RESOURCE

**Regional project development assistance
for the uptake of an Aragonese circular economy**

D6.3 Data Management Plan
Final Version

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Deliverable lead	Geraldine Quetin, G.A.C. Group
Authors and Contributing partners	Geraldine Quetin, Marc Pattinson, Charlotte Alcouffe - G.A.C. Group Joanna Abi Abdallah, EBN Hauke Ward, ULEI Eva María Elena, ANCES Eloy Fernandez, GoA
Reviewers	Hauke Ward, ULEI Joanna Abi Abdallah, EBN
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Abstract	This document presents the initial final of the data management plan of the RESOURCE project. The document defines and specifies the project's final version of data management procedures for all data to be collected, processed and/or generated in the RESOURCE

	framework in line with the Guidelines on FAIR Data Management in Horizon Europe. Moreover, this document also describes the strategy about how to manage privacy and Ethics aspects. It was envisioned as a live document along the entire project.
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Disclaimer

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EXECUTIVE SUMMARY

This document represents deliverable D6.3 – Data Management Plan (DMP) – final version – elaborated in the framework of RESOURCE. During the lifetime of RESOURCE, many services and other activities have required the elaboration of GDPR-compliant support systems and documents. RESOURCE collected/generated data for internal use through:

- Surveys
- Interviews
- Videos transcripts
- Registration forms
- Application forms
- Assessment forms
- Pilot projects follow-up tables and PowerPoint slides
- Desk research
- Documentations of events (i.e. documentation of services and participants), etc.

Personal data collected was stored either on the RESOURCE Teams storage community or among the consortium partners own folders and only used for the purposes of RESOURCE and was not disclosed to third parties. Likewise, data captured from primary sources like interviews or online surveys were not divulged to third parties and not used for other purposes beyond RESOURCE activities.

RESOURCE generated public data, such as the project public deliverables as well as communication and dissemination materials, that were made accessible for external users, and which can be found in *Table 7 - Openly accessible data in RESOURCE* .

Sensitive data collected from pilots were kept internal for use within the project only and shared with the Commission when relevant and needed. For instance, for confidentiality concerns, detailed LCA results were not displayed in the deliverable D2.1 "Opportunity mapping for the Circular pilot projects" but rather added as an annex to the First Periodic Technical Report 2022-2023. Information on a detailed LCA assessment can enable experts to conclude on underling processes and technologies. For this reason, NDAs (Non-Disclosure Agreements) were signed between pilot projects and GAC Group as RESOURCE representative to ensure confidentiality.

The detailed list of documents that has been created during the project, broken down at WP level can be found in *section 2 – Data summary.*

As such, RESOURCE activities involved the collection, processing and/or generation of data, in order to obtain the necessary information and meaningful insights for the development of the project and PDA services.

In this context, this DMP describes the data management procedures for all data that was collected, processed and/or generated in the framework of RESOURCE in line with the Guidelines on FAIR Data Management (Findable, Accessible, Interoperable, Reusable) in

H2020/Horizon Europe[1]. The DMP is part of the necessary information to take part in the European Commission's Open Research Data Pilot.

The initial DMP submitted in September 2022 is presently updated with additional information occurred as the implementation of the project progressed. The project ran from July 2022 until June 2025.

The terms and provisions of the EU Grant Agreement (and its annexes) and the RESOURCE Consortium Agreement do prevail in the event of any inconsistencies with recommendations and guidelines set out in this deliverable.

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[1] https://erc.europa.eu/sites/default/files/document/file/ERC_info_document-Open_Research_Data_and_Data_Management_Plans.p d f and http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

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ABBREVIATIONS

AB	Advisory Board
CA	Consortium Agreement
CCRI	Circular Cities and Regions Initiative
CE	Circular Economy
DMP	Data Management Plan
EBN	European Business and Innovation Centre Network
EC	European Commission
GAC	G.A.C. Group (project coordinator)
GDPR	General Data Protection Regulation
IPR	Intellectual Property Rights
LCA	Life Cycle Assessment
NDA	Non-Disclosure Agreement
ORDP	Open Research Data Pilot
PDA	Project Development Assistance
PU	Public (deliverable)
T.X.X	Task x.x
SEN	Sensitive (deliverable)
ULEI	University of Leiden (project partner)
WG	Working Group
WP	Work Package
WPL	Work Package Leader

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1 INTRODUCTION

1.1. Context and background

The RESOURCE project is studying the private funding opportunities needed in circular projects and facilitating their development. RESOURCE's overarching objective is to develop new Project Development Assistance (PDA) services to fund regional circular economy (CE) investment projects. More precisely RESOURCE is:

- building an integrated expertise pool to support technically, economically, and legally the regional CE pilots SMEs,
- developing innovative financing schemes and business models,
- launching concrete investments.

The methodology developed for the RESOURCE project ensures the sustainability of those CE projects by potentially completing their private funding with other sources of financing (European, national, and regional public funds).

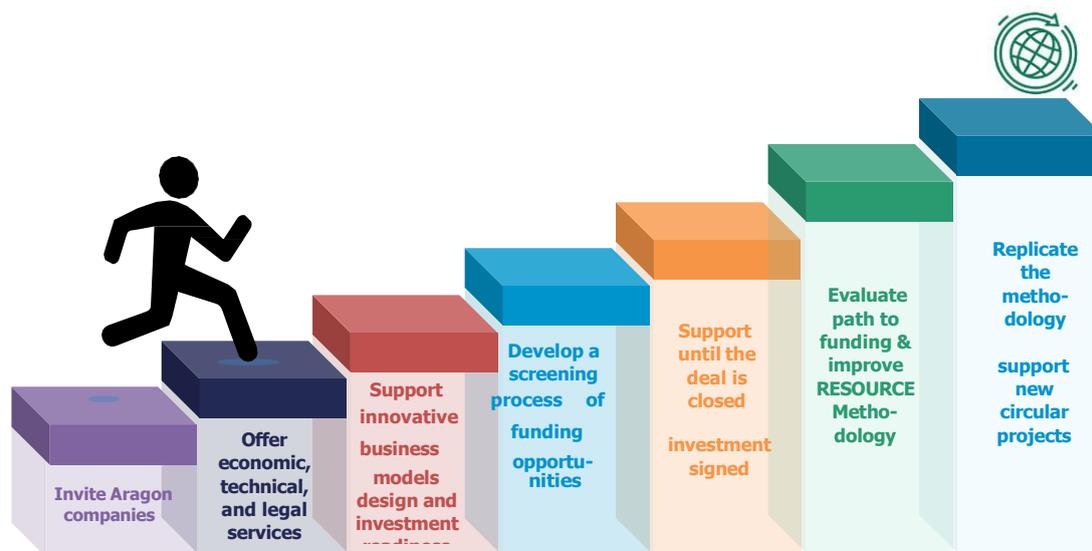The RESOURCE methodology consists of seven steps:

Figure 1 - The RESOURCE methodology in 7 steps

The strong interest coming from Aragon companies to shift towards circular practices should guarantee a sustainable pipeline of projects to test the RESOURCE methodology. The final and overall objective of the RESOURCE project through the creation of a portfolio of project development assistance services, is to accelerate the development of the CE in Aragon and to reach €20M direct private investment in circular projects over a period of 36 months, until end of June 2025.

RESOURCE is particularly **reaching out to and gathering a CE community to develop an innovative regional process and ecosystem** to remove the technical, economic, legal, regulatory, and financial barriers the CE projects face, ensuring the replicability of its PDA services and maximise their impact both in Aragon (Spain) and beyond.

1.2. Scope

The RESOURCE project is part of the Open Research Data Pilot (ORDP) of the European Commission[2] which aims to improve and maximise access to, and re-use of research data generated by Horizon 2020 and Horizon Europe projects. A Data Management Plan (DMP) is required for all projects participating in this pilot. The ORDP applies primarily to the data needed to validate the results presented in scientific publications. Other data can also be provided by the beneficiaries on a voluntary basis.

Box 1 : Data Management Plan
The DMP is a key element of good data management. It describes the management procedures for the data to be collected, processed and/or generated by a Horizon Europe project in line with the Guidelines on FAIR Data Management[3]. The term FAIR was launched at a Lorentz Workshop in 2014, and the resulting principles were published in 2016. The term FAIR describes a set of guiding principles to make data Findable, Accessible, Interoperable, and Reusable. As stated in the H2020 Programme Guidelines on Fair Data Management in Horizon 2020[4]: "Participating in the ORD Pilot does not necessarily mean opening up all your research data. Rather, the ORD pilot follows the principle as open as possible, as closed as necessary and focuses on encouraging sound data management as an essential part of research best practice." In order to make research data findable, accessible, interoperable and re-usable (FAIR), a DMP must include information on: • The handling of research data during and after the end of the project. • What data collected, processed and/or generated in the project. • Which methodology and standards to be applied. • Whether data is shared/made openly accessible. • How data is curated and preserved (including after the end of the project).

Despite RESOURCE not being a research-driven project, its DMP helps to:

• Describe the data management procedures specific to the project.
• Increase awareness of project partners regarding data management.
• Ensure privacy and appropriate use of sensitive data, in particular regarding data from PDA services to pilots' projects.
• Ensure continuity in data usage when there were changes in project staff.
• Ease to find project data when partners needed to access it.
• Avoid unnecessary duplication e.g., re-collection or re-working of data.
• Keep data updated.
• Make project results more visible.

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2   https://www.openaire.eu/what-is-the-open-research-data-pilot
3   https://ec.europa.eu/research/participants/data/ref /h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf
4   https://ec.europa.eu/research/participants/docs/h2020-f unding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

Data-related issues have been therefore central in RESOURCE developments. Indeed, RESOURCE produced a set of PDA services based totally on inputs and data gathered through interviews and surveys from stakeholders and pilot projects supported by RESOURCE.

The deliverable 6.3 is the Final Data Management Plan (DMP) of the RESOURCE project and aims at detailing and defining the management of data produced, used (or re-used) and published by the project and processes associated. It provides a description of the procedures on how the research data has been collected, processed, generated; and how these data have been and will be handled during the project and after its finalization.

This DMP was not a static document and has evolved during the lifespan of the project. The first version of the DMP included an overview of the datasets to be produced during the project and the specific conditions that are attached to them. This present final version is an update of this first version including new processes and actions taken.

By detailing the handling and usage of data, this deliverable completes the RESOURCE Consortium Agreement (CA) signed between the consortium members (confidential document). Hence, the document (and also the subsequent versions of it), represents the consortium agreements on the data plan and also a description of the main standards and methodologies that has been established for data collection, generation, sharing and preservation.

This document follows the template provided by the European Commission on DMP structure and guidelines[5].

1.3. Structure of the document

The DMP document has been structured according to the following sections:

- **Section 1** is the introductory chapter, which provides the scope of the deliverable and the main outline of the document.
- **Section 2** contains information about data generated or collected in RESOURCE for each of the WPs and also, the section devotes to the preservation data mechanisms established within the project.
- **Section 3** Contains information about the FAIR data (Findable – openly Accessible – Interoperable – Re-use) for RESOURCE.
- **Section 4** Focuses on the allocation of resources and the responsibility to maintain the data FAIR within RESOURCE and addresses the data security aspects and issues related to ethical aspects.

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[5] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf : Guidelines on Data Management in Horizon 2020

2 DATA SUMMARY

The following section describes the purpose of data collection/generation, the types and formats of data generated and collected throughout the project, the re-use of existing data, the data origin, the expected size of data as well as data utility on the project's Work Package level. A detailed list of all data and their respective formats to be made accessible by an open access repository is included in section 3.2.1, making data openly accessible.

The aim of RESOURCE is to develop new Project Development Assistance (PDA) services to fund regional circular economy investment projects.

To this end, RESOURCE has primarily detected promising regional circular pilot projects and

> **Box 2. Open Access**
>
> Open access (OA) refers to the practice of providing online access to scientific information that is free of charge to the end-user and reusable. 'Scientific' refers to all academic disciplines. In the context of research & innovation, 'scientific information' can mean: (1) peer-reviewed scientific research articles (published in scholarly journals, with a peer review process) or (2) research data (data underlying publications, curated and raw data).

invited the most promising ones to participate in the PDA services process, supporting them in removing technical, economic, legal and regulatory barriers. In parallel, RESOURCE developed an ecosystem for these circular pilot projects to secure financing, by developing innovative business models, by assessing their circularity optimisation, assessing their investment readiness and sales pitches, screening funding opportunities, and connecting them with private investors as well as public investment vehicles. Hence, circular pilot projects were supported in all the necessary and useful dimensions until their financing.

For this purpose, RESOURCE has collected and generated data for internal use and further processing by the RESOURCE project partners in the form of surveys, interview/ workshops transcripts, registrations forms, documentations of events (i.e., documentation of RESOURCE services and participants), as well as data made accessible for external users such as the project deliverables in public dissemination category as well as communication and dissemination materials.

Sensitive data collected under the PDA services, throughout the WP2 and WP3 tasks were set apart, in the Teams repository, with access limited to only certain partners of the consortium. It was in our common interest and important especially for the project partners to make ensure raising measures and safeguards to keep confidentiality and safety of the projects' IP, business model, etc. All partners were committed under an NDA through the GA, but GAC Group on behalf of all partners signed an NDA with all the pilot projects.

The project came across some confidentiality limitations:

- For instance, confidentially issues arose, when conducting the Life Cycle Assessment (LCA) and hotspot analysis (in the context of Task 2.1, led by ULEI). The LCA is a quantitative method, used to measure and analyse the environmental burden of products or services. Depending on where the system boundary is chosen products and process impacts over their entire life cycle can be considered. During the lifecycle inventory stage, an extensive data collection took place including data around the exact processes that companies conduct, the energy, materials, resources inputs and

- waste emissions and by-products outputs across each phase of a pilot's product manufacturing or service delivery.
- Also, during the PDA services process, to support the circular economy pilot projects in removing technical, economic, legal and regulatory barriers, in the context of provided supports in T2.2, T2.3 and T2.4, some data collection exercise took place consisting of a developing business plan attractive for the investors. Sensitive data and information were shared and stored in the confidential part of the Teams repository.
- RESOURCE within the T3.1 "Support circular pilot projects to attract investors" and through the D3.1 "Innovative business plans to attract investors", collected also sensitive data that included each circular pilot projects' business plan and a public summary report with the aspects needed in order to develop an attractive business plan for the investors.
- Finally, under the T3.4 "Matching with investors and signing of contracts", in preparing for due diligence process for an investor assessing a pilot project, many critical data were discussed, shared and needed to be properly articulated in all legal documents.

All personal data collected by the consortium (e.g., Stakeholders interviews, surveys, pilots' interviews and video recordings, pilots' business plans, NDAs…) were strictly used for the internal purposes of RESOURCE and not disclosed to third parties.

Being a Coordination and Support Action (CSA), RESOURCE did not generally generate typical research data. An exception is WP5, where within T5.5 scientific results and insights have been produced. The results and generated datasets will be published with the publications as open access. The results of analyses generated during the project's lifetime have been and will remain accessible on a voluntary basis (in line with data protection/ethical requirements).

The following section concentrates on Work Packages (WPs) 1, 2,3 and 4, as it is within these WPs that data were principally collected/generated.

A table for the various data collected is available in Annex.

1.1.   Data collection / generation in WP1

The data generated in WP1 was used for a mapping of circular economy stakeholders, a cross-cutting analysis of stakeholders' preliminary roles and expectations, influence and interests regarding the circular economy, with a focus on behaviour change; and the identification of their main drivers and the elements that can be used to effectively engage them in the RESOURCE solution.

Stakeholder involvement led to the creation of a portfolio of sustainable circular pilot projects. Thus, each output produced in the context of WP1 was considered as a part of a set of elements providing an improved governance and innovative organisation of the Aragon business service support ecosystem to select circular economy investment projects.

To undertake the development of new governance and organization model adapted to circular economy, several data collection methods were used: bibliographic and desk research, 50 individual interviews, and 3 co-creation workshops involving all quadruple Helix representatives.

Table 1 - Data collection in WP1

Purpose of data collection/generation

Elaboration of deliverables:

The FAIR approach and this data management plan was applied to the following deliverables:

- D1.1 Stakeholder mapping [PU]
  - D1.2 Stakeholder engagement strategy [PU]
- D1.3 Results of co-creation workshops [PU]
- D1.4 Experts Committee founding members and rules [PU]

Other activities:

As part of T1.1 and T1.2, desk research was performed to collect information on:

- Mapping of regional stakeholders with interests in RESOURCE project: Public authorities/regional and local governments; business networks, clusters, intermediary organisations and facilitators; RESOURCE beneficiaries (selected pilot projects) and other circular project owners; finance sector players; citizens and civil society organisations
- Circular economy challenges, programmes and data on Aragon region
- Best practices regarding circular economy (CE) ecosystem and governance

In addition, 50 interviews were conducted under T1.1 to collect additional information about barriers, expectations, influence and interests of the different stakeholders regarding circular economy and the RESOURCE methodology; stakeholders' needs and assets to bring to CE projects.

With regards to T1.2, 3 co-creation workshops were organised, gathering partners from each of the quadruple Helix: public institutions, intermediary organisations, finance stakeholders and beneficiaries, to collect information about the guidelines and criteria to:

- Best evaluate and select CE projects,
- Best identify and motivate CE projects for sustainable pipeline,
- Best organise ecosystem and new governance model dedicated to CE.

As part of WP1, collection of personal data was necessary in order to conduct interviews and mobilise actors in the workshops and in the Expert Committee. Contact details includes name, institution, position, e-mail address, organisation address, phone number.

Types and Formats

- Deliverables – Format: .docx, .pdf
- Interview/ workshops summaries – Format: .docx/.pdf
- Registration forms – Format: xlxs
- Desk research – Format: .docx, .pdf, .html

Re-use of existing data

Evidence from the literature (e.g., sectoral studies, policy documents, strategies and plans, agreements, grey literature, academic studies) collected through desk research (see reference lists in deliverables).

Data origin

- Primary data (interviews, workshops)
- Personal data
- Data from literature

Size of data

Those were mainly word and excel files and represent around 30Mb storage capacity.

Data utility

Desk research performed under T1.1 and T1.2, and data publicly available, were analysed and embedded into an analytical research framework that helped producing deliverable D1.1, D1.2, and to fuel the co-creation workshops under the T1.2 (and D1.3).

The raw data (individual interviews results and "naming" workshops discussions, etc.) and personal data collected in WP1 were kept secured and not openly accessible. These data also served, in an anonymous way, to prepare D1.2 and D1.3 in the context of T1.1 and T1.2.

The four deliverables in the WP1 were made public. Stakeholders involved in the data collection have been informed about the results of the project through the RESOURCE website.

Consent has been systematically requested by all subjects for collecting their personal information, detailing the purpose of the data collection and storage, the retention period, as well as the contact details of the responsible Data Protection Officer.

Under the T1.3, all partners had access to sensitive data regarding CE projects: each member had an obligation of confidentiality (under the Grant Agreement, signed by all consortium partners).

1.2. Data collection / generation in WP2

The data generated within WP2 provides the Project Development Assistance (PDA) services regarding environmental, technical, economic feasibility and legal and regulatory issues, to support candidates to become circular, and make them "attractive" for investors.

To perform the global improvement of the CE projects selected, several data collection methods have been used, for example: survey to pilots, bilateral exchanges, data from scientific literature, databases.

Table 2 - Data collection in WP2

Purpose of data collection/generation
Elaboration of deliverables: The FAIR approach and this data management plan applies to the following deliverables: - D2.1 Opportunity mapping for the Circular pilot projects [PU]   - D2.2 Circular Economy Readiness Level [PU]   - D2.3 Guidelines for Legal and regulatory sustainability Circular pilot projects [PU]   - D2.4 Guidelines for actionable Circular pilot projects [PU]   **Other activities:** As part of T2.1, T2.2, T2.3 and T2.4, survey (information sheet, data request) and bilateral exchanges (interviews and individual meetings) with the pilots / beneficiaries were run to: - Collect data about the project, the technology, their processes, the strategy, operational costs etc. any information that would help us supporting them the best way (e.g.: how much money do they need to raise, when, what for, etc.)   - In the case of Task 2.1, data collection in the form of surveys with the pilot projects as well as from other sources such as scientific literature, databases, took place following the ISO 14040 and ISO 14044 guidelines for the Life Cycle Assessment Method.   - Understand pilots' needs   - Discuss and clarify strengths and weaknesses of the pilots, and options for improvement.   Desk research and databases allowed the team to collect additional information as part of T2.1, T2.2, T2.3 and T2.4 about the state-of-the-art, benchmark, best practices, legal and regulatory framework, etc. Webinar trainings and workshops were set-up within T2.2 and T2.4 to implement concrete actions regarding the technical development of circular pilot projects and to set-up a customised business plan. As part of WP2, sensitive data was collected regarding individual projects supported by RESOURCE and needs to respect confidentiality. The Confidentiality Resource protocol is built following these guidelines: - The number of people having access to the sensitive data is strictly limited to the required minimum.   - Dedicated and protected files and folders have been used with specific profile access

(specific Consortium Members only had access to the Pilots data)

- Non-Disclosure Agreements (NDAs) were signed between pilot projects and the GAC Group as RESOURCE representative to ensure confidentiality.
- Each person and organisation formally notified the project coordinator of situation constituting or likely to lead to a conflict of interest and necessary steps to rectify this situation were immediately taken.
- The project coordinator verified that the measures taken were appropriate, assessing the need for potential additional measures to be taken by a specified deadline.

Types and Formats

- Deliverables – Format: .docx, .pdf
- Interview/ workshops summaries – Format: .docx/.pdf
- Minutes from the individual meetings – Format: .docx/.pdf
- Survey results – Format: xlxs, pdf
- Training webinars and other resource materials – Format: html, .mp4, PNG, JPEG, PPT
- Registration forms – Format: xlxs
- Desk research – Format: .docx, .pdf, .html
  - Database – Format: ecospold, .xml, .pdf

Re-use of existing data

Evidence from the literature (e.g., Regulations, Directives, policy documents, strategies and plans, agreements, grey literature, academic studies) collected through desk research (see reference lists in deliverables).

Databases (ECOINVENT).

Data collected during WP1 and through other Horizon 2020 and Horizon Europe projects and through the CCRCI projects and best practices, may also be re-used. Data collected through previous internal research projects and activities might also be re-used, in particular by AITIIP, and ULEI CML (e.g. EIT RM project CIRCUMAT)

Data origin

- Primary data (interviews, surveys)
- Personal data
- Data from literature
- Data from databases

Expected size

Not yet known.

It is expected raw or text data size to be manageable in terms of storage capacity.

Data utility

Individual survey and bilateral exchanges with the pilots / beneficiaries were performed for the different assessment under the tasks T2.1, T2.2, T2.3 and T2.4: based on the study of

strengths and weaknesses of the pilots, recommendations and action plan were designed to pave the way to improve their circularity and make them "attractive" for investors.

The data collected in WP2 was very sensitive and was not made openly accessible. Pilots participating in the Circular Economy project preparation (PDA) had their data kept confidential and solely transformed into anonymised information in the four public deliverables D2.1, D2.2, D2.3 and D2.4. Discussions are underway with the PO to modify the sensitivity level of some of these deliverables (D2.1 and D2.2). If the deliverables remain publics, two documents co-existed: an internal document with all the data, and a public document (the deliverable) with less data and anonymized, mentioning that some data have been removed.

Consent has been systematically requested by all subjects for collecting their personal information, detailing the purpose of the data collection and storage, the retention period, as well as the contact details of the responsible Data Protection Officer.

1.3. Data collection / generation in WP3

The data generated within WP3 supports raising awareness amongst potential and the opportunity of investing in circular pilot projects and develop innovative financing schemes to boost private investment for circular economy project and launch concrete investments and also consider how to lever public investment support.

To perform the pathway to investment, several data collection methods have been used: 2 workshops to explain the nature of circular pilot projects and their investment profile/needs.

Table 3 - Data collection in WP3

Purpose of data collection/generation
Elaboration of deliverables: The FAIR approach and this data management plan applies to the following deliverables: - D3.1 Innovative business plans to attract investors [SEN]   - D3.2 Report criteria required by CE projects to bring private investors into their projects [PU]   - D3.3 Report on critical needs and ideas that investors have when investing in projects [PU]   - D3.4 Results of the Demo Days and signed contracts list [PU]   **Other activities:** With regards to T3.1, two workshops were set-up and animated to present and explain the nature of circular pilot projects and start-ups to attract investors. T3.1 built on WP2, and in particular on T2.4 regarding economic feasibility as such followed up on business plan to go into attractive presentation of a business plan. No additional personal data was collected. However, these workshops resulted in the generation of public information about best practices and tips for higher impact regarding investors, and to collect confidential information on the individual pilot projects. As part of T3.2 and T3.3, Expert Committees were set-up, build on WP1, and in particular on T1.1 regarding mapping of stakeholders. No additional personal data were collected.   - The Final beneficiaries Committee under T3.2 were set-up with facilitators and final beneficiaries. It was animated to collect information about the guidelines and criteria to be analysed by the CE projects for the entry of investors in their respective companies: reputational aspects, with which stakeholders the investors are involved, what environmental commitments they have, (part of their investments come from green funds, etc.)   - The Investors networks Committee under T3.3 was set-up with representatives from the investor's networks. It was animated to collect information about the critical ideas that investors have when investing in projects, in any sector in general and in CE in particular. These needs can be of four types: financial, risks, diversification and timing.   Within T3.4, the selected pilots were supported in participating in different investment forums (IESE, ESADE, Keiretsu...), and two Demo Days to potential investors were organised. As part of T3.4, data was collected to detect the existing investment forums. Additional desk

research on potential investors and public funding windows to invite in the demo days was undertaken, in a complementary work made under the T1.1 (updating and enlarging work). In addition, data already collected in the previous task (T3.1, T3.2 and T3.3) has been capitalised to enhance matching opportunities between pilot projects and investors.

The process of an investor entering a project begins with the agreement on critical aspects such as: strategy and valuation of the project, together with the percentage of equity promised to the investor and other types of clauses and statements that have to be articulated in a Shareholders' agreement. The "legal package" is somewhat complex and must be well implemented, both to defend the interests of the company executing the project and the investor co-financing it. This Agreement regulates the daily relationship between the investor and the company that executes the project.

Regarding the collected documentation, the only information obtained pertains to investor identification (organization name, contact details, etc.), and does not include any sensitive data. These records are securely stored in a folder that is accessible only to authorized personnel of RESOUCE project.

Finally, each event organised under WP3, regardless of the format (workshop, training, demo days…) requires a FAIR approach and treatment of personal data. Indeed, personal data of potential participants to these events were collected, mainly through registration forms

Types and Formats
- Deliverables – Format: .docx, .pdf   - Workshops summaries – Format: .docx/.pdf   - Training webinars and other resource materials – Format: html, .mp4, PNG, JPEG, PPT   - Registration forms – Format: xlxs   - Desk research – Format: .docx, .pdf, .html
Re-use of existing data
Data collected during WP1 and WP2, through other Horizon 2020 and Horizon Europe and through the CCRCI projects and best practices, projects may also be re-used.
Data origin
Primary data (workshops, Expert Committees meetings & works)
Expected size
Not yet known. It is expected raw or text data size to be manageable in terms of storage capacity.
Data utility
The data collected in T3.1 during training workshops was not made openly accessible. Pilot projects participating in the workshops and teaching to pitch sessions had their data kept confidential and solely transformed into anonymised information in the public summary of the deliverable D3.1. As a result of such sensitive work, RESOURCE develop the D3.1

"Innovative business plans to attract investors", which was sensitive because it included each circular pilot projects business plan and a public summary report with the aspects needed in order to develop an attractive business plan for the investors.

The data collected in T3.2 and T3.3 through the committees was analysed and embedded into an analytical research framework that helped produce deliverable D3.2 and D3.3.

- The exchanges of information through the Final Beneficiaries Committee (T3.2) allowed defining the criteria to be analysed by the CE projects for the entry of investors in their companies. Hence, circular pilot projects were more confident about what type of investor is most suitable for them.
- The exchanges of information though the Investors Network Committee (T3.3) allowed identifying and analysing critical needs investors have when investing in projects. Hence, investors were more confident in investing in Circular pilot projects.

Consent has been systematically requested by all subjects for collecting their personal information, detailing the purpose of the data collection and storage, the retention period, as well as the contact details of the responsible Data Protection Officer.

1.4.   Data collection / generation in WP4

The data generated within WP4 provides both a wider perspective on how European peers deal with similar issues and learn from best practices which can inspire the adoption of new methodologies that can be replicated in the Aragon context and provides tips, feedback and Aragon's success stories to enable the acquisition of knowledge and skills that would reinforce the adoption of circularity models across Europe.

To perform the development of replicable models and be inspired from the best European practices, several data collection methods have been used: desk research, survey, benchmarking, best practices pitching sessions, pilot projects reports and overviews, workshops, events.

Table 4 - Data collection in WP4

Purpose of data collection/generation
Elaboration of deliverables: The FAIR approach and this data management plan applies to the following deliverables: • D4.1 Map of CE projects implemented across EU countries [PU] • D4.2 European Circular Economy European Circular Economy best practices selected [PU] • D4.3 List of evaluation criteria [PU] • D4.4 (3 rounds each) Benchmarking and tailored coaching sessions organized [PU] • D4.5 RESOURCE Policy Brief [PU] **Other activities:** As part of T4.1, desk research was carried out by all partners to map successful circular pilot projects across Europe: the CCRCI was a strong source of information during this mapping, and additional sources were investigated. In addition, an online questionnaire was sent out to EBN members, with a particular focus on the Eco-Innovation Special Interest Group (SIG), and online one-to-one meetings were conducted, to identify similar CE investment projects across Europe. The main outcome of this task was to map CE projects implemented across EU countries and select 25 best practices (T4.2), 5 of which were benchmarked with the RESOURCE selected projects (T4.3). Data collected concerns mainly: Information on CE investment projects implemented across Europe (including projects and initiatives from the CCRI network) with a focus on the activities undertaken, subsidies received, participation in European projects, private funding and geographical coverage. Within T4.2, five sessions were organised online gathering stakeholders from different European countries to present the 25 best practices identified under T4.1, the aim was to retain five best practices based on pre-established criteria, including geographic indicators. These sessions allowed collecting information respectively about: the CE investment projects mapped during T4.1 and selecting 5 of them to be benchmarked with the RESOURCE pilot projects. The EU best practices selection criteria were established in line with the selection criteria set up for the selection of the RESOURCE pilot projects.

With regards to T4.3, the following activities were conducted :

- Benchmarking the methodology with European best practices,
- Analysing projects' strengths and weaknesses through the development of a business review, and
- Insights on pitching techniques and traditional and non-traditional sources of financing.

The aim of the benchmarking activities is to ensure that local circular pilot projects have a wider perspective on how European peers deal with similar issues and learn from best practices which can inspire the adoption of new methodologies that can be replicated in the local context. The exchanges between European projects and the RESOURCE projects enabled the awareness for and acquisition of knowledge and skills to reinforce the adoption of circularity models across Europe. As for the establishment of the EU best practices selection criteria, the concept, the impact and the support to be provided were set up according to the needs and challenges identified for the Aragon pilot projects.

As part of WP4 (T4.1, T4.2 and T4.3), collection of personal data is necessary in order to conduct the online survey, to select BP and to set-up and animate the workshops and tailor the coaching sessions. Contact details comprehends name, institution, position, e-mail address, organisation address, phone number.

Within T4.4 a policy recommendations using data collected through T4.1, T4.2, T4.3 and WP1, WP2 and WP3 were performed in order to formalise a replicable proposition of the RESOURCE methodology and implementation advice for other regional policy makers all over Europe.

Types and Formats

- Deliverables – Format: .docx, .pdf
- Online survey – Format : .xlxs, .docx, .pdf
- Interview/ workshops summaries – Format: .docx/.pdf
- Training webinars and other resource materials – Format: html, .mp4, PNG, JPEG, PPT
- Registration forms – Format: xlxs
- Desk research – Format: .docx, .pdf, .html

Re-use of existing data

Evidence from the literature (e.g., sectoral studies, policy documents, strategies and plans, agreements, grey literature, academic studies) collected through desk research (see reference lists in deliverables).

Data collected during WP1, WP2 and WP3, through the CCRCI projects and best practices, and through other Horizon 2020 and Horizon Europe projects may also be re-used.

Information collected regarding the pilot projects activities, journey and achievements.

Data origin

- Primary data (on-line survey, interviews, workshops and training sessions)
- Personal data
- Data from literature

Expected size
Not yet known.
It is expected raw or text data size to be manageable in terms of storage capacity.
Data utility
The raw data (survey results, interviews, workshops, etc.) and personal data collected in WP3 was kept secured and not made openly accessible. These data were used to prepare the five deliverables within WP4: D4.1 on the mapping of the CE projects implemented across EU countries, D4.2 describing the European Circular Economy best practices selected, D4.3 explaining the and the selection process and the list of evaluation criteria, D4.4 explaining the organisation, content and insights from the benchmarking and tailored coaching sessions organized and finally the D4.5 on Resource Policy Brief. All the deliverables in WP4 are public. Pilot projects and selected best practices participating in the workshops and teaching to pitch sessions (T4.2 and 4.3) had their data kept confidential and solely transformed into anonymised information in the deliverable D4.2 and D4.4. Consent has been systematically requested by all subjects for collecting their personal information, detailing the purpose of the data collection and storage, the retention period, as well as the contact details of the responsible Data Protection Officer.

1.5. Data collection / generation in WP5

The data generated within WP5 aimed at maximising the impact of the project by raising awareness, communicating the project activities and disseminating results.

Table 5 - Data collection in WP5

Purpose of data collection/generation
Elaboration of deliverables: The FAIR approach and this data management plan applies to the following deliverables: - D5.1 Communication, dissemination and outreach strategy [PU]   - D5.2 Dissemination and outreach strategy update [PU]   - D5.3 Report on international networks and policy outreach and recommendations [PU]   - D5.4 Exploitation and sustainability draft plan (SEN)   - D5.5 Final exploitation and sustainability plan (SEN)   - D5.6 RESOURCE Impact Assessment [PU]   Other activities: Some activities planned as part of T5.2 and T5.3, especially the newsletter dissemination

and the organisation of the thematic training webinars[6] and workshops, events, and online dissemination activities with national / international networks and relevant organizations, require a FAIR approach and treatment of personal data. Indeed, personal data of potential participants and beneficiaries to these activities were collected, mainly through registration forms:

- Newsletter contacts regroup the information gathered from stakeholders involved in the project as well as communities potentially interested in the project developments as identified by the consortium and stakeholders involved in the project (e.g. Advisory Board members, Pilots, CCRI community) and anyone who registered from the RESOURCE website's home page. Contact information generally included a name and an e-mail.
- Workshops, trainings webinars, events and online dissemination activities that took place during the project brought together various players from the Aragon Region and across the EU. Data such as participation lists, invitations, pictures of the events, feedback surveys, etc. were processed and displayed for dissemination purpose along the project.

Under the T5.5, data was collected through desk research, use of company network data, related generated company relation networks, use and extension of (Multi-Regional) Input-Output databases and exploitation of scientific literature related to socio-economic and environmental impact. Regarding specific aspects of the socio-economic and environmental impact of the Pilot projects, the work is partially inspired by T2.1 for simulating impacts at sectoral and regional level. The identification where in economic networks changes would occur and how they disseminate in interlinked sectors were also assessed. These databases of T5.5 serve the publication of scientific articles, which are part of 5.5 and in the process of being published open access.

Types and Formats
- Deliverables – Format: .docx, .pdf, .xlxs   - Interview/ workshops summaries – Format: .docx/.pdf   - Registration forms – Format: xlxs   - Database – Format: .xlxs   - Presentations: ppt   - Videos: mp4, prproj, including illustrations with jpg, png, mp3   - Desk research – Format: .docx, .pdf, .html   - Scientific paper publications
Re-use of existing data
Evidence from the literature (e.g., sectoral studies, policy documents, strategies and plans, agreements, grey literature, academic studies) collected through desk research (see reference lists in deliverables).

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[6] initially planned within WP5 but eventually moved to the responsibility of WP3, as it was more related to the training related to the Pathways to investments more than related to communication activities

We use the Spanish national IO table to generate a subnational MRIO table at the NUTS-3 level.

Some data collected during WP1, WP2, WP3, WP4 and WP6, through the CCRCI projects and best practices, and through other Horizon 2020 and Horizon Europe projects were also re-used, as well as data collected through previous internal research projects and activities, in particular by ULEI CML (e.g. EIT RM project CIRCUMAT).

Data origin

- Primary data (database, trainings events)
- Personal data
- Data from literature

Expected size

Those were mainly word, excel, pdf, ppt files, as well as jpg, png, mp3 and mp4, and represent a maximum of 200Mo storage capacity.

Data utility

The data collected in WP5 has not been made openly accessible.

Participants to the training webinars and other events organised as part the project communication and dissemination activities had their data kept confidentially. Workshop and event data were key for dissemination purpose and used for the recognition of the project among Circular Economy stakeholders. Data collected was managed by the partner in charge of communication and dissemination activities (GAC) who centralised the database for newsletters and communication dissemination.

The data collected in T5.5 is part of the process of scientific publications. The data generated was analysed and serves as foundation for several analytical research frameworks that are incorporated in deliverable D5.6.

There was no specific use of personal data in this WP5.

Video recordings of the pilot projects and another one for a general presentation of the RESOURCE project were released. A user can request the deletion of his/her data including those videos, at any time.

Consent has been systematically requested by all subjects for collecting their personal information, detailing the purpose of the data collection and storage, the retention period, as well as the contact details of the responsible Data Protection Officer.

1.6. Data collection / generation in WP6

The data generated within WP6 aims at guaranteeing timely delivery of all results in the project and especially regarding the setting up of a framework for efficient communication, collaboration, exchange of documents and fast decision-making between partners and Advisory Board.

Table 6 - Data collection in WP6

Purpose of data collection/generation

Elaboration of deliverables:

The FAIR approach and this data management plan applies to no specific deliverables in WP6.

Other activities:

Some activities planned as part of T6.1 and T6.2 require a FAIR approach and treatment of personal data.

- RESOURCE project has set up an online environment on Teams to share collaborative documents, presentations, communication materials, etc. and that served as repository for all project documents. The permission to access project data (platform, folders, files) was granted to all eligible members of the project, for all legitimate project activities, according to their own needs, and in compliance with the data protection procedures, in particular regarding sensitive data from Pilots projects. A non-disclosure agreement (NDA) was signed with involved pilot projects. Guidance on procedures for data management was included in the D6.1- Project handbook and quality assurance plan, for ensuring shared practices between partners on their use.
- RESOURCE project did set up an Advisory Board (AB). The Experts involved in the AB issued recommendations on the topics selected and developed through exchanges of a common document, shared among them and between us. The outcomes of the AB helped defining priorities and best ways to support pilots in raising funds (mainly private funding). Those recommendations were used to design the PDA services and transformed into operational services, disseminated through the website and other communication channels, representing a major – public – achievement of the project.

Types and Formats
• Deliverables – Format: .docx, .pdf, .ppt
Re-use of existing data
Data collected during the RESOURCE project
Data origin
• Primary data (Consortium meetings) • Personal data • Data from RESOURCE deliverable
Expected size
Those were mainly word, excel, pdf, ppt, mp4, and represent a maximum of 200Mb storage capacity.
Data utility
Participants to the Advisory Board had their data kept confidentially.

> The data collected in Consortium Meetings or Advisory Board Meeting were analysed and embedded into an analytical research framework helping to produce the different deliverables of the project.
>
> Personal data was hidden and only accessible for an individual user and the RESOURCE team. These data were useful for the RESOURCE consortium and for RESOURCE developments. A user can request the deletion of his/her data at any time.
>
> Consent has been systematically requested by all subjects for collecting their personal information, detailing the purpose of the data collection and storage, the retention period, as well as the contact details of the responsible Data Protection Officer.

3 FAIR DATA PRINCIPLES

3.1 Making data findable (including provisions for metadata)

RESOURCE data are currently not discoverable with metadata. Metadata can be defined in the following way *"Metadata summarizes basic information about data, making finding & working with particular instances of data easier"*[7]. Metadata may be created after the project's end for specific deliverables that were considered as "worthy" to be identified. Descriptive and administrative metadata were created, cataloguing the project data after the end of the project.

Where applicable, data produced are identifiable and locatable by means of search keywords.

In order to facilitate easy referencing of the data, a standard naming and versioning convention was employed, as follows:

> *Project name + item name + version number*
>
> 1) Example for deliverables:
>
> RESOURCE_Dx.x_shorttitle_vx.x.docx (or .pdf)
>
> 2) Example for documents at task level:
>
> RESOURCE_Taskx.x_shorttitle_vx.x.docx (or .pdf, .pptx, etc.)
>
> 3) Example for documents not being assignable to a specific task or deliverable:
>
> RESOURCE_WPx_shorttitle_vx.x.docx

3.2 Making data openly accessible

3.2.1 Deposition in an open access repository

All RESOURCE deliverables classified as "public" and other significant data such as communication materials are openly accessible via the RESOURCE project website. All deliverables that are uploaded to the EU funding and tender's portal and are "approved". Through this they are also made accessible automatically on Cordis[8] and Zenodo platforms where a RESOURCE community was created: https://zenodo.org/communities/resource. The

following table summarises these RESOURCE's deliverables and other data.

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[7] https://www.opendatasoft.com/blog/2016/08/25/what-is-metadata-and-why-is-it-important-data
[8] https://cordis.europa.eu/project/id/101004518

Table 7 - Openly accessible data in RESOURCE

Dataset	Format	Repository
RESOURCE website	HTML	Openly accessible on internet
RESOURCE communication materials	PDF	RESOURCE website
D1.1 - Stakeholder mapping	PDF	RESOURCE website and Zenodo
D1.2 - Stakeholder engagement strategy	PDF	RESOURCE website and Zenodo
D1.3 - Results of co-creation workshops	PDF	RESOURCE website and Zenodo
D1.4 - Expert Committee founding members and rules	PDF	RESOURCE website and Zenodo
D2.1 - Opportunity mapping for the Circular pilot projects	PDF	RESOURCE website and Zenodo
D2.2 - Circular Economy Readiness Level	PDF	RESOURCE website and Zenodo
D2.3 - Guidelines - for - Legal - and - regulatory sustainability Circular pilot projects.	PDF	RESOURCE website and Zenodo
D2.4 - Guidelines for actionable Circular pilot projects	PDF	RESOURCE website and Zenodo
D3.2 - Report criteria required by CE projects to bring private investors into their projects	PDF	RESOURCE website and Zenodo
D3.3 - Report on critical needs and ideas that investors have when investing in projects	PDF	RESOURCE website and Zenodo
D3.4 - Results of the Demo Days and signed contracts list	PDF	RESOURCE website and Zenodo
D4.1 - Map of CE projects implemented across EU countries	PDF	RESOURCE website and Zenodo
D4.2 - European Circular Economy European Circular Economy best practices selected	PDF	RESOURCE website and Zenodo
D4.3 - List of evaluation criteria	PDF	RESOURCE website and Zenodo
D4.4 - (3 rounds each) benchmarking and tailored coaching sessions organized	PDF	RESOURCE website and Zenodo
D4.5 - RESOURCE Policy Brief	PDF	RESOURCE website and Zenodo
D5.1 - Communication, dissemination and outreach strategy	PDF	RESOURCE website and Zenodo
D5.2 - Dissemination and outreach strategy update	PDF	RESOURCE website and Zenodo
D5.3 - Report on international networks and policy outreach and recommendations	PDF	RESOURCE website and Zenodo
D5.6 - RESOURCE Impact Assessment	PDF	RESOURCE website and Zenodo
D6.1 - Project Handbook and Quality Assurance Plan	PDF	RESOURCE website and Zenodo
D6.2 - Data Management Plan-Initial Plan	PDF	RESOURCE website and Zenodo
D6.3 - Data management Plan - final version	PDF	RESOURCE website and Zenodo

Data containing personal information (e.g. name, email address, etc.) of individuals and considered confidential under the General Data Protection Regulations (GDPR), was not made openly accessible without the consent of the concerned persons. This refers in particular to:

- Personal data collected for the purpose of RESOURCE services and other activities
- Transcripts / summaries from interviews (in order to guarantee that personal opinions cannot be linked to a specific individual).
- Individual results of the online survey (as it was guaranteed that the survey was anonymous and that the results were only used for the RESOURCE project).

Data sharing and re-use policies comply with the privacy and ethics guidelines of the RESOURCE project.

If personal data was made openly accessible, e.g. for a testimonial on the RESOURCE website, the consent of the person has been requested.

3.2.2 Methods or software tools needed to access the data

No specific software tools are needed to access RESOURCE data. Common software such as Microsoft Word, Excel, PowerPoint and Adobe Acrobat Reader or an alternative Open Office software are sufficient to gain access.

3.2.3 Restriction on use

RESOURCE public data, as detailed in *Table 7 - Openly accessible data in RESOURCE*, can be shared and re-used. All RESOURCE deliverables that are classified as "public" are made available through the RESOURCE project website and also accessible through the Cordis and Zenodo platforms.

3.2.4 Data Access Committee

When applicable, all data access issues have been discussed with the entire consortium throughout the project's lifetime.

3.2.5 Ascertainment of the identity of the person accessing the data

There is no way of ascertaining the identity of a person accessing the data via the project website. The project website is monitored using Google Analytics. Google Analytics data cannot be related to an individual person but provides helpful information for the analysis of what visitors do, like and share on the project website and social media. Twitter, LinkedIn and Facebook accounts traffic are analysed leveraging the platforms' admin tools.

3.3 Making data interoperable

3.3.1 Interoperability

Data produced by the RESOURCE project is interoperable. This means that data exchange and re-use between researchers, institutions, organisations, countries, etc. is allowed. RESOURCE data classified as "public" are generated according to standards for formats, are as compliant as possible with available (open) software applications and can be used in combination with other datasets from different origins.

RESOURCE public data, as detailed in *Table 7 - Openly accessible data in RESOURCE*, can be shared and re-used with the exception of personal data, which were treated according to the GDPR.

3.3.2 Standards or methodologies

RESOURCE does not follow any specific data and metadata vocabularies, standards or methodologies to make data interoperable. Data is stored in/on the openly accessible project website and often presented in the RESOURCE deliverables. Mainstream software is used to generate the data. The language used is English. Full text searchability of data and information is made available on the website (page per page or document per document).

3.3.3 Standard vocabularies and mapping to more commonly used ontologies

Standard vocabularies were used for all data types present in the RESOURCE data set, wherever possible, to allow inter-disciplinary interoperability. In case it is unavoidable that RESOURCE used uncommon or generated project specific ontologies or vocabularies, mappings to more commonly used ontologies were provided.

3.4 Increase data re-use

3.4.1 Data licenses

There has been no need for licensing after generation of data.

3.4.2 Date of data availability

RESOURCE public deliverables are published on the project website and thus are made available for use by third parties once they have been approved by the European Commission. No embargo to give time to publish or seek patents is foreseen at this point.

3.4.3 Usability by third parties after the end of the project

Public data produced and generated during the project e.g. data that are openly accessible as described in *Table 7 - Openly accessible data in RESOURCE* are useable by third parties even after the end of the project. The RESOURCE project website will remain online after the project ends (RESOURCE open access repository) as long as possible and in line with the commitment of sustainability i.e. maintaining the activities.

3.4.4 Data quality assurance processes

Data quality is assured during the implementation of each task by the respective project partner.

4 ALLOCATION OF RESOURCES, DATA SECURITY AND ETHICAL ASPECTS

4.1 Costs for making RESOURCE data FAIR

The RESOURCE project website has been selected as an open access repository for all public data. Resources for long-term data preservation have not been allocated by the project proposal but may be discussed at a later stage.

4.2 Responsibility for data management

Each project partner is responsible for a reliable data management regarding their work within the RESOURCE project. G.A.C. Group as the project coordinator is responsible for the overall data management at project level.

4.3 Data security

All personal data collected were stored within the consortium and were only used for the purposes of RESOURCE and not disclosed to third parties (unless specified and communicated differently and asked for consent for the owner of the specific data). Likewise, data captured by primary sources like interviews or online surveys was not shared to third parties and not used for other purposes beyond RESOURCE activities. To make sure that any data loss is prevented, the project partners' servers are regularly and continuously backed-up and are protected with state-of-the-art anti-virus software.

RESOURCE project data are saved in an online platform (Microsoft Teams). G.A.C. Group manages the private RESOURCE Teams channel so only the selected and project relevant persons – RESOURCE consortium partners - have access to project-related files and data, as such, the files are inaccessible to anyone else.

There has been no specific incident, implying to recover the data.

4.4 Ethical aspects

RESOURCE entails activities which involve the collection of data from selected individuals (i.e. survey, interviews with ambassadors). The collection of data from participants in these activities were based upon their consent. The participants' right to control their personal information was respected at all times. There has been no ethical issues raised during the project's lifetime.

All RESOURCE partners conformed to the Horizon Europe Ethics and Data Protection Guidelines[9] and any personal information was handled according to the principles laid out in

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[9] Horizon 2020 Ethics and Data Protection Guidelines, 14 November 2018

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-data-protection_en.pdf

the GDPR. Therefore, RESOURCE project partners only collected and processed data which were necessary to perform the research and development activities of the project.

4.5 Other aspects

For the time being, no other procedures for data management are envisioned.

5 CONCLUSIONS AND NEXT STEPS

This deliverable represents the status of the Data Management plan for the RESOURCE project and how the RESOURCE Consortium intends to address them, at the time of this deliverable's writing. It has been updated when and where needed.

No additional Data Management did arise during the project, and if this would have been the case, the Project Coordinator would have been responsible for informing the Project Officer and submitting a revision of this deliverable.

The present deliverable is openly accessible, via the RESOURCE project website, and will be accessible on Zenodo and also automatically on Cordis when approved.

6 ANNEX

Name of the data	Short description of the data	Owner	Origin	Type of data	Format used	Expected size	Tools needed to use the raw data	Purpose	Type of access
Stakeholder engagement data_WP1	Mapping of circular economy stakeholders, engagement strategy and results of co-creation workshops	GoA, GAC	• Primary data (list of participants workshops, etc.) • Personal data • Data from desk research	• Deliverables • Interviews & workshop summaries • Registration forms • Desk research/ literature	.docx, .pdf, .xlsx, .html	Around 30 MB in total	Word, Excel, PDF readers	Data used for the mapping of stakeholders and to identify stakeholders preliminary roles and expectations, influence and interests regarding the circular economy, with a focus on behaviour change; and the identification of their main drivers and the elements that can be used to effectively engage them in the RESOURCE solution. It was also used to define the engagement strategy and collect information on the criteria and guidelines for CE projects.	Raw data (individual interviews results and "naming" workshops discussions, etc.) and personal data collected in WP1 were kept secured and not openly accessible. These data also served, in an anonymous way, to prepare D1.2 and D1.3 in the context of T1.1 and T1.2. Under the T1.3, all partners had access to sensitive data regarding CE projects: each member had an obligation of confidentiality (under the Grant Agreement, signed by all consortium partners). Public, D1.1 & D1.2 are accessible on the Zenodo platform : • D1.1: https://zenodo.org/records/14558333 • D1.2: https://zenodo.org/records/14558451

Name of the data	Short description of the data	Owner	Origin	Type of data	Format used	Expected size	Tools needed to use the raw data	Purpose	Type of access
Circular Economy Project Preparation data_WP2	Project Development Assistance (PDA) services regarding environmental, technical, economic, feasibility and legal and regulatory issues, to support candidates to become circular	Aitiip, GAC	• Primary data (interviews, surveys, etc.) • Personal data • Data from literature & from databases (example: ECOINVENT)	• Deliverables • Interview/ workshops summaries • Minutes from the individual meetings • Survey results • Training webinars and other resource materials • Registration forms • Desk research • Database	.docx, .pdf, .xlsx, .html .mp4, PNG, JPEG, PPT, ecospold, .xml	Not yet known. It is expected raw or text data size to be manageable in terms of storage capacity.	Word, Excel, PDF readers & ecoinvent database access	Data used to prepare circular economy project (PDA) and make them "attractive" to investors.	Data collected in WP2 was very sensitive and was not made openly accessible. Pilots participating in the Circular Economy project preparation (PDA) had their data kept confidential and solely transformed into anonymised information in the four public deliverables D2.1, D2.2, D2.3 and D2.4. 2 deliverables are already available on the Zenodo platform: • D2.1: https://zenodo.org/records/14609470 • D2.3: https://zenodo.org/records/14609654

Name of the data	Short description of the data	Owner	Origin	Type of data	Format used	Expected size	Tools needed to use the raw data	Purpose	Type of access
Pathway to investments data_WP3	Data generated supports raising awareness amongst potential and the opportunity of investing in circular pilot projects.	CEEI, GAC	• Primary data (workshop, expert committee meetings & works)	• Deliverables • Workshop summaries • Training webinars and other resource materials • Registration forms • Desk research	.docx, .pdf, html, .mp4, PNG, JPEG and PPT	Not yet known. It is expected raw or text data size to be manageable in terms of storage capacity.	Word, Excel, PDF PPT readers	Data collected to support the pathway to investment, develop innovative financing schemes to boost private investment for circular economy project and launch concrete investments and also consider how to lever public investment support.	D3.2, D3.3 and D3.4 are public deliverables and will be uploaded on the Zenodo platform D3.1 is a sensitive report because it included each circular pilot projects business plan and a public summary report was also prepared, with the aspects needed in order to develop an attractive business plan for the investors.

Name of the data	Short description of the data	Owner	Origin	Type of data	Format used	Expected size	Tools needed to use the raw data	Purpose	Type of access
Replicability on the EU scale: best practices and benchmarking data_WP4	Data generated provides both a wider perspective on how European peers deal with similar issues and learn from best practices	EBN, GAC	• Primary data (online survey, interviews, workshops and training sessions) • Personal data • Data collected from literature	• Deliverables • Online survey • Interview/ workshop summaries • Training webinars and other resource materials • Registration forms • Desk research	.docx, .pdf, xlxs, html, .mp4, PNG, JPEG, PPT	Not yet known. It is expected raw or text data size to be manageable in terms of storage capacity.	Word, Excel, PDF PPT readers	Data collected to map successful circular pilot projects across Europe, learn from best practices which can inspire the adoption of new methodologies that can be replicated in the Aragon context	The raw data (survey results, interviews, workshops, etc.) and personal data collected in WP3 was kept secured and not made openly accessible. These data were used to prepare the five deliverables within WP4. 2 deliverables are accessible on the Zenodo platform • D4.1: https://zenodo.org/records/14609598 • D4.2: https://zenodo.org/records/14609626 The others (D4.3, D4.4 and D4.5) are not yet uploaded on the Zenodo platform.

Name of the data	Short description of the data	Owner	Origin	Type of data	Format used	Expected size	Tools needed to use the raw data	Purpose	Type of access
Impact Maximisation data_ WP5	Data generated to maximise the impact of the project	GAC	• Primary data (database, training events, etc.) • Personal data • Data from literature	• Deliverables • Interviews/ workshops summaries • Registration forms • Database • Presentations • Videos • Desk research • Scientific paper publications	.docx, .pdf, xlxs, html, .mp4, prproj, mp3, PNG, JPEG,	Those were mainly word, excel, pdf, ppt files, as well as jpg, png, mp3 and mp4, and represent a maximum of 200Mo storage capacity.	Word, Excel, PDF Mp3/mp4 and JPEG/ PNG readers	Data collected to raise awareness, to communicate the project activities and to disseminate results (examples: workshops, trainings webinars, events and online dissemination activities, newsletter contacts, etc.)	Data collected in WP5 has not been made openly accessible. Participants to the training webinars and other events organised had their data kept confidentially. There was no specific use of personal data in this WP5.

7 REFERENCES

[1] European Comission, "Guidelines on Open access to scientific and Research Data in Horizon 2020," Mar. 2017.

Reference	Name of document (include authors, version, date etc. where applicable)
[REF-01]	What is the open research data pilot? https://www.openaire.eu/what-is-the-open-research-data-pilot
[REF-02]	Guidelines on FAIR Data Management in Horizon 2020 https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf
[REF-03]	Extension Of The Open Research Data Pilot In Horizon 2020 https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm
[REF-04]	What is Metadata and why is it as important as the data itself? https://www.opendatasoft.com/blog/2016/08/25/what-is-metadata-and-why-is-it-imp ortant-data
[REF-05]	RESOURCE on the Cordis platform https://cordis.europa.eu/project/id/101060142
[REF-06]	Horizon 2020 Ethics and Data Protection Guidelines, 14 November 2018 http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-data-protection_en.pdf