



# **SHAREE**

## **DATA MANAGEMENT PLAN**

D1.2 Data Management Plan I  
WP1 Administration and management

### Authors

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Table 1 Revision History

Version	Date	Summary of Changes
1.0	18.11.2024	The first version, open for comments
2.0	27.11.2024	Partners comments added
3.0	29.11.2024	Published version with modifications

## Executive summary

The Data Management Plan (DMP) specifies datasets that will be collected, used, and re-used during the project as well as how data will be handled during and after the SHAREE project, which methodologies and standards will be applied and how data will be preserved beyond the project. In particular, this plan includes obligations, conditions and technical measures to be undertaken by the partners to guarantee confidentiality, privacy, security and proprietary rights on exchanged data.

The DMP will be updated throughout the project when significant changes arise, for example, when new data types are being introduced. The next update of the DMP will be done on M16 (September 2025).

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# 1 Introduction

## 1.1 Purpose

The Data Management Plan (DMP) is a key element for appropriate data management in SHAREE. It includes producing, collecting, or processing data. SHAREE does not generate data sets that are comparable to the data sets generated by research projects. Therefore, the general data management principles as laid out relying on the Guidelines on FAIR Data Management in Horizon 2020<sup>1</sup> are only partially applicable for this project.

Nevertheless, several types of data are collected and generated in SHAREE. With this plan guidelines on FAIR data management as well as guidelines of partner universities (namely Code of Conduct for Research Integrity<sup>2</sup> by the TLU, Research Ethics Policy<sup>3</sup> (doc. no. AQAE036) of the ATU and Data management regulations<sup>4</sup> by the UH) are followed concerning accessibility, interoperability and reusability of data. The DMP describes the data management life cycle for the data to be collected, processed and/or generated by SHAREE.

The guidelines laid out in this document are complemented with the guidelines laid out in CA, DoA and D1.1 Project Management Handbook.

As coordinator of the SHAREE project, TLU will ensure that any data management issues which may arise during the project will be handled appropriately, transparently and fairly. The data management plan is a living document and is expected to evolve with the project. As recommended by the EC, the DMP will be updated in time with the periodic evaluation of the project. The updated version of the Data Management Plan will be published on M16.

## 1.2 Abbreviation list

The following abbreviations and acronyms are used in the presented deliverable.

D	Deliverable	EC	European Commission
TLU	Tallinn University	R&D	Research and Development
M	Month	CC BY	Creative Commons Attribution licence
WP	Work Package	CC BY-NC	Creative Commons Attribution – Non-commercial License
DMP	Data Management Plan	CC BY-ND	Creative Commons Attribution - No Derivatives license
ATU	Atlantic Technological University	PC	Project Coordinator
UH	University of Helsinki	GA	Grant Agreement
FAIR	Findable, Accessible, Interoperable and Reusable	PSC	Project Steering Committee

<sup>1</sup> See: [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-data-mgt\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf)

<sup>2</sup> Available at: <https://www.tlu.ee/en/code-conduct-research-integrity-1>

<sup>3</sup> Available at: <https://www.atu.ie/sites/default/files/2024-04/aae036-research-ethics-policy.pdf>

<sup>4</sup> Available at: <https://www.helsinki.fi/en/research/services-researchers/data-support/data-management-planning>

CA	Consortium Agreement
DoA	Description of the Action

WPL	Work Packages Leaders

## 2 Data Summary

The data collection in SHAREE is focused and limited to data required to fulfil project aims and objectives. Furthermore, the project will mostly collect and re-analyse already existing data, creating a range of publicly available deliverables (e.g. scientific publications, position papers, curricula documents) that will ensure better and easier accessibility of this data.

Several kinds of data and background information are considered to be relevant in the context of the SHAREE project, namely:

- personal information of experts and cluster members (name, affiliation, contact details);
- information on expertise centres (focus of activity, description of infrastructure and facilities, website, contact person, etc.);
- project members' field notes (notes from the meetings with experts, overview of study visits etc.);
- content of national curricula in European countries;
- pictures and videos taken at various events or in expertise centres.

In more detail, the following data sets will be collected and analysed or used in the scope of the SHAREE project:

Table 2 Data sets collected of generated in SHAREE

WP / Task	Responsible partner	Deliverable / outcome	Output (M, type, dissemination level)	Data set description	Collection methods	Data utility (objective)
WP2 / T2.2 Bilateral meetings	ATU	D2.1 Science Kitchen concept paper	M13; document; sensitive	Meeting notes, description and pictures/videos of visited physical environments, contacts of stakeholders	Data collected from meetings: (1) members' field notes, (2) pictures; from readings: (3) webpages and information sheets of visited centers	To collect and use the experiences and good practices of related expertise centers, to provide the basis for the elaboration of the Science Kitchen concept paper
WP2 / T2.3 Institutional building day	ATU	D6.3 Report on events with stakeholders	M30; report, public	Meeting notes, contacts of stakeholders	Data collected from meetings: focus group or co-development discussions	To collect input and feedback for the Science Kitchen concept paper
WP3 / T3.2 Summer school	TLU	D6.3 Report on events with stakeholders	M30; report, public	Qualitative data from the questionnaire	Survey: participants' feedback questionnaire	To collect evaluations on the summer school content and organization

WP3 / T3.3 Staff exchange	TLU	D2.1 Science Kitchen concept paper	M13; document; sensitive	Meeting notes, description and pictures of visited physical environments, contacts of partner institution members	Data collected from meetings: (1) members' field notes, (2) pictures; from readings: (3) webpages or information sheets of visited centers	To collect and use the experiences and good practices of partners, to provide the basis for the elaboration of the Science Kitchen concept paper, to use the experiences for raising competencies of SHAREE members (both sending and receiving institutions)
WP4 / T4.1 Mapping for cluster network	UH	Cluster list	M9 (and ongoing); database; sensitive	Database containing contacts of interested persons	Mapping: (1) sending invitation letters to personal contacts; (2) collecting contacts through webpage, (collecting contacts through meetings	To collect contacts for establishing a network of interested members in cluster and hold communication for dissemination and collaboration purposes
WP4 / T4.2 Mapping the funding options	UH	Database of funding options	M8 (and ongoing); database, public	Database containing different funding options (local and EU funded)	Mapping: (1) local and EU funding options concerning HE and STEAM content	To map new funding options for the next application; to initiate new consortium collaborations
WP4 / T4.3 Mapping the European schools curricula	UH	D4.1 A report on contemporar y HE in Europe; D6.4/D6.5 Scientific articles; presentation s on conferences	M16, report, public	Qualitative and quantitative data of curricula and overview articles	Survey. Data collected from (1) openly accessible documents published by the Ministries of European countries; (2) scientific overview articles about national curricula	To give a systemized overview of the content and organization of HE education in European countries; to point to the possibilities of integrating HE and STEAM
WP4 / T4.4 Putting together policy recommendatio ns	UH	D4.2 A guide on HE policy and connections with STEAM subjects	M23, document, public	Meeting notes, contacts of stakeholders	Data collected from meetings: focus group or co-development discussions	To collect input and feedback for the policy recommendations
WP5 / T5.1 Interdisciplinary meetings	TLU	D2.1 Science Kitchen concept	M35, document, public	Meeting notes, co-development materials,	Data collected from meetings: (1) notes of co- development	To collect input and feedback for the Science Kitchen concept paper; to

		paper; D5.2 Recommendations for working across disciplines; D5.1 & D5.3 Materials for Science Kitchen activities		contacts of stakeholders	days, (2) developed materials	work out Science Kitchen materials; to analyze the collaboration across disciplines
WP5 / T5.2 Co-design to work out activity content	TLU	D5.1 & D5.3 Materials for Science Kitchen activities	M16/M31, document, sensitive	Meeting notes, co-development materials	Data collected from meetings: (1) notes of co-development days, (2) developed materials	To collect input and feedback for the Science Kitchen materials; to extend the Science Kitchen team
WP6 / T 6.1 Dissemination	TLU	Webpage	M4, communication channel, public	Name and e-mail addresses of interested cluster members; statistics about visitors	Smaily tools ( <a href="https://smaily.com/">https://smaily.com/</a> ); webpage tools	To disseminate project outcomes to stakeholders; to collect information for the reporting
WP6 / T 6.1 Dissemination	TLU	Social media channels	M4, communication channel, public	Statistics about followers, actions	Social media tools	To collect information for the reporting
WP6 / T 6.2 Participation in conferences	TLU	D6.3 Report on events with stakeholders	M30; report, public	Participants notes, contacts of possible stakeholders	Data collected from meetings: (1) feedback on presentation; (2) notes from sessions	To collect input and feedback for developing Science Kitchen activities, to extend the list of cluster members, to find interested stakeholders
WP6 / T6.3 Organizing international conference	TLU	Conference, conference proceedings	M33, event, public	Qualitative data from the questionnaire	Survey: participants' feedback questionnaire	To collect evaluations on the conference content and organization

### 3. FAIR data

SHAREE data will be as open as possible and as closed as necessary, respecting potential limitations and conditions on the re-use of data originating from third parties.

#### 3.1. Making data findable, including provisions for metadata

Data sets collected/generated in the course of the SHAREE project are not conventional data sets that are generated in standard R&D projects. SHAREE data is mostly descriptive and therefore it is difficult to define metadata standards. However, to make data easily findable



project outputs (e.g. scientific articles, abstracts, etc.) will be tagged with a set of defined keywords, such as “home economics”, “STE(A)M”, “education” etc. Furthermore, public deliverables of the SHAREE will be made available (either directly or via a link to the original repository) through the SHAREE website (<https://www.tlu.ee/en/lti/sharee>). In deliverables, metadata features will be associated with all published data, including:

- Executive summary
- Associated publications and reports
- Grant information
- Version numbers

In case new data will be introduced (next to the data identified under section 2) the FAIR data management steps will be re-evaluated. If applicable, data and metadata will be deposited and archived in trusted repositories, and will be FAIR. The different partners have specialists in Data Management and processes, which will be respected to ensure that requirements are fully met.

### **3.2. Making data openly accessible**

Open Science practices are highly valued and integrated into the SHAREE project in various ways. The consortium is aware of mandatory practices, and information about outputs, tools, and instruments to conclude scientific publications, as well as metadata, will be archived in trusted ways, as a common practice of partners, and made available immediately in CC BY or CC BY-NC/CC BY-ND. Scientific articles will be published in peer-reviewed, open-access journals. SHAREE foresees a reasonable use of several recommended practices, namely:

- co-designing process through regular meetings with stakeholders, especially workshops and seminars, to strengthen the relationship with stakeholders and enable TLU’s increased visibility in home economics,
- co-assessment to collect feedback from stakeholders and end-users to re-orientate work if necessary and to increase the relevance and the applicability of results/feedback.

SHAREE’s field of science is aimed at the general public. Therefore Open Science principles are a major goal and asset of the project. Data collected through the analysis of various curricula will be made available in the analysed and synthesized format (e.g. opinion papers, recommendations, scientific articles, oral presentations) only. These will be published either in peer-reviewed journals (when possible and following the open access policy of the Horizon) or on the SHAREE website (<https://www.tlu.ee/en/lti/sharee>). As teachers’ educators, we see the need for teachers and students to have access to curriculum analysis data to understand better the similarities and differences of the subject area in various countries and reuse them in their tasks, in addition to researchers and policymakers for obvious reasons.

Selected pictures/videos taken at various SHAREE events will be published in official SHAREE channels – the website, Facebook page and Instagram, and used for the commercial purposes. Pictures/videos will only be published with the explicit approval of individuals and/or if individuals are not recognisable on pictures/videos.

Data provided through the SHAREE website will stay active also after completion of the project. TLU is responsible for keeping the webpage active for at least three years after the project ends. In addition, public deliverables of SHAREE will be available in the EC Participant's Portal together with the final summary report that will also be available through the EC Cordis Portal (<https://cordis.europa.eu/>). Some of the SHAREE deliverables (namely D2.1 Science Kitchen concept paper; D3.1 Financial, marketing and local community involvement plan; as well as D5.1 and D5.3 Materials for Science Kitchen activities) are related to the business activity to the Science Kitchen and will therefore not be distributed openly as these secure the self-sustainability of the hub. The developed materials for SHAREE activities will be made available for participants in courses and workshops, thereby the users will get the materials together with the know-how to use the materials purposefully.

### **3.3. Making data interoperable**

As described above, data sets generated in the SHAREE project will contain basic, descriptive information that can be assigned to standardized categories such as name, contact details, and DOI number (for scientific articles). Data generated directly by the project (e.g. in form of analysis of curricula) will not be made available in raw format. This data will only be made available in the analysed and synthesized format.

### **3.4 Increase data re-use**

The SHAREE project will mostly re-use already available data (e.g. contact information, published curricula documents, scientific articles).

Data sets collected in the SHAREE project will be available for the re-use of third parties immediately upon publication (having open access). The third-party users are requested to acknowledge the data source appropriately.

## **4. Allocation of resources**

The resources required for the implementation of the SHAREE website were allocated into the budget of PC - TLU as disclosed in the GA. Resources for publication in the open-access peer-reviewed journal have been planned in SHAREE and the finances are allocated to PC who will coordinate the open-access process.

The resources for long-term data preservation were not planned within the budget of SHAREE. Ideally, after the completion of the project all published data will stay available on the project webpage and if possible on the European Open Science Cloud (<https://open-science-cloud.ec.europa.eu/>).

## **5 Data security**

Data collected/generated in the SHAREE project will be stored locally at the Task leaders' institutions and following their respective data management policies.

Data provided through the SHAREE website will be hosted on a secure server by TLU. Data recovery and secure storage follow internal TLU protocols that meet the required standards for data protection.

E-mail addresses collected via the website or through personal communication are stored in separate file that locates in PC's computer. To ensure data protection, this data will not be uploaded to the shared Drive folder. As one of the tasks in SHAREE is to put together the cluster of interested persons in Europe, the list will be kept by PC also after the final activities of SHAREE.

The e-mail addresses will only be used to send newsletters and relevant information: there will be no analysis beyond keeping track of the number of subscribers to meet the EC's requirement to measure project impact. The email addresses will not be shared with anyone and only the SHAREE members have access to the list.

If not defined otherwise (i.e. e-mail addresses, website), SHAREE data will be stored for at least 5 years after the project balance has been paid or in case of audits, investigations or litigation until the completion of these procedures.

Some of the contact information for external parties will be curated and preserved by one partner. The dissemination partners have their own pre-existing contact lists that will be constantly updated and used for dissemination and communication purposes. These contact lists will not be shared within the project.

## 6 Ethics

The activities in the SHAREE project involve two kinds of data. That of publicly available documents that are not considered to be protected and that of personal or sensitive data that needs to be kept confidential. The project activities involve stakeholders (e.g. policy makers, teachers, university students) in the co-developmental phase. Stakeholders are invited to join the discussions, give their valuable insight into the development, and validate the developments of SHAREE as experts. The participation is based on experts' free will and their oral informed consent is asked. The feedback from experts will be presented in descriptive form in reports, no names will be associated with certain statements. However, the names of the experts will be included in the reports generally to recognize their participation in the development (unless the person wants to stay anonymous).

SHAREE members will generate and disseminate pictures/videos taken at various events. Informed consent will be asked orally from the participants of said events before the pictures/videos are taken. These are used for dissemination activity. The details are opened in the complementary deliverable D6.1.

All partners commit to sharing results as openly as possible, to facilitate the dissemination of results, while respecting potential limitations and conditions on re-use. The PSC will meet regularly and will monitor, together with partners' Ethics Committees, potential questions regarding Intellectual Property.