

Open Science and Data Management Plan 1

Deliverable 8.2 Open Science and Data Management Plan 1

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PROJECT INFORMATION

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Project Coordinator	Norwegian University of Science and Technology (NTNU)
Website	www.bauhausbites.eu

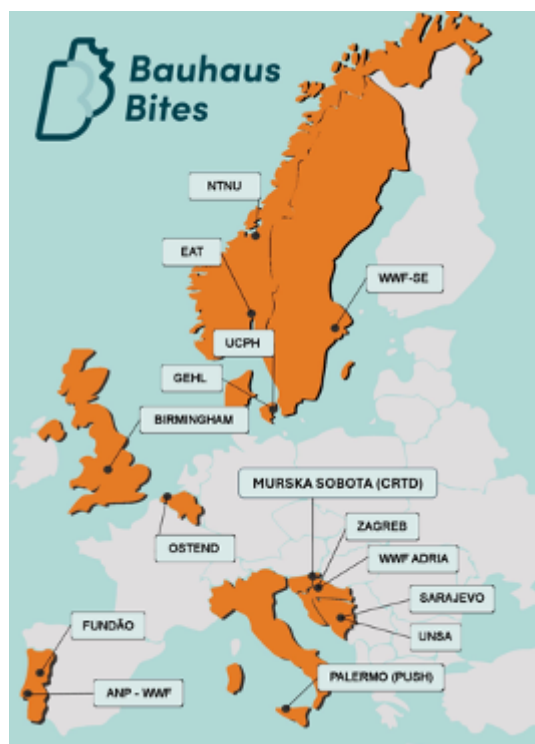
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ABOUT BAUHAUS BITES PROJECT

The vision of the Bauhaus Bites project is to contribute to **resilient, inclusive, healthy and green** rural, coastal and urban **communities**, delivering sustainable food system transformation via **Bauhaus Bites Food Environments**, co-created and demonstrated in **7 cities** at different levels of societal readiness. Their transferability will be discussed with **30 sister projects and European and global networks**, and the results with innovative actions will be summarised in a **Bauhaus Bites Playbook** for broader adoption.

The Bauhaus Bites project serves over 1000 **people** by providing affordable, healthy, and nutritious food that is environmentally friendly. It raises awareness and engages individuals in the benefits of nature and the significance of sustainable food, empowering them to become ambassadors in their communities. Additionally, it implements over **20 place-based** and community-based interventions and innovations. Ultimately, innovative ways to tailor **policy** responses to the specific challenges and needs identified at various levels of governance contribute to the implementation of interconnected European strategies.



The Bauhaus Bites Food Environments are **urban and peri-urban ecosystems** that commit to implementing **sustainable, healthy diets**, amplified by the **New European Bauhaus** and fortified with **Nature-Based Solutions**. They will ensure that the transformed food environments of tomorrow are sustainable, inclusive, and beautiful.

The Bauhaus Bites project is an Innovation Action that has received funding under the HORIZON-CL6-2024-COMMUNITIES-01 call, funded under the topic: **Resilient, inclusive, healthy and green rural, coastal and urban communities**. The project started in November 2024 and has a project period of 36 months until October 2027.

Figure 1. Bauhaus Bites map

The project is coordinated by the Norwegian University of Science and Technology and involves **15 partners** from **10 European countries**, 7 of which are EU countries and 3 of which are non-EU countries.

BAUHAUS BITES PARTNERS

Beneficiary No.	Legal Name of Partner Organisation	Short Name	Country
1 (Coordinator)	NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET	NTNU	Norway (NO)
2	BIRMINGHAM CITY COUNCIL	BCC	United Kingdom (UK)
3	MUNICIPALITY OF FUNDÃO	CMF	Portugal (PT)
4	CITY OF ZAGREB	GZ	Croatia (HR)
5	WWF ADRIA - ASSOCIATION FOR NATURE PROTECTION AND CONSERVATION OF BIODIVERSITY	WWF-A	Croatia (HR)
6	KOBENHAVNS UNIVERSITET	UCPH	Denmark (DK)
7	STIFTELSEN VARLDSNATURFONDEN WWF	WWF-SE	Sweden (SE)
8	CENTER FOR THE DEVELOPMENT OF SUSTAINABLE SOCIETY	CRTD	Slovenia (SI)
9	CITY OF OSTEND	SO	Belgium (BE)
10	PALERMO URBAN SOLUTIONS HUB	PUSH	Italy (IT)
11	CITY OF SARAJEVO	GS	Bosnia and Herzegovina (BA)
12	GEHL ARCHITECTS APS	GEHL	Denmark (DK)
13	WWF PORTUGAL	ANP	Portugal (PT)
14	UNIVERSITY OF SARAJEVO	UNSA	Bosnia and Herzegovina (BA)
15	EAT FOUNDATION	EAT	Norway (NO)

EXECUTIVE SUMMARY

This deliverable constitutes the initial Open Science and Data Management Plan (DMP) for the *Bauhaus Bites* project. It specifies Data Governance and handling of data in the project in the form of initial project guidelines, what types of data are expected to be generated in the project, whether and how it will be made open and accessible for verification and re-use, how it will be curated and preserved, and details ethical, privacy, and security issues.

Bauhaus Bites is committed to open innovation, co-creation, collaboration with various societal stakeholders, and extensive knowledge sharing. The project's core results will be created with these societal stakeholders, relevant European initiatives, and policymakers.

All beneficiaries are informed of the applicable regulations around human participation, informed consent, data processing, data security and pertinent regulations such as GDPR, Horizon Europe Open Science guidance, FAIR guidelines, or Horizon Europe Ethics Guidance. When personal data collection or processing starts, the DMP information will be updated to include updated data summaries, consent forms, compliance, and institutional approval where necessary. Processing of personal data will respect Data Protection Principles.

The project will support openness according to the Horizon Europe (HE) principle “as open as possible, as closed as necessary” together with the project ambition of “Open by Default”.

This report contains five main chapters explaining the data management process as follows:

- Open Science Approach (Chapter 2)
- Data Management, Sharing and Open Access (Chapter 3)
- Ethics Considerations (Chapter 4)
- Dissemination and Exploitation Consideration (Chapter 5) and
- Data Summaries (Chapter 6).

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1.INTRODUCTION

This initial document develops the Bauhaus Bites Open Science and Data Management Plan (DMP) and details its Open Science approach and Research Data Management, including open access to research data, with all beneficiaries and WPs. It describes overall Data Governance in the project, including the lifecycle of data to be collected, generated, used, or processed within the project and the handling of data, including methodologies, data sharing, privacy and security considerations, legal and regulatory requirements, informed consent, open access, both during and after the project. This Deliverable is part of Task 8.2 Open Science and Data Management.

The project aims to make research data findable, accessible, interoperable, and re-usable (FAIR)¹ in line with the EC Guidelines on FAIR Data Management. Therefore, the DMP includes information on:

- Types of data to be collected, processed and/or generated;
- Data collection and methods, including methodologies and standards to be applied;
- Data sharing and transparency, including information about open accessing of data;
- Data storing and archiving, explaining how data will be curated and stored (including after the end of the project); and,
- Intellectual rights, licensees, data security, and ethics.

Bauhaus Bites follows the principle “as open as possible, as closed as necessary” together with the project ambition of “Open by Default”.

This document is based on the Horizon Europe Open Science strategy, namely on the summary²:

Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).

¹ FAIR principles: <https://www.go-fair.org/fair-principles/>

² HE Programme Guide: V2.0 – 11.04.2022, Section: Open Science, https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

Dissemination of results and value demonstration will be supported by measures of Open Access, Open Data, and Open Source. Most Deliverables will be public. All public Deliverables and results will be freely published on the project website as soon as they are completed. The project will use open licences, with Creative Commons CC-BY-4.0³ as default. Data acquired and generated from this research project will support a range of goals, such as improving dissemination and exploitation of data and results; improving access and reuse of research data; and knowledge sharing with citizens, the wider public, interested stakeholders, and the scientific community. Documentation and research data repositories will follow the Horizon Europe best practice, with a focus on open access, peer-reviewed journal articles, conference papers, and datasets.⁴

Data will be housed in a defined repository (See Chapter 6). Data will also be assigned identifiers and described through metadata as best as possible. In addition, the project will try to use language that is easily searchable, translatable, and retrievable in adherence to catalogue, dataset, and distribution metadata layers. Finally, the project will consider carefully the integrity of the metadata after the data is unavailable in order to preserve the integrity of the datasets.

The project is built around transparency and openness, where in the Bauhaus Bites project, in total 41 out of 46 deliverables are open, and only 5 are confidential (with note ‘sensitive’), as support for outreach and replication. Deliverables are expected to be used both internally and externally, to both inform the project and its team members about activities and results, and to inform external stakeholders, potential collaborators, and replicators.

In addition, Bauhaus Bites aims to fulfil all ethical requirements and acknowledges that compliance with such principles is of utmost importance, especially when handling human participants and processing of personal data. Recipients will uphold respect for individuals and their dignity, promote an equitable sharing of both the advantages and responsibilities arising from the research, and safeguard the values, rights, and interests of all participants. All partners are aware of the Horizon Europe Rules of Participation,⁵ the Ethics clauses in Article 14 of the Grant Agreement, and the obligation to comply with ethical and research integrity principles set out therein and explained in the annotated Model Grant Agreement.⁶ The project will respect the privacy of all stakeholders and citizens and will seek free and informed consent

³ European Commission: Creative Commons Attribution 4.0 International. Available at:

<https://interoperable-europe.ec.europa.eu/licence/creative-commons-attribution-40-international-cc-40>

⁴ D7.4: Open Science and Data Management Plan 1. Available at:

<https://wp.innocode-cdn.com/nebstar.eu/uploads/2023/07/D7.4-Open-Science-and-Data-Management-Plan-1-final.pdf>

⁵ REGULATION (EU) No 2021/695 (Rules for participation and dissemination in Horizon Europe):

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R0695>

⁶ EU Grants: Horizon Europe AGA — Annotated Model Grant Agreement: Vo.2 – 30.11.2021 General MGA:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

where personally identifiable data is collected and processed. Processing of personal data will respect Data Protection Principles.

This document describes the status of the DMP at the time of delivery. It will be refined by future deliverables of the DMP and updates across the project work packages. This document is based on the main formal project description of the Grant Agreement (101182352) and additional documentation built so far in the project and from previous experiences at different HORIZON EU projects which NTNU coordinated so far.

2. OPEN SCIENCE APPROACH

Bauhaus Bites will generate and collect different types and forms of data. Based on the previous experience which NTNU has with other EU projects, this includes reports, documentation, specifications, tools, workflows, methodologies, process data, city reports, and studies⁷, to mention a few. The project favors the use of open standards and will ensure compatibility among partners for all exchanges. Existing open source solutions will be utilized wherever possible, and any newly developed tools or systems will be released under appropriate open licenses.

The consortium is committed to making project-generated Open Data available whenever feasible, aiming to achieve several objectives:

- Enhance support for European cities and advance the principles of Open Science
- Facilitate benchmarking with similar initiatives
- Broaden dissemination and enable integration with other information systems and databases
- Promote the exploitation and reuse of data and research outcomes
- Foster knowledge exchange among cities, citizens, societal stakeholders, the general public, industry, and the research community

Considering that sharing research data enhances reproducibility, enables benchmarking, and accelerates scientific progress, while open data contributes to better urban governance and citizen engagement⁸ in European cities, the Bauhaus Bites project will make data available through Open Data repositories of participants wherever possible, or linked with publications.

We follow the HE guidance on Open Science principles:

⁷ D7.4: Open Science and Data Management Plan 1. Available at: <https://wp.innocode-cdn.com/nebstar.eu/uploads/2023/07/D7.4-Open-Science-and-Data-Management-Plan-1-final.pdf>

⁸ Janssen, M., Charalabidis, Y., & Zuiderwijk, A. (2012). Benefits, Adoption Barriers and Myths of Open Data and Open Government. *Information Systems Management*, 29(4), 258–268

Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. It has the potential to increase the quality and efficiency of research and accelerate the advancement of knowledge and innovation by sharing results, making them more reusable and improving their reproducibility. It entails the involvement of all relevant knowledge actors.⁹

NTNU appoints an Open Science and Data Manager (the Project Manager), in close collaboration with all beneficiaries and WPs, also on knowledge management and scientific validity of results. It will maintain and evolve the Data Management Plan (DMP) linked to the Open Science approach and ensure open access to research data.

2.1 Co-creation and involving all relevant knowledge actors

Bauhaus Bites has a strong commitment to open innovation, co-creation, citizen science and knowledge-sharing with local, national and European societal stakeholders, inhabitants, communities, cities, the wider public, industry, and the scientific community. Core results will be created jointly with partners, inhabitants, and stakeholders, and shared through relevant networks, as well as through scientific channels under an Open Science and Citizen Science approach. Results, data, and documentation will be made publicly and openly accessible to societal stakeholders, cities, and the public, to achieve the project ambitions: inclusion of inhabitants, different populations, and civic and public stakeholders in transformation processes (in line with gender and inclusiveness), improved support to European Cities, supporting Open Science, benchmarking with other projects; improving dissemination and exploitation; improving access and re-use of research data generated within the project; and knowledge sharing.

The Horizon Europe guidance on Open Science principles includes options for data collection and analysis from citizens using a citizen science approach. This project will stress the importance of Open Data Policies in different contexts¹⁰ and analysis and suggest gathering data using open science platforms like EU Citizen Science.¹¹ Guidelines for developing unique data collection efforts using the pillars of open science may be developed. It will also be assessed in the relevant tools and guidance, and also focused on for the cities' and the universities' work.

⁹ HE Programme Guide: V2.0 – 11.04.2022, Section: Open Science:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

¹⁰ Ruijter, E., D tienne, F., Baker, M., Groff, J., & Meijer, A. (2020). The Politics of Open Data: Understanding the Development and Implementation of Open Data Policies in Different Contexts. *Government Information Quarterly*, 37(1), 101416.

¹¹ [European Citizen Science Platform](#)

Bauhaus Bites actively engages local stakeholders and citizens in participatory processes, a citizen science approach to data collection and data analysis is an important factor in the Bauhaus Bites framework.¹²

Bauhaus Bites, based on the New European Bauhaus (NEB) and Horizon Europe, aims to integrate the human aspect and human scale into the transition and move beyond open access to open science. These NEB values and characteristics inform Bauhaus Bites's Open Science strategy.

2.2 Open Access to results and publications

The dissemination activities within the project will include scientific and other publications. Bauhaus Bites is committed to dissemination and the principle of Open Access for scientific publications arising from the project, in line with the Horizon Europe's Open Science Policy.¹³ It further aims to make research data open, as described above. The Open Research Europe¹⁴ publishing and repository platform will be assessed for use.

The project aims for Gold Open Access publication of scientific peer-reviewed papers where possible and will adopt a Green Open Access strategy as a fallback. Scientific publications will be Open Access (APC fees covered by agreements of NTNU with publishers through separate funds for intended joint publications; deposits in suitable repositories without embargo periods), in line with the HE guidelines. A publication process will be part of the Quality Assurance (WP8), to safeguard IPR and confidentiality interests. IPR protection may be sought where relevant for exploitation (Section 2.2.3). Details will be governed by the Consortium Agreements. Notification needs to be given at least 30 days before the publication, with objections subject to the rules of the Consortium Agreement.

All universities have an Open Access strategy. At the minimum, this will include self-archiving of publications in known centralised or institutional repositories, or for example OpenAIRE.¹⁵

Institutional repositories will be updated accordingly for UCPH (institutional repository CURIS) and UNSA. NTNU uses institutional archive NTNU Open¹⁶.

¹² See Bauhaus Bites Deliverable D7.1 CDE Plan 1, forthcoming

¹³ Horizon Europe's Open Science Policy:

https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/our-digital-future/open-science_en ; Comparison of H2020 and HE: <https://openscience.eu/Open-Science-in-Horizon-Europe> ; HE Programme Guide: V2.0 – 11.04.2022, Section: Open Science: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

¹⁴ Open Research Europe: <https://open-research-europe.ec.europa.eu/>

¹⁵ OpenAIRE: <https://www.openaire.eu/>

¹⁶ Open Access NTNU: <https://www.ntnu.edu/ub/research-support/open-access>

2.2.1 Acknowledgements and Knowledges

Where feasible, authors will provide comprehensive bibliographic metadata in a standardized format. This metadata will reference the “European Union (EU)” and “Horizon Europe,” along with the project’s official title, acronym, grant number, publication date, and a persistent identifier.

These requirements are also codified in Article 17.2 of the Grant Agreement on Visibility – European flag and funding statement.

Authors will seek to maintain copyright and usage rights by applying open licenses, such as the Creative Commons Attribution License (CC-BY4.0¹⁷/CC-BY-SA), or by negotiating equivalent agreements with publishers. All project partners will ensure that publications properly acknowledge EU funding, including the project’s name and grant number, as well as the standard disclaimer provided on the title page of this document. Each publication should include an acknowledgement statement, as suggested below:

This work has been [partially] performed within the project Bauhaus Bites: Positive Food Environments Fortified with Nature-Based Solutions and New European Bauhaus¹⁸ that has received funding from the European Union’s Horizon Europe research and innovation programme under Grant Agreement No. 101182352.

Deliverables are public by default through a Creative Commons CC-BY4.0 license. Other CC licenses may be applied after consultation.

The specific requirement for open access to scientific publications is also anchored in the Grant Agreement (Annex 5 “Specific rules (if applicable)”):

The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results. In particular, they must ensure that:

- at the latest at the time of publication, a machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is deposited in a trusted repository for scientific publications
- immediate open access is provided to the deposited publication via the repository, under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a licence with equivalent rights; for monographs and other long-text formats, the licence may exclude commercial uses and derivative works (e.g. CC BY-NC, CC BY-ND) and
- information is given via the repository about any research output or any other tools and instruments needed to validate the conclusions of the scientific publication.

¹⁷ Creative Commons License Attribution 4.0 International (CC BY 4.0): <https://creativecommons.org/licenses/by/4.0/>

¹⁸ Bauhaus Bites website: www.bauhausbites.eu

Any images, tables, or text sourced from external third parties will be clearly marked to distinguish them from consortium-produced content and to clarify that they are not covered by the open-use permissions granted for materials created within the consortium. This can be done by excluding such content in the general license statement and by identifying copyright information next to third-party material included in documents.¹⁹

2.3 Open Research Data and Open City Data

Reliable, high-quality data is fundamental to scientific advancement as well as to developments in industry and urban environments. Ensuring that research data should be openly accessible-where feasible, be freely, publicly, and permanently available where possible and appropriate to support validation of results and re-use of data for example in research, development, and open or citizen science as well as Open Innovation.

Bauhaus Bites is dedicated to providing open access to both raw and curated datasets.

These datasets will be made available through suitable repositories and channels, supporting verification and facilitating reuse by a wide range of stakeholders. Any restrictions on access or availability will be clearly specified in the data documentation and will be refined throughout the project, with the overarching goal of maximizing openness.

Where research data is made available, it will be in recognised repositories such as OpenAIRE²⁰ or Zenodo²¹, or local repositories of universities, with possible assistance from national OA desks.

Apart from research data repositories, the cities in Bauhaus Bites may have relevant data in their own City Open Data Portals (for e.g. the website of the Municipality). If suitable, specific data arising from the project may be made available, or may be sourced from there. If there is uncertainty regarding data publication, the consortium will opt to withhold raw datasets and instead share only aggregated results. Senior researchers will assess each situation individually to ensure that the release of any data or publication does not compromise privacy, anonymity, or confidentiality. Additionally, the consortium will maintain ongoing communication with Data Protection Offices and the Ethics Advisor throughout the project to

¹⁹ For example, in the license label at the beginning of this document: “CC-BY4.0 Creative Commons Attribution, except where otherwise noted.” and a full copyright and attribution next to any third-party content in the document. See also the CC guidelines:

https://wiki.creativecommons.org/wiki/Marking_Creators/Marking_third_party_content

²⁰OpenAIRE: <https://www.openaire.eu/>

²¹ Zenodo: <https://zenodo.org/>

address any concerns related to data protection and ethical standards. More detail on Ethics are provided in Chapter 4 of this document.

This will also ensure that data is preserved, available, and discoverable. In any case of data dissemination, national and European legislation will be taken into account.

2.4 Open Source Considerations

Licenses for results will be aimed to be as open as possible, with Creative Commons for documentation and similar core project results (see above), and GNU-style licenses for other results such as software as a default. For example, GPLv3 (GNU General Public License),²² MIT,²³ or Apache²⁴ are open and permissible licenses, with GPL additionally using a share-alike model for sharing only under the original conditions (reciprocal license).

Adaptations are expected for where needed to be aligned with commercial IPR strategy. A balance is needed for openness and need for marketability, patenting, and other IPR issues. This will be handled jointly with the Project Coordination Team.

3. DATA MANAGEMENT, SHARING AND OPEN ACCESS

Bauhaus Bites will distinguish four key categories of data arising from the project²⁵:

- **underlying research data:** data necessary for validation of results presented in scientific papers, including associated metadata, which works hand in hand with the general principle of openness of scientific results. The consortium will provide timely open access to research data in project-independent repositories and link to the respective publications, to allow the scientific community to examine and validate the results based on the underlying data. The deposition of research data will depend on the type and channel of publication, ranging from associating data with a publication at the publisher, university or national research data repositories, or the use of the OpenAIRE infrastructure, following the Horizon Europe best practice, with particular focus on peer-reviewed journal articles, conference papers, and datasets of various types.

²² GPL 3.0: <https://www.gnu.org/licenses/gpl-3.0.en.html>

²³ MIT License: <https://opensource.org/licenses/MIT>

²⁴ Apache License, Version 2.0: <https://www.apache.org/licenses/>

²⁵D7.4: Open Science and Data Management Plan 1. Available at: <https://wp.innocode-cdn.com/nebstar.eu/uploads/2023/07/D7.4-Open-Science-and-Data-Management-Plan-1-final.pdf>

- **operational and observational data:** This category includes curated or raw data arising from the implementation, testing, and operation of the demonstrators or pilot interventions (operational data), and data from related qualitative activities, such as surveys, interviews, fieldwork data, engagement activities (observational data). Bauhaus Bites will make this data available, in Bauhaus Bites or respective partner repositories (as above in subsection Open Access to results and publications), opening it up for project partners and stakeholders, and to citizens and interested third parties to support engagement and innovation, where possible and allowed under regulations and privacy issues.
- **monitoring and evaluation data:** This data will specifically be captured to track KPIs of the project performance and will be regularly reported to the EC (see details in Bauhaus Bites Deliverable D6.2 BB Monitoring & Evaluation Report (initial version) (forthcoming)). The KPI data is considered an internal management tool, but selected KPIs may be shared on the website. Evaluation of the project will be done in respective other deliverables and shared that way.
- **documentation, instruments, and reusable knowledge:** This concerns general and specific documentation of the project and demonstration/implementation projects, including tools, methods, instruments, software, and underlying source code needed to replicate the results. A number of collaboration and document management tools will be used, including the project website (WP7, see also D7.1 CDE Plan 1²⁶). Clean and consistent documentation and publication will support dissemination impact. All public Deliverables will be published on the project website in Open Access with open licenses (see Section 2).

3.1 Data Handling Descriptions

Apart from other mechanisms within the project, such as communication, outreach, citizen participation, peer-to-peer learning workshops and networks, measures such as sharing of data, documentation, and results will be an important contributing factor to the project goals.

The project will establish a structured Data Management Plan (DMP) and Innovation Management Plan (IMP) in WP8 to ensure that generated research data is findable, accessible, interoperable, and reusable (FAIR principles). An initial list of datasets will be built as a living document, with a specific focus on cities' and partners' open data, GIS, and other available sources. Generated project data will include reports, documentation, tools, workflows, methodologies, process data, city reports, interviews, studies. The DMP will consider details of types of data, data formats,

²⁶ Bauhaus Bites Deliverable D7.1 CDE Plan 1 (forthcoming)

metadata standards, storage, data ownership, FAIR considerations, Open Data and open licences, privacy and ethics. These will include confidentiality needs of beneficiaries and others, privacy needs of inhabitants, data protection and GDPR compliance, commercialisation and cybersecurity, with general legal/regulatory considerations.

The protection of personal data will be a governing principle. Internal information, personal and privacy-related data and financial information will be treated confidentially. Relevant data protection acts including GDPR compliance are ensured, and all personal data is anonymised before it is used for academic/commercial enterprise. Research data is treated according to the policies of the participating research institutions. For personally identifiable information, research data and anonymisation, the policies of the participating research institutions will be strictly followed. Sharing of data within the consortium is governed by the DMP. Sharing of data with external parties is governed by appropriate agreements if needed. NTNU as the Project Coordinator will ensure long-term data curation and preservation beyond the project period for a minimum of 2 years.

The following describes the guidelines and expectations for relevant data sets along with detailed description, metadata, methodology, standards, and collection procedure. Further details are types of data, data formats and vocabularies, storage, deadlines for publication, data ownership rules, and detailed decisions regarding data management and protection.

At the time of writing, most tasks have not yet fully defined the type and structure of the data that they need or will generate or can make available. As part of the next and final version of the DMP (D8.3 Open Science and Data management Plan 2, due in M18), storage, processing, protection, dissemination, retention, destruction will be collected and documented in ongoing refinements.

For this, individual Tasks within the Work Packages will specify and implement approaches related to data collection, management, and processing measures that are most appropriate based on data avoidance, especially concerning personally identifiable aspects of data sets.

Individual data collection will be handled by the involved partners in the Work Packages, keeping most data processing close to the source and within the originating partners (check the table in Appendix).

The data handling summary is shown in Section 6: Data Summaries.

3.2 Access Rights and Procedures and IPR

In line with the Consortium Agreement and the Grant Agreement, research results are owned by the partner that generates them. However, the stated aim is to make

data and results publicly available, whenever possible. Further access rights and regulations are set forth in the Consortium Agreement as rights and obligations of partners. Data published or otherwise released to the public will include disclaimers and/or terms of use as deemed necessary.

Regarding the protection of intellectual property rights, detailed terms for access rights and collective and individual exploitation of IP are agreed upon in the Consortium Agreement (Section 8, Section 9, Section 10) and Description of Action (Section 2.2.3).

Most Deliverables are public, only some management ones are confidential (SEN-sensitive). The latter ones can contain project internals that do not need to be public. Where detailed specifications may contain potentially patentable information, these may be kept confidential. The main approach and commitment is still to have all core results public and replicable. See also the Section above on Open Source considerations.

3.3 Document Management

The documents in the consortium are handled in one overall platform for collaboration and findability. The project has set up a shared file repository in the form of a Google Drive, including collaborative editing tools for documents, spreadsheets, and presentations. The repository is only accessible by invitation. Access will be granted to registered members of the consortium. Generally, it is recommended to not share highly sensitive data, as far as it needs to be shared, on this system, in line with partners' policies.

The handling of sensitive documents will be coordinated according to existing processes. The partners have internal repositories and processes for dealing with such sensitive data and how it can be shared for research.

Additional sharing and development tools can be set up by specific tasks if needed, such as version control software that is outside the scope of the overall platform, and may be documented there.

3.4 Archiving and Preservation

Deliverables (all open accessed reports) will be archived on the project website. The internal datasets will be backed up periodically so that they can be recovered (for re-use and/or verifications) in the future. Published datasets, raw or aggregated, will be stored within internal and external repositories and thereby ensure sustainability of the data collection. Records and documentation will be in line with common standards in the research fields to ensure adherence to standards, practices, and data quality.

For all tasks, digital copies of all data will be stored for a minimum of two years after the conclusion of the grant award or after the data is released to the public, whichever is later. All information and data gathered and elaborated will be suitably described in the respective Deliverables. All public deliverables will be made available and archived on the project website and through the EU Community Research and Development Information Service (CORDIS) for the project²⁷. The project aims to make research data and publications freely available through Open Access and suitable repositories.

The partners together with NTNU as the Coordinator will ensure long-term data curation and preservation beyond the project period. It will be implemented as sustainability of project documentation, results, and website, linked to WP6, WP7, WP8 and the other WPs.

4. ETHICAL CONSIDERATIONS

This project includes research and innovation with humans, including various vulnerable groups (1000+persons), such as migrants, children (at kindergarten, primary and high school levels), persons with disabilities, with low economic or social status, and similar. The project also involves local and regional authorities, educational institutions, and community organisations, aiming to create a comprehensive and sustainable food environment through collaborative efforts. The relevant research methods include participation in surveys, interviews, focus groups, pilots and other co-creation activities. The activities also include fieldwork and educational visits in/to urban and rural areas. These activities require health and safety measures for all participants, particularly for children and persons with disabilities.

Following the ethical requirements listed in the Ethics Summary Report, an external independent Ethics Advisor has been appointed and will be consulted at least on the following points: research with humans, personal data collection and processing, ethical standards in non-EU countries, health and safety aspects, with a particular focus on vulnerable groups and considering New European Bauhaus (NEB) values and principles. A report prepared by the Ethics Advisor will be submitted as a deliverable at the end of each reporting period (D9.2 and D9.3). Moreover, two short reports (milestones) will be developed by the engaged Ethic Advisor in M12 and M24²⁸.

²⁷ CORDIS <https://cordis.europa.eu/>

²⁸ Bauhaus Bites D9.1 OEI- Requirement no. 1 (SEN)

4.1. Ethical dimension of the objectives, methodology and likely impact

In this research project, personal data may be collected from participants through activities such as events, workshops, interviews, surveys, and co-creation activities, as standard methods of social science and humanities research and to support interventions. NTNU and the other universities involved in the project, have extensive experience with this type of research work. Hence, they have the necessary methodology in place, as well as requirements and processes regarding ethical approval, informed consent, treatment of personal data, safeguarding of personal interests, anonymisation, and publication of results in compliant ways. No negative impacts of the activities are currently foreseen. Details will be developed within the WPs and within the DMP and IMP in WP8 with the relevant partners.

4.2. Compliance with ethical principles and relevant legislations

Compliance with ethical principles and the relevant EU, international, and national laws for ethical issues identified in the Ethics Summary Report and any additional ethics issues that may emerge in the course of the grant, will be ensured. Whenever ethical issues arise, the guidance provided in the European Commission Ethics Self-Assessment Guidelines will be rigorously followed. All planned activities are foreseen to be well within legal and ethical guidelines and regulations. Where ethical board approval will be needed, it is foreseen that it will be granted as part of the usual work and methods of the partners.

Partners will adhere to strict ethical principles in all work. Compliance with applicable national and EU regulations and legislation, as well as ethical requirements, will be ensured before any activities take place. Leading and participating partners are responsible for compliance and procedures will be planned and documented in the DMP. For cross-country activities, partners will ensure that planned activity falls within legal frames in all participating jurisdictions.

Compliance with the General Data Protection Regulation (GDPR) will be ensured, and all partners are aware of the respective regulations, including their own responsibility for any GDPR-governed activities. Partners will also comply with regulations regarding data storage, retention, access rights, anonymisation, and deletion policies required by their institutes for personal data.

NTNU, the Coordinator, is physically located in **Norway** and as such a non-EU member state. Norway implements most EU regulations and there are therefore only minor differences in regulations. The NTNU Data Protection Officer is aware of any diverging requirements and updated on ongoing projects. **Birmingham** is located

in the UK, where regulations are yet to be settled. **Sarajevo**, City and University, both are located in Bosnia and Herzegovina, as an EU candidate country. Regulatory compliance will be ensured by these partners. All partners will ensure that project activities are in line with legal and ethical guidelines and regulations within the EU and that joint activities are allowed within other participating countries, based on the general rule of being allowed in at least one EU Member State.

All activities within Bauhaus Bites will be conducted in compliance with fundamental ethical principles and will be underpinned by the principle and practice of Responsible Research and Innovation (RRI).²⁹ RRI is important in the City context where projects work to transform processes around cities and citizens. Through the Bauhaus Bites approaches of Open Innovation and Quadruple Helix collaboration,³⁰ societal actors and stakeholders will work together to better align the project outcomes with the general values, needs and expectations of society. The project uses open data and openness as part of co-creation and Open Innovation 2.0³¹ and for stakeholder participation through measures such as open data, open licences, public deliverables, outreach, etc.

The consortium confirms that the ethical standards and guidelines of Horizon Europe will be rigorously applied, regardless of the country in which the research will be carried out, and that all data transfers will be permissible under all necessary legal and regulatory requirements.

All proposed tasks are expected to be permissible under the applicable laws and regulations, given proper observance of requirements. Where appropriate information and consent of all stakeholders and citizens is mandated, the consortium will ensure that all necessary procedures are followed, particularly with regard to the signing, collation, and storing of all necessary Informed Consent Forms prior to the collection of data. All involved stakeholders and citizens will be informed in detail about measures and the consortium will obtain free and informed consent.

The project management and beneficiaries will take any necessary actions to ensure compliance with applicable European and national regulations and professional codes of conduct relating to rights to privacy and personal data protection. This will include in particular Directive 95/46/EC³² regarding data collection and processing, the General Data Protection Regulation (GDPR, 2016/679³³), and respective national requirements, ensuring legal and regulatory compliance. Ethical considerations will feed into research and data collection protocols used in the project. This includes the

²⁹ [Responsible research and innovation \(RRI\), science and technology - Publications Office of the EU](#)

³⁰ [Co-shaping the Future in Quadruple Helix Innovation Systems: Uncovering Public Preferences toward Participatory Research and Innovation - ScienceDirect](#)

³¹ [Open Innovation 2.0: A New Paradigm | FUTURIUM | European Commission](#)

³² [Directive 95/46/EC | European Data Protection Supervisor](#)

³³ [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 \(General Data Protection Regulation\) \(Text with EEA relevance\) - Publications Office of the EU](#)

collection and processing of personal data as well as surveys and interviews. For all identified issues, in line with the above standards, ethical approvals will be obtained from the relevant national data protection authorities and/or institutional boards.

In line with existing regulations by the university partners relevant for social science research, the mapping of the ID and the person will be safeguarded and not made available to persons other than the ones working with that data. This will minimise the risks of ethical violations related to privacy. Since data stemming from other kinds of research might be de-anonymised and reconnected to a person, discipline-specific study designs aim to mitigate or remove this risk as well for different types of data collection. Results may be used in anonymised or aggregated form for analysis and subsequent publication in project reports and scientific papers. All beneficiaries will handle any materials with strict care for confidentiality and privacy in accordance with legal and regulatory requirements, so that no harm will be done to any participants, stakeholders, or any unknown third parties. NTNU as the coordinator has internal guidelines that comply with GDPR and these will be followed in all data management.

In addition to relevant national data protection authorities, the university partners have separate institutional ethics boards or respective national research boards, which will ensure the correct implementation of all human participation and data protection procedures and protocols around social science research.

In detail, this includes for Norway (NTNU) the Norwegian Agency for Shared Services in Education and Research (Sikt) – National Data Protection Official for Research³⁴. For UCPH, the PLEN Department³⁵ follows university-wide research ethics and data management policies, including responsible conduct, FAIR data principles, and GDPR compliance. Ethical review is supported by faculty-level committees, with institutional training and guidance available via secretariat contact, and for UNSA Ethical Codex³⁶ with guidelines on ethical review, supported by both university and faculty-level committees. The universities have internal processes and forms to be adapted to ensure full information and informed consent for data collection from human participants.

Further details will be developed within the respective tasks, and input into the next version of the DMP.

³⁴ <https://sikt.no/en/home>

³⁵ <https://research.ku.dk/integrity/code-of-conduct/>

³⁶ <https://www.unsa.ba/en/node/4863>

5. DISSEMINATION AND EXPLOITATION CONSIDERATION

Disseminating and exploitation of the project outputs and results are an important step to achieve the project goals. This is done in cooperation with W7 Outreach and Advocacy, and all other relevant WPs. As detailed above, data will be made as open as possible. All consortium partners together take responsibility for exploitation and dissemination of results and to ensure visibility and accessibility of results. Implementing FAIR data principles will support the openness and re-use of data. Different dissemination channels are estimated to be used and maintained during and after the project as shown in the following table³⁷.

Table 1. Bauhaus Bites Dissemination Channels

Dissemination Type	Usage	Policy
Website	Main reference point for project dissemination and data description	Creative Commons where applicable. External rights clearly marked.
Deliverables	Deliverables to the EU and the public. Disseminated through the project website ³⁸ and the EU CORDIS system.	Dissemination level set per deliverable, public by default and open with Creative Commons Attribution CC-BY4.0. External rights clearly marked.
Social Media	Support of communication activities.	To be decided. Creative Commons where applicable.
Newsletters	Regular updates and links to website and other channels	Creative Commons where applicable
Publications	Scientific and other publications arising from the project	Open Access as detailed above
Benchmarking, Monitoring & Evaluation, KPIs	Monitoring of indicators for project performance	Most project KPIs measure internal progress. Some with outside relevance will be shared in respective channels. Evaluation results of the project will be published in respective deliveries and deliverables. Details can be found in the forthcoming D6.2: BB Monitoring & Evaluation Report (initial version).

³⁷ D7.4: Open Science and Data Management Plan 1. Available at: <https://wp.innocode-cdn.com/nebstar.eu/uploads/2023/07/D7.4-Open-Science-and-Data-Management-Plan-1-final.pdf>

³⁸ Bauhaus Bites website (Forthcoming)

Research data as laid out in Data Management section	Underlying research data of the project	Open Access with limitations due to privacy, as detailed above, in accordance with the FAIR guidelines on Data Management
Live events and accompanying records, photos, videos, etc.	Documentation of events, analysis, research, dissemination	Consent will be asked of participants. Minutes etc. will be mainly used internally. Dissemination on different channels as above in the table.
Any other data	TBD	Where ever possible, open through Creative Commons or other open licenses.

6. DATA SUMMARIES

6.1 Data Summary Template

The following table shows the data handling summary template we intend to use within the DMP and within Tasks for documentation. Fields can be optional depending on cases (Table 2).

Table 2. Data Summary Template

Task/Dataset Name	
Task/Demo/Activity	
Description	
Purpose, relevance, justification of data collection and relation to objectives	
Methodology/Approach	
Data source, data ownership	
Standards, data formats, vocabularies	
FAIR considerations/ compliance (findable, accessible, interoperable, reusable)	See also OpenAIRE on principles and minimal requirements: https://www.openaire.eu/how-to-make-your-data-fair See also older H2020 guidelines: https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf See also well-described sub-requirements: https://www.go-fair.org/fair-principles/

Data Storage & Technical Aspects	e.g. relevant software, any restrictions/access limitations, or codes needed to access data etc.)
Security & Privacy considerations	
Exploitation/Dissemination path	
Dissemination level	
Stakeholders and/or target groups	
Notes/Comments	

6.2. Data Summaries

This section is empty at the beginning of the project. Template for Bauhaus Bites with main data, roles, accessibility and data sharing, preservation, storing and data utility and responsibilities, organised per WPs (will be filled in the next version of DMP) is presented in Table 3.

Table 3. Data Overview per WPs Template

Role	Name of the partner	Types of Data	Origin of Data	Expected size of Data	Accessibility and data sharing	Preservation and storing	Data re-using / Data utility	Responsibility
PC, WP1 Lead	NTNU							
WP2 Lead	BCC							
WP3 Lead	CMF							
WP4 Lead	GZ							
WP5 Lead	WWF-A							

WP6 Lead	UCPH
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WP7 Lead	WWF- SE
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WP8 Lead	NTNU
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WP9 Lead	NTNU
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7. CONCLUSION

This deliverable constitutes the initial DMP for Bauhaus Bites at the time of delivery. The Project Management Team will regularly follow up with the consortium members to refine and update the DMP. Responsibilities reside with NTNU and all consortium members.

More detailed procedures, descriptions, forms, etc. will be added as they become available through the ongoing work in the respective Work Packages. The next update will include detailed data summaries for the work that is being started in that period.

The DMP will be updated in the next and final version due in M18 as D8.3 Open Science and Data Management Plan 2. Updates will include more detailed processes and descriptions of data sets.

Acknowledgements and Disclaimer

Article 17.3 Disclaimer: Funded by the European Union. Views and opinions expressed are, however, those of the author(s) only and do not necessarily reflect those of the European Union or REA. Neither the European Union nor the granting authority can be held responsible for them

LIST OF ABBREVIATIONS AND ACRONYMS

CA	Consortium Agreement
DMP	Data Management Plan
EC	European Commission
FAIR	Findable, Accessible, interoperable and re-usable
GA	Grant Agreement
GDPR	General Data Protection Regulation
HE	Horizon Europe
IPR	Intellectual Property Right
IMP	Innovation Management Plan
KPI	Key Performance Indicator
M&E	Monitoring and Evaluation
NEB	New European Bauhaus
OA	Open Access
PC	Project Manager
PM	Project Manager
PU	Public
R	Report
REA	Research Executive Agency
RRI	Responsible Research and Innovation
SEN	Sensitive
WP	Work Package

REFERENCE LIST

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European Commission: Creative Commons Attribution 4.0 International. Available at: <https://interoperable-europe.ec.europa.eu/licence/creative-commons-attribution-40-international-cc-40>

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PARTNER LOGOS

