

Twinning for Promoting Excellence, Ability and Knowledge to develop advanced waste gasification Solutions

Project No: 951308



TwinPeaks

Data Management Plan

WP 6 – Task 6.1 / D 6.1

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TWIN-PEAKS website: www.twinpeaks-h2020.com

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1 Introduction

According to the EC Horizon 2020¹, a Data Management Plan (DMP) is a key element of good data management. A DMP describes the data management life cycle for the data to be collected, processed and/or generated by a Horizon 2020 project. As part of making research data findable, accessible, interoperable and re-usable (FAIR), a DMP should include information on:

- the handling of research data during & after the end of the project;
- what data will be collected, processed and/or generated;
- which methodology & standards will be applied;
- whether data will be shared/made open access;
- how data will be curated & preserved (including after the end of the project).

The DMP of the TWIN-PEAKS project is developed based on the **Horizon 2020 FAIR Data Management Plan (DMP) template**² provided by the European Commission and recommended to be used but on voluntary basis.

The DMP has been prepared by LEI and reviewed by the TWIN-PEAKS consortium. All partners will contribute to data management in the TWIN-PEAKS project. The Data management Plan is a live “active” document to be reviewed and updated at regular intervals during the lifetime of the project.

2 Data summary

The main purpose of the data collection/generation of the TWIN-PEAKS project is to establish a research and innovation collaboration between Lithuanian Energy Institute (LEI), Vytautas Magnus University (VMU), Technical University of Munich (TUM), Chalmers University of Technology (CTH) and WIP Renewable Energies GmbH & Co. KG (WIP) to raise the scientific excellence, capacities and international reputation of LEI and VMU in advanced waste gasification.

TWIN-PEAKS will produce and collect different types of data. The data will be available in a variety of easily accessible formats, including Portable Document Format (PDF), Excel (XLSX), Word (DOC, RTF), Power Point (PPT), image (JPEG, PNG, GIF, TIFF), video (MP3, MP4).

The origin of the **primary data** will come from implementing (joint) activities of the TWIN-PEAKS project such as steering committee group meetings, workshops, outreach events, organisation of conferences and summer schools, trainings, short-term staff exchanges, participations in international conferences, etc. The **secondary data** will originate from literature and other available sources of information (e.g. databases, statistical offices, etc.).

WP1 “Research strategy development and implementation” aims at establishing the joint research strategy the consortium will adopt in the project and beyond for long-term collaboration. The strategy will include an action plan and be based on the identification of synergetic research topics and an analysis of the performance of the consortium and its gaps in expertise. The WP delivers six deliverables, 5 confidential reports with main report on joint strategy for research collaboration on waste-to-energy and 1 public report on past peer-reviewed publications. These public reports will be published on the project website and uploaded to the Funding and Tenders Portal of the European Commission in accordance to the expression “as open as possible, as closed as necessary”.

Types of data collected: results summarized based on primary and secondary data.

¹ https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

² https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

WP2 “Staff exchanges and training” is dedicated to LEI and VMU’s researchers to go on short-term secondments to TUM and CTH to exchange knowledge, especially during scientific workshops, training sessions to use each partner’s equipment and training sessions on soft skills to conduct high quality research.

There are three publishable confidential deliverables regarding the activities foreseen in this WP.

Types of data collected: results summarized based on primary and secondary data.

WP3 “Dissemination, exploitation and communication” covers the EU-wide communication & dissemination activities. During the project implementation appropriate tools will be developed to maximise the project’s visibility and spread public information on its goals, achievements, impacts and results to the relevant stakeholders.

There are nine publishable deliverables in this WP, five public and four confidential, only dedicated for members of the consortium.

Types of data collected: results summarized based on primary and secondary data.

WP4 “Early-stage researchers career development and gender equality promotion” addresses the specific career needs of early-stage researchers in WtE in Lithuania. It provides training courses and summer schools, an opportunity for PhD students to present their work in the project’s conferences, and involvement in the outreach events to facilitate networking and job seeking. The WP also has tasks to apply for grant targeted to early-stage researchers. Finally, this WP tackles the gender equality issues with various tasks such as strategic re-orientation or gender balance policies review.

This WP will deliver three publishable deliverables: 2 public and 1 confidential.

Types of data collected: results summarized based on primary and secondary data.

WP5 “Research management and administration capacities development” consists in the creation of a new research management and administration position to join the Research, Development and Innovation unit at LEI that currently only works on technology transfer.

This WP will deliver three confidential deliverables, which will be uploaded to the Funding and Tenders Portal of the European Commission.

Types of data collected: results summarized based on primary and secondary data.

WP6 “Project management” covers the day-to-day project management measures and coordination activities to run the project efficiently. Those include monitoring the progress of project implementation and ensuring quality control, ensuring good communication within the consortium and with the EC. The WP6 delivers one public report and two confidential reports, which will be published on the Funding and Tenders Portal of the European Commission. No other publishable data is foreseen in this work package.

Types of data collected: results summarized based on primary and secondary data.

Some already existing data (e.g. datasets, statistical information in Eurostat, etc.) might be re-used for scientific workshops, conferences, preparation of reports and deliverables, etc. Full credit to the original source of the data will be given.

The expected size of the datasets produced will be between 20 KB and 50 MB.

The data generated in TWIN-PEAKS will be useful for a wide range of quadruple helix stakeholders (industrial/business associations, individual business, research and education

institutions, public sector bodies, civil society organisations and non-governmental organisations).

3 FAIR Data

All produced research data from the TWIN-PEAKS project will be processed using Fair Data Practices, as defined in 2016 the “FAIR Guiding Principles for scientific data management and stewardship”. FAIR stands as acronym for **F**indability, **A**ccessibility, **I**nteroperability, and **R**eusability.

3.1 Making data findable, including provisions for metadata

The project outputs will be stored and made available via the project website, www.twinpeaks-h2020.com. Only final and public deliverables will be uploaded on the official project website.

Draft versions will be provided on the MS Teams closed group “TWIN-PEAKS”, which can be only accessed by the project partners.

No metadata will be created.

3.2 Making data openly accessible

The TWIN-PEAKS consortium will make all public data openly accessible. Confidential data will not be disclosed.

The data generated by TWIN-PEAKS will be accessible for project partners via MS Teams specially created closed group only accessed by project partners. The folder has been set up for file sharing (draft deliverables, confidential drafts, pictures, minutes, etc.) among the consortium members. The reason to set up a closed TWIN-PEAKS team group on MS Teams is to have a platform for internal communication exchange and easily share, find and access different data.

The official deliverables will be made available on the publicly accessible website www.twinpeaks-h2020.com.

The website includes a dedicated section for the project results, where all public deliverables (reports, staff exchange, conferences, summer schools, etc.) will be made available. All data will be downloadable into PDF format, which will allow easy interpretation and analysis.

3.3 Making data interoperable

TWIN-PEAKS will store data as in a variety of easily accessible formats, including Portable Document Format (PDF), Excel (XLSX), Word (DOCX, RTF), Power Point (PPT), image (JPEG, PNG, GIF, TIFF), video (MP3, MP4). Therefore, the data can easily be used by interested stakeholders.

3.4 Increase data re-use

The TWIN-PEAKS consortium will make data gathered and produced interoperable for all relevant actors, including researchers, policymakers, industry representatives and stakeholders.

The content generated on the website (deliverables, news, event advertisement, etc.) will be promoted actively via social media channels and stakeholder networks of consortium members.

4 Allocation of resources

No additional costs will be required for that purpose.

The website of the TWIN-PEAKS project will remain active and accessible for stakeholders for at least three years after the end of the project. The potential value in this is that all results are available for download beyond the duration of the project. The costs for this are calculated in the budget. After the three years, the data will be stored on WIP servers.

5 Data security

All project partners will store the data in a MS Teams system that guarantees replication between regions, access patterns to ensure high security.

LEI also will store personal data of stakeholders in an internal access management system with next generation firewalls, intrusion protection, artificial intelligence etc. for maximum security.

The website www.twinpeaks-h2020.com is hosted on a German server. Daily backups are run to ensure that data recovery is possible. All data – also the backups – are stored on German servers.

The protection of personal data in TWIN-PEAKS is fully in line the EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

All partners collecting any type of project-related data during the lifetime of the project will have joint responsibility for the data security.

6 Ethical aspects

In the TWIN-PEAKS project all consortium members will make sure that collected data is stored and used efficiently and effectively throughout the project.

LEI, as coordinator, will ensure that the data protection principles under the GDPR will be properly followed and implemented.