OpenMaker

Harnessing the power of Digital Social Platforms to shake up makers and manufacturing entrepreneurs towards a European Open Manufacturing ecosystem

Deliverable Number	D5.5
Deliverable Title	Data Management Plan
Work Package Leader	YF

Grant Agreement N.	687941
Project Acronym	OpenMaker
Project Full Title	Harnessing the power of Digital Social Platforms to shake up makers and manufacturing entrepreneurs towards a European Open Manufacturing ecosystem
Instrument	Research and Innovation Action (RIA)
Thematic Priority	ICT–10–2015, Collective Awareness Platforms for Sustainability and Social Innovation
Start Date of Project	20 / 06 / 2016
Duration of Project	24 Months

**Work Package N.	Title**	WP5	Project Management
Work Package Leader	The Young Foundation
**Deliverable N.	Title**	D5.5	Data Management Plan
Date of Delivery (Contractual)	Month 6
Date of Delivery (Submitted)	Month 10
Nature	Report
Dissemination Level	Public

VERSION LOG

Version	Issue date	Authors	Notes
0.1	08/12/2016	Xavier Sandin, YF	Document creation
0.2	06/02/2017	Xavier Sandin, YF	First draft
0.3	23/02/2017	Xavier Sandin, YF WP Leaders	Second draft
0.4 = 1.0	21/03/2017	Xavier Sandin, YF WP Leaders	Integrated draft
2.0	11/04/2017	Xavier Sandin, YF WP Leaders	Review final version

DISCLAMER

This document reflects only the authors' views and the European Commission is not responsible for any use that may be made of the information it contains.

EXECUTIVE SUMMARY

The aim of this document is to define the data management life cycle for all data that will be collected, processed and/or generated by the OpenMaker project. This deliverable provides a point of reference and a common understanding of what types of data will be generated, collected and processed, which methodologies and/or standards will be used, whether this data will be shared/made open access and how, and how this data will be curated and preserved.

GLOSSARY OF TERMS

CA	Consortium Agreement
CMS	Content Management System
CRM	Customer Relation Management
DMP	Data Management Plan
DSP	Digital Social Platform
EU	European Union
FGD	Focus Group Discussion
GA	Grant Agreement
LEP	Local Enabling Programme
LES	Local Enabling Space
PSS	Pilot Support Scheme
SME	Small and Medium Enterprise
SSI	Semi – Structured Interviews
WP	Work Package

GLOSSARY

Data privacy	Data privacy is the right of any individual to expect that his/her personal information directly or indirectly collected are processed securely and are not disseminated without their written consent.
Data protection	Data protection is the framework of security measures designed to guarantee that data are handled in such a manner as to ensure that they are safe from unintended, unwanted or malevolent use. Data protection is the technical mechanism to ensure data privacy.
Open access	Open access refers to the practice of providing online access to scientific information that is free of charge to the end-user and reusable. "Scientific" refers to all academic disciplines. In the context of research and innovation, 'scientific information' can mean: 1) peer-reviewed scientific research articles (published in scholarly journals) or 2) research data (data underlying publications, curated data and/or raw data).
Meta data	A set of data that describes and gives information about other data.

TABLE OF CONTENTS

1. INTRODUCTION

This Data Management Plan (DMP) has been prepared by taking into account the template of the "Guidelines on Data Management in Horizon 2020"[1] and the Fact Sheet Open Access to publications and data in Horizon 2020, European IPR Helpdesk (2014)[2]. This DMP provides a general outline of the OpenMaker policy for data management, including what type of data will be generated by the project, what standards will be used, how this data will be exploited and made accessible for verification and re-use, and how this data will be curated and preserved. It also includes ethical remarks, based on the GA concerning data collection and personal data protection. This document is confidential, and will be delivered to the Commission (Deliverable 5.5). However, it is an evolving document and will be updated over the course of the project, according to the progress of project activities.

The consortium will comply with the requirements of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Type of data, storage, recruitment process, confidentiality, ownership, management of intellectual property and access: The GA and the CA are to be referred to for these aspects, particularly Articles 18, 23a, 24, 25, 26, 27, 30, 31, 36, 39 and 52 and "Annex I – Description of Work" of the GA.

The procedures that will be implemented for data collection, storage and access, sharing policies, protection, retention and destruction will be according to the requirements of the national legislation of each partner and in line with the EU standards.

The Project Board of the project will also ensure that EU standards are followed.

Regarding the issue of informed consent for all survey procedures, all volunteer participants will be provided with a Participant Information Sheet and Consent Form to provide informed consent. Please note that Deliverable 6.2[3] will provide this information.

The default position for all data relating to residents and staff will be anonymous.

---

[1] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

[2] https://www.iprhelpdesk.eu/sites/default/files/newsdocuments/Open_Access_in_H2020.pdf

[3] POPD – Requirement No. 3

2. ETHICAL STANDARDS

The Project activities will be carried out with regard to ethical implications and respecting the regulations expressed in international texts and codes of practices, in particular to Article 2(a) of EU Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data as well as Directive 2002/58/EC which amends Directive 97/66/EC which involves the processing of personal data and the protection of privacy in the electronic communications sector and, relevant national, EU and international legislation, for example the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights.

The activities shall not entail any risk and burden for the individuals concerned. All the experimental data shall be collected and used in respect of the European Parliament's directive and legislations.

3. RESEARCH DATA

The Consortium Agreement will ensure the adequate protection of privacy and non-disclosure or confidentiality agreements for sensitive information regarding individuals, project partners, SMEs, enterprises and organisations involved in the project. Outside of the settings where this information is relevant (and where participants are bound by these agreements) all such information, such as all of the platform analytics otherwise gathered, will be anonymized before release to the public. Research publications will be required to respect this rule, anonymizing individual and/or company names if requested and/or setting embargo periods. Beyond that, and in respect of privacy and confidentiality legislation, all other data generated by project activities will be freely available, preferably as Open Data. Data produced by the project falls into the following categories:

- Experimental and Observational Data (mostly from the LES activities and prototyping pilots)
- Models (business processes and models, design, blueprints, governance models, at varying levels of formalisation)
- Knowledge (e.g. competences ontologies, learning contents and packaged objects, particularly from capturing and explication of tacit knowledge into a sharable formats)
- Software, codes and metrics (e.g. from work in WP2)
- Multimedia documents (reports, spreadsheets, presentations, DSP)
- Images (e.g. documenting photos)
- Videos (short videos, animations, OpenMaker on Air inspirational videos).

With specific reference to the DSP, it will involve only voluntary subjects, perfectly able to give their consent, recruited via public announcement initially among researchers interested in the project. The aim of the pilot will be publicly available information. Users will have to register and agree on the Terms of Use before they can leave information on the platform. We do not plan to collect private sensitive information nor financial data such as credit card or bank account data. As it is standard with social platforms on the web the privacy policy of the platform will described in a document called Terms of Use of the platform, which will be prepared in accordance with the legal standards of non-profit social platforms in EU. All the information users provide about themselves will belong to the users and will be permanently deleted whenever the user account is closed. Very importantly, no data will be ever given or sold to third parties.

4. DATA PLAN FOR WP1 – 5

The data register will deliver information according to Annex 1 of the Horizon 2020 guidelines:

- <u>Data identification</u>: Identifier for the data set to be produced.
- <u>Data set description</u>: Descriptions of the data that will be generated or collected, its origin (in case it is collected), nature and scale and to whom it could be useful, and whether it underpins a scientific publication. Information on the existence (or not) of similar data and the possibilities for integration and reuse.
- <u>Standards and metadata</u>: Reference to existing suitable standards of the discipline. If these do not exist, an outline on how and what metadata will be created.
- <u>Data sharing</u>: Description of how data will be shared, including access procedures, embargo periods (if any), outlines of technical mechanisms for dissemination and necessary software and other tools for enabling re-use, and definition of whether access will be widely open or restricted to specific groups. Identification of the repository where data will be stored, if already existing and identified, indicating in particular the type of repository (institutional, standard repository for the discipline, etc.).
  In case the dataset cannot be shared, the reasons for this should be mentioned (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).
- <u>Archiving and preservation</u> (including storage and backup): Description of the procedures that will be put in place for long-term preservation of the data. Indication of how long the data should be preserved, what is its approximated end volume, what the associated costs are and how these are planned to be covered.

4.1. Datasets collected within WP1

DS1_1: ONBOARDING FORM	
Data identification	
Dataset description	The onboarding form is a survey managed with the "Lime Survey" program, and has the following features: - It is the main 'entry point' to the project, designed in order to be used during the whole enabling programme (easily integrated in the platform without building different IT infrastructures), so that each new member is profiled via this first tool; - It is not mandatory. People can choose to fill it or not; however, all the LES should do their best to profile each new (interested) member via this form; - It relates to the CRM system, so that each LES can easily see if a new contact has filled the onboarding or not. Moreover, it should act as an alert system; - It targets 3 groups: Makers, Manufacturers and Other Stakeholders. According on how a person identifies himself/herself, a different set of questions is given; and - The onboarding is unique across LES, though translated into local languages. Database is centralized and accessible by each LES. Each LES can see and monitor on a constant basis to what extent the survey is circulating, to what extent we are reaching the different target-groups, where these persons are, their prevailing sectors, as well as basic characteristics like gender, age, position in their organisation.
Source	This dataset is generated when people fill the onboarding form, that they might have received from a LES engager (via link to Lime Survey) or they have accessed to it through the project website.
Partners activities and responsibilities	
Partner owner of the data; copyright holder *(if applicable)*	Beneficiaries of the project
Partner in charge of the data collection	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data analysis	BOUN, IMT Lucca, UZH
Partner in charge of the data storage	Tecnalia
Standards	

Info about metadata *(production and storage dates, places) and documentation?)*	Metadata collected with the onboarding survey: - Date stamp: responses will be date stamped. - Save IP address: responses will have the IP address logged. - Save referrer URL: responses will have their referring URL logged. - Save timings: timings will be saved.
Standards, format, estimated volume of data	This dataset is stored in Lime Survey. Data can be exported in the following formats: - Survey structure (.lss) - Survey archive (.lsa) - queXML format (.xml) - queXML PDF export (.pdf) - Tab-separate-values format (.txt) Indicatively around 800 profiles will be mapped through the Onboarding Form.
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	Data will be exploited by the above-mentioned project partners for engagement activities and for data analysis. The outputs of data analysis are presented under WP2. Regarding engagement activities, data collected will be used mainly for match-making purposes. The LES engagers will perform query functions on the CRM to identify most influent makers, manufacturers and stakeholders related to one theme, to their geographical location, to the technologies they use, to the competences they offer, etc.
Dissemination level *(confidential or public)*	Confidential, among members of the Digital Social Platform of the project, who will sign a membership agree to access to the platform and to the information it contains.
Data sharing, re-use, distribution, publication *(How?)*	Data will be shared among project partners. Individual members' data can be accessed on the Digital Social Platform only by members who signed in. Anonymized and aggregated data will be used for articles that will be produced and disseminated during the project, as

	well as for publications and papers that will be produced and disseminated at the end of the project.
Embargo periods *(if any)*	None.
Personal data protection *Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?*	Written consent will be asked at the beginning of the onboarding form to be filled by the participants. This written consent relates to the collection of data only. Subsequently, written consent will be asked in the Membership Agreement to be signed in order to obtain access to the Digital Social Platform of the project. This written consent relates to the analysis of data, as well as to their visibility on the Digital Social Platform.
Archiving and preservation (including storage and backup)	
Data storage (including backup): where? For how long?	Data will be stored on the Lime Survey program for the whole duration of the project. The tool is property of Tecnalia and has its servers in Bilbao. Data will also be moved to the CRM programme (Capsule CRM) on the account of LAMA, for the whole duration of the project. All partners will have the possibility to access to it. Public deliverables will be made available in the dedicated project website (http://openmaker.eu/) for at least 6 months after the end of the project.

DS1_2: SEMI-STRUCTURED INTERVIEWS	
Data identification	
Dataset description	Semi-structured interviews (SSI) will be implemented with at least 40 subjects between makers, manufacturers and other stakeholders in every Local Enabling Space (LES). We will thus have around 100 interviews in total. The interviews are tools designed to gather information in order to build an effective LES programme, in other words a system that accelerates innovation in the local manufacturing sector" The SSI will thus clarify what are the knowledge gaps that are present in our communities and that we are willing to fill through the LES proposition. In other words, the SSI will gather information about our users, their needs and expectations.
Source	Direct interviews, collected vis-à-vis by the LES enablers and synthetized in excel files.

Partners activities and responsibilities	
Partner owner of the data; copyright holder *(if applicable)*	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data collection	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data analysis	LAMA, Accord, Centire, PlusValue, Tecnalia, Top-IX
Partner in charge of the data storage	LAMA, Accord, Centire, Tecnalia, Top-IX
Standards	
Info about metadata *(production and storage dates, places) and documentation?)*	None.
Standards, format, estimated volume of data	Files in .xcl format. Around 100 interviews in total.
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	The interviews are tools designed to gather information in order to build an effective LES programme, in other words a system that accelerates innovation in the local manufacturing sector. The SSI will thus clarify what are the knowledge gaps that are present in our communities and that we are willing to fill through the LES proposition. In other words, the SSI will gather information about our users, their needs and expectations. Finally, the SSI will be used as a baseline for impact evaluation to be performed by Plus Value. Plus Value will thus analyse and treat the qualitative data, to compare information with the information collected at the end of the project through additional interviews (endline).
Dissemination level *(confidential or public)*	Confidential.
Data sharing, re-use, distribution, publication *(How?)*	Data will not be shared, but they can be used in anonymised form for the realisation of articles that will be produced and disseminated during the project, as well as for publications and papers that will be produced and disseminated at the end of the project.
Embargo periods *(if any)*	None.

Personal data protection	Written consent will be asked in the SSI to be signed before the interview starts. It will be collected through a paper template.
Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	

Archiving and preservation (including storage and backup)

Data storage (including backup): where? For how long?	Data will be stored on an internal shared cloud storage (currently Google Drive is temporary used). However, some of the information may be transferred on the CRM tool if considered relevant for matchmaking purposes. Public deliverables will be made available in the dedicated project website (http://openmaker.eu/) for at least 6 months after the end of the project.

DS1_3: DATA FROM EVENTS OF THE LOCAL ENABLING PROGRAMME

Data identification

Dataset description	Data Gathered within the organisation of the events of the Local Enabling Programme. Not only data on participants (mail, name, surname, organisation, role in the organisation), but also contents of the events, produced by event organisers, speakers and (in some cases, like workshops or hackatons) the participants themselves.
Source	Generated by the partners organising the Local Enabling Programme, as well as by the people participating to the events.

Partners activities and responsibilities

Partner owner of the data; copyright holder *(if applicable)*	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data collection	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data analysis	BOUN, IMT Lucca, UZH
Partner in charge of the data storage	LAMA (for CRM) BOUN (for the DSP)

Standards

Info about metadata *(production and storage dates, places) and documentation?)*	Google analytics.

Standards, format, estimated volume of data	Indicatively 100 events, with around 5000 participants in the 5 LES.
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	Data will be exploited by the above-mentioned project partners for engagement activities and for data analysis. They will also be relevant information for the impact measurement of the project.
Dissemination level *(confidential or public)*	Public. Anonymised.
Data sharing, re-use, distribution, publication *(How?)*	Data will be used, in anonymised form, to gather information for dissemination material of the project.
Embargo periods *(if any)*	None.
Personal data protection *Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?*	Personal data asked are: mail, name and surname.
Archiving and preservation (including storage and backup)	
Data storage (including backup): where? For how long?	Data will be stored on the CRM programme (Capsule CRM) on the account of LAMA, for the whole duration of the project. All partners will have the possibility to access to it. The servers of this CRM capsule are in the US but they are currently complying with the EU data protection law.

DS1_4: FOCUS GROUP DISCUSSIONS	
Data identification	
Dataset description	Focus Group Discussions (FGD) will be implemented with at least 20 subjects between makers, manufacturers and other stakeholders in every Local Enabling Space (LES). We will thus have around 100 participants to FGD in total. FGD are tools designed to gather information in order to build an effective LES programme, in other words a system that accelerates innovation in the local manufacturing sector. The SSI will thus clarify what are the knowledge gaps that are present in our communities and that we are willing to fill through the LES proposition. In other

	words, the SSI will gather information about our users, their needs and expectations.
Source	Direct collective interviews, collected vis-à-vis by the LES enablers and synthetized in excel files.

Partners activities and responsibilities

Partner owner of the data; copyright holder *(if applicable)*	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data collection	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data analysis	LAMA, Accord, Centire, PlusValue,Tecnalia, Top-IX
Partner in charge of the data storage	LAMA, Accord, Centire, Tecnalia, Top-IX

Standards

Info about metadata *(production and storage dates, places) and documentation?)*	None.
Standards, format, estimated volume of data	Minutes of the FGD, on files in .doc format. Around 15 FGD in total.

Data exploitation and sharing

Data exploitation *(purpose/use of the data analysis)*	FGD are tools designed to gather information in order to build an effective LES programme, in other words a system that accelerates innovation in the local manufacturing sector. FGD will thus clarify what are the challenges that are present in our communities and that we are willing to fill through the LES proposition. FGD are a co-design contribution to the LEP.
Dissemination level *(confidential or public)*	Confidential.
Data sharing, re-use, distribution, publication *(How?)*	Data will not be shared, but they can be used in anonymised form for the realisation of articles that will be produced and disseminated during the project, as well as for publications and papers that will be produced and disseminated at the end of the project.
Embargo periods *(if any)*	None.

Personal data protection *Are they personal data? If so,* *have you gained (written)* *consent from data subjects to* *collect this information?*	Written consent will be asked in the FGD to be signed before the FGD starts. It will be collected through a paper template.
Archiving and preservation (including storage and backup)	
Data storage (including backup): where? For how long?	Data will be stored on an internal shared cloud storage (currently Google Drive is temporary used). However, some of the information may be transferred on the CRM tool if considered relevant for matchmaking and LEP organisation purposes.

DS1_5: DATA PRODUCED WITHIN THE PILOT SUPPORT SCHEME (PSS)	
Data identification	
Dataset description	Data produced through the PSS process. The PSS will produce different data in its different phases: 1. *Launch of the scheme (call for proposals)* - here the terms of reference of the call for proposal will be produced, as well as information on its dissemination. 2. *Collect proposals, select and award 5 ideas per LES* – The proposals will be the main data produced in this phase. Also, data from the jury decision process will be collected in every LES. 3. *Monitor the projects and stimulate to share and get feedbacks online (DSP) and offline (LES meetings) during the experimentation.* - This implies, in terms of data production: - The organisation of dedicated events to present the pilots: members will be allowed to express interest online and offline, making questions and interacting with the 20 winning partnerships; these activities will produce data such as participation at the events (see above on dataset 1.3) and feedback on the DSP (see hereunder on dataset 1.6). - After 6 months from the selection of ideas the projects will have to present mid-term results, asking the community to react, giving suggestions or making observations; this will produce data such as the mid-term results and the reactions to it. - After 9 months from the selection of ideas the projects will have to present final results, asking the community to react, giving suggestions or making

		observations online and offline; these activities will produce data such as participation at the events (see above on dataset 1.3) and feedback on the DSP (see hereunder on dataset 2.1), as well as data on the mid-term results of the projects and the reactions of Jury and of the Community to it.
Source		Project partners and participating members of the LESs.

Partners activities and responsibilities

Partner owner of the data; copyright holder *(if applicable)*	Beneficiaries of the project
Partner in charge of the data collection	LAMA, Accord, Centire, Tecnalia, Top-IX
Partner in charge of the data analysis	BOUN, IMT Lucca, UZH
Partner in charge of the data storage	BOUN

Standards

Info about metadata *(production and storage dates, places) and documentation?)*	None.
Standards, format, estimated volume of data	The call for proposal will be a document in .pdf format, with the attached contract forms. The proposals will be .pdf documents. The information collected during off-line reactions of the juries and of the public will be in .doc documents. The online interaction of participants on the DSP will be made of posts downloadable on the CMS of the DSP. We expect to have: - 1 Call for Proposals - Between 100 and 150 proposals from the participants. - 20 proposals selected. 500 online and offline reactions and feedbacks on the developed ideas and prototypes.

Data exploitation and sharing

Data exploitation *(purpose/use of the data analysis)*	Data will be exploited by the above-mentioned project partners for data analysis and results dissemination. The outputs of data analysis are presented under WP2. Regarding dissemination, the prototypes developed will be presented in final papers and dissemination materials produced by the project.

Dissemination level *(confidential or public)*	Public.
Data sharing, re-use, distribution, publication *(How?)*	Data will be shared publicly, according to the rules stated in the contract agreement to be signed by the beneficiaries when participating in the call for proposals, and when they get the award. For data on participation to events and online interactions, the same rules stated in database 1.3 and 2.1 applies.
Embargo periods *(if any)*	None. Embargo periods might be asked by beneficiaries if they need to have a higher level of privacy on the idea they are developing during the PSS.
Personal data protection *Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?*	These are not personal data, but data on the project that will be shared publicly, according to the rules stated in the contract agreement to be signed by the beneficiaries when participating in the call for proposals, and when they get the award.
Archiving and preservation (including storage and backup)	
Data storage (including backup): where? For how long?	On the DSP and on an internal shared cloud storage (currently Google Drive is temporary used).

4.2. Datasets collected within WP2

DS2_1: TITLE SOCIAL MEDIA DATA	
Data identification	
Dataset description	Publicly available content gathered from Twitter consisting of 1) the tweets containing keywords related to maker communities, and 1) the followers of the authors of the tweets in (1). This data is used to determine implicit maker communities and the influencers within them.
Source	Twitter API
Partners activities and responsibilities	
Partner owner of the data; copyright holder *(if applicable)*	BOUN
Partner in charge of the data collection	BOUN
Partner in charge of the data analysis	BOUN
Partner in charge of the data storage	BOUN
Standards	
Info about metadata *(production and storage dates, places) and documentation?)*	Publicly available Twitter JSON data schema. https://dev.twitter.com/overview/api
Standards, format, estimated volume of data	JSON. In 10 different search themes, approximately 100K tweets per day.
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	Determining influencers in a community.
Dissemination level *(confidential or public)*	Public.
Data sharing, re-use, distribution, publication *(How?)*	We publish (through our website) the influencers that we have determined. The content is only available to the registered user by a password protection.

Embargo periods *(if any)*	None.
Personal data protection *Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?*	We collect and store the full name, location, language, followers, followers, and the photo of Twitter users as provided by the Twitter API. The terms of conditions of Twitter allows the collection of this data.
Archiving and preservation (including storage and backup)	
Data storage *(including backup)*: Where? For how long?	Data are stored on a cloud hosting service (DigitalOcean) whose servers are located in Europe. Data will be stored for an undetermined amount of time.

4.3. Datasets collected within WP3

DS3_1: IMPACT EVALUATION DATA	
Data identification	
Dataset description	Impact data for OpenMaker stakeholders on LES, DSP, and outreach/exploitation activities for the projects' internal and external evaluation.
Source	This data is collected from LES (WP1), DSP (WP2), and outreach activities (WP4) both online and offline.
Partners activities and responsibilities	
Partner owner of the data; copyright holder *(if applicable)*	LES Users
Partner in charge of the data collection	LAMA (+ support from other partners)
Partner in charge of the data analysis	PlusValue
Partner in charge of the data storage	PlusValue
Standards	
Info about metadata *(production and storage dates, places) and documentation?)*	Not applicable.
Standards, format, estimated volume of data	Data are a combination of excel, word, PDF, google doc, google sheet, video and images (e.g. from events, success stories).
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	The data will be used to analyse the impact of OpenMaker on key stakeholders (LES Users, Policy makers, academic community, etc.) for internal and external evaluation.
Dissemination level *(confidential or public)*	Confidential, only for members of the consortium (including the Commission Services), except deliverables 5.1, 5.5 and 5.14, which access is public through project's website.
Data sharing, re-use, distribution, publication *(How?)*	Some impact data will be published at individual level (e.g. impact success stories and individual case studies) with the consent of the LES Users; other data will be published in the Impact Report at aggregate level (e.g. impact across LES level and DSP level).
Embargo periods *(if any)*	None.

Personal data protection *Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?*	Consent is gained from all OpenMaker LES Users to collect, use, and share their impact data as part of the project on-boarding process and contract that is filled out from the start. This includes both offline (LES) and online (DSP) data, and personal data protection is clearly explained to data owners.
Archiving and preservation (including storage and backup)	
Data storage *(including backup)*: Where? For how long?	All data will be stored electronically on cloud-based servers, accessed through password protected computers. Electronic data will be backed up periodically. The dataset will be stored on PlusValue's server (SharePoint provided by Microsoft Office 365). The dataset will be also upload onto an internal shared cloud storage (currently Google Drive is temporary used). The dataset will be stored indefinitely and there is no expected cost associated with its preservation.

4.4. Datasets collected within WP4

DS4_1: OpenMaker NEWSLETTER SUBSCRIBERS	
Data identification	
Dataset description	Mailing list containing email addresses and names of all subscribers to the project's Newsletter.
Source	This dataset is automatically generated when visitors sign up to the Newsletter form available on the project website.
Partners activities and responsibilities	
Partner owner of the data; copyright holder *(if applicable)*	Top-IX
Partner in charge of the data collection	Top-IX
Partner in charge of the data analysis	PlusValue
Partner in charge of the data storage	Top-IX
Standards	
Info about metadata *(production and storage dates, places) and documentation?)*	Not applicable
Standards, format, estimated volume of data	This dataset can be imported from, and exported to, a CSV file
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	The mailing list will be used for disseminating the project newsletter to a targeted audience. An analysis of newsletter subscribers may be performed in order to assess and improve the overall visibility of the project.
Dissemination level *(confidential or public)*	As it implies personal data, the access to the dataset is restricted to Openmaker consortium.
Data sharing, re-use, distribution, publication *(How?)*	None
Embargo periods *(if any)*	None
Personal data protection *Are they personal data? If so, have you gained (written) consent from data subjects to collect this information?*	The mailing list contains personal data (names and email addresses of newsletter subscribers). People interested in the project voluntarily register, through the project website, to receive the project newsletter. They can unsubscribe at any time.
Archiving and preservation (including storage and backup)	

Data storage *(including backup)*: Where? For how long?	All data will be stored electronically on password protected computers. Electronic data will be backed up periodically. The dataset will be preserved in Top-ix's server and shared specifically with PlusValue. The dataset will also be uploaded onto an internal shared cloud storage (currently Google Drive is temporary used). The dataset will be preserved indefinitely and there is no expected cost associated to its preservation.

4.5. Datasets collected within WP5

DS5_1: OpenMaker DELIVERABLES	
Data identification	
Dataset description	The deliverables of the project.
Source	Generated by WP leaders.
Partners activities and responsibilities	
Partner owner of the data; copyright holder *(if applicable)*	Beneficiaries of the project
Partner in charge of the data collection	YF
Partner in charge of the data analysis	YF
Partner in charge of the data storage	- Commission services through Research Participant Portal - Consortium through project repository
Standards	
Info about metadata *(production and storage dates, places) and documentation?)*	Not applicable.
Standards, format, estimated volume of data	This dataset is a combination of WORD, Excel and PDF documents.
Data exploitation and sharing	
Data exploitation *(purpose/use of the data analysis)*	This dataset presents the outcomes of the project.
Dissemination level *(confidential or public)*	WP5 contains fourteen deliverables. All deliverables are confidential, only for members of the consortium (including the Commission Services), except deliverables 5.1, 5.5 and 5.14, which access is public through project's website.
Data sharing, re-use, distribution, publication *(How?)*	None.
Embargo periods *(if any)*	None.
Personal data protection *Are they personal data? If so, have you gained (written)*	The dataset contains personal data (names of people) involved in a) the work done that is described by the deliverable and b) the preparation and submission of the

consent from data subjects to collect this information?	deliverables. Written consent is not applicable as beneficiaries must submit the deliverables identified in Annex I, in accordance with article 19 and 20 of the GA.
Archiving and preservation (including storage and backup)	
Data storage *(including backup)*: Where? For how long?	All data will be stored either electronically on password protected computers. Electronic data will be backed up periodically. The dataset will be preserved in The Young Foundation's server. The dataset will also be uploaded onto an internal shared cloud storage (currently Google Drive is temporary used). The dataset will be preserved indefinitely and there is no expected cost associated to its preservation. Public deliverables will be made available in the dedicated project website (http://openmaker.eu/) for at least 6 months after the end of the project.

5. CONCLUSION

A robust DMP improves the understanding of the data to be generated within a project, and of the requirements of securing and archiving that data. It also highlights the data publication potential of a project – data sets which can be released are identified early and appropriate steps can be taken to ensure that sharing happens in a timely and efficient manner.

This document describes the development of such a DMP for the OpenMaker project. This plan is a relevant element in maximising the impact of the project. The DMP is not a static document, but will continue to undergo review as the project progresses.