



D6.4 Data Management Plan

March/2023

WP6 Coordination and project management



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PROJECT SUMMARY

FOOD SENSORY SCIENCE RESEARCH.

The project aims is to improve the knowledge, skills, and competencies of the research and admin staff of UPWr in the field of the sensory evaluation of food and consumer behaviour with special attention to newly designed innovative processed food products with healthrelated properties. The project also aims to establish an international network among leading universities and centres in food sensory analysis to prepare competitive research applications/proposals within the EU and global challenges (UN SDGs).



The project aims to establish an international network of leading universities, centres in food sensory analysis and innovation consultants (SDU, UMH, BCC, REDINN) to step up in science and research, improving managerial and administrative capacities, networking skills and strategies to engage society and citizens as well as public authorities and private businesses, and regional and European institutions. SEASONED will enable FBFS and its partners, leading research institutions from Spain, Denmark, and Italy, to co-develop a capacity building programme to share and integrate expertise and skills to access new research avenues and develop new approaches to prepare competitive research applications within the EU and global challenges (Green Deal, UN SDGs). Implementing Gender Balance Monitoring, Open

Science, Citizen's Engagement, FAIR data research principles, and monitoring of Key Performance Indicators project will create short-to long-term societal, scientific, and economic impacts. Ultimately, UPWr's ambition is to develop and reach the top of the sensory evaluation centres' competencies and become the leading centre of excellence in Central and Eastern Europe (CEE). As a result, at the end of the project and far beyond the project duration, UPWr wants to establish a Consumer Behaviour Centre (CBC). SEASONED CBC will be a unique platform dedicated to scientists (ESRs including the MSc and PhD students, ERs, other scientists from national and international units), business partners and consumers from this part of Europe.

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Funding Scheme:	C.3 Widening Participation, HORIZON-WIDERA-2021-ACCESS-03-01		
Project Title	Advances in food sensory analyses of novel foods.		
Project Coordinator	Prof. Agnieszka Kita, agnieszka.kita@upwr.edu.pl Wrocław University of Environmental and Life Sciences (UPWr)		
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SEASONED Consortium			
Participant Number	Participant Organisation Name	Short Name	Country
1	UNIwersytet Przyrodniczy we Wrocławiu	UPWr	PL
2	Syddansk Universitet	SDU	DK
3	Universidad Miguel Hernandez de Elche	UMH	ES
4	Basque Culinary Center Fundazioa	BCC	ES
5	REDINN - SRL	REDINN	IT

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List of Abbreviations and Acronyms	
EC	European Commission
PMT	Project Management Team
AB	Advisory Board
WP	Work Package
WPL	Work Package Leader
PC	Project Coordinator
PM	Project Manager
QM	Quality Manager
GM	Gender Manager
CDM	Communication & Dissemination Manager
DM	Data Manager
CB	Consortium Body
TL	Task Leader

Glossary	
Partners, Consortium Members	UMH, SDU, BCC, REDINN, UPWr
Coordinator	UPWr
Project	SEASONED Project

Referred documents	
Consortium Agreement	
Grant Agreement	
Deliverable D5.1 – Communication Strategic Plan (CMS)	
Deliverable D5.2 – Communication Guide	
Deliverable D5.3 – Plan for Exploitation and Dissemination of the Results (PEDR)	
Deliverable D6.1 – Project Management Plan	
Deliverable D6.3 – Quality Assurance Plan	
Deliverable D6.5 – Advisory Board and Ethics Advisor Terms of Reference.	
Deliverable D6.6. – Project's set of excellence indicators and the measuring tool	

1. Introduction

1.1. Purpose of the Data Management Plan (DMP)

The main purpose of the Data Management Plan (DMP) is to describe the management of the data flow within the project on different levels of data processing: from data collection, generation and distribution, between the Consortium Members, within the communication with the European commission, to dissemination actions targeted at the stakeholders.

1.2. Area of Application

The principles contained in this document apply to all aspects of the collection, processing, storage and sharing of data in the SEASONED Project. In particular, areas of data processing, such as communication and dissemination, organisational, training and research activities were identified. The principles set out in this document shall be applied in accordance with the EU regulations, the Grant Agreement, the Consortium Agreement and with applicable deliverables, specifically:

- Deliverable D5.1 – Communication Strategic Plan (CMS)
- Deliverable D5.2 – Communication Guide
- Deliverable D5.3 – Plan for Exploitation and Dissemination of the Results (PEDR)
- Deliverable D6.1 – Project Management Plan
- Deliverable D6.3 – Quality Assurance Plan
- Deliverable D6.5 – Advisory Board and Ethics Advisor Terms of Reference
- Deliverable D6.6 – Project's set of excellence indicators and the measuring tool.

The DMP is applicable to the activities of all consortium partners. The Data Manager and WP Leaders are responsible for the implementation of the DMP.

1.3. Document structure

The document consists of the following main parts: Introduction, Data Summary, FAIR data, Allocation of resources, Data security, Ethical aspects, Other issues.

1.4. Reviews, Revisions and Change Control

The Data Manager (DM) monitors data processing and makes necessary updates to the DMP during the entire execution of the Project. A periodic review of the DMP is carried out once every 6 months. If a revision is required, the Data Manager prepares a draft of the updated DMP, which is sent to the Project Manager (PM) and Project Coordinator (PC). After consultation with the Project Management Team (PMT), the PM and PC approve the new version of the document. The updated DMP is sent to the WP Leaders, who can comment it within 14 days. If there are no comments, the updated DMP is made available in place of the previous version. The DM, after consulting the PMT and PC, decides whether to accept or reject the comments. The updated DMP is subsequently sent to the WP Leaders for information and made public in place of the previous version.

2. Data summary

2.1. Purpose of the data processing

The purposes of the data processing are:

- documentation of the project, in accordance with the rules contained in the Grant Agreement, legislation and European Commission regulations
- ethical, methodologically accurate, substantively correct conduction of the research, obtaining results of the highest quality,
- creation of publications and other outputs as a result of the carried out research
- conduct training activities
- creation of the SEASONED ecosystem and network of stakeholders

- communication and dissemination of project results
- project management (involving collection of personal data and data on project activities).

2.2. Relation to the objectives of the Project

Data processing is directly related to the achievement of the objectives of the Project.

In achieving the objective 1 (To enhance UPWr researchers with the knowledge and skills necessary to step up in world-class science and research focused on sustainable bio-based technologies) it is necessary to collect data required for the excellence performance of training and workshops. The project's documentation rules require the collection and storage of personal data of educational activities participants, as well as, factual data documenting the trainings.

In achieving the objective 2 (To equip Admin Staff with knowledge and tools necessary for efficient grant management back-office) it is necessary to collect personal data of trainers and trainees, as well as, factual data related to the carried out activities.

In achieving objective 3 (To develop new functional foods, including local resources and sustainable products mainly based on plants with pro-health properties in line with T1.3 assumptions; To analyse new products in terms of (1) bioactive contents with a new approach of processing contaminants evaluation and (2) consumers preferences based on the project participant-specific preferences (national preferences); To perform the sensory evaluation by project partners with the participation of ESRs from UPWr (mobilities). Selected features linked to sensory analyses will be considered to strengthen the project partners' collaboration and publishing of joint papers. For the latter the research data collection, processing and dissemination are necessary.

In achieving objective 4 (To upgrade FBFS to the leading Centre of Excellence in the CEE region) it is necessary to process data for communication and publication purposes, personal and material data related to networking, data needed for the development of strategic documents.

In achieving objective 5 (To create a high-performing community, public awareness of the project and increase visibility and impact of the Consortium, UPWr, FBFS, SEASONED project and CSA programme in the EU) it is necessary to process data for communication and dissemination purposes first. It is also necessary to process the stakeholder database and other network data

In achieving objective 6 (To lead the project to successful completion on time and within the planned budget. Efficient project management for such a small-sized interdisciplinary consortium is of utmost importance) it is necessary to process data on the project executors and any data characterising and documenting the activities undertaken.

In achieving objective 7 (The objective is to ensure compliance with the 'ethics requirements set out in this work package) it is necessary to collect data on the implementation of project activities in order to make them available to the ethics advisor for assessment and reporting.

In accordance with the law, the Grant Agreement, the Horizon rules, the achieving and documenting of all the above-mentioned Project objectives demands the processing of data related to the Project executors and their activities, as well as Project stakeholder data.

2.3. Types and formats of data processed

At this time, the following data types and formats can be presupposed for processing in the Project:

- database of contacts (formats: xml, docx, xlsx),
- database of the foreground and background IP (format> xlsx),
- data and metadata will be requested, stored under protection and may be transferred in comma-separated values CSV format,

- where applicable, data formats may be migrated when new technologies become available and are proven robust enough to ensure digital continuity and continued availability and safety of data,
- research data: results collected in xlsx sheets, database of innovative food products, specifications, graphical data produced by the research equipment (jpg, pdf, png),
- personal data related to project documentation (docx, xlsx),
- financial data in the Project documentation (docx, xlsx, pdf).

2.3. The origin of the data

Data in the project will originate:

- directly from the project partners (generated in the execution of project activities and the process of documenting them),
- from stakeholders (voluntarily provided, with the consent required by law).

2.4. The expected size of the data

At this time, it is not possible to specify exactly the size of the data that will be processed in the Project. In the research procedure, the estimated size of individual files can be indicated:

- microscope images: 500 MB - 5 GB,
- excel sheet database: up to 1 GB,
- chromatograms: 2 GB – 5 GB,
- descriptions in text documents up to 100 MB.

2.5. Outline the data utility: to whom will it be useful

At the moment, it can be anticipated that the data used in the Project will be useful for: consortium members, technical project executors, members of the SEASONED management bodies, project stakeholders (local authorities, business partners, operating and potential food producers, nutritionists, dietitians, personal trainers), administrative staff, researchers and students of UPWr, other scientists, research equipment and consumables producers.

3. FAIR Data

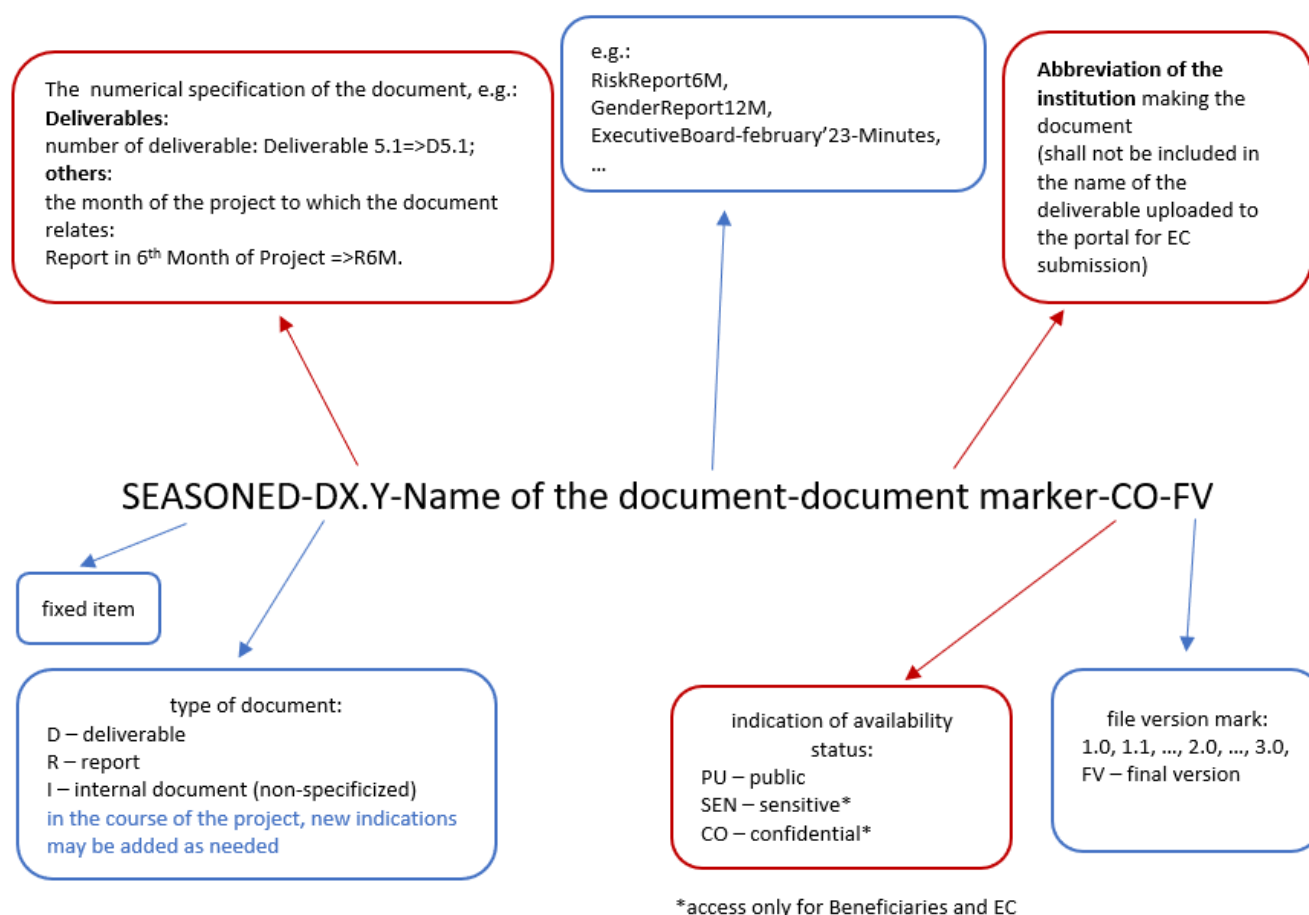
3.1. Making data findable, including provisions for metadata

All data will have an associated metadata document (stored as a .docx file), which describes key aspects of the data. Data will be stored in the closed repository, following the consent given by the data owner. Access to these data repositories will be given only to the Coordinator and project Partners with a legitimate interest. The data owner will receive information on who is storing the data and how to request data to be withdrawn from the database. These data will not be connected with DOIs. Access to the data will be restricted. For the duration of the project, personal data and IP-related data will be stored on the locally secured server of the Coordinator. The DOI will be assigned to the scientific publications resulting from the Project.

3.1.1 Outline naming conventions used

Standard file naming is defined in Deliverable 6.3. Quality Assurance Plan (QAP)

Figure 1: Naming of files



Source: Deliverable 6.3. Quality Assurance Plan (QAP).

In addition, specific rules can be indicated for certain work files:

- Event listings will be stored in a central spreadsheet, and individual events are assigned a unique identifier of the format [partner's short name]_[date].
- Photographs and audio/visual recordings are being named SEASONED_[event]_[date of event]_[description of event/photograph content, e.g. workshop/ group meeting]
- files used in the research procedure: SEASONED_[product name]_[specification]_[date of creation]
- surveys: SEASONED_survey_[specification]

3.1.2. Keywords

Search keywords for optimising possibilities for re-use only for the data excluded from the GDPR coverage and IP protection (i.e. photographs and audio/visual recording) are provided. The following keywords will be used in the publication of research results: innovative plant base products; sensory attractiveness; chemical composition, texture profile, sensory attributes; sensory acceptances, sensory profiling, SEASONED.

3.2. Making data openly accessible

Project publications and related raw data will be available to the public (open access is preferred), in accordance with the publishers' policies. The data which will not be made openly accessible will be: data which contains personally identifiable information (e.g. individual evaluation forms), data underlines deliverables that are covered by confidentiality and data related to the identification of the background and foreground IP, research process raw data, internal and other Project documentation – according to the relevant legal rules. The personal data processed in the project are not made publicly accessible but kept closed and inaccessible to third parties. For the duration of the project, personal data will be stored on the locally secured server of the Coordinator. The abovementioned data will be available only to partners with a legitimate interest, data owners and partners responsible for the management of stored data. All Personal Identifiable Information will be restricted to internal

usage and not going to be shared with third parties. For accessing data under GDPR, these will be secured and stored in the password-protected archive. Partners of the SEASONED consortium with legitimate interests will be given access, and this information will be stored in the metadata description file. For shared information: standard format, open source software, and proper documentation will guarantee re-usability by third parties. Data made available to the public will be published using standard file formats (docx, xlsx, pdf, csv, jpg etc.).

3.3. Making data interoperable

In the Project, the standard file formats and vocabulary, as noted above are used. As the project progresses and data is identified and collected, further information on making data interoperable will be outlined in subsequent versions of the DMP.

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

Data covered by the GDPR and IP will not be accessible to stakeholders. All data that are available for self-publishing will be accessible under a CC BY-NC-ND licence. Data made available in scientific publications will be according to the publisher's policy, with preference given to publishers with an open access policy.

At this point it is not possible to determine the rules for data re-use and whether a data embargo will be needed. These rules will be developed over the course of the project.

All Personal Identifiable Information will be restricted to internal usage and not going to be shared with third parties. For shared information, standard format and proper documentation will guarantee re-usability by third parties.

Data quality will be assurance by using the high standard methodology, analytical procedures and all conducted experiments will be replicate according the good laboratory practices.

The use of two key quality assurance procedures for data processing is assumed:

1. The Data Manager checks the accuracy of data processing on an ongoing basis and during periodic reviews once every six months. Standard tools for this check will be established.
2. In case of problematic situations, Task leaders are obliged to report them to the Quality Manager, who will conduct the relevant consultations.

The length of time for which the data will remain re-usable is 10 years after the end of the project.

4. Allocation of resources

At this time it is not possible to estimate the cost of making the data FAIR. The Project budget includes €20000 for publication fees. Relevant estimates will be made as project work progresses and potential publishers of project publications are identified. Published and unpublished data will be stored in the cloud for the lifespan of the Project. The Coordinator is responsible for maintaining the data deposited on his servers.

Person responsible for data management in SEASONED is Data Manager, prof. Małgorzata Korzeniowska (UPWr).

5. Data security

Data related to the GDPR will be archived and locked with a password. The password will be known to the data processor and the Coordinator. All files will be under the management of access rights by the Consortium Member on whose servers these files are stored.

Data Manager periodically conducts data security checks.

The Consortium Member on whose server the data is stored is responsible for ongoing data security control.

6. Ethical aspects

Ethics aspects are covered by activities provided for in Work Package 7. Control of ethical aspects of data, Data Manager performs in consultation with ethics advisor.

7. Other issues

Data processing at all consortium members is compliant with GDPR and the Horizon Europe recommendations.