bloom

Boosting European Citizens' Knowledge and Awareness
of Bio-Economy Research and Innovation

D 7.2

Project Handbook & Data Management Plan

Report

Funded by the European Commission
under the Horizon 2020 Framework
Programme Grant Agreement n. 773983

Document Description

Document Name	Project handbook & data management plan
Document ID	D7.2
Date	January 2018
Responsible Organisation	Zentrum für Soziale Innovation
Author(s)	M. Schrammel, J. Feichtinger
Co-Author(s)	n.a.
Reviewers	H. Cloete (GEN) and N. Steinhaus (WILAB)

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 773983. Neither the European Commission nor any person acting on behalf of the Commission is responsible for how the following information is used. The views expressed in this publication are the sole responsibility of the authors and do not necessarily reflect the views of the European Commission.

Table of Contents

EXECUTIVE SUMMARY 5

1. INTRODUCTION 6

2. PROJECT MANAGEMENT STRUCTURE 7

2.1. Management structure and procedures 7
2.1.1. Project structure 7
2.1.2. Project coordination 8
2.1.3. Work package leaders 9
2.1.4. Communication and awareness coordination 10
2.1.5. Valorisation board 11
2.1.6. General Assembly 11
2.1.7. Representations in meetings 11
2.1.8. Preparation and organisation of meetings 11
2.1.9. Voting rules and quorum 12
2.1.10. Minutes of meetings 12
2.1.11. Decisions of the general assembly 12
2.1.12. Quality assurance management 13

3. COMMUNCATION STRUCTURES AND PROCEDURES 13

3.1. Internal communications 13
3.1.1. Ensuring communication flow 13
3.1.2. Meetings of the general assembly and Management Board (WP Leaders) 14
3.1.3. Progress Meetings 14
3.1.4. Continuous improvement 15
3.1.5. Tools and collaboration infrastructure – internal portal 15
3.1.6. Distribution lists 16

3.2. External communications 16
3.2.1. Public website 16
3.2.2. Communication with the European Commission 17
3.2.3. Document management 17

3.3. Dissemination policy 18

4. DELIVERABLES 18

4.1. Submitting deliverables 18
4.1.1. Internal review and quality check 19
4.1.2. Deliverable acceptance 19

4.1.3. Cover page 20
4.1.4. Deliverable table 21
4.1.5. List of deliverables 21

4.2. Publications 23

5. ETHICAL GUIDELINES 23

5.1. Data protection and privacy 24

5.2. Communication Strategy 25

5.3. Relevant regulations and scientific standard 25
5.3.1. National and Local Regulations and Standards 26

6. DATA MANAGEMENT PLAN 26

6.1. Data Summary 27

6.2. FAIR data 27
6.2.1. Making data findable, including provisions for metadata 27
6.2.2. Making data openly accessible 28
6.2.3. Making data interoperable 28
6.2.4. Increase data re-use (through clarifying licences) 28

6.3. Allocation of resources 29

6.4. Data security 29

7. RESOURCES 29

ANNEX I: INFORMED CONSENT 31

Executive Summary

This Project Handbook describes the internal procedures of the BLOOM consortium in terms of management structures, communication and collaboration as well as quality control measures. It also defines the way the partners deal with ethical issues related to data collection, analysis and storage. Open source and open access are important principles and the approach of the consortium in dealing with these aspects is reflected in the open data management plan, which forms part of this document.

The main target group for this deliverable is the consortium partners themselves as this handbook defines the project internal processes for securing high quality work to be performed across a set of complementary partner institutions. It serves as a reference document for all BLOOM team members including individuals joining the project at a later stage.

Since the project brings together a set of diverse experts from different fields and backgrounds a core principle guiding internal processes is open participation and flexibility. Transparency about the project status as well as risk recognition is an additional principle that the project partners are committed to.

Still, in order to effectively operate in a distributed team we have defined procedures to best communicate and structure our collaboration. Regular meetings are held via videoconference as well as face-to-face. Communication is done via e-mail and the project mailing list. Further, as management tool we use Moodle, an open source software hosted on the ZSI server. It is used to communicate and to store all deliverables, templates, etc. The main tool for jointly working on documents is NextCloud. The link to these documents will be shared on the Moodle platform.

The consortium is committed to producing high quality outcomes and deliverables and thus quality control is important. Quality guidelines describe the internal peer review process, which is applied to all project deliverables. In order to continuously improve our internal processes, regular internal evaluation and monitoring is performed.

In terms of ethics, the consortium follows the general rules defined by the EC (c.f. chapter 5) and commits strongly to respect the individual and their privacy at all times. Templates have been prepared for informed consent.

Finally, openness, accessibility and outreach are core values and objectives of the project. This handbook is understood as a living document and is updated if need arises in order to improve the internal processes.

1. Introduction

The purpose of this document is to provide an overview of the management and administrative procedures of the BLOOM project in order to ensure efficient project execution as well as high quality project results. The document will provide the partners (referred to in the EC Grant Agreement as "beneficiaries") with a concise reference to the project management structure and project execution procedures.

This document specifically covers the following areas:

a. General project management processes that ensure tight coordination of activities resulting in high quality deliverables.
b. An internal communication strategy that ensures clear and effective communication between the partners and that allows recognising early escalation and the timely resolution of management and technical issues.
c. External communication, dissemination and exploitation processes that ensure a unified presentation of the project to the public.
d. A detailed data management plan to ensure BLOOM's research data to be findable, accessible, interoperable and re-useable.

This handbook describes the main procedures of the BLOOM project to operate successfully and effectively in order to achieve high quality project results. While this handbook is provided in the form of a report and deliverable it is a living document in the sense of being updated and challenged by the consortium in the course of the project. The processes described here are implemented in the daily work of the consortium and most of the elements (e.g. the forms for informed consent, data management plan, etc.) are separately available on the collaborative online platforms namely Moodle and NextCloud.

The management reports will include updates on any crucial changes in the handbook as well as on the results of specific measures such as the SWOT analysis or any additional elements added to the project structure related to high quality.

Relationship to the Description of Work

The general principles for the project execution have been defined in the EC Grant Agreement (EC-GA), the Description of Action (DoA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EC guidelines for project implementation and documentation. Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. European Commission Grant Agreement (EC-GA) including Description of Action (DoA)
2. Consortium Agreement (CA)
3. Project Handbook (present document)

2. Project management structure

The Grant Agreement (GA) and the Consortium Agreement (CA) specify how the management of the project is to be organized. Both legal documents serve as a basis and can be found on internal portal Moodle (see also 3.1.5).

2.1. Management structure and procedures

The organizational structure of BLOOM is customized to the specific needs of coordinating and supporting the project characterized by the participatory approach with a lean and agile management structure. Moreover, it seeks to avoid implementing strong hierarchies amongst the partners, and in its place, clear responsibilities and a transparent communication flow have been agreed upon in the consortium agreement.

ZSI assumes the role of project coordinator. The project manager, Maria Schrammel (ZSI), is responsible for the overall sequence of actions and the day-to-day management carried out by the project, while Judith Feichtinger will coordinate the scientific leadership. ZSI will further provide the project manager with financial and administrative support. Each work package has a work package leader responsible for the progress within the work package. Details are described below.

The general assembly, where all partners are represented, is the highest decision taking body. It meets at least twice a year.

The management structure has been developed to:

- ensure effective, transparent management of the BLOOM project;
- establish clear procedures for taking decisions and resolve possible conflicts effectively and quickly;
- establish quality control procedures with respect to all outputs and deliverables;
- ensure the project proceeds within the framework of the project budget and according to administrative, financial and legal principles defined by European and national regulations;
- ensure that the participants conform to their obligations under the contract and the consortium agreement;
- monitor any ethical issues that might arise effectively and efficiently;
- address gender issues appropriately.

2.1.1. Project structure

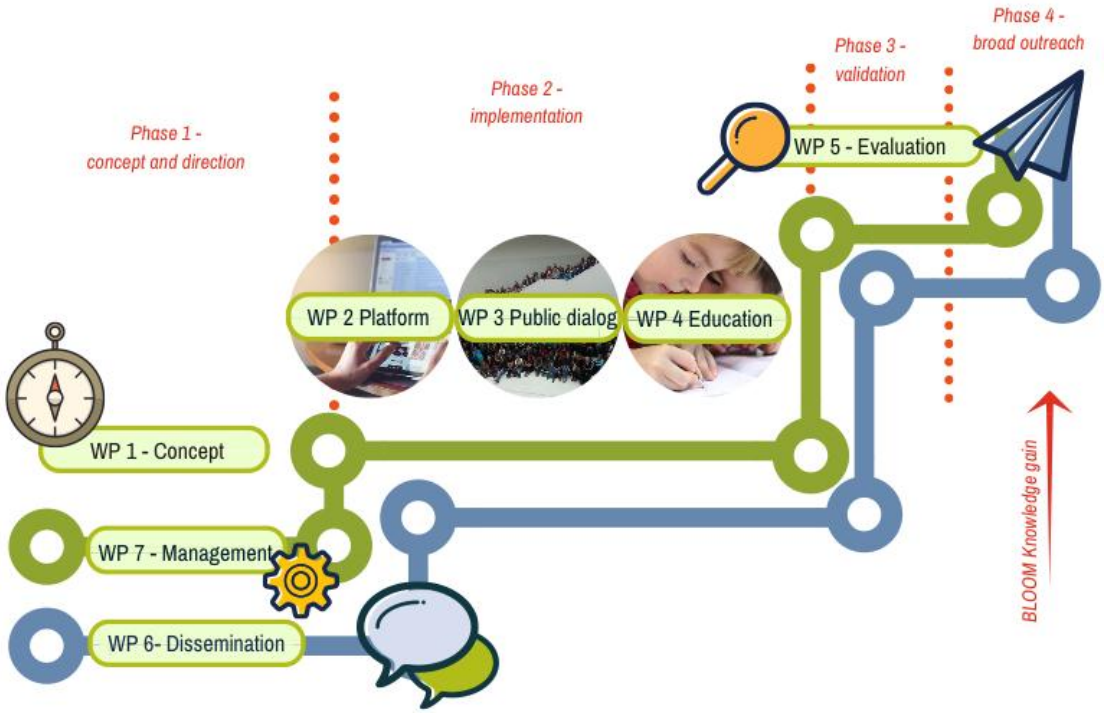
The project consists of 8 work packages that are grouped in four phases:

- Phase 1 – concept and direction: In this phase the basis or groundwork of the CSA will be set. Important activities will be conducted by WP1 (thematic approach and content), WP2

(preparing the BLOOM platform) and WP3 (stakeholder mapping etc. to prepare dialogue and outreach activities, co-creation and stakeholder involvement)

- Phase 2 – implementation: In the implementation phase of the project WP2, WP3 and WP4 will be most active. The internet-infrastructure will be set up in WP2. WP3 and WP4 focus on outreach activities and the respective methodologies and resources needed.
- Phase 3 – validation: WP5 (monitoring) partners are mainly active and coordinate the evaluation and validation.
- Phase 4 – broad outreach: All WPs lead to broad outreach and knowledge gain.

The four phases are interlinked with each other and partly proceed in parallel. WP6 (dissemination) is active in all phases. WP7 (management) and WP8 (ethical requirements) will support and guide throughout the length of the CSA.



2.1.2. Project coordination

The coordinators (ZSI, Maria Schrammel & Judith Feichtinger) are the legal entity acting as intermediaries between the partners and the European Commission. The coordinators shall, in addition to their responsibilities as project partner, perform the tasks assigned to them as described in the Grant Agreement and the Consortium Agreement.

Coordination responsibilities

ZSI, as the project coordinator, has the responsibility to ensure the overall management and communication between the various partners through:

- supervising cooperation and progress in each WP;
- timely transmission of reports, deliverables, cost statements, etc. to the European Commission and the external reviewers (if asked), including financial administration;
- distributing documents/information among the partners and boards;
- supporting WP dissemination in external affairs and presentation of the project (incl. PR);
- continuous overall follow-up, day to day management and conflict mediation;
- checking the overall work progress and compiling reports;
- coordinating the preparation of reports (technical, financial, etc.);
- advising partners on the developments necessary for the project;
- coordinating formal exchanges of information between partners;
- preparing the Project Management Board meetings;
- supporting cross-network communication and external communication and
- advising partners on the financial and management issues in the project;
- administrative duties

In addition, the project coordinators have specific ZSI staff members assigned who are responsible for administrative and financial management. The financial coordinator will accomplish the following tasks:

- implement internal financial checks;
- implement accounting procedures according to standards of the European Commission and
- implement effective accounting and monitoring of partner cost statements.

2.1.3. Work package leaders

The work packages are the building blocks of the project. Each work package will be coordinated by a work package leader. The roles and responsibilities of each work package leader will be:

- distributing and coordinating the different tasks among all participating consortium members;

- monitoring the progress of the WP according to time and budget allocations, ensuring that the WP fulfils the objectives listed as milestones and deliverables, alerting the coordinator in case of delay or default;
- participating in the monthly BLOOM's meetings to keep the consortium partners up to date and activities aligned and
- ensuring the completion of the defined milestones

WP leaders are in regular contact with the coordinator to inform her about the on-going and planned WP activities, and recent and future WP results and achievements.

The following table shows all WPs and the responsible organisations:

WP	WP Name	WP Leader
WP1	Thematic approach, content and implementation	WR
WP2	BLOOM platform, repository and virtual communication	ceiA3
WP3	Dialogue and outreach activities co-creation and stakeholder involvement	WILAB
WP4	Awareness and knowledge gain for young citizens	EUN
WP5	Monitoring and evaluation	ZSI
WP6	Dissemination, cross-network collaboration and exploitation	GEN
WP7	Project management and coordination	ZSI
WP8	Ethics requirements	ZSI

2.1.4. Communication and awareness coordination

The Communication and Awareness Coordination (CAC) is responsible for overseeing the project outreach work and its development from a strategic level. The CAC is performed by a team made up of the following consortium members: WILAB, CSC, VA, and MWL. The CAC will have the role of communication coordination on a strategic level for the hubs by ensuring effective and efficient outreach measures.

The CAC will be led by Norbert Steinhaus, (WILAB), who will be responsible for coordinating the following duties:

- make strategic decisions regarding the outreach aspects of the project;
- coordinate additional support for the hubs (if needed);

- organise and chair the virtual meetings for hubs outreach and awareness activities; and
- check that decisions made by the hubs are in line with the overall outreach efforts of BLOOM.

2.1.5. Valorisation board

Each hub will nominate one representative of its network to be representing the region or city. The valorisation board will provide guidance, recommendations and feedback on principal project issues as well as advise the consortium on its major deliverables at different points during the project related to the milestones.

2.1.6. General Assembly

The partners agree to abide by all decisions of the General Assembly.

The General Assembly is the ultimate authority in the running of the Project. The general assembly shall consist of one representative of each partner.

The coordinator shall chair all meetings of the general assembly, unless decided otherwise by the general assembly.

2.1.7. Representations in meetings

Regarding the representation the following rules apply:

- At least one member from each partner should be present at any meeting (including online meetings) as long as they are part of a working group.
- The partner appoints a representative to attend and vote at any meeting.
- Partners' representatives shall participate in a cooperative manner in the meetings, be prepared and help with the organization of the meeting if needed.

2.1.8. Preparation and organisation of meetings

General assembly meetings

The coordinators shall convene ordinary meetings of the general assembly at least once a year in agreement with all partners and shall also convene extraordinary meetings at any time upon written request of any partner.

Notice of meetings

The coordinator shall give notice in written of a meeting to each partner as soon as possible and no later than 30 days preceding an ordinary meeting and 15 calendar days preceding an extraordinary meeting including the schedule of the meeting.

Sending the agenda

The coordinator will determine the agenda send each partner a written original agenda no later than 7 calendar days preceding the meeting, or 5 calendar days before an extraordinary meeting.

2.1.9. Voting rules and quorum

- 75% of the general assembly members must be present to establish a Quorum.
- Each partner has one vote.
- Decisions require 2/3 votes.
- Each partner appoints a representative to attend and vote at any meeting. However, this representative has to be announced writing to the coordinator prior to the meeting.
- A partner has the right to veto, if it can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a specific decision.

2.1.10. Minutes of meetings

The coordination team will produce written minutes of each meeting, which shall be the formal record of all decisions taken and will send draft minutes to all members within 10 calendar days of the meeting. These rules apply also to WP leaders for WP meetings.

The minutes shall be considered as accepted if, within 15 calendar days from sending, no partner has objected in writing to the coordination team with respect to the accuracy of the draft of the minutes.

The coordination team shall upload the accepted minutes to the internal communication platform (Moodle) and archive them for safekeeping.

If requested, the coordinator shall provide authenticated duplicates to partners.

2.1.11. Decisions of the general assembly

The general assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

The following decisions shall be taken by the general assembly:

Content, finances and intellectual property rights:

- proposals for changes to Annex I of the EC-GA to be agreed by the European Commission
- changes to the consortium plan

Evolution of the Consortium:

- entry of a new partner to the consortium and approval of the settlement on the conditions of the accession of such a new partner
- withdrawal of a partner from the consortium and the approval of the settlement on the conditions of the withdrawal
- declaration of a partner to be a defaulting party
- remedies to be performed by a defaulting party
- termination of a defaulting party's participation in the consortium and measures relating thereto
- proposal to the European Commission for a change of the coordinator
- proposal to the European Commission for suspension of all or part of the project
- proposal to the European Commission for termination of the project and the Consortium Agreement

Appointments

In the case of abolished tasks as a result of a decision of the General Assembly, members shall rearrange the tasks of the partners concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

2.1.12. Quality assurance management

The quality assurance management will be based on guidelines of proven project management methodologies, focusing on quality assurance aspects to guarantee a timely accomplishment of all planned tasks. All project deliverables will be reviewed by the responsible team according to the pre-defined procedures and criteria to ensure adherence to standards and quality measures before delivery.

3. Communcation structures and procedures

3.1. Internal communications

3.1.1. Ensuring communication flow

An active communication approach will be pursued to establish a strong project identity, to obtain maximum transparency for all partner involved and to increase synergy in cooperation. WP meetings will be arranged by the WP leader, possibly in the context of workshops or conferences.

Regular and steady communication among the WPs, the partners, etc. will be established mainly through:

- emails and mailing lists;
- the internal project portal (Moodle, see also 3.1.5), which is a protected and regularly backed up website for the internal exchange of documents
- face-to-face communication and
- web conferences (GoToMeeting, Skype or phone).

3.1.2. Meetings of the general assembly and Management Board (WP Leaders)

This section summarises the rules and procedures for consortium meetings as described in length in the Consortium Agreement.

The consortium meetings serve as a forum for making decisions concerning the progress and outcome of the project.

Consortium meetings will take place once a year (at least 4, including the kick-off meeting). Additionally, there will be monthly WP leader calls. Individual contributors may be invited to participate without having a vote, e.g. representatives from the valorisation board.

- The coordinator shall chair all general assembly meetings, unless decided otherwise by the general assembly.
- The coordinator must give notice no later than 30 calendar days preceding an ordinary meeting and 15 calendar days preceding an extraordinary meeting including the schedule of the meeting.
- The Coordinator must send the agenda 10 calendar days prior to a face-to-face meeting and 1 working day prior to a teleconference.
- Teleconferences will be executed via an online videoconferencing tool, such as GoToMeeting. Each partner will be responsible for any local software installation if the tool requires.
- The partners agreed to hold the virtual WP leader meetings every second Tuesday of each month. If needed, changes in time schedule can be made (for instance if the second Tuesday coincides with a holyday etc.) and have to be communicated at least 15 days prior to the meeting.
- The coordinator will make the minutes available (see also section 2.1.10).

3.1.3. Progress Meetings

Monthly meetings to monitor progress of specific tasks and deliverables will be conveyed by virtual work package leader meetings.

Additional teleconference meetings will be scheduled on demand, with at least 2 days prior notice.

In addition, regular monthly WP3 calls have been agreed. These teleconference meetings are combined with the monthly work package leader meetings and therefore will take place in succession and on the same day.

3.1.4. Continuous improvement

In addition to open and transparent communication and decision making, the project management will use anonymous surveys periodically in which project members will be asked to share their positive and negative observations about the project, perceived concerns and risks, and specifically about the performance of administrative and scientific management. This will be used as a basis for collaborative reflection in general assembly and WP leader meetings.

3.1.5. Tools and collaboration infrastructure – internal portal

BLOOM Internal portal: https://bloom.zsi.at/moodle/

The internal portal will be based on the Moodle Learning Management System. This technology was chosen because several partners are familiar with it and it can be used for various aspects of BLOOM. The purpose of the internal portal is to give partners a platform for sharing information relevant to the project and to facilitate communication.

Portal Features

- Essential project information provided:
  - contractual documents available for download
  - forms and templates available for download
  - minutes of meetings
- Work Package Information
- Project members
- Project calendar
  - upcoming deliverables
  - BLOOM events
  - bio-economy and other relevant events
- Photo gallery
- Discussion forum
- Content repository

Portal Security

- The portal will be protected by SSL specifically for the BLOOM project.

- Access to the portal is possible to registered members only – to enter the portal a user name and password are required. Member registration is tracked and can be approved, denied and/or suspended.
- The portal and its contents (including files) are blocked to search engine indexing.
- The portal is currently managed by the ZSI team who hold administrator accounts and permissions.
- Regular back-ups will be made to ensure that the portal content can be recovered in the case of data corruption.

3.1.6. Distribution lists

The following distribution list has been created in order to facilitate making requests to the appropriate partner representatives:

- bloomconsortium@lists.zsi.at

Further lists can be created by ZSI if needed. Partners are free to use these lists for internal communication activities.

A list will also be established for the valorisation board.

3.2. External communications

3.2.1. Public website

The first version of the platform will be published in April 2018. The URL will be: www.bloom-bioeconomy.eu

The virtual BLOOMer platform is fully described in WP2 in the BLOOM DoA.

The website will include:

- General information of the BLOOM project
- A repository of materials: BLOOMer will host all materials generated by the project, such as educational and outreach materials, videos, virtual experiments, posts, virtual live events, dissemination activities, etc.
- A bio-economy debate and dialogue zone: tracing the state of debate and controversy, fostering different models of outreach and dialogue communities. Social media tools, live and virtual round tables, pools and forums will be launched to mass media channels by gathering a plurality of actors with different perspectives, knowledge and experiences and maintaining open dialogue between the different stakeholders
- Social media tools, such as YouTube, Flickr, Slideshare, Facebook, Twitter, … will be integrated

- News section for bio-economy related information

The platform will be functional on touch-screen technology and mobile device operating systems to increase the interactivity and popularity of the platform.

3.2.2. Communication with the European Commission

The project coordinator is the official interface to the European Commission. All formal exchanges of information with the European Commission should therefore be handled through the coordinator or through her representative.

3.2.3. Document management

Several documents will be produced during the BLOOM project. Some guidelines are provided to facilitate the management of documents created for BLOOM that will help to ensure consistent presentation and management.

The coordinator is responsible for coordinating and producing the management reports and administrative documents for the EC.

Language

English is the official language of the BLOOM project. The language and spelling will be British English, as per EU standards. Translations of project materials will be provided according to the DoA requirements and budget availabilities of partners and activities.

Document format

Standard document templates are provided on the internal portal for all partners to use.

Document confidentiality and dissemination

BLOOM documents, publications and websites will include the following disclaimer:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 773983. Neither the European Commission nor any person acting on behalf of the Commission is responsible for how the following information is used. The views expressed in this publication are the sole responsibility of the authors and do not necessarily reflect the views of the European Commission.

The dissemination levels of each deliverable are stated in the DoA. The following levels are defined by the European Commission:

- PU = Public
- PP = Restricted to other programme participants (including the EC services)
- RE = Restricted to a group specified by the Consortium (including the EC services)
- CO = Confidential, only for members of the Consortium (including the EC services)

The deliverable list in the DoA lists the dissemination levels for each deliverable.

3.3. Dissemination policy

With regards to the dissemination activities, the following rules will be followed:

1. In order to facilitate the identification by the public and the Commission, dissemination materials (e.g. publications, websites, etc.) concerning results from the project will contain the following sentence:

   > *Funded by the European Commission under the Horizon 2020 Programme Grant Agreement n. 773983*

2. The project logo should always be included in all dissemination materials – this includes websites, articles, brochures, posters etc. The project logo(s) are available in different formats on the internal portal. Logos should not at all be modified or changed.
3. It is obligatory to always acknowledge the EC funding within the project dissemination. An EC logo has been made available on the internal portal and will be placed on all dissemination materials
4. In case several logos are included, e.g. the logo of partner's organisation, other sponsors etc., they should all be of about the same size. Any difference in size should be negligible, and making the host organisation's logo bigger than the others will not be accepted.

4. Deliverables

The deliverables are the documents of the project results and are indicators of project progress. BLOOM has a list of deliverables that we are contractually bound to produce. These deliverables are listed in the DoA and a copy of this list has also been uploaded to the internal portal.

4.1. Submitting deliverables

The list of deliverables specifies each responsible partner. The partner is responsible for the production of a deliverable as defined in the DoA. The responsible partner will coordinate contributions from other partners if necessary to create the deliverable. Once a first draft is complete, the responsible partner sends the draft to an appointed internal peer reviewer two weeks prior to its due date. Once all the changes are incorporated, the final version is sent to the coordinator for submission.

All deliverables will be approved and submitted by the coordinators. They are to be uploaded on the participant portal to the EC. The project coordinator will ensure that the submitted documents comply with the standard format.

The deliverable leader should take into account the time needed for the submission of inputs from partners, and therefore discuss with contributing partners their contribution in a timely manner.

4.1.1. Internal review and quality check

As previously mentioned in 4.1 an additional internal peer review and quality check will be performed by project partners according to an agreed list before submission. The content and form of the deliverable should be reviewed, in terms of accuracy, modifications and feedback. The peer reviewer will receive the deliverable two weeks prior to the due date and has one week for the review.

The reviewer will verify that the scientific and technical content of the deliverable is professional and of high standard, assessing the document structure, completeness of the descriptions, sufficient details, technical accuracy, references, etc.

The reviewer will verify the level of quality of the deliverable, using the criteria of style, spelling, consistency of language, conformity with standard structure, etc.

The coordinator will submit the deliverables to the EC.

4.1.2. Deliverable acceptance

Formal acceptance by the Commission is within 45 days after submission, pending a final approval at a project review or audit. If deliverables are not accepted, the consortium may be asked to perform additional work and the payment of funding could be delayed. It is therefore in the interest of all that deliverables are produced in high quality.

4.1.3. Cover page

The cover page of each Deliverable will be the following:

D 1.0

Deliverable Title
Dolly Roman 40pt – not more than 4 lines

Deliverable Subtitle
Dolly Roman 24pt

4.1.4. Deliverable table

The cover page is followed by the deliverable description table as shown below:

Document Description

Document Name	**Deliverable title**
Document ID	**DX.Y**
Date	**XX Month 20xX**
Responsible Organisation	**Name of the Organisation**
Author(s)	**N. Surname1, N. Surname2, N. Surname3, ...**
Co-Author(s)	**N. Surname1, N. Surname2, ...**
Reviewers	**xx.yy**

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 773983. Neither the European Commission nor any person acting on behalf of the Commission is responsible for how the following information is used. The views expressed in this publication are the sole responsibility of the authors and do not necessarily reflect the views of the European Commission.

4.1.5. List of deliverables

This list is sorted per "due by month". Besides outlining the authors, this list also shows the order of all deliverables throughout the whole Project. The peer reviewers will be determined at the next general assembly meeting and the list will then be completed.

Deliverable Number	Deliverable Title	Lead beneficiary	Reviewers	Due by month
D7.2	Project Handbook & Data Management Plan	ZSI	WILAB, GEN	3
D2.1	BLOOMer working plan	ceiA3		4
D2.2	BLOOMer Organizational Chart	ceiA3		5
D2.3	BLOOMer Platform (beta version)	ceiA3		6

D6.1	Dissemination Plan	GEN		6
D3.1	Stakeholder Mapping Report incl. European hubs	WILAB		8
D5.1	Evaluation Strategy	WR		8
D1.1	Bio-economy mapping report	WR		9
D1.2	Communication framework, targeting awareness, education and training and network extension	WR		10
D1.3	Compilation of stakeholder targeted materials – first version	WILAB		10
D3.3	Guidebook	WILAB		10
D6.2	BLOOM dissemination and engagement package	MWL		10
D3.4	Innovative Open Dialogue Format trainings and Webinars	EUN		12
D4.2	Teacher trainings organisational framework	EUN		12
D8.1	H-Requirements No. 1	ZSI		12
D8.2	POPD-Requirements No. 2	ZSI		12
D6.3	Set of bioeconomy multimedia exhibition materials	MWL		15
D7.1	Periodic Activity & Management Reports	ZSI		15
D4.1	BLOOM School box	EUN		18
D4.4	School competition framework	EUN		18
D4.5	MOOC development and outreach report	EUN		22
D5.2	Monitoring Instruments	ZSI		22
D3.2	Roadmap and Synthesis of hubs	EFE		30
D2.4	Wikipedia bio-economy updates	JAMK		30
D5.3	Validated monitoring results	ZSI		32
D3.5	Report on innovative Outreach and Awareness Activities	WILAB		34
D6.5	BLOOM documentary	MWL		34

D1.4	Compilation of stakeholder targeted materials Final version	WILAB		35
D4.3	Report on international and national teacher trainings	EUN		35
D5.4	Policy Brief on Concept of public engagement in bioeconomy	WILAB		35
D6.4	Report on Dissemination and Sustainability and exploitation plan	WILAB		36
D7.3	Final Project Report	ZSI		36

4.2. Publications

Publications should ensure there is no conflict of interest with the other partners. Hence, the following guiding principle is proposed:

A partner, considering publishing results in a scientific journal, should:

- Discuss this intention with the other partners and keep the coordinator informed. If foreground or background to be published belongs to other participants, seek their prior approval;
- carefully check the compatibility of the project Grant Agreement, with any publication agreement that is envisaged to be signed;
- inform the publisher of the obligations resulting from the grant. A contractual provision could be inserted in the publication agreement to take this into account:

  > *"The publisher agrees that the author retains the right to provide the European Commission for publication purposes with an electronic copy of the published version of the final manuscript accepted for publication."*

  The publisher will also have to be made aware of the statement of financial support which must be mentioned.

5. Ethical guidelines

BLOOM follows ARTICLE 34 (on ethics and research integrity) of the Grant Agreement.

Ethics are an integral part of responsible research, from the conceptual phase to the publication of research results. The consortium of BLOOM is clearly committed to acknowledge potential ethical issues that may arise during the course of the project and has as such defined a set of procedures on how to deal with ethics in a responsible way.

The main aspects the project is dealing with regards to ethics are the protection of privacy & data and obtaining informed consent from the involved target groups. The BLOOM consortium will inform and present the project objectives and intentions to participants and interviewees in an honest and transparent manner.

The activities performed in BLOOM may include data collection from individuals and organisations remotely as well as on site. In order to achieve the goals defined within the tasks of the work programme the consortium may collect personal data from participants. Such data may include basic demographic data, responses to questionnaires or interaction data with technologies.

5.1. Data protection and privacy

During any data collection process data protection issues involved with handling of personal data will be addressed by the following strategies:

Any organisation or individual that processes any collected data will take the responsibility for its protection, including third parties such as cloud providers. There will be no transfer of personal data across organisations or countries participating in this project unless the partner assures an adequate level of privacy protection. This will be in compliance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (http://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX:31995L0046).

Partners' individual context will dictate how they store, collect and protect data. This will be done in a way that ensures:

- It is stored securely – e.g. encoded, protected by a firewall, stored on an external hard-drive, on a password protected server
- Data is anonymised – e.g. personal data (gender, ethic, social, cultural, educational background) will be enciphered with a code, personal data is not collected through surveys
- Data is only shared when anonymised
- Systems are in place to ensure data relating to an individual can be deleted from all locations on that individual's request

Outreach activity participants will be informed about the purposes of the project (written or oral), the procedures as well as the handling of their data (protection, storage). In case of personal data collection all participants will have to sign informed consent form before. For online interviews these explanations will be part of the initial briefing of interviewees, for face-to-face interventions informed consent (ANNEX 1) shall be agreed and signed by both, the study participants as well as the respective research partner.

The data exploitation will be in line with the respective national data protection acts. The data gathered through questionnaires, interviews, observational studies at the workplace, focus groups, and other possible data gathering methods during this project will be.

The raw data will be used only within the project and will not be made accessible to any third party. It will be removed after the end of the project (incl. the time for final publications) unless required by specific national legislation.

Only anonymised data will be openly accessible to third parties.

5.2. Communication Strategy

External participants involved in the BLOOM project will be clearly informed about their role, the duration of the activities and the possibility to retract at any time from the project.

The main means of communicating with participants regarding the benefits of their involvement and their right to withdraw is the informed consent (see Annex I). Prior to consent, each individual participant in BLOOM will be clearly informed of its goals, any possible adverse events, and the possibility to refuse to enter or to retract at any time with no consequences. This will be done through a project information sheet, the informed consent form and moreover, it will be reinforced verbally.

In order to make sure that participants are able to recall what they agree upon when signing, the informed consent forms will be provided in the native language of the participants.

As aforementioned, informed consent will be collected from all participants involved in BLOOM studies. An English version of the informed consent form is provided in the Annex I of this document.

5.3. Relevant regulations and scientific standards

The consortium follows European regulations and scientific standards to perform ethical research. The following lists some of the basic regulations and guidelines.

The BLOOM project will fully respect the citizens' rights as reported by EGE and as proclaimed in the Charter of Fundamental Rights of the European Union (2000/C 364/01), having as its main goal to enhance and to foster the participation of European citizens to education, regardless of cultural, linguistic or social backgrounds. Regarding the personal data collected during the research the project will make every effort to heed the rules for the protection of personal data as described in the EU General Data Protection Regulation (GDPR[1]) (which will be fully enforced in May 2018 and replaces the Directive 95/46/EC).

In addition, the consortium follows the following European Regulations and Guidelines:

[1] https://www.eugdpr.org/eugdpr.org.html [11.01.2018]

1) The Charter of Fundamental Rights of the European Union: http://www.europarl.europa.eu/charter/pdf/text_en.pdf [11.01.2018]
2) The European Convention on Human Rights http://www.echr.coe.int/Documents/Convention_ENG.pdf
3) Horizon 2020 ethics self-assessment http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020_-_guidance_ethics_self_assess_en.pdf [11.01.2018]
4) The EU Code of Ethics: http://www.respectproject.org/ethics/412ethics.pdf [11.01.2018]
5) The European Textbook on Ethics in Research https://ec.europa.eu/research/science-society/document_library/pdf_06/textbook-on-ethics-report_en.pdf [11.01.2018]
6) European data protection legislation: http://ec.europa.eu/justice/data-protection/index_en.htm [11.01.2018]
7) The RESPECT Code of Practice for Socio-Economic Research: http://www.respectproject.org/code/index.php?id=de [11.01.2018]
8) The Code of Ethics of the International Sociological Association (ISA): http://www.isa-sociology.org/en/about-isa/code-of-ethics/ [11.01.2018]

5.3.1. National and Local Regulations and Standards

In addition to the more general and EU-wide guidelines, project partners have to adhere to, and respect, national regulations and laws as well as to research-related organisational ethical approval as requested by their own institutions. All partners are aware of their responsibilities in that respect and will follow the respective guidelines.

6. Data Management Plan

This is a first version of the Data Management Plan (DMP) for BLOOM, which provides an analysis of the main aspects to be followed by the project's data management policy. The DMP will evolve during the course of the project and will be completed accordingly as research data is collected. The DMP needs to be updated over the course of the project whenever significant changes arise, such as (but not limited to):

- new data
- changes in consortium policies (e.g. new innovation potential, decision to file for a patent)
- changes in consortium composition and external factors (e.g. new consortium members joining or old members leaving).

Consortium partners can fill in the information requested directly in the data management plan as it evolves during an iterative lifecycle throughout the duration of the project.

Regarding data protection and privacy, the communication approach, informed consent and relevant regulations on data security, please consult the ethical guidelines in chapter 5.

6.1. Data Summary

This project uses both quantitative and qualitative data. Data will be gathered for stakeholder mapping to find appropriate participants for the co-creation workshops, through surveys and workshops to evaluate the outreach activities and materials produced, and secondary data about the bio-economy in Europe to identify and analyse the content of our outreach activities and materials.

Furthermore, BLOOM will be searching websites for already existing materials and collect information and use the already existing data (written documents, video and audio documents, etc.). The BLOOM project will analyse the secondary data about bio-economy communication. Hence, open access will be provided, and already published resources (videos, podcasts, etc.) in Europe will be collected, analysed and referenced. Moreover, surveys will be provided to give feedback on our activities and materials.

The following primary data will be collected in this project: (1) workshop transcripts hosted in each hub, (2) interview protocols conducted with specific stakeholders and (3) qualitative and quantitative feedback of participants.

Additionally, metadata on methodologies, instruments, procedures, the research goal and its target groups will be collected.

A clear size of the data cannot be estimated yet, but will be done updated versions of the DMP.

The collected data might be useful to other researchers who are working in the field of outreach, science communication and education of bio-economy and other complex research fields.

6.2. FAIR data

6.2.1. Making data findable, including provisions for metadata

The BLOOM project will make its data produced available on platforms such as Zenodo (https://zenodo.org). The project will follow the platform's guideline to optimize the possibilities for re-use. All data will follow a clear version number structure, if needed. For all quantitative and qualitative research in the project, non-identifiable metadata will be produced and made available on the aforementioned platform. Metadata will describe instruments used, methodologies employed and goals and target groups of the research. Metadata will be collected and appropriately stored by the researchers. All data will be anonymized.

To describe the data produced by surveys and other observational methods in the BLOOM project, the team will use a tool such as DDI (document, discover and interoperate) (http://www.ddialliance.org/). Using this tool facilitates understanding, interpretation, and use – by people, software systems, and computer networks.

6.2.2. Making data openly accessible

All data produced in the BLOOM project will be openly accessible. Data sets and metadata (anonymised) will also be openly accessible without login. The data will be made accessible on a repository accessible on the BLOOMer platform and on open data platforms such as https://zenodo.org/. These kinds of repositories allow researchers to store and publish both research outputs and data, while providing tools to link them.

To access BLOOM data and materials created, special software tools or methodologies will not be needed.

All data produced and the associated anonymised metadata, documentation and code will be stored on the BLOOM repository and on at least one open data platform, which will support open access. The repository will be hosted by ceiA3 who will guarantee its accessibility and the BLOOM project will follow clear open access platform guidelines (https://zenodo.org/) to make its data accessible.

BLOOM will not have a data access committee. All researchers involved in data gathering will become familiar with the guidelines of open data platforms and with the BLOOM repository.

6.2.3. Making data interoperable

To allow data exchange and re-use between researcher, institutions, organisations, countries, etc. the BLOOM project will assure the use of interoperable formats like those supported by Microsoft Excel and Microsoft Word. Moreover, standard vocabularies for all data types will be used to allow inter-disciplinary interoperability. In the case where less common ontologies or vocabularies cannot be avoided or are specific to the project itself, BLOOM will provide mappings to more commonly used ontologies.

6.2.4. Increase data re-use (through clarifying licences)

All data produced in the BLOOM project will be open access and licensed under the creative commons license. Moreover, the BLOOM project team will use EUDAT B2SHARE tool[2] to select an adequate license for their research data. In case of publication (and patents) all data will be made available after the final publication (and/or acceptance of patent). The data produced and used in the project will be useable by third parties, before and after the end of the project. This will be guaranteed by providing the data on platforms such as https://zenodo.org/. The time limit of the data being re-usable will be interlinked with the Zenodo platform standards. Data quality assurance processes will be described in short.

[2] https://b2share.eudat.eu/records

6.3. Allocation of resources

The data will be openly accessible as far as there are no extra costs. Open access publications must be covered by the partner organizations themselves, as the BLOOM project cannot allocate resources for this purpose. Besides, the coordination team and Work Package leaders are ultimately responsible for the data management of their tasks. Decisions on what data will be kept and for how long will be taken by the general assembly.

6.4. Data security

According to the general data protection regulation each partner is responsible for data security of the data they gather within their organisation. By means of example, the coordinating organization ZSI implements the following approach:

ZSI runs its own IT infrastructure. ZSI's IT staff is responsible for data security and protection and implements the following security measures:

- in-house servers controlled exclusively by ZSI IT staff
- services run in a demilitarized network zone behind a redundant firewall
- resource isolation for services through hardware nodes and/or virtual machines
- regular updates of system and application software
- timely installation of security patches from OSS suppliers
- daily backups, off-site backup on encrypted hard-disks, monitoring and logging
- webserver hardening
- password policy
- consulting and awareness raising of ZSI staff in data protection issues
- precautions for emergency scenarios
- compliance with GDPR underway

Partners who have security measures that are different from those followed by ZSI declare their strategies here: ….

All partners guarantee to meet the European data protection standards within their organizations.

7. Resources

BLOOM Grant Agreement

BLOOM Description of Action

BLOOM Consortium Agreement

Links

http://www.europarl.europa.eu/charter/pdf/text_en.pdf [11.01.2018]

http://www.echr.coe.int/Documents/Convention_ENG.pdf

http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020_-_guidance_ethics_self_assess_en.pdf [11.01.2018]

http://www.respectproject.org/ethics/412ethics.pdf [11.01.2018]

https://ec.europa.eu/research/science-society/document_library/pdf_06/textbook-on-ethics-report_en.pdf [11.01.2018]

http://ec.europa.eu/justice/data-protection/index_en.htm [11.01.2018]

http://www.respectproject.org/code/index.php?id=de [11.01.2018]

http://www.isa-sociology.org/en/about-isa/code-of-ethics/ [11.01.2018]

https://www.eugdpr.org/eugdpr.org.html [11.01.2018]

http://www.ddialliance.org/

https://zenodo.org/

https://b2share.eudat.eu/records

Annex I: Informed Consent

Boosting European Citizens' Knowledge and Awareness
of Bio-Economy Research and Innovation

Declaration of Consent

I have been invited to participate in the BLOOM project and I have received information about the project. I understand the purpose of the project and my involvement in it.

I understand that I may withdraw from the project BLOOM at any stage. Upon request all provided (interview) data will be destroyed and my participation will not be identified at any stage of the research.

I understand that my data will be held and used on an anonymity basis only for the purpose of the BLOOM project.

I understand that, while information and data gained through this interview/ survey/ involvement may be published, it will not contain any data that could lead to my identification.

My personal information/opinion/data will remain confidential, unless I explicitly agree to be mentioned by name in the published study and/or to be quoted.

My data will be stored after the end of the project in an anonymous form for five years. My raw data will be kept confident and will only be shared in an open data repository upon my agreement.

Date:.....

Name of participant:.....

Signature of participant: .....

Signature of BLOOM representative: .....

For further information about the project BLOOM, please contact at any time:

_____

Please provide your contact information if we are allowed to contact you again with regard to your data (*This information will of course be stored separately from your data!*):

_____