

Data Management Plan (DMP)

Project title: PED-ID, Holistic assessment and innovative stakeholder involvement process for identification of Positive-Energy-Districts

The following Data Management Plan describes how the project's collected research data will be handled.

In the PED-ID project, different types of data are processed depending on the work packages.

WP 2, 3, 4 and 6: Processing tools, process descriptions and models will be collected or developed by the consortium partners. Existing tools will be expanded or adapted. In the most cases the type of data will be in textual process descriptions, graphical model representations and tables or catalogues.

Furthermore, digital movies or similar presentation tools are also used for illustration and dissemination purposes. These types of documentation of the project work do not require treatment in a DMP but relevant rules of scientific work must be followed. Requirements for the quality of the project work are defined in the Quality Assurance Plan.

WP 5 – Living lab in municipalities and cities: In the PED-ID project, relevant data from Living Labs is collected, processed and analysed. For these types of data the creation of a DMP is required. The following DMP covers the handling of these research data and regulates the handling of these data based on the "FAIR" principles (Findable, Accessible, Interoperable, Reusable).

1. Types of data and documentation

Data types to manage:

- Contact data of persons of the contributing living labs;
- Location data and area information;
- Maps and plan documents of the living lab areas and of existing or future buildings;
- Plan documents and descriptions of local (energy) resources and needs;
- Description of future buildings and their uses;
- Energy load profiles and consumption data;
- Pictures or movies;
- In the case of refurbishments: information about the owners, residents or employees.

It must be agreed between the consortium partners and the Living Lab partners that they agree to provide the data on the development areas for the process analyses and technical investigations. The type of data exchange is to be determined individually with each Living Lab partner. The exchange of Living Lab data between the consortium partners is permissible.

The Living Lab partners must be informed that after the end of the project, the data provided by them in the course of the project implementation will be archived by the consortium partners for documentation purposes.

2. Ethical, legal and safety aspects

All data transmitted to the consortium partners or data collected in the project will be treated confidentially and will not be passed on to third parties outside the project. They are only available to the consortium partners for the necessary evaluations within the framework of the project. If data is collected for individual units of use, it will only be published in anonymised form so that no conclusions can be drawn about individual user behaviour.

Personal data of building owners, residents or employees are collected and processed anonymously and presented in the project results in the same way, so that no conclusions can be drawn about the names or other personal data of these persons.

The consortium partners ensure compliance with the relevant GDPR provisions.

The data on Living Labs will be collected and analyzed by the consortium partners in the course of the project. The publication of deliverables through the application of processes, models or criteria catalogues takes place after release by the Living Lab partners.

Only internal employees of the consortium partners have access to the project data, especially to the Living Lab data. The data obtained will be used exclusively for the purposes of the PED-ID project.

The raw data of the Living Labs may not be passed on by the consortium partners for further use by third parties.

For the regulation of photo usage rights within the project, written agreements will be made with the rights holders, which will be attached to the results report.

Each consortium partner is responsible for complying with the data management requirements when processing its Living Labs.

3. Data storage and preservation

The consortium partners have internal company data servers on which the project data, evaluation and report files are securely stored and regularly backed up. Archiving for documentation purposes is thus provided by the consortium partners.

4. Data reusability

The project will utilize several tools and channels to disseminate activities and results.

The publication of Living Lab results will take place in the form of aggregated data both in dissemination activities and in reporting (final report and project deliverables).

The interested public and stakeholders will have the possibility to access the results documents via the program website.