D10.1 – Data Management Plan

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Contributors

Partner	Name	Role	Contribution
ALL			

Executive Summary

The Data Management Plan (DMP)

This DMP D10.1 provides details regarding all the research data collected and generated within LAST-JD-RIoE Joint Doctorate project. In particular, it explains the way research data are handled, organized, licensed and made openly available to the public, and how they will be preserved after the project is completed. This DMP also provides motivations when versions or parts of the project research data cannot be openly shared on account of third-party copyright issues, confidentiality or personal data protection requirements, or when open dissemination could jeopardize the project achievements.

This DMP reflects the current state of the art of LAST-JD-RIoE Joint Doctorate. The details and the final number of the project data sets may vary during the course of research. The variations will be recorded in updated versions of this DMP.

1. Introduction

LAST-JD-RIoE Joint Doctorate aims at understanding technical, legal and ethical challenges of the “Internet of Everything”.

To achieve this objective, LAST-JD-RIoE Joint Doctorate will analyze in depth the domain of Internet of Data, Internet of Things, Internet of Persons, Internet of Healthcare, Internet of Money and related concepts: IoE goes beyond the Internet of Things (IoT) and it represents a technological and social revolution.
Before the IoT, most data on the Internet was entered manually, and was limited in its coverage. The IoT brings in automatic sensors to all kinds of equipment (refrigerators, watches, cars, heart monitors), and allows real-time data analytics in the cloud. The IoE connects disparate IoT systems via an ever- expanding network to allow cognitive computers capable of learning and sorting information to make sense of the waves of big data and get complex tasks done on our behalf. Still, the Internet is first an Internet of Persons (IoP), persons who contribute each day with a huge amount of content and create new relations via social networks. IoT together with information from social networks and other sources create the problem of how to deal with a huge amount of interconnected data, an Internet of Data (IoD), and only Big Data technologies can give meaning to data and make IoT devices smart. IoT used in the field of medicine and the availability of data in that sector give rise to the Internet of Healthcare (IoH), promising us new approaches to take care of patients, also at home. Finally, the emergence in Internet of cryptocurrencies such as Bitcoin has shown the potentialities of underlying distributed ledger technologies (such as the Blockchain). Such technologies they create a layer of trust above the Internet, thus allowing transactions of all kinds. The resulting Internet of Money (IoM) promises a revolution not only in the financial world but also in many other aspects of our life, such as certificates, ballots, data ownership, etc.

LAST-JD-RIoE students will use qualitative and quantitative analytical methods, such as surveys, focus groups and case studies.

The project will generate and collect several different types of research data: mainly numerical and textual data. Research teams will convert data from proprietary formats and make them available in well-known and documented open formats to allow accessibility, reusability and long term preservation (see Table 1 for details).

*Table 1- **Summary of data format***

Type of data	**Formats used during data processing**	**Formats for sharing reuse and preservation**
Numerical or textual tabular data	Microsoft Excel (.xls/.xlsx)	Comma-separated values (.csv) XML, Akoma Ntoso, LegalRuleML
Qualitative textual data	Microsoft Word (.doc/.docx)	Rich Text Format (.rtf) or text (.txt)
Audio data	mp3 format (.mp3)	*Audio recordings will be deleted after their transcription and only the processed transcripts will be shared and preserved.*
Images	JPG	JPG, PNG
Metadata and databases	*Json, Json-LD*	*Json, Json-LD, RDF*

Documentation files explaining all relevant details regarding data collection, processing methodologies and quality assurance will be deposited in institutional or public repositories along with the data sets in .odt, .rtf or pdf formats.

The expected size of the data is still uncertain at this early stage of the Doctorate.

The data produced can be of interest to different potential users such as: researchers, students, policy makers and stakeholders. The data could also be used as a source for topic-related studies, comparisons and for different analyses.

2. FAIR Data

This DMP follows the EU guidelines[1] and describes the data management procedures according to the FAIR principles[2]. The acronym FAIR identifies the main features that the project research data must have in order to be findable, accessible, interoperable and re-useable, allowing thus for maximum knowledge circulation and return of investment.

2.1 Making data findable, including provisions for metadata

At the moment of publication of project results, each researchers will deposit and describe the relative underlying data set(s) in institutional or public data repositories that can attribute persistent unique identifiers to the deposited items with valid DOIs (Digital Object Identifiers) to identify the deposited data sets. Partners are strongly recommended to use the persistent unique identifiers to cite the data sets as underlying data within their research publications.

The chosen data repositories support standard descriptive metadata to ensure data sets indexing and discoverability. In particular, they all support Dublin Core and DataCite Metadata Schema. Moreover they comply with the OpenAIRE 3.0 requirements for data archives. As a consequence the project data sets will be visible through the OpenAIRE portal, facilitating project reporting procedures.

Specific keywords derived, when possible, from thesauri and controlled vocabularies will be associated to each data set to enhance semantic discoverability.

All relevant documentation explaining data collection procedures and analysis (such as codebooks, methodologies, etc.) will be made available along with the data, in order to guarantee intelligibility, reproducibility and the validation of the project findings. All data sets will be described using standard metadata - such as Dublin Core and DataCite Metadata Schema- and according to the OpenAIRE guidelines in order to ensure metadata interoperability for data sets indexing and discoverability.

LAST-JD-RIoE research data are organized in data sets, which are named collections of data units with the same focus and scope. This DMP identifies the following common rules for **data set naming** in order to improve data visibility, discoverability, citation and permanent online tracking. The recommended title for each data set consists of:

PROJECT ACRONYM: WPnumber: WP title or description specifying WP aims:
Tasknumber: Task title or description specifying Task aims: additional information specifying coverage and nature of data (if necessary): version number (in case of revisions or updates)
Example: LAST-JD-RIoE*: WP1: Framework for comparative analysis of the perception of Cohesion Policy and identification with the European Union at citizen level in different European countries: Task1.1: The framework for the comparative analysis: v.02*

The version number of the data set will be added at the end of the title in case of data revisions to help identifying the data set updates especially in repositories that do not track versioning automatically.

The DMP recommends also the following rules for **file naming**:

[1] Guidelines on FAIR Data Management in Horizon 2020 (Version 3.0, 26 July 2016), http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

[2] The FAIR data principles (Force11 discussion forum), https://www.force11.org/group/fairgroup/fairprinciples

*DATASET_* LAST-JD-RIoE *_WPnumber_Tnumber_coverage or other content specifications_date (YYYYMMDD)_vn.file extention*

for the data set relevant documentation explaining data collection procedures and analysis (such as codebooks, users' manuals, methodologies, etc.)

*README_* LAST-JD-RIoE *_WPnumber_Tnumber_coverage or other content specifications_date (YYYYMMDD)_vn.file extention*

WPnumber means "work package number" *Tnumber* is "task number", and *vn* is the "version number" (in case of data revisions or updates).

2.2 Making data openly accessible

As a guiding principle, LAST-JD-RIoE seeks to make research data openly available, whenever possible, in order to allow dissemination, validation and re-use of research results. To this purpose, all the files will be converted to standard and well-documented open formats and the data sets will be deposited together with all relevant documentation and explanation.

Restrictions on data access or impossibility to share them will be considered only in the following cases:

- when collected data belongs to third party which have denied permission for sharing them on account of confidentiality and proprietary issues;
- protection of personal data of key informants involved in surveys, focus groups, interviews, and case studies;
- when availability of the data would mean that the project's main aim might not be;
- other legitimate reasons.

As a consequence, all possible and legitimate actions and strategies will be adopted to allow data sharing including:

- obtaining copyright permissions from third party data owners to be allowed to re-use, reproduce and distribute the collected data;
- converting the files to standard open formats;
- providing all relevant documentation and explanation for the data and the data sets;
- obtaining the consent of stakeholders involved in focus groups and anonymizing and aggregating the data of interviews;
- in case of copyright on raw data derived, collected or elaborated from pre-existing databases or from other original sources (i.e. papers, journal articles, book chapters, reports, video and audio sources), collected data will be made available if the reproduction and sharing are allowed by expressed permission of the right holders or by applicable copyright exceptions and exemptions. Specifically, reproductions and communication of brief excerpts of texts and of other protected works are permitted for illustration purposes for scientific research, provided that the source, including the author's name, is acknowledged and provided that the use does not conflict with the exploitation of the original source and does not unreasonably prejudice the legitimate interests of right holders. Otherwise, only aggregate data resulting from the analysis will be openly published. Anyway, when the sources are freely available on-line in their original repositories, but direct reproduction is not allowed, a detailed account on how the data set was created from the original data will be provided, together with the specification of open repositories from where the original data sets are available. Raw data consisting in full-texts will not be made available without copyright holders permission.

At the time of publication of results, researchers will deposit the project data that can be shared in a data repository, in order to guarantee their discoverability, access and preservation beyond the Doctorate end.

The data repositories chosen by LAST-JD-RioE partners are both institutional and public repositories. They guarantee long term preservation and attribute persistent unique identifiers to the archived data .They support open licenses and different access levels. Finally, they adopt descriptive metadata standards as required by the OpenAIRE Guidelines and allow cross-linking between publications and the relevant data sets.

Each different data set is deposited by researchers that is responsible for the data collection and management in the repository of their choice.

Table 2 - Summary of repositories

Partner	Repository name	URL	Type
UNIBO	**AMSACTA**	https://amsacta.unibo.it/	Institutional
		https://zenodo.org	Multi-disciplinary
UNITO		https://zenodo.org	Multi-disciplinary
MRU	**MRU Repository**	https://repository.mruni.eu	Institutional
MRU	**eLABa (Lithuanian Academic Electronic Library)**	https://www.elaba.lt/elaba-portal/en	National
UPM	**Archivo Digital UPM**	http://oa.upm.es/	Institutional
LUH	**Official LUH Repository**	https://www.repo.uni-hannover.de/	Institutional
LUH	**LUH Repository for raw datasets**	https://data.uni-hannover.de/	Institutional
LUH	**Leibniz Foundation Repository**	http://www.leibnizopen.de/home/	Institutional
KUL	**Lirias (Leuven Institutional Repository and Information Archiving System) in Limo**	https://limo.libis.be/primo-explore/search?vid=Lirias&fromLogin=true&sortby=rank&lang=en_US	Institutional
UAB	**Dipòsit digital de documents de la UAB**	https://ddd.uab.cat/	Institutional
UL	**ORBilu**	http://orbilu.uni.lu/project?id=project-mandate	Institutional
UNIVIE	**u:scholar**	https://uscholar.univie.ac.at	Institutional

The table shows the repositories chosen by the partners for both dissemination and long term preservation

As a general rule, *Zenodo* will be used for open dissemination and preservation of research data by all research teams that do not have suitable institutional, national, or disciplinary data repositories.

To facilitate intelligibility and reuse, the data sets will be deposited in the data repositories along with all relevant documentation explaining data collection procedures and analysis.

In general, there will be no need to use specific software to access project data, since researchers will convert the data into open formats. In case particular software is used in data processing, full explanation and instructions will be included in the deposited documentation (a summary of the tools and software necessary to reuse of data sets is described in Table 3).

Table 3- Summary of tools and software for enabling re-use of the data sets

Tools/software
open spreadsheet and document editors, such as *OpenOffice*[3]
free CSV file viewers, such as *CSV viewer*[4]
R[15], free software environment for statistical computing and graphics[5]
Mallet[16], open topic modelling software[6]
open or free image viewers
XML (RDF, OWL)
PDF
LateX managed with tools
UML, BPMN, graphml

All data containing personal or sensitive data will be shared only in anonymized form. In case of specific requests of access to restricted data by single researchers, research institutions, reviewers and committee, aimed for example at verifying the quality of the research results and at reproducing them, UNIBO will act as contact point and will evaluate each request consulting the Partner(s) that produced the requested data.

2.3 Making data interoperable

All data sets will be described using standard descriptive metadata in order to ensure metadata interoperability for indexing and discoverability. All relevant documentation explaining codebooks, users' manuals, data collection procedures and analysis will be made available along with the data in order to guarantee intelligibility, reproducibility and the validation of the project findings.

2.4 Increase data re-use (licensing)

LAST-JD-RioE will distribute the shareable data by adopting licenses that allow re-use of the data and of the data sets in their entirety by other scholars and stakeholders. The data sets will be made available mainly under Creative Commons license CC BY 4.0[7] and Open Data Commons ODC-BY[8].

CC BY 4.0 license permits users to freely share, modify, and use the data, subject only to full credit to the author(s). As an exception, CC BY NC 4.0[9], which requires full credit but limits reuse for commercial purposes, will be chosen when the data is collected from pre-existing sources that limit their free reuse (for example, when exception for illustration for scientific research is applicable, the reproduction of short excerpts will be possible only for not-commercial purposes). ODC-BY is a license specifically drafted for Open Data projects that works under condition of compatibility with Open Access requirements, interoperability and reuse.

[3] OpenOffice, http://www.openoffice.org/

[4] CSV viewer, http://www.csvviewer.com/

[5] R, https://www.r-project.org/

[6] Mallet, http://mallet.cs.umass.edu/

[7] Creative Commons Attribution (CC BY) 4.0 International,https://creativecommons.org/licenses/by/4.0/legalcode

[8] Open Data Commons Attribution License (ODC-By) v1.0, http://opendatacommons.org/licenses/by/1-0/

[9] Creative Commons Attribution-NonCommercial (CC BY NC) 4.0 International,https://creativecommons.org/licenses/by-nc/4.0/legalcode

In general, data will be made openly available as underlying data necessary to validate the research results immediately at the time of the publication of the corresponding scientific papers and public reports. Some data sets are expected to be part of public deliverables, in these cases data will be made available at the time of the release of the corresponding deliverable.

It is possible that an embargo period may be applied to some data sets to allow full exploitation of research results by the Partners. However, at the moment, it is not possible to predict all the data sets to which the embargo will be applied and its duration.

Data will be given full citation from official project publications and web site and they will be made available in open formats through institutional or public data repositories compliant with OpenAIRE requirements that guarantee long term preservation to the archived items, therefore they will be re-usable by third parties also after the end of the project (see Table 2 for the list of the chosen data repositories).

2.5 Allocation of resources

Making data FAIR requires a certain amount of researchers' time and investments in infrastructures. In LAST-JD-RioE case, costs for long term deposit and preservation of public shareable data are null because the chosen repositories do not apply fees for archiving and data curation.

During the project, a cloud storage solution will be adopted to share data among partners. The cost to activate and maintain it for the duration of the project will be covered by the project budget. The budget covers also the costs related to the project website setting up.

Responsible for data management are the data sets creators who are generally the researchers directly involved in research data organization and collection.

Table 4- Summary and contacts of the research team leaders responsible for the data sets

Team	*Leader*	*ORCID ID*	*email*
UNIBO	*Claudia Rivi*		areasociale.supportooa@unibo.it
LUH	*Corinna Schneider*		*kontakt@repo.uni-hannover.de*
UPM	*Víctor Rodríguez Doncel*	*0000-0003-1076-2511*	*vrodriguez@fi.upm.es*
MRU	*Natalija Popkova*		*natalija.popkova@mruni.eu*
UNITO	*Dott.ssa Elena Giglia*		*openaccess@unito.it*
UAB	*Rebeca Varela Figueroa*		*Rebeca.varela@uab.cat*
KUL	*Anton Vedder*	*0000-0002-2585-0963*	*anton.vedder@kuleuven.be*
UL	*Leon van der Torre*	*0000-0003-4330-3717*	*leon.vandertorre@uni.lu*
UNIVIE	Open Access Office, Vienna University Library, Boltzmar 1090 Wien,		*openaccess@univie.ac.at*

Researchers are encouraged to identify themselves with the unique persistent identifier ORCID. Registration is free of charge for researchers and allows for automated linkages between the researched identity and his research activities and outputs.

Moreover, Partners are encouraged to identify and credit all contributors participating in data management activities.

2.5 Have a clear codified procedure for Open Access

Each partner describe here its open access procedure with the people involved.

UNIBO

UNIBO has a strong policy about open access: https://sba.unibo.it/it/almadl/open-access-e-open-science

We have specific specialized people responsible for the open access quality check in each main department: https://sba.unibo.it/it/allegati/allegati-almadl/biblioteche-associate-ai-dipartimenti-per-il-supporto-open-access/@@download/file/tabella_dip_biblio.pdf
For our Department of Juridical Science – DSG – we have a specialized library "Antonio Cicu" and two specialized professional people: Claudia Rivi, Davide Ruggerini areasociale.supportooa@unibo.it
About this specific project we have the following procedure:
1. Each PhD student must choose a journal allowing self-archiving of a machine-readable digital copy of the publication with a maximum embargo of 12 M or in alternative a full OA journal provided enough funds are available for possible Article Processing Charges
2. Each PhD student mustinclude in the UNIBO IRIS platform the information about the paper after the publication and upload a digital copy of the publication
3. We inform Rivi and Ruggerini that they check the quality of the information and accept the form
4. We upload the information with metadata prepared by Rivi and Ruggerini in the Open Access format in the EU Commission online portal.
Michela Rossi, Alessandra Foschi will monitor this process as UNIBO staff for the UNIBO PhD students and they check the other partners in the respect of the Open Access rules inside of the Consortium.

UNITO

The Open Access Policy in UNITO was enacted in June 2013 and revised in August 2014 (https://iris.unito.it/sr/htm/pdf/regolamento_art4_2016_eng.pdf).
Researchers are requested to deposit their publications in the Institutional Repository AperTO-IRIS (https://iris.unito.it/). AperTO-IRIS is fully OpenAIRE compliant. Support in uploading Open Access versions is provided by the Open Access Unit (openaccess@unito.it). Support on bibliographical metadata and any administrative issue is provided by Area qualità e valutazione (qualita.valutazione@unito.it).
For this project additional support and cross-check will be provided by Direzione Ricerca e Terza Missione, Area Servizi alla Ricerca - Polo CLE (ricerca.cle@unito.it).
Researchers and PhD students will deposit bibliographical metadata in AperTO-IRIS and will upload the corresponding Open Access version of each output. The Open Access Unit will check the Open Access compliance.

UL

University has a deposit mandate on ORBilu (http://orbilu.uni.lu/project?id=project-mandate), which states that:
The University of Luxembourg requires all University members to:
- Deposit full-text electronic copies of all their peer-reviewed journal articles as well as papers from published conference proceedings in the University's digital repository immediately upon acceptance for publication (maximum delay: 1 month). This requirement applies to any articles and/or papers published since 1 January 2009;
- Deposit the bibliographic references of all their scientific production published since 1 January 2009 in the University's digital repository.

The University of Luxembourg encourages all University members to:
1. - Retain copyright ownership of published papers wherever possible;
2. - Deposit all their publications and research outputs, regardless of the year of publication, such as books, book sections, reports, working papers, etc. in the digital repository;
3. - Permit full open access to full-text copies via the digital repository as soon as publisher conditions allow.
This deposit does not restrict in any way the choice of publisher or the means of publication.

UAB

Universitat Autònoma de Barcelona is committed with Open Access initiatives. To ensure that the University is aligned with Open Access it has created the Open Access Committee. The Committee has defined and is in charge of implementing the Roadmap for Open Access at the UAB. As part of this plan the following measures are already in place:
- Drafting and approval of the Institutional Mandate for Open Access.
- Signature of the Berlin Declaration.
- Incorporating ORCID to the UAB. - Drafting of the document Creative Commons Licences recommended at UAB.
- Making UAB Journals Open
- Creating the auto filing for including documents and research data in the DDD

- Creating a Virtual Advisory Unit on Intellectual Property and Open Access available for members of the UAB community.
- Defining the conditions for the publishing in open access of the research data from the UAB research projects in the DDD.
- Organizing different events during the Open Access week.

In order to fulfil the commitments acquired, UAB maintains an institution open archive called DDD available at https://ddd.uab.cat/?ln=es (based in Invenio) The DDD, the UAB Digital Repository of Documents, is the tool that collects, manages, disseminates and preserves the scientific, educational and institutional production of the University. It also gathers digital documents that are part of or complement UAB libraries collections. The DDD repository shows an organized, open access and interoperable collection.
The Library Service is responsible for verifying publishing rights to guarantee copyright policies for deposited documents. These are the specific procedures, depending on the nature of the work, to publish in the DDD,that will be followed as well in this project:
To deposit scientific output The Library Service is in charge of the institutional repository where researchers may deposit their publications in Open Acces. The researcher needs to contact the library for: · Submitting the publications to the repository on his/her own (self-archiving) or through the software for the curriculum (Ein@)
· Meeting the funder's requirements about Open Access (ERC, H2020, FECYT, etc.)
· Check the copyright publisher's policies about Open Access · Gather scientific output under a group-oriented site
To deposit a PhD thesis
All PhD thesis have to be deposited in Open Access. The Escola de Doctorat should be contacted for the terms and conditions.
To publish a journal
The Publications Service may help when publishing a new open access journal, according to the terms and conditions.

MRU

MRU has an Open Access Mandate: http://www.mruni.eu/mru_lt_dokumentai/biblioteka/informacija_straipsniu_autoriams/dokumetai/2016/MRU_ATVIROSIOS_PRIEIGOS_POLIT_NUOSTATAI.doc (in Lithuanian only).
Our institution has specialized persons at University's Library Research Data Management Group responsible for the OA policy implementation and for OA repositories: Natalija Popkova, email: natalija.popkova@mruni.eu; Danguolė Pivoriūnaitė, email: danguole@mruni.eu.
Each PhD student after the publication has to upload his/her publication metadata into the Lithuanian National OA repository eLABa: https://www.elaba.lt/elaba-portal/en and MRU Institutional Repository: https://repository.mruni.eu

KUL

The official Open Access repository is Lirias in Limo at https://limo.libis.be/primo-explore/search?vid=Lirias&fromLogin=true&sortby=rank&lang=en_US. Lirias (Leuven Institutional Repository and Information Archiving System) is the institutional repository of the KU Leuven Association, and OpenAIRE-compliant. It is maintained by the Research Coordination Office, LIBIS and many local administrators: https://www.kuleuven.be/english/research/scholcomm/lirias.
A doctoral researcher can upload his or her dissertation once he or she has obtained the permission to defend: https://icts.kuleuven.be/docs/at/oz/doctoraten/s/doctoraatsgegevens-extra-info/phd_archiving
KU Leuven supports an open access, in particular Green Open Access and non-profit Gold Open Access. The Green Open Access approach foresees a deposit duty in Lirias. To that end, researchers are obliged to deposit the version which can be made available with certainty in open access (possibly after an embargo period). The open access policy is available here: https://bib.kuleuven.be/english/research/open-access/OApolicy
KU Leuven's policy on research data management can be found at: https://www.kuleuven.be/english/research/scholcomm/rdm/policy-plan-rdm-ku-leuven-2014

LUH

The Open Access policy of the LUH can be found at: https://www.repo.uni-hannover.de/page/about. All necessary information on researching and publishing in the repository, as well as several guidelines and rights can be found here. Documents will usually be published by the user. However, the (preparatory) work involved in publishing documents can be supervised or performed by the TIB (operator of the repository) by

arrangement. They also offer the possibility to have the lists of publications checked to see whether any of the documents are suitable for secondary publication in the repository. To do so please get in touch with:
Corinna Schneider
Technische Informationsbibliothek (TIB), Königsworther Platz 1 B, 30167 Hannover
Telefon: +49 511 762-19869,
E-mail: kontakt@repo.uni-hannover.de
Contact person of the LUH repository: Ms. Corinna Schneider: kontakt@repo.uni-hannover.de.

UNIVIE
The University of Vienna is a signatory of the "Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities" and supports the call for free and unrestricted access to scholarly information on the Internet. The Open Access Office, Vienna University Library (https://openaccess.univie.ac.at/) is responsible for implementation. The activities in the field of Open Access are described on the website https://openaccess.univie.ac.at/en/; in particular u:scholar, the institutional repository, funding for OA publishing and support for OA journals.
Contact: Open Access Office, Vienna University Library, Boltzmanng. 5, 1090 Wien, openaccess@univie.ac.at
Institutional repository: https://uscholar.univie.ac.at/.

UPM
Universidad Politécnica de Madrid is a signatory of the Budapest Open Access Initiative, the Bethesda Statement on Open Access Publishing and the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities. In order to fulfill the commitments acquired, UPM maintains an Open Archive at http://oa.upm.es (based on ePrints). The registration of works in this archive is voluntary and initiated by the interested university member (either student or staff) and the process of registration finishes upon manual curation by the Open Archive archivists.

2.6 Data security

Data shared among Partners will not contain sensitive data because they will be anonymized, with the only exception of data relative to interviewees who specifically ask not to be anonymized, such as public stakeholders.

At each institution, research data will be stored in computers, laptops, intranets or hard-drives accessible through institutional password periodically modified according to national law provisions for data security and protected by regularly updated antiviruses. None of the project data will be left inadvertently available.

All the research materials stored in computers are subject to regular backup in order to safeguard them from accidental losses. All the data will be password protected. If mobile devices are used to store data files (e.g. backup files), they will be kept in a safe place accessible only to the researchers involved or will be encrypted with *ad-hoc* software.

A cloud storage solution will be adopted for data sharing among research teams. In this case, as well, regular backup of the data will be performed to ensure data recovery. In addition all Partners are asked to keep local updated copies of all their files.

Long term preservation of public data is ensured by the chosen data repositories that have specific preservation policies.

UNIBO
UNIBO provides to each PhD Student OneDrive Team Microsoft cloud computing platform (stored in EU territory following GDPR rules) where store the data, document and information. A tool for encrypting sensitive data or personal data will be provided by CESIA.

UNITO
The UNITO policy regarding the processing of personal data and data encryption is currently under revision (Oct 2019) and it will be finalized by the competent offices with the support of the DPO in the next coming months.

At time of writing, the direction is to indicate that UNITO invites the encryption of file using the most suitable and useful tool for the purpose, for example Microsoft BitLocker.

UL

The University of Luxembourg has high standards for information security and data protection which are outlined in the University of Luxembourg Information Security policy respectively the University of Luxembourg Data Protection policy. Employees are offered awareness trainings to ensure that they are up to date with current regulations and procedures.

UAB

UAB provides to each PhD Student access to the UAB network trough an username and a password. Within this network PhD Students have acces to the OneDrive Team Microsoft cloud computing platform (stored in EU territory following GDPR rules) where they can store the reserach data, documents and information.
The UAB provides each PhD Student with Guidelines on Data Security that can be found here: https://www.uab.cat/web/mesures-basiques-1096482836010.html
Furthermore, the UAB, for the antiviral protection of its hardware, has a license from Campus of the manufacturer Trend Micro. This license includes different products, including OfficeScan, which provides antiviral protection to the desktop and laptop hardware of the University. On the other hand, the manufacturer Trend Micro, gives the UAB the free Internet Security product for home use (personal), for all the personnel (PDI and PAS), and that PhD Students can also install.

MRU

MRU provides to each PhD Student OneDrive Team Microsoft cloud computing platform (stored in EU territory following GDPR rules) where store the data, document and information.

KUL

KUL provides an internal account to the PhD student, which enables access to the KUL network. This account facilitates to store data on the local and network's drive. Access requires authentication (password) and encryption is implemented. The ICTS Service Desk is the central IT-helpdesk of KU Leuven. The ICTS takes care of the management of the central webservers, maintains database servers, and provides the service for backups on servers as well as desktops. The centralized ICT services can be found here: https://admin.kuleuven.be/icts/english/services
Processing personal data adheres to the rules set out in data protection legislation; more information can be found here: https://admin.kuleuven.be/privacy/en/index

LUH

The LUH provides an internal account to each PhD Student. This account is password protected and allows the student to store data on the local drive as well as the network drive of the institution from all workstations managed by the TSB. The storage on each workstation is encrypted via Microsoft Bitlocker. Backups of the network drives are performed on a regular basis by LUIS. Further information can be obtained at both institutions:
Encryption (TSB): service@jura.uni-hannover.de, +49 511 762 9080
Backup (LUIS): supportluis.uni-hannover.de

UNIVIE

UNIVIE has high standards for information security and data protection. Relevant documents: Datenschutz-Richtlinie der Universität Wien (Data Protection Guideline of the University of Vienna). UNIVIE provides a secure account to the Ph.D researcher (u:account) enabling access to all IT services (mail, local storage, website etc.) and the intranet. Access is password protected. Backups of the network drives are performed on a regular service.
Responsible services: Datenschutzbeauftragter https://dsba.univie.ac.at/; Zentraler Informatikdienst (https://zid.univie.ac.at/)

UPM

The OEG-UPM maintains a local server with a Nextcloud installation to store files in the cloud. This software is free and open source and the server is running within a maintained UPM server room in Madrid, with physical protection against intruders and a long-password policy for virtual access.

2.7 Ethical aspects

All personal data collected within the LAST-JD-RioE project from questionnaires, interviewers, surveys and focus groups are carefully protected in compliance with relevant national data protection legislation of the EU member states implementing the European directive 95/46/EC and with the procedures defined by the European Code of Conduct for Research Integrity.

As a general principle, personal data resulting from the focus groups, interviews, observation and questionnaires will be separated from the research results and will be handled by different members of the research team. In regard to the respondents in the survey, they will be selected at random and their name and address will not be recorded. The data will be stored in a way not to allow the identification of the subject, adopting measures for anonymization (i.e. names replaced by initials or pseudonyms); results of questionnaires and interviews will be transmitted or made available to the other project partners as anonymous data.

In principle, research will not involve personal sensitive data. Notwithstanding, in certain circumstances, data collected during interviews and focus groups may potentially be sensitive (e.g. participants might disclose political opinions). Only personal characteristics that are strictly necessary, for theoretical reasons and to the benefit of the research, will be collected; such characteristics may be used to compare participants and it will be clarified how such characteristics help to shape their views and opinions.

Files containing questionnaire data for statistical analysis, transcripts of interviews and focus groups, transcripts of field observations, photos, minutes, videos, action diaries, etc.) are stored in computers, laptops, intranets or hard-drives of the research institutions accessible through institutional password modified periodically (every 3 months in case of storage of sensitive data), and protected by regularly updated antiviruses. Files containing “sensitive” data will be stored encrypted. Password-protected and encrypted files are accessible only to authorized members of the research teams receiving preliminarily specific information and training on the procedures for data collection, storage etc. None of the project data will be left inadvertently available by being left on desks or in unlocked rooms. All the research materials stored in computers are subjected to back up regularly (according to each institutions’ regulations) in order to safeguard them from accidental losses.

Data and information collected from questionnaires will be disseminated and published only in an aggregate and/or anonymous form. Publications will only report aggregate data and shall not contain information that may permit the identification of individual participants.

Data that are not shareable will be stored for the time required by the international scientific community (at least 5 years after the conclusion of the research project) and will be subsequently destroyed. Where personal data are no more necessary for the research, they will be immediately destroyed. Qualitative data files can be accessible with public access as long as any information that can lead to identification of an individual participant is deleted.

3. Data Sets Overview

The following table (Table 5) offers an overview of the Work Packages, that correspond to the data sets expected from the project. It will be updated during the Doctorate.

Table 5 WP list

WP Number[9]	WP Title	Lead beneficiary[10]
WP1	Recruitment	1 - UNIBO
WP2	Training	8 - UNIVIE
WP3	Internet of Data	3 - UL
WP4	Internet of Things	4 - UAB
WP5	Internet of Persons	2 - UNITO
WP6	Internet of Healthcare	6 - KU Leuven
WP7	Internet of Money	9 - UPM
WP8	Evaluation	5 - MRU
WP9	Dissemination / public engagement activities	7 - LUH
WP10	Management	1 - UNIBO

Table 6 - Data set list

Table acronyms and abbreviations: # = data set progressive number ID, LB = WP lead beneficiary, PP = project phase (starting month-ending month), CT = creator team in charge of curating the data set, C=collected, G=generated, A=available, IP=in progress, NYA=not yet available.

#	WP	LB	TASK	PP	CT	DATA SET Title	SOURCE	STATUS
1							C,G	IP
2							G	NYA
3							G	IP
4							C,G	IP
5							C,G	NYA
6							C,G	NYA
7							C,G	IP

8							**G**	**NYA**
9							**G**	**NYA**
10							**C,G**	**NYA**

Annex I: Data sets tables

The analytic descriptions of the expected data sets of LAST-JD-RIoE project are reported in this Annex and organized by work-packages.

WP1 – Recruitment

Production of the call for application and the selection and enrolment of candidates. In particular:

- Call for applications (All beneficiaries). This task will produce the call for application, the website for conducting the digital process, the rules for the selection, the nomination of the selection committee and all the administrative procedure material, the help desk during the call period, the archiving system for storing the digital applications with legal value.
- Advertising (All partners). This task includes all the tools and initiatives capable to disseminate the call for applications.
- Selection of candidates (Selection Committee). This task carries out the selection of candidates.
- Enrolment of selected candidates (All beneficiaries). This task carries out the enrolment process of doctoral candidates.
- Welcome meeting (All beneficiaries). This task aims to introduce the doctoral candidates to LAST-JD-RIoE PhD and to provide all the necessary logistic information. Secondly each host will organize similar Welcome meeting for each mobility term.

Objectives: Recruiting the best candidates after advertising the call for applications

Lead: UNIBO

Participants: UNIBO – UNITO- UL – UAB – MRU – KU Leuven – LUH – UNIVIE - UPM

Months: 1-7

1	**Status (in progress/not yet available/**	**LAST-JD-RIoE: WP1: Recruitment**
ID [ID type]		
Team in charge		Yalcin Orhan Gazi, Podda Emauela, Varga Stephan, Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora, Zichichi Mirko, Vogel Yannick, Gartner Maximilian, Gerybaite Aiste, Rak Richard Rudolf, Bresic Daniela, Yu Liuwen, Pocher Nadia, Distefano Biagio Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Creator/s		Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Contributor/s		
Contact person/s		Monica Palmirani
Contents		
Data format		PDF, Excel, word files
Data Volume		2GB
Accessibility		Confidential

WP2 – Training

Production of an introductory orientation camp for an uniform initial training and annual conferences with all the partners and industry companies for the three years of course.

- First term courses (UNIBO)
- Second term courses (UNITO, UAB)
- Third term courses (UL, KUL, MRU, UNIVIE, LUH, UPM)

Objectives:
- Ensuring an uniform interdisciplinary initial training
- Providing advanced courses in scientific and methodological fields
- Teaching transferrable skills

Lead: UNIVIE

Participants: UNIBO – UNITO- UL – UAB – MRU – KU Leuven – LUH – UNIVIE - UPM

Months: 8 - 43

2	**Status (in progress/not yet available/**	**LAST-JD-RIoE: WP2: Training**
ID [ID type]		
Team in charge		Yalcin Orhan Gazi, Podda Emauela, Varga Stephan, Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora, Zichichi Mirko, Vogel Yannick, Gartner Maximilian, Gerybaite Aiste, Rak Richard Rudolf, Bresic Daniela, Yu Liuwen, Pocher Nadia, Distefano Biagio Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Creator/s		Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Contributor/s		
Contact person/s		
Contents		
Data format		PDF, Excel
Data Volume		2GB
Accessibility		Open for the PhD students and for the Supervisory Board

WP3 – Internet of Data

This WP considers the Internet of Data issues from a data and computational point of view, integrating the scientific approach for big data and IoD management with tools and methodologies derived by ethic, philosophy, security and law.

- CS: Governing algorithms for elaborating data, which are often black-box or self-learning AI technologies
- Law: Managing privacy and identity: opportunities offered by technology to anonymize and forget
- Ethics: How fundamental rights are affected by the sharing of genomic data

Objectives:
Increasingly powerful computational technology has caused enormous data growth both in size and complexity. The scientific challenge is how to organize the data entities to form a network, the Internet of data (IOD), which has huge potential in data-intensive applications.

Lead: UL

Participants: UNIBO – UNITO- UL – UAB – LUH – UNIVIE - UPM

Months: 8 - 48

3	Status (in progress/not yet available/	LAST-JD-RIoE: WP3: Internet of Data
ID [ID type]		
Team in charge		Yalcin Orhan Gazi, Podda Emanuela, Varga Stephan supervised by Giovanni Sartor, Javier Bajo, Ugo Pagallo, Monica Palmirani, Massimo Durante, Mark Cole, Tina Krügel, Mindaugas Kiskis
Creator/s		Yalcin Orhan Gazi, Podda Emanuela, Varga Stephan
Contributor/s		Leon van der Torre, Mark Cole and Martin Theobald
Contact person/s		Leon van der Torre, Mark Cole and Martin Theobald
Contents		The contents will be developed within the intermediate Data Management Plan
Data format		Word file, LateX, XML, excel, json, RDF
Data Volume		3Gb
Accessibility		Confidential

WP4 – Internet of Things

This WP provides all necessary know how on IoT technological potential and compliant solutions and how they are affected by security, legal aspects and sociological/ethical issues.

- The usefulness of connected smart objects connected and security risks due to their resource constraints.
- Law: The impact of data produced by IoT home devices on data ownership and competition law.
- Ethics: IoT safety and risks of excessive surveillance

Objectives:
The Internet of Things poses scientific technological problems such as definition of self-configuring capabilities, standard and interoperable communication protocols, physical attributes and virtual personalities of objects, use of intelligent interfaces, architectural platforms etc. IoT devices are becoming pervasive in our homes and cities, bringing in risks and affecting not only our personal lives but also the economy. This WP will face these issues.

Lead: UAB

Participants: UNIBO – UNITO- UL – UAB – MRU – KU Leuven

Months: 8 - 48

4	Status (in progress/not yet available/	LAST-JD-RIoE: WP4: Internet of Things
ID [ID type]		
Team in charge		Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora supervised by Raffaella Brighi, Mark Cole, Ugo Pagallo, Giovanni Sartor, Mindaugas Kiskis, Michele Graziadei, Michele Caianiello, Anton Vedder, Carles Gòrriz Lòpez
Creator/s		Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora
Contributor/s		Górriz López Carles and Pompeu Casanovas
Contact person/s		Górriz López Carles and Pompeu Casanovas
Contents		The contents will be developed within the intermediate Data Management Plan
Data format		Word file, LateX, XML, excel, json, RDF
Data Volume		3Gb
Accessibility		Generally, the project's deliverables and publications will be made available to the public.

	However, research input and preparatory material will not be published, unless necessary. Moreover, confidential material, such as confidential interviews, notes or readings, will not be made public or only limited.

WP5 – Internet of Persons

The concept of Internet of People poses each individual at the centre of data generation processes, providing information on his/her locations, health parameters, ideas, evaluations and personal habits.
The scientific aspects are related to social networks, wearable sensors, apps and big data issues. Security, privacy, trust and reliability are becoming essential for the broad acceptance of the technology in general. This WP attempts to unveil the legal, socio-ethical and technical aspects of IoP in order to explore innovative solutions and, eventually, protect the integrity of individuals in the century to come.

Objectives:
The concept of Internet of People poses each individual at the centre of data generation processes, providing information on his/her locations, health parameters, ideas, evaluations and personal habits. The scientific aspects are related to social networks, wearable sensors, apps and big data issues. Security, privacy, trust and reliability are becoming essential for the broad acceptance of the technology in general. This WP attempts to explore innovative solutions for these issues and, eventually, protect the integrity of individuals in the century to come.

Lead: UNITO

Participants: UNIBO – UNITO – UAB – MRU – UNIVIE - UPM

Months: 8 - 48

5	**Status (in progress/not yet available/**	**LAST-JD-RIoE: WP5: Internet of Persons**
ID [ID type]		
Team in charge		Zichichi Mirko, Vogel Yannick, Gartner Maximilian supervised by Prof. Giovanni Sartor, Anton Vedder, Mindaugas Kiskis, Erich Schweighofer, Massimo Durante, Stefano Ferretti, Vìctor Rodrìguez Doncel,
Creator/s		Zichichi Mirko, Vogel Yannick, Gartner Maximilian
Contributor/s		Massimo Durante, Ugo Pagallo
Contact person/s		Massimo Durante, Ugo Pagallo
Contents		The contents will be developed within the intermediate Data Management Plan
Data format		Word file, LateX, XML, excel, json, RDF
Data Volume		3Gb
Accessibility		Generally, the project's deliverables and publications will be made available to the public. However, research input and preparatory material will not be published, unless necessary. Moreover, confidential material, such as confidential interviews, notes or readings, will not be made public or only limited.

WP6 – Internet of Healthcare

This WP identifies applications, software and hardware development opportunities and related risks and implications within the Internet of Healthcare domain.

- CS: How can Big Data in Health offer opportunities in emergency situations.
- Law: How to protect data and respect the dignity of the owner of the medical data while at the same time not losing opportunities for other patients.
- Ethics: Ethical model of citizen rights towards health

Objectives:

The Internet of Healthcare examines the transformative opportunities of IoT to tackle the big healthcare challenges.
IoH lives on the wealth of medical data produced and shared via the Internet and on the huge number of objects to detect, monitor, analyse vital parameters, which are becoming more and more interconnected. Software apps and platforms are increasingly being developed in order to manage all this, with clear needs for standardisation and security issues management. Health domain has more evident safety issues to which new devices must comply and clear legal implications. Security of personal data is also a key issue and all these aspects have clear ethical and social implications which must be analysed. This WP will face these issues and opportunities.

Lead: KU Leuven

Participants: UNIBO – UNITO – UL – UAB – KU Leuven – UNIVIE

Months: 8 - 48

6	**Status (in progress/not yet available/**	**LAST-JD-RIoE: WP6: Internet of Healthcare**
ID [ID type]		
Team in charge		Daniela Bresic, Rak Richard Rudolf, Gerybaite Aiste supervisor by Monica Palmirani, Martin Theobald, Ugo Pagallo, Eric Schweighofer, Michele Graziadei, Silvia Zullo, Anton Vedder, Pompeu Casanovas
Creator/s		Daniela Bresic, Rak Richard Rudolf, Gerybaite Aiste
Contributor/s		Anton Vedder
Contact person/s		Anton Vedder
Contents		The content will be developed during the course of the project. Potential sources may include: - Existing legislation and case law - Reports and studies - (Online) Journals and scholarly research papers - Academic books - etc. The researcher is expected to mainly use documents accessible online through portals or other webpages. Some material may be derived from physical publicly accessible books or journals. No sensitive data is expected to be generated or used during the project (except for potential confidential notes or interviews provided for the research project). The management of research data will follow KUL's policy on research management, available here: https://www.kuleuven.be/english/research/scholcomm/rdm/policy-plan-rdm-ku-leuven-2014
Data format		The type of data collected, generated and used by the researcher can be characterized as qualitative (not quantitative). Most of the data input and output will be textual (not numerical). The format of data input and output is expected to be readable files, such as: Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx) and PDF, json, RDF.
Data Volume		The estimated data volume per researcher is 3 GB.
Accessibility		Generally, the project's deliverables and publications will be made available to the public. However, research input and preparatory material will not be published, unless necessary. Moreover, confidential material, such as confidential interviews, notes or readings, will not be made public or only limited.

WP7 – Internet of Money

This WP considers the Internet of Money domain and its applications not only within the financial world, but also on wider sphere.

- CS: In a highly-regulated sector, how distributed ledger technologies can be successful only if proven to be compliant by design to regulations.
- Law: Finding the balance between anonymity and transparency where bitcoins by their nature promote anonymity, but this is not a property of distributed ledger technologies.
- Ethics: The opportunities of distributed ledger technologies to support new form of governance.

Objectives:
Internet of everything will also affect financial world. The primary shift for the financial revolution would be the transition from a digital finance system relying on central third parties (banks) to record and manage all transactions, to a more decentralized model via the internet. This decentralized financial system, called the Internet of Money and its applications are constrained by the tenets of the law and impacts on wider issues than finance, such as governance.

Lead: UPM

Participants: UNIBO – UNITO – UL – UAB – UNIVIE - UPM

Months: 8 - 48

7	**Status (in progress/not yet available/**	**LAST-JD-RIoE: WP7: Internet of Money**
ID [ID type]		
Team in charge		Yu Liuwen, Pocher Nadia, Biagio Distefano supervised by Raffaella Brighi, Leon Van der Torre, Guido Boella, Monica Palmirani, Anton Vedder, Carles Gòrriz Lòpez
Creator/s		Yu Liuwen, Pocher Nadia, Biagio Distefano
Contributor/s		Víctor Rodríguez Doncel and Javier Bajo
Contact person/s		Víctor Rodríguez Doncel
Contents		The contents will be developed within the intermediate Data Management Plan
Data format		Word file, LateX, XML, excel, json, RDF
Data Volume		3Gb
Accessibility		Generally, the project's deliverables and publications will be made available to the public. However, research input and preparatory material will not be published, unless necessary. Moreover, confidential material, such as confidential interviews, notes or readings, will not be made public or only limited.

WP8 – Evaluation

Production of guidelines and criteria for:
- Monitoring and Evaluating the progresses and thesis (Scientific Committee)
- Progress Monitoring (Scientific Committee)
- Thesis defence (Defence Committee)

Objectives:
- Evaluating the progress of candidates
- Ensuring the quality of the project
- Managing the thesis defences
- Awarding the Doctoral degrees

Lead: MRU

Participants: UNIBO – UNITO – UL – UAB - MRU – KU Leuven – LUH – UNIVIE - UPM

Months: 8 - 48

8	Status (in progress/not yet available/	LAST-JD-RIoE: WP8: Evaluation
ID [ID type]		
Team in charge		Yalcin Orhan Gazi, Podda Emauela, Varga Stephan, Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora, Zichichi Mirko, Vogel Yannick, Gartner Maximilian, Gerybaite Aiste, Rak Richard Rudolf, Bresic Daniela, Yu Liuwen, Pocher Nadia, Distefano Biagio Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Creator/s		Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Contributor/s		
Contact person/s		Mindaugas Kiskis, Tadas Limba
Contents		
Data format		Word file, LateX, XML, excel, json, RDF
Data Volume		3Gb
Accessibility		Generally, the project's deliverables and publications will be made available to the public. However, research input and preparatory material will not be published, unless necessary. Moreover, confidential material, such as confidential interviews, notes or readings, will not be made public or only limited.

WP9 – Dissemination / public engagement activities

Production of plans and materials for the dissemination and the public engagement of the doctoral activities, in particular:

- Set up and maintenance of website. Presence on social media (UNIBO, LUH)
- Planning the communication and dissemination of the results (LUH)
- Organization of workshops collocated with major conferences (All partners)
- Articles for the wider public (All partners)
- Organization of final conference (UNIBO)

Objectives:
- To develop a strategy for the dissemination of achievements and for creating awareness among the general public of their implications for citizens and society.
- Ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science.
- Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Lead: LUH

Participants: UNIBO – UNITO – UL – UAB - MRU – KU Leuven – LUH – UNIVIE - UPM

Months: 1 - 48

9	Status (in progress/not yet available/	LAST-JD-RIoE: WP9: Dissemination / public engagement activities
ID [ID type]		
Team in charge		Yalcin Orhan Gazi, Podda Emauela, Varga Stephan, Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora, Zichichi Mirko, Vogel Yannick, Gartner

	Maximilian, Gerybaite Aiste, Rak Richard Rudolf, Bresic Daniela, Yu Liuwen, Pocher Nadia, Distefano Biagio Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton Giovanni Sartor, Raffaella Brighi, Michele Caianiello, Stefano Ferretti, Silvia Zullo, Javier Bajo, Ugo Pagallo, Michele Graziadei, Guido Boella, Matteo Baldoni, Mark Cole, Martin Theobald, Tina Krügel, Pompeu Casanovas
Creator/s	Yalcin Orhan Gazi, Podda Emauela, Varga Stephan, Chiara Pier Giorgio, Gennari Francesca, Neroni Rezende Isadora, Zichichi Mirko, Vogel Yannick, Gartner Maximilian, Gerybaite Aiste, Rak Richard Rudolf, Bresic Daniela, Yu Liuwen, Pocher Nadia, Distefano Biagio
Contributor/s	Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton Giovanni Sartor, Raffaella Brighi, Michele Caianiello, Stefano Ferretti, Silvia Zullo, Javier Bajo, Ugo Pagallo, Michele Graziadei, Guido Boella, Matteo Baldoni, Mark Cole, Martin Theobald, Tina Krügel, Pompeu Casanovas
Contact person/s	Heinze Christian
Contents	
Data format	Word file, LateX, XML, excel, json, RDF
Data Volume	5Gb
Accessibility	Dissemination material will be made available to the public.

WP10 – Management

This WP contains all the practices that have to do with the management of the doctorate, in particular:

- Consortium coordination and communication (UNIBO with all the partners contributions)
- Administrative management (UNIBO, All beneficiaries)
- Ethics, gender & data management (UNIBO)
- Quality assurance and performance monitoring (UNIBO)
- Data Management plan preparation (UNIBO)

Objectives:
- Ensuring the progress of the project
- Comply with provisions of the Grant and Consortium Agreement in respect of reporting including financial reporting
- Set up internal communications and ensure timely organisation and performance
- Dealing with relationships with the partners
- Dealing with risk management and quality assurance
- Addressing practical problems of candidates
- Monitoring Scientific misconducts
- To take steps to address any IPR related issues

Lead: UNIBO

Participants: UNIBO – UNITO – UL – UAB - MRU – KU Leuven – LUH – UNIVIE - UPM

Months: 1 - 48

10	**Status (in progress/not yet available/**	**LAST-JD-RIoE: WP10: Management**

ID [ID type]	Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Team in charge	
Creator/s	Monica Palmirani
Contributor/s	Palmirani Monica, Durante Massimo, Víctor Rodríguez Doncel, Kiskis Mindaugas, Heinze Christian, Górriz López Carles, Schweighofer Erich, Van Der Torre Leon, Vedder Anton
Contact person/s	Palmirani Monica
Contents	
Data format	Word file, excel, PDF
Data Volume	4Gb
Accessibility	Confidential

The LAST-JD-RIoE project

25/11/2019

LAST-JD-RIoE-D10.1

Horizon 2020 – MSCA-ITN-EJD