



ProBleu

Promoting ocean and water literacy in school communities

Call HORIZON-MISS-2022-OCEAN-01

D1.3 – Data Management Plan (DMP)

Lead Beneficiary: CSIC

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1. Introduction

1.1 Background

ProBleu: Empowering Ocean and Water Education for a Sustainable Future

The Challenge and the Mission: "Restore our Ocean and Waters by 2030"

- **Network Expansion:** ProBleu is dedicated to significantly expanding the Network of European Blue Schools, ensuring it becomes a vibrant community of educational institutions committed to ocean and water literacy. The project seeks to attract a diverse range of new members, representing a broad cross-section of societies and cultures.
- **Ocean and Water Literacy Enhancement:** ProBleu aims to elevate ocean and water literacy across school communities by providing innovative and practical resources. These resources will equip educators with the tools to inspire a deep understanding of the importance of oceans and waters and empower students to become environmental stewards.
- **Mission Alignment:** The core objectives of ProBleu directly align with the EU mission "Restore our Ocean and Waters by 2030." The project's focus on ecosystem protection, pollution prevention, and promoting a circular blue economy contributes directly to this critical mission, driving tangible progress toward the restoration of our aquatic ecosystems.
- **Behavioural Change:** Recognizing that effective environmental education goes beyond knowledge dissemination, ProBleu aims to inspire behavioral change. By fostering a sense of societal responsibility and instilling a scientific mindset, the project seeks to drive positive actions at both individual and community levels, further reinforcing the mission's success.
- **Citizen Science Empowerment:** ProBleu recognizes the transformative potential of citizen science, where students collaborate with educators and communities to contribute meaningfully to scientific advancement. By integrating citizen science into the curriculum, ProBleu ensures that students engage in real-world, impactful scientific activities, fostering a sense of ownership in preserving our waters.

Innovative Approaches:

- **Open Schooling Methodologies:** ProBleu leverages the principles of Open Schooling, creating a repository of practical resources that promote interactive and engaging learning experiences. By embracing this approach, ProBleu ensures that educators

have access to cutting-edge tools that make ocean and water education captivating and effective.

- **Virtual Ocean-Journey:** The introduction of a 'virtual ocean-journey' engages students by immersing them in actual observations while retaining the allure of storytelling. This innovative method enhances learning outcomes, making the educational process exciting and impactful.
- **Community Engagement:** ProBleu emphasises the connection between individuals and their local waters, fostering relationships between school communities and their aquatic environments. By involving local communities, ProBleu amplifies its impact and contributes to the holistic approach required for successful mission achievement.

ProBleu Calls

The ProBleu project aims to encourage the development of student and school projects in EU27 Member States and Associated Countries. These "Blue School" projects should align with the objectives of the "Restore our ocean and waters by 2030" mission, and contribute to the EU4Ocean Coalition for Ocean Literacy and its Network of European Blue Schools, engaging students, teachers, and the school community in ocean and water literacy. The project plans to initiate four rounds of calls for proposals to provide financial support to various primary- and secondary-level schools. These calls will target a diverse range of schools, including those from disadvantaged areas, across all EU and Associated countries, with different levels of project support. The focus of the projects should revolve around 'blue' sustainability, covering both ocean and freshwater topics.

Consortium Expertise:

- **CSIC:** A leading authority in water-quality research, providing scientific excellence and contributing valuable insights to the project.
- **INOVA+:** Administering and communicating grant funding streams, ensuring ProBleu's sustainability and effective resource allocation.
- **PML:** Bringing global, policy-relevant scientific data and visualisation capabilities to enhance the classroom experience, making complex concepts accessible.
- **Earthwatch:** A worldwide leader in environmental impact through education and citizen science, ensuring ProBleu's efforts result in meaningful change.
- **KTU:** Offering research methodology expertise and environmental education, contributing to the project's educational and scientific rigor.
- **OCT:** European pioneer in marine education and conservation activities, bridging academia and the public, focusing on critical age-groups.







Acronym	Role	Participant	Country	Logo
CSIC	COO	Consejo Superior de Investigaciones Científicas	Spain	
KTU	BEN	Kaunas University of Technology	Lithuania	
INOVA+	BEN	Innovation Services, SA	Portugal	
Earthwatch	AE	Earthwatch	UK	
PML	AE	Plymouth Marine Lab	UK	
OCT	AE	Ocean Conservation Trust	UK	

Table 1. Participants in the ProBleu Consortium – 3 beneficiaries and 3 Affiliated Entities

Project Work Packages

The project is structured into six interconnected work packages (WPs) to achieve its goals, as outlined in section 1.1. WP1 ensures effective management and coordination, maintaining crucial links between the various WPs. WP2 establishes the ProBleu pipeline, facilitating schools' integration into the Network of European Blue Schools and their contribution to the Mission objectives. This pipeline receives support from both cascade funding in WP4 and a catalogue of teaching aids developed in WP3. WP5 evaluates the project's impact, utilising this assessment to inform the design of future projects. Lastly, WP6 handles project communication to engage schools, attract their participation, and disseminate the project's outcomes to a wider audience.

List of WPs:

WP1 - Coordination and management

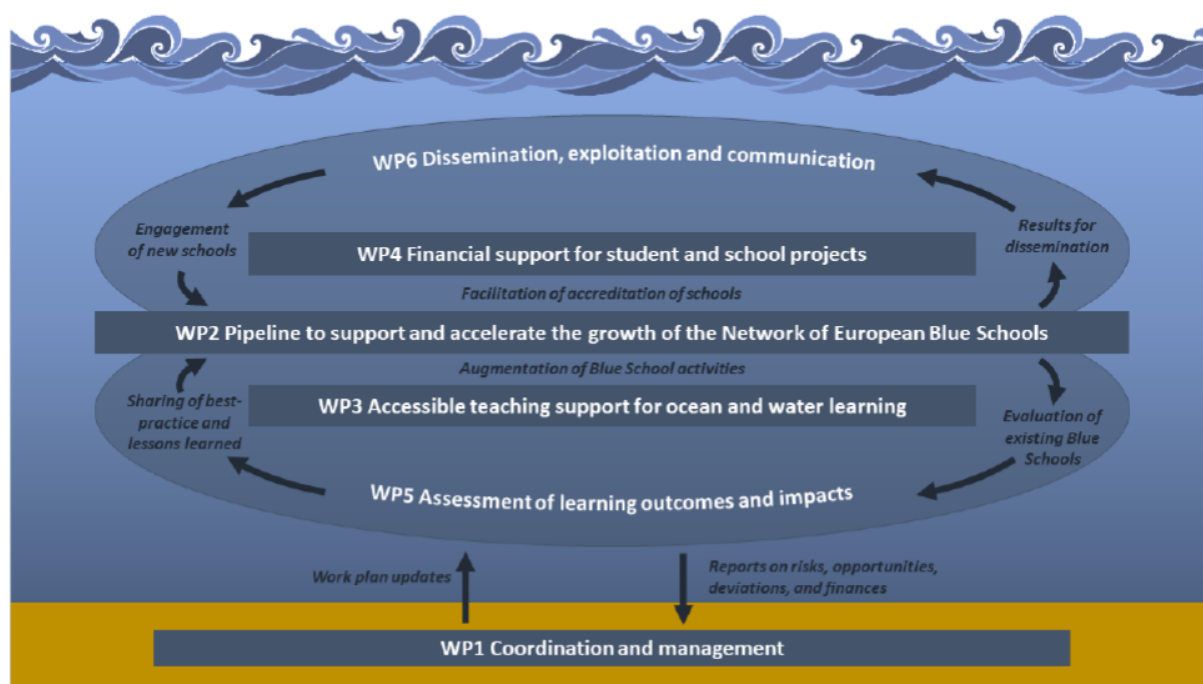
WP2 - Pipeline to support and accelerate the growth of the Network of European Blue Schools

WP3 - Accessible teaching support for ocean and water learning

WP4 - Financial support for student and school projects

WP5 - Assessment of learning outcomes and impacts

WP6 - Dissemination, exploitation, and communication



1.2 DMP importance

A Data Management Plan (DMP) is important for several reasons, especially in the context of research, data-driven projects, and organisations dealing with data. Here are some key reasons why a DMP is crucial:

- **Data Reuse:** A well-structured DMP facilitates data reuse. It describes how data should be handled throughout its lifecycle, making it easier for the consortium and others to understand and utilise the data, promoting collaboration and further research.
- **Data Provenance:** A DMP establishes data provenance by documenting the origin and history of the data. This is essential for ensuring data quality, reliability, and transparency, which are critical for research integrity.

- **Reproducibility:** A DMP outlines the steps taken during data collection, curation, and analysis. This transparency ensures that the research outcomes can be replicated by other researchers, which is a fundamental principle in the scientific method.
- **Cost Control:** By detailing the resources required for data management, a DMP helps control costs by ensuring that resources are allocated efficiently and effectively. It prevents wasteful spending on unnecessary data-related activities.
- **Efficiency:** A DMP promotes operational efficiency by providing a comprehensive plan for data management. This prevents ad hoc decision-making and ensures a well-organised approach to data handling.
- **Risk Management:** A DMP helps identify potential risks and challenges in the data management process, allowing you to proactively address issues, mitigate risks, and ensure the long-term preservation of valuable data.
- **Compliance:** In many cases, funding agencies, research institutions, or regulatory bodies require researchers and organisations to have a DMP in place as part of their data management policies. Having a DMP ensures compliance with these requirements.
- **Data Security and Privacy:** A DMP addresses data security and privacy concerns. It outlines measures to protect sensitive information, adhere to data protection regulations, and ensure data is stored securely.
- **Adaptive Management:** A DMP is not a static document; it can be updated over the course of a project. This adaptability allows for adjustments based on evolving data requirements and unforeseen challenges, leading to better project management.
- **Long-Term Preservation:** A DMP emphasises the importance of proper data preservation, ensuring that valuable data is archived, accessible, and usable even after the project has concluded, contributing to the cumulative progress of knowledge.

In summary, a well-crafted Data Management Plan is essential for effective data management, research integrity, collaboration, cost control, and long-term data usability, making it a vital component of modern data-driven endeavours.

1.3 DMP objectives

This document represents the initial version of the Data Management Plan (DMP) for the ProBleu project, which falls under WP1, "Project management and coordination." The DMP outlines the data and datasets that will be collected, processed, generated, and utilised across

each work package and project activities, specifying the purpose and lifecycle of each dataset. It is a crucial tool for responsible research output management, particularly data, as required by Horizon Europe. Proper data management enhances project efficiency, safeguards information, and increases data value for beneficiaries and others throughout and after the research.

In line with the Horizon 2020 guidelines for FAIR (Findable, Accessible, Interoperable, Reusable) data management, the DMP includes the following information:

- The handling of research data during and after the project
- The types of data to be collected, processed, and/or generated
- Methodology and standards to be applied
- Whether data will be shared or made open access
- Data curation and preservation measures (including post-project)

The objectives of this DMP encompass:

- Identifying the datasets produced by the ProBleu project
- Ensuring FAIR data practices
- Allocating resources (costs and responsibility) for data management during and after the project
- Establishing procedures for data security and long-term preservation

The DMP aims to maximise ProBleu's impact, ensuring data quality and accessibility, and facilitating the application of data analytics techniques. It will be a living document, frequently updated to reflect project developments. An updated version will be issued if new types of data are generated/collected, consortium policies change, consortium composition changes, or if external factors affect the current DMP's validity.

The DMP addresses sustainable data management, specifying how data will be collected, processed, generated, shared, and preserved during and after the project. It offers guidelines and a structured approach for data management and protection in the ProBleu project, covering legal and ethical aspects, particularly those related to personal data handling.

Partners are responsible for notifying the coordinator about any changes in the data they collect during the project.

2. ProBleu Data Management Plan

FAIR data means that the data is Findable, Accessible, Interoperable, and Reusable. CSIC has formulated a comprehensive document that lays the foundation for creating Data Management Plans (DMPs) within research projects funded by the European Commission. The content of this document aligns with the EC's provided template and questions meant to provide guidance.

ProBleu is committed to adopting a unified metadata description standard that aligns with the principles of data being findable, accessible, interoperable, and reusable (FAIR). It recognises the significance of selecting a standard that suits the specific data type, facilitating interoperability with other datasets and enhancing discoverability. ProBleu intends to adhere to the FAIR principles for data sharing throughout the project's duration and beyond, as outlined in subsequent sections.

2.1 Data Summary

An initial overview of the data generated in the context of ProBleu is presented in Table 2. Relevant answers about the management of the ProBleu Data are shown in tables 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14.

These tables have been compiled based on the responses provided by our project partners in relation to the Data Management Plan (DMP) survey, as located in Annex 1. Please note that only the responses related to the data **generated** by the consortium are shown. **The responses concerning the data that the consortium will reuse indicate that there is no reuse of data from previous sources.**

According to this survey and the consortium responses, no data will be reused from early data. Given the evolving nature of this project and the fact that comprehensive information pertaining to the generated datasets may not yet be available at this early stage, the DMP will be regarded as a dynamic document. It will be regularly updated to incorporate any necessary revisions and additional information, ensuring that it accurately reflects the evolving landscape of ProBleu research data.

Contact person	Name of the dataset	Relevant task	Generated via	Type of data	Format	Purpose	Expected size	Reuse of any existing data	Users	Storage period	Sensitive data	Personal data	Metadata	Type of access	Licence	Point of access:	Re-use
CSIC	Newsletter	Send newsletter	Mailchimp	Qualitative data	xlsx.	inform interted people about the progress of the project and new calls	500	no	no relevance outside the project	during the project and one year after	no	si	no	close dataset (there is personal data)	no	no	no
PML	Satellite EO timeseries	T3.2 - building a catalogue of teaching aids	in-house scripts extracting data from archives	quantitative	mixed (spreadsheets, maps)	classroom teaching aids, re-use	variable, 1-50 MB per item	CCI and Copernicus datasets	educators and students, policy makers, journalists	open-ended, no embargoes	no	no	CF standards	open	CC-BY-NC International 4.0	Through ProBleu catalogue	n.a.
INOVA+	List of applications received	Data from applications for funding received in the 4 calls, highly relevant for the project	Data aggregation from the applications received via online form on website + document upload	Quantitative and qualitative	Excel spreadsheet, docx	Evaluation and selection of proposals: eligibility check; quality and merit evaluation	Circa 350 applications, each one including: online form, declaration of honour, word document with proposal	Not applicable	Consortium members and EC services; members of Selection Committee	In principle the data will not be publicly shared, eventually anonymised data with nr of applications, location of schools, type of school, etc. The dataset should be available for the EC services (for a period of 5 years after the project conclusion)	Considering the link provided, no	Yes: school representative, contact person of the proposal. Data: name, e-mail.	no	No open access except for EC services	Not applicable	Not applicable	Not applicable
KTU	Dataset1	To address aims of WPS, T5.2	Survey	Quantitative	.sav	assess and monitor the changing attitudes towards oceans and waters, the learning outcomes of the school projects, and the behavioural change regarding engagement and public trust	Up to 100 MB	No	Academic community	Deposited into LiDA archive. Embargo period: till the end of the project	Yes	Yes	DDI	Open	CC BY-SA 4.0	LiDA archive: https://lida.dataaverse.it/	Questionnaire
CSIC	Workshops, webinars, events	Register of people to ProBleu activities	registration form	qualitative and quantitative data	xlsx.	keep a register of the people attending the event and send them important information related with the event	1500	no	no relevance outside the project	during the project and one year after	no	si	no	close dataset (there is personal data)	no	no	no
PML	Model timeseries	T3.2 - building a catalogue of teaching aids	in-house scripts extracting data from archives	quantitative	mixed (spreadsheets, maps)	classroom teaching aids, re-use	variable, 1-50 MB per item	Various models available at PML or public archives	educators and students, policy makers, journalists	open-ended, no embargoes	no	no	TBC	open	CC-BY-NC International 4.0	Through ProBleu catalogue	n.a.
INOVA+	List of experts	Data from the evaluators: list, contact and profile	Data aggregation	Quantitative and qualitative	Excel spreadsheet, docx	Identification of the members of the Selection Committee	Circa 20	Not applicable	Consortium members and EC services	The dataset should be available for the EC services (for a period of 5 years after the project conclusion)	Considering the link provided, no	Yes: name, e-mail	no	No open access except for EC services	Not applicable	Not applicable	Not applicable
KTU	Dataset2	To address aims of WPS, T5.2	Interviews	Qualitative	.docx .mp3	assess and monitor the changing attitudes towards oceans and waters, the learning outcomes of the school projects, and the behavioural change regarding engagement and public trust	Up to 500 MB	No	Academic community	No public access to this data set	N/A	N/A	None	No access	N/A	N/A	N/A
CSIC	Surveys	Surveys to participants in events and ProBleu calls	limesurvey	qualitative and quantitative data	xlsx.	-	500	no	agregated data could be interesting for other projects	5 years	no	no	no	close dataset, the analysis of the results can be public	no	no	no
INOVA+	Ranking of proposals	Data and list from the ranking of applications after evaluation (incl public publication)	Data aggregation	Quantitative and qualitative	Excel spreadsheet, docx	Identification and publication of the selected projects	Max 150	Not applicable	Consortium members and EC services. Public publication of awarded projects	The dataset should be available for a period of 5 years after the project conclusion	Considering the link provided, no	no	no	No open access except for EC services	Not applicable	Not applicable	Not applicable

Table 2. Summary of the answers about the data that will be **generated** by ProBleu

Partner	4. If your generated dataset contains personal or sensitive information, would you consider anonymising it and publishing it in an aggregated form so as not to disclose said information? If yes, please specify to which dataset(s) would apply. If not, please use the box to explain why.	If yes, please specify to which dataset(s) would apply. If not, please use the box to explain why.
CSIC	Yes	
PML	Not relevant	
Earthwatch	Not relevant	
INOVA+	No	We may generate aggregated datasets but these will not include personal or sensitive information, e.g. name, contact
KTU	Yes	Dataset1

Table 3. Answers to question 4

Partner	5. Will you follow a specific naming convention for your files?	If yes, please specify
CSIC	No	
PML	Yes	TBC. Naming to be human-readable identifying source and main content element. Metadata to provide details.
Earthwatch	Yes	Same as ProBleu
INOVA+	Yes	Yes. In principle, we use something like: Short name of document, version or date
KTU	Yes	according to LiDA standards, e.g. LiDA_SurveyData_0427_Data_v1

Table 4. Answers to question 5

Partner	6. When creating your datasets, will you use standard metadata vocabulary, formats or methodologies? Do you provide precise version numbers?	If yes, please specify
CSIC	No	
PML	Yes	The source datasets follow climate data formatting conventions.
Earthwatch	Yes	
INOVA+	Yes	In principle, no standard metadata vocabulary, but yes version numbers
KTU	Yes	according LiDA standards; e.g. DDI 2.5; ELSST 3.0, Dataverse versioning algorithm

Table 5. Answers to question 6

Partner	7. Will you use standard vocabularies for all data types present in your data set to allow inter-disciplinary interoperability and reuse?	If yes please specify
CSIC	No	
PML	Yes	The source datasets follow climate data formatting conventions.
Earthwatch	Yes	
INOVA+	No	Not applicable
KTU	Yes	according LiDA standards; e.g. ELSST 3.0, ORCID; TopicClassification_v4.2

Table 6. Answers to question 7

Partner	8. Which data produced and/or used in the project will be made openly available as the default? If certain datasets cannot be shared (or need to be shared under restrictions), how will access be provided? Specify.
PML	All
INOVA+	In principle, only the 3rd dataset will be publicly available (published in the project website) As for datasets 1 and 2 they will be made available according to what is mentioned in "Type of access".
KTU	Survey data will be made publicly available after embargo period. Interview data will not be made publicly available due to confidentiality reasons

Table 7. Answers to question 8

Partner	9. How will the data be made accessible (e.g. by deposition in a repository)? Specify.
PML	Via the ProBleu catalogue service. This could be linked into a discovery service for FAIR compliance. However, the classroom materials are reworked rather than new data, so this may not be necessary.
INOVA+	All datasets through internal repository of documents; dataset 3 also in project website
KTU	Deposition in a repository Lithuanian Data Archive for Social Sciences and Humanities (LiDA)

Table 8. Answers to question 9

Partner	10. Is there a need for a data access committee?
PML	No
Earthwatch	No
INOVA+	No
KTU	No

Table 9. Answers to question 10

Partner	11. Are the data produced in the project interoperable, that is allowing data exchange and reuse between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)?	If yes please specify
PML	Yes	The source data are FAIR and the outputs which are extracted from these sources will at minimum remain linked to the source.
Earthwatch	Yes	
KTU	Yes	

Table 10. Answers to question 11

Partner	12. How will the data be licensed to permit the widest reuse possible? Specify.
PML	CC-BY-NC 4.0 International
KTU	Using CC BY-SA 4.0 open license

Table 11. Answers to question 12

Partner	13. Are the data produced and/or used in the project usable by third parties, in particular after the end of the project	If the reuse of some data is restricted, explain why
PML	Yes	
Earthwatch	Yes	
KTU	Yes	

Table 12. Answers to question 13

Partner	14. How long is it intended that the data remains reusable? Specify.
PML	Open-ended
KTU	all time, as long as needed

Table 13. Answers to question 14

Partner	15. Do you have a preference for a trusted repository where to store your research data?	If yes please specify
PML	No	The catalogue will be built in WP3 and this is still being researched. A mixture of platforms (e.g. github, zenodo, youtube) may be used in the backend.
KTU	Yes	a repository Lithuanian Data Archive for Social Sciences and Humanities (LiDA)

Table 14. Answers to question 15

2.2 FAIR data

2.2.1 Making data findable

To enhance the discoverability of data, the following measures will be implemented:

1. Data and metadata will be allocated a globally unique and persistent identifier, specifically a Digital Object Identifier (DOI).
2. Data will be meticulously described with comprehensive standard metadata, available in various formats that cater to both human and machine readability, in accordance with the principles of reusability.
3. Metadata will distinctly and unambiguously incorporate the identifier of the corresponding data.
4. Both data and metadata will undergo registration or indexing within a searchable resource.

In alignment with the FAIR principles of data sharing, ProBleu will adhere to open standard formats and consistent naming conventions. The chosen formats must be conducive to long-term preservation and accessibility, and should be widely accepted, possess open specifications, and remain independent of specific software, developers, or suppliers. Illustrative examples of acceptable formats encompass .XLM, .DOCX, .XLSX, .PPTX, .PDF, .CSV, photo formats (e.g., .JPEG, .PNG), video formats (e.g., .MKV, .MP4, .MOV, .AVI), audio formats (.MP3, .MP4), and HTML or other coding languages.

Consistency will be maintained in all file names, regardless of the output type, in accordance with widely recognised practices. To exemplify:

- For deliverables, the format will be: ProBleu_DX.X_Title_yyyy_mm_dd. In this structure, "X.X" represents the deliverable number, and "Title" signifies the title of the deliverable. To denote varying working versions, "_vY" will be appended to the file name's conclusion. Here, "Y" signifies the version number/final. Extra information can be added.

Examples of deliverables names:

ProBleu_D1.1_ProjectManagementPlan_2023_01_28_v09.doc / _vFinal.doc

ProBleu_D1.1_ProjectManagementPlan_2023_01_28 Jaume revision.doc

ProBleu_D1.1_ProjectManagementPlan_2023_01_28 draft.doc

- For the general naming and versioning of ProBleu technical documents (if not otherwise specified) the following guidelines apply:

ProBleu_DocumentTitleNoSpaces_yyyy_mm_dd.doc / pdf / xls...

(Note that the version is the date of editing of the document.)

Example of document name:

ProBleu_MailingList_2023_06_01.doc

Sometimes, more details are needed to specify a version. In this case, the following guidelines apply:

ProBleu_MailingList_2023_06_01.doc XXh Author

(Note that the use of spaces is fine.)

Examples of document names:

ProBleu_DMPSurvey_2023_01_28 09h.doc

ProBleu_ConsortiumAgreement_2023_01_28 Jaume.doc

- Dates will be formatted as YYYYMMDD.
- File types will be categorised as follows: DATA for any data file, RM for read-me files, CB for codebooks, and CODE for model codes.
- For documents related with the calls will be: Call1_nameparticipant_(proposal, accepted)
- In addition, the following conventions will be observed:
 - " " and "-" will be used in file names to delimit units of metadata;
 - "-" is used for words that need to be joined together
 - " " separates different information units;
 - no punctuation;
 - no special characters (e.g. \$, @ , % , # , & , * , (,) , !);

- a new file with the same name as an existing file will automatically replace the existing file;
- for raw data "raw" will be added at the end of a filename and the file is made read-only;
- Files with data exceeding a size limit or ensembles of data files will be shared by means of compressed folders. The folders will follow the naming convention detailed above, with the "extension" corresponding to the compressed folder extension used (standard, such as .zip or .rar). Caution will be exercised to avoid the repetition of names to facilitate clear identification of data. A supporting README text file will also be provided, indicating clearly the content of each individual file in the collection.

All the generated data will be stored in GitHub, Zenodo (<https://zenodo.org/communities/he-probleu>), providing version tracking capabilities. In this regard, deliverable reports will include a data identification sheet and a version log, also in DIGITAL.CSIC, the open access repository of the Spanish National Research Council. All datasets in DIGITAL.CSIC are accompanied with their descriptive metadata, following relevant international standards and good practices in line with the journal's data sharing policy requirements and open data mandates.

The metadata set consists of fifteen elements as follows. This metadata template has been further extended so as to include metadata properties, such as types of contributor:

Element	Commentary
1. Title	Name given to the resource
2. Creator	Entity primarily responsible for making the resource
3. Subject	Topic of the resource
4. Description	Account of the resource (including description of measurements and parameters)
5. Publisher	Entity responsible for making the resource available
6. Contributor	Entity responsible for making contribution to the resource
7. Date	Point or period of time associated with an event in the lifecycle of the resource
8. Type	Nature or genere of the resource
9. Format	File format or physical medium of the resource
10. Identifier	Unambiguous reference to the resource within a given context
11. Source	Related resource from which the described source is derived

12. Language	Language of the resource
13. Relation	Related resource
14. Coverage	Spatial or temporal topic of the resource, spatial applicability of the resource, jurisdiction under which the resource is relevant
15. Rights	Information about rights held in and over the resource

Table 15. Metadata template

2.2.2 Making data accessible

The project's collected non-personal data and developed digital methods will be accessible to all, free of charge, through various avenues, including the project platform (Probleu website) and repositories like Zenodo and EOSC Marketplace. Zenodo, recommended by the EU OpenAIRE initiative, is a designated repository. EOSC Marketplace is a European hub of research data, tools and services for innovation and education.

Upon completion of the deposit procedure, Zenodo automatically assigns a DOI (digital object identifier) to datasets and you obtain an URL. Data and metadata intended for open access will possess a distinct identifier, such as a Digital Object Identifier (DOI), enabling their retrieval through a standardised communication protocol. This protocol will be openly available, universally applicable, and equipped with authentication and authorization procedures, as necessary.

The code associated with Probleu activities is openly accessible and will continue to be so in the future. Additionally, the services developed within the ProBleu project, which will be utilised in the Probleu Calls of WP4, are also openly available. ProBleu coordination is committed to disseminating the valuable insights and knowledge generated within the project to various stakeholders, encompassing citizens, civil society, and end users. This will be achieved by providing access to an array of resources, such as services, tools, training materials, open educational resources, policy recommendations, and other project outcomes. These materials will be made available through the ProBleu community in Zenodo and the EOSC Marketplace.

To facilitate accessibility, project deliverables, reports, presentations, workshop content, datasets, and more will be securely stored on Zenodo and ProBleu websites. These resources will be linked to a dedicated 'Zenodo community' to simplify user access. Additionally, recordings of public events will be shared on the ProBleu YouTube channel, while any imagery or videos involving participants will be captured solely with explicit participant consent.

The handling of personal data will adhere to strict guidelines. Such data will remain under the responsibility of respective partners and stored locally, not shared externally except for project-related communication purposes. A contact list containing consortium members' names and email addresses is stored on the project's Google Drive, exclusively accessible to consortium members. Any personal data that is potentially published will be anonymized and aggregated appropriately, for instance, to report on participation in dissemination events.

Statistical and communication analysis will be conducted on de-identified or anonymised data to preserve privacy. At the conclusion of the project, any non-anonymous data will be deleted, unless specific consent has been granted for data storage beyond the project's duration by the relevant partner or affiliated entity that collected the data.

2.2.3 Making data interoperable

The research datasets, along with their associated metadata and documentation, will adhere to international standards to ensure seamless interoperability and reusability. Emphasis will be placed on utilising open file formats, with the consortium employing widely accepted controlled vocabularies as necessary.

Dataset descriptions will be provided in English, enhancing their discoverability, accessibility, and comprehensibility for potential users. The project will also adhere to standard formats for the generated data. Opting for non-proprietary data formats will mitigate the risks of long-term inaccessibility and obsolescence.

Our approach will involve employing formats compatible with frequently used software, preferably open-source or freely available software, or formats that are not tied to a specific software application. The file formats earmarked for storing the generated data are outlined (provided as an illustrative example in green) in the table below.

Data Type	Preferred Formats	Editing Software
Generic data file	<ul style="list-style-type: none"> • .dat 	Text editors (as Notepad, Wordpad)
Text file	<ul style="list-style-type: none"> • .txt • .docx • .odt • .pdf 	<ul style="list-style-type: none"> • Text editors (as Notepad, Wordpad) • MS Word • Open Office • Standard PDF viewers
Spreadsheet	<ul style="list-style-type: none"> • .xlsx • .odf • .csv • .asc 	Spreadsheet software (as MS Excel, Open Office)

Raster image	<ul style="list-style-type: none"> • .jpg/jpeg • .png • .tif/tiff 	Standard image viewers
Markup language	<ul style="list-style-type: none"> • .cif 	XML editors (as Mercury, free downloading software)
Archive file format	<ul style="list-style-type: none"> • .zip • .rar • .nc 	Standard file archives (as WinRar, WinZip)

Table 16. File formats for storing the generated data

2.2.4 Increase data re-use

To enhance data reusability, the project will undertake the following measures:

1. Comprehensive data and metadata descriptions will encompass multiple accurate and pertinent attributes.
2. Clear and accessible data usage licences will accompany data and metadata release.
3. Detailed provenance will be linked to data and metadata.
4. Data and metadata will conform to pertinent community standards within their respective domains.

Most of the research data will be made available for re-use as soon as possible. Data used in a publication will be deposited on Zenodo and ProBleu platform as soon as they become public, in line with the hosting journal's data sharing policy.

When storing data in open repositories like Zenodo, specific licences will be designated to delineate permissible usage. Zenodo facilitates various well-established open licences. The ProBleu consortium will select suitable licences for each data entity, thereby ensuring data reusability. Incorporating recognized open licences and applying controlled vocabularies safeguards the data's potential for reuse. Zenodo policy assures a lifespan of at least 20 years for its data preservation (<https://about.zenodo.org/policies/>).

2.3 Allocation of resources

Article 15 of the Grant Agreement outlines specific regulations concerning research data management within the context of Horizon Europe. These encompass tasks such as

establishing and updating a Data Management Plan (DMP), depositing data into a reputable repository, and ensuring open access, among other stipulations. This facet is overseen by the Project Management Panel (CSIC & Earthwatch), with contributions from INOVA+. Work package leaders will supervise data creation and management within their respective segments. Remaining consortium partners are also committed to their roles as data generators and collectors.

The project budget is eligible to cover costs related to making ProBleu research data FAIR (Findable, Accessible, Interoperable, and Reusable) during the official funding period, contingent upon alignment with the conditions stipulated in the Grant Agreement.

Archiving data on Zenodo and obtaining copyright licensing through Creative Commons are cost-free endeavours. The financial backing of Zenodo's operations for the next two decades is secured by public institutions, negating the anticipation of supplementary charges for maintaining open research data. So we have created the ProBleu community in Zenodo <https://zenodo.org/communities/he-probleu> where every document uploaded obtains a DOI.

2.4 Data Security

The consortium will retain the raw data files produced throughout and following the project. Multiple copies of these data files will be created by the partners and shared among consortium members through a secure infrastructure, such as Google Drive or a similar platform determined by the consortium's agreement.

Furthermore, [SACO](#) (Servicio de Almacenamiento COmpartido, a NextCloud instance hosted by CSIC) offers a comprehensive solution for long-term storage, user-friendly access, and downloading capabilities for openly accessible data. This repository operates under the Central IT Services of the Spanish National Research Council and aligns with the institution's preservation strategy.

In Annex 2 - Data Privacy Policy of ProBleu Project and Annex 3 - Data Privacy Policy of ProBleu Website it is explain how ProBleu wil manage the users data collected in the project events and website.

Regarding the user data, we have create two documents that explain how ProBleu project protect the data collect on events related with the project and website collect

For specific information regarding the storage location and backup of the project-generated datasets, refer to the table below:

Data Type	Storage medium and location	Backup location and backup frequency
Raw data & Anonymised data	<p>The project consortium will keep copies of the raw data files in a closed shared environment such as Google drive.</p> <p>Consortium partners may also store the data they generated on their own secure servers, making sure that secure storage is guaranteed.</p>	<p>CSIC's internal network will make Google drive backups of the files every week and will be deposited in /SACO</p>
Sensitive data	<p>Sensitive data generated by the project will be stored safely under the conditions and obligations of GDPR by the partner or affiliated entity who is collecting this kind of data.</p> <p>Data recovery will be guaranteed by regular data backups of information stored on the shared project folder on Google Drive.</p> <p>Consortium partners may also store the data they generated on their own secure servers, making sure that secure storage is guaranteed.</p>	<p>CSIC's internal network will make Google drive backups of the whole project's folder every month and backups of files under 20MB every week and will be deposited in SACO (CSIC's own NextCloud)</p>
Non-personal research data	<p>Information and documents not containing personal data will be stored on the collaboration space on Google Drive as well as in partners' local machines and dependencies (e.g. minutes of joint meetings, presentations, a calendar of meetings).</p>	<p>CSIC's internal network will make Google drive backups of the files every month/week and will be deposited in /SACO</p>

	Access to the shared project folder on Google Drive are granted to known colleagues in the project and administrators of partner organisations and affiliated entities managing varying access rights.	
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Table 17. Storage location and backup of the project-generated datasets

To ensure the responsible handling of personal data, ProBleu members are recommended to adhere to the following guidelines:

- Inform respondents and participants involved in interviews, surveys, and meetings about the purpose and handling of their personal data, as well as their rights in relation to it.
- Offer respondents the option to retrieve their responses or request deletion of their data.
- Incorporate informed consent for data sharing and long-term retention in questionnaires that pertain to personal data.
- Utilise personal details of respondents and participants in interviews, surveys, and meetings solely with their explicit consent for such purposes.
- Anonymize or delete personal information when it is no longer necessary.
- Grant access to personal data only as required to fulfil specific tasks.

2.5 Ethical aspects

The ProBleu consortium is dedicated to actively addressing ethical considerations associated with the participation of human subjects, especially within the four calls. This encompasses aspects such as obtaining informed consent, maintaining anonymity, and safeguarding confidentiality. All activities in the project dealing with personal data will include informed consent procedures (oral and written) providing transparent information about the project, the data collection and/or processing, data storage and deletion, and rights to update or delete personal data complying with GDPR. A standardised process for collecting informed consent in the project activities will be followed. Informed consent (forms, sheets or questionnaires including it) will be collected by the partner or affiliated entity implementing the activity and stored locally for up to three years after the end of the project.

ProBleu recognises the significance of ethics, including data ethics, as a fundamental element of citizen participation. This approach is designed to offer explicit reassurance to citizens that their privacy will remain protected during their interaction with ProBleu. The ethics procedures

will be adapted to comply with standard procedures to involve minors in project activities and informed consent forms for children and parents/guardians will be necessary and provided to the consortium. Collection, processing and storage of personal data of minors would be GDPR-compliant.

In the exceptions where individual consent is explicitly and preemptively sought, ProBleu will ensure transparency by communicating to participants in advance about the data collection process, its handling and utilisation, and its intended purpose. Participants' right to withdraw consent under changing circumstances will also be reaffirmed.

Furthermore in ProBleu has been created a project Data Privacy Policy that you can see in Annex 3.2, and a website Data Privacy Policy that you can find in the link <https://probleu.school/privacy-policy/> (see Annex 3.3).

3. Annexes

3.1 Annex 1 - ProBleu DMP Questionnaire

Part I

1. **Name (first and last)**
2. **Contact** (WP and partner responsible for the data, activity of data collection)

The following question concerns the data you will **GENERATE**.

3. Kindly fulfill the subsequent modifiable information for the data you intend to **generate**:

Name of the dataset	Dataset 1	Dataset 2	Dataset 3...
Relevant task: Short data description, aim of the data and relevance for the project			
Generated via: for example, data aggregation, modelling, remote sensing, imaging, genetic analysis, literature review, policy review, interview, surveys.			
Type of data: qualitative or quantitative data, other			
Format: for example, .docx; .xlsx; .pdf; .mp4; .xml; .csv.			
Purpose of the data generation or re-use			
Expected size: a rough estimate which can be revised/updated when significant changes occur.			
Reuse of any existing data			

<p>Users: to whom might this dataset be useful? / relevance outside the project</p>			
<p>Storage period: a rough estimate of when the dataset can be publically shared. If there is an embargo period, please specify why and how long it will apply.</p>			
<p>Sensitive data: Yes/no. If yes, please specify, for example, racial, political, ethical, health, etc (more info here.)</p>			
<p>Personal data: Yes/no. If yes, please specify, for example, name, surname, address, email, IP address, location data.</p>			
<p>Metadata: for example, will you use a common metadata format and/or what fields will you include in your metadata?</p>			
<p>Type of access: will it be open access? If not, please indicate the reasons, for example, ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related, contract.</p>			
<p>Licence: what type of licence do you plan to use for your dataset?</p>			
<p>Point of access: do you have a preferred route for making this dataset open access? For example, publishing it on Zenodo.</p>			

Re-use: potential documents or tools needed to re-use or validate the data.			
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4. If your **generated dataset** contains personal or sensitive information, would you consider anonymising it and publishing it in an aggregated form so as not to disclose said information?

If yes, please specify to which dataset(s) would apply. If not, please use the box to explain why.

Yes	No	Not relevant	Comment
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5. Will you follow a specific naming convention for your files? If yes, please specify.
6. When creating your datasets, will you use any standard metadata vocabulary, formats or methodologies? Do you provide clear version numbers? If yes, please specify.
7. Will you use standard vocabularies for all data types present in your data set, to allow inter-disciplinary interoperability and re-use? If yes, please specify.
8. Which data produced and/or used in the project will be made openly available as the default? If certain datasets cannot be shared (or need to be shared under restrictions), how will access be provided. Specify
9. How will the data be made accessible (e.g. by deposition in a repository)?
10. Is there a need for a data access committee? If yes, please specify
11. Are the data produced in the project interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)?. If yes, please specify
12. How will the data be licensed to permit the widest re-use possible? Specify
13. Are the data produced and/or used in the project usable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why
14. How long is it intended that the data remains re-usable? Specify

15. Do you have a preference for a trusted repository where to store your research data?
 If yes, please specify.
16. Can you identify potential obstacles (e.g., technical, social, policies) that would prevent delivering FAIR data during ProBleu’s lifetime and beyond? Information on FAIR data here. If yes, please specify.

Part II

The following question concerns the data you will **REUSE**.

17. Kindly fulfill the subsequent modifiable information for the **existing data you will reuse**:

Name of the dataset	Dataset 1	Dataset 2	Dataset 3...
Data name			
Reuse of existing data and reasons for it			
Types and formats to generate or reuse Format: for example, .docx; .xlsx; .pdf; .mp4; .xml; .csv.			
Purpose of the data generation or reuse			
Expected size			
Origin: what is the origin of the data?			
Ownership: who owns the data you will reuse?			
Licence: what type of licence allows you to use the data?			
Access: open/restricted/closed access.			

<p>Sensitive data: Yes/no. If yes, please specify, for example, racial, political, ethical, health (more info here.)</p>			
<p>Personal data: Yes/no. If yes, please specify, for example, name, surname, address, email, IP address, location data.</p>			
<p>Metadata: describe the metadata accompanying the dataset.</p>			
<p>Re-use: potential documents or tools needed to reuse or validate the data.</p>			

According to the European Commission, in addition to the management of data, beneficiaries should also consider and plan for the management of other research outputs that may be generated or re-used throughout their projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, reagents, samples, etc.). Beneficiaries should strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.

3.2 Annex 2 - Data Privacy Policy of ProBleu Project

Treatment and Data Protection

Recognizing the importance of instilling confidence in the use of your personal data, we adhere to current regulations and proper procedures in data treatment and protection. Your personal data will be employed solely for the purposes outlined below, in compliance with the General Data Protection Regulation (GDPR), ensuring the confidentiality and integrity of your personal information.

The subsequent Privacy Policy delineates how the ProBleu Project Consortium (ProBleu - Promoting ocean and water literacy in school communities, Project number 101113001) manages the personal data of its partners, staff involved in training courses within the project, external participants in various project phases, and visitors to our website (<https://probleu.school/>) and social media channels (<https://www.facebook.com/profile.php?id=100095504382672>, <https://www.instagram.com/probleu.schools/>, https://twitter.com/pro_bleu and <https://www.linkedin.com/company/probleu-project/>).

Responsibility for Personal Data Processing:

The ProBleu project consortium is accountable for processing personal data of partners, website visitors submitting contact requests, or external participants in project-related activities (surveys, interviews, focus groups, co-design sessions, dissemination events and conferences, etc.). This is done in accordance with the current data protection legislation within the European Union (General Data Protection Regulation - GDPR). The consortium does not share the provided personal data with any external entities.

Personal Data Collection Methods:

No information is gathered from visitors to our site. Personal data is collected and processed only when the user complete:

- The contact request form available on the project website.
- Other forms and data collection formats accessible on the project website.
- Requests to receive the ProBleu newsletter.
- Registration forms for public events promoted by consortium partners.
- Participant signature lists when attending any training event or public dissemination event promoted within the project.

Legal Basis for Personal Data Processing:

Personal data is processed under the legal basis when the user provides consent, fulfils legal obligations, pursues legitimate interests, or defends rights in legal proceedings.

Types of Personal Data That Can be Collected:

Personal data collected may include name, email address, organization affiliation, country of residence, professional occupation, age, sex, and/or other relevant information.

Security Measures for Personal Data:

Security measures are employed to protect and maintain the security, integrity, and availability of personal information. While complete security over the internet cannot be guaranteed, we and our service providers make every effort to safeguard your personal data in line with applicable data protection requirements.

Data Retention Duration:

Data is stored only for the period during which the purpose for collection is valid. After reaching the maximum conservation period, Personal data will be irreversibly anonymized or securely destroyed.

Consent Modification or Withdrawal:

The user has the option to modify or withdraw his/her consent at any time, affecting future communications. Upon complete withdrawal of consent statements, user will no longer receive communications for the purposes described in this Privacy Policy.

Data Protection Rights and Complaints:

Any questions regarding the use of personal data, contact the project coordinator via the Online Contact Form. The user may have the right, subject to certain conditions, to request additional information, receive a copy of your personal data, rectify inaccuracies, delete personal data no longer legitimate, and limit the use of personal data during complaint investigations.

External Links:

Our website contain links to other websites. Once the user leaves our site, we lack control over external websites, and the partners of the ProBleu project consortium cannot be held responsible for the protection and privacy of information provided on those sites. Caution and review of the applicable privacy statement for each external website are advised.

3.3 Annexe 3 - Data Privacy Policy of ProBleu Website

<https://probleu.school/privacy-policy/>

Privacy Policy

Personal data (usually referred to just as “data” below) will only be processed by us to the extent necessary and to provide a functional and user-friendly website, including its contents and the services offered there.

Per Art. 4 No. 1 of Regulation (EU) 2016/679, i.e. the General Data Protection Regulation (hereinafter referred to as the “GDPR”), “processing” refers to any operation or set of operations such as collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment, or combination, restriction, erasure, or destruction performed on personal data, whether by automated means or not.

The following privacy policy is intended to inform you, in particular, about the type, scope, purpose, duration, and legal basis for the processing of such data either under our own control or in conjunction with others. We also inform you below about the third-party components we use to optimise our website and improve the user experience, which may result in said third parties also processing data they collect and control.

Our privacy policy is structured as follows:

- Information about us as controllers of your data
- The rights of users and data subjects
- Information about the data processing
- Information about the use of resources

I. Information about us as responsables for your data

The data protection officer:

Official name: Institut de Ciències del Mar (ICM) of the Consejo Superior de Investigaciones Científicas (CSIC),

Official address: Passeig Marítim de la Barceloneta, 37-49 08003-Barcelona

Data Protection Officer (DPO) for MINKE project is host in:

CSIC Agencia Estatal Consejo Superior de Investigaciones Científicas

Law Department

José López Calvo

Email: delegadoprotecciondatos@csic.es

More information: <http://digital.csic.es/dc/politicas/politicaDatos.jsp>

II. The rights of users and data subjects

With regard to the data processing to be described in more detail below, users and data subjects have the right

- to confirmation of whether data concerning them is being processed, information about the data being processed, further information about the nature of the data processing, and copies of the data (cf. also Art. 15 GDPR);
- to correct or complete incorrect or incomplete data (cf. also Art. 16 GDPR);
- to the immediate deletion of data concerning them (cf. also Art. 17 GDPR), or, alternatively, if further processing is necessary as stipulated in Art. 17 Para. 3 GDPR, to restrict said processing per Art. 18 GDPR;
- to receive copies of the data concerning them and/or provided by them and to have the same transmitted to other providers/controllers (cf. also Art. 20 GDPR);
- to file complaints with the supervisory authority if they believe that data concerning them is being processed by the controller in breach of data protection provisions (see also Art. 77 GDPR).

In addition, the controller is obliged to inform all recipients to whom it discloses data of any such corrections, deletions, or restrictions placed on processing the same per Art. 16, 17 Para. 1, 18 GDPR. However, this obligation does not apply if such notification is impossible or involves a disproportionate effort. Nevertheless, users have a right to information about these recipients.

Likewise, under Art. 21 GDPR, users and data subjects have the right to object to the controller's future processing of their data pursuant to Art. 6 Para. 1 lit. f) GDPR. In particular, an objection to data processing for the purpose of direct advertising is permissible.

III. Information about the data processing

Your data processed when using our website will be deleted or blocked as soon as the purpose for its storage ceases to apply, provided the deletion of the same is not in breach of any statutory storage obligations or unless otherwise stipulated below.

Server data

For technical reasons, the following data sent by your internet browser to us or to our server provider will be collected, especially to ensure a secure and stable website: These server log

files record the type and version of your browser, operating system, the website from which you came (referrer URL), the webpages on our site visited, the date and time of your visit, as well as the IP address from which you visited our site.

The data thus collected will be temporarily stored but not in association with any other of your data.

The basis for this storage is Art. 6 Para. 1 lit. f) GDPR. Our legitimate interest lies in our website's improvement, stability, functionality, and security.

The data will be deleted within no more than seven days unless continued storage is required for evidentiary purposes. In which case, all or part of the data will be excluded from deletion until the investigation of the relevant incident is finally resolved.

Cookies

Session cookies

We use cookies on our website. Cookies are small text files or other storage technologies stored on your computer by your browser. These cookies process certain specific information about you, such as your browser, location data, or IP address.

This processing makes our website more user-friendly, efficient, and secure, allowing us, for example, to allow the "Remember me" function.

The legal basis for such processing is Art. 6 Para. 1 lit. b) GDPR, insofar as these cookies are used to collect data to initiate or process contractual relationships.

If the processing does not serve to initiate or process a contract, our legitimate interest lies in improving the functionality of our website. The legal basis is then Art. 6 Para. 1 lit. f) GDPR.

When you close your browser, these session cookies are deleted.

Disabling cookies

You can refuse the use of cookies by changing the settings on your browser. Likewise, you can use the browser to delete cookies that have already been stored. However, the steps and measures required vary, depending on the browser you use. If you have any questions, please consult the documentation for your browser or contact its maker for support. Browser settings cannot prevent so-called flash cookies from being set. Instead, you will need to change the setting of your Flash player. The steps and measures required for this also depend on your Flash player. If you have any questions, please use the help function or consult the documentation for your Flash player or contact its maker for support.

If you prevent or restrict the installation of cookies, not all of the functions on our site may be fully usable.

Contact

If you contact us via email or the contact form, the data you provide will be used for the purpose of processing your request. We must have this data in order to process and answer your inquiry; otherwise we will not be able to answer it in full or at all.

The legal basis for this data processing is Art. 6 Para. 1 lit. b) GDPR.

Your data will be deleted once we have fully answered your inquiry and there is no further legal obligation to store your data, such as if an order or contract resulted therefrom.

Matomo Analytics

This website utilises Matomo Analytics, an open-source privacy-focused analytic software that adheres to the General Data Protection Regulation (GDPR). All data is recorded on a secure server located in the European Union and is not shared with any third parties. Data is utilised in an anonymised format to enhance the visibility and web presence of this website. Matomo employs cookies to store information on the user's device, allowing for an analysis of the user behavior on this website.

IV. Information about the use of resources

Copyright compliance and disclaimer

We strictly follow copyright legislation, making sure all the materials on our website are used in a way, which respects both the creator's intellectual property and the privacy rights of the people visible in the materials. Specifically:

- we collect consent from the people visible in our materials,
- and we comply with the Fair Use principles and the Creative Commons copyright licences when using third-party materials.

Consequently, none of the materials on our website can be reproduced, modified, re-circulated, commercially exploited or re-used in any form whatsoever without the prior written consent of their creator and the people appearing on them. Accordingly, we do not accept responsibility for any content from our website, which is reproduced, re-circulated, or re-used by a third party.

Third-party resources

The third-party resources to which the ProBleu website links are intended to provide public access to the activities and results of the ProBleu project. And while we take extensive consideration in using third-party contents on our website, we do not guarantee that they are accurate, complete or current, nor do we accept any responsibility for the content.

4. References

CSIC template:

<https://docs.google.com/document/d/1Qz-ViHqsiyRbdp9uPSYqkhAucgzyEakZ/edit?usp=sharing&oid=114434453341189885619&rtpof=true&sd=true>

Data management - h2020 online manual

https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm#A1-template

H2020 guidelines

[Data Management Plan Template](#)