitled to publish these videos and images in its Web Site and social networks, as well as, to send these videos and images to the Media in order to contribute to the dissemination of the Project, and also to the rest of the Partners of the Project to comply with their obligations and to be published in their corresponding web Sites and social networks.

Additionally, you are informed that you may only take photographs related to the project. Under no circumstances may you take pictures of other equipment and facilities located at the [Location].

You are entitled to exercise your rights of access, rectification, elimination, limitation, opposition, portability and to not be subject to a decision based solely on automated processing by contacting [BRILIAN email].

The data controller is [Name of the partner, address, VAT ID, contact]

[Date]

**Signature**

---

[Name and Surname]

#### 4. Clause to compile inputs/forms/questionnaires from externals

By submitting your responses to this questionnaire, you, as the Data Subject, hereby agree and consent to the information submitted being processed and used as part of the BRILIAN Project within the framework of the CBE-JU Grant Agreement Contract N° 101112436.

The submitted information will be collected, stored, processed, and used in accordance with applicable data protection regulations. Furthermore, the information, as submitted, will only be accessed by authorized personnel within the BRILLIAN Project Consortium.

The information is collected, stored, processed, and used for the purpose of research within the BRILIAN Project, which includes but is not limited to the elaboration of deriving analyses, insights, guidelines, recommendations, or similar formats within the dissemination and communication scope.

If, and when referred to in reports, news articles, blog posts, or similar communications that are made publicly available, information submitted by you will be presented without direct reference to your name or to the name of the organization you represent. Rather, it will be presented as pertaining to a sector, an activity, or similar, within a specific country, e.g. a certain "industrial sector" or "processing activity".

- I have been informed about the treatment of my data **Compulsory check**

#### 5. Clause to include in bilateral agreements between partners & externals

Each Party of this [indicate the type of contractual document applicable: i.e., contract/letter of intent/shareholder's agreement] (hereinafter the "Agreement") shall be responsible for the personal data referred to their employees, collaborators, trainees, and/or other possible categories of data subjects, while the Consortium Agreement is in force.

In this sense, regarding the personal data made available to the rest of Partners on the occasion of the execution of the Project, the Partners shall reciprocally guarantee-in their condition of assignors -duly fulfil all the obligations under the General Data Protection Regulation, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, to their processing and subsequent communication to the rest of Partners and to third parties, such as granting entities, control bodies and any other competent authorities, in relation to the granting and justification of the Project.

In view of the above, the Partners shall not be liable in any case for any possible breaches on Data Protection Regulation in which the rest of the Partners may have incurred regarding the personal data conveyed. Therefore, the Partners shall hold harmless themselves of any

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consequence which may arise from such breaches, including the possible sanctions imposed by the competent control authority.

Likewise, the Partners shall undertake to keep the strictest confidentiality of the personal data to which they have access with the occasion on the Project, and they shall maintain secrecy and shall not be entitled to communicate nor cease them to the rest of the Partners of the Project, unless necessary for Project implementation. Personal data shall not be disclosed in any case to any third party or published without the prior written consent by the person concerned.

Lastly, given the monitoring and control obligations to which [Short name of BRILIAN partner] and the rest of the Partners are subject to, in the frame of the project, [Short name of BRILIAN partner] will be obliged to graphically document the works carried out and the meetings held on the occasion of the project, with the aim to implement promotion and dissemination actions required by the entities and control bodies. To that effect, each Partner shall have to inform to their employees or collaborators who take part in the Project about the fact that the work meetings, formative and/or dissemination of Project activities in which they may participate, may be filmed and photographed. [Short name of BRILIAN partner] may be entitled to publish these videos and images in its Web Site and social networks, as well as to send them to the Media. Each Partner shall obtain the prior and express consent of their employees and collaborators in order to use their images to the aforementioned effects.

## ANNEX 2 Zenodo

ZENODO is a multidisciplinary, open repository for educational material, research papers, data, and reports. Developed under the European OpenAIRE program, ZENODO is operated by CERN to support the principles of FAIR data. It allows the uploads to be citable and trackable through DOI, the uploading process is fast, the datasets can be updated with a versioning feature, the uploads provide usage statistics, and its GitHub integration allows for preserving GitHub repositories.

ZENODO generally accepts datasets up to 50 GB; however, larger datasets may be accepted under special circumstances. At present, there are no limits on the number of datasets per community, so there will not be any additional costs associated with making data FAIR through ZENODO.

Moreover, ZENODO will be used to store metadata of the publications and datasets. Metadata associated with each published dataset in ZENODO will include:

- Digital Object Identifiers (DOI)
- Abstract/description
- File sizes
- Keywords
- Related identifiers
- Version numbers
- Associated project and community
- Associated publications and reports
- Access and licensing info
- Language
- Grant agreement number
- Specific keywords

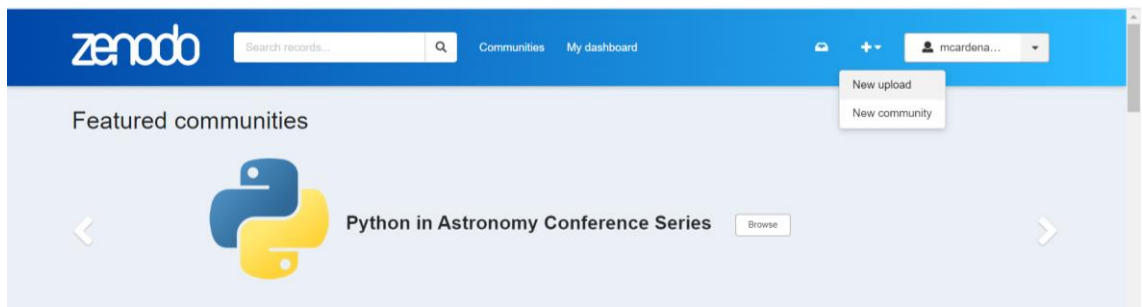
Rich metadata enhances the discoverability of data. Using JSON Schema as the internal representation of metadata, ZENODO offers export to other popular formats, such as Dublin Core and MARCXML. The metadata in ZENODO is openly available under the CC 0 license, which complies with the requirements of the European Commission.

The portal enables researchers, scientists and institutions to share research data and results in a wide variety of formats including text, spreadsheets, audio, video. To each submitted data-set is attached a unique DOIs that enables referencing the data in research and institutional contexts. The OpenAIRE project, in the vanguard of the open access and open data movements

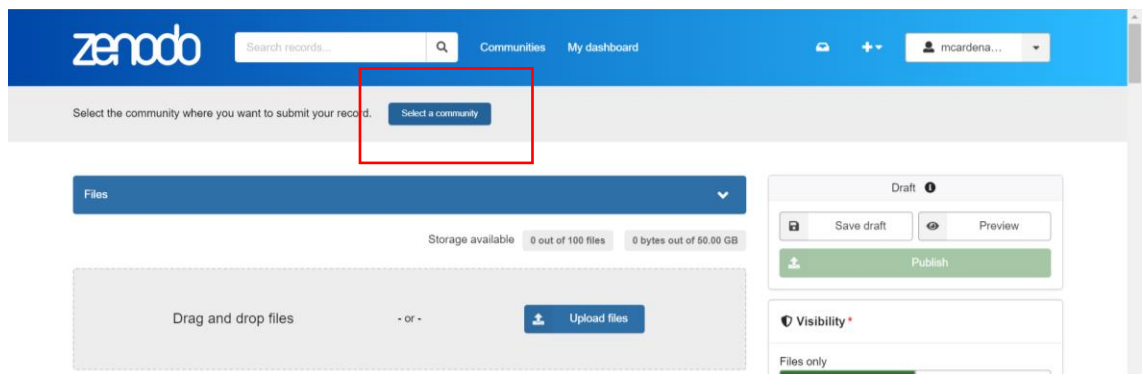
in Europe was commissioned by the EC to support their nascent Open Data policy by providing a catch-all repository for EC funded research.

The submission of research data to ZENODO can be done through the following steps:

1. Enter the platform <https://zenodo.org/>. Sign in or register, if you do not have an account yet.
2. The upload procedure starts by clicking “new upload”:



3. First, select the corresponding community, in this case “BRILIAN”:



Select a community

All My communities

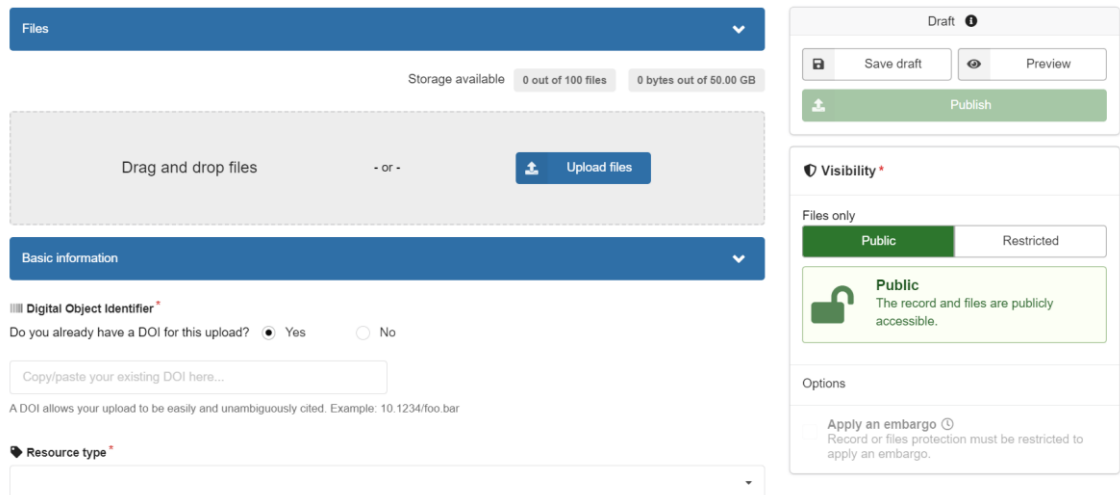


**BRILIAN Project (CBE-JU 2023)** [↗](#)

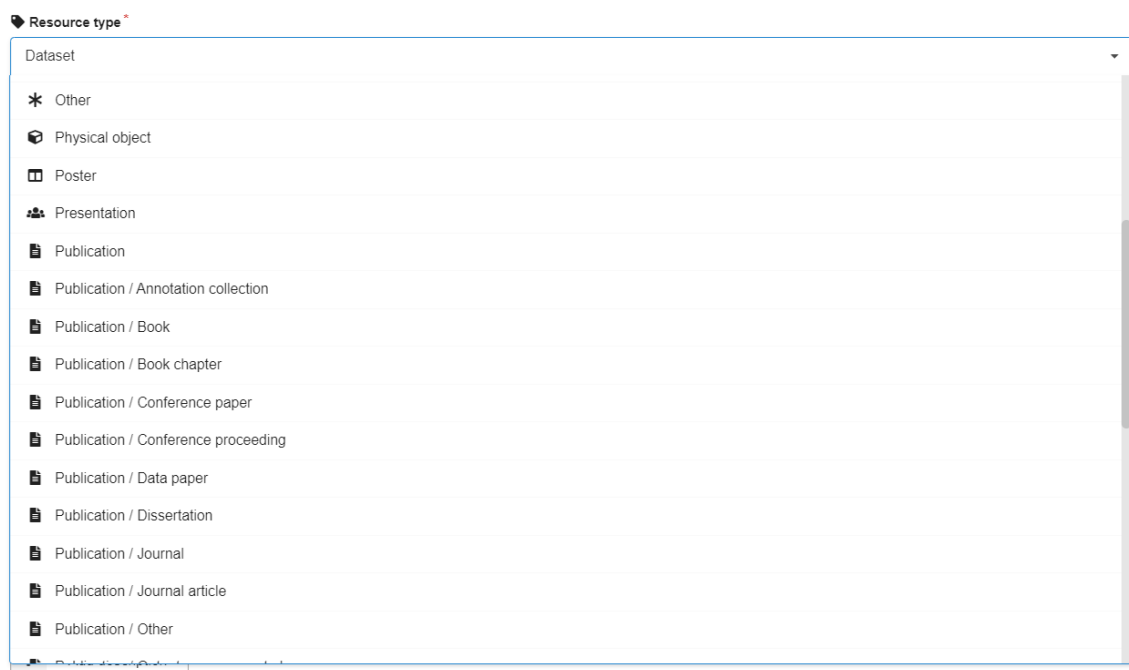
BRILIAN project, funded by the CBE-JU, GA 10111...

« ‹ 1 › »

4. Upload the file, and add a DOI, in case it has been assigned already. If not, Zenodo will assign it automatically. Preferably, check public visibility. Apply an embargo period, if needed.



5. Successively the data must be classified according to given categories such as: dataset (i.e., tables of numerical data), image and others:



6. Finally, the portal prompts for additional metadata such as authorship of data and sharing policies. The structure of the dataset must be specified here as well. Make sure to add the information related to the external conference/ journal where the publication was originally reviewed/published, if applicable. All publications shared in Zenodo must meet the publications policies of such external sources.

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Title \*

+ Add titles

Publication date \*

In case your upload was already published elsewhere, please use the date of the first publication. Format: YYYY-MM-DD, YYYY-MM, or YYYY. For intervals use DATE/DATE, e.g. 1939/1945.

Creators \*

+ Add creator

Description

Paragraph **B** *I*

+ Add description

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+ Add standard

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Recommended information

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+ Add contributor

Keywords and subjects

Suggest from

Languages

Dates

Date *	Type *	Description
<input type="text" value="YYYY-MM-DD or YYYY-MM-DD/YYYY-MM-DD"/>	<input type="text"/>	<input type="text"/>

Format: DATE or DATE/DATE where DATE is YYYY or YYYY-MM or YYYY-MM-DD.

+ Add date

Version

Mostly relevant for software and dataset uploads. A semantic version string is preferred see [semver.org](#), but any version string is accepted.

Publisher

The publisher is used to formulate the citation, so consider the prominence of the role.



Funding ▼

**Awards**

+ Add award    + Add custom

Alternate identifiers ▼

**Alternate identifiers**

Identifier *	Scheme *
<input type="text"/>	<input type="text"/> <span>▼</span> <span>✕</span>

+ Add Identifier

Related works ▼

Specify identifiers of related works. Supported identifiers include DOI, Handle, ARK, PURL, ISSN, ISBN, PubMed ID, PubMed Central ID, ADS Bibliographic Code, arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs, and URLs.

**Related works**

Relation *	Identifier *	Scheme *	Resource type
<input type="text"/> <span>▼</span>	<input type="text"/>	<input type="text"/> <span>▼</span>	<input type="text"/> <span>▼</span> <span>✕</span>

+ Add related work

References ▼

**References**

Reference string *
<input type="text"/> <span>✕</span>

+ Add reference



Publishing information ▼

Journal

Title

Title of the journal on which the article was published

ISSN

International Standard Serial Number

Volume

Issue

Pages

Imprint

Book title

Title of the book or report which this upload is part of.

ISBN

International Standard Book Number

Place

Place where the imprint was published

Pages

Thesis

Awarding university

Conference ▼

Title

Acronym

Place

Location where the conference took place.

Dates

Website

Session

Session within the conference.

Part

Part within the session.