



SHAREE

DATA MANAGEMENT PLAN

D1.4 Data Management Plan II

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
4.0	22.08.2025	The second version with comments for updating
5.0	26.09.2025	Published version

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.

This DMP is an updated version of the document and will be modified if needed.

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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 major, reusable data sets that are comparable to the data sets generated by research projects since the main aim of SHAREE is to develop a European-scale research and innovation based hub - Science Kitchen. Therefore, the general data management principles as laid out relying on the Guidelines on FAIR Data Management in Horizon 2020¹ are only partially applicable for this project.

Nevertheless, several types of data are collected and generated in SHAREE to fulfill the project aims and objectives. With this plan, guidelines on FAIR data management as well as guidelines of partner universities (namely Code of Conduct for Research Integrity² by the TLU, Research Ethics Policy³ (doc. no. AQAE036) of the ATU, and Data management regulations⁴ 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 that 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. This DMP is an updated version, published on M16.

1.2 Abbreviation list

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

Table 2 Abbreviation list

D	Deliverable	EC	European Commission
TLU	Tallinn University	R&D	Research and Development
M	Month	CC BY	Creative Commons Attribution license
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

¹ See: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

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

³ Available at: <https://www.atu.ie/sites/default/files/2024-04/aqae036-research-ethics-policy.pdf>

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

ATU	Atlantic Technological University	PC	Project Coordinator
UH	University of Helsinki	GA	Grant Agreement
FAIR	Findable, Accessible, Interoperable and Reusable	PSC	Project Steering Committee
CA	Consortium Agreement	WPL	Work Packages Leaders
DoA	Description of the Action		

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 centers (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.);
- national curricula in European countries picked up for SHAREE database;
- participants' feedback on Science Kitchen activities;
- stakeholders focus group discussions;
- pictures and videos taken at various events or in expertise centers.

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

Table 3 Data sets collected or 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), and to share in the SHAREE Community (Newsletter)
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 the 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, and to initiate new consortium collaborations
WP4 / T4.3 Mapping the European schools' curricula	UH	D4.1 A report on contemporary HE in Europe; D6.4/D6.5 Scientific articles; presentations 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	To give a systemized overview of the content and organization of HE education in European countries, and to point to the possibilities of integrating HE and STEAM

					articles about national curricula	
WP4 / T4.4 Putting together policy recommendations	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 paper; D5.2 Recommendations for working across disciplines; D5.1 & D5.3 Materials for Science Kitchen activities	M35, document, public	Meeting notes, co-development materials, and contacts of stakeholders	Data collected from meetings: (1) notes of co-development days, (2) developed materials	To collect input and feedback for the Science Kitchen concept paper; to 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 (https://smaily.com/); webpage tools	To disseminate project outcomes to stakeholders; to collect information for the reporting
WP6/ T 6.1	TLU ATU	Qualitative study publication	Document, public	Meeting notes, contacts of stakeholders, policy makers, students, pupils, and parents	Data collected from meetings: focus group discussions	To collect input and feedback for the study
WP6/ T 6.1	TLU ATU	Literature overview publication	M12, document, public	Results of published studies	Published articles collected from databases (EBSCO, Web of Science, JSTOR, Scopus, and Google Scholar)	To collect input for the study

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

FAIR (Findable, Accessible, Interoperable, and Reusable) data of SHAREE 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) will be tagged with a set of defined keywords, such as “home economics”, “STEAM”, “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 is introduced (next to the data identified under section 2), the FAIR data management steps will be re-evaluated by PSC. If applicable, data and metadata will be deposited and archived in trusted repositories and will be FAIR. All partner universities have specialists in Data Management and processes, and their expertise will be respected for ensuring 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.

We expect interest in SHAREE results from the professionals, end users, and general public; therefore, Open Science principles are a major goal and asset of the project. Collected data (e.g. various curricula, focus group discussions) 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/ti/sharee>). As teacher educators, we see the need for teachers and university students to have access to curriculum analysis data to better understand 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, i.e., used for disseminating information about SHAREE activities and outputs. 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 also stay active and accessible 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 of 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 the 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, i.e., ready-to-share publication.

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 to 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 the 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 files that are located in project members' computers. 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 in the Smaily environment. 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 outside the project, only the SHAREE members have access to the list. Some of the contact information for external parties will be curated and preserved by individual members of SHAREE as they 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.

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.

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 development of SHAREE as experts. The participation is based on experts' free will, and their oral informed consent is sought. 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.