Aerospace Districts: Acceleration of the Strategic Transfer of Regional Advancements

Initial data management plan (DMP)

D5.1 – Initial data management plan (DMP)

Abstract:

The Initial Data Management Plan (DMP) presented here is intended to support the sharing process of data regarding inter- and intra-regional connections. This DMP outlines the data management life cycle for all datasets to be collected, processed, or generated by the project. It also describes the handling of data during and after the project, the type of data that will be collected, the methodology and standards that will be applied, and how data will be made accessible and stored. The DMP will be updated and refined throughout the project to share with a broader community, stakeholders, and policy makers, while adhering to the General Data Protection Regulation (GDPR) and the FAIR (Findable, Accessible, Interoperable, and Reusable) principles.

Keywords:

Innovation, regions, aerospace, international cooperation,

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Acronyms and Terminology

Term	Definition
AD-ASTRA	Aerospace Districts: Acceleration of the Strategic Transfer of Regional Advancements
DMP	Data Management Plan
GDPR	General Data Protection Regulation
FAIR	Findable, Accessible, Interoperable, and Reusable
TM	Toulouse Metropole
UPM	Universidad Politecnica de Madrid
DTA	Distretto Tecnologico Aerospaziale
IQ	Innovation Quarter
CA	Consortium Agreement
GA	Grant Agreement
WP	Work Package
D & C & E	Dissemination & Communication & Eploitation
DLP	Data Lost Protection
SSL	Secure Sockets Layer
DDoS	Distributed Denial of Service
TLS	Transport Layer Security
NDA	Non-Disclosure Agreement

1. Introduction

AD-ASTRA (Aerospace Districts: Acceleration of the Strategic Transfer of Regional Advancements) is a project about the positive interconnection among innovation ecosystems, with a focus on aerospace sectors. The project aims at the development of a connected, competitive, interregional innovation ecosystem between 5 EU regions (Occitanie, South Holland, Madrid, Puglia, Emilia-Romagna) with:

- a shared interest in fostering aerospace sectors, enhancing the cross-contamination to and from other innovative sectors (e.g., automotive, biomedical, agri-food, big data);
- different innovation readiness levels;
- aerospace districts with different levels of maturity and consolidation.

"Diversity generates wealth": the collaboration of these markedly diverse regions, furthermore represented by partners from different spheres of the Quadruple Helix, will be a growth opportunity. The establishment of a solid and long-lasting collaborative EU network, able to exploit complementary skills, experiences, territorial and industrial vocations, will contribute to create a "critical mass" in EU strategic sectors such as innovation and aerospace, where global competition leads to a confrontation with actors of increasing size and requires innovative models and approaches. Thus, AD-ASTRA project aims at the coordination and harmonisation of existing ecosystems in 5 regions and makes existing data coming from the whole Quadruple Helix of each ecosystem available for other ecosystems and with the final purpose of realising a common action plan.

The Data Management Plan (DMP) presented below has been developed to support the sharing process of data regarding inter- and intra- regional connections. More specifically, this document describes the data management life cycle for all datasets to be collected, processed and/or generated by the project. The DMP describes, among others:

- the handling of data during and after the project
- the type of data that will be collected, processed, or gathered (e.g., personal data, e-mail, phone, canvas, surveys, excel tables, etc…)
- what methodology and standards will be applied
- whether and how the data will be made (openly) accessible
- how the data are stored.

In compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation –GDPR), all reported data will follow the openness and FAIR (Findable, Accessible, Interoperable, and Reusable) principles where appropriate.

Since the Project aims at creating connected communities that bring together their experiences of the respective environments by means of co-creation workshops and sharing data, this DMP will be constantly updated and fine-tuned in order to share it with a broader community, stakeholders, and policy makers, while respecting the ethic-legal framework.

2. AD-ASTRA Consortium

In the table below is reported the list of participants involved in AD-ASTRA project:

Participant No.	Participant organisation name	Acronym	Country
01*	ART-ER	ART-ER	IT
02	Universidad Politécnica de Madrid	UPM	ES
03	Distretto Tecnologico Aerospaziale Scarl	DTA	IT
04	Toulouse Métropole	TM	FR
05	InnovationQuarter	IQ	NL
* Coordinator of the project proposal.			

Table 1 – Participants involved in AD-ASTRA project

3. Governance structure

3.1. Project Organization and Management

The AD-ASTRA project is managed by ART-ER, responsible for the overall project coordination, planning, performance and financial control, quality assurance, risk management, and administration of the EU funding. The management structure includes a General Assembly of partners where each partner is represented by one representative and has the right to express one vote. To better understand the interaction between the partners and the European Commission (EC), in Figure 1 is reported a diagram of the Governance Structure.

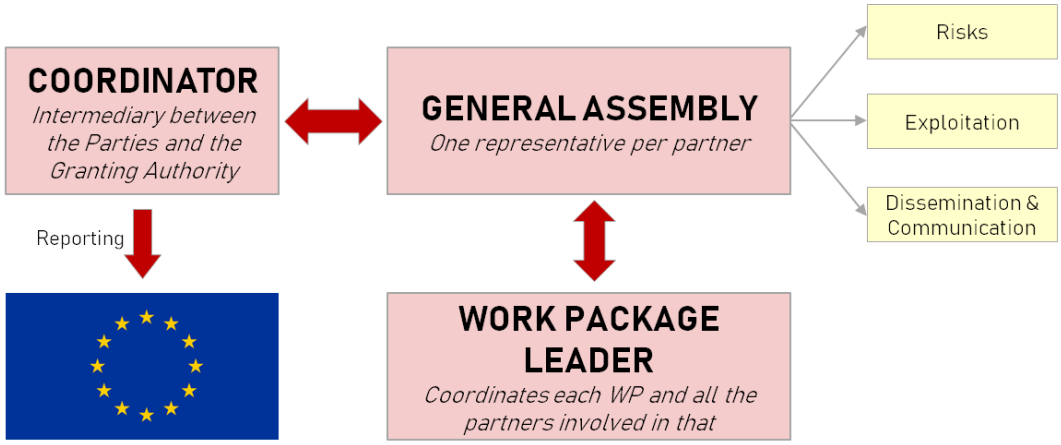

Figure 1. Governance Structure: everything is governed by the General Assembly, the decision-making body of the consortium

The coordinator is responsible for ensuring the management structure's effective operativity and that the necessary liaisons, including both formal and informal meetings, are efficiently undertaken. The activities of the coordinator under this task include:

- monitoring the proper implementation of the action
- acting as the intermediary for all communications between the consortium and the EC

- requesting and reviewing any documents or information required and verifying their quality and completeness before passing them on to the EC
- submitting the deliverables and reports to the EC
- managing the overall periodic reporting in compliance with the Grant Agreement (GA), based on the reporting of the individual beneficiaries
- maintenance of the Consortium Agreement (CA)
- preparation and post-processing of project meetings as set out in the CA as well as of Review Meetings with the EC
- distribution of deliverables and reports to the consortium, maintenance of a project archive
- handling of project correspondence ensuring an adequate level of communication.

In addition to the above, the coordinator is also responsible for data management, including the development of this DMP to collect all the data management guidelines and make data findable, accessible, interoperable, and re-usable. Sensitive data will be managed in compliance with the GDPR regulation. All partners have the duty to submit their individual contributions to deliverables, periodic reports, and financial statements and related certificates where required, as well as any required data/information related to their participation or that of their affiliated entities.

3.2. Data access model

The AD-ASTRA project aims to promote the collaboration among aerospace innovation ecosystems. This is strongly connected to a good communication strategy designed to promote initiatives and activities involving targeted stakeholders and society. In this scenario, the collected data will be numerous and it will be delivered and stored in different ways according to the different destinations. In particular there will be two main categories of data users within this project:

1. *beneficiaries of the project*;
2. *stakeholders and community at large*.

Each of them will have access to different data, throughout the project. In particular:

Beneficiaries of the project	• general personal data types (e.g., name, job title, organization, e-mail) • list of partners and information about existing and past collaboration • administrative information and requirements • Information on stakeholders and composition of the ecosystems and peculiarities • documents, presentations, communications materials, deliverables, etc…
Stakeholders and community at large	• website (e.g., news, newsletters, press release, project public deliverables, videos, etc…) • social media (e.g., LinkedIn, Twitter, YouTube, Facebook, Instagram, etc…) • white papers • workshop and conferences.

Table 2 – Categories of data users and types of data

With reference to the first category (*beneficiaries of the project*) the data, planned for internal sharing among project partners, are stored using Google Drive as a sharing system. The access to this shared folder is managed only by the coordinator (ART-ER) that provides access rights to the other beneficiaries upon request.
All the other data related to the second category (*stakeholders and community at large*), available for external communications are and will be open access and thus available for the stakeholders involved in AD-ASTRA project but also to a broader internet community; these data will not be editable, and will be mainly on the project website. All the above-mentioned data meet FAIR principles as stated in the Horizon Europe Programme Guidelines on open science practices. The compliance with the FAIR principles will be always ensured; however, data protection or IPR agreements should not be compromised in any way, and data sharing should be done responsibly.

3.3. Data structure

As for the data produced and used by the partners of the project (first category, section 3.2), these are organised following the project structure, that is of course organised by work-packages. In particular:

- **WP1** (led by UPM): is focused on the ecosystem networks' analysis for the development of activities carried out in the following WPs.
- **WP2** (led by DTA): contributes to the development of networking-building activities apt to both define the important overlaps between the regional innovators and also key network connections.
- **WP3** (led by ART-ER): deals with the established networks and strengthen their connections by delivering an action plan capable of capitalising on the asset identified by WP1 and able to foster the initial collaborations established within WP2.
- **WP4** (led by UPM and with the support of all partners): deals with the engagement of stakeholders, increasing AD-ASTRA impact, and building synergies with ongoing initiatives.

- **WP5** (led by ART-ER): deals with the project management.

Thus, for each work-package a shared folder has been created in Google Drive and sub-structured as such:

- **WPX**
  - Deliverables and Milestones
  - Management Documents
  - Meetings
  - Other

Figure 2 provides a more schematic overview of WP folders and their contents. In this way, the work carried out within the project is/will be effectively and homogeneously classified, allowing for a higher data accessibility and data losses avoidance.

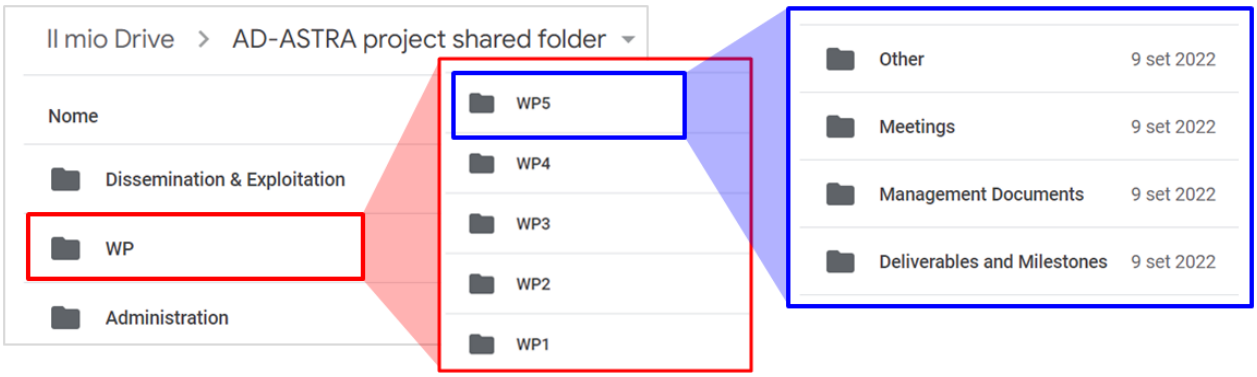

Figure 2. Schematic organisation of WP folders.

Due to the importance of project management and D & C & E activities, the materials related to such activities are stored separately in two folders (Figure 2), named *"Administration"* and *"Dissemination & Communication"* respectively. These folders are structured in this way (Figure 3):

- Administration
  - Consortium Meetings
  - Other documents
  - Partners list
  - Proposals and Project Description
  - Reporting
- Dissemination & Communication
  - Dissemination
    - Communication kit
    - Pictures
    - Project Brochure
    - Project Logo
  - Exploitation.

The scope of this tree structure is to offer a project self-explanatory system, allowing each of the partners to be able to easily access and proactively implement the material collectively developed, allowing for an effective data organisation, and favouring all the activities related to data exploitation.

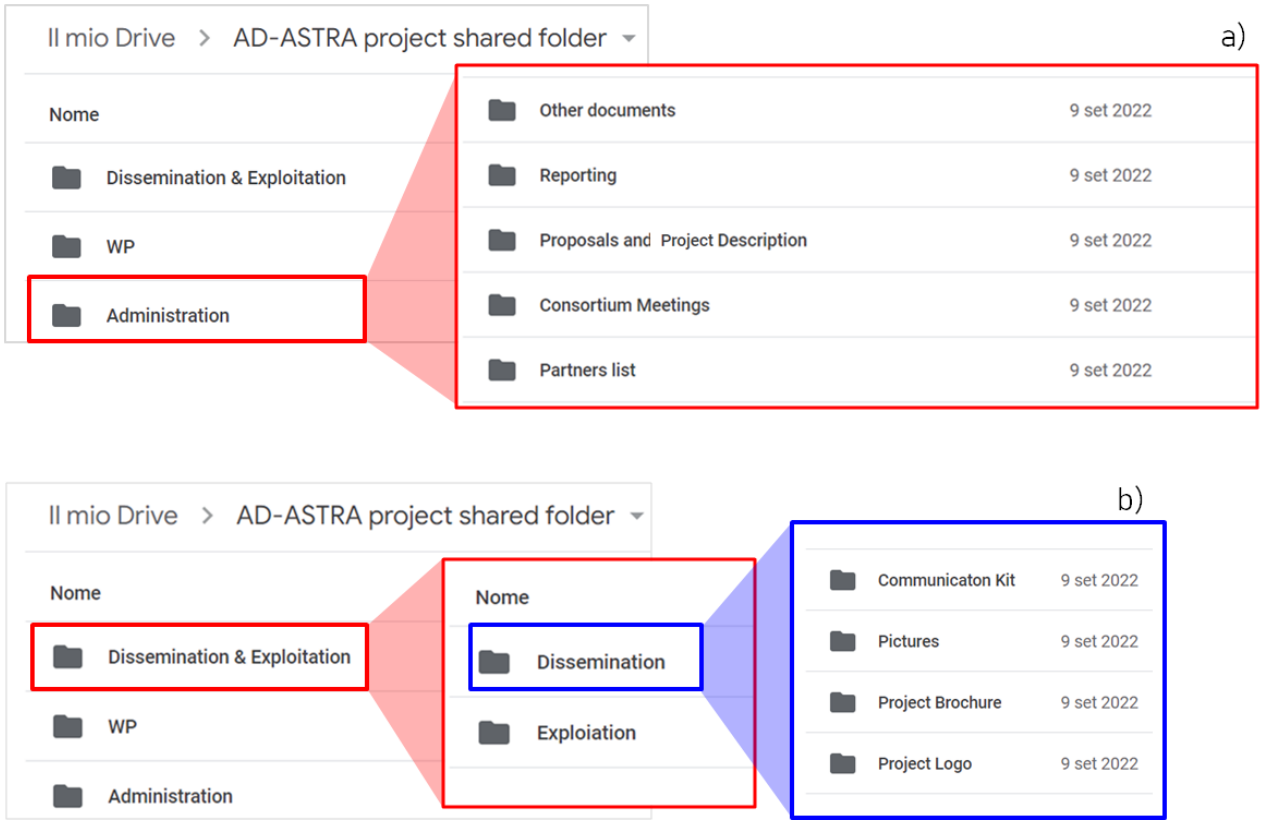

Figure 3. Schematic organisation of (a) "Administration" and (b) " Dissemination & Exploitation" folders.

Publicly available data are/will be structured within the official website open to any stakeholders and community. The website is already existing but the part related to data and deliverables distribution and dissemination still need to be developed.

3.3.1. Data confidentiality and integrity

The AD-ASTRA consortium must abide by the regulations outlined in Article 15 of the Grant Agreement regarding data protection. Any personal data (full names, phone numbers, e-mail addresses, etc…) must be done in compliance with the applicable EU (in particular the GDPR regulation), international and national laws on data protection. This includes ensuring that personal data are processed lawfully, fairly, and transparently, as well as ensuring appropriate security of these data. Moreover, the parties must keep confidential any other type of data, documents or other materials (any form) that are identified as sensitive and must pay particular

attention to the principle of proportionality, the right to privacy, the right to the physical and mental integrity of persons, the right to non-discrimination, the need to ensure protection of the environment and high levels of human health protection.
Regarding integrity of data, the project folders of Google Drive can only be accessed and modified by the beneficiaries of the project. In any case any modification will be recorded over time (in the Google Drive folder) and attributed to a specific user. Regarding publicly available data reported on the website, these are available to external users (stakeholders and community at large) who have access only in read mode and that are allowed to download only public documents.

3.3.2. Data availability

All data mentioned above are/will be recorded in .xlsx, .docx, .pptx format and available 24x7x365, with restriction according to the two categories of data users (section 3.2), in order to permit the project ongoing and simultaneously the development of a connected, competitive, interregional innovation ecosystem between 5 EU regions. All the documents shall always be distributed by the project partners using the documentation repository (Google Drive) made available by ART-ER. The folders are stored on secure European servers and are protected using Data Lost Protection (DLP) systems and protocols (https://storage.googleapis.com/gfw-touched-accounts-pdfs/google-cloud-security-and-compliance-whitepaper.pdf). Information exchange between computer and Google Drive repository is possible only via using a secure SSL connection and with a previous invitation/accreditation by the administrator. This means that no-one has access to the project shared folder unless the coordinator explicitly invites him/her to join. The direct dissemination of documents via e-mail is discouraged and only allowed for emergency reasons. Moreover, the AD-ASTRA project website (https://aerospacedistricts.eu/) containing publicly available information, will always be available to the public 24 hours a day.

3.4. Control of the communication and disclosure process

In this section, the process for managing and sharing data among partners and outside of the partnership of the AD-ASTRA project is reported as it has been agreed among the partners. The procedure for the acceptance and sharing of data related to the aerospace sector and other innovative sectors such as automotive, biomedical, agri-food, and big data, follows the following time frame for different types of data to be shared:

- 30 days prior notice for data to be shared in publications, papers, and presentations at workshops and fairs;
- shorter timeframe (approximately 10 days prior notice) for data to be released online;
- longer timeframe (45 to 60 days prior notice) for sensitive data, such as data related to IPR.

All data shared among partners will comply with the GDPR and the principles of openness and FAIR. This DMP will be constantly updated and fine-tuned in order to share it with a broader community, stakeholders, and policy makers, while respecting the ethic-legal framework.

3.5. Conflict resolution procedures

AD-ASTRA project concerns the development of a wide ecosystem between five different European regions, resulting in strong collaboration among partners. However, should a conflict arise, the best resolution strategy appropriate to the situation and individuals involved will be selected in accordance with the Consortium Agreement and the Grant Agreement.
In such an event, the coordinator will thereby be supported by a defined management structure, including the General Assembly of partners. Each partner will be represented by one representative with the right to express one vote.

3.6. Obligations regarding information on EU funding and use of the EU logo during exploitation activities

The AD-ASTRA consortium must adhere to the guidelines outlined in Article 17 of the Grant Agreement regarding communication, dissemination, and visibility of the project. This includes acknowledging EU support and displaying the EU emblem and funding statement in any communication or dissemination activities related to the action, as well as in any infrastructure, equipment, vehicles, supplies, or major results funded by the grant. Additionally, any communication or dissemination activity must use factually accurate information and include the 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 [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."
Overall the project will follow the recommendations reported as communication toolkit in the EISMEA website: https://eismea.ec.europa.eu/communication-toolkit_en.

4. Data Summary

4.1. Purpose of the data collection/generation

Aerospace has been a fast-growing sector in recent years due to several reasons: it is a high-tech sector in which investments in research and development are considerable, and recently the advent of private capitals, and the commercialization of space are opening great opportunities for private investors.
For these reasons, the forecasts on the performances of this sector show good growth perspectives for the coming years. At the same time, the aerospace sector could be also defined as a highly fragmented context because it concerns a wide range of activities (*e.g.,* civil aviation, military aviation, space industry, helicopters, defence systems, downstream applications, etc…) which cannot be easily put together. To minimise the difficulties arising from this aspect, AD-ASTRA project aims at establishing a solid and long-lasting connection between regions with a

shared interest in innovation, allowing for the development of a collaborative EU network of regional innovators. In this perspective, the European aerospace pole can be active and activated within specific innovation ecosystems. Thus, to promote the interconnection among innovative ecosystems, the starting point is the identification of the key institutions and companies that will be the key players in this scenario. Subsequently, the key stakeholders from across the Quadruple Helix will be involved in the creation of the interregional network (through a series of co-creation events) and in defining an action plan for the development of each of the regional aerospace districts.
Along this process, a set of data will be collected and generated, mainly with the purpose of deeply characterising each ecosystem and then with the purpose of defining possible actions to make these ecosystems improving as a supra-regional European ecosystem (data for common policies, for best practices, for university curricula, etc.).

4.2. Types and formats of data

In the first part of the AD-ASTRA project, all the partners are involved in the definition and preparation of a list of stakeholders coming from the whole Quadruple Helix, a list of capabilities, programs/policies and connections. All the information provided will be used for the co-creation workshops which are an instrument of the utmost importance that may help in finding practical, creative, and sound solutions to specific challenges. During these events surveys will be constantly realised to collect data and information; moreover, hands-on activities and shared canvas will be organised to collect data and information during the co-creation workshops.
Anyway, even using different means to collect data (canvas, surveys, excel tables, etc.), during the project AD-ASTRA, the data will mainly be textual information, collected in lists, tables and white papers.

4.3. Re-use of data

Information on each ecosystem (stakeholders, capabilities, programs/policies and connections) collected initially from the partners and progressively elaborated with surveys, hands-on activities and canvas are important data to characterise each ecosystem and will be used later for policy activities related to aerospace in each region. Each partner will also use data already available for characterising each ecosystem, of course further elaborating them and deepening all the relevant aspects for the project.
This section will be compiled throughout the course of the project, when we get more information on the datasets that are made available along the project.

4.4. Origin of the data

The origin of the data partially comes from the past experience and activities of each of five regions involved. During the project, data will be deepened and refined, by means of specific

analysis of each ecosystem, questionnaires, interviews and hands-on activities with the regional stakeholders during the co-creation workshops.

4.5. Size of the data

Information about the size of data will be carefully assessed during the project. The expected size depends on the extent and the nature of the data that will be made available. Anyway, considering that data will be mainly textual and information characterising the ecosystems we do not expect to have Big Data involved in the project.

4.6. Data utility

The final goal of this project is the preparation of a common action plan for the five regions involved that will allow an organic growth of each ecosystem regarding themes connected to the aerospace sector (with spill-over to other sectors). For this reason, important results will be connected to technology transfer and societal synergy, extending the space and aeronautic infrastructures at the benefit of the whole industrial, scientific, and societal communities. More specifically, all the information collected and generated during the project will be of considerable importance for:

- ACADEMIA: development of joint programmes in aerospace or other related disciplines
- INDUSTRY: promote the involvement of stakeholders to groups, meetings and exchange of good practices in order to allow the companies to deepen, share and exploit future megatrends, new technologies and other “insights” and “foresights”
- PUBLIC BODIES: promote the opportunity to be informed on cutting-edge themes of real impact on local ecosystems and to get in contact with new and non-conventional partners
- CIVIL SOCIETY AND CITIZENS: the development and the growth of territorial ecosystems will generate new opportunities and highly specialised jobs. The technological developments will also spill-over to civilian technologies, resulting in the co-design of services and technologies considering societal needs.

5. FAIR data

This DMP contributes to adapting the data collected in the platform to the FAIR principles in order to improve their findability, accessibility, interoperability, and re-usability. Therefore, all the data are stored and, whenever possible, made available for re-use (in compliance with IPR rights, data protection regulations or other applicable laws and regulations) in suitable repository or archiving systems (see Section 3.2). Whenever possible, data are assigned globally unique and persistent identifiers to allow for their findability both by humans and

automated systems. The implementation strategies of the four mentioned principles are detailed below.

5.1. Making data findable, including provisions for metadata

All data will have an associated metadata document (stored as .docx, .xlsx, or .pdf) which include the key aspects of the data (*e.g.* inventory of the stakeholders, relevant innovation technical capabilities in each region, inter- and intra-regional connections, international connections, information about co-created workshop, surveys, etc…) described in the project Grant Agreement.

5.2. Making data openly accessible

In order to maximise the impact of AD-ASTRA, the information produced by the five regions involved, will be made openly accessible from the first phases of the project. Then, during the course of the project, additional data will be generated by the stakeholders involved in the project activities, with the purpose to enhance the creation of an interconnected and inclusive innovation ecosystem across Europe. Also this data will be made quickly accessible, through the publication of the joint Action Plan. Overall, the AD-ASTRA dataset is public and it will be accessible by:

- AD-ASTRA project website (https://aerospacedistricts.eu/)
- Partners database.

5.3. Making data interoperable

As the project progresses and data is identified and collected, further information on making data interoperable will be outlined in subsequent versions of the DMP.

5.4. Increase data re-use

As the project is in the initial phase, this section will be compiled through the course of the project. Anyway, considering that the main results of the project (Innovation Inventory, Successful connections, Megatrends, Action plan, etc.) will be publicly available (see Section 3.2) a strong re-use of this data is an easy prediction, considering that each ecosystem may use this data for its policies, best practices, university curricula, etc.

6. Open access data

The AD-ASTRA project is fully committed to providing open access to all publicly available publications related to its results. Aware of the importance of managing the collected data in a responsible and transparent manner, the project partners will follow the FAIR principles and will strive to make it accessible to a wide community using the project website

(https://aerospacedistricts.eu/) and eventually also using the Horizon Results Platform available on the following website: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/horizon-results-platform.
Open science is an approach to the scientific process that emphasises open collaboration, tools, and the dissemination of knowledge. In the context of the AD-ASTRA project, open science is achieved through open access to the outputs and the results based on the project work, eventually submitted for publications. The project partners are entitled to publish AD-ASTRA public results, and all publications (white papers) must be shared among partners and made publicly available through machine-readable electronic copy.
The Consortium will ensure that all project-related publicly available publications can be read online, downloaded, and printed. To ensure open access to peer-reviewed scientific publications, partners 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 License (CC BY), a Public Domain Dedication (CC 0) or a licence with equivalent rights.

However, the project partners will also consider the sensitive nature of some data and the potential commercial implications of its dissemination. Thus, any data that is considered sensitive will be made available to relevant consortium partners as well as members of the stakeholder groups after they have signed a Non-Disclosure Agreement (NDA). However, to safeguard the legitimate interests of all involved entities, this data will not be disclosed, with the exception of certain cases and only after receiving approval from the whole project partnership.

7. ICT Support to the Project

7.1. Project Website

The web page of AD-ASTRA project (https://aerospacedistricts.eu/) comes from a contract made with the Hosting company "One" (www.one.com). Support for the web hosting plan has been obtained from it, including: Secure email, Website builder, Free SSL certificates with corresponding backup copies, Free domain for 1 year, Unlimited hosted database (MariaDB).
The website builder is based on WordPress, and includes features like Real-time Activity Logging, DDoS Mitigation, and Firewall protection; in addition to a multitude of tools and templates for the creation and modification of properties of the web page.

7.2. Electronic Communication

At the beginning of the project, a file was generated with a detailed list containing the e-mail of the beneficiaries' representatives involved in the consortium. Starting from this document, the coordinator created a mailing list which is used for all types of communication between the partners. All e-mail communications are protected by standard TLS (Transport Layer Security) cryptography (https://support.google.com/a/answer/2520500).

8. Conclusions

This deliverable represents the AD-ASTRA DMP as of month 6 (Initial DMP). The purpose of this plan is to outline the data management life cycle for the data that will be collected, processed, and/or created during the AD-ASTRA project. This includes how the research data will be handled during and after the completion of the project.

The plan provides detailed information on:

- the types of data that will be collected and from whom;
- the classification of shared and confidential data;
- the storage and backup strategies for maintaining the data;
- the preservation plan for the data after the project's completion.

It is important to note that this DMP is a living document and will be updated and refined as necessary. This includes any future changes to the data management policy and the IPR strategy for the exploitable results.