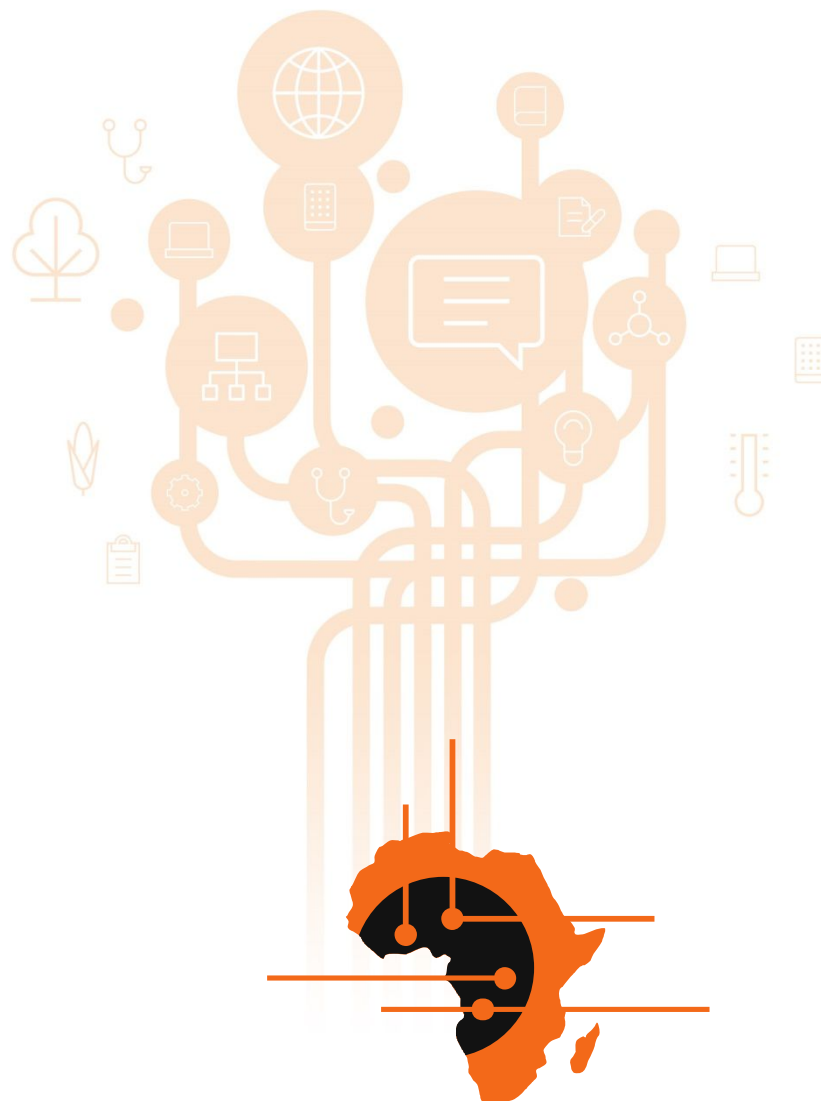




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## D1.3 Data Management Plan



TANDEM  
TRANSAFRICAN NETWORK DEVELOPMENT

PROJECT DOCUMENTATION SHEET	
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Coordinator	: Damien Alline, Institut de Recherche pour le Développement (France) - IRD
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## **Executive summary**

This document is a deliverable of the TANDEM project, which is funded by the European Union's Horizon 2020 Programme under Grant Agreement #654206.

It describes what data the project will generate, how they will be produced and analysed. It also aims to detail how the data related to the TANDEM project will be disseminated and afterwards shared and preserved.

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## GLOSSARY / LIST OF ACRONYMS

ACRONYM	DEFINITION
PODWAG	Policy and Donors West Africa Working Group
IRD	Institut de Recherche pour le Développement
DoA	Description of actions
PDF	Portable Document Format
TANDEM	TransAfrican Network Development
EAB	External Advisory Board
WACREN	West and Central African Research and Education Network
WATRA	West African Telecommunications Regulators Assembly



## Introduction

This document, *D1.3 – Data Management Plan (DMP)* is a deliverable of the TANDEM project, which is funded by the European Union’s Horizon 2020 Programme under Grant Agreement #654206. TANDEM aims at supporting dialogue between the EU and African Research and Education Networks, with special attention to Western and Central Africa, which at e-Infrastructure level is coordinated by the Western and Central African Research and Education Network (WACREN). The scope of the project is to promote cooperation by exploiting the interconnection between the European research and education network (GEANT) and the established African regional networks.

Research data is as important as the publications they support. Hence the importance for TANDEM PROJECT to define a data management policy.

This document introduces the first version of the project Data Management Plan (DMP).

The TANDEM PROJECT DMP primarily lists the different datasets that will be produced by the project, the main exploitation perspectives for each of those datasets, and the major management principles the project will implement to handle those datasets.

The purpose of the DMP is to provide an analysis of the main elements of the data management policy that will be used by the consortium with regard to all the datasets that will be generated by the project.

The DMP is not a fixed document, on the contrary it will have to evolve during the lifespan of the project. This first version of the DMP includes an overview of the datasets to be produced by the project, and the specific conditions that are attached to them. The next version of the DMP will get into more detail and describe the practical data management procedures implemented by the TANDEM PROJECT. The data management plan will cover all the data life cycle.

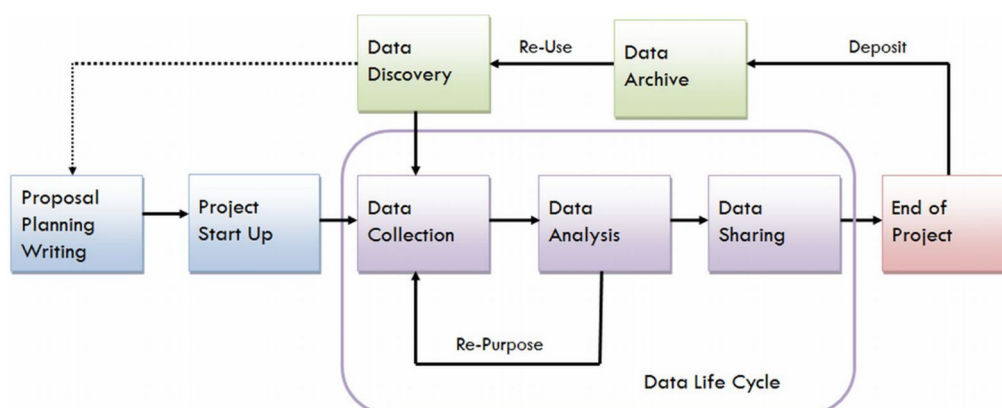


Figure 1: Steps in the data life cycle. Source: From University of Virginia Library, Research Data Services

## 1 Data set reference and name

RESPONSIBILITY FOR THE DATA	
Person in charge of the data during the project :	Damien Alline <a href="mailto:damien.alline@ird.fr">damien.alline@ird.fr</a> Institut de Recherche pour le Développement (France)

## 2 Data set description

All TANDEM PROJECT partners have identified the dataset that will be produced during the different phases of the project. The list is provided below, while the nature and details for each dataset are given in the subsequent sections.

This list is indicative and allows estimating the data that TANDEM PROJECT will produce – it may be adapted (addition/removal of datasets) in the next versions of the DMP to take into consideration the project developments.

#	Dataset (DS) name	Responsible partner	Related WP(s)
1	DS1_Subscribers_WACREN_Collaborative_platform	WACREN	4
2	DS2_Tandem_Newsletter_Subscribers	SIGMA	5
3	DS3_Tandem-Survey	BRUNEL	3
4	DS4_End_users_mailing_list	WACREN	3
5	DS5 Project Deliverables	IRD	1

## 3 General principles

### 3.1. Participation in the Pilot on Open Research Data

The TANDEM PROJECT participates in the Pilot on Open Research Data launched by the European Commission along with the Horizon 2020 programme. The consortium strongly believes in the concepts of open science, and in the benefits that the European innovation ecosystem and economy can draw from allowing reusing data at a larger scale. Therefore, all data produced by the project can potentially be published with open access – though this objective will obviously need to be balanced with the other principles described below.

### 3.2. IPR management and Security

Project partners obviously have Intellectual Property Rights (IPR) on their technologies and data, on which their economic sustainability relies. As a legitimate result, the TANDEM PROJECT consortium will have to protect these data and consult the concerned partner(s) before publishing data.

Another effect of IPR management is that – with the data collected through TANDEM PROJECT being of high value – all measures should be taken to prevent them to leak or being hacked. This is another key aspect of TANDEM PROJECT data management. Hence, all data repositories used by the project will include a secure protection of sensitive data.

An holistic security approach will be undertaken to protect the 3 mains pillars of information security: confidentiality, integrity, and availability. The security approach will consist of a methodical assessment of security risks followed by an impact analysis. This analysis will be performed on the personal information and data processed by the proposed system, their flows and any risk associated to their processing.

### 3.3. Personal Data Protection

For some of the activities to be carried out by the project, it may be necessary to collect basic personal data (e.g. full name, contact details, background), even though the project will avoid collecting such data unless deemed necessary.

Such data will be protected in compliance with the EU's Data Protection Directive 95/46/EC<sup>1</sup> aiming at protecting personal data. National legislations applicable to the project will also be strictly followed, such as the Italian Personal Data Protection Code<sup>2</sup>. [The industrial pilot sites will also implement health and safety management standards (BS OHSAS 18001:2007)].

All data collected by the project will be done after giving data subjects full details on the experiments to be conducted, and after obtaining signed informed consent forms.

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<sup>1</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31995L0046&from=en>

<sup>2</sup> <http://www.privacy.it/privacycode-en.html>

## 4 Data Management Plan

### 4.1. DATASET 1:

DS1_Subscribers_WACREN_Collaborative_platform	
<b>Data identification</b>	
Dataset description	This dataset contains the posts and the contact details of all subscribers to the WACREN collaborative platform
Source	The WACREN collaborative platform is available at this URL: <a href="http://community.wacren.net">community.wacren.net</a>
<b>Partners activities and responsibilities</b>	
Partner owner of the data; copyright holder (if applicable)	WACREN
Partner in charge of the data collection	WACREN
Partner in charge of the data analysis	WACREN
Partner in charge of the data storage	WACREN
Related WP(s) and task(s)	WP4, T 4.1
<b>Standards</b>	
Info about metadata (production and storage dates, places) and documentation?	N/A
Standards, format, estimated volume of data	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
<b>Data exploitation and sharing</b>	
Data exploitation (purpose/use of the data analysis)	This dataset is the results of a collaborative work between NREN End Users communities
Data access policy / Dissemination level : confidential (only for members of the Consortium and the Commission Services) or Public	Posts and contact details are available only to the members of the communities registered on the WACREN collaborative platform
Data sharing, re-use, distribution, publication (How?)	None
Embargo periods (if any)	None
Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	Users have control over the visibility of their personal data
<b>Archiving and preservation (including storage and backup)</b>	
Data storage (including backup): where? For how long?	The dataset will be preserved in WACREN infrastructure.

## 4.2. DATASET 2:

DS2_Tandem_Newsletter_Subscribers	
<b>Data identification</b>	
Dataset description	Mailing list containing email addresses and names of all subscribers to the Tandem's newsletter
Source	This dataset is automatically generated when visitors sign up to the newsletter form available on the project website.
<b>Partners activities and responsibilities</b>	
Partner owner of the data; copyright holder (if applicable)	SIGMA
Partner in charge of the data collection	SIGMA
Partner in charge of the data analysis	SIGMA
Partner in charge of the data storage	SIGMA
Related WP(s) and task(s)	WP5, Task 5.1
<b>Standards</b>	
Info about metadata (production and storage dates, places) and documentation?	N/A
Standards, format, estimated volume of data	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
<b>Data exploitation and sharing</b>	
Data exploitation (purpose/use of the data analysis)	The mailing list will be used for disseminating the project newsletter to a targeted audience. An analysis of newsletter subscribers may be performed in order to assess and improve the overall visibility of the project
Data access policy / Dissemination level : confidential (only for members of the Consortium and the Commission Services) or Public	As it implies personal data, the access to the dataset is restricted to TANDEM consortium.
Data sharing, re-use, distribution, publication (How?)	None
Embargo periods (if any)	None
Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	The mailing list contains personal data (names and email addresses of newsletter subscribers). People interested in the project voluntarily register, through the project website, to receive the project newsletter. They can unsubscribe at any time.
<b>Archiving and preservation (including storage and backup)</b>	
Data storage (including backup): where? For how long?	The dataset will be preserved in SIGMA's server.

### 4.3. DATASET 3:

DS3 _Tandem-Survey	
<b>Data identification</b>	
Dataset description	Dataset containing answers of people who have participated in the Tandem Survey
Source	The survey is built using Limesurvey and is hosted at <a href="http://wacren.net/surveys/index.php/survey/index/sid/865334/newtest/Y/lang/en">http://wacren.net/surveys/index.php/survey/index/sid/865334/newtest/Y/lang/en</a>
<b>Partners activities and responsibilities</b>	
Partner owner of the data; copyright holder (if applicable)	BRUNEL
Partner in charge of the data collection	BRUNEL
Partner in charge of the data analysis	BRUNEL
Partner in charge of the data storage	BRUNEL
Related WP(s) and task(s)	WP3, Task 3.2
<b>Standards</b>	
Info about metadata (production and storage dates, places) and documentation?	N/A
Standards, format, estimated volume of data	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
<b>Data exploitation and sharing</b>	
Data exploitation (purpose/use of the data analysis)	This dataset will be used to produce an analytical report on the most important NREN services expected by the End Users (Deliverable 3.2 of the project)
Data access policy / Dissemination level : confidential (only for members of the Consortium and the Commission Services) or Public	As it implies personal data, the access to the dataset is restricted to TANDEM consortium.
Data sharing, re-use, distribution, publication (How?)	None
Embargo periods (if any)	None
Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	The survey specifically asks if the participants are happy to share their details. If so, they indicate this in the survey document and add their details
<b>Archiving and preservation (including storage and backup)</b>	
Data storage (including backup): where? For how long?	The dataset will be preserved in WACREN infrastructure.

#### 4.4. DATASET 4:

DS4_End_users_mailing_list	
<b>Data identification</b>	
Dataset description	This dataset contains the email addresses of all NREN End Users (researchers, students, teachers) known by the TANDEM partners.
Source	Archives of TANDEM partners
<b>Partners activities and responsibilities</b>	
Partner owner of the data; copyright holder (if applicable)	WACREN
Partner in charge of the data collection	WACREN
Partner in charge of the data analysis	WACREN
Partner in charge of the data storage	WACREN
Related WP(s) and task(s)	WP2, Task 2.1
<b>Standards</b>	
Info about metadata (production and storage dates, places) and documentation?	N/A
Standards, format, estimated volume of data	This dataset can be imported from, and exported to a CSV, TXT or Excel file.
<b>Data exploitation and sharing</b>	
Data exploitation (purpose/use of the data analysis)	This dataset is used to disseminate the information about the TANDEM survey
Data access policy / Dissemination level : confidential (only for members of the Consortium and the Commission Services) or Public	As it implies personal data, the access to the dataset is restricted to TANDEM consortium.
Data sharing, re-use, distribution, publication (How?)	None
Embargo periods (if any)	None
Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	
<b>Archiving and preservation (including storage and backup)</b>	
Data storage (including backup): where? For how long?	The dataset will be preserved in WACREN infrastructure.



## 4.5. DATASET 5:

DS5 Project Deliverables	
<b>Data identification</b>	
Dataset description	The deliverables of the project.
Source	Generated by WP leaders.
<b>Partners activities and responsibilities</b>	
Partner owner of the data; copyright holder (if applicable)	IRD
Partner in charge of the data collection	IRD
Partner in charge of the data analysis	IRD
Partner in charge of the data storage	EC
Related WP(s) and task(s)	WP1, Task 1.2
<b>Standards</b>	
Info about metadata (production and storage dates, places) and documentation?	N/A
Standards, format, estimated volume of data	This dataset is a combination of WORD/PDF documents.
<b>Data exploitation and sharing</b>	
Data exploitation (purpose/use of the data analysis)	This dataset presents the outcomes of the project
Data access policy / Dissemination level : confidential (only for members of the Consortium and the Commission Services) or Public	This dataset does not contain confidential information. Therefore, access to the dataset is public (except the financial information).
Data sharing, re-use, distribution, publication (How?)	None
Embargo periods (if any)	None
Personal data protection: are they personal data? If so, have you gained (written) consent from data subjects to collect this information?	The dataset contains personal data: names of people included in the attendee list of the workshops.
<b>Archiving and preservation (including storage and backup)</b>	
Data storage (including backup): where? For how long?	SIGMA tool of the EC

## 5 Timescale

Activities	1st Year												2nd Year											
	MAY 2015	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<b>WP1-Management</b>																								
T1.1 Consortium management																								
T1.2 Administrative and financial management																								
T1.3 Internal Communication, Communication with the EC and Reporting																								
T1.4 EAB																								
<b>WP2- Advocacy</b>																								
T2.1 PODWAG																								
T2.2 Survey on financial and regulatory issues																								
T2.3 Awareness and dialogue workshop																								
<b>WP3- Services</b>																								
T3.1 Awareness raising among end users																								
T3.2 Gathering the end user requirements																								
T3.3 Identifying technical recommendations for future implementation																								
T3.4 WACREN H2020 roadmap																								
<b>WP4 - Community platform</b>																								
T4.1 Community platform																								
T4.2 NREN Community Reinforcement																								
T4.3 PODWAG Community and End User Community Reinforcement																								
<b>WP5- Communication</b>																								
T5.1 Project branding and communication/promotional material																								
T5.2 Project website and social media strategy																								
T5.3 High-Level Conference for a TransAfrican Network																								

## 6 Conclusion

This Data Management Plan provides an overview of the data that TANDEM PROJECT will produce together with related challenges and constraints that need to be taken into consideration.

The analysis contained in this report allows anticipating the procedures and infrastructures to be implemented by TANDEM PROJECT to efficiently manage the data it will produce.

Nearly all project partners will be owners or/and producers of data, which implies specific responsibilities, described in this report.

The TANDEM PROJECT Data Management Plan will put a strong emphasis on the appropriate collection – and publication should the data be published – of metadata, storing all the information necessary for the optimal use and reuse of those datasets.

Specific attention will be given to ensuring that the data made public breaks neither partner IPR rules, nor regulations and good practices related to personal data protection. For this latter point, systematic anonymization of personal data will be made.