Training SMEs for the Digital Decade[1]

D4.1 Data Management Plan

Abstract:

This deliverable describes the Data Management Plan of the SME4DD project, providing for the handing of data for the duration of the project and after the project ends. The deliverable discusses whether and how the data reported will be made findable, accessible, interoperable, and reusable, as well as how the overarching project objectives are served. Further updates concerning partners' individual data management plans that may occur during the project will be addressed under the main project reports.

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Contributing Partners:	EITD BME TAG INRIA ASS KIFU Hyper Island
Quality Assurance	INRIA and TAG

Version	Date	Partner	Author(s)	Changes to previous version
1.0	30.06.2023	EITD	Ramona Oros	

Table of Contents

Executive summary

The present deliverable gives an overview of SME4DD's Data Management Plan based on European Commission's Guidelines on FAIR Data Management in Horizon 2020 Programme. It covers all data types to be collected, processed and/or generated by consortium partners, thus, reflecting consortium's decisions and practices in view of rendering SME4DD's data Findable, Accessible, Interoperable and Re-usable (FAIR) throughout its entire lifecycle.

Introduction

Training SMEs for the Digital Decade (SME4DD) is an EU project (GA 101100768) financed by the HaDeA under the Digital-2022-Training-02 call. During the upcoming 3 years SME4DD will deliver short-term training programmes in three strategic digital technologies for Europe: 1) Artificial Intelligence, 2) Blockchain, 3) Cybersecurity. The short-term training programmes will be designed based on the needs of companies - especially SMEs - and will increase the number of men and women able to design, develop and deploy digital solutions in the economy and across sectors.

The project is organised around four blocks, which are reflected in four different Work Packages (WPs): 1) the first WP will focus on understanding the general upskilling needs of enterprises, especially SMEs, in Europe; 2) the second WP will focus on building and deploying short-term training programmes in Artificial Intelligence, Blockchain, and Cybersecurity, the topic specific courses will be afterwards harmonised in an EU professional master programme; 3) the third WP will provide the required marketing, promotion, communication, and dissemination activities needed to support the identification of the needs of SMEs, attract the target audience to participate to the short-term training programmes and maximise the outreach of the project activities; 4) a fourth WP on project management will facilitate successful project execution and ensure the project will deliver high-quality deliverables and learning content. SME4DD will contribute to reduce the existing gap in advanced digital skills in Europe and increase Europe's competitiveness.

1.   Data Summary

The Consortium lead partner, EIT Digital, has implemented and adapted all its operations according to EU Regulation 2016/679 and ensures that these measures are kept consistent with all activities carried out. In line with the legal framework applicable and the eventually granted contract of services, a first internal assessment of personal data is always conducted with the consortium partners. If personal data processing is required, further arrangements are made with the relevant stakeholders. The project consortium will adhere to international standards and recommendations regarding the data formats, structure and syntax of the data, like the World Wide Web Consortium (W3C). Concerning data security and privacy issues, the data management plan will consider the EU directives related to both users' rights relating to electronic communications networks and services, the processing of personal data and the protection of privacy in the electronic communications sector. The key EU directives are the 2002/58/EC, otherwise known as the ePrivacy Directive (ePD), and the (EU) 2016/679, also known as

General Data Protection Regulation (GDPR). Any change in the legislation will influence the ongoing project, regardless of the date of the legislation compared with the starting date of the research.

Type of data	File format (s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data
Survey	.csv	Online survey	To gain insights on the upskilling needs of SME C-level staff	SME4DD Share point/ lead partner	Project consortium members
Data collected in Informed Consent form (names and email addresses)	.csv	Online form part of the online survey	Collect date of potential participants on the workshops and pilot courses	SME4DD Share point	Project consortium members
Summary of notes during workshop	.doc/ .txt	Minutes of the discussions	Document workshop for further reference.	SME4DD Share point	Project consortium members
Course materials	.doc / .ppt	Course materials will be prepared		Course owner and SME4DD Share point	Project consortium members
Audio recordings	.mp4	Interview / workshop recordings. Recordings with voice exclusively	To retrieve textual data for data analysis purposes	SME4DD Share point/ workshop lead partner	Project consortium members

2. FAIR data

This section relies on the standard H2020 template for FAIR data ("Guidelines on FAIR Data management in Horizon 2020" - European Commission, 2021).

2.1 Making data findable, including provisions for metadata

Discoverability/identifiability of data (metadata provision)

All data will have an associated metadata document (stored as a .txt/ .doc file) which describes key aspects of the data.

Naming conventions used

Event listings are stored in a central spreadsheet and individual events are assigned a unique identifier of the format [short name partner]_[date].

Project deliverables are assigned a unique identifier SME4DD_[number of Deliverable]_[date of submission], e.g. SME4DD_D1.1_20230630 (already submitted).

All files made publicly available reference SME4DD in their name, with the recommendation that the convention SME4DD_xxxxxxx_[date], where xxxxxxx is a meaningful short description of the file.

Photographs and audio/visual recordings are be named SME4DD_[event]_[date of event]_[description of event/photograph content, e.g. workshop/dinner/group meeting].

Approach towards search keyword

We provide search keywords for optimizing possibilities for re-use.

Approach for clear versioning

Filenames will include creation date in YYYYMMDD format. Deliverable reports will have a data identificatory sheet and version log.

2.2 Making data accessible

Which data will be made openly available

The only data which will not be made openly accessible will be data which contains personally identifiable information (e.g. individual evaluation forms) and data underlines deliverables that are covered by confidentiality. The personal data processed in the project are not made publicly accessible but kept closed and inaccessible to third parties.

How the data will be made available

Data will be available to all consortium partners via MS Office Share Point – SME4DD Project management (with the exception of individual questionnaires, which will be stored at each partner's premises). The access to SME4DD Project Management repository is restricted to project partners. Should other individuals wish to access the data for research purposes during the project, it will be openly shared on request.

What methods or software tools are needed to access the data

Data will be published using standard file formats (txt, pdf, csv etc.). All data will be accessed using standard tools. Software relevant to access the data would be made available, but it I not seen as being a requirement. Should it be needed we will provide the required open source to access and analyse the data.

Where data and associated metadata, documentation and code are deposited

For the duration of the project, personal data will be stored on local secured server of the partner responsible of taking care of the task.

2.3 Making data interoperable

In the project we use standard file formats as noted above. Every dataset will have standard metadata.

2.4 Increase data re-use

How the data will be licenced to permit the widest reuse possible

CC Licenses will be used for all data to be preserved.

When the data will be made available for re-use

This section will be compiled throughout the course of the project, when we get more information on the datasets that are made available for SME4DD.

Whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project

All Personal Identifiable Information will be restricted to internal usage and not going to be shared with third parties. For shared information, standard format, open source software, and proper documentation will guarantee re-usability by third parties.

Data quality assurance processes

A quality assurance process will be pursued within the duration of the project.

Length of time for which the data will remain re-usable

5 years after the end of the project.

3. Allocation of resources

Costs for making SME4DD data FAIR

Cost for making data fair are estimated to be zero. Zenod is funded by the EU, which means archiving data in this repository will be free of charge. However, repositories of specific institutions will not be free. Consortium partners will use their own budgets to archive personal data in their own repositories.

Responsibilities for data management in the project

Each beneficiary leading Work Packages is responsible for preparing the datasets to make FAIR the data collected within its own activities, provided that FGB, as Project Coordinator is co-responsible for general coordination and supervision. Furthermore, consortium partners have the responsibility to make sure their activities are in line with all applicable local, government and international laws, regulations and guidelines.

4. Data security

For the duration of the project, datasets will be stored on the responsible partner or the SME4DD project storage system. Every partner is responsible to ensure that the data is stored safely and securely and in full compliance of EU data laws.

Long term preservation of public data is ensured by the chosen data repositories that have specific preservation policies. For example, Zenodo policy ensures that the items will be retained for the lifetime of the repository and in case of closure, best efforts will be made to integrate all content into suitable alternative institutional and/or subject based repositories.

5. Ethics

The SME4DD project involves human participants particularly in WP1 and WP2. When working with participants the project will follow principals regarding respect, participation, consent, and anonymity when required for the best interest of the participants.

All personal data collected from surveys, interviews or workshops are carefully protected in compliance with relevant data protection legislation in the EU member states implementing the European directive 95/46/CE and with procedures defined by the European Code of Conduct.

To ensure that any personal data received by the SME4DD project is given by consent, all surveys and project website include a disclaimer regarding on data privacy and link to Term of Use and Privacy Policy.

Participant can visit SME4DD website https://www.eitdigital.eu/eu-collaborations/sme4dd/ and if they are interested to getting involved they can either directly write an e-mail to the project team, or subscribe to the mailing list/ news letter.