

Initial Data Management Plan

StEPPFoS Deliverable Report: D8.3



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Abstract	<p>The Initial Data Management Plan of the StEPPFoS project provides guidelines that detail and guarantee the preservation of data and documents collected during the implementation of the project by the consortium members, as well as any results derived from the project by the project's associated partners. Adequate data management, including the accurate recording of collected data, the documenting of metadata, and the safe, reliable storage and dissemination of the results, is important to ensure data collected for this project is safely secured in a reliable manner. This project will generate a variety of data over its four years, and as such, the DMP includes multiple ways to responsibly manage that data. This deliverable also establishes mechanism to follow the FAIR data management principles within the consortium.</p>
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Keywords	Data, metadata, FAIR, GDPR, DMP
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Glossary

AFAAS	African Forum for Agricultural Advisory Services
AU-EU	African Union - European Union
CCSE	Climate Change and Sustainable Energy
CEE	Central and Eastern Europe
ERC	European Research Council
FNSSA	Food and Nutrition Security and Sustainable Agriculture
GDPR	General Data Protection Regulation
H2020	Horizon 2020 Research and Innovation Program
HLPD	High Level Policy Dialogue
ICA	Association for European Life Science Universities
IRC	International Research Consortium
JRC	Joint Research Consortium
KEOPS	Knowledge Extract or Pipeline System
NGO	Non-governmental organization
PANAP	Pan African Network for Economic Analysis of Policies
R&I	Research and Innovation
SADC	Southern African Development Community
SANBio	Southern Africa Network for Biosciences
SEW	Stakeholder Engagement Week
StEPPFoS	Strengthening Evidence-Based Policy Practice for Sustainable Food Systems under the EU-AU Partnership
STI	Science, Technology and Innovation
WP	Work Package

1. Introduction

The StEPPFoS Project aims to offer an innovative approach to link the activities of Pan-African Network for Economic Analysis of Policies (PANAP) to those of the Food and Nutrition and Sustainable Agriculture (FNSSA) through capacity building and multi-stakeholder engagement. StEPPFoS is a four-year project beginning January 1, 2024, to December 31, 2027. The project will be implemented through eight work packages and will achieve four (4) specific objectives which together are aimed at supporting the FNSSA 10-year roadmap and the global transition towards sustainable food systems transformation. The specific objectives are (1) to improve capacities of research, academic, public sector, private sector, and civil society stakeholders and institutions involved in evidence-based policy analysis that support food and nutrition security and sustainable agriculture. (2) to enhance science-policy interface that supports science-based decision-making processes and experiences in support of agro-policy and inclusive transformation of national agrifood systems in Africa. (3) to improve strategies that promote scientific support within policy development in Africa and in Europe using digital technologies and information systems to accelerate the translation of research results into policies, and (4) to expand and strengthen the PANAP Network to support African countries with research on economic analysis of policies focusing on Food Systems towards their sustainable transition.

This Initial Data Management Plan (DMP) **aims** to detail and guarantee the preservation of the data and documents collected during the implementation of the project by the consortium members, as well as any results derived from the project by the project’s associated partners. Proper data management, including the accurate recording of collected data, the documenting of metadata, and the safe, reliable storage and dissemination of the results, is important to ensure data collected for this project is safely secured in a reliable manner. This project will generate a variety of data over its four years, and as such, the DMP includes multiple ways to responsibly manage that data.

The DMP is regularly updated to include new generated data content during the lifecycle of the project.

1.1 Definitions

Data asset	Any identifiable piece of data or information created during research, but which is not a published research output. Research data assets exclude purely administrative records and do not include publications, articles, lectures, or presentations.
Data Management Plan	A formal working document which outlines how data assets will be handled both during the active research phase and after the project is completed.
Metadata	Descriptive information accompanying the data assets, including details on data collection methods, equipment used, sampling protocols, and any associated contextual information. For example, an image may require metadata that describe how large the picture is, the colour depth, the image resolution, when the image was created, and other data. A text document’s metadata may contain information about how long the document is, who the author is, when the document was written, and a short summary of the document.
Digital Repository	A digital repository is a mechanism for managing and storing digital content.

Research output	Results to which access can be given in the form of scientific publications, data or other engineered results and processes such as software, algorithms, protocols, models, workflows and electronic notebooks.
Secondary data	Sources that contain commentary on or a discussion about a primary source.
Zenodo	Zenodo is a multi-disciplinary open data repository maintained by The European Organizations for Nuclear Research (CERN). Datasets, documents and other research materials can be located via the Zenodo search engine. Scholars from any research discipline can upload data in any file format. A digital object identifier (DOI) is automatically assigned to all Zenodo files. Zenodo is compliant with the data management requirements of Horizon Europe, the European Research Council and other EU research and innovation funding programmes

1.2 Table of Acronyms

FARADatInformS	FARA Data and Information Systems
DMP	Data Management Plan
DOI	Digital Object Identifier
IPR	Intellectual Property Right
AARIISpace	Africa Agricultural Research and Innovation Institutions Space

1.3 Data Overview

Data asset 1	Short description
Data asset 2	Short description
Data asset 3	Short description

No data sets used as per M6. The above table serves as placeholder and example

2. StEPPFoS Data Management Plan

All data, including text documents, data sets, interviews, etc., used (both existing before the project or generated within StEPPFoS) will be documented using the metadata file template provided in Annex 1 – Metadata file template. For each data asset considered in the project, the filled metadata file will be attached to the DMP deliverable and its updated versions throughout the duration of the project.

The metadata file contains descriptive information of the data it represents, giving a precise data report that follows the directrices given by the Horizon Europe DMP template (HE, 2021), covering the aspects described in this section.

The StEPPFoS data will first be kept in FARA archive system known as the AARIISpace (internal repository) classified as internal and open only to project partners (<https://archives.faraafrica.org/index.php/s/gw7HeYy6nKwxRH5>). However, and based upon

agreement of all consortium partners, data in this repository can be transferred and open to other public (e.g. PANAP members network) via the FARA archive system and always under an Authentication, Authorization, and Accounting Infrastructure (AAAI). Part of the data of the AARIISpace will be transferred to the StEPPFoS page (to be created as sub-page under FARA Website), FARA e-library and Zenodo during the lifetime of the project, and then classified as external. Additionally, the CollabNet platform, hosted by LifeWatchERIC, will foster dialogue, collaboration and interaction among PANAP Network and consortium members. The aforementioned data workflow is depicted in Figure 1.

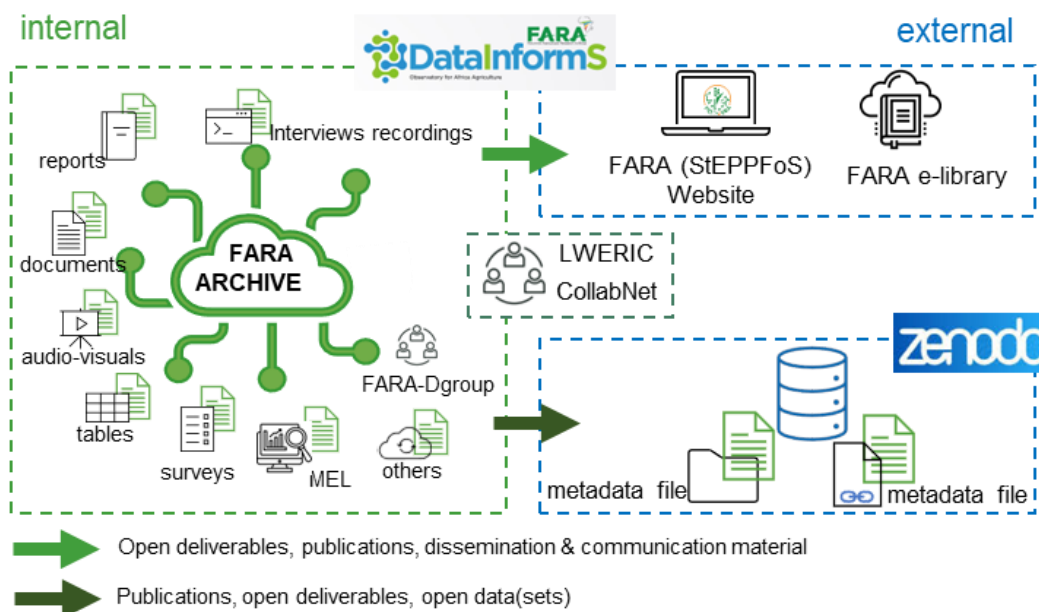


Figure 1 - Data workflow in StEPPFoS project

2.1 Data Summary

The objective of this section is to provide a summary overview of the different types of data and information being used in StEPPFoS project, including existing data sources and new data being generated by the project.

The primary data that will be collected under this project involves both quantitative and qualitative data and it will be analyzed from a range of methodological perspectives for project development, scientific and policy purposes. Whenever possible, respecting Intellectual Property Rights (IPR) and the consortium agreement, these data sets will be available in a variety of easily accessible formats, including Post Script (PDF, XPS), Power Point (PPTX, PPT), image (JPEG, PNG, GIF, TIFF), compressed formats (TAR.GZ, MTZ), packet traces (PCAP), HTML, etc.

Data will be collected from researchers, policy makers, research institutions, farmer groups/associations, academia, and agricultural research for development organizations. Respondents' demographic data will include gender, ethnicity, and age. Additional study into understanding the factors that contribute to wide research-policy gap in Africa will also lead to the collection of video/audio recordings of interviews, video/audio files of interviews with key stakeholders such as policy makers, transcripts of these interviews, and electronic copies of work generated by project team while engaging with our interview materials. All original hard copy form of data (interview files, or any other materials) that might contain participants' real names will be kept secure in a locked

office in FARA. Access to the files and materials will be limited to the project Coordinator or work package leader and Inventories of each type of data will be kept with the data.

The data summary describes the following points:

- **Name:** Descriptive and unique identifier of the data asset
- **Content:** What kind of data is included in this data asset?
- **Prior data:** is the data being re-used from an existing data set? for what purpose? In case prior data is available, but its re-use is discarded, what are the reasons for that?
- **Origin:** What is the provenance of the data, either generated or re-used?
- **Types, formats, and expected size:** What types, formats, and expected size of data will the project generate or re-use? (see table 1 for inspiration)

Table 1. Data types and formats

DATA TYPE	DATA FORMAT
Documents	<ul style="list-style-type: none"> • PDF (.pdf) • OpenDocument Format for text documents (.odt and .fodt) • Text file (.txt) • Microsoft Word (.doc)
Presentations	<ul style="list-style-type: none"> • OpenDocument Format for presentations (.odp and .fops) • Microsoft PowerPoint (.pptx)
Tabular	<ul style="list-style-type: none"> • Comma-separated values (CSV) (.csv) • OpenDocument Format for spreadsheets (.ods and .fods) • Microsoft Excel (i.e., .xls, .xlsx) • Relational data (e.g., sql)
Images	<ul style="list-style-type: none"> • PNG (.png) • JPEG (.jpg) • GIF (.gif) • TIFF (.tiff) • Hyperspectral images (e.g., BIP, BSQ, BIL) • X-ray Computed Tomography (slice images or 3D volumes; tif, .vol, .raw)
Videos	<ul style="list-style-type: none"> • MPEG-4 (.mp4)
Audio	<ul style="list-style-type: none"> • MP3 (.mp3) • FLAC (.flac) • WAV (.wav)
Spatial	<ul style="list-style-type: none"> • Shapefiles for vector files (.shp, etc.) • GeoTIFF for raster files (.tif, etc.)
Sequences	<ul style="list-style-type: none"> • FASTQ, FASTA / FAS,
Code	<ul style="list-style-type: none"> • Plain text (usually with an extension that represents the source language)
Other	<ul style="list-style-type: none"> • Compressed files (e.g., .zip, .gz) • Hierarchical data such as those based on XML (e.g., RSML to store 2D or 3D image metadata) • Resource Description Framework (RDF) for metadata

- **Significance to the project:** What is the purpose of the data generation or re-use and its relation to the WP of the project?
- **Access:** Who can approach the data? Is it “open”, “consortium” or “restricted”?

Table 2 gives an overview of the current considered data sets in StEPPFoS, as per submission date of this deliverable. As there are no data sets registered as per Month 6, the table serves as a placeholder and the text). Further details including a thorough description of the data summary of each data set can be found in Annex 2 – Metadata files – status 17.6.2024. As there are no data sets registered as per M6, the table serves as a placeholder and the text it contains is an example.

Table 2 – Data Summary overview StEPPFoS as per 17.06.2023 (M6)

NAME	SHORT DESCRIPTION	PRIOR	ORIGIN	TYPE, FORMAT & SIZE	RELATION TO WP	ACCESS
<i>Ex. Questionnaire on “Existing capacity gaps of ongoing policies, projects, and stakeholders of the PANAP and non-PANAP network”</i>	<i>Survey to assess information regarding policies, programmes, projects, and stakeholder of the PANAP network</i>	<i>No</i>	<i>Generated (PANAP members survey)</i>	<i>Tabular, csv, x MG</i>	<i>WP1 Task 1.2 & 1.3</i>	<i>Open data</i>

2.2 Fair Data

The StEPPFoS data, including publications, interviews recordings, and data sets, is published to be Findable, Accessible, Interoperable and Reusable (FAIR). All selection of generated data in the project will be stored in the in the FARADDataInformS, under FARA archives (<https://archives.faraafrica.org/>), designed, and implemented in WP8 (Participatory Project Coordination and Management). Since the open-access repository Zenodo is widely used in the scientific community, it will be used for all open data generated in the project. Zenodo repository is open, free, searchable, and structured with flexible licensing allowing for storing all types of data: data sets, images, presentations, publications, and software. In addition, Zenodo.org allows researchers to deposit both publications and data, while providing tools to link them (refer to Figure 1).

2.2.1 Making data FINDABLE (including provisions for metadata)

For those data sets that the consortium decides for open access, a Digital Object Identifier (DOI) will be assigned for effective and persistent citation, and this will be linked to the object in the StEPPFoS Zenodo. This DOI can be used in any relevant publications to direct readers to the underlying data set. Search keywords will be provided when the data set is uploaded to Zenodo, which will optimize possibilities for re-use, following the minimum DataCite Metadata Schema standards, containing the fields listed in Table 2, which are also included in the metadata file (Annex 1 – Metadata file template).

Furthermore, a StEPPFoS’ Zenodo channel will be opened by FARA to disseminate the data sets generated in the project (the link will be included here once its open). As for publicly available StEPPFoS project deliverables, they will be published on Zenodo and will be made available here once they are published on the specific StEPPFoS project page under the FARA website and the FARA e-library. They will also be shared internally in the FARA Dgroups Community platform and externally with policy makers in the CollabNet platform.

In addition, each data asset generated during the project will be recorded and stored in an intern Excel

spreadsheet with the fields in Table 3 that are marked with an *. The owner of each data set will be responsible for the creation of a new entry in the spreadsheet associated with the generated data set and notify to the data management team Benjamin Abugri (babugri@faraafrica.org) and Iria Soto (iria.soto@lifewatch.eu) with the task leader, work package leader in cc.

Table 3 – Structure of the meta-information record for each generated data asset

DATA DENOMINATION	
Data set reference name *	The reference name will start with the prefix “DS_StEPPFoS” indicating it’s a data asset
Data set title *	The title of the data asset which should be easily searchable and findable
Description	A brief description of the data asset
Keywords	The keywords associated with the data asset
Version Number *	To keep track of changes to the data asset
DATA ORIGIN	
Name(s) of data set creator(s) *	Lead partners responsible for the creation of the data asset, and their affiliation
Data Source	How/why was the data asset generated/re-used
Creation Date *	Date of generation of the data asset
Quality Assurance	Brief description of the quality assurance processes the data has gone through
DATA SPECIFICATIONS	
Type *	Type of data contained in the data asset
Format *	This could be CSV, PCAP, HTML, etc.
Expected Size *	The approximate size of the data asset
DATA ACCESSIBILITY	
Data Location *	The repository where the data are stored: partner owned, FARA archive (AARIISpace), Zenodo
Date of Repository Submission *	The date of submission to the repository can be added once it has been submitted
Digital Object Identifier *	The DOI can be entered once the data set has been deposited in the repository
Access Status *	Whether a data set is “open”, “consortium” or “restricted”
Embargo Period *	Duration of embargo foreseen for a data asset
Funding statement	A disclaimer indicating that the specific data set was generated within the StEPPFoS project that received funding from the UE
DATA UTILITY	
Significance to the project *	The associated work package this data set originates from
Significance outside the project	To whom the data might be useful outside the project
DATA PUBLICATIONS	
Related Publications	Bibliographical details of publications based on the data asset
Data set Citation	A ‘ready-to-use’ citation reference for the data asset

2.2.2 Making data ACCESSIBLE

The research data created in StEPPFoS is owned by the partner that generates it. Each partner is responsible for their dissemination unless there is legitimate interest to protect it. A partner that intends to disseminate its results must give advance notice to the other partners, together with sufficient information on the results it will disseminate.

The data will be made accessible following the accessibility criteria:

- Restricted data: Accessible by the owner only, deposited in the repository of the owner partner. Data must be kept for at least 5 years after the project ends.
- Consortium data: Accessible by the consortium members only, deposited in FARA archive (AARIIISpace). Data must be kept for at least 5 years after the project ends.
- Open data: accessible by the public, deposited in in the Zenodo repository and open access journals. Data is kept for the lifetime of Zenodo, currently 20 years.

If necessary, embargo periods of up to 6 months for specific data sets can be requested by the partner owner of the data, to give time to publish or seek protection of the intellectual property. In such cases, the data will be published on Zenodo with an embargo date after which the data will automatically be made available.

During embargo periods, information about the restricted data will be published in the metadata file (Table 2). Where a restriction on open access to data is necessary, attempts will be made to make data available under controlled conditions to other individual researchers.

Table 3 summarizes the accessibility status of the project’s data sets as per publication date of this deliverable. As there are no data sets registered as per M6, the table serves as a placeholder and the text it contains is an example.

Table 3 – Accessibility Summary overview StEPPFoS as per 17.06.2023 (M6)

Data asset	Accessibility	Repository
<i>Ex. Questionnaire on “Existing capacity gaps of ongoing policies, projects, and stakeholders of the PANAP and non-PANAP network</i>	<i>Ex. restricted data</i>	<i>Ex. FARA Archive</i>

2.2.3 Making data INTEROPERABLE

The generated data in StEPPFoS will be documented in a structured and standardized way, to ensure that the data sets can be understood and interpreted with the metadata information. The data sets in StEPPFoS originated from survey data will be digitalized in an organized way and stored in an easy-to-use format such as .csv, or .xls files.

When the project demands that specific ontologies or vocabularies are used, they will be published as open data to facilitate its reuse, refining or extension.

2.2.4 Making data RE-USABLE

The data generated in the project will be made available as Open Data to permit the widest re-use possible. Project partners can request exceptions from this rule for commercial, ethical, legal or

security reasons. In addition, project partners can also request data publishing embargo, e.g., to maximize the scientific impacts of the project or prepare exploitation measures. For data that can be publicly released, open licenses such as CC BY or CCO will be used.

The Open Data will be made available in Zenodo and FARADDataInFormS e-library, as described earlier. To facilitate data re-use and data analysis validation, documentation about data sources, used methodologies, codebooks, data cleaning, analyses, variable definitions, units of measurements, etc., will be provided for each data set.

If data sets are updated, the partner that possesses the data has the responsibility to manage the different versions and to make sure that the latest version is available in the case of publicly available data. The quality control of the data is the responsibility of the partner owner of the data, and the quality assurance processes will be documented in the metadata file (Annex 1 – Metadata file template) attached to the relevant deliverable.

2.3 Other research outputs

Other research outputs, such as software, workflows, protocols, models, reports, presentations, and publications will be managed in the same way as data. That is, a record will be published, depending on the content and accessibility rights, it will be published in Zenodo and when needed in the FARA e-library.

No physical outputs will be generated in this project.

2.4 Allocation of resources

StEPPFoS consortium is committed to ensure a long-lasting accessibility to its research data. The long-term strategy for maintaining the data generated in the project is to keep all original data on the FARA archives and on the hard drive dedicated solely to the project. All the data files that are archived will be in “clean” form and will be maintained for at least 7 years following the completion of the project. The research data from this project will be deposited with the digital archive of FARA to ensure that the research community and other EU funded projects have long-term access to the data. Therefore, the consortium does not enforce specific provisions.

2.5 Data security

The integrated data management plan proposed leverages capabilities of FARA and its trained knowledge management and Digitalization staff. Internally at FARA, there three tiers of data backup of the FARA Knowledge Hub, including a daily backup of all resources in the cloud server (Amazon Web Services), a second copy stored within the FARA local server and finally, a third copy stored weekly in an external drive and kept by FARA’s Executive Director. All these are guided by professionalism and good practice. In the unforeseen event that FARA, the project coordinator, leave the project, the databases will still be available to the next institution that will to take over. AGRINATURA would become the second keepers of the backed-up data and provide it to others when needed.

2.6 Ethics and privacy

An application for Institutional Review Board (IRB) ethics approval has been made. The ethics application protocol addressed all the potential ethical issues from the collection of data right to the dissemination and protection of the data as well as participants. The Ethics Mentor appointed by the Project is working with the Team to review all project activities to ensure that they are ethics compliant. The Project will ensure voluntary participation, informed consent, confidentiality, privacy and anonymity at all levels and with all participants in tandem with the ethical principles of respect for all persons, justice and beneficence (non-maleficence). Participant's consent will be sought to have their data stored in a repository for long-term usage by secondary others, and the potential usage and lifespan of data preservation spelt out to them at the time of recruitment. Data archived in the repository shall be password protected, and possible identifiers will be anonymized with codes. Strict procedures to protect data shall include a rigorous review to assess disclosure risk and limiting access to data sets in which risk of disclosure remain high. The Project coordinator will assign a certified disclosure risk manager to act as steward whilst the data is being processed. The data will be disseminated in diverse forms. It will be published in peer-reviewed journals after rigorous methods and ethics review by the Ethics Mentor of the Project. Presentations at conferences and seminars will also undergo rigorous reviews to ensure that all ethical standards are observed, and the data is protected.

Protection of personal data

StEPPFoS project and will comply with the General Data Protection Regulation, GDPR, for collection, storing and managing research data (Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC). Following the GDRR, each participant volunteering in the data gathering process will be informed of their rights to:

- 1) access personal data
- 2) change personal data in the database
- 3) request that your personal data be erased from the database
- 4) restrict processing of personal data for certain purposes

Informed consent will be gathered from research activities involving humans to verify that participants: understand that taking part is voluntary and they are free to withdraw, fully have understood the information provided in the information sheet, have been given the possibility to ask questions about the study to researchers, recognize that the data they provide with will be de-identified, agree that the research team have the right to access the data, recognize that the data will be stored for use in other future research. A sample of the consent form will be included in the Ethical advisor report (D8.2).

StEPPFoS consortium researchers will collect personal data, such as names, farm identities and addresses. No sensitive data, however, such as that on health, sexual lifestyle or the religious conviction of people will be collected. No personal data that is not necessary to achieve the research task will be collected.

StEPPFoS consortium will make sure that data collected in the project is protected by adequate organizational and technical arrangements. The personal data will be de-identified and coded before shared outside the immediate project team. Similarly, the questionnaire respondents will be coded before sharing any data between partners to make sure that anonymity is ensured in the electronic documents. Personal details and responses to questionnaire will be held separately on password

protected computers at each national responsible centre. Names and contact details will not be passed to anyone other than members of the local research team. Hard copies such as interview notes, prints of photographs, or video or audio tapes will be kept securely locked away and only accessible to the members of the team who conduct the research.

Transfer of data between EU and non-EU countries

While FARA will serve as the main repository data items of the StEPPFoS Project, ensuring that management, maintenance, backup and security on a day-to-day basis, a copy of the database will be periodically (once every 6 months) transferred to Europe through AGRINATURA in a secured virtual file sharing tool.

StEPPFoS data will be transferred between non-EU countries of the consortium (i.e. Ghana, Kenya, Cote d'Ivoire, Senegal, Uganda, South Africa) and countries of the EU (i.e. Italy, Ireland, Spain, Netherlands, Germany, UK) to allow for joined analyses and storage of all data in the common repository. All data transferred between project partners (within or outside the EU) will be restricted to pseudonymized or anonymized data and transfer will only be made in secured channels.

2.7 Other issues

As of the publication date of this deliverable, it is not foreseen to make use of other national/funder/sectorial/departmental procedures for data management.

Regarding Intellectual Property Rights, consortium partners and their institutions hold the copyright for the research data they generate. By depositing with FARA, partners do not transfer copyright but instead grant permission for FARA to re-disseminate the data and to transform the data as necessary to protect respondent confidentiality, improve usefulness, and facilitate preservation.

3. Conclusions

This deliverable describes the StEPPFoS project data management plan. This plan serves as a guideline for all partners in the consortium who produce or re-use data in the scope of the project. It describes in detail how to treat, store, publish, and document the data sets ensuring the FAIR (findable, accessible, interoperable, and reusable) principles. The data management plan follows the directrices given by the European Commission and provides a template for the generation of a metadata file per data set, a definition of where data is publishable and their accessibility rights, and a clear designation about data responsibilities for the partner using the data sets and for the data manager. The Data Management Plan is a working document, and it will be updated during the lifetime of the project and its status will be published in M6, M18 and M36.

4. References

HE (2021). EU Grants: Data Management Template (HE): V1.0 – 05.05.2021, <https://enspire.science/wp-content/uploads/2021/09/Horizon-Europe-Data-Management-Plan-Template.pdf>, accessed: 05.05.2023

5. Annexes

6. Annex 1 – Metadata file template

DATA DENOMINATION
<p>Data set reference name</p> <p>The reference name will start with the prefix “DS_StEPPFoS” indicating it’s a data asset <i>Ex: DS_StEPPFoS_stakeholders_survey</i></p>
<p>Data set title</p> <p>The title of the data asset which should be easily searchable and findable <i>Ex: Stakeholders_Survey_Q2_20232</i></p>
<p>Description</p> <p>A brief description of the data asset <i>Ex: Survey to StEPPFoS stakeholders identifying capacity gaps</i></p>
<p>Keywords</p> <p>The keywords associated with the data asset <i>Ex: survey, stakeholders, capacity gaps, research skills</i></p>
<p>Version Number</p> <p>To keep track of changes to the data assets <i>Ex: V 1.0</i></p>
DATA ORIGIN
<p>Name(s) of data asset creator(s)</p> <p>Lead partners responsible for the creation of the data asset, and their affiliation <i>Ex: Name Surname, Affiliation, Country</i></p>
<p>Data Source</p> <p>How/why was the data asset generated/re-used <i>Ex: generated data asset</i></p>
<p>Creation Date</p> <p>Date of generation of the data asset <i>Ex: dd.mm.yyyy</i></p>
<p>Quality Assurance</p> <p>Brief description of the quality assurance processes the data has gone through <i>Ex: response rate monitoring, data profiling,...</i></p>
DATA SPECIFICATIONS
<p>Type</p> <p>Type of data contained in the data asset <i>Ex: survey data</i></p>

<p>Format</p> <p>This could be CSV, PCAP, HTML, etc. <i>Ex: .xlsx</i></p>
<p>Expected Size</p> <p>The approximate size of the data asset <i>Ex: 1 MB</i></p>
<p>DATA ACCESSIBILITY</p>
<p>Data Location</p> <p>The repository where the data are stored: partner owned, StEPPFoS Open Repository, Zenodo <i>Ex: partner owned</i></p>
<p>Date of Repository Submission</p> <p>The date of submission to the repository can be added once it has been submitted <i>Ex: dd.mm.yyyy</i></p>
<p>Digital Object Identifier</p> <p>The DOI can be entered once the data asset has been deposited in the repository <i>Ex: https://doi.org/10.xxxx/dome.xxxxx</i></p>
<p>Access Status</p> <p>Whether a data asset is “open”, “consortium” or “restricted” <i>Ex: consortium</i></p>
<p>Embargo Period</p> <p>Duration of embargo foreseen for a data asset <i>Ex: no embargo</i></p>
<p>Funding statement</p> <p>A disclaimer indicating that the specific data set was generated within the StEPPFoS project that received funding from the UE</p> <p><i>StEPPFoS is co-funded by the European Union (Grant no. 101136770). Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency (REA). Neither the European Union nor any other granting authority can be held responsible for them.</i></p>
<p>DATA UTILITY</p>
<p>Significance to the project</p> <p>The associated work package this data asset originates from <i>Ex: WPx – Task y.z</i></p>
<p>Significance outside the project</p> <p>To whom the data might be useful outside the project <i>Ex: policy makers</i></p>
<p>DATA PUBLICATIONS</p>
<p>Related Publications</p> <p>Bibliographical details of publications based on the data asset <i>Ex: deliverable x, scientific article y, ...</i></p>

Data asset Citation

A 'ready-to-use' citation reference for the data asset)

Ex: Author1 Surname, Name, Author2 Surname, Name. (yyyy). Publication title. Publisher.

7. Annex 2 – Metadata files – status 17.06.2024

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