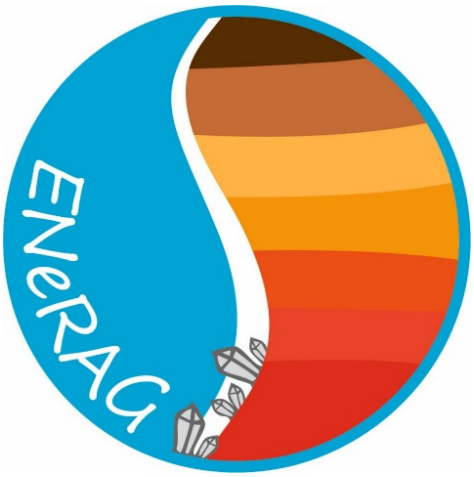

DELIVERABLE 4.9
DATA MANAGEMENT PLAN

ENeRAG
Excellency Network Building for Comprehensive Research and Assessment of Geofluids

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Deliverable administration						
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Lead beneficiary	ELTE					
Dissemination level	Public					
Description of the related task and the deliverable	Data Management Plan will follow the Guidelines on Open Access to Scientific Publications and Research data in Horizon 2020, and will include e.g. metadata, standards and quality assurance measures; plans for sharing data; copyright and intellectual property rights data; data storage and backup measures; data management roles and responsibilities.					
Participants	ELTE, GTK, UMIL					
Comments						

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About the ENeRAG project

The 'Excellency Network Building for Comprehensive Research and Assessment of Geofluids'-ENeRAG project significantly strengthens research and innovation capacities in geofluids' research at Eötvös Loránd University (ELTE, Hungary). The research topics addressed by the project are geological resource assessment of groundwater, geothermal energy and hydrothermal mineral resources. Capacity enhancement at ELTE is reached through cooperation with the Geological Survey of Finland (GTK), the University of Milan (UMIL, Italy), and 7 supporting stakeholders. The ENeRAG raises the research profile and excellence of ELTE in comprehensive understanding, tracing and modelling of geofluid systems focusing on their interrelationships through 4 staff exchanges, organisation of 5 sessions and attendance of 9 high-level international conferences; through joint open access publications (15 +1 special issue). It will ensure to fill networking gaps and deficiencies of ELTE and enhance the S&T and innovation capacity in the field of sustainable development and eco-friendly exploitation of geofluids and their resources by 6 training workshops, 2 innovative video trainings, 1 summer and 1 winter school, expert visits, 3 laboratory and field trainings. Due to ENeRAG, ELTE will improve its capability to gain national and international EU funding, and to further widen cooperation through agreements with institutes and stakeholders. The ENeRAG contributes to improved knowledge transfer and to aligned interpretation and sustainable utilisation of geofluids in Hungary. The project and the outputs that will derive from it strengthen the hands-on hands experience in geofluid research, legislation and exploitation. The ENeRAG guideline provides a missing novelty service, gives base for prioritization of geofluid-related resources in Hungary and in the EU. Consequently, ENeRAG improves stakeholder experience, legislation and contributes to the dissemination of knowledge toward the scientific community and the society on national and EU level.

Table of contents

1. INTRODUCTION

ENeRAG data management addresses the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable. The Data Management Plan (DPM) includes information on i) data handling during the project and after its end; ii) type of data collected, processed and generated; iii) applied methodology and standards for data acquisition and data management; iv) data sharing; and v) data archiving.

Procedures and policies that will be implemented for data collection, storage, access, sharing, protection, retention and destruction will be in agreement with EU standards as described in the ENeRAG Grant Agreement (GA) and Consortium Agreement (CA). The reader can specifically refer to the following sections:

- GA Article 18 Keeping Records — Supporting Documentation,
- GA Article 23a, Management of Intellectual Property,
- GA Article 24 Agreement on background,
- GA Article 25, Access Rights to Background,
- GA Article 26, Ownership of Results,
- GA Article 27, Protection of Results — Visibility of EU funding,
- GA Article 30, Transfer and Licensing of Results,
- GA Article 31, Access Rights to Results,
- GA Article 36, Confidentiality,
- GA Article 37 Security-related Obligations,
- GA Article 39 Processing of Personal Data,
- GA Article 52 Communication between the parties,
- CA Section 9 Results,
- CA Section 10 Access Rights.

Moreover, Deliverable 5.1 – "POPD - Requirement No. 1" describes the procedures that are implemented for collection, storage, protection, retention and destruction of personal data in the ENeRAG project. In addition, the procedures and criteria that will be used to identify/recruit research participants, and the informed consent procedures that will be implemented for the participation of humans are summarized in Deliverable 5.2 – "H - Requirement No. 2".

2. DATASETS

As ENeRAG project is not a Research & Innovation Action, the data or information created during the implementation of the project does not fall into the definition of the European Commission research data. Complex, sensitive or large-scale data processing will not be involved during the implementation of ENeRAG project. However, a variety of data and information will be generated, which needs to be properly managed.

The data generated by the ENeRAG project can be divided into the following general categories:

- **Personal data**: different mailing and attendance lists (e.g. outside stakeholders, newsletter subscribers, attendance lists of meetings, workshops, seminars, conference sessions, project partners) contact lists, etc.

- **Shared scientific data**: information shared during the workshops, seminar series, exchange programs and summer/winter schools; open access publications; survey data.

- **Project management related data**: all data, which is collected and processed to the daily operation, as well as required to the implementation of the project management, e.g. information about project management issues, summarized in confidential deliverables.

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

The work packages of the ENeRAG project focus on the capacity enhancement (WP2), networking of excellence (WP3) and dissemination activities (WP4) in geofluids' research. Therefore, several participants (e.g. students, researchers, companies) will be involved into the project-related events and actions. As a consequence, **personal data** will be collected, which are not sensitive in nature. Only personal data that are truly necessary for project operations will be collected and processed in agreement with the data minimisation principle (Article 5(1) GDPR).

The main purposes of personal data collection and processing in ENeRAG project are the following:

- to be in contact and to facilitate the efficient communication between the partners of the consortium as well as stakeholders during the project,
- to display the names of the participants on the website of the project and other social media platforms (such as Facebook, LinkedIn, ResearchGate, etc. sites),
- to ensure smooth communication during organisation of project-related events,
- to administrate employment related data of the staff members of the project.

Capacity enhancement (WP2) and Networking (WP3) work packages imply several workshops, summer and winter schools, staff exchange programs, conference sessions, etc., which will generate **shared scientific data**. Moreover, one of the key performance indicators of the project is the number of articles published in open access peer-reviewed journals. Such publications are considered as shared scientific data, too.

The purposes of scientific data collection are the following:

- to share presentations, reports, other educational materials of the workshops, summer and winter schools, staff exchange programs, conference sessions with the participants of the workshops, summer and winter schools, staff exchanges as well as with the participants of the project,
- to share project-related presentations, reports, other educational materials with the broader audience in accordance with the main aims of the Dissemination work package (WP4) of the ENeRAG project,
- to accomplish peer-reviewed high impact publications, including open access articles, which is a key performance indicator of the project.
- to share project-related databases with the partners/stakeholders and the scientific community or the public.

Continuous reporting of project implementation will generate confidential deliverables, containing **project management related data**, which is available only for members of the consortium (including the Commission Services).

2.2 Types and formats of data generated/collected in the project

The collected **personal data** are relevant and limited to the purposes of the project. The collected data may include:

- for individual stakeholders: names and contact details including address, phone number, and email-address;
- for stakeholder and similar organisations: name of relevant contact person(s), their general contact data, such as (organisation) address, contact person's telephone number(s), contact person's e-mail address: general contact information on such organisations do not constitute personal data and are in the public domain;
- for participants who attend ENeRAG meetings, courses and workshops: names and contact details including address, phone number, and email-address, information on special food request, as well as any other information necessary for organizing the given project-related event,
- for survey (questionnaires and personal/telephone interviews) participants: names and contact details including address, phone number, and email-address,
- furthermore, in case of staff members working on the implementation of the project will be collected other personal data, such as employment contract, job description, payroll, time records (hereinafter referred to as "project documents").

Most of the collected personal data will store as a text document with extensions of .docx or .pdf, a table with the extension of .xlsx, or as an image/video with an extension of .jpeg, .png, .avi or similar audio/video formats.

The collected **scientific data** may include:

- presentations of training workshops, short courses, etc.,
- educational materials of training courses, course notes,
- filed excursion notes,
- reports and other materials connected to experts' visit, conference sessions, field symposiums, etc.,
- materials connected to the open access publications,
- databases collected in the frame of the project.

Most of the collected scientific data will be stored as a text document with extensions of .docx or .pdf, a table with the extension of .xlsx, PowerPoint slides with an extension of .pptx, as an image/video with an extension of .jpeg, .png, .avi or similar audio/video formats. Research data may also include other specific formats, e.g. GIS database, diagrams, numerical simulation materials, etc.

The **project management related data** includes any information that is collected and processed in relation to the daily operation, as well as required to the implementation of the project management, such as the following:

- monitoring of work progress,
- planning and issuing of deliverables,
- quality & workflow management,
- preparation of meetings, writing and distribution of minutes,
- management organisation, etc.

2.3 Re-use of existing data

ENeRAG project is not a Research & Innovation Action, however, publication of research articles is required. Therefore, existing datasets related to ongoing researches of the project participants are proposed to be used as data background for the planned articles. In accordance with the broad topics, covered by the three main disciplines (hydrogeological, geothermal and hydrothermal mineral systems) of the project, the related datasets are also diverse.

It is obvious that this background data is confidential and cannot be spread outside the consortium or published without permission from data owners.

2.4 Data utility

Personal data collected within the framework of the ENeRAG project is obviously closed and confidential. However, shared scientific data is aimed to involve a broader audience including academic staff, public authorities, governmental institution, and business community as the potential end users of the new innovation services of the project. The overall audience is achieved through Dissemination activities (WP4, PDF 4.7.2), by sharing the relevant information with this group in the form of newsletters, e-leaflets, shared notes, scientific datasets based on surveys other materials shared on LinkedIn and ResearchGate site of the project, etc.

The following deliverables are declared as "Open Research Data Pilot" in the Grant Agreement (Annex 1, Part A, Section 1.3.2 WT" list of deliverables), and therefore its dissemination level is public.

- D4.1 List of the peer-reviewed publications (WP4)
- D4.7 Dissemination and Communication activities report

Other materials for public sharing:

- Articles published in Open Access scientific journal
- Conference and workshop abstracts/articles

2.5 FAIR data

In agreement with the requirements of Horizon 2020, data should be 'FAIR', that is findable, accessible, interoperable and re-usable (for detailed description of the principles, see Wilkinson et al. 2016[1]).

2.5.1 Making data findable

The primary responsibility for storage and findability of the data lies with the data creator/owner. A structured data storage is essential for proper and secure storage of data files and records. The file-based storage includes clear and unambiguous file naming, the use of proper versioning, clear and intuitive folder structure. The use of a standard file naming, convention per data type, and a

[1] Wilkinson, M. D., Dumontier, M., Aalbersberg, I. J., Appleton, G., Axton, M., Baak, A., & Bouwman, J. (2016). The FAIR Guiding Principles for scientific data management and stewardship. Scientific data, 3.

clear versioning, as described in ENeRAG D1.1 Project management Toolbox, will be encouraged by ENeRAG.

Recommendations for good file names:

- Create meaningful names (file names can contain e.g. project acronyms, researchers' initials, file type information, a version number, file status information and date);
- Use file names to classify broad types of files;
- Avoid using spaces and special characters;
- Avoid very long file names.[2]

In case of the ENeRAG deliverables, the following naming procedure should be taken into consideration (see also D1.1):

- 1st section: ENeRAG
- 2nd section: related WP
- 3rd section: type of document (DEL=deliverable, REP=report, PAR=periodic activity report to coordinator, PR=Periodic report, MIN=Minutes, FIN=Financial report, OTH=other document)
- 4th section: date last modified (Year, month, date)
- 5th section: partner Acronym
- 6th section: version (start from v0.1 for first draft, use v1.0 for (first) complete version)
- 7th section: initials of the persons that have commented the draft

Example: ENeRAG _WP1_DEL1.1_20181212_ELTE_v0.1

Based on the classification of the deliverables, the majority of the produced ENeRAG data is confidential (12 from the total 17), while other deliverables (5 from the total 17) are public.

The data users for the public or Open Access data will be able to locate the original data sources, as links to these web services will be included in deliverables and the project website. Scientific publications will include Digital Object Identifiers (DOI) that lead to the associated open data sets.

In the project website, and other social media platforms, keywords are intended to be used as tags to ensure easy finding and to optimize possibilities for re-use.

2.5.2 Making data accessible

Datasets will be first stored and organized in a database by i) the data owners and in some cases, ii) on the project database with the following requirements:

i) Data owners should ensure the data storage on the institutional (GTK, UMIL) secure server (for details, see Section 4.1).

ii) Project database for confidential project documents is provided by the ELTE as a Coordinator institute on the secured AFS network fileserver system, which provides access to the members of the Governing Board, as well as to the Work Package leaders.

[2] From the UK Data Archive

Since dataset of the ENeRAG is not sensitive in nature, dedicated collaborative data/file sharing can be accomplished using cloud services. After sharing the data, it should be stored on secure servers (for data security requirements, see Section 4).

Personal data, as well as any background data of peer-reviewed and Open Access publications provided by the partners, are confidential.

Public ENeRAG deliverables will be available on the project´s website[3]. In the case of confidential deliverables, only a short abstract will be available for the public on the project´s website. In those cases, where the datasets cannot be publicly shared, the reasons will be mentioned in their metadata descriptions (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related). Confidential data will be stored on the secured AFS network fileserver system of ELTE, and can be accessible to the members of the Governing Board and Work Package leaders.

All public data can be accessed via the internet using standard internet browser, without need for special software. In case of some stored documents (e.g. public deliverables, newsletters, program proposals, etc.), a freely available pdf reader will be sufficient.

2.5.3 Making data interoperable

In case of the ENeRAG project, most of the data will be stored in the form of text document, tables, PowerPoint slides, or other widely accessible formats, which allowing data exchange and re-use between the partners and therefore provide for interoperability of data.

2.5.4 Making data re-useable

Terms and conditions regarding ownership (CA Section 9.1), access rights, exploitation of background and results, as well as dissemination of results (CA Section 9.4) are specified by the ENeRAG Consortium Agreement, in compliance with the Grant Agreement and Regulation No 1290/2013 of December 11th, 2013[4].

The classification level of the information to be shared will be defined be the ENeRAG Governing Board and monitored by the Project Coordinator and Project Manager (WP1).

ENeRAG website will provide the public data and deliverables to be in operation also after the end of the project, as well as Open Access publications will also be available online for the public for as long as the archives exist.

2.6 Data sharing

All public data will be stored on the ENeRAG website, and it will be freely accessible. Confidential data will be stored on the secured AFS network fileserver system of ELTE. The personal data protection and management is the responsibility of WP1 (Project Management and Coordination).

[3] Project website is available on enerag.elte.hu
[4] Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)"

Personal user information will be protected in accordance with the EU Data Protection Regulations.

Article 29.2 of the Grant Agreement sets out detailed legal requirements on open access to scientific publications. Under Horizon 2020, each beneficiary must ensure open access to all peer-reviewed scientific publications relating to its results.

The consortium commits to the Horizon 2020 **Open Access** mandates and intends to embrace all possible Open Access roads known today. These include Gold Open Access and Green Open Access as well.

- **Self-archiving /Green open access** – the author, or a representative, archives (deposits) the published article or the final peer-reviewed manuscript in an online repository before, at the same time as, or after publication. Some publishers request that open access be granted only after an embargo period has elapsed.

- **Open access publishing / Gold open access** – an article is immediately published in open access mode. In this model, the payment of publication costs is shifted away from subscribing readers.

Broader access to scientific publications and data therefore helps to:

- build on previous research results (improved quality of results),
- encourage collaboration and avoid duplication of effort (greater efficiency),
- speed up innovation (faster progress to market means faster growth),
- involve citizens and society (improved transparency of the scientific process).

However, in the case of ENeRAG project, all background research data – generated during the implementation of the open access publications – are closed, except the research data underlying publications, curated data and/or raw data, as well as materials connected to results presented in a scientific journal.

The project will also register the institutional publications and data repositories of each partner, in order to provide information about the current systems that the project partners maintain. In the cases where the datasets cannot be publicly shared, the reasons will be mentioned in their metadata descriptions (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).

The Consortium partners give preference to open access publications. However, data and research results presented on workshops and trainings will be held restricted for the project participants until they will be published.

2.7 Archiving and preservation of data

The storage of data created by the activities carried out in the ENeRAG activities will primarily be the responsibility of the data creators.

Personal data shall be kept in a form that permits identification of data subjects for no longer than it is necessary, for the purposes for which the personal data are processed.

In the case of personal data, all collection, processing and storage aspects will be fully compliant with the institutional, national and EU legislation, i.e. original data will not be transferred to third

parties. In addition, collected information will not be used or made available, for any other reason, without additional permissions (avoidance of mission creep).

The collected data of the project will be retained until data management has reached its purpose. Archiving of those data will be stored into the database on the secured AFS network file system of the Faculty of Science, Eötvös Loránd University.

Data will be kept for a period of five years after the payment of the balance, in accordance with the Article 18.1 of ENeRAG Grant Agreement.

Long term preservation of shared scientific data during the project lifetime is provided by the ELTE as Coordinator, stored on the secured AFS network fileserver system of ELTE. However, long lasting solution for hosting the portal beyond the lifetime of the project will have to be sought. Open Access publications will also be available online for the public for as long as the archives exist.

3. ALLOCATION OF RESOURCES

Responsibilities

ELTE as the Coordinator of the Consortium has the main responsibility of data management. However, all decisions (e.g. what data will be kept and for how long) will be made by the involvement of the Governing Board. Implementation of the Data Management Plan is necessary at both the central level (Consortium) and local (Institutions) level.

The initial quality control of the data, during data collection, is the primary responsibility of the ENeRAG data creator/owner, who must ensure that the recorded data reflect the actual facts, responses, observations and events.

Costs for making data FAIR

Resources for long-term preservation of datasets will be ensured by its creator/owner (Consortium Partners). Costs for storing data at the different institutions (ELTE, GTK, UMIL) will be covered locally by the responsible institution.

Costs associated with open access to research data can be claimed as eligible costs of the Horizon 2020 grant under the conditions defined in the Grant Agreement, in particular Article 6 and Article 6.2.D.3.

Table 1 summarizes the key performance indicators of the ENeRAG project related to publications.

Table 1

Key performance indicator	Definition of indicator	Target
Peer-reviewed high impact publications	Number of publications in the field of geofluids published in the top 25 % impact ranked research field-specific journals	5 new publications
Open Access publications	Number of articles published in open access peer-reviewed journals	10 new publications

In case of multiple authors from different institutions, the cost sharing shall be decided among the authors on a case-by-case basis.

Table 2 summarizes the pre-planned costs of publication and open access costs of the Consortium Partners.

Table 2	
Participant organisation	**Planned resources for publication**
ELTE	8 000 EUR
GTK	9 000 EUR
UMIL	5 280 EUR
	SUM: 22 280 EUR

4. DATA SECURITY

ENeRAG will undertake all required efforts needed to protect the data against unauthorised use. The primary responsibility to take necessary measures to ensure data security lies the creator/owner institution.

Suggestions for **physical data security**[5]:

- Controlling access to rooms and buildings where data, computers or media are held;
- Logging the removal of, and access to, media or hardcopy material in store rooms;
- Transporting sensitive data only under exceptional circumstances, even for repair purposes, e.g. giving a failed hard drive containing sensitive data to a computer manufacturer may cause a breach of security.

Suggestions for **network security**:

- Not storing confidential data such as those containing personal information on servers or computers connected to an external network, particularly servers that host internet services;
- Firewall protection and security-related upgrades and patches to operating systems to avoid viruses and malicious code;
- Install anti-virus packages and schedule regular scans.

Suggestions for **security of computer systems and files**:

- Locking computer systems with a password and installing a firewall system;
- Protecting servers by power surge protection systems through line-interactive uninterruptible power supply (UPS) systems;
- Implementing password protection of, and controlled access to, data files, e.g. no access, read only, read and write or administrator-only permission;
- Controlling access to restricted materials with encryption;
- Imposing non-disclosure agreements for managers or users of confidential data;
- Not sending personal or confidential data via email or other file transfer means without first encrypting them;
- Destroying data in a consistent manner when needed;

[5] From the UK Data Archive

- Remember that file sharing services such as Google Drive or Dropbox may not be that secure.

4.1 Data storage at the institutions

Data will be stored on the secured AFS network fileserver system of the Faculty of Science, **ELTE**[6]. All collection, processing and storage aspects will be fully compliant with the institutional[7], national and EU legislation, i.e. original data will not be transferred to third parties. In addition, collected information will not be used or made available, for any other reason, without additional permissions (avoidance of mission creep).

Numeric data materials of **GTK** are divided into the following categories based on availability:

1. Open content (information products distributed according to the principles of open data)
2. INSPIRE materials (information products distributed in accordance with the INSPIRE terms)
3. Other materials not subject to a charge (online distribution of information materials free of charge)
4. Materials liable to charge (priced information products)
5. Materials not included in standardised products

The data products and their terms of use are listed in GTK's product catalogue[8]. Materials included in categories 1, 2 and 3 and delivered online are available for use free of charge, but GTK requires that the contractual terms related to a product are followed.

The servers serving the data are secured by standard means such as firewalls and automatic backing up. The *Finnish Government ICT Centre – Valtori* provides to GTK its ICT services (including communication technology, terminal device, telecommunication, data centre, platform and information security as well as cyber security services) that meet the requirements of high preparedness and security.

Data storage and protection procedures in **UMIL** are governed by one main Institutional Rule[9], that has been developed in accordance with national and EU legislations, and some Guidelines that give a more practical support for implementing the general procedures contained in the main Rule. More in detail, the three Guidelines deal with: management of data and of devices for data storage[10]; day to day practices for a reliable data storage and protection[11] and specific procedures for data encryption and data backup[12].

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[6] AFS fileserver system of the ELTE (in Hungarian) https://iig.elte.hu/sla/afs
Spine Network System of the ELTE (in Hungarian) https://iig.elte.hu/sla/gerinchalozat
Detailed Service Level Agreement of the ELTE (in Hungarian) https://iig.elte.hu/sla
[7] Information Security Policy of the ELTE (in Hungarian) https://iig.elte.hu/file/IBSZ.DOC
[8] GTK´s Data and online services: http://en.gtk.fi/informationservices/
[9] http://www.unimi.it/cataloghi/divsi/regol_ICT.pdf (in Italian)
[10] https://work.unimi.it/filepub/sicurezza_ict/gestione_dati_dispositivi_v1.pdf (in Italian)
[11] https://work.unimi.it/filepub/sicurezza_ict/indicazioni_utenti_10step_v1.pdf (in Italian)
[12] https://work.unimi.it/filepub/sicurezza_ict/indicazioni_generali_cifratura_dati_v1.pdf (in Italian)

The data will be collected and retained for a period of five years after the payment of the project's balance (in accordance of Article 18.1 of ENeRAG Grant Agreement).

Shared scientific data will be stored at the website of the project. Open Access publications will also be available online for the public for as long as the archives exist.

5. ETHICAL ASPECTS

During the implementation of the ENeRAG project, only really necessary personal data will be collected and processed. The collected data may include:

- for individual stakeholders: names and contact details including address, phone number, and email-address;
- for stakeholder and similar organisations: name of relevant contact person(s), their general contact data, such as (organisation) address, contact person's telephone number(s), contact person's e-mail address: general contact information on such organisations do not constitute personal data and are in the public domain;
- for participants who attend ENeRAG meetings, courses and workshops: names and contact details including address, phone number, and email-address, information on special food request, as well as any other information necessary for organizing the given project-related event,
- for survey (questionnaires and personal/telephone interviews) participants: names and contact details including address, phone number, and email-address,
- furthermore, in case of staff members working on the implementation of the project will be collected other personal data, such as employment contract, job description, payroll, time records (hereinafter referred to as "project documents").

Participants of the project activities will be asked to sign the informed consent form, which clearly describes the intention of the activity, what data is collected, how it is used by whom, and how the participant can update or delete his/her information.