



Data Management Plan

Deliverable 1.1

PROJECT INFORMATION

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List of acronyms

Acronym	Description
CSA	Coordination and Support Action
DMP	Data Management Plan
FAIR	Findable, Accessible, Interoperable, Reusable
MB	Megabyte
WP	Work Package

Executive Summary

The Data Management Plan (DMP) includes a description of the main databases collected and/or used during MAGICA project to ensure their security and accessibility, where possible, within the principles of open science. MAGICA's DMP is intended to be a living document, which is regularly updated during the life of the project as needs may arise from time to time.

1. Data Summary

Because the MAGICA project is a Coordination and Support Action (CSA), it is not expected to process large amounts of data as may be the case in other climate science projects. Since our focus is the exchange between research, policy and society, most of the information will be instrumental in maintaining relationships or surveying orientations among various types of stakeholders. The datasets are not expected to be published at this stage of the project because they are either personal data instrumental to stakeholder communication and engagement activities, or qualitative information aimed at drafting project documents.

During the course of the project, some partners may decide to collect additional data. In this case, it is expected that the partner will notify the Project Coordinator - CMCC - of this requirement through the completion of the "DMP - New Data Collection" form in the Annex, which will be made available digitally on the project intranet.

Below we outline the main features of the data that, for the time being, are planned within MAGICA Work Packages (WP).

WP1 – Coordination and management

a. Project partners personal data for mailing and document repository

Description: Email addresses and names of MAGICA partners and associated partners

Purpose: The aim is to collect contact information to subscribe them to the project mailing list and to give access to the document repository

Type of data: Personal data

Data provenance: direct input from MAGICA partners

Format: .xlsx

Size: >1MB

Data utility: internal. No use outside the project partnership

Open access: no

Responsible partner: CMCC

WP2 – Strengthening the ERA

b. Interviews with experts from Climate Advisory bodies and research funding bodies

Description: Name, role and transcription of the interviews with selected experts

Purpose: The aim is to learn about the orientations of a small sample of experts to prepare the Deliverable 2.2

Type of data: Personal data and qualitative data (text)

Data provenance: Direct elicitation through interview with the experts

Format: .doc

Size: >1MB

Data utility: internal. The interviews serve as the basis for the preparation of Deliverable 2.2. Excerpts may be included in the paper while ensuring anonymity of the interviewee, but the entire transcript is not expected to be published.

Open access: no

Responsible partner: DLR

c. Stakeholder personal data (representative of research policy/funding institutions) for the organization of meetings

Description: Email address, name and role of selected representatives of European research policy and research funding institutions

Purpose: The aim is to collect contact information to invite and involve representatives of research policy and research funding institution in the organization of closed events for advocacy (Milestones 7)

Type of data: Personal data

Data provenance: Direct input from MAGICA partners

Format: .xlsx

Size: >1MB

Data utility: internal. No use outside the project partnership

Open access: no

Responsible partner: CMCC

WP3 – Realizing the ERA

d. Stakeholder personal data (representative of research organisations) for the organization of workshops

Description: Email address, name, organization, role and country of selected representatives of European research organisation

Purpose: The aim is to collect contact information to invite and engage representatives of European research organizations in the workshops for the development of the Strategic Research and Innovation Agenda (Deliverable 3.1 and 3.2)

Type of data: Personal data

Data provenance: Direct input from MAGICA partners

Format: .xlsx

Size: >1MB

Data utility: internal. No use outside the project partnership

Open access: no

Responsible partner: ANR

WP4 – Science-Policy-Society Dialogue

e. Stakeholder personal data (representative of research networks and research funding bodies) for the organization of workshops

Description: Email address, name, organization, role and country of representatives of European networks and research funding bodies

Purpose: The aim is to collect contact information to invite and engage representatives of European research network and funding bodies for the organizations of workshops (Milestone 20 and 21)

Type of data: Personal data

Data provenance: Direct input from MAGICA partners through public information harvesting

Format: .xlsx

Size: >1MB

Data utility: internal. No use outside the project partnership

Open access: No

Responsible

partner: BOKU

f. Mapping of current available higher education programmes on climate change fields

Description: Textual information on existing higher education programmes on climate in Europe, including title, reference year, duration, country.

Purpose: The aim is to develop an exhaustive map of the higher education programme on climate in Europe to provide insights and recommendations on how to mainstream the education offer on climate change in higher education and in particular the ERASMUS programme (Deliverable 4.8).

Type of data: Qualitative data (text)

Data provenance: Harvesting of public information

Format: .csv

Size: >1MB

Data utility: internal. No use outside the project partnership

Open access: No

Responsible

partner: FC.ID

g. Stakeholder personal data (students) for the organization of the summer schools

Description: Email address, name and country of students

Purpose: The aim is to organize summer schools and acceleration camps (Milestone 21)

Type of data: Personal data

Data provenance: Data providers are the users themselves through website registration

Format: .xlsx

Size: >1MB

Data utility: internal. No use outside the project partnership

Open access: No

Responsible

partner: H-Farm

WP5 – Communication, dissemination and exploitation

h. Stakeholder personal data for the communication organization of MAGICA flagship events

<u>Description:</u>	Email address, name, organisation, country and type of stakeholder
<u>Purpose:</u>	The aim is to manage project communication channels to get in contact with stakeholders (e.g., newsletter) and to organize MAGICA flagship events (Milestones 15, 16, 17, 18, 19)
<u>Type of data:</u>	Personal data
<u>Data provenance:</u>	Data providers are the users themselves through website registration
<u>Format:</u>	.xlsx
<u>Size:</u>	>1MB
<u>Data utility:</u>	internal. No use outside the project partnership
<u>Open access:</u>	No
<u>Responsible partner:</u>	WEnR

i. Interviews with a sample of European citizens on climate risk and information

<u>Description:</u>	Textual and numerical results of semi-structured interviews with a sample of European citizens (Milestone 25).
<u>Purpose:</u>	The aim is to develop the Deliverable 5.1 and in particular to understand the preparedness of Europe citizens in cases of extreme weather events; what information sources are they using to respond to climate risk; what knowledge barriers/gaps they encounter.
<u>Type of data:</u>	Qualitative data (text) and semi-quantitative data (text and numerical).
<u>Data provenance:</u>	Direct elicitation with through interviews
<u>Format:</u>	.csv
<u>Size:</u>	>1MB
<u>Data utility:</u>	Internal. No use outside the project partnership
<u>Open access:</u>	No
<u>Responsible partner:</u>	WEnR

2. FAIR data

As detailed above, most of the datasets produced by the project are intended for the management and engagement of different types of stakeholders. Since they are personal data, their use will be limited within the project for the exclusive purposes envisaged by the specific activities (sending communication materials, organizing workshops or events, etc.) and will therefore not be made available in open access. Their treatment and storage will comply with the provisions of the current European regulation.

If, during the life of the project, data of importance to external users should be produced, it will certainly be shared following FAIR principles. MAGICA has a task dedicated to promoting open science in the field of climate science (Task 3.2). This activity involves analysing existing open science tools and identifying gaps and solutions for open science in the field of climate science. Should the project develop useful data during its lifetime, it would certainly be made openly available through the services identified by Task 3.2

Making data findable, including provisions for metadata

Identifier: Each dataset will be marked with a persistent identifier

Keywords: Each dataset will include a series of 3 keywords to increase and optimize the possibility of discovery and re-use

Metadata: In case the data were made accessible, they would certainly be provided with metadata. In order to improve their findability and interoperability, open and more readily available metadata standards would be used in the respective subject areas in which the data were created.

Making data accessible

Repository: In case the data were made public, they would be made available in an open repository.

Data: Any data produced would be shared in an open format, without any restrictions, embargo or the need for a data access committee.

Metadata: Metadata would be made available in a similar manner to the datasets: openly and for as long as the repository platform will allow (even beyond the duration of the project).

Making data interoperable

In the event that new data were produced within MAGICA in addition to those currently indicated in Section 1 (and for which publication is not expected), then standards would be adopted to ensure interoperability. Task 3.2 is devoted precisely to identifying the most suitable and widely used open standards in the climate science community. MAGICA would then adopt the standards that would allow for maximum interoperability.

Increase data re-use

In case MAGIC produces new data for public release, they would be made public to allow maximum reuse. Of course, both data and metadata would be provided with the most complete information possible. This would be made possible by the adoption of an open, interoperable standard for producing the data and metadata. CMCC, as lead partner, would ensure compliance with the selected standards by indicating to the partners the models to be followed and by verifying compliance before making the dataset and its metadata public.

3. Other research outputs

The MAGICA project, for the time being, has no plans to produce any other digital or physical products that can be made public, beyond the more traditional Project Deliverables.

4. Allocation of resources

It is expected that the costs of managing and processing the few personal data that will be collected during the project for engagement with stakeholders (and which will not be made public) will be negligible and borne by the partners responsible for each dataset.

Currently, since there are no plans to create openly publishable data, there are no costs associated with opening them up.

The contact person for project data management is the lead partner CMCC that will provide the partnership with a template to identify new datasets in case the need to collect new data emerge during the course of the project. The template will allow identification of the type of data, possible possibility of being made public, as well as metadata requirements so as to identify the most suitable standard for their management.

5. Data security

Data security will be ensured by the partner responsible for each dataset. All partners have an internal policy to ensure data management that meets the security and privacy protection requirements of the current European regulation. Each partner has a Data Protection Officer who is responsible for overseeing internal data management procedures.

All partners rely on proprietary or cloud systems for storing their data. All require periodic data backups.

6. Ethics

Personal data will not be shared, but treated internally by each party in compliance with the European regulation in force. For the collection of personal data, it is envisaged, within the forms and questionnaires, to inform users on the methods of collection and processing of data and as well as to obtain their consent to the treatment. The data will be processed exclusively for the purposes of project activities such as organizing events and sending newsletter. Sharing with third parties is not envisaged. Under no circumstances is the collection of sensitive data envisaged. Therefore, no ethical issues are foreseen.

7. Other issues

Currently, the project does not make use of procedures for data management other than those described in this data management plan.

Annex

I. “New data collection” Form

Email address

I am filling this question on behalf of

- Fondazione Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC)
- Service Public Fédéral de Programmation Politique Scientifique (BELSPO)
- Institut Royal Meteorologique de Belgique (IRM)
- Universitaet Fuer Bodenkultur Wien (BOKU)
- Ilmatieteen Laitos (FMI)
- Agence nationale de la recherche (ANR)
- Deutsches Zentrum Fur Luft-Und Raumfahrt Ev (DLR)
- Stichting Wageningen Research (WEnR)
- The University of Reading (UREAD)
- Helmholtz-Zentrum Hereon GmbH (Hereon)
- Forskningsrådet För Miljö, Areella Näringar Och Samhällsbyggande (Formas)
- H-FARM Education (H-FARM Edu)
- FCiências.ID - Associação para a Investigação e Desenvolvimento de Ciências (FC.ID)
- Norges Forskningsrad (RCN)
- Environmental Protection Agency (EPA)
- Innoviris
- Climate Change Centre Austria (CCCA)
- Met Office
- Green Fund
- United Kingdom Research and Innovation (UKRI)
- University College Cork – National University of Ireland, Cork (UCC)
- JPI Oceans
- ICLEI European Secretariat GmbH (ICLEI Europasekretariat GmbH)
- The University of Exeter (UNEXE)

Which project task is the dataset associated with?

- Task 1.1 Scientific coordination and management
- Task 1.2 Administrative and financial management
- Task 1.3 Internal project meetings
- Task 1.4 Quality assurance & risk management
- Task 2.1 Assessing existing and explore new ways of collaboration between EU MS and AC
- Task 2.2 Investigating and promoting the role of the science in recent and emerging climate policy framings
- Task 2.3 Establishment of a biannual forum for climate research policy
- Task 3.1 Building an actionable SRIA
- Task 3.2 Maximise the sharing of scientific infrastructure and data through an open science approach
- Task 4.1 Science meetgs practice and policy
- Task 4.2 Innovating climate knowledge exchange and transfer to enable societal transformation
- Task 4.3 Future Europe
- Task 5.1 Analyse knowledge uptake issues to support scaling of CDE practices
- Task 5.2 Highlighting opportunities for synergy by CDE of MAGICA activities and results
- Task 5.3 Communication gateways and design of knowledge hub

Data description

In this section you should provide the main information on the dataset you are collecting/re-using

Description of data

Purpose of data

Type of data

- Qualitative data (nominal)
- Semi-quantitative data (ordinal)
- Quantitative data (continuous/discrete)
- Spatial data (geographic data and information)
- Other:

Data provenance

- Primary data collected through automatic instruments
- Primary data collected through personal interaction with responders
- Secondary data

Do data include personal data?

Personal data is any information that relates to an identified or identifiable living individual (e.g., name and surname; home address; email address; ID number; etc.)

- Yes
- No

Do data include sensitive data?

Sensitive data are personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs; trade-union membership; genetic data, biometric data; health-related data; data concerning a person's sex life or sexual orientation; etc.

- Yes
- No

Are you using open data format?

- Yes
- No

Data format

Size of data

- >1 MB
- 1 MB – 100 MB
- 100 MB – 1 GB
- < 1 GB

Data use

- Open. Data may be of public interest

- Internal. No purpose outside the project partnership
- Confidential

FAIR data

MAGICA project supports open science and the FAIR principles (Findable, Accessible, Interoperable, Reusable). Please, provide information on the findability, accessibility, interoperability, and reusability of data.

Repository used

Is the repository open?

We recommend to use open repository to increase the findability and the re-use of data

- Yes
- No

Data Identifier

Please indicate the DOI or any other identifier

Key words

Please, include at least three keywords to increase data findability

Are you providing standard metadata?

We recommend to use languages and vocabularies that follow FAIR principles to increase the findability and the interoperability of data

- Yes
- No

If yes, which one?

Under what license are the data released?

- Open license
- Proprietary license

Data security

Describe the main features of the data security procedures related to the repository used

Internal provision for data security

Please include the URL of the repository's data security policy

What backup procedures are in places?

Specify backup frequency and type