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Author(s)	Kaja Scheliga, Martin Sandhop, Carsten Porthun
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Document information

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0	31.08.2020	Kaja Scheliga	draft
1	11.09.2020	Carsten Porthun, Martin Sandhop	amendments

Note

This Data Management Plan (DMP) is a living document and will be updated in accordance with the project's developments throughout the duration of the project. The current version can be accessed via the project website: www.cremlinplus.eu

This DMP is based on the following EU DMP template:

https://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tpl-oa-data-mgt-plan_en.docx

Further, the CREMLINplus DMP draws on the DMPs from the EU HORIZON 2020 projects "EuPRAXIA" and "ExPaNDS".

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Abstract

This Data Management Plan (DMP) describes the data management life cycle for the data and software to be collected, processed, generated, and developed by the Horizon 2020 CREMLINplus project. It covers data formats such as technical specifications, measurement data, source code, survey data, personal data, text documents, presentations, infographics, posters, photos and videos, as well as information materials presented on the CREMLINplus website.

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Introduction

CREMLINplus (Connecting Russian and European Measures for Large-scale Research Infrastructures – plus) is a flagship project dedicated to enhancing the European-Russian collaboration in the domain of research infrastructures and megascience projects. The project's aims are:

- Fostering European-Russian scientific and technical collaboration along five Russian megascience projects.
- Developing access schemes to Russian research infrastructures that facilitate also European utilization, alongside Russian utilization.
- Creating a comprehensive base of knowledge and expertise for Russian and European research infrastructure managers and scientists at various levels.

In realizing these aims CREMLINplus follows the principle of open science by pursuing an approach that is as open as possible and as closed as necessary. CREMLINplus is dedicated to promoting FAIR (findable, accessible, interoperable and reusable) data, and, where possible, also software. In this sense, it devotes itself to adhering to best practices of handling data and software.

Sensitive data (especially personal data) of the project are dealt with in compliance with the General Data Protection Regulation (GDPR). Personal information are handled securely and financial information are kept confidential.

1. Data Summary

CREMLINplus operates in the realm of research infrastructures. Data handled in the project are generated as part of the work programme, such as for instance technical specifications, measurement data, survey data etc. Further data are captured in various formats and comprise text documents, presentations, (info)graphics and illustrations, posters, photos and videos, as well as information materials presented on the CREMLINplus website (https://www.cremlinplus.eu/) and via Twitter (@CREMLIN_plus).

Concerning research software, most CREMLINplus developments will be extending the functionality of existing software, for which the pre-existing licences will be complied with. In case source code is written as part of CREMLINplus it will be documented adhering to best practices and if possible, published under an open-source licence. Source code should be published with an assigned persistent identifier (PID) and metadata including the name of the developers, the name of the software, PID, publication data, and release number.

The size of the data generated by CREMLINplus cannot be determined at the outset of the project. All data will be stored on the CREMLINplus collaboration platform via DESYCloud, on servers managed by DESY, the coordinator of the project, thus providing sufficient storage capacities.

2. FAIR data

CREMLINplus It is dedicated to promoting FAIR (findable, accessible, interoperable and reusable) data, and - if possible - also research software.

2.1 Making data findable, including provisions for metadata

Documents produced as part of the project will adhere to a clear naming conversion based on best practices. All project related document can be assigned to a work package within the project and include document information as part of version control. A template for deliverables, milestones as well as other materials is available to all project participants.

2.2 Making data openly accessible

CREMLINplus publications will be allocated a DOI, stored in a database [Zenodo or PUBDB] and will be made openly accessible via the project's website. Public deliverables will also be made openly accessible via the project's website, while confidential deliverables and materials will be securely stored in the project's collaboration space with restricted access rights.

2.3 Making data interoperable

CREMLINplus contributes to making data interoperable by applying best practices in documenting its data and providing [machine-readable] metadata.

2.4 Increase data re-use (through clarifying licenses)

CREMLINplus intends to use open licences where possible, such as Creative Commons licences (CC) BY 4.0, for public project materials. With reference to source code written as part of the project, the use of open licences will be encouraged.

3. Allocation of resources

Existing infrastructures at the project partners' institutes will be used to ensure that CREMLINplus data are and remain FAIR as well as sustainable. Thanks to storing the data and various project materials via the CREMLINplus collaboration platform at DESY's cloud service (DESYCloud) long term preservation of the project materials can be covered.

Incurring costs associated with data management, maintenance, and preservation are covered by the project budget.

4. Data security

Data security for all documents uploaded to the CREMLINplus plus website relies on the security measures put in place by DESY's cloud service infrastructure (DESYCloud).

For handling data as part of working collaboratively the responsibility lies with the individual partners from all project consortium participants, particularly with the work package leaders and co-leaders.

DESY as the coordinator of the project provides the infrastructure for project participants to work collaboratively via the CREMLINplus collaboration platform hosted at DESY's cloud service (DESYCloud), thus creating a secure environment for international collaboration and knowledge exchange.

5. Ethical aspects

The handling of the Protection of Personal Data (POPD) requirements in CREMLINplus are described in a dedicated deliverable (D11.2 and D11.3).

Surveys conducted as part of CREMLINplus will treat personal data in compliance with GDPR. Personal data collected for them will be deleted, anonymized or aggregated.
Other personal data, like the project's contact list file or the list of persons involved in calls, trainings, workshops and conference events, will be stored on the CREMLINplus collaboration platform with restricted access, thereby accessible to project's participants only according to the GDPR.