

Data Management Plan

Project: Boosting innovation agencies for bioeconomy value chains

Acronym: BIO-Boost



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| | | | | |
| | | | | |

Disclaimer

The BIO-Boost project and its content reflect only the author's view, therefore the NEIA is not responsible for any use that may be made of the information it contains.

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List of abbreviations

| Abbreviation | Full name |
|---------------------|---|
| FBCD | Food & Bio Cluster Denmark A/S |
| UNIMOS | FUNDACIA UNIMOS |
| LIC | VIESOJI INSTAIGA LIETUVOS INOVACIJU CENTRAS |
| ITC | ITC - INOVACIJSKO TEHNOLOSLKI GROZD MURSKA SOBOTA |
| ONGRANADA | ASOCIACION CLUSTER GRANADA PLAZA TECNOLOGICA Y BIOTECNOLOGICA |
| B4C | BIOECONOMY FOR CHANGE |
| NCBR | NARODOWE CENTRUM BADAN I ROZWOJU |
| CLIC | CLIC INNOVATION OY |
| DMP | Data Management Plan |
| FAIR | Findable, Accessible, Interoperable, Reusable |



1. Introduction

This document constitutes the initial version of the Data Management Plan (DMP), elaborated as deliverable (D5.2) in the framework of the BIOBoost project. It will serve as a living document to be updated and further elaborated during the project to reflect an accurate, up-to-date, and ultimately comprehensive plan for managing the data that will be collected, and/or generated by the project across their entire life cycle, both during and after the completion of BIOBoost.

The overall objectives of the BIOBoost project are to increase the latent potential of the participating innovation agencies, to learn from leading innovator regions, and to cement this knowledge and experience in the organisations, building and expanding networks, expanding the cooperation and enlarging the participation of more diverse innovation stakeholders and territories to existing successful initiatives in the bioeconomy, including agri-food, forestry, bio-based chemicals, materials and products, and bioenergy.

This will be done by study visits and staff exchanges (WP 1), challenge events (WP 2), and cross-border SME support (WP 3). The purpose of the DMP is to ensure the effective management of the data in the BIOBoost project, within the activities where a moderate amount of data will be generated and collected during, in line with the project's goals and objectives. The consortium has compiled this DMP by considering the recommendation and requirements provided in the guidelines on FAIR principles.

2. Executive Summary

In this context, the initial version of the project's DMP sets out the overall methodological principles pertaining to the management of the data that will be collected and / or generated in the framework of the BIOBoost project, safeguarding sound, and ethical data management along the entire duration of the project. Moreover, it provides a first, yet still meaningful overview of data, as identified in this early stage of the project, along with information on the methodology pertaining to their management as well as to making them Findable, Accessible, Interoperable and Re-usable (FAIR).

There are various types of data and information, which will be collected from primary and secondary sources and used according to defined guidelines to produce project results. The relevant sources and type of data and information are listed below:

Primary data and information

- Cross-border key account management (KAM)
- Interactive events

Secondary data and information

- Research articles, policy briefs,
- Datasets, maps, dashboards, factsheets, infographics,
- Deliverables of relevant projects

Administration and guidelines

- How to collect data
- Event guidelines
- Stakeholders contact information
- Partners information
- Meeting protocols and reports

Project progress / final report

- Project outputs
- Deliverables
- Online Database
- Communication materials
- Dissemination materials

Additional details with respect to the different types and formats of data that will be collected through direct input methods under the frame of work packages (WP) provided below.

WP1: Peer2Peer learning actions - study visits and staff exchanges:

The Consortium will organise seven study visits to all partners, with the aim of sharing successful methodologies. The BIOBoost staff exchange programme allows key staff from consortium members to travel and work in other partner offices, or to attend a specific and relevant related event.

| Dataset description | Dataset source | Dataset format | Collection method | WPs included | Purpose of data collection | Storage and security of dataset in your organisation | Responsible partner (DFO) | Data type | Personal data included | Data uploaded to Microsoft teams, shared files |
|---|----------------|--|--|--------------|---|--|---------------------------|--------------|--|---|
| Staff exchange and study visit contact information | Observational | Diverse, text, excel and email / telephone numbers | Email, excel, word etc. | WP1 | To enable contact and communication between partners for study visits | Internal cloud, Teams, mail server | 1, 2, 3, 4, 5, 6, 7, 8 | Email, excel | Work contact details of relevant contact persons | Yes, contact details stored on BIOBoost Teams |
| Presentations from study visits and Design Option Paper | Observational | Diverse, text, excel and email / telephone numbers | Individual partner submissions, desk study and field | WP1 | DOP is a contractual obligation of the BIOBoost project. | Internal cloud, Teams, public website | 1, 2, 3, 4, 5, 6, 7, 8 | Text, images | Work contact details of relevant contact persons | Yes, available on public website and internal servers |

| Responsible partners | | | |
|----------------------|--------------|---------------------|--|
| Number | Organisation | Name | Email |
| 1 | FBCD | Conny Hanghøj | cha@foodbiocluster.dk |
| 2 | UNI | Katarzyna Kowalska | kkowalska@unimosalliance.com |
| 3 | LIC | Tautvydas Pipiras | t.pipiras@lic.lt |
| 4 | ITC | Miran Bunderla | miran.bunderla@itc-cluster.com |
| 5 | ONT | Emilio Rull Quesada | emilio@ontechinnovation.com |
| 6 | B4C | Chloé Joly | c.joly@bioeconomyforchange.eu |
| 7 | NCBR | Maciej Zdanowicz | maciej.zdanowicz@ncbr.gov.pl |
| 8 | CLIC | Kaisa Simola | kaisa.simola@clicinnovation.fi |

WP2: Challenge events:

The partnership will plan and implement at least eight hackathon events, one for each partner, based on solving challenges from large companies in the agri-food and bioresources value chains, feeding into the bioeconomy.

| Dataset description | Dataset source | Dataset format | Collection method | WPs included | Purpose of data collection | Storage and security of dataset in your organisation | Responsible partner (DFO) | Data type | Personal data included | Data uploaded to Microsoft teams, shared files |
|---|---|--|---|--------------|--|--|---------------------------|-------------------|---|--|
| Ex-ante and ex-post questionnaire input | Observational (captured in real-time, typically outside the lab (e.g., survey results, images, etc.)) | Survey responses | Online questionnaire / survey form | WP2 | Evaluation of impact from challenges | Webropol service | 1, 2, 3, 4, 5, 6, 8 | Excel / csv | Name, title, organisation, contact details and personal survey response | No, anonymised summaries will be created for the report where respondents cannot be identified |
| Hackathon participant list | Observational | Name list | Registration / attendance form | WP2 | Collect attendees | FBCD Podio, Webropol service, CLIC SharePoint | 1, 2, 3, 4, 5, 6, 8 | Personal data | Name, title, organisation, contact details | PODIO system, no external copies (FBCD), Webropol enrollment system, no external copies (LIC) |
| Images and recordings | Observational | Pictures, images, recordings taken in the events | Photographing, recording | WP2 | Material for reporting, documenting, visualisation and communication | FBCD Podio, Webropol service, CLIC SharePoint | 1, 2, 3, 4, 5, 6, 7, 8 | Images | Images | Yes, BIOBoost Teams |
| Hackathon results | Observational | To be defined | Written report, Word / PDF format | WP2 | Documenting hackathon results | FBCD Podio, Webropol service, CLIC SharePoint | 1, 2, 3, 4, 5, 6, 8 | Word / PDF format | TBD | English summary will be included in BIOBoost Teams |
| Stakeholder mapping | Observational, derived / compiled - generated from DIH AGRIFOOD Platform | Excel list of relevant stakeholders, companies, projects, networks etc | Excel sheet | WP2 | Identification and mapping of relevant multipliers | FBCD Podio, Webropol service, CLIC SharePoint | 1, 2, 3, 4, 5, 6, 7, 8 | Excel / csv | Email for contact persons | Yes, final versions uploaded to Teams |
| Matrix of innovation opportunities | Observational | To be defined - probably written format. | Excel, word, pdf or other suitable format | WP2, WP4 | Identification of potential support organisations for SMEs. | FBCD Podio, Webropol service, CLIC SharePoint | 1, 2, 3, 4, 5, 6, 7, 8 | TBD | Email for contact persons | Yes, final versions uploaded to Teams |

| Responsible partners | | | |
|----------------------|--------------|---------------------|--|
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| 1 | FBCD | Conny Hanghøj | cha@foodbiocluster.dk |
| 2 | UNI | Katarzyna Kowalska | kkowalska@unimosalliance.com |
| 3 | LIC | Tautvydas Pipiras | t.pipiras@lic.lt |
| 4 | ITC | Miran Bunderla | miran.bunderla@itc-cluster.com |
| 5 | ONT | Emilio Rull Quesada | emilio@ontechinnovation.com |
| 6 | B4C | Chloé Joly | c.joly@bioeconomyforchange.eu |
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WP3: Cross-border SME support:

The consortium will pilot a progressive concept called the cross-border KAM timebank, which is a reciprocity-based work trading system in which hours are the currency.

| Dataset description | Dataset source | Dataset format | Collection method | WPs included | Purpose of data collection | Storage and security of dataset in your organization | Responsible partner (DFO) | Data type | Personal data included | Data uploaded to Microsoft teams, shared files |
|--|---|-----------------------|---|--------------|---|--|---------------------------|---|--|--|
| Information about SMEs that are selected as recipients of innovation support | Observational (captured in real-time, typically outside the lab (e.g., survey results, images, etc.)) | Survey responses | Personal interview and online registrations | WP3 | Knowledge exchange and impact assessment purposes | Internal cloud, teams | 1, 2, 3, 4, 5, 6, 8 | Personal and company data | Personal and company data to select SMEs are described in detail in deliverable D3.1 | Responses to the survey |
| Information about SMEs that receive the BIOBoost KAM services, including service results, meeting minutes etc. | Observational | Survey responses | Personal interview and online registrations | WP3 | Knowledge exchange and impact assessment purposes, assessment for cross-border activities | Internal cloud, teams | 1, 2, 3, 4, 5, 6, 8 | Personal and company data | Personal and company data to select SMEs are described in detail in deliverable D3.1 | Responses to the survey |
| Information about consultants selected to provide services as part of the BIOBoost KAM services | Observational | Survey responses | Online registrations form | WP3 | Knowledge exchange and inetworking purposes | Internal cloud, teams | 1, 2, 3, 4, 5, 6, 8 | Personal Data | Full name, email address, phone number | Full Name, email address, phone number. |
| Project reports, deliverables | Observational | Reports in Word / PDF | Own input, feedback from partners, feedback from SME participants | WP2, WP3 | Documentation and reporting: D2.2, D2.3, D3.2 | CLIC SharePoint, BIO-Boost Teams | 1, 2, 3, 4, 5, 6, 7, 8 | General data, personal data, company data | Full name, email address, phone number | Full name, email address, phone number |

| Responsible partners | | | |
|----------------------|--------------|---------------------|--|
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WP 4: Dissemination and Communication:

This data will be collected during the implementation of the project through study visits, events, KAM timebank, etc., organised by BIOBoost, including participants' lists that include demographic information about the participants. It will also cover the participation of BIOBoost partners in relevant third-party events in order to reach out and engage all necessary stakeholders, thus collecting general information about the events attended and their outreach.

| Dataset description | Dataset source | Dataset format | Collection method | WPs included | Purpose of data collection | Storage and security of dataset in your organisation | Responsible partner (DFO) | Data type | Personal data included | Data uploaded to Microsoft teams, shared files |
|------------------------------------|---|-------------------------------|--|--------------|--|--|---------------------------|--------------|--|---|
| Matrix of innovation opportunities | Observational | TBD, provisionally Word / PDF | Excel, word, pdf or other suitable format | WP2, WP4 | To encourage innovation among participating SMEs | Internal cloud, Teams, public website | 1, 2, 3, 4, 5, 6, 7, 8 | Text | Work contact details of relevant contact persons | Yes, contact details stored on BIOBoost Teams |
| BIOBoost success stories | Observational: interview result, images | Written text, images | Personal interviews and completing the form for BIOBoost success stories | WP4 | Communication activities: promotion of success to encourage further SME engagement | Internal cloud, Teams, public website | 1, 2, 3, 4, 5, 6, 7, 8 | Text, images | Work contact details of relevant contact persons | Yes, client background, challenges, solutions, benefits for society |

| Responsible partners | | | |
|----------------------|--------------|---------------------|--|
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| 2 | UNI | Katarzyna Kowalska | kkowalska@unimosalliance.com |
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2.1 FAIR data

The Guidelines on Data Management ¹ of the Commission emphasise the importance of making the data produced by projects funded under Horizon Europe Findable, Accessible, Interoperable as well as Reusable (FAIR), with a view to ensuring its sound management. This means using standards and metadata to make data discoverable, specifying data sharing procedures and which data will be open, allowing data exchange via open repositories as well as facilitating the reusability of the data.

2.2. Making data findable, including provisions for metadata

The Partners in the BIOBoost project will share data between partners in a Microsoft Teams shared folder.

BIOBoost places special emphasis in enhancing the discoverability of the data collected/ generated during the course of its activities. Open data produced during the implementation of the project will be locatable by means of a standard identification mechanism. Indeed, BIOBoost will be able to assign globally resolvable Persistent Identifiers (PIDs) on any open data.

At the same time, data that are not open will be deposited in a searchable resource (i.e., the cloud web storage service of the project) and well-tailored identification mechanisms will be utilised as well, in the form of standard naming conventions that will safeguard their consistency and make them easily locatable for partners within the frame of the project. Along these lines, the following subsection provides further analysis on naming conventions and versioning.

Naming conventions

BIOBoost will create consistent data file names that provide clues to their content, status and versioning, while also increasing their discoverability. In doing so, project partners as well as interested stakeholders can easily identify a file as well as classify and sort them.

According to the UK Data Archive ([UK Data Service, 2017b](#)), a best practice in naming convention is to create brief yet meaningful names for data files, that facilitate classification. The naming convention should avoid the utilisation of spaces, dots and special characters (such as & or !), whereas the use of underscores is endorsed, to separate elements in the data file name and make them understandable. At the same time, versioning should be a part of a naming convention to clearly identify the changes and edits in a file.

BIOBoost employs a standard naming convention that integrates versioning and takes into account the possibility of creating multiple datasets during an activity that entails data collection/generation. The BIOBoost naming convention is described below.

| |
|---|
| [Name of project] _ [Name of Study] _ [Number of dataset] _ [Issue Date] _ [Version number] |
|---|

- Name of project: BIOBoost
- Name of Study: A short version of the name of the activity for which the dataset is created.
- Number of the dataset: An indication of the number assigned to the dataset.
- Issue Date: The date on which the latest version of the dataset was modified (YYYY.MM.DD.).

¹ European Commission, H2020 Programme, Guidelines on FAIR Data Management in Horizon 2020, (2016), https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

- Version number: The versioning number of a dataset.

Data versioning enables understanding if a newer version of a dataset is available and which are the changes between the different versions allowing for comparisons and preventing confusion.

BIOBoost employs standards for creating metadata for data collected/ generated by the project, with a view to describing it with relevant metadata and improving their discoverability and searchability. In addition, the metadata standards applied enable the integration of metadata from a variety of sources into other technical systems.

For BIOBoost's openly available data the metadata standards provided by Zenodo will be used. Zenodo (<https://zenodo.org/>) is an open repository developed under the European OpenAIRE programme and operated by CERN. Zenodo creates metadata to accompany the datasets that are uploaded to the repository, extending their reach to a wider audience of interested stakeholders. This metadata can be exported in several standard formats, including open and machine-readable ones (such as MARXML, Dublin Core, and DataCite Metadata Schema), following the guidelines of OpenAIRE and are stored by Zenodo in JSON-format according to a defined JSON schema².

2.3. Data access and sharing

In addition, the collected data and information will be stored and shared with project partners in shared storage facilities (e.g., Microsoft Teams and Microsoft SharePoint). These are suitable for shared short-term storage of data and resources during the project. Each partner is in charge of uploading the data gathered and produced in their project activities on shared folders.

To ensure the data generated from the project is widely available and accessible, the project will implement data access and sharing policies and procedures. The project will make the data generated from the project available through the project website. News will be shared via each partners newsletter and social media channels. The data will be openly accessible to anyone interested and will be free of charge.

The main part of resources and data generated by the project will be accessible to all consortium partners and stored in Microsoft Teams. Only members of the consortium, after validation from the administrator, can access this space. Data and resources collected for internal purposes will be stored in the secure facilities of the organisation responsible for collecting them and will be retained for two years after the end of the project. Details concerning the ownership, transfer and dissemination of projects results are defined in Section 8.2 of the Consortium Agreement and shall be followed accordingly, specifically Article 16.2.

The project will adhere to the ethical and legal considerations related to data access and sharing. The project will ensure that the data is collected and processed in compliance with the relevant data protection regulations such as the General Data Protection Regulation (GDPR) of the EU. The project will also consider the confidentiality and privacy of the data when making it available for access and sharing. The project will also ensure that the data is not used for any illegal or unethical purposes.

Repository:

The data produced by partners in BIOBoost and deemed open for sharing and re-use, will be deposited to and securely stored by Microsoft shared folder, which constitutes an open data repository and has been specifically selected to enable access to the project's open data free of charge.

² For more information on the JSON format and the JSON schema visit the following website: <http://json-schema.org/>

2.4. Making data interoperable

Data interoperability refers to the ability of systems and services that create, exchange and use data to have clear, shared expectations for the contents, context and meaning of that data³.

More specifically, the interoperability of the data that will not be publicly shared will be facilitated by the use of the Dublin Core Metadata standard. This standard is a small “metadata element set” which accounts for issues that must be resolved to ensure that data meets traditional standards for quality and consistency, while still remaining broadly interoperable with other data sources in the linked data environment. The fifteen elements of the standard provide a vocabulary of concepts with natural-language definitions (e.g., title, creator, author, etc.) that are instantly converted into open machine-readable formats (such as XML, HTML, etc.), enabling machine-processability. Each element is optional and may be repeated, while the standard itself offer ways exist for refining them, encouraging the use of encoding and vocabulary schemes. The vocabulary of the Dublin Core Metadata standard is presented by the following table⁴:

Table 1 - Element definition

| No | Element | Element definition |
|----|-------------|--|
| 1 | Title | A name given to the resource. |
| 2 | Creator | An entity primarily responsible for making the content of the resource. |
| 3 | Subject | The topic of the content of the resource. |
| 4 | Description | An account of the content of the resource. |
| 5 | Publisher | An entity responsible for making the resource available. |
| 6 | Contributor | An entity responsible for making contributions to the content of the resource. |
| 7 | Date | A date associated with an event in the life cycle of the resource |
| 8 | Type | The nature or genre of the content of the resource. |
| 9 | Format | The physical or digital manifestation of the resource. |
| 10 | Identifier | An unambiguous reference to the resource within a given context. |
| 11 | Source | A reference to a resource from which the present resource is derived. |
| 12 | Language | A language of the intellectual content of the resource. |
| 13 | Relation | A reference to a related resource. |
| 14 | Coverage | The extent or scope of the content of the resource. |
| 15 | Rights | Information about rights held in and over the resource. |

Along similar lines, the interoperability of openly available data will be facilitated through shared files in Microsoft teams.

2.4. Increase data re-use

By utilising shared files in Microsoft Teams for sharing the project’s openly available data with the other partners, BIOBoost ensures the facilitation of data access, validation and re-use, in compliance to the general policies, according to the FAIR principles.

Received data will only be shared, when necessary, between the partners and will not be useable by third parties.

³ L. Steele & T. Orrell (2017). The frontiers of data interoperability for sustainable development. Publish What You Fund and Development Initiatives

⁴ Sugimoto, S., Baker, T., & Weibel, S. L. (2002). Dublin Core: Process and Principles. Lecture Notes in Computer Science Digital Libraries: People, Knowledge, and Technology, 25-35.



3. Other research outputs

No other research outputs have been identified and are expected to be generated or re-used in the context of the project.

4. Allocation of resources

Data and resources collected for internal purposes will be stored in the secure facilities of the organisation responsible for collecting them and will be retained for two years after the end of project. There will be no fees for using Microsoft shared folders as Microsoft is used by several of the project partners.

Each partner is responsible for received data, see the overview of each work packages in section 2.

5. Data security

The project partners in the BIOBoost project will securely handle any data collected / generated throughout its entire lifecycle as it is essential to safeguard this data against accidental loss and / or unauthorised access. To achieve this the project will apply appropriate technical and organisational measures based on a risk assessment of the relevant data that takes into account the impact and the likelihood of a potential data breach. With that in mind, the project's data security strategy aims at minimising the probability that a data breach will occur during the course and after the completion of the project BIOBoost, either from human error or hardware failure, as well as inhibit any unauthorised access. Particularly, in case of personal data collection / generation it is crucial that this data can only be accessed by those authorised to do so.

All project partners are responsible for processing⁵ data using appropriate means, such as private servers or cloud service providers that adhere to the relevant legal data protection requirements (e.g., GDPR) and will ensure that this data is protected, and any necessary data security controls have been implemented, to minimise the risk of information leak and destruction. This case refers to the data that will be closed and therefore will not be shared and / or re-used within the framework of the project. Each partner is responsible for uploading the data gathered and produced in their project activities on Microsoft shared folders. In these shared storage facilities, deleted files are stored in a recycle bin folder. Therefore, in a case of unintentional deletion of data, a simple recovery measure will be taken. These procedures will ensure that the data is safe and can be recovered in case of any system failures or data losses.

Access to closed data in the shared folder will only be permitted to authorised project partners. In case there is a personal data breach, the responsible project partner will notify, without undue delay and, where feasible, not later than 72 hours after having become aware of it, its competent national supervisory authority (e.g., data protection authority) as well as the data subject(s) that may be affected by the breach. Moreover, the responsible partner will document any personal data breaches, including information such as the facts relevant to the breach, its effects and the remedial action(s) taken.

Identification and authentication access controls play an important role in the context of the project, as they help partners to protect the data collected / generated during the project and especially

⁵ Processing, according to Regulation (EU) 2016/679 of the European Parliament (General Data Protection Regulation), means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.



personal data. To this end, each project partner is responsible for and committed to ensuring the application of appropriate access controls to the data they are processing.

On another note, openly available data will be stored safely for long-term preservation on Microsoft teams shared folder.

6. Ethics

In the collection and generation of data, the project will adhere to relevant ethical and legal considerations. The project will obtain the necessary permissions and consents for data collection and ensure that any personal data collected is protected and processed in accordance with the EU General Data Protection Regulation (GDPR). The project will also ensure that any confidential or proprietary information is protected and treated in accordance with the relevant legal requirements. Further details are provided in D5.2 on Ethics Requirements.

In annex 1, the private policy for the project are describes, when a partner prepares an event there will be a link to this specific private policy. There is also a consent for receiving data such as photos, videos and sound.

7. Other issues

No other national/funder/sectoral/departmental procedures for data management were used in the framework of the BIOBoost project.

8. Conclusions and way forward

This initial version of the DMP aims at safeguarding the sound management of the data collected, processed and/or generated during the project's activities across their entire lifecycle, while also making them FAIR. It describes all the underlying processes of the data management, collection, process and generation, in accordance with the GDPR guidelines, and sheds light on (i) the data being collected, processed and/or generated under the project activities, (ii) the specific objectives under which each dataset is collected, processed and/or generated, (iii) the allocation of resources and data management responsibilities and (iv) the data security and ethical aspects of the data.

In the framework of the BIOBoost project, the DMP is a living document and is updated throughout the course of the project, considering its latest developments and available results. It is expected to be further developed and updated at least twice by the end the project. If necessary, additional ad hoc updates may be released in order to include new data, better detail and/or reflect modifications in the methodologies applied or other aspects relevant to data management (such as costs for making data FAIR, size of data, etc.), changes in consortium policies and plans or other potential external factors.

PRIVACY POLICY

1. Who we are:

The purpose of the BIOBoost project are to increase the latent potential of the participating innovation agencies, to learn from leading innovator regions, and to cement this knowledge and experience in the organisations, building and expanding networks, expanding the cooperation and enlarging the participation of more diverse innovation stakeholders and territories to existing successful initiatives in the bioeconomy, including agri-food, forestry, bio-based chemicals, materials and products, and bioenergy. The partners of BIOBoost consortium, listed below, process certain types of personal data for the purposes of the project. Each partner is responsible for the personal data they collect and process during their activities under the framework of the project:

- Food & Bio Cluster Denmark (FBCD), www.foodbiocluster.dk
- UNIMOS, (UNI), Poland <http://unimosalliance.com/>
- Lithuanian Innovation Center (LIC) <https://lic.lt/>
- ICT Murska Sobota (ITC), Slovenia <https://itc-cluster.com/>
- OnTech Innovation (ONT), Spain <https://www.ontechinnovation.com/>
- Bioeconomy for Change (B4C), France <https://www.bioeconomyforchange.eu/>
- National Centre for Research and Development (NCBR), Poland <https://www.gov.pl/web/ncbr-en>
- CLIC Innovation OY (CLIC), Finland <https://clicinnoation.fi/>

2. How we collect your personal data

We collect personal data both directly and indirectly:

Directly. We obtain personal data directly from individuals in a variety of ways, including but not limited to the following cases:

- an individual registers to attend meetings and events we host and during attendance at such events.
- we establish cooperative relationships with an individual.
- we provide professional services pursuant to our contract with the European Commission.
- an individual participates in surveys organised by us.

Indirectly. We obtain personal data indirectly about individuals from a variety of sources, including:

- our research partners.
- our networks and contacts.
- public and open data sources such as public registers, news articles and internet searches.
- social and professional networking sites (e.g., websites).

3. What types of data do we collect?

We only collect the data that is necessary for the smooth implementation of our project. This data includes the following categories:

- **contact details** (name/ surname, e-mail address);
- **professional information** (job title, organisation, field of expertise);
- **videos and photos** (from people that attend our events).



4. Bases of lawful processing

We process personal data on the following legal bases:

Legal obligations - for processing activities required for compliance both with applicable national and European legislation as well as with the specific legal and regulatory framework of the Horizon Europe Framework Programme for Research and Innovation of the European Union.

Consent – for processing activities such as organisation of surveys, completing of questionnaires and dissemination of project results.

Contractual obligations - for processing activities such as reporting to the European Commission and complying with the project's publicity obligations.

5. What we do with your personal data

We process your personal data with the purpose of:

- Conducting research (e.g., surveys)
- Disseminating our project's results to different types of stakeholders
- Sending invitations and providing access to guests attending our events
- Administering, maintaining, and ensuring the security of our information systems, applications, and websites
- Processing online requests or queries, including responding to communications from individuals
- Complying with contractual, legal, and regulatory obligations.

6. How we secure your personal data when we process it

We continuously apply a personal data risk assessment process to identify, analyse, and evaluate the security risks that may threaten your personal data. Based on the results of this risk assessment, we define and apply a set of both technical and organisational measures to mitigate the above security risks, including but not limited to:

- Data Protection Policies to guide our personnel when processing your data
- Back up process, antimalware protection, access control mechanisms, etc.

7. Do we share personal data with third parties?

We may occasionally share personal data with trusted third parties to help us deliver efficient and quality services. When we do so, we ensure that recipients are contractually bound to safeguard the data we entrust to them before we share the data. We may engage with several or all the following categories of recipients:

- Parties that support us as we provide our services (e.g., cloud-based software services such as Dropbox, Microsoft SharePoint, Google)
- Our professional advisers, including lawyers, auditors, and insurers
- Dissemination services providers (e.g., MailChimp)

- Law enforcement or other government and regulatory agencies or other third parties as required by, and in accordance with applicable law or regulations
- The European Commission according to our relevant contractual obligations.

8. Do we transfer your personal data outside the European Economic Area?

We do not own file servers located outside the European Economic Area (EEA). However, all partners use Microsoft Teams, and some partners may use other cloud and / or marketing services from reputable providers such as SharePoint, Dropbox, MailChimp, Google, etc., situated both inside and outside the EEA. We always check that such providers comply with the relevant GDPR requirements before using their services.

9. Do we use cookies?

Our websites use cookies. Where cookies are used, a statement will be sent to your browser explaining the use of cookies. Cookies are small text files which are saved on your computer, mobile phone, or tablet. They allow the website to remember your actions and preferences (such as login, language, font size and other display preferences) so you don't have to keep re-entering them whenever you come back to the site. You can control and/ or delete cookies as you wish. If you do this, however, you may need to manually adjust your preferences every time you visit a site. For more information on how to manage cookies, please visit: <http://www.aboutcookies.org/>

We use tools like Google Analytics to better understand how visitors interact with our website. This provides us with important information to enable the site to work better. The information collected is not linked to your personal data. For more information on the cookies set by Google Analytics, please visit: <http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html>

10. Your rights

You have the following rights regarding our processing of your personal data:

- **Right to withdraw consent** – You can withdraw consent that you have previously given to one or more specified purposes to process your personal data. This will not affect the lawfulness of any processing carried out before you withdraw your consent.
- **Right of access** – You can ask us to verify whether we are processing personal data about you and, if so, to have access to a copy of such data.
- **Right to rectification and erasure** – You can ask us to correct our records if you believe they contain incorrect or incomplete information about you or ask us to erase your personal data after you withdraw your consent to processing or when we no longer need it for the purpose it was originally collected.
- **Right to restriction of processing** – You can ask us to temporarily restrict our processing of your personal data if you contest the accuracy of your personal data, prefer to restrict its use rather than having us erase it, or need us to preserve it for you to establish, exercise or defend a legal claim. A temporary restriction may apply while verifying whether we have overriding legitimate grounds to process it. You can ask us to inform you before we lift that temporary processing restriction.
- **Right to data portability** – In some circumstances, where you have provided personal data to us, you can ask us to transmit that personal data (in a structured, commonly used, and machine-readable format) directly to another entity.
- **Right to object** – You can object to our use of your personal data for direct marketing purposes, including profiling or where processing has taken the form of automated decision-

making. However, we may need to keep some minimal information (e.g., e-mail address) to comply with your request to cease marketing to you.

- **Right to make a complaint** to your local Data Protection Authority (DPA) (see https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm) regarding any concerns you may have about our data handling practices.

To ask us to do anything of the above, you can contact us by email. We will promptly examine your request against the relevant requirements of the laws and regulations governing privacy and personal data protection and we will answer the latest within 30 days after receiving your request. We will ask from you some kind of identification (e.g., photocopy of your identity card or passport) to avoid non-authorized access to your personal data. If, for reasons of complexity of the request or a multitude of requests, we are unable to respond promptly, we will notify you within 30 days of any delay, which in no case may exceed two months from the expiration of the 30-day deadline.

11. How long do we retain personal data?

We retain personal data to provide our services, stay in contact with you and to comply with applicable laws, regulations, and contractual obligations to which we are subject. Please note that we have an obligation to retain data concerning projects funded by the Horizon Europe Framework Programme for Research and Innovation of the European Union for up to five years after the end of the project (unless further retention is requested by auditors). After the expiry of the retention period, and unless further legitimate grounds for retention arise, we will dispose of personal data in a secure manner.

12. Disclaimer of liability for third party websites

Although our site may contain links to third-party sites, including the sites of the consortium partners, we are not responsible for the privacy practices or content of these sites, and we expressly disclaim any liability for any loss or damage that may be caused by the use of these links. We do not monitor the privacy practices or the content of these sites. If you have any questions about the privacy practices of another site, you should contact the site's responsible personnel. We suggest you read the privacy policy of each website you interact with, before allowing the collection and use of your personal data.

We may also provide social media features that allow you to share information on your social networks and interact with our project on various social media sites. The use of these social media features may result in the collection or sharing of information about you. We recommend that you check the privacy policies and regulations of the social networking sites you interact with, so that you can be sure that you understand what information may be collected, used and disclosed by these sites.

13. Children

We do not collect, use, or disclose information from children under the age of 16. If we learn that we have collected the personal information of a child under 16, we will take steps to delete the information as soon as possible. Please immediately contact us if you become aware that a child under 16 has provided us with personal information.



14. Revisions of this Privacy Policy

This Privacy Policy is valid from 01/01/2023 and replaces any other previous notifications that we have issued in the past regarding our personal data management practices. We reserve the right to revise this policy at any time. The current version will be always uploaded to our website indicating the date of entry into force, so you know when the most recent revision took place. If there are critical changes in this policy or our personal data practices change significantly in the future, we will notify you by posting the changes on our website.

CONSENT FORM FOR VIDEO, SOUND AND PHOTO

Text in grey colour contains guidelines for adjusting this template and should be deleted.

Text in grey colour contains examples and should be adjusted to the context of each activity.

Text included in < > and/or should be replaced with content that is suitable to the context of each activity & project as well as to the organisation seeking to obtain the consent.

Before using this template take the time to carefully read and adjust it to the needs of the activity at hand as well as to any relevant regulations and particularities applicable to your country and organisation.

Top of the form

Declaration of consent for photography and use of images, videos, and sound data

< Insert Partner Name > is partner in the BIOBoost project (Action Number: 101096150). We wish to publish images, videos, and sound data of the below mentioned on various media related to the project _____ and _____ its _____ purpose. Images, videos, and sound files (later referred to as data) are considered “personal data” and their use constitutes an act of “processing of personal data”. This is an operation for which the legal basis is your consent. The purpose of the photography or recording and the use of the respective digital files is set out below where we ask you to give explicit consent. < Insert Partner Name > will not transfer or distribute images or other materials that contain personal data without the consent from the data subjects.

The data will be handled as described in our data policy. The consents are given voluntarily and can be withdrawn in whole or in part at any time by contacting < contact person and email >

Full name *

Date *

I confirm that I have read and understood the above information and that my consent is given on an informed basis. *

- Yes
 No

I agree that my images/videos/sound data may be used on the BIOBoost website. *

- Yes
 No

I agree that my images/videos/sound data may be used in electronic materials in connection with BIOBoost dissemination & communication activities. *

- Yes
 No

I agree that my images/videos/sound data may be used in printed materials in connection with BIOBoost dissemination & communication activities. *

- Yes
 No

Bottom of form

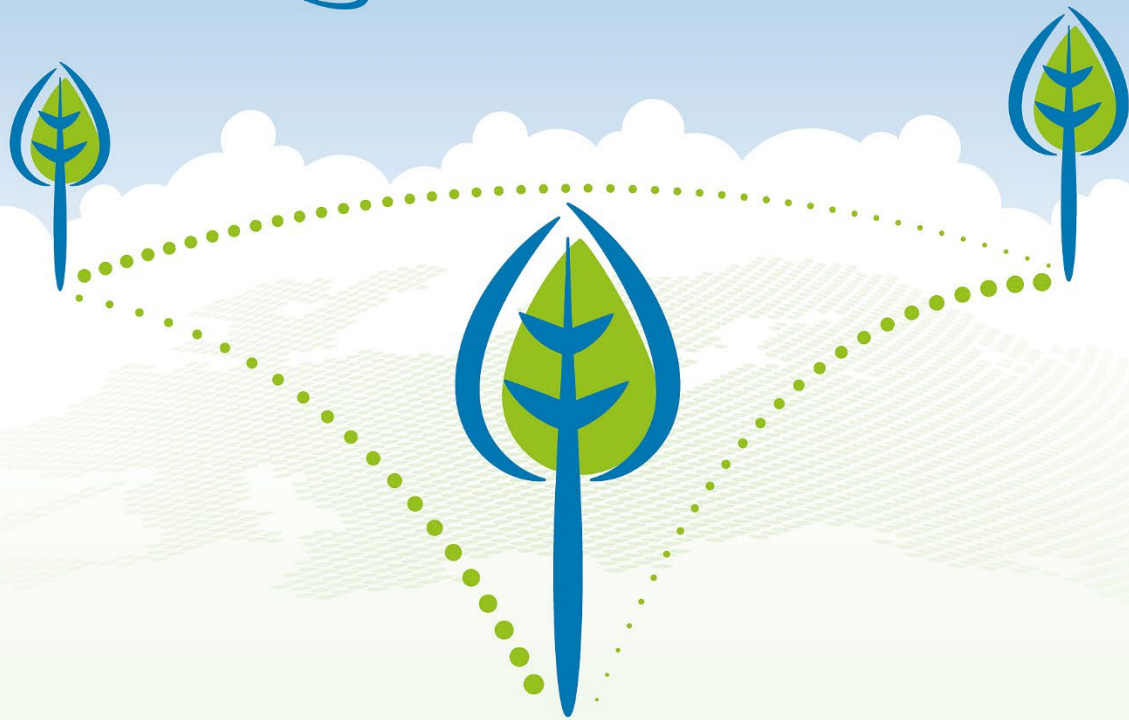




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Deliverable 5.2 – Ethics Plan

Project: Boosting innovation agencies for bioeconomy value chains

Acronym: BIO-Boost



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Document Information

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| Contributions from | Chloé Joly, B4C | | |

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| | | | | |
| | | | | |

Disclaimer

Disclaimer excluding Agency and Commission responsibility:

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

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List of Abbreviations

| Abbreviation | Full name |
|--------------|---|
| FBCD | FBCD A/S |
| DMP | Data Management Plan |
| GDPR | General Data Protection Regulation |
| EDPB | European Data Protection Board |
| CFR | Charter of Fundamental Rights of the European Union |
| ECHR | European Convention on Human Rights |
| CRPD | Convention on the Rights of Persons with Disabilities |
| EU | European Union |

Executive Summary

The overall objectives of the BIOBoost project are to increase the latent potential of the participating innovation agencies, to learn from leading innovator regions, and to cement this knowledge and experience in the organizations, building and expanding networks, expanding the cooperation and enlarging the participation of more diverse innovation stakeholders and territories to existing successful initiatives in the bioeconomy, including agri-food, forestry, bio-based chemicals, materials and products, and bioenergy.

The ethics requirements of the project are crucial to ensure that the project is carried out in a manner that is consistent with the principles of ethics, accountability, and transparency.

The key points of the ethics requirements are as follows:

The project complies with the relevant ethical codes, principles, and regulations, including the European Commission's Code of Conduct for Research Integrity.

The project involves the collection and processing of personal data, which will be handled in accordance with the General Data Protection Regulation (GDPR) and the European Data Protection Board (EDPB).

The project will be carried out in a manner that is respectful of the environment and will consider the social impacts of the bioeconomy sector.

In terms of future considerations for ethical management, it is recommended that the project team regularly assesses and updates the ethics requirements throughout the project. Additionally, it is recommended that the project team engages with the relevant stakeholders and engages in an open and transparent dialogue to ensure that ethical considerations are integrated into the project activities.

Finally, to ensure ethical compliance in the project, it is recommended that the project team adheres to the relevant ethical codes, principles, and regulations, and that they seek expert advice and guidance as needed. The project team should also be proactive in addressing any ethical issues that may arise during the implementation of the project.

1 Introduction

The purpose of this deliverable is to outline the ethics requirements for the BIOBoost project, following the standard guidelines for ethics requirements in Horizon Europe projects. The deliverable aims to provide a clear and comprehensive plan to take ethical considerations into account during the implementation of the project.

Horizon Europe requires that all projects adhere to ethical principles and comply with relevant legislation and regulations in the EU and the member states. The ethics requirements in Horizon Europe projects include, but are not limited to, respect for human dignity and rights, protection of personal data, and the need for transparency and accountability in the use of funding. The ethics requirements also include provisions for the protection of animals and the environment, as well as the responsible use of research results.

In this deliverable, we will provide a detailed outline of the ethics requirements for the BIOBoost project, including a description of the ethical considerations that must be taken into account during the implementation of the project, as well as the procedures and processes that must be in place to ensure compliance with the ethics requirements.

2 Ethical Management

The ethical management of the BIOBoost project is of the importance to ensure that all project activities are carried out in a responsible and ethical manner. In order to minimize the potential ethical risks associated with the project, appropriate measures are put in place. These may include, but are not limited to, the following:

- Ensuring that all stakeholders, including policy makers, academia, industry, and citizens, are aware of the ethical implications of the project activities and are committed to adhering to relevant ethical codes and principles.
- Implementing clear policies and procedures for data protection and privacy to ensure that any personal or sensitive information collected or processed during the project is kept secure and confidential.
- Ensuring that the project activities do not have any adverse impact on the environment or local communities, and that any environmental impacts are mitigated to the greatest extent possible.
- Engaging with relevant stakeholders and communities in a transparent and inclusive manner to ensure that their perspectives and opinions are considered.

The BIOBoost project adheres to relevant ethical principles, including but not limited to the following:

- The Charter of Fundamental Rights of the European Union (CFR)¹
- The European Convention on Human Rights (ECHR)²

¹ https://www.europarl.europa.eu/charter/pdf/text_en.pdf

² <https://www.coe.int/en/web/human-rights-convention>

- The Convention on the Rights of Persons with Disabilities (CRPD)³
- General Data Protection Regulation (GDPR)⁴
- The European Code of Conduct for Research Integrity⁵

BIOBoost ensures that all project activities are conducted in accordance with these principles and regulations in order to minimize any potential ethical risks or harm. It is the responsibility of all project partners to ensure that their actions and decisions are in line with these ethical codes and principles.

The BIOBoost project ensures and adheres to the following principles:

- reliability in ensuring the quality of research reflected in the design, the methodology, the analysis, and the use of resources.
- honesty in developing, undertaking, reviewing, reporting, and communicating research in a transparent, fair, and unbiased way.
- respect for colleagues, research participants, society, ecosystems, cultural heritage, and the environment
- accountability for the research from idea to publication, for its management and organization, for training, supervision, and mentoring, and for its wider impacts and means that beneficiaries must ensure that persons carrying out research tasks follow the good research practices.

For BIOBoost many ethical issues do not apply, e.g., concerning Animal testing, etc. There will be no involvement of vulnerable groups or individuals in BIOBoost. Relevant ethical principles of respect for human dignity, privacy and data protection, informed consent, transparency, and accountability (see next section).

3 Data Privacy and Confidentiality

The BIOBoost project involves the collection, analysis, and dissemination of information and data related to event, exchanges, and cross border SME support. Given the nature of the project, it is essential to assess the privacy and confidentiality implications of the project activities and implement appropriate measures to protect the privacy of individuals and the confidentiality of data.

The BIOBoost ensures that data is collected, processed, and stored in compliance with relevant data protection and privacy regulations.

- Data minimization: The project will collect only the minimum amount of data necessary to achieve the project's objectives.

³ <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/convention-on-the-rights-of-persons-with-disabilities-2.html>

⁴ <https://gdpr-info.eu/>

⁵ <https://allea.org/code-of-conduct/>

- Data security: The project will implement appropriate technical and organizational measures to protect the confidentiality, integrity, and availability of data, including encryption, access controls, and backup and recovery procedures.
- Data retention: The project will only retain data for as long as it is necessary to achieve the project's objectives, and data will be securely disposed of once it is no longer needed.

The BIOBoost project will comply with relevant data protection and privacy regulations, including the General Data Protection Regulation (GDPR) and other national data protection and privacy laws.

According to Art. 4 of the GDPR, the concept of informed consent has been defined as follows: 'Consent of the data subject means any freely given, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or a clear affirmative action, signifies agreement to the processing of personal data relating to him or her'.

The consent of a data subject is a prerequisite for the lawfulness of data processing, as described in Art. 6, item 1a of the GDPR. For the data processing to be lawful, it should be done based on the consent of the data subject concerned, unless some other legitimate basis, laid down by law, is applicable. As this is not the case in research project, informed consent of the subject is an absolute requirement, which has to be fulfilled in all cases where data is collected and processed. Article 7 of the GDPR defines the conditions for the consent. According to this article, '...the consent should be given by a clear affirmative act establishing a freely given, specific, informed and unambiguous indication of the data subject's agreement to the processing of his or her personal data'. The agreement can be given through a written declaration on paper or by electronic means, or even an oral statement. To accomplish with those requirements partners in the BIOBoost project uses an Information Sheet and Informed Consent Form or agreement by electronic means. Only if the stakeholders explicitly agree to the Privacy policy their data will be stored. Moreover, in the Online Form they have explicitly to agree to being contacted and involved as well as interested in receiving updated information, each partner is responsible for received data.

Similar for the use of information of interviews, the data gathered will be processed in anonymized form and will not be retained longer than necessary to achieve the purpose specified.

The collected data will be kept securely and publication (including publication on the Internet) does not lead (either directly or indirectly) to a breach of agreed confidentiality.

Overall, the project will consider the rights of data subjects and the responsibilities of data controllers, including the right to access, rectify, and erase personal data, as well as the responsibility to protect the privacy and confidentiality of data. The project will also ensure that data subjects are informed of their rights and the project's data protection and privacy policies and practices.

In conclusion, the BIOBoost project recognizes the importance of privacy and confidentiality and is committed to protecting the privacy and confidentiality of data and individuals. The project will implement appropriate measures and comply with relevant data protection and privacy regulations to ensure the protection of privacy and confidentiality.

4 Conclusion

This deliverable provides the potential ethical requirements and implications of the project's activities and outcomes. The requirements include the key ethical principles of respect for human dignity, privacy and data protection, informed consent, transparency, and accountability.

The project has identified a number of ethical implications that need to be addressed during the project's implementation. These include the collection and processing of sensitive data from stakeholders, and the need for informed consent from participants.

The BIOBoost project will need to continue to consider the ethical implications of its activities throughout the project's lifecycle. This will require the project team to regularly monitor and evaluate the ethical implications of its activities and make necessary adjustments to ensure that the project remains compliant with ethical principles and standards.

In order to ensure that the project remains compliant with ethical principles and standards, it is essential that the project team regularly assesses and manages the ethical implications of its activities.



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