

Data Management Plan

The data management plan is a tool to ensure proper use of collected data during the course of the project. The procure2innovate project will collect no research data whatsoever and a very limited amount of personalised data. Therefore the template issued by the European Commission can only be partially addressed.

<p>1. Data summary</p>	<ol style="list-style-type: none"> 1. State the purpose of the data collection/generation <ul style="list-style-type: none"> • Data about organisations related to public procurement and innovation in member states of the European Union will be collected to identify possible candidates for associate partner status 2. Explain the relation to the objectives of the project <ul style="list-style-type: none"> • Knowing the institutional landscape in each member state will allow identifying which country is planning or already has a competence centre for innovative procurement. 3. Specify the types and formats of data generated/collected <ul style="list-style-type: none"> • Free-hand, personalised 4. Specify if existing data is being re-used (if any) <ul style="list-style-type: none"> • none 5. Specify the origin of the data <ul style="list-style-type: none"> • Contacts and knowledge from project partners, EC project officer • Desk research 6. State the expected size of the data (if known) <ul style="list-style-type: none"> • No more than 2 variables, across 28 states 7. Outline the data utility: to whom will it be useful <ul style="list-style-type: none"> • Internally to all partner and associate partners • Other EU-funded projects • European Commission
<p>2. FAIR Data 2.1. Making data findable, including provisions for metadata</p>	<ol style="list-style-type: none"> 8. Outline the discoverability of data (metadata provision) <ul style="list-style-type: none"> • Information about the existence of the data can be provided on the website • The data set can be requested from the coordinator via email 9. Outline the identifiability of data and refer to standard identification mechanism. Do you make use of persistent and unique identifiers such as Digital Object Identifiers? <ul style="list-style-type: none"> • Country names as identifiers • Country codes can easily be added if need be, will enable linkage with OECD, UN and EUROSTAT data 10. Outline naming conventions used <ul style="list-style-type: none"> • Country names as used by United Nations

	<p>11. Outline the approach towards search keyword</p> <ul style="list-style-type: none"> • none <p>12. Outline the approach for clear versioning</p> <ul style="list-style-type: none"> • Only one version will be available by the end of the project <p>13. Specify standards for metadata creation (if any). If there are no standards in your discipline describe what type of metadata will be created and how</p> <ul style="list-style-type: none"> • none
<p>2.2 Making data openly accessible</p>	<p>14. Specify which data will be made openly available? If some data is kept closed provide rationale for doing so</p> <ul style="list-style-type: none"> • none <p>15. Specify how the data will be made available</p> <ul style="list-style-type: none"> • (see question 8) <p>16. Specify what methods or software tools are needed to access the data? Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g. in open source code)?</p> <ul style="list-style-type: none"> • Excel spreadsheet <p>17. Specify where the data and associated metadata, documentation and code are deposited</p> <ul style="list-style-type: none"> • Participant Portal and secure BME server <p>18. Specify how access will be provided in case there are any restrictions</p> <ul style="list-style-type: none"> • n/a
<p>2.3. Making data interoperable</p>	<p>19. Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability.</p> <ul style="list-style-type: none"> • n/a <p>20. Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?</p> <ul style="list-style-type: none"> • Country names as used by United Nations, country codes can easily be added if need be
<p>2.4. Increase data re-use (through clarifying licences)</p>	<p>21. Specify how the data will be licensed to permit the widest reuse possible</p> <ul style="list-style-type: none"> • The data will be openly available to the public (non-commercial use) <p>22. Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed</p> <ul style="list-style-type: none"> • No embargo <p>23. Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If</p>

	<p>the re-use of some data is restricted, explain why</p> <ul style="list-style-type: none"> • Could be used by third parties after the end of the project <p>24. Describe data quality assurance processes</p> <ul style="list-style-type: none"> • Data will be verified by personal contacts in the countries and institutions <p>25. Specify the length of time for which the data will remain re-usable</p> <ul style="list-style-type: none"> • n/a
3. Allocation of resources	<p>26. Estimate the costs for making your data FAIR. Describe how you intend to cover these costs</p> <ul style="list-style-type: none"> • Very little costs are associated because the dataset is minute <p>27. Clearly identify responsibilities for data management in your project</p> <ul style="list-style-type: none"> • BME's Data Protection Officer Kirstin Scheel will be responsible <p>28. Describe costs and potential value of long term preservation</p> <ul style="list-style-type: none"> • As this is a very small dataset storage and management can be done with the regular office tools at BME
4. Data security	<p>29. Address data recovery as well as secure storage and transfer of sensitive data</p> <ul style="list-style-type: none"> • The project uses the EU Participant Portal • Communication within the project consortium happens through Email and telephone • Technical and organisational Measures for data security/safety as well as data recovery are covered by the internal BME compliance system.
5. Ethical aspects	<p>30. To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former</p> <ul style="list-style-type: none"> • n/a
6. Other	<p>31. Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)</p> <ul style="list-style-type: none"> • We rely on the internal BME compliance system