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Data Management Plan



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ERASMUS-EDU-2023-EUR-UNIV Project: 101124314

EXECUTIVE SUMMARY

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Summary	This deliverable presents the Data Management Plan (which is a living document throughout the project lifecycle) for the FilmEU+ project, developed as part of the work carried out in Task T1.3, entitled "Data Management Plan", in the context of WP1 - Project Management and Coordination.

FilmEU+

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TABLE OF CONTENT

1. INTRODUCTION	4
1.1 Purpose and Scope	4
1.2 Structure of the deliverables	8
1.3 Relation to other WPs & Tasks	9
2. METHODOLOGICAL FRAMEWORK FOR DATA MANAGEMENT PLAN (DMP)	9
2.1 Data Management Plan Process	19
2.2 Responsibilities and Decision Making	20
2.3 Data Security and GDPR Compliance	21
2.4 Ethical and Legal Issues	24
3. ARCHIVING DATA AND PRESERVING INFRASTRUCTURE	25
3.1 Microsoft Teams platform	25
3.2 Project website	27
3.3 Data and Document Repositories	28
3.4 Datasets	30
3.5 Limecraft – preservation solution	42
4. DATASETS AND PUBLICATIONS FOR DMP	44
4.1 Project Public Deliverables	45
4.2 Project Software Components	49
4.2.1 Open Source components	49
4.2.2 Closed Source components	51
4.3 Project Research Datasets	52
4.4 Project Publications	54
4.4.1 Scientific Publications	54
4.4.2 Other Publications	57

SUMMARY AND CONCLUSIONS	58
Annex I: AUTHORISATION FORM	60
Annex II: FAIR TEMPLATE	61
Annex III: ADAPTED FAIR TEMPLATE	64

1. INTRODUCTION

1.1 Purpose and Scope

This deliverable presents the Data Management Plan (which may be subject to a revision process, if necessary, throughout the project lifecycle) for the FilmEU+ project, developed as part of the work carried out in Task T1.3, entitled "Data Management Plan", in the context of WP1 - Project Management and Coordination. It serves as a plan for collecting, organising, storing and sharing all the knowledge and data created as part of the project. The data management plan described is formulated on the basis of various contributions, namely: a) the FilmEU+ Description of Action (DoA) document, b) the European Commission's guidelines for data management of Erasmus Plus research projects and c) the contributions of the project consortium members.

The document contains the appropriate methodologies, tools and repositories for data management and dissemination of all available information generated by the FilmEU+ project. Such information includes, but is not limited to, publications issued by the project's consortium members, Open-Source software components along with the generated source code, datasets, anonymous statistics, project deliverables, etc.

Most of this information will be openly accessed and will be compliant to EC's Erasmus Plus guidelines and regulations regarding Open Data.

For this reason, a descriptive template has been formulated, based on the FAIR principles, which should be followed by all datasets during their lifetime and should be updated if there is need.

The publishing repositories should be publicly accessible and offer a secure and reliable environment for data storage. Moreover, they should be as popular as possible on their respective field in order to fulfil FilmEU's dissemination purposes.

Finally, it is important to underline that the current deliverable will be a living document which will be continuously adapted depending on the needs of the project research and development objectives and based on the direct input from members of the consortium.

FilmEU+ is the next stage in the European Universities Alliance for Film and Media Arts consolidation towards the deepening, expansion and intensification of the existing cooperation. The current proposal will advance ongoing cooperation and transformations involving all higher education institutions (HEIs) participating in the Alliance, towards the consolidation of a fully-fledged 'European University of Film and Media Arts'. FilmEU+ builds on the Alliance previous efforts and results, and will continue to test diverse innovative and structural models for implementing and achieving systemic, structural and sustainable cooperation between participant HEIs. FilmEU+ is an association of eight leading HEIs from across the member states and all parts of Europe. The Alliance is led by ULusofona - Lusófona University from Portugal, and includes original consortium members Luca School of Arts in Belgium, IADT - Dún Laoghaire Institute of Art Design and Technology in Ireland and TLU - Tallinn University, in Estonia, that are now joined by new members VŠMU - Academy of Performing Arts, Slovakia, LMTA - The Lithuanian Academy of Music and Theatre, VIA

University College, Denmark, and NATFA - The National Academy for Theatre and Film Arts “Krustyo Sarafov”, from Bulgaria. FilmEU fully represents Europe’s geographical, cultural and linguistic differences, but also the diversity and richness of its European Higher Education Area.

What began as four partners during the design phase will now enlarge into an Alliance of eight partners in order to promote a much stronger, richer and more diverse partnership of eight like-minded institutions. We start from a clear disciplinary focus – namely the film and media arts, and now move to embrace the varied domains that the cultural and creative industries encompass. This embraces everything from film and the performing arts to disciplines that are at the vanguard of technological, scientific and creative knowledge such as XR and AR.

With FilmEU+ we want to consolidate our manifold but complementary programmes in filmic arts and other diverse but related fields across the cultural and creative industries, in order to further advance the positioning of Europe as a cutting-edge global provider of education, research and innovation in these domains. With FilmEU+ we want to fully attain all features of the new framework for cooperation set out in the European Strategy for Universities. This means we will make our European University concrete via its European degrees, joint structures and resources, and research initiatives that are supported and impelled by a legal statute that mutualises our strengths and empowers our institutions and the next generation of talents within the cultural and creative sectors in Europe. With FilmEU+ we foster sustainability, cohesion, entrepreneurship, employment, and, importantly, innovation and creativity as core constituents when shaping the future of Europe. In this context, every action pertaining data (from collection, generation and processing to distribution, storage and preservation) is examined

and determined in the Data Management Plan (DMP) presented in this deliverable.

Due to the institutional aspect and goals of FilmEU+, the management of all the data that will emerge throughout the project's lifecycle is crucial for its success. Protecting confidential or sensitive personal information and complying with the EU General Data Protection Regulation (GDPR), while at the same time contributing to open research and innovation, are some of the issues to be addressed.

FilmEU + project also aims to participate in the Open Research Data Pilot, and as such, it is required to develop an early DMP within the first months of the project. Emphasis should be given on the protection of sensitive data but also on providing a clear description of the access regimes that will apply to collected datasets.

The proposed plan was designed to allow the efficient dissemination of results and the stimulation of research without jeopardizing by not meeting any ethical requirements of the project or decreasing the impact and potential commercial value of FilmEU+'s outputs.

More specifically FilmEU EU+'s DMP aims to:

1. Outline the responsibilities for data protection and sharing within an ethical and legal framework
2. Ensure the protection of the intellectual property created by the project
3. Support open access to the project's research outcomes and scientific publications
4. Support the openness of data related to both the publications and the development processes of the project
5. Define a documentation framework for the annotation of the collected knowledge towards increased discoverability and validation

Although this document attempts to respond to the requirements set out in the Erasmus Plus guidelines, due to the initial implementation phase of the action, it is more accurate to consider it as a preliminary approach that should be regularly updated during the life cycle of the project, whenever significant changes arise (e.g. new data, changes in policies or in the composition of the consortium, etc.), in order to lay the foundations for a final version of the DMP, which must include all the data generated over the course of the 60 months.

1.2 Structure of the deliverables

This document is composed by five sections:

Section 1: This Section (Introduction) which includes the purpose and structure of the document and its relationship with other Work packages and Tasks.

Section 2: We define the Methodological Framework for handling all FilmEU+ data, aligned with all EU guidelines and applying the Horizon

Europe FAIR DMP Template, as is the one more common across the HEIs and has a wide range of covering.

Section 3: We present the infrastructure that will be utilised for data archiving and preservation, allowing data to be findable and re-usable.

Section 4: Definition of all data and data handling procedures expected to arise throughout the FilmEU+ project. Data format, metadata annotations, sharing, storage etc. are examined in this section. The above information is provided in the form suggested by the adapted FAIR template.

Section 5: Summary and conclusions of this document

1.3 Relation to other WPs & Tasks

WP1 serves as a foundational element within the project's work plan, with its primary goal being the oversight of the overall integrity and harmonization of all dissemination endeavours aimed at accomplishing the mentioned objectives. Within this context, WP1 will closely collaborate with all other work packages of the project, working to guarantee that the most current information and knowledge generated throughout the project are appropriately acknowledged and effectively communicated.

2. METHODOLOGICAL FRAMEWORK FOR DATA MANAGEMENT PLAN (DMP)

A Data Management Plan's function is to establish a structure for managing research data that is both generated and obtained throughout the project's duration, as well as following its completion. The areas under scrutiny encompass: the inherent characteristics of the

data in question, the selection of data to be gathered and their intended beneficiaries, the incorporation of metadata to facilitate seamless data retrieval, the implementation of standardization practices, decisions regarding open-access availability of data, the strategies for data storage and long-term preservation, and more.

Aiming to actively be part of the Open Research Data Pilot, the FilmEU + DMP complies with the Erasmus Plus data policy¹ and the Horizon Europe guidelines for making data Findable, Accessible, Interoperable, Re-usable (FAIR). To achieve that, the FAIR template provided by the European Commission² is followed. This template is mainly a set of questions addressing the four principles and other related issues and can be found in its original form in Annex II of this document.

The components included in FAIR are the following:

- Data Summary;
- FAIR Data Principles;
 1. Making data findable, including provisions for metadata;
 2. Making data openly accessible;
 3. Making data interoperable;
 4. Increase data re-use (through clarifying licences);
- Allocation of resources;
- Data Security;
- Ethical Aspects;
- Other Issues Refer to other national/ funder/ sectorial/ departmental procedures for data management that you are using (if any).

¹ <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

² http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

The Data Summary and the FAIR Data Principles will be addressed separately for each dataset that is expected to be generated from the FilmEU+ project, in Section 4. In the adapted template, for the sake of readability, all questions under Data Summary and FAIR Data Principles were codified and transformed in a bullet list. This template will be used for all dataset descriptions. In this early stage, we will not cover any specific point for each dataset to be produced/utilized, as this DMP will be updated during the project, whenever new data or other significant changes emerge.

Allocation of resources for storage and archiving must be foreseen, but they will be detailed in the live updated version of this Deliverable.

By default, Erasmus Plus projects participate in the Open Research Data Pilot, and they must deposit the following data in a research data repository³:

1. All data need to validate the results presented in scientific publications, including the metadata that describe the research data deposited. This is called the “underlying data”. This data must be deposited as soon as possible.
2. Any other data (for instance curated data not directly attributable to a publication, or raw data), including the associated metadata, as specified and within the deadlines laid down in the DMP – that is, according to the individual judgement by each project/grantee.
3. Projects should also provide information via the chosen repository about the tools that are necessary to validate the results, e.g., specialised software or software code, algorithms, and analysis protocols. When possible, they should provide these instruments themselves, or alternatively, provide direct access to them.

In the Guidelines on FAIR Data Management in Erasmus Plus which have been updated to the Erasmus Plus programme, the European Commission states: “Where will the data and associated metadata, documentation and code be deposited? Preference should be given to certified repositories which support open access where possible.”

Researchers, Data managers and other stakeholders can rely on a framework of various international certification standards for digital repositories in order to assess and improve the quality of their work processes and management systems. “Trustworthy Digital Repository” (TDR) is a term often used in this respect.

³ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

Beneficiaries must also provide open access, through the repository, to the bibliographic metadata that identify the deposited publication. The purpose of the bibliographic metadata requirement is to make it easier to find publications and ensure that EU funding is acknowledged. Information on EU funding must therefore be included as part of bibliographic metadata so that Erasmus Plus can be properly monitored, statistics produced, and the programme's impact assessed. To monitor any embargo periods, the publication date and embargo period must be provided. The persistent identifier (for example a Digital Object Identifier) identifies the publication. It enables a link to be provided to an authoritative version of the publication.

Open Access is one of the main principles of Erasmus Plus; by Open Access we mean the provision of free of charge online access to scientific information for any user. The beneficiaries' obligation to granting open access is differentiated between scientific publications and research data, as follows:

- Scientific publication: Publication of academic and research work, most often in the form of an article, research paper and otherwise, in scientific journals or in other forms (e.g. textbook, conference proceedings, etc.).

- Research data: This refers to the recorded factual material commonly accepted in the scientific community as necessary to validate research findings. Examples of research data generated from a project like FILMEU+ could include results of Questionnaires and qualitative data collection via interviews or focus groups, Algorithms, Methodologies, Source Code etc.

All participating projects' beneficiaries are required to ensure open access for their peer-reviewed scientific publications relating to their results, as defined in Annex 5 (Article 17) of the EU Grants - AGA- Annotated Grant Agreement⁴.

There are two routes to open access for scientific publications⁵:

1. Gold open access / open access publishing - the practice of immediately publishing in open access mode (in open access journals or in 'hybrid' journals), shifting the payment of publication costs from readers' subscriptions to author fees. These costs are usually borne by the researcher's university or research institute or the agency funding the research.
2. Green open-access / self-archiving – the practice of depositing of a published article or a final peer-reviewed manuscript in an open-access online repository (by the author or a representative). A 6-12-month embargo period before the data is granted open-access may be considered appropriate by some scientific publishers.

Therefore, the open access to publications process is as follows:

1. Publications are deposited in online repositories.

⁴ EU Grants: AGA — Annotated Grant Agreement: V1.0: available at: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

⁵ http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-Access-data-management/open-Access_en.htm

2. Open access route is selected.
3. Open access is granted to publications.

Note that the steps mentioned above are not strictly successive, but may occur simultaneously, depending on the selected open-access route and a possible embargo period set by the consortium.

Regarding research data for projects participating in the ORD pilot, it is obligatory to ensure open-access to all data needed for result validation⁶. Whether other parts of data will be made open-access, is left to the discretion of the beneficiaries, as they must ensure that the main objective of the project will not be jeopardised by the publicity. Ethical and privacy concerns raised by publication of particular data, as well as protection of Intellectual Property Rights (IPR) are also a great deterrent to granting open access.

Justification for excluding particular parts of data from being open access must be included in the DMP. The open-access research data must be deposited in online repositories, available for access, mining, exploiting, processing and disseminating, free of charge for any user, accompanied by the appropriate information - via the repository - regarding the specific tools and instruments that beneficiaries have at their disposal, considered to be necessary for validating the results. Where possible, these tools or instruments should be provided. The above described procedures are summarised in the following diagram:

⁶ Article 29.3, H2020 Multi-Beneficiary General Model Grant Agreement

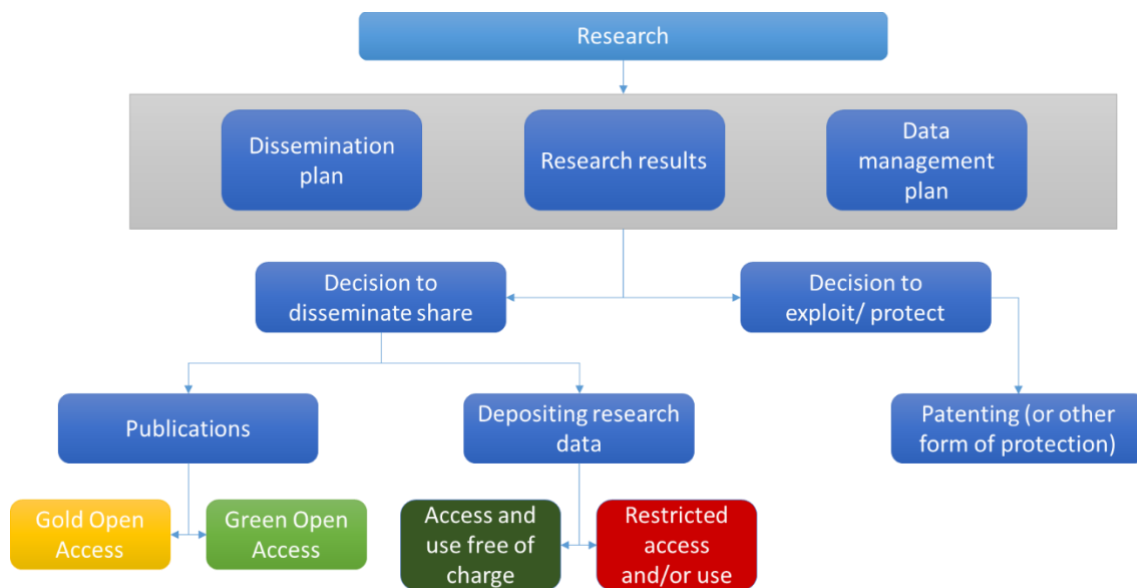


Figure 2.1 Granting Open Access Diagram

Provision for the GDPR⁷, the enacted EU regulation about data, is also included, as described in the GDPR compliance section of the FILMEU+ DMP.

GDPR is a unified regulatory framework that took effect from the 25th May 2018 and is implemented across the European Union. Due to its regulatory nature, it is directly binding and applicable for all EU members and does not require an individual enabling state legislation. Intended to replace the 1995 EU Data Protection Directive⁸ in the light of the growing need for clarifying and safeguarding the “digital rights” of all natural persons in EU, GDPR harmonises the relevant national EU States legislations and opens up the scope to cover even companies without physical presence in the EU.

Organisations acquiring and/or processing data of natural persons are required to adopt more robust data management and security

⁷ General Data Protection Regulation, available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

⁸ Data Protection Directive, OJ 1995 L 281, available at: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:31995L0046>

systems. At the same time GDPR empowers citizens, by enhancing monitoring and control over their own data. As stated⁹:

1. This Regulation lays down rules relating to the protection of natural persons with regard to the processing of personal data and rules relating to the free movement of personal data.
2. This Regulation protects fundamental rights and freedoms of natural persons and in particular their right to the protection of personal data.
3. The free movement of personal data within the Union shall be neither restricted nor prohibited for reasons connected with the protection of natural persons regarding the processing of personal data.

In this regard, in order to cover the above mentioned points (1 and 2), an “Authorisation form” (see annex I) has been created, in which the participants who take part in the project activities give authorisation for the taking of photographs and films, confirming they are willingly agree to be photographed and/or filmed by the FilmEU Audiovisual team.

As mentioned earlier, substantial modifications to data that may arise during the project's progression and Community platform development will be documented through the creation of new versions of the current deliverable.

⁹ Article 1, GDPR

The FilmEU Community Platform is FilmEU core collaboration tool. It functions as a place where we are connecting researchers, teachers, staff, students and partners across borders and disciplines.

There, users can find collaboration opportunities and groups, take part in events, access exclusive articles, widen their networks and develop new collaboration and mobility opportunities either for research or teaching.

Ultimately, a comprehensive depiction of all project data generated and gathered will be presented in the concluding stage of the project, within a Final version of this Deliverable.

Different types of platforms/infrastructures will be developed to systematize and share information, i.e. microsite of FilmEU. Also, the FilmEU Community platform, was tested on June 4th, connecting researchers, teachers, staff, students and partners across borders and disciplines, and will be further developed and new features will be included, and amendments to this DMP will be prepared if new features impacts the way data will be managed.

With the goal of widening network creating collaboration opportunities and groups, e.g. staff and students from the FilmEU Alliance, academics and researchers from diverse disciplines working at other universities, within and especially across research clusters to enable innovation, associated partners, organisations, people from the cultural, creative and technology industries and also global citizens.

These platforms and are still in construction or in constant update, but we already may say that some information will be public and open, while some specific data will be accessed only after the login of the users.

2.1 Data Management Plan Process

The FILMEU+ DMP Process is a set of steps aiming to classify the various datasets according to the analysis presented in the previous section. Each step of the process contains a question requiring a reply. The reply given in each step defines the actual status, and the respective handling, for each dataset generated or acquired during the project. Data storage, preservation and sharing were intentionally not included in the questionnaire, as all the datasets produced and used in the FilmEU + project will be stored, preserved and shared through the selected platforms (section 3), and thus, these aspects of data management are common for all datasets.

For the FilmEU + project, the following questions were selected to classify the datasets:

Table 2.1 The Data Management Process approach for each dataset.

Issues to be addressed for dataset	Positive Answer (yes)	Negative Answer (no)
Needed for result validation?	Public	Private
Produces added value to third parties?	Public	Private
Can the created data - which may be derived from third-party data - be shared?	Public	Private
Contains personal data as referred to in GDPR - Article 4?	Private	Public

Contains data back traceable to private individuals?	Private	Public
Contains data that could be used in activities raising ethical issues or constitute a danger to the society?	Private	Public
Contains sensitive data or a security threat for one or more partners of the project (e.g. confidential information)?	Private	Public
Either a Licence restriction or an embargo is applied?	Private	Public
Contains data jeopardising a project patent?	Private	Public

2.2 Responsibilities and Decision Making

Each participating organization within the FilmEU + project retains exclusive responsibility for their individual data, encompassing the data they generate and upload. These data remain inaccessible to other entities or individuals without prior authorization. The determination of which data to retain, the way they are processed, and the decisions regarding granting access and defining conditions all lie within the purview of each respective organization. Given that the collection of predominantly personal data in FilmEU + aligns with the data collection in the day-to-day activities of the pilot organizations, the accountability cannot and should not be transferred to external parties.

Within this context, the entire consortium will be granted permission to access aggregated and anonymized data sourced from the repositories of the pilot partners, strictly for research and dissemination endeavours. The data that can be utilized, the nature and extent of anonymization and aggregation methodologies employed, all necessitate endorsement from the data-contributing organizations. The ultimate endorsement for disseminating the aggregated and anonymized data derived from the pilot operation of the platform, along with its permissible applications, will be provided by the Data Manager and the Technical Manager of the project.

2.3 Data Security and GDPR Compliance

In FilmEU + we do not foresee to acquire sensitive personal data, with the notable exception of personal data that will be collected as part of foreseen activities (academic community data, interviews, co-creative activities, focus groups, workshops, etc.). In all cases, collection will be limited to name, position, organisation and professional contact details. Such collected personal data will be held in the country of the lead consortium partner, in accordance with the national and the European legislation on data protection.

FilmEU + will also deal with secondary literature, databases, and studies obtained from literature, studies, databases, and existing reports. This data will mainly consist of market figures, text documents, tables, images, audiovisual registrations, digital metadata and will be used respecting and quoting the original source. Some of this data might not be publicly available, i.e, confidential (however it is not considered personal data) and in such cases the data will be protected according to the process defined in this document.

Data might be made available after anonymization where required and appropriate. Before publishing data sets, even after anonymization, clearance must be issued by the data owners (local bodies, or other stakeholders). For this purpose, a fully “informed consent form” is already produced and will be distributed to each stakeholder involved in the action, complemented by the “project information sheet” describing the purpose of the project and “the terms and conditions for participation”. When necessary, the document will be provided in the country language. Only in this case, data will be published using an open platform. Restricted data will not be published online and will not be made available to the public.

In a subsequent revision of this deliverable, the data subjects and the GDPR framework will be presented. In that revised deliverable an analytical description of how the FilmEU+ project implements the GDPR regulations will be included, along with the data subjects involved in any data gathering activities (interviews, etc), the types and sources of data that will be collected and processed, the data controllers, the data processors, the processing activities of the personal data that might take place in the FilmEU+ platform.

According to Article 4 of the EU GDPR, the Data Controller, the Data Processor and the Data Recipient are defined as follows:

Controller: “the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data”.

Processor: “a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller”.

Recipient: “a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not”.

On this basis, we may note that it is intended that the 9 partners of the consortium agreement each take equal responsibility as the Data Controller for the data generated. This means that each partner decides ‘why’ and ‘how’ the personal data should be processed, so that each institution must determine the purposes and means of processing the generated data in the context of this project.

According to Article 37 GDPR - Designation of the data protection officer, it is important to point out that:

1. The controller and the processor shall designate a data protection officer in any case where:

(a) the processing is carried out by a public authority or body, except for courts acting in their judicial capacity;

(b) the core activities of the controller or the processor consist of processing operations which, by virtue of their nature, their scope and/or their purposes, require regular and systematic monitoring of data subjects on a large scale;

Or

c) the core activities of the controller or the processor consist of processing on a large scale of special categories of data pursuant to Article 9 or personal data relating to criminal convictions and offences referred to in Article 10.

And

- 2.** A group of undertakings may appoint a single data protection officer provided that a data protection officer is easily accessible from each establishment.

Regarding the designation of DPO, we may say that is already determined, having each beneficiary its own Data Protection Officer. We can list them as follow:

COFAC - Lusófona	Diogo Mateus	provedor.aluno@ulusofona.pt ; dmateus@ulusofona.pt
VIA University College	Kristian Hohwü Nielsen	kh@via.dk
NATFA	Momchil Kirov	momchil.kirov@FilmEU.eu
LMTA	Agnė Braziulienė	agne.braziuliene@lmta.lt
IADT	Bernard Mullarkey	Bernard.Mullarkey@iadt.ie
LUCA	Vincent Himpe	vincent.himpe@luca-arts.be
TLU	Andres Kõnno	akonno@tlu.ee
VSMU	Viktor Vaculčík	Viktor.vaculcik@vsmu.sk
FILMEU ASSOC	Veerle Van der Sluys	veerle.vandersluys@FilmEU.eu

It is also crucial to clarify that the process of changing the responsible for the data protection should be done by email, using the following email: info@filmeu.eu.

2.4 Ethical and Legal Issues

The FilmEU+ project will not acquire or process highly sensitive information (if during the project we believe that this statement is no longer valid we will update it during subsequent reviews of this document and we will update accordingly).

3. ARCHIVING DATA AND PRESERVING INFRASTRUCTURE

Brief descriptions of the platforms and repositories chosen for the FilmEU+ data storage and dissemination are included in the following section. An outline of their structure and functionalities regarding open access, storage, backup and charging policy is drawn and justifies their selection, as all of them fulfil the requirements elicited from the FAIR data principles and ORD pilot.

3.1 Microsoft Teams platform

Microsoft Teams stands as a pinnacle of collaborative efficiency within the Microsoft ecosystem, offering a sophisticated Enterprise Content Management (ECM) platform that seamlessly integrates with the suite of Microsoft tools. Teams serves as a versatile hub for team collaboration, enabling the fluid creation, sharing, and management of content across dynamic groups of users. Its innovative features foster a cohesive environment for effective teamwork, all within a single, user-friendly interface.

By leveraging Microsoft Teams, organizations can streamline their content management processes with remarkable ease. This comprehensive platform simplifies and accelerates the capture, sharing, and retrieval of information, rendering it an indispensable tool

for diverse teams working in tandem, irrespective of geographical barriers. The result is enhanced productivity, reduced dependency on traditional communication channels, and a more streamlined workflow.

Within Teams, users can harness a plethora of powerful features that transcend traditional content management paradigms. Document locking ensures data integrity during collaborative editing, safeguarding against conflicting changes. Real-time online previews and editing capabilities empower team members to collaborate seamlessly on documents without the hassle of version control discrepancies. This synergy-driven environment eliminates the need for extensive email exchanges and attachments, mitigating network congestion and email clutter.

Microsoft Teams operates as a core facet of the broader Microsoft ecosystem, meaning it seamlessly integrates with other tools, such as OneDrive and SharePoint, further enhancing content accessibility and management. It's within this unified ecosystem that Teams becomes an invaluable asset, supporting the entire content lifecycle, from creation to storage to retrieval.

In the context of our project, Microsoft Teams takes on a pivotal role. Acting as our central document repository, it provides a structured environment for collaboration among project consortium members. All facets of project documentation, ranging from initial drafts of deliverables to meeting materials (including agendas, notes, presentations, demos, and minutes), find their place within Teams. It becomes a knowledge centre, facilitating the gathering of insights and inputs from each partner.

To ensure security and controlled access, entry into the Teams environment requires authorized credentials. This approach guarantees that the platform remains exclusive to members of our project consortium. In specific cases, access might be extended to external entities in line with EC guidelines, further underscoring the platform's versatility and adaptability to various collaboration scenarios.

In summary, Microsoft Teams transcends traditional content management by offering a holistic, integrated, and agile solution for collaborative work. Its integration with Microsoft's suite of tools, extensive feature set, and accessibility through secure credentials make it a cornerstone for effective content management within our project and beyond.

The platform is hosted by Lusófona, and offers a plethora of features such as document locking, online preview and editing and version control. FilmEU+ partners use Teams as the main document repository of all the files exchanged within the consortium, including intermediate versions of the deliverables, meetings' material (agenda, notes, presentations, demos, minutes, etc.) and any other documents used for gathering inputs from the project's partners. Credentials are needed to access any of the Teams material, as the platform usage is restricted only to the FILMEU+ consortium and to the EC (if access is required).

3.2 Project website

The FilmEU+ website can be considered as the main online public information point of the project and can be found under this web address: www.filmeu.eu

The website holds some static text information, such as the brief presentation of the concept and goals of the project, and the proposed

approach, while it also offers some dynamic textual data such as the communication of events, news and blog posts.

The website of the project is naturally a work in progress and it will be modified frequently over the course of the project. There will be a dedicated section (Published Materials) for all public data concerning the project and its progress. This section will hold the relative documents (deliverables, research publications, press releases, software documentation, etc.) using the portable document format (PDF), as well as the Office Open XML format for some cases for ease of re-use (e.g. for a press release). In case a file is deposited on a social media or data repository platform, a link to the respective source will be provided, enriched with simple metadata information like the title, a short description and the type of the document.

All public information on the FilmEU+ website is available with no restrictions and can be accessed by any visitor with no need to create an account or give any personal data. This information and all webpage-related data is backed on a regular basis.

3.3 Data and Document Repositories

Two services will be used for archiving project data and documents, Zenodo and ResearchGate, which are presented below.

a. Zenodo

Following the EC recommendation, FilmEU+ is going to use the Zenodo platform as a data and document repository. Zenodo is a free, open research data repository created by OpenAIRE¹⁰ and CERN¹¹ that

¹⁰ <https://www.openaire.eu>

¹¹ <https://home.cern>

launched its services in 2013. It is compliant with the open data requirements of Erasmus Plus, the EU Research and Innovation funding programme and the Open Access policies of the European Union.

The platform not only supports the publication of scientific papers or white papers in all scientific disciplines, but also the publication of any structured research data (e.g. using XML format) and the collaboration with open source code repositories such as GitHub. All uploaded data and documentation are structured using metadata, licensed under CC license (Creative Commons 'No Rights Reserved'). An important parameter to note is that the property rights or ownership of a data asset do not change by uploading it to Zenodo.

As far as security and availability is concerned, Zenodo guarantees both. All data files are stored in CERN Data Centres, primarily in Geneva, with replicas in Budapest. Data files and metadata are backed up on a nightly basis. Files are regularly checked against their checksums (using MD5 algorithm) to assure that file content remains constant. In case of closure of the repository, Zenodo ensures that all content can be easily integrated into other suitable repositories without this affecting citations and links.

Regarding the FilmEU+ data management, all public results generated or collected during the project will be uploaded to Zenodo for open access, long-term storage and dissemination, including public deliverables, software documentation, research papers, presentations, and datasets. At the end of the project, the option of using an institutional research data repository to further disseminate the project outcomes will be considered.

b. ResearchGate

Along with the establishment of Zenodo as the primary data and document repository, FILMEU+ will create a ResearchGate project profile to further promote the dissemination of scientific publications. ResearchGate, launched in 2008, is a networking site for scientists and researchers, free to join, with more than 3 million users. Sharing publications, connecting with colleagues, asking or answering questions and finding collaborations from around the world are only some of the services the platform has to offer. A ResearchGate project is actually a dedicated place of research results related to a common cause that other researchers can opt to follow, interact and stay in touch with its progress.

In this public area, FilmEU+ partners will upload their research publications, fill-in the necessary metadata and try to respond to any questions coming from the community.

Both the aforementioned tools hereby defined will act as the platforms for accessing FILMEU+ project public results and can be found by following the respective links:

Zenodo Link:

https://zenodo.org/communities/filmeu_rit/records?q=&l=list&p=1&s=10&sort=newest

ResearchGate Link: [N/A yet](#)

3.4 Datasets

For all datasets that are generated, accessed or processed within each and every function/process /module of the project we will follow the guidelines proposed by Science Europe's "Core Requirements for Data

Management Plans” and an adaption of the NWO’s (Dutch Research Council) Form Data Management Plan and will fill the below table. It is to be noticed that some of the answers required to provide for each of the datasets to be generated are already explained in detail in previous sections (for instance the usage of Zenodo and Research Gate as repositories of Data and Publications). In the following revisions to this deliverable, the table below will be filled for each individual dataset to be used in the project (in some cases we might aggregate several datasets, since the answers will be applicable to all equally).

Table 3.1 Generated / Accessed / Processed datasets

1 What data will be collected or produced, and what existing data will be re-used?		
1.1	Which existing data you will re-use and under which terms of use.	Explain which existing data you will re-use and state any constraints on re-use of existing data if there are any.
1.2	If new data will be produced: describe the data you expect your research will generate and the format and volumes to be collected or produced.	Explain which methodologies or software will be used if new data are collected or produced. Give details on the kind of data: for example numeric (databases, spreadsheets), textual (documents), image, audio, video, and/or mixed media.

		<p>Give details on the data format: the way in which the data is encoded for storage, often reflected by the filename extension (for example pdf, xls, doc, txt, or rdf).</p> <p>Justify the use of certain formats. For example, decisions may be based on staff expertise within the host organisation, a preference for open formats, standards accepted by data repositories, widespread usage within the research community, or on the software or equipment that will be used</p> <p>Give preference to open and standard formats as they facilitate sharing and long-term re-use of data. Several repositories provide lists of such 'preferred formats' .</p>
1.3	How much data storage will your project require in total?	<input type="checkbox"/> 0 – 10 GB <input type="checkbox"/> 10 – 100 GB <input type="checkbox"/> 100 – 1000 GB <input type="checkbox"/> >1000 GB
2 What metadata and documentation will accompany the data?		
2.1	Indicate what documentation will accompany the data.	<p>Consider what other documentation is needed to enable re-use. This may include information on the methodology used to collect the data, analytical and procedural</p>

		<p>information, definitions of variables, units of measurement, and so on.</p> <p>Consider how this information will be captured and where it will be recorded, for example in a database with links to each item, a 'readme' text file, file headers, code books, or lab notebooks.</p> <p>Indicate how the data will be organised during the project, mentioning for example conventions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use.</p>
2.2	Indicate which metadata will be provided to help others identify and discover the data.	<p>To be findable, accessible, interoperable and reusable, data must be accompanied with descriptive information in the form of metadata.</p> <ul style="list-style-type: none"> - Where these are in place, researchers are advised to use community metadata standards. The Research Data Alliance maintains a Directory of Metadata Standards https://rd-alliance.github.io/metadata-directory/ Depositing data in a certified

		<p>or trustworthy repository will typically involve providing information about the data according to a metadata standard scheme (typically Dublin Core or DataCite Metadata Schema). If this is the case for the data described in this plan, that can be specified here.</p>
3 How will data and metadata be stored and backed up during the research?		
3.1	Describe where the data and metadata will be stored and backed up during the project.	<input type="checkbox"/> Institution networked research storage <input type="checkbox"/> Other (please specify)
	Explanation:	<p>Give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of your home institution. Storing data on laptops, stand-alone hard drives, or external storage devices such as USB sticks is not recommended.</p> <p>Some research institutions have networked research drives, which offer ample storage space and data security for most purposes. Please specify if you make use of other storage solutions for storage and backup of research data during the</p>

		project, in addition to or instead of the institutional research drive.
3.2	How will data security and protection of sensitive data be taken care of during the research?	<input type="checkbox"/> Not applicable (no sensitive data) <input type="checkbox"/> Default security measures of the institution networked research storage <input type="checkbox"/> Additional security measures (please specify)
	Explanation:	<p>Consider data protection, particularly if your data is sensitive – for example, containing personal data, politically sensitive information or information relating to religion and health, trade secrets or national security information. Describe the main risks and how these will be managed.</p> <p>Explain how the data will be recovered in the event of an incident.</p> <p>Explain who will have access to the data during the research and how access to data is controlled, especially in collaborative Partnerships.</p> <p>Explain which institutional data protection policies are in place.</p>

4 How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?

4.1	Will you process and/or store personal data during your project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If yes, how will compliance with legislation and (institutional) regulation on personal data be ensured?</p>	<p>If yes, seek advice from specialised support staff (DPO or equivalent) at your institution.</p> <p>Ensure that when dealing with personal data data protection laws (for example GDPR) are complied with:</p> <ul style="list-style-type: none"> - Gain informed consent for preservation and/or sharing of personal data. - Consider anonymisation of personal data for preservation and/or sharing (truly anonymous data are no longer considered personal data). - Consider pseudonymisation of personal data (the main difference with anonymisation is that pseudonymisation is reversible). - Consider encryption which is seen as a special case of pseudonymisation (the encryption key must be stored

		<p>separately from the data, for instance by a trusted third party).</p> <ul style="list-style-type: none"> - Explain whether there is a managed access procedure in place for authorised users of personal data.
4.2	How will ownership of the data and intellectual property rights to the data be managed?	<p>Explain who will be the owner of the data, meaning who will have the rights to control access.</p> <p>Make sure to cover these matters of rights to control access to data for multi-partner projects and multiple data owners in the consortium agreement.</p> <p>Indicate whether intellectual property rights (for example Database Directive, sui generis rights) are affected. If so, explain which and how will they be dealt with.</p> <p>Indicate whether there are any restrictions on the re-use of third-party data.</p>
5 How and when will data be shared and preserved for the long term?		
5.1	How will data be selected for long-term preservation?	<p><input type="checkbox"/> All data resulting from the project will be preserved for at least ____years (for example 10 years)</p> <p><input type="checkbox"/> Other (please specify)</p>

	Explanation:	Indicate what data must be retained or destroyed for contractual, legal, or regulatory purposes. Indicate how it will be decided what data to keep. Describe the data to be preserved long-term.
5.2	What data will be made available for re-use?	<input type="checkbox"/> All data resulting from the project will be made available <input type="checkbox"/> Other (please specify)
	Explanation	<p>Indicate what data will be made available for re-use. This selection may differ from the data that is preserved, when the data are so large that it is unfeasible to deposit the data in a repository in its entirety, or if there are reasons that prohibit making data available for re-use. If there are any restrictions on the re-use of the data, or if it is necessary to restrict access to certain parts of the data or to apply a data sharing agreement, explain how and why. Explain what actions will be taken to overcome or to minimize restrictions</p> <p>As much as possible, research data should be made publicly available for re-use. As a minimum the data underpinning</p>

		<p>research papers should be made available to other researchers at the time of the article's publication, unless there are valid reasons not to do so. The guiding principle here is 'as open as possible, as closed as necessary.' Due consideration is given to aspects such as privacy, public security, ethical limitations, property rights and commercial interests.</p>
5.3	When will the data be available for re-use, and for how long will the data be available?	<p><input type="checkbox"/> Data available as soon as archived in repository</p> <p><input type="checkbox"/> Data available as soon as article is published</p> <p><input type="checkbox"/> Data available upon completion of the project</p> <p><input type="checkbox"/> Data available after completion of project (with embargo)</p>
	Explanation	<p>Explain when the data will be made available. Indicate the expected timely release. Explain the reason and duration of any embargo periods. Explain whether exclusive use of the data will be claimed and if so, why and for how long. Indicate whether data sharing will be postponed or restricted for example to publish, protect intellectual property, or seek patents. As a</p>

		minimum, the data underpinning research papers should be made available to other researchers at the time of the article's publication, unless there are valid reasons not to do so.
5.4	In which repository will the data be archived and made available for re-use, and under which license?	<ul style="list-style-type: none"> - Indicate where the data will be deposited and made available for re-use. Repository Finder can help you find an appropriate repository to deposit your research data. - Indicate whether a persistent identifier will be pursued. Typically, a trustworthy, long-term repository will provide a persistent identifier. - Indicate under which license the data may be re-used. Check the commonly used Creative Commons licenses. - Indicate whether the repository is certified. In case no such repositories can be found or are suitable, FCT (the national public agency that supports research and science in Portugal) advises adherence to the following minimum selection criteria: provision of persistent and unique identifiers; use of metadata standards that are broadly accepted by the scientific community;

		<p>provision of information that is publicly available; enabling access to data under well-specified conditions and following open and standard access protocols; provision of information about licenses and permissions; ensuring persistence of data and metadata.</p>
5.5	Describe your strategy for publishing the analysis software that will be generated in this project.	<p>Indicate whether potential users need specific tools or software (e.g. specific scripts, codes or algorithms developed during the project) to access, interpret and (re-)use the data.</p> <p>Indicate how these items will be made available. Consider the sustainability of software needed for accessing and interpreting the data. Check the Five Recommendations for FAIR Software.</p>
6 Data management responsibilities and resources		
6.1	Who (for example role, position, and institution) will be responsible for data management?	<p>Outline the roles and responsibilities for data management/stewardship activities for example data capture, metadata production, data quality, storage and backup, data archiving, and data sharing.</p>

		<p>For collaborative projects, explain the coordination of data management responsibilities across partners.</p> <p>Indicate who is responsible for implementing the DMP, and for ensuring it is reviewed and, if necessary, revised.</p> <p>Consider regular updates of the DMP</p>
6.2	<p>What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?</p>	<p>Explain how the necessary resources (for example time) to prepare the data for sharing/preservation (data curation) have been costed in. Consider and justify any resources needed to deliver the data.</p> <p>These may include storage costs, hardware, staff time, costs of preparing data for deposit, and repository charges.</p> <p>Indicate whether additional resources will be needed to prepare data for deposit or to cover any charges from data repositories. If yes, explain how much is needed and how such costs will be covered.</p>

3.5 Limecraft – preservation solution

Due to the challenges faced in harmonising metadata and storage procedures across the Alliance, as envisaged in the Grant Agreement, a FilmEU CLOUD solution is currently being tested and trialled with all partner institutions. This has been a long process that has seen the full

commitment of Limecraft NV to establish a suitable contract that guarantees the needs of the alliance.

- FilmEU Hub Scope

- Media Asset Management (MAM) solution

A shared media management layer that will manage this storage and provide the Alliance with media asset and metadata management services that is browser based and accessible in multiple locations. It should be integrated with a powerful collaborative and decentralized, media ingest, management and transcoding framework that will help generate smart metadata in a way that is student and teaching friendly. The following metadata processes must be included:

- Metadata from the camera files should be taken in as part of the ingest & transcoding.
- Link to any additional metadata that is created on location by the DIT or other production processes.
- Metadata should be editable and flexible.
- It must be possible to add additional metadata and markers to video files.
- All metadata must carry through to Premier Pro/Avid/Final Cut/Da Vinci Resolve/Pro Tools.
- It would be an advantage if file structures created in the MAM could be imported into Premier Pro/Avid/Final Cut/Da Vinci Resolve/Pro Tools.

- AI transcripts generated for content in the languages of the host countries and all core EU languages would be an advantage but not mandatory. (This feature should also create subtitles on final films).

- Deep archive solution

We would like a proposal and quotation for an integrated backup solution that would be accessed by the same media asset management software and includes a flexible and searchable backup solution. This solution should act as a media archive. The archive should be available in each school locally and be part of the new infrastructure. How we will use this solution FilmEU Hub will be the collaborative tool that each school will use to manage all audio-visual content created under the FilmEU banner. Content created locally will also use this system. It is primarily an ingest, transcoding and media asset management tool that supports audio visual production and postproduction. Students and staff need to be able to use it to do all these tasks.

4. DATASETS AND PUBLICATIONS FOR DMP

All data anticipated to be generated during the lifespan of FilmEU+ project are presented in this section. They are divided into four categories: public deliverables, software components (open and closed source), research datasets and publications.

The adapted FAIR Template (available in Annex III), will be used to describe every category in general as well as every individual dataset that will be generated in the course of the project.

Guidelines for deciding on the points made in the context of this template are provided through FAIR itself and its four principles pertaining research data, meaning that eventually data should be made easily Findable, Accessible, Interoperable and Re-usable.

4.1 Project Public Deliverables

The public deliverables of the FilmEU + project are presented in the following Table:

Table 4.1 FilmEU + Public Deliverables

Deliverables			
Work Package No	Deliverable Related No	Deliverable Name	Due Date
WP1	D1.1	Data Management Plan	30 Apr 2024
WP2	D2.3	Cultural Intelligence training programme Pedagogic contents of the workshop	31 Dec 2025
WP2	D2.4	FilmEU European University Statutes	31 Oct 2027
WP3	D3.2	FilmEU Offices	31 Oct 2025
WP3	D3.3	ENGAGE package	31 Dec 2026
WP3	D3.4	Documentary 'Making up FilmEU'	30 Sep 2027
WP4	D4.2	FilmEU HUB	31 Dec 2025
WP4	D4.4	Campus Concept	31 Oct 2027

WP4	D4.6	ESC and ESI pilots	31 Oct 2026
WP5	D5.4	FilmEU EDI workplan	31 Oct 2027
WP6	D6.3	FilmEU graduate catalogue	31 Oct 2026
WP7	D7.4	Cognitio Toolkit and Agenda	30 Sep 2027
WP7	D7.5	Report on FIHUB	31 Oct 2025
WP8	D8.2	FilmEU without borders Plan	30 Jun 2024
WP8	D8.4	Report on Imagination Centre	31 Dec 2024
WP8	D8.5	Report on Imagination Centre launch	31 Oct 2026
WP9	D9.1	Website	31 Dec 2023
WP9	D9.2	Branding style	31 Dec 2023

The FAIR template has been modified, in line with the FAIR data principles, so as to accommodate the required details for all the public deliverables. Resulting is the following table, which contains a general description of the FilmEU+ Public Deliverables, addressing all relevant issues indicated originally. Management of all deliverables will be implemented using this table.

Table 4.2 Description of FILMEU+ Public Deliverables

1. Public deliverable summary	
Purpose	The purpose of the public deliverable

Relation to the objectives of the project	Relation of the public deliverable to the project objectives
Types/Formats	All public deliverables are (or are accompanied by) reports in the cross-platform portable document format (PDF).
Re-use of any existing data	Source of re-used datasets, IRP issues etc.
Origin	How the included data was generated (or mention source, if collected)
Size	Size of the public deliverable
Utility for others	To whom and how the deliverable will be useful.
2. FAIR Data	
2.1. Making public deliverables findable, including provisions for metadata	
Metadata provision	Metadata is added manually and includes name, author, all consortium partner organisations, relevant keywords
Metadata standards	No specific metadata standard used
Unique identifier	The public deliverables are assigned URLs by upload on the official FILMEU+ website
Naming conventions	<ul style="list-style-type: none"> Naming convention used: FILMEU+ _[Deliverable Code]-[Deliverable Title]-vA.BB. Version numbering convention used: vA.BB, where A is a major version of the deliverable (Submission to European Commission) and BB is minor version of the deliverable for updates during the preparation phase.
Search keywords	Metadata keywords serve as search keywords

Version control	All changes reported in the document history section.
2.2 Making public deliverables openly Accessible	
Classification	Confidentiality level: PU (public)
Sharing and access regimes	Before submission: available only to consortium partners through the Teams platform After submission: publicly available through the official FILMEU+ website
Needed method/software	No special software needed for the PDF format
Repository	Teams platform and FilmEU+ official website
Access authorisation	Before submission: Access only to authorised consortium partners After submission: upload on the website, no authorisation needed
2.3. Making public deliverables interoperable	
Data/metadata vocabularies and other I/O standards	<ul style="list-style-type: none"> - DDI standard - Dublin Core Metadata Initiative - ELM
Mapping to common ontologies	-
2.4. Increase re-use of public deliverables (through clarifying licences)	
Licence	No licence needed
Re-use availability schedule	After submission: immediately granted free open Access for mining, exploiting, processing and disseminating

Re-use by third parties	After submission: Accessible and re-usable from third-parties. No access and time limitations apply
Quality assurance	Internal quality audit control by the Quality Manager and two assigned reviewers (consortium partners)
Availability period	No time limitation scheduled after the end of the project

4.2 Project Software Components

4.2.1 Open Source components

The open source components of the FilmEU+ and the involved partners will be listed under this section (in subsequent revisions of this deliverable) according to the following table

Table 4.3 Open Source components

Component name	Involved Partners

The relevant FAIR analysis of the software components are provided in the following tables (one table per component shall be used).

Table 4.4 FilmEU + Module NAME

1. Open component summary	
Purpose	
Relation to the objectives of the project	
Types/Formats	
Re-use of any existing data	
Origin	
Size	
Utility for others	
2. FAIR Data	
2.1. Making component findable, including provisions for metadata	
Metadata provision	
Metadata standards	
Unique identifier	
Naming conventions	
Search keywords	
Version control	
2.2 Making component openly Accessible	
Classification	
Sharing and access regimes	

Needed method/software	
Repository	
Access authorisation	
2.3. Making component interoperable	
Data/metadata vocabularies and other I/O standards	
Mapping to common ontologies	
2.4. Increase re-use of component (through clarifying licences)	
Licence	
Re-use availability schedule	
Re-use by third parties	
Quality assurance	
Availability period	

4.2.2 Closed Source components

The following components are considered closed source due to the fact that they either store private and sensitive data (database) or they are implemented under proprietary software licence.

The closed source components of the FilmEU+ and the involved partners will be listed under this section (in subsequent revisions 1 of this deliverable) according to the following table:

Table 4.5 Close Source components

Component name	Involved Partners

The relevant FAIR analysis of the software components are exactly the same as the ones provided for the open source components

4.3 Project Research Datasets

As mentioned previously, some existing datasets will be used during FilmEU+ activities and a new dataset will be generated (after validated with regards to possible inconsistencies, cleaned and interlinked to form an integrated data repository base) augmented with data obtained from interviews with relevant stakeholders.

In this chapter, these data sets will be reported as they become available using the relevant FAIR analysis table. This tables are an extension to the tables presented in section 3.1 (table 3.1) and will be provided in subsequent revisions 3 of this deliverable.

Table 4.6 Name of Research Data set

1. Data summary	
Purpose	
Relation to the objectives of the project	
Types/Formats	
Re-use of any existing data	
Origin	
Size	
Utility for others	
2. FAIR Data	
2.1. Making data findable, including provisions for metadata	
Metadata provision	
Metadata standards	
Unique identifier	
Naming conventions	
Search keywords	
Version control	
2.2 Making data openly Accessible	
Classification	
Sharing and access regimes	
Needed method/software	
Repository	

Access authorisation	
2.3. Making data interoperable	
Data/metadata vocabularies and other I/O standards	
Mapping to common ontologies	
2.4. Increase data re-use (through clarifying licences)	
Licence	
Re-use availability schedule	
Re-use by third parties	
Quality assurance	
Availability period	

4.4 Project Publications

4.4.1 Scientific Publications

Along with the dissemination of project deliverables and datasets, we are considering as part of the DMP, further dissemination of project Scientific Publications.

Each publication will be added here using the following structure:

- **Publication reference and name**
- **Publication abstract**

In addition, for each publication the following table will be filled (in accordance to the adapted FAIR template)

Table 4.7 Title of Publication

1. Data summary	
Purpose	
Relation to the objectives of the project	
Types/Formats	
Re-use of any existing data	
Origin	
Size	
Utility for others	
2. FAIR Data	
2.1. Making data findable, including provisions for metadata	
Metadata provision	
Metadata standards	
Unique identifier	
Naming conventions	
Search keywords	
Version control	

2.2 Making data openly Accessible	
Classification	
Sharing and Access regimes	
Needed method/software	
Repository	
Access authorisation	
2.3. Making data interoperable	
Data/metadata vocabularies and other I/O standards	
Mapping to common ontologies	
2.4. Increase data re-use (through clarifying licences)	
Licence	
Re-use availability schedule	
Re-use by third parties	
Quality assurance	
Availability period	

4.4.2 Other Publications

Other publications refer to any published material created by the consortium members during the project's lifetime that do not fall under the academic research field. Such publications may include press releases, presentations, software documentation, or produced multimedia for dissemination purposes.

All this material will be available at the FilmEU+ website, either in their original form or as a link to a related social media/data repository platform (e.g. YouTube or Zenodo link) or as embedded multimedia frame (e.g. embedded radio interview). Their metadata should be available on the source.

When such material is created, special attention should be given on providing references on the various sources used. In case a source is not publicly available, consent should be required.

Publications from third parties that refer to FilmEU+ (e.g. a special article on a blog post or an extensive tv reportage on the FilmEU+ approach), or are in any other way related to FilmEU+, should go through the project's Coordinator and the Dissemination leader for approval and will be also kept in a dedicated section of the FilmEU+ website as a reference.

SUMMARY AND CONCLUSIONS

The current deliverable aims to provide the framework for defining the FilmEU+ Data Management Plan (DMP). It outlines the core principles and regulations that the DMP adheres to, alongside the methodology that has emerged from these principles. In accordance with European Union guidelines for open access to scientific research and the principles of FAIR Data Management, we have consistently employed the adapted FAIR Data template to present all anticipated data. These data have been categorized into four primary groups: public deliverables, software components, research datasets, and publications. We have also detailed the dedicated storage solutions for these data, along with the specific attributes that render them suitable choices.

Given the evolving landscape of EU data protection regulations, particular emphasis has been placed on identifying the roles stipulated by the General Data Protection Regulation (GDPR), including controllers, processors, and recipients. This identification is pivotal in clarifying the distribution of data protection responsibilities, even within the consortium partners. To address the acquisition of personal data necessary for FilmEU+'s requirements and the corresponding data processing activities, we have proactively anticipated and described these aspects to the extent possible.

It's important to emphasize that the above mentioned approaches and methodologies will serve primarily as guiding principles for managing

the data arising from the project. As previously noted, this document is designed to be a living entity. The version of the DMP presented here is not final, and throughout the project's duration, it may undergo both minor and major updates and enhancements, as necessitated by project developments.

The conclusive rendition of the DMP will be unveiled at the culmination of the project, specifically at Month 48, as an integral component of WP1. In this final version, all data generated and processed during the course of the project will be comprehensively presented. Additionally, the document will encompass a comprehensive data management and dissemination plan, delineating the strategies to be employed beyond the project's conclusion. This holistic approach ensures that the DMP remains adaptive, reflective of project evolution, and well-equipped to meet the project's long-term data management objectives.

AUTHORISATION FOR THE TAKING OF

☒ PHOTOGRAPH(S)* OF AN ADULT

☒ FILM(S)* OF AN ADULT

Subject of the photograph/take:

Any Audiovisual Content created for the FilmEU social media networking sites.

Date: From 31st May 2024 to 31st December 2024 **Location:** Europe

I the undersigned: **insert Name Surname**.....

residing at: **insert full residential address**.....

hereby declare that I willingly agree to be photographed and/or filmed by the FilmEU Audiovisual team.

I authorise the EC:

- ☒ to use without restriction the photographs and/or films bearing my image as described above in all types of publications, in any form of televisual broadcasting or communication via the Internet;
- ☒ to include and archive these photographs and/or films in the European Union's online databases, accessible to the public free of charge online. Third parties having access to these databases may use the said photographs and/or films in compliance with the EC's Decision on re-use of Commission's documents for information or education purposes only;

in order to illustrate or promote the activities or projects, past, present or future, of the European institutions and the European Union.

I hereby give my consent to the processing of my personal data to the extent necessary for the achievement of the purposes mentioned above.

I understand that I have the right, as data subject, to access data relating to me, to be informed about the existence and the extent of data processing, to rectify incorrect personal data as the case may be and to oppose further processing on serious and legitimate grounds.

This authorisation shall apply worldwide and for as long as my image is subject to legal protection. It can be withdrawn by informing the FilmEU board.

.....
(Signature preceded by "read and approved")

Annex I: **AUTHORISATION FORM**

Annex II: FAIR TEMPLATE

The FAIR Template is presented in the following table. Details on the content of the table can be found in the Guidelines on FAIR Data Management in Erasmus Plus¹².

Table Annex II.1 H2020 FAIR DMP Template

DMP component	Issues to be addressed
1. Data summary	<ul style="list-style-type: none"> • State the purpose of the data collection/generation • Explain the relation to the objectives of the project • Specify the types and formats of data generated/collected • Specify if existing data is being re-used (if any) • Specify the origin of the data • State the expected size of the data (if known) • Outline the data utility: to whom will it be useful
2. FAIR Data	
2.1. Making data findable, including provisions for metadata	<ul style="list-style-type: none"> • Outline the discoverability of data (metadata provision) • 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, URL etc.? • Outline naming conventions used • Outline the approach towards search keyword • Outline the approach for clear versioning • 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

¹² http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

DMP component	Issues to be addressed
2.2 Making data openly Accessible	<ul style="list-style-type: none"> • Specify which data will be made openly available? If some data is kept closed provide rationale for doing so • Specify how the data will be made available • 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)? • Specify where the data and associated metadata, documentation and code are deposited • Specify how access will be provided in case there are any restrictions
2.3. Making data interoperable	<ul style="list-style-type: none"> • Assess the interoperability of your data. Specify what data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability. • 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?
2.4. Increase data re-use (through clarifying licences)	<ul style="list-style-type: none"> • Specify how the data will be licensed to permit the widest reuse possible • Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed • 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 the re-use of some data is restricted, explain why • Describe data quality assurance processes • Specify the length of time for which the data will remain re-usable

DMP component	Issues to be addressed
3. Allocation of resources	<ul style="list-style-type: none"> • Estimate the costs for making your data FAIR. Describe how you intend to cover these costs • Clearly identify responsibilities for data management in your project • Describe costs and potential value of long term preservation
4. Data security	<ul style="list-style-type: none"> • Address data recovery as well as secure storage and transfer of sensitive data
5. Ethical aspects	<ul style="list-style-type: none"> • 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
6. Other	<ul style="list-style-type: none"> • Refer to other national/ funder/ sectorial/ departmental procedures for data management that you are using (if any)

Annex III: **ADAPTED FAIR TEMPLATE**

Below is the Adapted FAIR Template, as modified for the purpose of describing the FilmEU+ project datasets/modules.

Table Annex III.1 Adapted FAIR Template

1. Data summary	
Purpose	
Relation to the objectives of the project	
Types/Formats	
Re-use of any existing data	
Origin	
Size	
Utility for others	
2. FAIR Data	
2.1. Making data findable, including provisions for metadata	
Metadata provision	
Metadata standards	
Unique identifier	
Naming conventions	
Search keywords	
Version control	
2.2 Making data openly Accessible	
Classification	
Sharing and access regimes	
Needed method/software	

Repository	
Access authorisation	
2.3. Making data interoperable	
Data/metadata vocabularies and other I/O standards	
Mapping to common ontologies	
2.4. Increase data re-use (through clarifying licences)	
Licence	
Re-use availability schedule	
Re-use by third parties	
Quality assurance	
Availability period	

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