



# [D1.1] DATA MANAGEMENT PLAN

**IDEALIST**

3 INDUSTRIAL ECOSYSTEMS TACKLING SUPPLY CHAINS DISRUPTIONS  
AND BOOSTING ADVANCED TECHNOLOGIES UPTAKE



## DELIVERABLE INFORMATION

<b>DELIVERABLE 1.1</b>	<b>DATA MANAGEMENT PLAN</b>
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<b>Deliverable Lead</b>	CIMES
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<sup>1</sup> R=Document, report; DEM=Demonstrator, pilot, prototype; DEC=website, patent fillings, videos, etc.; OTHER=other

<sup>2</sup> PU=Public, CO=Confidential, only for members of the consortium (including the Commission Services), CI=Classified

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## Table of Contents

Executive Summary .....	4
1. About IDEALIST.....	5
2. Data Summary.....	7
a) Purpose of the data collection .....	7
b) Types and formats of data collected .....	7
c) Origin of the data.....	8
d) Data utility: usefulness .....	8
e) Data storage .....	9
3. FAIR Data .....	9
a) Findable Data.....	9
b) Openly accessible Data.....	10
c) Interoperable Data .....	11
d) Re-usable Data .....	11
4. Allocation of resources.....	12
5. Data Security .....	12
6. Ethics .....	12

## Executive Summary

The aim of a Data Management Plan (DMP) is to plan the life cycle of data within the IDEALIST project. It offers a long-term perspective by outlining how data will be generated, collected, documented, shared and preserved within the project.

As part of the establishment and operation of the pilot actions, IDEALIST will produce and make available a project's Data Management plan (DMP), to be released under WP1 and maintained as a "living document", updating it over the project lifespan whenever significant changes arise. The DMP will describe the data management life cycle for the any data to be collected, processed and/or generated by the project, if the case, and provide information on the measures that will be taken to safeguard and protect especially sensitive ones (e.g., the outcomes of the 3 pilot actions). It will contain guidelines on how to manage the datasets that will eventually emerge from the project and ensure that the data will be Findable, Accessible, Interoperable, and Reusable [FAIR] and "open for default" for other potential users.

## 1. About IDEALIST

Coordinated by CIMES, IDEALIST's primary goal is to empower Small and Medium-sized Enterprises (SMEs) in three key industrial sectors: **Energy-intensive industries, Aerospace and Defence, and Mobility, Transport & Automotive**. These sectors are crucial to the European economy and face shared challenges, such as transitioning to sustainable practices, competitiveness in a context of limited raw materials and rising energy costs and adapting to changing consumer habits.

Funded under the HORIZON-CL4-2023-RESILIENCE-01 call, IDEALIST represents a strategic initiative aimed at bolstering the resilience and technological adaptability of SMEs within the European Union.

The project indeed aims to transform SMEs from passive observers to active participants in these changes, especially in response to global events like the COVID-19 pandemic and the conflict initiated by Russia in Ukraine.

IDEALIST focuses on three main areas:

- **Strategic Foresight:** Developing tools and approaches to help SMEs anticipate and systematically prepare for change.
- **Technology Uptake:** Addressing barriers to adopting advanced technologies and fostering collaborations between tech-forward and traditional SMEs.
- **Supply Chain Resilience:** Identifying and mitigating critical dependencies and weaknesses to reduce the impact of disruptions on value chains.

The project will implement pilot projects to encourage collaboration across these ecosystems, using the **Hack&Match** method. It will also leverage the AGORA platform, led by EIT Manufacturing, to facilitate matchmaking and community building.

IDEALIST is a three-year Coordination and Support Action (CSA) whose consortium includes 14 partners from 6 European countries and Ukraine, reflecting its broad relevance and scope.

The project coordination and support actions and overall methodology fully complies with the “do no significant harm” principle (DNSH) and are designed in a way it is not significantly harming any of the six environmental objectives of the EU Taxonomy Regulation. Within the framework of the project activities and during - and beyond - its lifespan, no AI-based systems nor techniques are planned to be used and deployed. IDEALIST consortium will comply with the mandatory open science obligations required in the Horizon Europe Grant Agreement and related practices will be implemented as an integral part of the proposed methodology. Open science practices will be addressed towards all relevant knowledge actors involved within the action and relative pilots, including traditional SMEs, tech-savvy companies, suppliers. With regard of the main outcome of the project, AGORA is based on international open standards and on the newest open innovation principles. The solution is web-based and can be accessed anytime, anywhere via any device by using multiple browsers and mobile devices. Project partners will collect and process datasets during the project. Below some first examples of datasets that will be collected within the project lifespan.

<b>Dataset Name and Outline of Data</b>	<b>Organization in charge</b>
<b>DS_1_Project_Partners &amp; Advisory_Board</b> Dataset consisting of consortium members and Advisory Board members	CIMES
<b>DS_2_SME Mapping</b> Dataset consists of information about traditional / tech savvy SMEs to be involved in the project	CIMES
<b>DS_3_Suppliers_mapping</b> Dataset consisting of the Supply-side representing Industrial associations, Umbrella organisations, and based in AURA	CCB
<b>DS_4_Pilot_1_MTA_ecosystem</b> Dataset consisting of participants in the pilot addressed towards Mobility Transport and Automotive ecosystem	COMET
<b>DS_5_Pilot_2_A&amp;D_ecosystem</b> Dataset consisting of participants in the pilot addressed towards Aerospace and Defence ecosystem	ALB
<b>DS_6_Pilot_3_EII_ecosystem</b> Dataset consisting of participants in the pilot addressed towards EEIs ecosystem	CIMES
<b>DS_7_Evaluation_Impact_Assessment</b> Dataset consisting of data about Impact Assessment of the project	CIMES

*Table 1: Project Datasets*

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## 2. Data Summary

### a) Purpose of the data collection

The primary goal of data collection and generation within IDEALIST is to implement, assess, and disseminate the project's findings while fostering engagement among SMEs across three different industrial ecosystems. It is necessary to gather data from SMEs (both traditional and tech-savvy) to achieve the project's objectives, which revolve around testing methodologies and novel approaches to facilitate SMEs' adoption of advanced technologies within diverse European regions. The data obtained from pilot exercises will serve a dual purpose: evaluating the effectiveness of the methodologies explored and enhance policymaking at regional level. In fact, clusters involved in the project will most likely use and implement what will emerge from the project in concrete policy actions on R&I at regional level.

### b) Types and formats of data collected

Types of data generated, collected and duly managed throughout the project will be mainly personal data (for members of consortium, AB and SMEs, such as Name, Affiliation, Country, Mailing address, Job title, Gender, etc...), emerging from workshops in person; from interviews (for evaluation - WP1). Formats of the data collected stored and transferred in comma-separated values CSV format. To facilitate the data exchange, MS Excel compatible files including comma separated and .xls(x) format will be also accepted.

With regards to any personal data, the Consortium ensures that data on individuals are transmitted and used in a secure environment; that the use of the data complies with ethical and legal requirements (including signed informed consent and applicable data protection laws and EU regulation); and that the use of both existing and new data is agreed with the data owner/data provider. Data records containing personal data are managed in accordance with the General Data Protection Regulation. The only data which will not be made openly accessible will be data which contains personally identifiable information (e.g. individual evaluation forms, if any) and data underlines deliverables that are covered

by confidentiality. The personal data processed in the project will not be made publicly accessible but kept closed and inaccessible to third parties. All the other data will be available to all consortium partners via a repository (with the exception of individual questionnaires, which will be stored at each partner's premises). The access to the repository for IDEALIST will be restricted to project partners. Should other individuals wish to access the data for research purposes during the project, it will be openly shared under formal request. About the methods or software tools needed to get access, the data will be published using standard file formats (txt, pdf, csv etc.).

Formats of the data collected stored and transferred in comma-separated values CSV format. To facilitate the data exchange, MS Excel compatible files including comma separated and .xls(x) format will be also accepted.

### **c) Origin of the data**

IDEALIST will incorporate both manually and automatically collected data:

- Manually collected data will include a literature review and open data, involving the re-use of existing data sources.

### **d) Data utility: usefulness**

The main audience for the Data Management Plan (DMP) is primarily the IDEALIST consortium, the European Commission and HADEA. However, regarding the project as a whole, the research data holds potential usefulness for various stakeholders:

- for project members: internal use to facilitate project activities
- for other stakeholders, including: sector associations, scientific community, service providers, policy makers, industrial entities

These stakeholders may benefit from the research data for various purposes, such as informing decision-making, contributing to industry standards, advancing scientific knowledge, and shaping policy development.

## e) Data storage

The Teams collaborative repository, created by CIMES, is designed to ensure a convenient, reliable, and flexible framework for project collaboration, communication, monitoring, and reporting. Access to this repository is granted upon request by the Project Coordinator and serves as a secure platform for storing and sharing documents and all project-related information. This repository guarantees equitable access, ensuring all partners have the same level of information. This setup offers several advantages:

- Ensures full security of data.
- Prevents confusion by avoiding multiple versions of documents.
- Facilitates co-editing of MS Office documents for maximum convenience and time efficiency.
- Enables tracing back document elaboration through the versioning function and identifying potential errors for correction.

## 3. FAIR Data

### a) Findable Data

The data used in the IDEALIST project undergoes anonymization and de-identification processes. To ensure the data's accessibility and reusability, the following steps have been implemented:

- Organization: All documents will be stored within specific folders on the IDEALIST online repository hosted on Teams.
- File Naming Convention: Folder names adhere to a standardized format to streamline document retrieval. Each document associated with a project will be assigned a unique and persistent numeric identifier during the submission process. Examples include:
  - Deliverables: IDEALIST\_D1.1\_Data Management Plan\_v1.0 Final
    - Project Title
    - Deliverable Number

- Deliverable Title
- (Vx.x for version number or Draft/Final - optional)
- Other Documents: IDEALIST\_WP1\_240125\_KOM minutes
  - Project Title
  - Work Package Number
  - Date
  - Document Title
  - (Vx.x for version number and/or Draft/Final - optional)

Outputs from the IDEALIST Project will be shared in accordance with the following guidelines:

- Publication: All public deliverables (with potential redactions in certain cases) and outputs will be made available on the project website and within an agreed-upon repository.
- Communication: Partners will be informed about data availability, any alterations to the data, and its location to facilitate access and broader sharing, as appropriate.

### **b) Openly accessible Data**

The original dataset will exclusively be accessible to project partners throughout the project duration. Sharing of this data will occur through a Teams repository, which is accessible via web browsers and applications. Access to the data is restricted to individuals who have been granted access to the group on the Teams repository. Authentication involves using an email address and password. It's important to note that the raw research data will not be made publicly available.

Before any data is shared, whether within the consortium or externally, the Project Management Office (PMO) will thoroughly verify that no sensitive information is inadvertently disclosed.

There may be legitimate reasons to restrict data sharing in the public domain, particularly to safeguard results that could potentially be commercially or industrially exploited. Measures to mitigate such

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restrictions may involve anonymizing or aggregating data, agreeing on a limited embargo period, or selectively publishing datasets.

### **c) Interoperable Data**

Sensitive data will not be used further. The project's outcomes will promote interoperability, facilitating the exchange and reuse of data among researchers, institutions, organizations, and countries. IDEALIST ensures data interoperability by consistently employing common, standardized file formats. Using standard Office Software enables seamless data exchange and reuse among researchers, institutions, organizations, stakeholders, and any interested parties.

Project partners will be tasked with storing all data in formats that ensure accessibility to all professionals interested in using the project-generated data.

The project's language will align with common terminology used in research and manufacturing sectors, addressing the specific audience of SMEs, larger companies, and their associated ecosystems. The vocabulary employed will not hinder data interoperability and reuse.

### **d) Re-usable Data**

Some project activities may involve the re-use of existing materials such as figures, tables or quotations from academic, policy or other documents, including results from other projects. In such cases, proper referencing and acknowledgement will be ensured, and any necessary permissions for re-use will be obtained. Relevant literature, including both academic and press articles, will be consulted for the tasks at hand.

To facilitate wider use of IDEALIST results, public deliverables produced during the project will be accessible via the IDEALIST website and institutional open access repositories.

Intellectual property considerations will be revisited, if necessary, in subsequent updates of this plan and in the final version of the Data Management Plan (DMP).

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## 4. Allocation of resources

Throughout the project duration, the data will be stored within CIMES's Microsoft 365 license, incurring no additional expense for the consortium. There are no anticipated additional resource allocations beyond those already involved in the project.

## 5. Data Security

Project data is securely stored in an online repository for long-term preservation and curation. The Microsoft Teams repository is managed by the project coordinator, who oversees access rights and ensures consistency in folder structures and file names.

Personal data will only be collected and processed by the project where necessary for research and engagement activities, such as consultations, interviews and events, and for sharing findings with stakeholders through mailings, websites and newsletters. The primary legal basis for processing personal data will be individual consent, with individuals having the right to withdraw consent at any time without negative consequences. Personal data may be collected from consortium members, external organisations or individuals acting as experts, respondents or participants and will be used in accordance with legal and ethical standards.

The IDEALIST project will store personal data securely on password-protected computers.

## 6. Ethics

The project's data management policy incorporates ethical and legal considerations, ensuring compliance with EU, national, and international regulations. It adheres to the following "data quality" principles:

- Data processing is appropriate, pertinent, and not excessive.
- Information is accurate and regularly updated.
- Processing is conducted fairly and lawfully, respecting the rights of data subjects.
- Security measures are in place to safeguard data.

- Data is retained only for the duration necessary for the project's objectives.

Data management in the project aligns with Regulation (EU) 2016/679, which addresses the protection of natural persons regarding the processing of personal data and on the free movement of such data, as set forth by the European Parliament and Council on April 27, 2016.