

This project has received funding from the Shift2Rail Joint Undertaking under the European Union's Horizon 2020 research and innovation programme under grant agreement no. 826055 (TER4RAIL)

Deliverable D4.2

Data Management Plan

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1. Executive Summary

The aim of the Data Management Plan, in short DMP, is to manage data used and generated within the TER4RAIL project. It describes how data¹ will be collected, processed, stored and managed from the perspective of external accessibility and long-term archiving. It takes account of the particular characteristics of the TER4RAIL project, which has features such as diverse data sources and formats and greater initial uncertainties typical of coordination and support actions. The DMP is therefore designed for flexibility to meet emerging needs.

The DMP supports a project which has as its principal aims the establishment of a research observatory for rail, the correlation of its outputs with existing roadmaps so they may be improved and updated and setting out the key argument for the use of rail as the backbone of European mobility.

More precisely, the DMP addresses the following points for each of the project's Work Packages:

1. Type of data to be utilised and generated within TER4RAIL. This section identifies and describes the (existing) input data that will be utilised and the output data to be generated by the project.
2. Standards to be used, metadata and quality issues. GDPR and compliance issues are covered as appropriate.
3. How data are exploited and shared/accessed for their verification and reutilisation. The exploitation of data will follow the strategies of each partner concerning their business potential, in accordance to the exploitation plan produced in WP4, and in accordance to the access to data by the partners specified in the Consortium Agreement. Specific restrictions and confidentiality aspects are clarified.
4. Data storage and conservation. Where the data will be held and the arrangements and responsibilities for managing, updating and maintaining the data.

¹ Information in digital form that can be transmitted or processed.



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2. Abbreviations and acronyms

Abbreviation / Acronyms	Description
CSA	Coordination and Support Actions
DMP	Data Management Plan
ERRAC	European Railway Research Advisory Council's
EU	European Union
GDPR	General Data Protection Regulation
JU	Joint Undertaking
MAAP	Multi Annual Action Plan
NA	Not Applicable
R&D	Research and development
S2R	Shift2Rail
UIC	Union Internationale des Chemins de Fer
WP	Work Package



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3. Background

This document constitutes the Deliverable D4.2 “Data Management Plan” for the TER4RAIL project, a 24-month coordination and support action for transversal exploratory research activities to benefit the railways, within the overall framework of Shift2Rail, which is developing the fundamental building blocks that will allow the creation of the future railway interoperable system.

The DMP supports TER4RAIL’s principal aims - the establishment of a research observatory for rail, the correlation of its outputs with existing roadmaps so they may be improved and updated and setting out the key argument for the use of rail as the backbone of European mobility.

The DMP is a vital management tool, particularly as the project has seven partners from five countries and different disciplines, and the project has a particularly wide field of activity.

The partners recognise the challenges of this type of project for data management, so have committed themselves to devising and honouring a formal process to ensure the data are managed and maintained in a way which will mitigate the complexity and diversity of the data sources and ensure an efficient and sustainable process to deliver the project objectives and the ongoing usefulness of its products for the success of the rail sector and its contribution to delivering S2R’s wider social, economic and environmental objectives.



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4. Objective

This Data Management Plan (DMP) details what data the project will generate, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved. This document is to be considered in combination with:

- Section 9 “Access Rights” and Attachment 1 “Background included” of the Consortium Agreement, dealing with access rights and the use of the Workflow Tool.
- Section 3 “Rights and obligations related to background and results” of the Grant Agreement No. 826055, dealing with rights and obligations related to background and results.

The DMP is organised per Work Package (WP) to concretely describe the contribution of each WP to the outcomes as well as the spin-off potential of each activity. To understand the data that the project will generate, a brief overview of the project is given below:

TER4RAIL entails a coordination and support action to determine transversal exploratory research activities among different actors that are beneficial for railways. The Shift2Rail Multi Annual Action Plan (MAAP) will play a central role in the establishment of future interoperable railway systems suitable for European society and environment. However, due to the rapid pace of technological change and innovation, it is necessary to be aware of the novel possibilities that can enable an increasingly sustainable progress in this regard.

Additionally, the European railway community is represented by different actors (industry, academia, users, researchers, and policy makers) with different perceptions regarding technological applications and different objectives for the future.

With regard to this context, the work of TER4RAIL is organised as follows:

- TER4RAIL will identify and monitor new opportunities for innovative research and facilitate the cross-fertilisation of knowledge from other disciplines, at what is referred to as the Rail Innovative Research Observatory. Permanent contact with other relevant sectors will have a prominent role in importing disruptive perspectives from other disciplines and facilitating interactions.
- TER4RAIL will determine and assess the existing roadmaps that drive the future of railways and compare them with the interpretations obtained from the observatory. This analysis will indicate the gaps that require to be covered and serve as the anchor for the prospective roadmaps, among others, the Shift2Rail MAAP.
- TER4RAIL considers railways as the backbone of future European mobility, as stated in the rail sector's European Railway Research Advisory Council's (ERRAC) Rail 2050 Vision published in December 2017, and therefore, it is necessary that TER4RAIL raise arguments that can sustain this essential system. To that end, data analysis and statistical reporting are foreseen and conducted.



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- Finally, the work performed under TER4RAIL will be communicated to the transport community, liaising with the Shift2Rail communication team with a correlated communication strategy. A strategy of exploitation of the results will guarantee that these are properly employed in this area with maximum impact.
- TER4RAIL will be able to select and synthesise a considerable amount of information regarding railways' futures and transmit them in a consolidated, improved, clear, and understandable manner. This should facilitate the realisation of TER4RAIL's ambition of being the CSA of reference for the evolution of EU railways.

The WPs will address the following areas:

- WP1: Rail Innovative Research Observatory
- WP2: Roadmaps
- WP3: Arguments supporting rail
- WP4: Work package title Dissemination, exploitation, and knowledge transfer
- WP5: Coordination and management

5. Data Management at Project Level

5.1. Data Collection

Each Work Package Leader is responsible for defining and describing all (non-generic) datasets specific to their individual work package.

The WP leaders shall formally review the datasets related to their WP when relevant and at least at time for project periodic report to the European Commission.

All modifications and additions to the DMP shall be provided to the TER4RAIL Data Manager Coordinator, UIC, for inclusion in the DMP. Each WP Leader is responsible for the quality and completeness of the datasets related to its work package: the quality check will be done at WP level by the WP leader as some of the data will have to be pre-worked and validated by the WP leader having the only access to the corresponding raw data (for instance case of survey data to be anonymized / aggregated before being communicated to other partners).

5.2. Data Archiving & Preservation

A Workflow Tool platform was created to support the work of the consortium members. The partners have received a link with an invitation to access to the platform.

TER4RAIL partners are strongly suggested to use the Workflow Tool platform to share project information. The main functionality that should be used is the upload and download of documents (contact list, deliverables, templates, minutes of meetings, agendas, presentations, Technical Annex of the Grant Agreement, etc.).

5.2.1. Data Security and Integrity

All data types that are uploaded to the Workflow Tool shall not be encrypted, irrespective of whether these data items have been identified for future archiving or not.

All the partners invited to the platform have the same publication rights. These rights include viewing, modifying or creating new documents. All members of the project have access to all documents and meetings in the tool.

The internal structure of the five WP folders will be determined by the Work Package Leader. The Project Coordinator has overall project administration rights, enabling to administrate the complete project document database.

Uploaded data to the Workflow Tool are protected against disturbances and possible loss of data in the server. As backup, all the information is also stored in the hard disk of four different computers in EURNEX headquarters.

5.2.2. Document Archiving

The document structure and type definition will be preserved as defined in the document breakdown structure and work package groupings specified for the Workflow Tool.

The process of archiving will be based on a data extract performed by EURNEX within 12 weeks of the formal closure of the TER4RAIL project. Data will be copied and transferred to a digital repository provided by EURNEX.

5.3. Computer file formats

To ensure document compatibility, the following file formats should be used:

- WORD version Microsoft Office 2007 or higher (including the OOXML and ODT formats) for documents;
- EXCEL version Microsoft Office 2007 or higher (including the OOXML and ODT formats) OR Comma Separated Value format (CSV) for spreadsheets and databases;
- PowerPoint version Microsoft Office 2007 or higher (including the OOXML and ODT formats) for overhead slides;
- PDF for consolidated releases of project documents;
- ZIP for compressed documents;
- JPEG/PNG for pictures;
- AVI or MPEG-4 for videos;
- MP3 or MPEG-4 for audio

For any other cases, the Mendeley Open Data platform will be applied:

<https://data.mendeley.com/file-formats>.

5.4. File Naming Conventions

Documents produced during the project and uploaded to the Workflow Tool will be assigned a unique document code.

5.4.1. Document code structure

The identification code contains the five following sections:

[Project] - [Domain] - [Type] - [Filename] - [Version]

- [Project] is T4R for all TER4RAIL documents;
- [Domain] is the relevant domain in the Workflow Tool (WP, Task or project body);

- [Type] is one or two letters defining the document category, with the addition of a 1 to 3 digits code (such as deliverable number as stated in the Grant Agreement, or such as dataset number as stated in this Data Management Plan);
- [Filename] is a short description of the document;
- [Version] is a version number starting at 001.

Examples:

PROJECT CODE	-	DOMAIN (3-4 letters)	-	TYPE (1-2 letters) + if applicable: CODE (1-3 digits)	-	FILENAME (n letters)	-	Version (3 digits)
T4R	-	SC	-	MA	-	5th_April_2019_Minutes	-	002
T4R	-	WP1	-	P	-	1st_Periodic_Report	-	001
T4R	-	WP1	-	D1.1	-	Mapping	-	001
T4R	-	WP1	-	DA1.1	-	List_of_Key_Documents	-	001

Table 1 - Examples of file naming

5.4.2. Document types

This information will be used to set up the identification code.

Documents are classified among the following types:

Letter	Name	Description
A	Administrative	Any administrative document except contractual documents
C	Contractual document	Consortium Agreement, Grant Agreement and their approved amendments
D	Deliverable	Deliverable identified as such under the Grant Agreement
DA	Dataset	Dataset identified as such in the Data Management Plan
EC	EC document	Document provided by EC (general rules, guidelines or EC experts documents)
M	Model (template)	MS-Office document templates including TER4RAIL visual identity
MA	Meeting Agenda	Meeting Agenda
MI	Minutes	Minutes
P	Periodic Report	All intermediate/periodic reports except those listed as deliverables. May be a WP intermediate report or a project intermediate report requested by the Grant Agreement but not listed as deliverable.
PR	Presentation	Presentation
T	Technical contribution	Technical document contributing to a task/deliverable but not part of the deliverable
W	Proposal	Proposal for changes to the Consortium Agreement or Grant Agreement
X	External document	Document produced by non-members of the project (e.g. papers, reports, external public deliverables, etc.) that, upon authorisation of the author(s), are



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		shared with the project due to its relevancy.
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Table 2 - Document types

5.5. Data and Shift2Rail

The TER4RAIL deliverables and all other related generated data are fundamentally linked to the future planned Shift2Rail project activity.

The data requirements of this DMP have been developed with the objective of providing data structures that are uniform and not subject to possible future ambiguous interpretation that will facilitate synergies.

Data shall be specifically selected for archiving based on the criteria that it will be likely to be useful for future Shift2Rail activities.

6. DMP of WP1: Rail Innovative Research Observatory

6.1. Data types

Existing data used in this WP include the following data types:

Code	Description of Dataset / Digital Output	Units and Format	Size	Ownership
T4R-WP1-DA1.1	List of Rail R&D key documents	EXCEL	21KB	FFE
T4R-WP1-DA1.2	Folder containing the public documents of the list of Rail R&D key documents	PDF + ZIP	-	FFE
T4R-WP1-DA1.3	Folder with the confidential documents of the list of Rail R&D key documents (#6 and #23): #6 is the "Capabilities and areas of development" of UIC and #23 is "MAIN PUBLIC TRANSPORT TRENDS & DEVELOPMENTS OUTSIDE EUROPE" from the UITP.	PDF + ZIP	-	FFE
T4R-WP1-DA1.4	Rail stakeholders survey: answers provided at SurveyMonkey – non-personal information	EXCEL	-	FFE
T4R-WP1-DA1.5	Rail stakeholders survey: answers provided at SurveyMonkey – personal information: results of Q#33 (Would you like to keep in touch regarding TER4RAIL activities? If so, feel free to leave here you name and contact details). Question is accompanied by information concerning the GDPR compliance.	EXCEL	.	FFE
T4R-WP1-DA1.6	Rail stakeholders survey: aggregated answers – result of analysis: included inside D.1.1.	PDF	-	FFE
T4R-WP1-DA1.7	Database of rail related projects financed under H2020	EXCEL	-	FFE
T4R-WP1-DA1.8	Shift2Rail specific questionnaire / interview	WORD	-	FFE

Table 3 - Existing Data used in WP1

Regarding the "Rail stakeholders survey" (1.4. and 1.5.), the following statement was included at the beginning of the questionnaire "Answers will be treated confidentially and results will be aggregated", making the participants aware of the treatment and use of their answers. The survey includes only one question affected to the GDPR law Q#33. Before answering this question, the applicable data protection terms and conditions were presented² and the participants had to agree in order to provide an answer. In case of disagreeing they were not able to answer Q#33.

In case additional data will be generated in this WP, additions to the DMP will be made.

6.2. Standards, Metadata and Quality Issues

Not applicable.

6.3. Data Sharing

Code	Data Sharing
T4R-WP1-DA1.1	Publicly available. Included in M.S. 1, D.1.1., shared with other projects / stakeholders that may have interest (so far: FLEX4RAIL project)
T4R-WP1-DA1.2	Can be shared with any stakeholder interested in it.
T4R-WP1-DA1.3	Restricted only to Project partners.
T4R-WP1-DA1.4	Not shared. It will be stored at FFE's internal servers and used only for the generation of D.1.1., elaborating aggregated analysis.
T4R-WP1-DA1.5	Not shared. It will be stored at FFE's internal servers according to the Data Protection Law applicable ² . Consent with this data protection law terms has been asked as a requirement for answering this question.
T4R-WP1-DA1.6	Publicly available. Included in D.1.1.
T4R-WP1-DA1.7	Publicly available. Available at TER4RAIL website, emails to all interested stakeholders requesting it (e.g. so far FLEX4RAIL, ERRAC WG2, Shift2Rail Secretariat).
T4R-WP1-DA1.8	Confidential. Q3, Q4, Q5 and Q15 may be incorporated to the aggregated results of the online survey in an anonymous way. Q8, Q9, Q10, Q17 will be shared with projects partners as input for T.1.2. The complete questionnaire will not be shared. It will be stored at FFE's internal servers and used internally to align WP1's activities.

Table 4 - Data Sharing in WP1

² The data provided under Q#33 will be stored and controlled by Fundación de los Ferrocarriles Españoles (FFE) in compliance with the information set out in the Act 3/2018 on the Personal Data Protection and Guarantee of Digital Rights and the provisions of the General Data Protection Regulation (Regulation (EU) 2016/679 of 27 April 2016), applying GDPR 6.1.a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes, with the objective to contact you in case of requests for further information on the topics addressed by this questionnaire or distribution of results and information from TER4RAIL project. Personal data will not be published, nor shared with third parties unless legal obligation. For further information, or making use of your rights, please consult: https://www.ffe.es/fundacion/aviso_legal_en.htm.

6.4. Archiving and Preservation

Code	Archiving and preservation
T4R-WP1-DA1.1	Workflow Tool Project folders. It can be archived and preserved.
T4R-WP1-DA1.2	Workflow Tool Project folders. It can be archived and preserved.

T4R-WP1-DA1.3	Workflow Tool Project folders only accessible to project partners. It will be deleted once the project ends.
T4R-WP1-DA1.4	FFE internal servers. It will be deleted once the project ends.
T4R-WP1-DA1.5	FFE internal servers. It will be deleted once the project ends.
T4R-WP1-DA1.6	Included in D1.1. Publicly available at the project web. It can be archived and preserved.
T4R-WP1-DA1.7	Workflow Tool Project folders and project web. It can be archived and preserved.
T4R-WP1-DA1.8	FFE internal servers. It will be deleted once the project ends.

Table 5 - Archiving and preservation of the data in WP1

6.5. Data Management Responsibilities

Code	Name of Responsible	Description
T4R-WP1-DA1.1	EURNEX	Manages project Workflow Tool folders
T4R-WP1-DA1.2	EURNEX	Manages project Workflow Tool folders
T4R-WP1-DA1.3	EURNEX	Manages project Workflow Tool folders
T4R-WP1-DA1.4	FFE	Stores and guards the data
T4R-WP1-DA1.5	FFE	Stores and guards the data
T4R-WP1-DA1.6	EURNEX	Manages project Workflow Tool folders
T4R-WP1-DA1.7	EURNEX / UIC	Manages project Workflow Tool folders / manages website
T4R-WP1-DA1.8	FFE	Stores and guards the data

Table 6 - Data Management Responsibilities in WP1

7. DMP of WP2: Roadmaps

7.1. Data types

Existing data used in this WP include the following data types:

Code	Description of Dataset / Digital Output	Units and Format	Size	Ownership
T4R-WP2-DA2.1	SurveyMonkey Delphi Survey Round 1 responses	Qualitative and Quantitative data	Unknown at this stage, likely to be <100mb	UNEW: Thomas Zunder
T4R-WP2-DA2.2	SurveyMonkey Delphi Survey Round 2 responses	Qualitative and Quantitative data	Unknown at this stage, likely to be <100mb	UNEW: Thomas Zunder
T4R-WP2-DA2.3	TER4RAIL Webinars	Video data, usually MPEG-4	Unknown at this stage but likely to be >1Gb	UNEW: Thomas Zunder

Table 7 - Existing Data used in WP2

The participants in the Delphi Survey are asked to give explicit consent for the use of their responses by agreeing to the following statement by explicitly opting-in. If they choose to not opt-in then the survey ends. This is fully compliant with the GDPR.

Welcome to TER4RAIL Delphi survey round 1.
[You may wish to maximise this browser window.]

The main objective of TER4RAIL is to reinforce the cooperation between rail-related stakeholders to improve the efficiency of the research in the rail sector, in order to facilitate emerging innovative ideas and the cross-fertilisation of knowledge from other disciplines or of disruptive technology and innovation. TER4RAIL intends to promote this process by strengthening transversal exploratory research in Europe for and with a railways perspective in the frame of multimodality.

The objective of this Delphi survey is to review, support, and improve the sector roadmaps, in preparation for the next iteration of the roadmapping process in the railway sector, considering multimodal environments and railway as the backbone of mobility in the future;

This is the first round questionnaire of the Delphi survey. Your contribution to the first round will be used to develop a second round questionnaire. We are therefore interested in broad answers. Please expand upon your answers whenever appropriate.



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Your opinions expressed in this survey are 'personal to you as an expert'. We understand that they do not necessarily represent the opinions or policy of your organisation and will not be used as such. Your response will be treated in strict confidence, and names of individual respondents or organisations will not be used in published material or given to third parties. The general findings of the survey will be published. If you participate in the survey and enter an email address, a copy of the result will be emailed to you.

Thank you,

If you have queries then please do not hesitate to contact:

Thomas Zunder, tom.zunder@ncl.ac.uk

Newcastle University
Stephenson Building
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NE1 7RU
United Kingdom

Data Protection and Privacy Terms

we will process all personal data fairly and lawfully

we will only process personal data for specified and lawful purposes

we will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date

we will not keep personal data for longer than is necessary

we will keep all personal data secure

we will endeavour to ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection

We would like to assure you that your opinion will be held anonymously and securely. Personal data is asked for and retained for the purpose of the survey but will not be published or used in an identifiable manner. Survey results and feedback will be analysed and stored securely within Newcastle University as well as on SurveyMonkey servers. The anonymised data and results will be made available publicly.

Since data will be held on SurveyMonkey then the SurveyMonkey Privacy Policy will apply, please refer to and read policy here: <https://www.surveymonkey.com/mp/legal/privacy-policy/>



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Note that data may be transferred out of the EU as part of the SurveyMonkey Privacy Policy, see above.

Do you consent to the Data Protection and Privacy Terms above?

Yes

No

No additional data are planned to be generated in this WP.

7.2. Standards, Metadata and Quality Issues

The following standards and metadata are planned to be used for data related to WP2: Compliance with GDPR. All participants are to be clearly advised of the privacy policy and the nature of sharing.

7.3. Data Sharing

Code	Data Sharing
T4R-WP2-DA2.1	Shared within consortium and to public as anonymised data and summaries only.
T4R-WP2-DA2.2	Shared within consortium and to public as anonymised data and summaries only.
T4R-WP2-DA2.3	Shared with public on VIMEO video sharing platform and embedded in TER4RAIL website.

Table 8 - Data Sharing in WP2

7.4. Archiving and Preservation

Code	Archiving and preservation
T4R-WP2-DA2.1	Stored on SurveyMonkey and on Newcastle University secure and password protected servers. To be shared using the Mendeley open data platform: https://data.mendeley.com .
T4R-WP2-DA2.2	Stored on SurveyMonkey and on Newcastle University secure and password protected servers. To be shared using the Mendeley open data platform: https://data.mendeley.com .
T4R-WP2-DA2.3	Stored on Newcastle University secure and password protected servers and VIMEO video sharing platform as well as embedded into TER4RAIL website.

Table 9 - Archiving and preservation of the data in WP2

7.5. Data Management Responsibilities

Code	Name of Responsible	Description
T4R-WP2-DA2.1	UNEW: Thomas Zunder	Principal Research Associate
T4R-WP2-DA2.2	UNEW: Thomas Zunder	Principal Research Associate
T4R-WP2-DA2.3	UNEW: Thomas Zunder	Principal Research Associate

Table 10 - Data Management Responsibilities in WP2

8. DMP of WP3: Arguments supporting rail

8.1. Data types

Existing data used in this WP include the following data types:

Code	Description of Dataset / Digital Output	Units and Format	Size	Ownership
T4R-WP3-DA3.1	Collection and description of tables, graphs, charts, statistics regarding rail and non-rail transport, summarized in a descriptive report.	Word, Excel, PDF, images/tables/charts in JPG, PNG format	Variable	Consortia members. All sources/references are properly quoted. The results of the deliverables also belong to European Commission and S2R JU.
T4R-WP3-DA3.2	Report summarizing analysis and comments to the data collected in 3.1, also providing insights on bottlenecks and gaps elimination.	Word, PDF, images/tables/charts in JPG, PNG format	Variable	Consortia members. All sources/references are properly quoted. The results of the deliverables also belong to European Commission and S2R JU.
T4R-WP3-DA3.3	Description of success stories regarding rail, summarized in a handbook.	Word, PDF, images/tables/charts in JPG, PNG format	Variable	Consortia members. All sources/references are properly quoted. The results of the deliverables also belong to European Commission and S2R JU.

Table 11 - Existing Data used in WP3

No additional data are planned to be generated in this WP.

8.2. Standards, Metadata and Quality Issues

Not applicable.

8.3. Data Sharing

Code	Data Sharing
T4R-WP3-DA3.1	Deliverable will be public
T4R-WP3-DA3.2	Deliverable will be public
T4R-WP3-DA3.3	Deliverable will be public

Table 12 - Data Sharing in WP3

8.4. Archiving and Preservation

Code	Archiving and preservation
T4R-WP3-DA3.1	All documents/data utilized as “sources” for producing the deliverables will be stored in NEW OPERA archive. Deliverables and other public documents will be uploaded on the Workflow Tool for consultation.
T4R-WP3-DA3.2	All documents/data utilized as “sources” for producing the deliverables will be stored in NEW OPERA archive. Deliverables and other public documents will be uploaded on the Workflow Tool for consultation.
T4R-WP3-DA3.3	All documents/data utilized as “sources” for producing the deliverables will be stored in NEW OPERA archive. Deliverables and other public documents will be uploaded on the Workflow Tool for consultation.

Table 13 - Archiving and preservation of the data in WP3

8.5. Data Management Responsibilities

Code	Name of Responsible	Description
T4R-WP3-DA3.1	Giuseppe Rizzi (NEW OPERA)	Update and maintenance of the data
T4R-WP3-DA3.2	Giuseppe Rizzi (NEW OPERA)	Update and maintenance of the data
T4R-WP3-DA3.3	Daria Kuzmina (UITP)	Update and maintenance of the data

Table 14 - Data Management Responsibilities in WP3

9. DMP of WP4: Work package title Dissemination, exploitation, and knowledge transfer

9.1. Data types

Existing data used in this WP include the following data types:

Code	Description of Dataset / Digital Output	Units and Format	Size	Ownership
T4R-WP4-DA4.1	Images: Images and logos from partners participating in the project.	.eps, .ai, .png, .jpeg	Variable	The owner gives permission to EURNEX as coordinator and to UIC as WP leader to use images for dissemination purposes of TER4RAIL.
T4R-WP4-DA4.2	Contact information of persons who have registered for the final conference	html format	Variable	The data will be collected and processed in the UIC servers in accordance with the provisions of Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Table 15 - Existing Data used in WP4

No additional data are planned to be generated in this work package.

9.2. Standards, Metadata and Quality Issues

The pictures and logos are stored in common formats: vector image formats and picture compression standards.

9.3. Data Sharing

Code	Data Sharing
T4R-WP4-DA4.1	The data will not be shared but some of the image database will be used for dissemination purposes and therefore will become public.
T4R-WP4-DA4.2	The data will be collected and processed by UIC only for the logistics purpose of the final conference and will not be shared outside the consortium.

Table 16 - Data Sharing in WP4



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9.4. Archiving and Preservation

Code	Archiving and preservation
T4R-WP4-DA4.1	Data will be stored in the Workflow Tool
T4R-WP4-DA4.2	Data will be stored on UIC servers

Table 17 Archiving and preservation of the data in WP4

9.5. Data Management Responsibilities

Code	Name of Responsible	Description
T4R-WP4-DA4.1	Christine HASSOUN (UIC)	Update and maintenance of the data
T4R-WP4-DA4.2	Christine HASSOUN (UIC)	Update and maintenance of the data

Table 18 - Data Management Responsibilities in WP4

10. DMP of WP5: Coordination and management

10.1. Data types

Existing data used in this WP include the following data types:

Code	Description of Dataset / Digital Output	Units and Format	Size	Ownership
T4R-WP5-DA5.1	Consortium partners data (Telephone number, e-mail, name, company/institution)	.xlsx	Small	Consortium members
T4R-WP5-DA5.2	Candidates for the Stakeholders Reference Group (Name, company/institution), e-mail)	.xlsx	Small	Consortium members

Table 19 - Existing Data used in WP5

No additional data are planned to be generated in this WP.

10.2. Standards, Metadata and Quality Issues

Not applicable.

10.3. Data Sharing

Code	Data Sharing
T4R-WP5-DA5.1	Access granted only to consortium partners
T4R-WP5-DA5.2	Access granted only to consortium partners

Table 20 - Data Sharing in WP5

10.4. Archiving and Preservation

Code	Archiving and preservation
T4R-WP5-DA5.1	The data will be erased after the end of the project
T4R-WP5-DA5.2	The data will be erased after the end of the project

Table 21 - Archiving and preservation of the data in WP5

10.5. Data Management Responsibilities

Code	Name of Responsible	Description
T4R-WP5-DA5.1	Armando Carrillo (EURNEX)	Update, maintenance and subsequent erasure of the data
T4R-WP5-DA5.2	Armando Carrillo (EURNEX)	Update, maintenance and subsequent erasure of the data

Table 22 - Data Management Responsibilities in WP5



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11. Conclusion

The purpose of the Data Management Plan is to support the data management life cycle for all data that will be collected, processed or generated by the TER4RAIL project. For this particular project, the DMP is more important than usual because data are at the heart of delivering the outputs and they are to be sourced from a diverse range of origins.

The DMP is not intended to be a static document but is designed to allow for its own evolution during the lifespan of the project to take account of emerging needs. This flexibility is important because the transversal project itself is far-reaching, with diverse and potentially complex data that are yet to be identified. This document is therefore expected to mature during the project; more developed versions of the plan could be included as additional revisions of this deliverable at later stages. The DMP will be updated at least after the mid-term and final reviews to fine-tune it to the data generated and the uses identified by the consortium since not all data or potential uses are defined at this stage of the project.