GRASS CEILING

D7.3

Data Management Plan and Ethical Guidelines Update 1

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Data Management Plan and Ethical Guidelines – Update 1

1. Summary

The Data Management Plan (DMP) encompasses the production of datasets and agreed deliverables aimed at achieving the goals of GRASS CEILING, which are to empower women innovators in rural and agricultural communities and to develop a context where these women can drive socio-ecological transitions. Women innovators offer critical responses to contemporary socio-ecological challenges and strengthen the resilience of rural areas. GRASS CEILING aims to advance the United Nation's goals on gender parity, the European Union's Gender Equality Strategy, the Green Deal, the Farm to Fork strategy, the Long-Term Vision for Rural Areas, and the European Pillar of Social Rights. GRASS CEILING will follow a set of core principles in its production, (re)use and management of data throughout the project's lifecycle and afterwards. This DMP aims to guide Consortium members to adopt practices and processes promoting research integrity and ethical research that follow FAIR (Findable, Accessible, Interoperable and Reusable) principles.

2. Updates on Data Management Plan - update 1

As part of the ongoing work on Task 6.2, women innovators participating in Living Labs will be invited to share their experiences and challenges through human stories featured in blogs and VLOGs. These stories will be displayed on the GRASS CEILING website and shared on social media platforms. Contributors to the VLOGs will be required to complete a consent form agreeing to be recorded and disseminated. To prevent negative reactions to these stories, the comment feature on both the website and social media will be disabled. This updated data management plan outlines that the data collected for the VLOGs will be managed, stored, shared, and monitored by the WP6 Leader: Mediterranean Agronomic Institute Zaragoza (IAMZ-CIHEAM) and will comply with GDPR regulations and their institutional guidelines on data management.

The European Policy Forum (EPF) for women-led innovation in agriculture and rural areas, as part of Task 6.4, will involve identifying stakeholders by generating files that list relevant actors from EU-level institutions and national research networks. This data will also be collected and stored in compliance with GDPR. The EPF will provide a platform for debate, exchange, and the co-creation of new knowledge. Among the documents produced in the context of this Forum will be draft consultation papers, surveys, participation lists, and workshop materials.

3. Introduction

GRASS CEILING is a multi-actor project involving 25 Consortium partners in nine countries. This DMP sets out protocols for data sharing and transfer among Project Partners. It establishes frameworks for collaboration, for example, file naming conventions, versioning of documents and metadata

standards to be employed. GRASS CEILING will follow the Open Science approach upholding the dissemination and diffusion of knowledge using collaborative practices. This document includes a reference to the costs associated with Gold Open Access publishing for all nine scientific articles from the project in the budget and how the project plans to use trusted Open Access repositories.

GRASS CEILING aims to have an impact beyond the three-year lifecycle of the project by supporting women to play an increased role in advocating for change at an EU level. This DMP delineates the infrastructure for the long-term preservation and curation of data produced by the project, including platforms and repositories for data storage and timeframes for data curation. Data security is critical to effective and ethical Research Data Management (RDM). The data backup and recovery provisions and secure storage and archiving of academic and non-academic data associated with GRASS CEILING are established here. The role and responsibilities of each Project Partner institution in adhering to these standards are highlighted in this DMP.

As set out in the Grant Agreement for GRASS CEILING, the initial Data Management Plan (DMP) and Ethical Guidelines (Deliverable 7.1, and its first update (Deliverable 7.3) are developed by the Project Coordinator with support from SETU and Consortium members. It is a live document which is updated throughout the project whenever significant changes occur. Modifications to this document could result from new understandings of methodological approaches, including secondary quantitative analysis; benchmarking of policies; foresight analysis; Participatory Action Research (PAR) and the co-creation of knowledge with Living Lab participants and stakeholders. Further developments which may need to be reflected in changes to the DMP include the introduction of new data formats, a different rate of progress on data creation to that which is currently envisaged or any differences in data size which become apparent as the project progresses.

4. Data Summary

Overview of academic datasets

The key objective of GRASS CEILING is to advance rural and farm women's socio-ecological innovations. This is achieved through primary data collection and secondary data analysis. The sharing of the qualitative data gathered requires participants' consent, which will determine the extent to which this data is shared. This will be developed further in Section 3, Making data accessible and Section 8, Ethical Guidelines. The academic participants of all nine case study countries are responsible for the quality, organisation, management, and secure storage during research and for their deposit for publication and preservation.

Primary data collection

New data for GRASS CEILING is derived from 3 strands:

1. A foresight exercise informed by datasets across the nine member countries of the Consortium and at the EU level (WP1). The purpose of this data collection is to explore the position of women, disclosing different and standard features between and within countries.

2. Focus groups and interviews. Four focus groups have been conducted in each case study country,

comprising two with men and two with women innovators (with one focus group part of the Living Lab). Furthermore, 14 semi-structured interviews have been conducted in each of the 9 countries of the Consortium: 12 with relevant agricultural and rural support organisations, as well as trainers and advisers, scientists, banks and funders, and policymakers and 2 with digital experts (WP2). Data derived from interviews and focus groups has been used to identify gender norms and barriers inhibiting the initiatives of women innovators and their recognition and support in AKIS and the mainstream innovation ecosystem.

3. Living Labs across all nine case study countries will meet nine times over the three-year lifecycle of the project, 81 meetings in total (WP3). The data generated illustrates and supports women's current and future roles in the sustainable development of the farming sector, rural economies and communities and related innovations. The study consists of a series of PAR interventions (e.g., face-to-face, and virtual Living Lab Ireland meetings). Research observations and researcher reflective logs are created during this process.

With participants' consent, along with data anonymisation and privacy concerns satisfied, data from these Living Labs will be shared in the following ways:

- Among Project Partners of the Consortium for the co-creation of knowledge
- In annual showcase events to highlight women's socio-ecological innovations (D3.3)
- In training toolkits for the project's Innovation Training Academy (MOOC) (D6.3)
- Human stories about the women innovators participating in the Living Labs will be published through blog posts, VLOGs, photo reportage, and media partnerships (D3.7, D6.1 and D6.2). VLOGs will be managed, stored, shared, and monitored by Project Partner: Mediterranean Agronomic Institute Zaragoza (IAMZ-CIHEAM), WP 6 Leader.

Secondary data collection

This is collected from six principle sources:

1. Existing European Union-wide databases (Eurostat, FADN, EC) and national databases (e.g., the Department of Agriculture, Food, and the Marine (DAFM) and the Central Statistics Office (CSO), Ireland) informed the foresight analysis mentioned in the previous section (WP1). This includes the analysis of secondary data.

2. Existing foresight studies exercises at EU and global levels (WP1), analysed to explore current mega-trends, and define plausible futures for women's role in the transition of agriculture, rural economies, and communities up to 2040.

3. European Union and National level agriculture and rural policies along with the Gender Equality Strategy (GES) and European Pillar of Social Rights. Templates have been generated for benchmarking EU and national policy to assess the extent to which they adhere to the principles of these two EU strategy documents (WP4).

4. National legal frameworks for land transfer. A template for benchmarking these legal frameworks has been developed to assess the gender implications of land transfer laws in each Project Partner country (WP4).

5. Collection of data on the policy developments at national level in relation to the CAP Strategic

Plan, the Green Deal in the Farm to Fork Strategy, and the Long-Term Vision for Rural Areas, via the results of WP4 (D4.2) and WP6 (D6.4). Policy recommendations and tools will be informed by interviews and questionnaires with key stakeholders on how best to support women-led innovations in agriculture and rural areas. Existing indicators from monitoring frameworks for policies such as the CAP, and statistical databases such as Eurostat, will also be collected (WP5).

6. The European Policy Forum for women-led innovation in agriculture and rural areas (as part of Task 6.4) includes the identification of participant stakeholders through the generation of a file listing relevant actors from EU-level institutions and researcher networks at national level. This data will be collected and stored by the lead Project Partner in compliance with GDPR. This forum provides a space for debate, exchange, and the co-creation of new knowledge. Draft consultation papers, surveys, participation lists, and workshop materials will be among the documents produced in the context of the Forum.

All these datasets involve different data types and formats across the seven WPs comprising GRASS CEILING. This includes text (.doc, .docx, .pdf), tables (.xls, .xlsx, .csv and .pdf), audiovisual material, e.g., VLOGs (M4A) and photos (.jpg).

In terms of data size, the project will generate nine qualitative datasets and nine quantitative sets of re-used data. An overarching analysis of European data will accompany this. There will also be audiovisual material (e.g., VLOGs) and photographs generated by WP3. Approximately 5GB of data is expected to be generated by GRASS CEILING. However, it is difficult to precisely ascertain the data size as the creation of audiovisual material by participants in the Living Labs requires additional consent. As Section 1 of this document attests, changes to the expected data size will be reflected in updates to this Data Management Plan.

Overview of non-academic datasets

Administrative datasets

These include records of financial information associated with GRASS CEILING and employment details. The appropriate department within each Project Partner institution is to be responsible for the safekeeping of this documentation, and copies, as required, are held by the Project Management team. Each Project Partner has documentation relating to their roles and responsibilities with the project and their progress with assigned tasks. The Project Management team also has copies of this documentation.

Data on Consortium members

Details of Consortium members are also collated for the project. This includes names, emails, role/s in GRASS CEILING, and corresponding organisations. Mailing lists have been compiled based on this information for communication within and across the Consortium.

Data on actors and stakeholders

GRASS CEILING involves co-creating knowledge among Consortium members, women innovators, and multi-actor stakeholder groups such as the European Policy Forum for women-led innovation in agriculture and rural areas (WP5, Task 6.4), AKIS providers, representatives of national

governments, banks, cooperatives, innovation training providers and digital experts. Their participation is central to the development of the Living Labs (WP3) and the focus groups and interviews conducted during the project (in WP2).

Details collected include the local level of each Project Partner institution:

- Name (individual and organisation)
- Contact details (telephone and email address)
- Format of participation (e.g., focus group/interview/Living Lab)
- Record of participation (e.g., attendance sheets)
- Recording or transcript of participation (e.g., audio or text)

5. FAIR data

GRASS CEILING follows a series of protocols to ensure that data generated throughout the project is traceable internally, or among Consortium members, and externally when sharing outputs from the project.

Findable data: Within the GRASS CEILING Consortium

Documents shared among the Consortium follow the .doc, .docx, .pdf (text), .xls, .xlsx, .csv and .pdf (tables) and M4a (audiovisual) and .jpeg (photos) formats. Where these documents are in progress and non-sensitive, they are shared as email attachments as .doc, docx,.xls and .xlsx. Finalised documents are saved in the .pdf format. All other documents and key documentation pertaining to the overall project are shared on the password-protected SharePoint platform. As set out in Deliverable 6.1 Communication, Dissemination and Exploitation Plan (CDEP), SharePoint has a directory structure and enables subgroups to be set up across Work Packages (WPs) for detailed discussions among WP Leaders and within WPs. These folders are curated by the Project Manager and the Project Coordinator, who have the highest level of access to these folders to ensure that GDPR rules and guidelines are followed.

As also noted in D6.1, communication and dissemination monitoring excel files are used to track Consortium members' participation in various activities, including conference presentations, media interviews and publications. These are saved in .xls and .xlsx formats on SharePoint.

The chief documents created and shared across the Consortium are clustered/filed on the project SharePoint platform as follows:

SharePoint Project Folder Structure:

1: Project Legal Documentation
   a. Consortium Agreement
   b. Grant Agreement & Annexes (most up to date version downloaded from Portal)

2: Work Packages Folders
   WP1
   WP2
   WP3

WP4
WP5
WP6
WP7

3: Consortium Contact List

4. Meetings
- a. Consortium/Annual Project Meetings
  - I. Title of Meeting-Online/City-Date
    - i. Agenda & Logistics
    - ii. Presentations & Supporting Documents
    - iii. Meeting Minutes
    - iv. Attendance List

- b. Work Package Leader Meetings
  - I. Title of Meeting-Online-Date
    - i. Agenda
    - ii. Presentations & Supporting Documents (if relevant)
    - iii. Meeting Minutes

- c. Other Project Meetings
  - I. Title of Meeting-Online/City-Date
    - i. Agenda & Logistics
    - ii. Presentations & Supporting Documents (if relevant)
    - iii. Meeting Minutes
    - iv. Attendance List

5. Project Reports & Documents
- a. Synthesis Reports
- b. Mid-term and final reports
- c. Practice abstracts
- d. Policy briefs
- e. Drafts of scientific articles
- f. Draft Deliverables
- g. Approved Deliverables Uploaded onto Portal

6. Project Templates
- a. Templates for interviews and focus groups
- b. Presentation Template
- c. Press Release Template
- d. Deliverables Template
- e. Timesheet Template
- f. Other Templates as deemed necessary.

The naming conventions for saving project documents is as follows:

Project Acronym–What the document is–Version-DateMonthShortYear

Example: GC-MeetingMinutesOfficialKick-Off-Final-200123
Example: GC-MeetingMinutesFirstConsortiumMeeting-V1-210323
Example: GC-Deliverable9.1-Final-240523

The naming convention when creating meeting* folders is as follows:

Name of Meeting-Online/City-DateMonthShortYear

Example: Kick-OffMeeting-Online-200123
Example: 2ndConsortiumMeeting-Brussels-210323

*If the meeting lasts longer than one day, the date of the first day of the meeting only is used.

Security of documents

All documents associated with the project are assessed following the security levels below and access is enabled accordingly:

Dissemination Level	
PU	Public
CO	Confidential, only for members of the Consortium (including the Commission Services)

Documents for Presentation and Public Dissemination

As established in Deliverable 6.1, GRASS CEILING has a consistent visual identity captured through its logo and colour scheme which is incorporated into templates for deliverables, publications, and PowerPoint presentations by the GRASS CEILING Communications team as part of WP6. A GRASS CEILING roll-up banner (200x100cm) in pdf and .ai has been created for key dissemination events. These are stored in the GRASS CEILING SharePoint platform (Communications folder) for access by Consortium members to present deliverables and to prepare presentations for conferences etc. A Trello board for Project Partners can also be created to share all the materials that contribute to the project's graphic identity, including logos, colour code, type fonts, templates, etc. WP6 has developed a visual identity manual with extended guidelines on GRASS CEILING logo use, corporate colours, corporate typographies, templates, etc.

Findable data: Sharing research outputs from GRASS CEILING

Research outputs from GRASS CEILING data are findable through the following conventions:

Digital Object Identifiers (DOIs)

DOIs, assigned at the time of publication, are used to share research outputs. These will be used by the GRASS CEILING Consortium when sharing journal articles, books and book chapters, reports, conference proceedings and any datasets from the project.

ORCID

Members of the GRASS CEILING Consortium are advised to sign up for a researcher identifier, ORCID number. ORCID numbers will be shared on all publications from the project, again increasing their visibility.

Metadata

Three kinds of metadata will be incorporated into the project to increase traceability: descriptive, administrative, and structural.

- *Descriptive Metadata*

This encompasses features to identify intellectual content, including title, author/s, author/s details, publisher and abstract and keywords. Persistent identifiers will be included. Details of funding will also be featured, i.e., funding programme, grant project name, acronym, and number, as well as licencing terms. This facilitates the visibility of the content of outputs and their discovery online. The responsibility for the selection of relevant keywords and metadata will be that of the appropriate lead researcher, Task - and Work Package Leaders.

- *Structural metadata*

This provides details on data structure, type, organisation, and relationships. These include page numbers, version numbers, date of revision, and the organisation of data, including table of contents, chapters, headings, and subheadings.

- *Administrative metadata*

This provides further details on documents about their management. This includes technical information such as why, when, and how (e.g., what platforms or software were used) they were generated. Issues of rights and permissions are also involved here, such as who can access the document and how this can be done.

Making data accessible

Co-creation of knowledge is central to the aims of GRASS CEILING. All research outputs from the project will follow the Open Access publication route to maximize engagement and accessibility. However, it is essential to note that there are limitations on the data that can be shared. Data from the project will be made accessible to external parties where this alignment with the ethical principles is upheld by the Consortium and with the agreement of Project Partners.

Personal, or any, information that could serve to identify participants in the qualitative strands of this project established in Section 1 - cannot be shared. Furthermore, participants must sign consent forms before their involvement in Living Labs, focus groups and interviews. Their requirement to give informed consent is set out in section 8: Ethical Guidelines. Participants will be asked if they are willing for their anonymized data to be made publicly accessible. They must sign further consent forms before participating in audiovisual or training material related to this project. While no other restrictions are foreseen for the sharing of data, any new issue or challenge that emerges which would further limit the sharing of data will be captured and addressed in future updates to this DMP.

Open Research Europe

Research outputs from GRASS CEILING will be shared in the European Union's Open Research Europe Repository to make them citable and public. These outputs will be assigned a DOI before publication in the repository. They will be published under a CC By Licence, which allows for the distribution and reproduction of this material provided it is cited correctly.

Individual academic partners will also have access to their institutional Open Access repositories to store outputs.

Gold Open Access

All nine scientific articles from the project will be published in the Gold Open Access format to increase their findability and readership. The open access costs associated are foreseen in the project budget.

Primary Data

Primary data will be anonymised before being shared. Interview recordings on file will be pseudonymised, and both oral and written consent will be kept in files separate from the data itself. Data will be stored in compliance with GDPR and will be encrypted. This anonymised data, where relevant, will be quoted in academic presentations, research articles and/or edited books and policy briefs.

Participants preparing VLOGs must complete further consent forms to share these on the GRASS CEILING website (D6.10).

Secondary Data

Data from Eurostat, FADN, and the EC used in the foresight analysis (D1.1, D1.2) does not contain any elements identifying people individually. Instead, gender-based data is used for analysis (e.g., men and women farm owners, men and women involved in socio-ecological innovations, etc.).

Metadata availability

The outputs of this project for public dissemination (including journal articles, benchmarking templates, and training materials) will be shared in such a way that they are identified by search engines (e.g., Google, Bing) and research tools (e.g., ResearchGate, Web of Knowledge). This will involve carefully designed metadata and assigned keywords and the registration of such materials in relevant websites/repositories.

The appropriate lead researcher, Task and Work Package Leaders, will be responsible for selecting relevant keywords and metadata.

Metadata will be made openly available and licensed under a public domain dedication CC0, as per the Grant Agreement, following the FAIR principles. This will encompass the following information: datasets (description, date of deposit, author(s), etc.); grant project name -acronym, and number; licensing terms; persistent identifiers for the dataset, the authors involved in the action, and information on organisations involved and the funding body. It will also state whether access to the dataset is private or open. Metadata will be guaranteed to remain available online after the lifecycle of the project and even indefinitely.

Making data interoperable

Interoperability of data will enable datasets to be accessible to all project members of GRASS CEILING and with external stakeholders as appropriate.

- *Within the Consortium*

Protocols of knowledge exchange among GRASS CEILING partners are established in Deliverable 6.1. Data is shared using formats that are accessible and agreed upon by all members, where possible open-source platforms is used for this purpose.

All summaries and descriptions of datasets, deliverables and other outputs are in English. Local languages used by Consortium members may appear in keywords and terms in relation to Living Lab case studies, focus groups and interviews, in which case, English translations are also provided.

- *External stakeholders*

For dissemination with external audiences, conventions will be followed for each output and target audience. For scientific outputs, the language and guidelines of publishers will be followed. These outputs will be shared in machine-readable formats, in their published versions or final peer-reviewed manuscript accepted for publication, as appropriate.

For reports and policy briefs, the language and format will be tailored for the target audiences and will be stored on SharePoint and potentially uploaded onto the GRASS CEILING website for wider dissemination in line with the project's communication and dissemination strategy under the steerage of WP6.

Transnational knowledge exchange is also a key aim of GRASS CEILING. The project's findings and policy recommendations will be shared directly with representatives of other sister EU projects, policymakers and AKIS actors. This will take place through the development of specific dissemination platforms, e.g., European Policy Forum for women-led innovation in agriculture and rural areas (D6.5) and three annual GRASS CEILING showcase events (D3.3).

GRASS CEILING will disseminate its findings to the public through a brochure which will be written in accessible language (D6.4). A glossary will be provided where terms need clarification.

Increasing data reuse

GRASS CEILING draws on existing datasets (Eurostat, FADN, EC), datasets from Living Labs, focus groups and interviews. Existing datasets reused in GRASS CEILING will be appropriately acknowledged in reports, scientific articles, co-edited books, reports, and other outputs. The provenance of the data sources used in the research in GRASS CEILING will be properly documented and referenced following appropriate standards, with any restrictions placed on the use of third-party data identified and adhered to, which is primarily the responsibility of the relevant researcher teams and WP leaders.

The datasets generated by GRASS CEILING will be available for use during the lifecycle of the project and afterwards. Moreover, processes around data collection and analysis will be clearly noted for the purposes of developing metadata, ensuring the quality of data is the responsibility of the

research teams, Task and Work Package leaders. Task and WP leaders will be required to sign off on all data generated in line with their roles and responsibilities.

Where requests are made to individual members of the GRASS CEILING Consortium for access to datasets generated by the project, these must be brought to the attention of the project coordinator and Project Management team. These will be assessed on a case-by-case basis and in line with FAIR principles.

Where Artificial Intelligence (AI) platforms are considered for the transcription of interviews and focus groups, only established outlets are used that incorporate GDPR standards into their practices as well as security features such as two-factor authentication and encryption (e.g., Otter.ai).

Documentation needed to validate data analysis and facilitate data reuse will involve the Living Lab, interview, and focus group guides, e.g., the standard set of questions used to collect the data and the coding parameters used to analyse the data. This information will be included in the Gold Open Access academic papers published from this project, specifically in the methodology and finding sections. Public deliverables will also include this data.

Other research output

A key output of GRASS CEILING will be the delivery of an online Training Academy in women-led innovation in farming and rural areas comprising a series of core training modules (D6.2) and a MOOC (D6.3). Materials developed will encapsulate insights from the Living Labs, sharing examples of best practices and successful models of women-led innovation activities. In keeping with FAIR principles, these resources will have clearly identifiable metadata to increase traceability online; they will be open access and will exist beyond the lifecycle of the project. These materials will be managed by CIHEAM Zaragoza after the three-year project term. Women innovators featured in these training materials will be required to sign a separate consent form.

Women innovators will also be invited to share their experiences and challenges in the form of human stories featured in blogs and VLOGs (D3.7, D6.1 and D6.2). These will be shared on the GRASS CEILING website (D6.2) and on the project's social media channels. Participants preparing VLOGs will be asked to complete an additional consent form, agreeing to record and video their input. The comment feature will be disabled on the website to prevent any negative responses to these human stories. These VLOGs will be managed, stored, shared, and monitored on the website by IAMZ - CIHEAM - leading WP6.

Further key outputs from GRASS CEILING include the resources generated by WP4 to benchmark national and European Union-level policies and land transfer practices. This toolkit comprises templates for benchmarking and a webinar (D4.1). These materials are intended to exist beyond the lifecycle of the project and will be shared with policymakers in the European Policy Forum for women-led innovation in agriculture and rural areas (D6.5), in the GRASS CEILING showcase events (D3.3) and on the GRASS CEILING website. This toolkit will also be explained and analysed in scientific articles emanating from this project. It can also be shared on the Open Research Europe repository.

GRASS CEILING will co-develop policy tools such as an innovation compass and templates to assist policy development (D5.2) with stakeholders and policy networks. Again, these tools will be shared within the European Policy Forum for women-led innovation in rural areas, the project's annual showcase events, the GRASS CEILING website, and the Open Research Europe repository.

Allocation of resources

As noted in Section 1, the nine qualitative and nine quantitative datasets generated in this project along with audiovisual material and photographs amount to approximately 5GB in size. And as such, it is not envisaged that there will be extra costs associated with storing GRASS CEILING data (including direct and indirect costs related to storage, archiving, re-use, security, etc.).

6. Data security

Each of the project's academic partners is responsible for storing data generated in their respective research domains in adherence to their institutional and national guidelines and obligations.

Best practice in data security following GDPR regulations, including data recovery as well as secure storage/archiving and transfer of sensitive data, must be followed by each Project Partner country following their institutional and national guidelines on ethics and research integrity.

In SETU, all data will be protected following the Data Protection Regulation (2018) and Freedom of Information Acts (1997, 2003) in duration in accordance with the SETU Record Retention Policy. The principles of SETU's 2022 Data Protection Policy.

Data from Living Labs, focus groups and interviews is anonymised and encrypted before storage. Only the research team will have access to this data. The results of the study will be reported in such a way that participants cannot be identified from the study. The informed consent forms will be stored in a sealed envelope in the locked cabinet in the locked office of the lead researcher and will not be linked in any way to the anonymised data. In line with SETU's Data Protection Policy (5.4), minimal personal data is collected from participants in the Living Labs, focus groups and interviews.

7. Data Recovery and secure storage/archiving

The GRASS CEILING SharePoint platform has the following safety features:

Secure file sharing:

The sharing features on Microsoft SharePoint enables Project Partners - outside of the hosting organisation to access select files and folders. Access rights by file on SharePoint are determined by permissions afforded by select administrators at the hosting organisation who define user permissions at site, library, folder, and document levels. Features like guest links, password-protected sharing, and expiration dates are used to ensure secure collaboration according to the data protection needs afforded to each document/file/folder and the access rights allocated to relevant persons. This is used to ensure that only authorised Project Partners/contributors can view, edit, or delete documents.

Encryption:

Data stored within SharePoint is encrypted using Azure Storage Service Encryption. Communication between SharePoint and select Project Partners is encrypted using SSL/TLS protocols offered by Microsoft.

Auditing and Logging:

SharePoint provides audit logs and logging capabilities to track user activities, such as document access, modifications, and deletions. This helps identify security breaches and/or unauthorized activities.

Versioning and Backup:

SharePoint allows users to track and manage document versions. This helps prevent accidental data loss and/or unauthorized changes. SharePoint is backed-up on the Cloud every 12 hours. Each backup is retained for 14 days to facilitate data recovery in case of system failures or data corruption. Deleted files are retained for 93 days from the date of deletion.

Anti-Malware Protection:

SharePoint integrates with antivirus and anti-malware solutions to scan documents for potential threats, helping to safeguard against malicious files or malware infections.

8. Data storage

As set out in the Grant Agreement, each academic partner involved in the project is responsible for the storage and management of its own data following their institutional and national guidelines. The VLOGs capturing human stories of participants in Living Labs generated as part of Task 3.7 and 6.2 will be stored by Mediterranean Agronomic Institute Zaragoza (IAMZ-CIHEAM), leading WP6, following its institutional and national guidelines. Researchers at IAMZ-CIHEAM will also manage and monitor how these VLOGS are shared on the GRASS CEILING website and social media channels.

The SharePoint-shared content for the project will be managed and curated by the Project Management team at NuaFund for five years after the end of the project. At this point, the shared SharePoint content will be transferred to SETU for a further five years. This ten-year period is in alignment with SETU's data retention policy for research project administration data and research data established in the institutional Data Retention Schedule (p.49).

9. Data transfer

Data will be transferred within the Consortium to and from two non-EU countries to the EU (namely Scotland (UK) and Norway). Norway and the UK will adhere to the stipulation set out in Regulation (EU) 2016/679 in line with Article 15 of the Grant Agreement. This will be carefully monitored.

Transfer of data will adhere to the data transfer principles of SETU's 2022 Data Protection Policy

(5.12.2) by which no personal data will be included. The data that will be transferred across member countries will be restricted to English-language summaries of datasets. Any identifying features of participants in Living Labs, focus groups and interviews will be removed prior to transfer.

10. Ethical guidelines

The GRASS CEILING project aims to maintain and adhere to the highest data security and ethics standards. This is set out in the Grant Agreement Annex 1 part b - the Ethics self-assessment (p.42). Data security and data ethics are/and will be monitored/addressed in Deliverables 7.1, 7.3 and 7.4. In line with the Annex 1 to the Grant Agreement, each of the nine case study countries involved with this project will comply with their university's national ethical standards and ethics processes. Each case study country completed an Ethics Compliance Statement by Month 6 of the project. These will be stored on the project's SharePoint for the duration of the project. All GRASS CEILING Project Partners have been trained and supported to apply ethical guidelines by the Project Coordinator, who is trained in European Commission ethics protocols. This training involved a webinar which took place in Month 5.

All Project Partners agree on access rights to any pre-existing knowledge and results as detailed in the signed Consortium Agreements.

The qualitative component involves focus groups and individual interviews with participants in nine different case study areas. The participants are a low-risk group of literate adults competent to give voluntary informed consent to participate. Information sheets and consent forms were made available in a language and terms that all interviewees could fully understand. All participants were made aware of the relevant Data Protection Officer in their participant country (on the information sheet), who they can contact if they have any concerns.

South East Technological University (SETU) has a dedicated Research Ethics Committee/Ethics support structure for GRASS CEILING. Dr James O'Sullivan, Technology Transfer Manager at South East Technological University, is available to the project to certify compliance in specific areas or as a whole to ensure that research and innovation being carried out in the GRASS CEILING project adheres to the ethical principles of respect for human autonomy, prevention of harm, fairness, and explicability.

Bibliography

The EU'S General Data Protection Regulation (GDPR):
https://commission.europa.eu/law/law-topic/data-protection/data-protection-eu_en

South East Technological University (SETU)'S Data Protection Landing Page:
https://www.setu.ie/about/policies-and-documents/data-protection

South East Technological University (SETU)'S Data Governance Policy
https://www.setu.ie/Craft/assets/policies/Data-Governance-Policy-V1.1-Jan-2024-1.pdf

South East Technological University (SETU)'S Data Protection Policy:
https://www.setu.ie/Craft/assets/policies/Data-Protection-Policy-V1.1-Jan-2024.pdf

South East Technological University (SETU)'S Data Protection Procedures:
https://www.setu.ie/Craft/assets/general/Data-Protection-Procedures-V2-Oct23-PB.pdf

South East Technological University (SETU)'S Data Retention Policy:
https://www.setu.ie/Craft/assets/policies/Data-Retention-Policy_2024-01-19-114851_magk.pdf