

**HORIZON EUROPE PROGRAMME - HORIZON-CL5-2023-D3-01-01**

*Renewable Energy Valleys to increase energy security while accelerating the green transition in Europe - Innovation action (IA)*



**REFORMERS**  
RENEWABLE ENERGY VALLEYS

**REFORMERS**

Regional Ecosystems **FOR** Multiple-Energy Resilient Systems

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## **D1.6: DATA MANAGEMENT PLAN**

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## EXECUTIVE SUMMARY

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D1.6 Data Management Plan (DMP) describes the data that will be possibly used within REFORMERS and also how these data will respect the FAIR principles. It also includes the financial and security provisions put in place to facilitate the data management strategy.

This document has been developed by VUB, as Leader of Task 1.3, with the cooperation of all Partners and mainly WP Leaders and under the support and guidance of the VUB data steward responsible for Natural Sciences & (Bioscience) Engineering. This is a living document, that will be updated periodically (e.g. in the Technical Report of the Periodic Reporting).

REFORMERS started its implementation in November 2023; at the time of the writing of this DMP, the requirements in terms of data are not yet clear and specific. Partners are working together to set up detailed implementation plans for the activation of the REFORMERS flagship and replication valleys (e.g. D3.2, D4.1) and for the development of the project tools (e.g. Digital Twin, Toolbox, models, algorithms). After these have been finalized, a more detailed list of datasets (Table 2) will be provided.

The Partners are committed to respect the FAIR principles to the best of their ability. That said, it is unavoidable that a part of the project data will remain restricted or confidential either because of its nature (personal data) or because of its origin (restricted per their source). This type of data will remain protected in a secure space with limited access. Data that need to be published under restricted access, will be archived temporarily in VUB's archive until FAIRVault (currently under construction) is ready to receive data.

The project main storage location, SharePoint, and secondary storage locations (partners' organizational locations) provide a secure space for the project data, documentation and results. Any costs are briefly described (as they are described in detail in the Grant Agreement).



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**Project funded by**



Acronyms	
<b>CA</b>	Consortium Agreement
<b>WP</b>	Work Package
<b>PC</b>	Project Coordinator
<b>REV</b>	Renewable Energy Valley
<b>RE</b>	Renewable Energy
<b>DT</b>	Digital Twin
<b>CIP</b>	City Information Platform
<b>FAIR</b>	Findability, Accessibility, Interoperability, and Reuse of digital assets
<b>DSO</b>	Distribution System Operator
<b>DOI</b>	Digital Object Identifier
<b>DPO</b>	Data Protection Officer
<b>SV</b>	Satellite Valley



## 1. INTRODUCTION

Task 1.3 of REFORMERS is dedicated in data management and handling; as the project implementation is heavily dependent on data, Deliverable 1.6 Data Management Plan is a report of crucial importance. Not only will it provide instructions to ensure the application of FAIR principles but will also focus on the balance of openness of project data and protection of rights. Another important objective of this document is to support project implementation, by providing specific instructions and guidelines regarding secure handling and collection of data, data sharing, data storing and data creation.

The Data Management Plan is a living document; it will be updated during the Periodic Reporting of the project; thus, staying relevant to project implementation. It is structured based on the [Horizon Europe DPM template](#):

Section 3 introduces the data that will be used during project implementation (types, formats, generation, origin), thus providing a Data Summary.

Section 4 will explain how the project data will abide by the FAIR principles.

Section 5 will shortly present how the FAIR principles might also be applied to other types of outputs.

Section 6 will shortly present the resources dedicated to data management (roles, costs, etc.).

Section 7 will focus on data security, while Section 8 will elaborate on Ethics and potential legal issues that will impact the data management.

The last Section, section 8 will present specific procedures to be applied to facilitate the data management.

## 2. PROJECT OVERVIEW

The EU energy system strongly relies on centralised electricity generation and on fuel imports, with 95% of its oil and 84% of its gas consumption sourced from outside the EU. The [REPowerEU Plan](#) proposes a set of actions to reduce the EU's dependence on fossil fuels and diversify its energy supply 'well before 2030'. The three pillars of the plan are to ramp up the production of green energy, diversify our energy supplies, and reduce our demand for fossil gas, coal and oil. Renewable energy valleys are understood as decentralised renewable energy systems that offer a viable and efficient solution to these challenges mentioned above. By implementing a high degree of renewable energy sources as well as storage technologies and intelligent management algorithms for synergetic use of a wide variety of technologies, they can be 100% self-sufficient on a yearly basis. For the next 5 years, the REFORMERS project aims to develop, implement an exploit such an energy valley in the Boekelermeer next to the city of Alkmaar in the Netherlands, that serves



as a living lab for testing and validating technologies, business models, stakeholder ecosystems, including industrial partners, DSO, the municipality, and residents, and user acceptance in real-life circumstances, in a peri-urban and industrial environment. Furthermore, the project aims to support the deployment of multiple self-sufficient energy valleys throughout Europe beyond the flagship in the Netherlands. Therefore, it will deliver a roll-out blue print and replication toolbox that encompass: (i) Energy System Design, (ii) Environmental Impact Assessment, (iii), Stakeholder Engagement and Social impact assessment, (iv) Governance and policy assessment, and (v) Business modelling, and allow other sites and regions to develop a pathway towards a carbon neutral and self-sufficient energy valley, that can be fed into e.g., a Sustainable Energy and Climate Action Plan.

### 3. DATA SUMMARY

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REFORMERS is an ambitious project, looking to develop various models, tools, and methodologies; thus, data is an integral part of the project in all stages, a constant requirement:

1. During development of tools and methodologies, e.g. for the toolbox data, information will be used to define the requirements and specifications and for testing the deployed functionalities.
2. During testing and validation of tools, data is a key parameter. For the toolbox, specific information will be collected from the satellite valleys to calibrate the tools. For example, the VERIFY LCA/LCC toolkit will use data to analyse the benefits and foreseen energy related investments of operating replication valleys in selected sites.
3. During the operation and implementation of energy valleys, replication procedures will be implemented with the use of data (users, assets, etc).

#### 3.1. Origin

REFORMERS will use data from multiple sources:

- historical data, created in the flagship valley or openly available data.
- real time data, created in the Flagship valley.
- data collected and created in the context of the project (e.g. from interviews, questionnaires etc.)
- historical and statistical data from the satellite valley to validate the toolbox.

In many cases, the source of the data will be determined by the specific asset to which the sites of flagship valley and replication valleys are connected.

#### 3.2. Types of data

The project focuses on energy valleys; thus energy data is of paramount importance. Additional data might be required during the course of the project:

- Energy consumption data (electricity, gas, etc.)
- Data resulting from stakeholder engagement activities (e.g. surveys, interviews, focus groups etc.)



- Personal and socio-economic background data (background information such as age, level of education, income and information related with social acceptance such as needs, experienced barriers, expectations etc.)
- Energy generation and infrastructure capacity
- Regulation and legislation
- Techno-economic parameters for the energy technologies.
- Technologies of replication valleys
- Replication valleys specific input data

### 3.3. Formats of data

In this stage of the project, data collection is still ongoing. However, it is expected that the format of the data that will be used are the following:

- CSV
- Excel compatible files
- Pdf
- Other types of files
- \*.json, \*.xml

### 3.4. Expected size of data

At this stage of the project, calculating the volume of the data is challenging. It is however safe to assume that the volume is expected to be more than 1TB.

### 3.5. Datasets within REFORMERS

At this stage, data collection is ongoing, and the available datasets are listed in Table 1. This table is a starting point, and it will be updated periodically, with every updated version of the D1.6 DMP.

Table 1 – REFORMERS datasets list

#	Dataset title	Storage location	Public /restricted	Responsible Partner	Related WP
1	Energy consumption and production data of replicator sites	SharePoint	TBD	VUB/Replicator site	WP6 and WP7
2	Weather data of replicator sites	SharePoint	Public	VUB/Replicator sites	WP6 and WP7



3	Technology database for modelling activities	SharePoint	Public	WP6 partners	WP6
4	Contact information of flagship and replicator stakeholders	SharePoint	Private	VUB/Replicator site	WP3 and WP6
5	Social data from flagship and replicator stakeholders: personal project needs and barriers	SharePoint	Public	VUB/Replicator site	WP3 and WP6
6	Historic and Operational data from the Flagship Valley	SharePoint  SQL database (cloud server AMS)  Azure database	Restricted	NEC/Repowered/ Municipality of Alkmaar	WP3 and WP4 and WP5
7	Data for communication and dissemination purposes (e.g. multimedia files and infographics)	SharePoint	Public	DBL/All partners	WP2

Each one of the project datasets (per Table 1) will be accompanied by a detailed description, which will allow the project to abide by the FAIR principles. The specific template is in Table 2. The description of each dataset can be found in annex[es].

Table 2 – Dataset description template

Dataset name	
Description	



New or reused	Option1: Generate new data Option 2: Reuse existing data, origin?		
Public/restricted/ Classified	If restricted or classified, explain why		
Digital or Physical	Option 1: Digital Option 2: Physical		
If Digital,	Digital data type	Digital data format	Digital data volume
	Option 1: Observational	Option 1: .por, .xml, .tab, .cvs, .pdf, .txt, .rtf, .dwg, .gml, ...  Option 2: NA	Option 1: <100MB
	Option 2: Experimental		Option 2: <1GB
	Option 3: Compiled/aggregated data		Option 3: <100GB
	Option 4: Simulation data		Option 4: <1TB
	Option 5: Software		Option 5: <10TB
	Option 6: Other (please explain)		Option 6: <50TB
	Option 7: NA		Option 7: >50TB
Option 8: NA	Option 8: NA		
If Physical,	Physical volume estimation		



## 4. FAIR DATA

The REFORMERS Consortium is dedicated to share project results and outputs with the public and also to making project data available as much as possible, while respecting all restrictions, confidentiality clauses, rules and regulations. To this end, REFORMERS will ensure that FAIR principles will be fully respected. A public repository will be used to facilitate the publication of data and other results.

In this first version of the document, the consortium has not reached a final decision on the specific repository that will be used. There are many different options available and Zenodo is one often preferred by EU funded projects as it is safe<sup>1</sup>, trusted, citeable, with no size limit, without obligatory embargo periods, with versioning options and other benefits. REFORMERS is opting for Zenodo, pending a final decision.

Restricted or confidential data can be stored on Zenodo as well, but a more appropriate option might be chosen for this type of data<sup>2</sup>. A safe option is the FAIRVault<sup>3</sup> currently under construction; until this is ready to host data, VUB's university archive will temporarily be used.

### 4.1. FAIR: Making data findable

To ensure REFORMERS datasets are findable, they will be always accompanied by standard metadata (descriptive, administrative, structural or following specific metadata standards) and documentation based on the data cite metadata schema. The format of data files and metadata standards will be decided at a later time. A persistent unique identifier /PID (e.g DOI), will be assigned to each dataset. Specific domain, discipline and hierarchy related keywords (e.g. operation, stability, consumption, prediction, etc) will be provided to ensure standardization of metadata records.

### 4.2. FAIR: making data accessible

REFORMERS will mainly work with energy generation and consumption data, which will be openly available on Zenodo (and/or potentially other repositories as well), unless the source or creator instructs differently:

- In case of reused, restricted data, restrictions will be respected, and requirements will be fulfilled.
- In case of reused, confidential data, confidentiality will be fully respected. Specific agreements will be signed if required to gain access to data.
- In case of new, project data, these will remain public unless they are personal data or there is a reasoning for their confidentiality. This will be evaluated on a case-by-case basis (upon request, bespoke licences etc.).

<sup>1</sup> <https://zenodo.org/>

<sup>2</sup> Restricted data on Zenodo remain visible to Zenodo administrators, thus not recommended.

<sup>3</sup> *Materials from the FAIRVault project, a collaboration between VUB, UAntwerpen, UGent, UHasselt to develop a generic solution for securely archiving (sensitive) research data in a FAIR-aligned way.* <https://osf.io/yv2mw/>



In case datasets require a specific software or format reader to be created, read, accessed or analysed, metadata will include this information.

Reuse will not be monitored for data that is openly and freely available in Zenodo (or any other open access data repository). These data will be available under Creative commons (CC) and General Public Licenses (GPL), where a specific choice will be made case by case.

Reuse of sensitive or confidential data will be monitored. These will be made available via FAIRVault currently under construction; until this is ready to host data, VUB's university archive will temporarily be used. Metadata and proper documentation specific for the dataset will be visible and access can be requested. Data reusers can obtain access to the data after signing a data use agreement that states what can and cannot be done with the data they receive.

Data preservation period is at least 10 years after project end date.

### 4.3. FAIR: making data interoperable

As REFORMERS is energy oriented, the vocabulary and terminology of data, metadata and any other related documentation will be domain specific; commonly accepted terms will be used, to promote interoperability. Metadata standards will be used where available. For non-energy data (e.g. stakeholder engagement, exploitation, impact and other non-technical activities) the terminology will be adapted based on the respective discipline and hierarchy.

Data that are linked to publications, will always be attached/linked; the DOI(s) (or other persistent identifiers) will be provided in the publication, linking directly to the respective datasets. If reused data are used together with new data, these will be combined and linked.

### 4.4. FAIR: making data reusable

The project will use CC BY or GPL licence<sup>4</sup> for open data, ensuring credits to the creator. No embargo periods will be applied, unless there is a specific restriction factor involved, in which case, detailed description of the reasons will be provided, together with guidelines of securing access (via bespoke agreements etc.). The datapackages stored in Zenodo and in FAIRVault will include README files with information on owners, authors, description, abbreviations, format, methodology, codebooks, software requirements, variable definitions, units of measurement, where applicable and depending on the dataset.

## 5. OTHER RESEARCH OUTPUTS

REFORMERS will be working on the development of a large number of outputs, for all of which the FAIR principles will be applied, where possible:

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<sup>4</sup> <https://creativecommons.org/licenses/by/4.0/>; <https://www.gnu.org/licenses/gpl-3.0.en.html>



- For models and software: they will be registered on developers' platforms, such as GitHub and archived in public repository. This will facilitate their reusability. In the case of Zenodo, a link with GitHub is available<sup>5</sup>.
- For actual physical assets: e.g. questionnaires will be destroyed after being digitalized. For other types of physical assets (e.g. energy assets), these will be placed on private property (Boekelermeer) and will only be accessible to the public upon request.

## 6. ALLOCATION OF RESOURCES

### 6.1. Open access expenses

Project scientific publications will be open access ("gold" access), freely and permanently accessible for everyone, immediately after publication. These costs will be covered by the project budget.

### 6.2. Repository and storage space expenses

SharePoint, used as the main storage location of the project, is free of charge for the project as it is covered by VUB (overheads). The Cooperation Tool 5 is the project's chosen management tool; it also offers storage space and will be used to archive project documentation. These expenses are covered by the project budget.

Zenodo is a free repository, no costs will occur in the current format.

The public municipal Alkmaar dataset for REFORMERS is offered via open api via the Alkmaar data website. Because the CIP also requests a lot of data directly from partners, there will be an arrangement to offer third-party data for publication.

### 6.3. Data management roles and responsibilities

The Data Management Plan defines procedures and guidelines, that Partners must follow to ensure proper management of the research data. The Consortium will be supported by the DPO and data stewards of VUB and by DPOs of the other Partners. VUB, as Task 1.3 Leader, is responsible for monitoring the data management aspects of the project and for providing support and guidance upon request.

### 6.4. Long term preservation

All research data that are stored on SharePoint, will remain there for the duration of the project (at least six years). After the project ends, the data will remain stored in repositories, i.e. Zenodo and/or FAIRVault or VUB's archive. The preservation period will be of minimum ten years (VUB's Research Data Management policy). If the preservation period needs to be extended, VUB will submit a request and comply. Datasets stored in repositories (e.g. Zenodo), can be preserved for a longer period if needed.

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<sup>5</sup> <https://docs.github.com/en/repositories/archiving-a-github-repository/referencing-and-citing-content>



## 7. DATA SECURITY

### 7.1. Project storage location: SharePoint

The REFORMERS main storage location is SharePoint: all partners have been granted access to the [Document Library](#) (Figure 1), which has been structured to hold all types of documents and files.

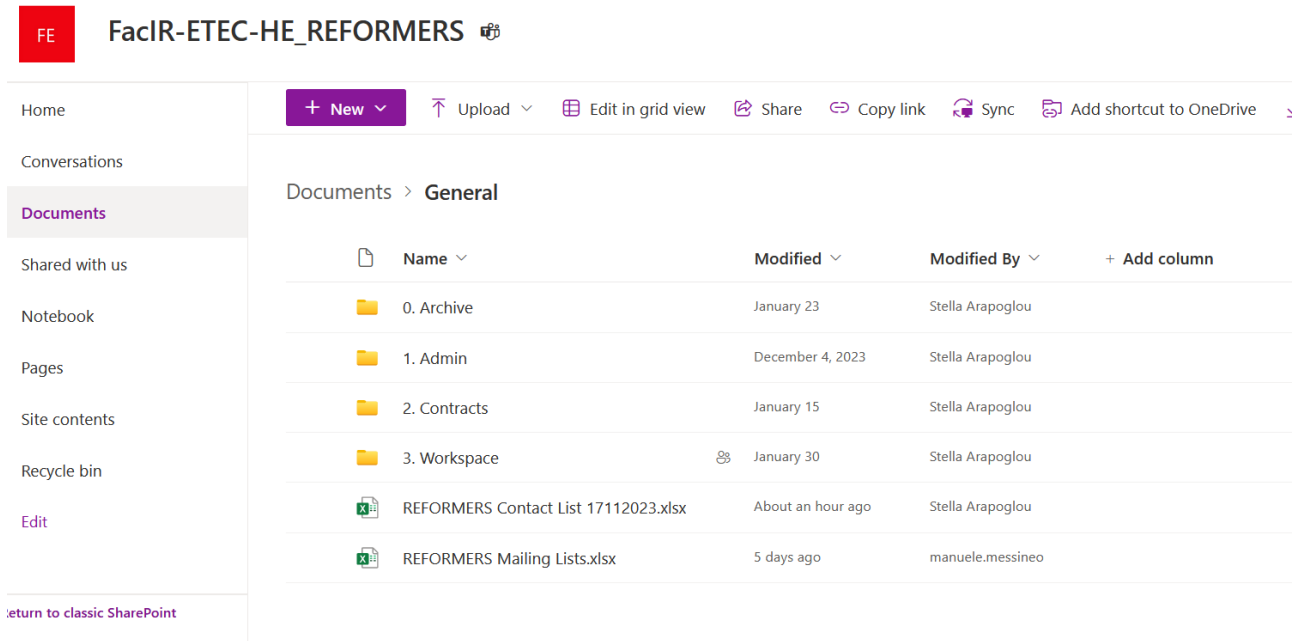


Figure 1 – REFORMERS Sharepoint library

SharePoint is a secure storage location that uses multifactor authentication. Access is only granted upon invitation (from the VUB project manager), thus reducing the risks of unauthorized people. An access map of SharePoint is kept updated at all times to ensure proper monitoring of access.

In case restricted or personal data are collected, these can be stored on SharePoint, on a separate folder and access will be restricted only to those with permission to view and use the data and of course the owner of the SharePoint site (REFORMERS project manager), thus preventing unauthorized access. Before they can be stored, all personal data will be anonymized or pseudonymized as soon as possible. The respective key (mapping table, pseudonymized key) will be stored separately, with access limited to authorised persons, e.g. data collectors. User-level encryption will be applied.

### 7.2. Flagship data storage location

Most of the data generated during the project is managed and stored by the consortium partners where the CIP makes a direct query and or temporarily caches the data. Any connection between the partners and the CIP is via a secure connection and complies with the applicable laws and regulations.



Data stored directly at the municipality is processed within an Azure architecture (Datalake) of the municipality after which it is transformed into usable API endpoints.

To secure the environment, a Key Vault is used that determines who can use which functionalities in the architecture by means of an AD. In addition, dynamic data masking adds an extra layer of protection for sensitive data.

### 7.3. Other storage locations

Data will be deposited, stored and accessible through the trusted CERTH's private Data Lake repository for long term. The data will be made available upon request, provided that there are no restrictions or limitations (such as those related to GDPR or intellectual property) from the data sources. We will adhere to any access rights related to the data provisions, in accordance with GDPR and CA regulations.

## 8. ETHICS

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The REFORMERS Consortium has provided a detailed ethics plan already in the Grant Agreement, to clearly state how personal data will be collected and treated (Part B, section 4) and how all relevant regulations will be respected.

In case personal data is indeed required, all lawful procedures and measures will be put in place, according to GDPR and national laws and under the guidance of VUB DPO and the VUB Legal and Ethics Office (information form, consent forms, data anonymization/pseudonymization, safe storage). The processing of personal data will always be in accordance with the General Data Protection Regulation (GDPR) and national laws and regulations. All data related activities (data collection/storage/process/analysis/destruction) will be in accordance.



## ANNEX[ES]

### Datasets descriptions

Dataset name	Energy consumption and production data of replicator sites		
Description	Timeseries of energy consumption and, when it is applicable, production of the various replicator valleys		
New or reused	Generate new data		
Public/restricted/Classified	TBD with each respective replicator valley		
Digital or Physical	Digital		
If Digital,	Digital data type	Digital data format	Digital data volume
	Experimental (if possible), Simulation data	Probably .csv or .json	<1GB per replicator
If Physical,	Physical volume estimation	N/A	

Dataset name	Weather data of replicator sites		
Description	Timeseries of weather measurements needed for modelling activities. Dataset will include at least measurements of solar irradiance, wind speed and ambient temperature.		
New or reused	Generate new data		
Public/restricted/Classified	Public		
Digital or Physical	Digital		



If Digital,	Digital data type	Digital data format	Digital data volume
	Option 2: Experimental (if possible) Option 4: Simulation data	Probably .csv or .json	<1GB per replicator
If Physical,	Physical volume estimation	N/A	

Dataset name	Technology database for modelling activities		
Description	Table containing techno-economic parameters for each technology included in the energy model		
New or reused	Generate new data		
Public/restricted/Classified	Public		
Digital or Physical	Digital		
If Digital,	Digital data type	Digital data format	Digital data volume
	Observational	Probably .csv, .json or .xlsx	<100 MB
If Physical,	Physical volume estimation	N/A	

Dataset name	Contact information of flagship and replicator stakeholders
Description	A list with contact information of relevant stakeholders of the flagship and replicators, to directly contact them with regards to targeted engagement activities (information sessions, workshops, surveys).

New or reused	Reuse existing data: compilation of existing contact details		
Public/restricted/ Classified	Classified, in compliance with GDPR regulations		
Digital or Physical	Digital		
If Digital,	Digital data type	Digital data format	Digital data volume
	Compiled/aggregated data	.xlsx	<100MB

Dataset name	Social data from flagship and replicator stakeholders: personal project needs and barriers		
Description	Personal preferences of relevant stakeholders from the flagship and replicator sites, gathered through a digital survey that explores their needs and perceived barriers with regards to project outcome and participation. Informed consent forms will be accompanying the survey/surveys and participants will be required to provide consent before giving away any data.		
New or reused	Generate new data		
Public/restricted/ Classified	Restricted: the survey results will be pseudonymized		
Digital or Physical	Digital		
If Digital,	Digital data type	Digital data format	Digital data volume
	Survey results	probably.xml x, .cvs, .pdf, or .txt	<100MB



Dataset name	Historic and Operational data from the Flagship Valley		
Description	1) Reused/historical data on energy production, energy consumption, energy assets and energy flows to determine the baseline of the Flagship Valley and calibrate digital twin models. 2) New monitored data on energy production, -consumption, -assets, -flows and -markets to determine the real-time performance of the flagship valley.		
New or reused	Reused and new data		
Public/restricted/Classified	Restricted		
Digital or Physical	Digital		
If Digital,	Digital data type	Digital data format	Digital data volume
	Experimental (if possible), Simulation data	Probably .csv or.json	<1GB per replicator
If Physical,	Physical volume estimation	N/A	

Dataset name	Website and social-media analytics data		
Description	Systematic reports related with online traffic and level of engagement of project's official website and social media channels		
New or reused	Generate new data		
Public/restricted/Classified	Public		
Digital or Physical	Digital		



If Digital,	Digital data type	Digital data format	Digital data volume
	Traffic statistics in text and graph formats. No personal data collected.	.csv, .doc, .png	<50MB
If Physical,	Physical volume estimation	N/A	

Dataset name	Communication and dissemination contact lists		
Description	E-mail contact lists including newsletter subscribers, direct contacts, workshop participants, Advisory Board members and other projects contact points.		
New or reused	Generate new data		
Public/restricted/ Classified	Restricted, only available to Consortium members. Private contacts shall not be shared publicly unless explicit agreement has been signed under GDPR provisions or in case the contact is already public domain.		
Digital or Physical	Digital		
If Digital,	Digital data type	Digital data format	Digital data volume
	Compiled, aggregated data	.xlsx	<50MB
If Physical,	Physical volume estimation	N/A	

