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SUSTAVIANFEED

ALTERNATIVE ANIMAL FEEDS
IN MEDITERRANEAN POULTRY BREEDS
TO OBTAIN SUSTAINABLE PRODUCTS

Data Management Plan - #1

DELIVERABLE 1.2

This project (grant Number 2015), is part of the PRIMA programme, supported by the European Union

Partners



Slow Food Foundation
for Biodiversity



PROJECT INFORMATION	
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Project Coordinator	SOCIEDAD AGRARIA DE TRANSFORMACION 2439 (ALIA)
Project Partners	UNIVERSITY OF MURCIA (UMU), UNIVERSITY OF TURIN (UNITO), INSTITUT SUPERIEUR AGRONOMIQUE DE CHOTT MARIEM (ISA-CM), ASSOCIATION RAYHANA (RAYHANA), ENTOMO CONSULTING S.L. (ENTOMO), EGE UNIVERSITY (EGE), FONDAZIONE SLOW FOOD PER LA BIODIVERSITA' ONLUS (SLOWFOOD)

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SUMMARY

The Horizon 2020 FAIR Data Management Plan (DMP) template is designed to be applicable to any Horizon 2020 project that produces, collects or processes research data. In addition, this template is applicable to PRIMA projects.

SUSTAvianFEED project consortium has developed a DMP for the project to cover its overall approach.

The present document, Deliverable 1.2 sets the DMP, in which the open data policy will be specified: detailing what data the project will generate, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved.

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Acronyms and abbreviations

Abbreviation	Description
DMP	Data Management Plan
FAIR	Findable, accessible, interoperable and re-usable
GDPR	General Data Protection Regulation
PC	Project Coordinator

1 INTRODUCTION

SUSTAvianFEED project complies the FAIR data management concept to develop this Data Management Plan (DMP). FAIR data management requires the project data should be 'FAIR', that is findable, accessible, interoperable and re-usable. These principles precede implementation choices and do not necessarily suggest any specific technology, standard, or implementation-solution.

The DMP is not intended as a strict technical implementation of the FAIR principles; it is inspired by FAIR as a general concept. The following documents have been referred in order to develop the present DMP.

- Guidelines on FAIR Data Management in Horizon 2020 (EC, 2016)
- FAIR data principles (FORCE11, 2016)
- FAIR principles (Wilkinson et al., 2016)

The FAIR DMP template (EC, 2016) establishes a set of questions that should be answered with a level of detail appropriated to the project. It is not required to provide detailed answers to all the questions in the first version of the DMP that needs to be submitted by month 6 of the project.

Furthermore, the DMP is considered a living document, which will be updated according to project implementation needs. The DMP will be updated at least twice during project implementation. Months 24 and 48 are the dates in which the updated version of the DMP will be developed, in the context of the mid-term and final reviews.

2 DATA SUMMARY

SUSTAvianFEED project will collect and generate data during the whole project duration. This data will be collected and generated according to project needs for a successful project implementation.

The project will collect and generate data in two main set of activities.

1. Firstly, for the pilot project implementation and the environmental, economic and social analysis about the pilot activities (WP3), project partners will collect relevant data about the processes followed. The preparatory work of WP2 will also involve the collection of similar data.
2. Secondly, the Living Lab activities (Task 4.1) will address stakeholders from the quad-helix and the different participatory activities will generate data to be analyzed for project implementation. While in the first case most of the data will be provided by project partners, in the second one, the data will be provided from the participants in the Living Lab activities. In this case, GDPR will be followed. In addition, for communication and dissemination activities a contact database will be developed. This database will follow GDPR as well.

On the other hand, the project will generate data which will be published in the project website in the project deliverables, scientific articles and communication and dissemination materials.

Data will be supplied mainly in XLSX, CSV, PDF or Word DOCX formats in order to ensure compatibility with as many software as possible.

Existing databases will be used as well for the development of the Life Cycle Assessment.

It is difficult to estimate the expected size of the data which SUSTAvianFEED will collect and generate. However, it is estimated that around 15 Gigabytes will be enough. In the following versions of the DMP, this figure will be updated.

The generated data will benefit further project and investigations on the sustainability field of the agri-food sector.

3 FAIR DATA

3.1 Making data findable, including provisions for metadata

Through the active phase of the project, data management will include simple organizational measures such as following a file naming convention. The documents naming has been defined in the Quality Procedures Manual (QPM) of the project as follow:

- SUSTAvianFEED_WorkPackage_DocumentName_ ResponsiblePartner _ddmmy_ Versionnumber_ document format.

For example, SUSTAvianFEED_WP1_D1.2_ALIA_010921_v1.docx., will be the name of the present document.

Document filenames will be kept short to avoid unnecessarily long paths, always include the last person to edit the document, and a version indicator.

All project documentation will be stored in a dedicated Google Drive that will enable full control over editing permissions of project participators. No metadata is expected to be generated.

3.2 Making data openly accessible

The final data, deliverables and project documentation to support published outcomes will be deposited in a dedicated repository which ALIA, the project coordinator, will establish. The data will be preserved for a minimum of ten years. In addition, the project website will contain the relevant documentation so it will be available for the interested public, including public deliverables.

3.3 Making data interoperable

During the project, partners will collect and generate data for a successful implementation. Nevertheless, no large volumes of data and metadata are expected. The generated and collected data will be included in the project deliverables and reports. In order to ensure a good interoperability, XLSX, CSV, PDF or Word DOCX formats will be used. The public deliverables and other relevant project results will be accessible in the project official website.

If additional data is generated during the project and in case of need, the project coordinator will propose the use of standard vocabularies for all data types present, to allow inter-disciplinary interoperability.

3.4 Increase data re-use (through clarifying licences)

During the project implementation, data quality assurance process will be organised by the PC (responsible individual for data management), who will search for inconsistencies and other anomalies in the data and the project Google Drive folder.

After project implementation, ALIA will ensure that the relevant public data is available for ten years. In the repository which will contain this information, licenses and access conditions will be established.

4 ALLOCATION OF RESOURCES

The costs of the project Google Drive will be free until the expected 15 GB. In case of a need of more space, an upgraded Google Drive plan will be contracted. This will have a cost of around 20€ per year which will be assumed by the PC. For the dedicated repository, ALIA will use a similar service, which in case of the need of more space, will have similar costs.

The project coordinator is the responsible of data. Everyday workflow tasks will be delegated, but the PC will ensure that consistent data management is performed along project execution and will conduct six monthly reviews on the use of controlled vocabulary, file naming and versioning conventions and that the organizational logic of the Google Drive site is adequate.

Furthermore, the PC will also be the responsible of data management of the data after the project ends in at least ten years. Public deliverables and other key reports (in the case they exist) will be of public access. In case any document, scientific article, prototype or any other outcome are not fully public, the General Assembly will decide which parts should be public.

5 DATA SECURITY

Access to project documentation and data is only available to those who have access to the project Google Drive. This access is determined by the PC and implemented by ALIA staff. For security issues, a backup will be performed biweekly. Every backup would be kept separately with a date of saving code and will be saved in an external directory owned by PC.

As stated, ALIA will store all the project relevant data for at least ten years. This will ensure that funder, institutional or publisher retention compliance is satisfied, as is the authenticity of the original data for open data requirements or post research review if necessary.

6 ETHICAL ASPECTS

Any personal data gathering within the project will conform to informed consent expectations that are expected with regards current Data Protection legislation, and the EU General Data Protection Regulation (GDPR) that started to implement on 25th May 2018.

If during participatory activities personal data or photos are taken, consent forms will be produced for participants. The consent form will be adapted to the specific activities and national context.

As stated in the Consortium Agreement, the project will not have a specific Ethics Board. However, the General Assembly will always dedicate a section to discuss any ethical aspect which is necessary. All the ethics issues will be treated in the General Assembly, including data management ones.

7 OUTLOOK AND CONCLUSIONS

The first version of the Data Management Plan includes the procedures, protocols and organization modes that SUSTAvianFEED project will follow in order to follow the PRIMA Foundation requirements.

ALIA as project coordinator will monitor that all the procedures are implemented successfully by the project consortium and will establish the needed channels.

The DMP is considered a living document and updates during months 24 and 48 will be done.

8 REFERENCES

- *Data management - H2020 Online Manual*. Available at: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm (Accessed: 31 August 2021).
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