



D1.2. DATA MANAGEMENT PLAN

Government of Navarra (GN)

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<p>*Legend = R – Report // DEM – Demonstrator, pilot, prototype, plan designs // DEC – Websites, patents filing, press & media actions, videos, etc. // DMP – Data management plan // OTHER – Software, technical diagram, algorithms, models, etc.</p>	

	Name of the Entity	Acronym	Role	Country	ORG Type
1	Government of Navarra	GN	C	ES	PB
2	Development Society of Navarra	SODENA	B	ES	SME
3	Northern Netherlands Alliance	SNN	B	NL	PB
4	Province Groningen	GRO	B	NL	PB
5	Province Fryslan	FRY	B	NL	PB
6	Province Drenthe	DTH	B	NL	PB
7	University of Groningen	UGRO	B	NL	UNI
8	Fryslan Innovation Foundation	IPF	B	NL	NGO
9	Region Dalarna	DAL	B	SE	PB
10	Region Varmland	VÄR	B	SE	PB
11	Region Gavleborg	GÄV	B	SE	PB
12	Region Normandie	NOR	B	FR	PB
13	Ministry of Innovation and Growth of Bulgaria	MIGB	B	BG	PB
14	Service Public de Wallonie	SPW	B	BE	PB
15	Innovation Agency Lithuania	IAL	B	LT	PB
16	Helsinki-Uusimaa Regional Council	HURC	B	FI	PB
17	Scottish Enterprise	SE	B	UK	PB
18	University of Strathclyde	IBioIC	B	UK	UNI
19	Association of Cities and Regions for Sustainable Resource Management	ACR+	B	BE	OTH
<p>*Legend = Role in the Project: C – Coordinator // B – Beneficiary // AP – Associated Partner // Organization Type: RTD – Research and Technological Development // UNI – Higher or secondary education establishment // SME – Small and medium-sized enterprises. // NGO – Non-Governmental Org // PB – Public Body // OTH – Other</p>					

Work Packages Name		WP Leader
WP 1	Project Management	GN
WP 2	Design of transformative innovation program and regional action plans for circular for interconnected Regional Innovation Valleys	DAL
WP 3	Creation of the Circular Economy “Dance Floor” (Regional Ecosystems’ mobilisation, dynamization, connection)	SNN
WP 4	Competitive selection and funding of interregional innovation projects	NOR
WP 5	Innovation Valley Results sustainability and replication. Roadmap for the future and outreachment of new Circular Valleys	ACR+
WP 6	Dissemination and Communication	IAL

EXECUTIVE SUMMARY

This Data Management Plan (DMP) outlines the collection, generation, management, and preservation of data throughout the ECIV project, in line with Article 16 of Grant Agreement Number 101161155, which requires open access to scientific publications and the dissemination of results through widely accessible databases or indexes., and has been structured following the Guidelines on FAIR Data Management provided by the European Commission in July 2016.

The DMP is a living document that will be updated throughout the project's lifecycle. The submission of this first version is due as Deliverable D6.2 by Month 5 and describes the types of data that are generated and/or gathered during the project, the standards that will be used, the ways in which data will be exploited and shared (for verification or reuse), and in which way data will be preserved. The consortium will produce additional releases in order to include the applied procedures in terms of methodology and the exhaustive description of data collected processed and generated by the project in the long term.

The DMP is structured to ensure that project data is findable, accessible, interoperable, and reusable (FAIR), and includes the following elements:

- The handling of research data during and after the project.
- The type of data collected, processed and generated by the project.
- The methodology and standards applied.
- Whether data will be shared/made open and how.
- How data will be curated and preserved.

The application of this document is the responsibility of all ECIV project partners.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	4
LIST OF ACRONYMS AND ABBREVIATIONS.....	6
LIST OF TABLES.....	7
1. INTRODUCTION.....	8
1.1. General information	8
1.2. Data summary.....	9
2. GENERAL APPROACH TO DATA MANAGEMENT.....	10
2.1. EU Guidelines	10
2.2. Classification of data in ECIV	10
2.3. Data collection and creation.....	11
2.4. Data management and responsibilities.....	11
2.5. Curation and storage/preservation.....	12
3. FAIR data	12
4. Allocation of resources.....	13
5. Data security	13
6. Ethical aspects	14

LIST OF ACRONYMS AND ABBREVIATIONS

Abbreviation	Description
CE	Circular Economy
DMP	Data Management Plan
EC	European Commission
ECIV	European Circular Innovation Valley
EU	European Union
FAIR	Findable, Accessible, Interoperable, and Reusable
GA	Grant Agreement
GDPR	General Data Protection Regulation
ISO	International Standard Organization
NDA	Non-Disclosure Agreement
PC	Project Coordinator
TC	Project Technical Coordinator
TFEU	Treaty on the Functioning of the European Union
WP	Work Package

LIST OF TABLES

Table 1. Categories of data in ECIV project	10
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1. INTRODUCTION

1.1. General information

The European Circular Innovation Valley (ECIV) project aims to build the largest circular economy innovation ecosystem in Europe, driving sustainable development and collaboration across the continent. With a budget of €27.2 million, ECIV is set to turn European regions into dynamic circular economy hubs— so called Europe’s “dance floor” for circular solutions.

Over five years, ECIV will make a significant advance in the transition towards a circular economy of the regions (and of Europe), generating sustainable growth and development in the participating regions. This will be possible through an innovation ecosystem mobilization, dinamization and connexion.

Funding opportunities for companies and startups operating in the realm of circular economy will begin by 2025. 60% of the total budget will be devoted to open calls that will foster innovations like the creation of new materials or energy-efficient technologies; promote resource management through new and improved industrial processes, and stimulate economic growth by enhancing collaboration between governments, businesses, and research institutions across Europe.

Led by the Government of Navarra and Sodena, ECIV is a collaboration between key regional partners, including the Northern Netherlands Alliance, reuniting the provinces of Groningen, Fryslan, Drenthe, the Uniservity of Groningen and the Fryslan Innovation Foundation, ; the Regions of Dalarna, Värmland and Gävleborg in North Middle Sweden, ; Normandie Region, the Ministry of Innovation and Growth of Bulgaria, the Service Public de Wallonie Economie, the Helsinki-Uusimaa Regional Council, Scottish Enterprise and the University of Strathclyde, and Lithuania’s Innovation Agency in the Baltics, as well as the Association of Cities and Regions for sustainable Resource management. This diverse consortium is united by a shared goal: to make Europe the global leader in circular economy practices.

1.2. Data summary

ECIV aims to boost market-oriented innovations in different European industrial value chains by creating a lively "dance floor" where stakeholders can connect to propose solutions to different challenges of common interest for the regions. These solutions will emanate from two open calls for proposals and an experimentation fund for circular economy challenge-based projects across multiple European regions.

The project will start with a thorough analysis of the circular economy contexts of the participating regions to identify the most pressing challenges and opportunities of their industrial value chains. These challenges will help define the missions and submissions to be addressed by the participants to the open calls. In this context, ECIV will involve the following data and contributors:

- Project partners
- ECIV community of stakeholders
- Call applicants
- Beneficiaries entering the project
- External experts evaluating proposals

All partners aim to improve and maximize access to existing data, as well as to the new procedures and tools that will be developed for evaluating the performance of territorial systems in transitioning towards circular economy. This will include centralized monitoring of regional CE plans, ensuring that the data generated by ECIV can be reused by other regions.

It is important to mention that the main purpose of the data collected and generated by ECIV is to offer internal and external stakeholders a set of kits and tools, which will involve producing various project outputs, including tools, methodologies, skill-building initiatives, and technical assistance frameworks, to help EU regions and cities in planning, implementing, and monitoring their circular economy.

Moreover, under ECIV, each beneficiary must ensure open access to publications related to its results. These publications will be made available through the public section of the project website, allowing stakeholders both within and outside the project to access key data and outputs.

2. GENERAL APPROACH TO DATA MANAGEMENT

ECIV will approach data management according to the EU Guidelines on FAIR data¹.

2.1. EU Guidelines

As part of the European Commission's goal to advance Open Science policy and practices, it is a mandatory component in Horizon Europe that all projects involving data include a DMP where to define what kind of results are generated or collected during the project's runtime and when and how they are published openly. ECIV will adopt all the necessary practices to meet data management requirements throughout their lifecycle, ensuring that the datasets, in general, will be FAIR as a project principle.

This DMP will be considered a working document, so that project partners are informed on how to handle the data during and after the end of the project, and are aware of the datasets generated within ECIV and their availability or conditions to access, among other relevant aspects regarding ECIV data management practices. The elaboration of the DMP allows ECIV partners to address all issues related with data protection, including ethical concerns and security protection strategy.

2.2. Classification of data in ECIV

It is expected that different categories of datasets are generated throughout the project lifecycle. Therefore, data management requirements most likely differ according to the different categories, or within the same category.

Three main categories can be identified from the start.

Data category	Description
Open data	Datasets that can be made openly available, mostly to support project results and contribute to the ai community. This open datasets are the main focus of the practices described in the following sections.
Consortium data	Confidential data that is accessible to all partners, but retained within the consortium and subject to a non-disclosure agreement (NDA).
Private data	Data that is maintained by an individual partner for their own purposes, although it should comply with the practices described in the project Data Management Plan.

Table 1. Categories of data in ECIV project

¹ European Commission, H2020 Programme. Guidelines on FAIR Data Management in Horizon 2020, version 3, July, 2016

2.3. Data collection and creation

During the ECIV life, multiple results are obtained, some of them refer to data collected or created for technical purposes. Meanwhile, other kind of data will be collected, transformed, generated and/or created which can be classified by type, e.g., public information, confidential information, sensitive information, personal information. Such data comes from different sources: website, printed papers, interviews, workshops, meetings, open repositories, etc.

File names are essential identifiers in the dataset's life cycle, making datasets easy to access. Although a flexible approach to file naming is desirable, file names must remain meaningful and valuable for third party users, outlasting the responsible for file creation. File names have to provide contextual information, be consistent, and are recommended to be no longer than 25 characters while avoiding the use of special characters. Moreover, an underscore or hyphen is recommended over full stops or spaces.

The dates included in the file name must follow the format Year-Month-Day, in compliance with ISO 8601, the international standard for representing date and time.

2.4. Data management and responsibilities

Each member of the consortium is responsible to manage their data. The Project Coordinator will centralise and survey that data management.

The ECIV partners are responsible for data generation and data quality and they will have specific responsibilities depending on the data and the internal organization in the WPs and tasks where data is created or used.

The responsible for implementing the DMP in ECIV project is GN (as Project Coordinator), with the contribution of SODENA (as Project Technical Coordinator). Complimentary to this, each Work Package leader is also responsible to follow-up data management within their WP.

Each partner is responsible for collecting, creating data and generating data in an adequate and correct way considering the particularities of the data (e.g., source, level of dissemination, type, format, etc). Specific responsibility is to be assigned depending on the data and the WP as well as the tasks where such data is created. The resources for long term preservation (such as costs and potential value) will be discussed inside the consortium, on a case-by-case basis, by the partners involved with the advice of the coordinator.

2.5. Curation and storage/preservation

GN as Coordinator will oversee data management, while quality control of each dataset is the responsibility of every WP leader. Informed consent in data collection and information protection in data storage and access will be considered, as well as procedures for long-term preservation of datasets. The PC bears the ultimate responsibility for the data produced. If anyone from the consortium wishes to share or publish information regarding the project, it is mandatory to discuss and reach an agreement with the entire consortium beforehand.

ECIV is fully aware of the open access to scientific articles. For the case of peer reviewed publications, if any, arising from the ECIV, the consortium will remind them about the obligation of making them freely and openly available.

3. FAIR data

ECIV data management approach is based on the so-called FAIR approach and is thus oriented to ensure research data is Findable, Accessible, Interoperable and Reusable (FAIR data principle) and knowledge is integrated and available for re-use in future projects. Data sharing will be addressed, taking into consideration any ethical and data protection concerns and fully complying with privacy issues. No data transfers to third countries, third parties or personal data treatment are envisaged.

As such, baseline principles of the DMP are:

- **Findability of data/research outputs:** when possible, according to the corresponding dissemination level, datasets will be stored on ZENODO (<https://zenodo.org/>), automatically becoming part of OPENAIRE (EC-funded initiative) supporting the Open Access policy. Each dataset will be assigned a unique identifier.
- **Accessibility of data/research outputs:** use restrictions and licensing information. Open Access will be implemented in peer-review publications, conference proceedings and workshop presentations. At the latest at the time of publication, a machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is deposited in a trusted repository for scientific publications.
- **Interoperability of data/research outputs:** standards used to describe datasets. Proper metadata facilitates use of the data by others makes easier to combine information from different sources and ensures transparency. Metadata of deposited data will be open under a Creative Common Public Domain Dedication.

- **Reusability of data/research outputs:** the right to access and reuse digital research data under the terms set out in the Grant Agreement will be ensured. The DMP will include information on licensing of data, their availability, re-use of data, duration of data for re-use and reproducibility of research outputs, among other issues.

4. Allocation of resources

ECIV project is expected to collect a large amount of data and for this reason the data generated in the project and imported from outside the project will be accurately tracked following the FAIR data management. GN, as coordinator of the project, will be responsible for data management in the project and will coordinate this work.

The volume of those datasets to be managed is expected to be relevant, and the decision on what data will be released for free access has already been taken by the consortium. Those information classified as "PU-Public" is relevant to support the validation of research findings and which other data, even though not directly related to any research publication, may be deposited in ZENODO.

Personal data collection and processing as well as protection measures shall comply with the Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) on the protection of natural persons about the processing of personal data and on the free movement of such data ([AD2], 2016) and national legislations. Data privacy and security will be deeply ensured.

5. Data security

Data security issues may arise when providing access to specific networks. The partners must keep confidential any data, documents, or other material (in any form) that is identified as sensitive in writing ('sensitive information') – during the implementation of the action and for at least until the time-limit set out in the Data Sheet.

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44415 ([AD3], 2015) and its implementing rules), if owning an adequate industrial and/or Personal Clearance only. ECIV partners need to consider access controls, bearing in mind the need to define strong passwords to ensure that only authorized people who need access to data can do so, particularly when handling sensitive data.

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority. Unless agreed otherwise in writing by the beneficiaries, access to results and, subject to the restrictions referred to above (if any), background must also be granted – under fair and reasonable conditions – to entities that are established in an EU Member State or Horizon Europe associated country, are under the direct or indirect control of another beneficiary, or under the same direct or indirect control as that beneficiary, or directly or indirectly controlling that beneficiary and need the access to exploit the results of that beneficiary. Unless agreed otherwise in writing, such requests for access must be made by the entity directly to the beneficiary concerned. Requests for access must be made – unless agreed otherwise in writing – up to one year after the end of the action.

No Security classified background information are expected to be used within the project, but security classified foreground information are expected to be produced, requiring the adherence of the consortium to specific measures.

6. Ethical aspects

Regarding the Article 14 – “Ethics and Values” of the ECIV Grant Agreement 101161155, the actions must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles. Also, it contemplates that the specific rules (if any) are set out in Annex 5.

ECIV respects fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union: dignity, freedom, equality, solidarity, citizens’ rights and justice. Moreover, the project will act in accordance with the European Human Rights Convention, especially regarding privacy and autonomy. The partners involved in the consortium are aware of the fact that management of personal data might raise various ethical questions. Issues to consider include correct protection of the privacy of the individual. Personal data protection is a fundamental right in Europe, enshrined in Article 8 of the Charter of Fundamental Rights of the European Union, as well as in Article 16(1) of the Treaty on the Functioning of the European Union (TFEU) and also in the European Human Rights Convention, especially with regard to privacy and autonomy. Thus, during the project, each partner will ensure the compliance of the respective EU, national and local legislation.

The collection of personal data from participants has been processed pursuant to REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. To guarantee data protection, ECIV partners follow the REGULATION (EU) 2016/679.

