



TRANS-URBAN-EU-CHINA

Transition towards urban sustainability through socially integrative cities in the EU and in China

Deliverable

D6.5 Data Management Plan (DMP)

WP6 Project Management

Task 6.1.6 Data Management



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D6.5 Data Management Plan

Managing and sharing data during a research project has several clear advantages. It allows quickly finding and understanding the data when one needs to use it; it gives continuity if project staff leave or new researchers join, and it avoids unnecessary duplication. Moreover, the data underlying publications are maintained allowing for validation of results and favouring collaboration and further research on the same issues. It makes research more visible and increases the impact.

The data management plan helps to save time and effort and makes the research and data sharing process easier. By considering in advance what data will be created and how, one can organize the necessary support, bearing in mind the wider context and consequences of different options.

In this report the initial Data Management Plan (DMP) for the TRANS-URBAN-EU-CHINA project is presented. The report explains how research data generated and used by the project will be handled during and after the project duration. The DMP describes what data will be collected, processed or generated with which methodologies and standards, whether and how this data will be shared or made open, and how it will be curated and preserved.

This Data Management Plan provides a first overview on the diversity, scale and amount of data which will be handled during the TRANS-URBAN-EU-CHINA project. The DMP provides information on the following points:

- Data Description
- Data Access and Ethical Aspects
- Standards and Metadata
- Short-Term Storage
- Archiving and Long-Term Preservation

The DMP is not a fixed document, but evolves during the lifespan of the project.

1 DATA SUMMARY

TRANS-URBAN-EU-CHINA will generate and collect various data. Through interviews, questionnaires, surveys, re-draw of existing situation city plans and literature review urban data and the experience of citizens, policy makers, urban authorities, planners, administrations and other stakeholders will be gathered. In addition, certain data will be requested from the participating city pairs and also bought from commercial data providers in order to achieve a sound base for city indicators. In addition, contact details of the target stakeholders for communication and dissemination activities as well as of participants in project events will be stored.

Attachment 1 is a list of data that is expected to be generated during the project. The list includes the types and formats of the data, size of data and sharing options. This list reflects the current status of knowledge and discussion within the consortium about the data to be produced within the project. This list will evolve and develop over the lifetime of the project and will be kept up to date on the document repository of the internal project website.

The data generated in a project task will initially be stored by the partner generating/acquiring the data. Datasets will be shared among project partners through the internal project website. Any dataset containing personal data will be anonymised before sharing. Which datasets will be provided open access and stored in which long-term repository will be decided later in the project.

The data collected and generated by the different consortium partners will have multiple formats and vary in size from a few MB's to several GB's. The formats range from interview transcripts, survey results, protocols, pictures, reports up to software prototypes and test data. So far four types of general data sets are identified:

- text based data: interviews, surveys, publications, reports, contact details
- visual data: graphs, visual protocols, pictures, maps, diagrams
- models
- software data: test data, source code
- quantitative/qualitative data to be used to base indicators on.

Due to the fact that data collection and creation is an ongoing process, questions such as the detailed description of data nature, exact scale, to whom those data may be useful or if these data underpin a scientific publication will be answered in the updated versions of the DMP. Moreover the question on the existence or non-existence of similar data and the possibilities for integration and reuse are not finally agreed between the consortium partners and will be reported later.

The following is a summary and overview of the data planned to be generated in the project with more details about individual datasets provided in Attachment 1.

Task 1.1 – Type: Mapping and analysing citizen perspectives to identify opportunities and challenges of public engagement. Standards: Interviews and surveys/questionnaires with stakeholders such as middleclass urban dwellers, representatives of municipalities, policy makers, design agencies or consultants. Exploitation/Sharing: Analyses and summaries of anonymised interview and survey data will be published through the website. All informants are informed about the research purpose, anonymity and confidentiality and must consent before data is used.

Task 1.2 – Type: Experience of public and private institutions which provide networks for citizens living in urban areas, in Europe and in China, with specific attention to educative system. Standards: Direct interviews within WP1 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Data will be stored and curated by POLITO in cooperation with Tsinghua and according to WP6 Data Management.

Task 1.3 – Type: Experiences on active preservation in Europe and China of cultural heritage, with attention to population pressure, development policies of local economies, and financial support for heritage sites. Standards: Interviews, good methodologies and approaches within WP1 and test results in Living Labs within WP5 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Data will be stored and curated by POLITO in cooperation with Tsinghua and according to WP6 Data Management.

Task 1.4 – Type: Experiences in which place-making is influenced by the design quality of public spaces, including processes of negotiation of citizenship rights and social agreement. The purpose is to have basic materials to study and reinterpret during the KB phase; generation of new plans and the definition of a series of keywords. Materials can be divided into “first-hand documentary sources”, such as data and plans and “second-hand documentary sources” such as bibliographic references. A new glossary with WORDS that make explicit concepts to be applied in future research programmes and a new series of plans, referred as to specific PLACES that represent examples of good practices will be generated. Data to be collected are bibliographical references and series of maps of specific PLACES that represents examples of good practices. For the European part, databases of the Municipality will be used that can give us numerical data and vector plans. Existing maps will be used as sources. Maps are re-drawn in defining a representation strategy to best communicate the concept of place-making and design of public space. Standards: Drawings, direct and indirect interviews and reports on good design practices within WP1, in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Final critical results derived from a reinterpretation and study of the collected data will be useful to trace guidelines to be spread both to the scientific community and to stakeholders and municipalities that could take advantage of our studies. Data will be stored and curated by POLITO in cooperation with Tsinghua and according to WP6 Data Management.

Task 2.1 – Type: Case Studies on European and Chinese Cities on the development process of their strategies for sustainable urbanisations. Standards: Interviews with urban policy makers. Exploitation/Sharing: Responses will be anonymised and summarised in case studies. The case studies will be shared with stakeholders for verification. Data will be stored and curated by AIT in cooperation with CAS and according to WP6 Data Management.

Task 2.2 – Type: Case Studies on European and Chinese Cities on the implementation of integrated planning. Standards: Interviews with urban policy makers. Exploitation/Sharing: Responses will be anonymised and summarised in case studies. The case studies will be shared with stakeholders for verification. Data will be stored and curated by AIT in cooperation with CCUD and according to WP6 Data Management.

Task 2.3 – Type: List and description of mechanisms for implementation of integrative planning. Standards: Interviews with urban policy makers, literature review, EIP SCC document screening. Exploitation/Sharing: Responses will be anonymised and summarised for the list and description of the implementation mechanisms. The implementation mechanisms will be shared with stakeholders for verification. Data will be stored and curated by ISINNOVA and AIT in cooperation with CCUD and according to WP6 Data Management.

Task 3.1 – Type: Experiences on urban renewal, challenges, priorities, opportunities, planning approaches, governance. Standards: Interviews within WP3 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Data will be stored and curated by IOER in cooperation with CAS and according to WP6 Data Management.

Task 3.2 – Type: Experiences on urban expansion areas, challenges, priorities, opportunities, planning approaches, governance. Standards: Interviews within WP3 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Data will be stored and curated by IOER in cooperation with CAS and according to WP6 Data Management.

Task 3.3 – Type: Experiences on land banking and land administration, challenges, priorities, opportunities, (technical and legal) approaches, governance. Standards: Interviews within WP3 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Data will be stored and curated by TUD in cooperation with CAS and according to WP6 Data Management.

Task 4.1 – Type: Formulation of storylines illustrating integrated pathways for urban transition. Standards: Information collected through predefined templates from WP1-5 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be summarised and shared with stakeholders for verification and discussion. Data will be made public online stored and curated by IOER in cooperation with CAS and according to WP6 Data Management.

Task 4.2 – Type: Experiences on SCBA in urban policy and decision-making, challenges, priorities, opportunities, planning approaches, governance. Standards: Interviews within WP4 in cooperation with WP6 Data Management. Exploitation/Sharing: Responses will be anonymised and summarised for comparative assessment. The summaries will be shared with stakeholders for verification and discussion. Data will be stored and curated by IOER in cooperation with CAS and according to WP6 Data Management.

Task 4.3 – Type: Numerical and map data on environment, image data, and textual data. Standards: GIS data standards. Exploitation/Sharing: Textual responses will be anonymised, summarised and shared with stakeholders for verification and discussion. Open Data will be made public online at the CIUC according to WP6 Data Management.

Task 5.1 - Type: Meeting summaries for all Living Lab workshops and meetings. Meeting details including numbers and lists of attendees and participants, location specifics, duration, activities and outcomes. Documents and other material presented and/or exchanged during the events. Standards: DOCX, PDF, etc. Exploitation/ Sharing: The data generated in this task will be condensed and

edited to an appropriate format and publically shared on the project's open access website. The full version of minutes, activities, and outcomes will be made available to consortium partners and Advisory Board members as well as Living Lab participants. Data published or otherwise released to the public will include disclaimers and/or terms of use as per the policies of the DES.

Task 5.2 – Type: Exchange of knowledge and good practices with a wider circle of Reference Cities, identification of experts that work in urbanisation topics. Standards: Collection of basic information about urban projects and practices in cooperation with WP6 Data Management. No personal or sensitive data will be asked for or collected. Collection of business contact details for practitioners, industry, academia experts and policy makers that relate to the urbanisation topics in Europe and China. Exploitation/Sharing: Contacts and mailing lists as well as project information fiches will be shared with project partners for analysis, verification and discussion. Data will be stored and curated by IOER in cooperation with CAS and according to WP6 Data Management.

Task 5.3 – Task 5.3 disseminates data types, standards, and exploitation to the URBAN-EU-CHINA R&I Agenda and Evidence Base, and does not generate data of its own.

Task 5.4 – Type: Promotion of project results to interested persons and organisations. Standards: Collection of business contact details for organisations, city practitioners, industry and academia experts and policy makers that relate to the urbanisation topics in Europe and China. Exploitation/Sharing: Contacts and mailing lists will be shared with project partners for communication and dissemination purposes. The membership information of EUROCITIES (the Membership Information hereinafter), including but not limited to the contact details and identity information of persons connected to the individual members, shall stay confidential to any party under the Grant Agreement without prior consent of EUROCITIES in writing. Access to and disclosure of the Membership Information, either in part or in whole, shall be determined EUROCITIES based on the relevance of the request and interests of EUROCITIES' members. Any request to deliver communication in any form to any EUROCITIES member via EUROCITIES shall be decided by EUROCITIES based on its assessment of the value and interests of any relevant member or group of members. Data will be stored and curated by IOER in cooperation with CAS and according to WP6 Data Management.

Task 6.3 – Task 6.3 uses the data generated in the project and processes it for the website and other information material. It does not generate data of its own.

2 FAIR DATA MANAGEMENT

TRANS-URBAN-EU-CHINA aims for 'FAIR'¹ research data, that is findable, accessible, interoperable and re-usable.

2.1 Making data findable, including provisions for metadata

A first collection of datasets has been compiled in Attachment 1 at the end of this document. A comprehensive pattern for naming the produced datasets of the project to be published open access will be developed. As an example one approach could be the following:

TUEC_Data_"WP.TaskNo."_"DatasetNo."_"DatasetTitle"

e.g., TUEC_Data_WP1.1_InterviewCitizens. This depends also on the long term data sharing platform to be chosen.

The internal project website is used to share and manage the collected and generated data sets within the project. It provides a well-organized structure to make it easy for research teams to find, better understand and reuse the various data by creating a consistent and well-structured research data pool.

The TRANS-URBAN-EU-CHINA project will create diverse data to detail project content and to create data needed to enable other researchers to use and regenerate output data in a systematic way. The documentation can take the form of publications, manuals and reports. To enable a consistent description of all datasets provided by the project, a template table is used to describe metadata of each dataset including title, author, description, formats, etc. (see Attachment 1).

2.2 Making data openly accessible

When a specific task of the project is concluded, the scientific results will be published in international peer-reviewed journals. At this stage, data analysis will allow the partners to identify and select the most important data related to the specific publication. These data will be deposited in a repository and preserved for at least 10 years. Moreover, at the end of the project all relevant data, even if not published yet, will be preserved in the same way.

Concerning access to the data, the consortium partners will take into account the embargo periods or copyright details involved in the specific scientific publications. Data will be made available as soon as possible considering those limitations. Moreover, data that are relevant for future publications or significant new results and discoveries worth protecting will be excluded from data sharing and archiving.

In particular, the data produced by the TRANS-URBAN-EU-CHINA project will be kept confidential and not made open access due to the following reasons:

¹ FAIR data principles (FORCE11 discussion forum) <https://www.force11.org/group/fairgroup/fairprinciples>
FAIR principles (article in Nature) <http://www.nature.com/articles/sdata201618>

- legal properties (e.g. missing copyrights, participant confidentiality, consent agreements or intellectual property rights)
- scientific and/or business reasons (e.g. pending publications, exploitation aspects)
- technical issues (e.g. incomplete data sets).

Each consortium partner will be responsible to secure the short-term data storage. All raw data and documents relevant to the project data should be preserved until the end of the project and then transferred to a long-term repository.

Intermediate documents and data generated by the project partners will be shared through the internal part of the project website (<http://transurbaneuchina.eu/>). The website can be easily accessed by all partners. It includes all the publications, raw data, reviews, deliverable reports, meeting minutes, slides of the presentations at the project meetings, and further information material. No personal data will be shared by the project partners without written consent. Personal data will be removed from any data set before sharing it by anonymizing the data.

Selected data from TRANS-URBAN-EU-CHINA will be shared publicly during or after the life time of the project. All long term data collected or generated will be deposited in a repository. The final repository has not been chosen yet. The choice of repository will depend on:

- location of repository
- research domain
- costs
- open access options
- prospect of long-term preservation.

One option considered for long-term data archiving and publication is the research data repository OpARA (Open Access Repository and Archive). OpARA is the institutional repository of the TU Dresden and is operated in cooperation with the TU BAF Freiberg. It allows the publication and referencing of research data (by a DOI) with metadata for reuse ("Open Access"). For closed data restricted access is possible as well as the setting of an embargo period before publication. Interested parties can search for published data and download them via a web browser. The data are archived for at least 10 years according to the universities 'Guidelines for Safeguarding Good Scientific Practice, Avoiding Scientific Misconduct and Dealing with Violations'.

Another repository considered is ZENODO <https://zenodo.org/>. This is online, free of charge storage created through the European Commission's OpenAIREplus project and is hosted at CERN, Switzerland. It encourages open access deposition of any data format, but also allows deposits of content under restricted or embargoed access. Contents deposited under restricted access are protected against unauthorized access at all levels. Access to metadata and data files is provided over standard protocols such as HTTP and OAI-PMH. Data files are kept in multiple replicas in a distributed file system, which is backed up to tape every night. Data files are replicated in the online system of ZENODO. Data files have versions attached to them, whilst records are not versioned. Derivatives of data files are generated, but the original content is never modified. Records can be retracted from public view; however, the data files and records are preserved. The uploaded data is archived as a Submission Information Package in ZENODO. Files stored in ZENODO will have MD5 checksum of the file

content, and it will be checked against their checksum to assure that a file content remains correct. Items in the ZENODO will be retained for the lifetime of the repository which is also the lifetime of the host laboratory CERN which currently has an experimental programme defined for the next 20 years. Each dataset can be referenced at least by a unique persistent identifier (DOI), in addition to other forms of identifications provided by ZENODO.

2.3 Making data interoperable

Since only common formats such as pdf, docx, xlsx, jpeg, gif, mpg, mp3, mp4 will be used in the project, interoperability will not be an issue.

2.4 Increase data re-use (through clarifying licences)

Licensing options will be considered and decided later in the project.

3 ALLOCATION OF RESOURCES

The costs of short-term data storage, and of preparing data and documentation for long term storage will be borne by the project partners.

The permanent costs of preserving datasets in the OpARA repository are free of charge for TUD members.

4 DATA SECURITY

The long term data have different levels of open accessibility:

- data with restricted access to the consortium partner creating this data set;
- data with restricted access to TRANS-URBAN-EU-CHINA project partners;
- data that is to be published and shared as open source to researchers only;
- data that is to be published and shared as open source to everyone.

The decisions on data publication and the level of accessibility will be taken per dataset and by the responsible consortium partner who created the dataset. This will be documented in future versions of the data management plan. The updated version of the DMP shall detail the information on data sharing, including access procedures, embargo periods, and outlines of technical mechanisms for dissemination of open accessible data sets.

The internal project website (<http://transurbaneuchina.eu/login/>) is hosted on a server at jweiland.net in Stuttgart, Germany and monitored by the coordinator IOER in Dresden, Germany. Data is backed up by jweiland.net automatically as well as by IOER once a week. This assures data recovery and data protection.

5 ETHICAL ASPECTS

All partners will ensure that project activities related to data, specifically to personal data, will be in compliance with applicable EU and national law on data protection, in particular the EU General Data Protection Regulation (GDPR)² and China's Network Security Law.

The following principles will guide all data activities:

- to be as sensitive as possible about collecting, storing and using personal data;
- to keep personal data anonymised and not retractable;
- to use correct citations ('credits') to the data originator;
- based on legal conditions (right to use/edit/publish the data).

No personal sensitive data will be collected. Interviewees will be asked for opinions about urban development and urban sustainability. In order to comply with the regulations, the persons taking part in empirical parts of the project will be asked for their informed consent before any data is collected.

Personal data will only be collected if absolutely necessary to fulfil the objectives of the project, e.g. contact details of interested stakeholders for dissemination and communication activities.

A principle will be that only the minimal amount of data necessary to reach the research goal will be collected (data minimization). Data collection and analysis will be done in an anonymous or at least pseudonymous way. This will be especially the case in all kinds of (online) questionnaires, where demographic data is only collected to the extent that makes re-identification of a single person very unlikely. Names and addresses of interviewees will be separated from the information they provide, so that it will not be possible to trace back the information to any identifiable individual. If data collected for research purposes are not anonymised, explicit consent from the data subject will be required.

Regarding data processing, the collected data will be immediately pseudonymized and aggregated, and the original data will not be stored whatsoever.

In terms of data retention and destruction, data will be deleted or fully anonymized as soon as the relevant scientific and innovative purpose as stated in the DoA is fulfilled. For the collection, storage and analyses of personal data only computers under the sole control of the project partners will be used, e.g. no third party services offering online questionnaires etc. will be used. Appropriate technical measures will be taken for secure data access and user authentication.

All data collected will be stored and transmitted in an encrypted way together with a sticky policy expressing for which purposes the data was collected and who is allowed to access the data. Easily accessible and understandable privacy policies will on the one hand bind the data controllers and on the other hand allow the data subjects to understand and execute their rights at any time. This privacy policy will be defined following the European Union's Data Protection Directive (Directive

² https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data).

Data which will be imported to/exported from EU will be listed in Attachment 1. Adequate authorisations, if required, will be provided by the relevant consortium partner.

ATTACHMENT 1

List of TRANS-URBAN-EU-CHINA datasets

TRANS-URBAN-EU-CHINA
Data Management Plan - Datasets (by Work Package)

Nr	Reference	DATA SET - name	DATA SET Type	Lead partner	WP	Task/ Deliv.	authors	Type of data	data format	expected size of data	Publication Date	Source of data	how is the data generated/collected	where is data stored	how is the data processed	Restriction on using the data	to whom will data be useful	standards	metadata	data sharing	preservation and backup	duration of preservation (short-term, long-term, ...)	related dataset	underpins scientific publication	License	
Explanation & filling examples	DOI		eg. interviews, survey results, software prototypes, software, publications, production, test data, conceptual framework, models, ...	partner name	1-6			audio, video, text, pictures, code, models...	xls, docx, jpeg, pdf, ppt, mp3 ...	MB, GB		Origin		partner name, EU and/or China		open access, open to qualified researchers, confidential - only for consortium partners	e.g. stakeholders, other research groups, users of ...	Reference to existing suitable standards of the discipline,	If standards do not exist, an outline on how and what metadata will be created.	Description of how data will be shared, including access procedures, embargo periods (if any), business of technical mechanisms for dissemination and necessary software and other tools for enabling re-use, and definition of whether access will be widely open or	Description of the procedures that will be put in place for long-term preservation of the data.	Indication of how long the data should be preserved, what is its approximate end volume, what are the associated costs and will they be covered				
Dataset 1		Citizen perspectives	Interviews	NTNU	WP1	T1.1		audio	mpg				personal/phone interviews		data is anonymised	only anonymised data to be published on website, consent required				project website						
Dataset 2		Citizen perspectives	surveys/questionnaires	NTNU	WP1	T1.1		text, picture	pdf				online questionnaire		data is anonymised	only anonymised data to be published on website, consent required										
Dataset 3		Institutions experience	Interviews	POLITO with THSA	WP1	T1.2		Texts or audio	pdf or mpg				personal interviews	POLITO, THSA	data is anonymised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 4		preservation experience of cultural heritage	Interviews	NTNU/POLITO?	WP1	T1.3		audio	mpg				personal/phone interviews	POLITO, THSA	data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 5		preservation experience of cultural heritage	methodology, approach	NTNU/POLITO?	WP1	T1.3		report	pdf					POLITO, THSA												
Dataset 6		preservation experience of cultural heritage	test results	NTNU/POLITO?	WP1	T1.3		report	pdf					POLITO, THSA												
Dataset 7		good design practices	Interviews	POLITO with THSA	WP1	T1.4		text or audio	pdf or mpg				personal interviews	POLITO, THSA	data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 8		good design practices	Glossary	POLITO with THSA	WP1	T1.4		text	pdf																	
Dataset 9		good design practices	Plans	POLITO with THSA	WP1	T1.4		pictures, maps	pdf					POLITO												
Dataset 10		good design practices	Reports	POLITO with THSA	WP1	T1.4		text	pdf				are reports publicly available? Include link to report	POLITO, THSA												
Dataset 11		case studies of strategies for sustainable urbanisation	Interviews	AIT	WP2	T2.1		audio	mpg				personal/phone interviews	AIT, CAS	data is anonymised and summarised in case studies	case studies shared with stakeholders	stakeholders									
Dataset 12		case studies of integrated planning	Interviews	AIT	WP2	T2.2		audio	mpg				personal/phone interviews	AIT, CCUD	data is anonymised and summarised in case studies	case studies shared with stakeholders	stakeholders									
Dataset 13		mechanisms for implementation of integrative planning	Interviews	ISINNOVA	WP2	T2.3		audio	mpg	6-8 interviews				ISINNOVA, AIT, CCUD	data is anonymised	implementation mechanisms shared with stakeholders	stakeholders									
Dataset 14		mechanisms for implementation of integrative planning	publications	ISINNOVA	WP2	T2.3		text	pdf					ISINNOVA, AIT, CCUD		implementation mechanisms shared with stakeholders	stakeholders									
Dataset 15		mechanisms for implementation of integrative planning	EIP SCC documents	ISINNOVA	WP2	T2.3		text	pdf					ISINNOVA, AIT, CCUD		implementation mechanisms shared with stakeholders	stakeholders									
Dataset 16		Experiences on urban renewal	Interviews	IOER	WP3	T3.1		audio	mpg					IOER, CAS	data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 17		Experiences on urban expansion areas	Interviews	TUD	WP3	T3.2		audio	mpg					IOER, CAS	data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 18		Experiences on land banking and land administration	Interviews	TUD	WP3	T3.3		audio	mpg					TUD, CAS	data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 19		Formulation of storylines	reports	IOER	WP4	T4.1		text	pdf			collected through predefined templates from WP1-5		IOER, CAS	Responses will be summarised	open access through website	stakeholders			open access through website						
Dataset 20		Experiences on SCBA	Interviews	IOER	WP4	T4.2		audio	mpg					IOER, CAS	data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders									
Dataset 21		Environmental data	images/maps	CIUC	WP4	T4.3		pictures	jpeg						data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders			open access through website						
Dataset 22		Environmental data	reports	CIUC	WP4	T4.3		text	pdf						data is anonymised and summarised	only anonymised data to be shared with stakeholders, consent required	stakeholders			open access through website						
Dataset 23		Living Lab workshops and meetings	reports	NTNU	WP5	T5.1		text	pdf, docx					NTNU	data will be condensed and edited to an appropriate format	open access through website	EAB, Living lab participants			open access through website						
Dataset 24		Living Lab workshops and meetings photo documentation	reports	NTNU	WP5	T5.1		pictures	jpeg					NTNU	data will be condensed and edited to an appropriate format	open access through website, data published or otherwise released to the public will include disclaimers and/or terms of use	EAB, Living lab participants, the public			open access through website						
Dataset 25		Exchange with Reference Cities	contact details	EUR/IOER	WP5	T5.2, T5.4		text	xls				personal contact	IOER, CAS	creation of mailing list	confidential, only for consortium partners as personal data is collected	project partners									
Dataset 26		Meeting documents	reports	IOER	WP6	T6.1		text	docx, pdf				meetings between consortium partners	IOER	stored on internal website	confidential, only for consortium partners	project partners			internal website		3 years after project end				
Dataset 27		Meeting documents	photos	IOER	WP6	T6.1		pictures	jpeg				meetings between consortium partners	IOER	stored on internal website	confidential, only for consortium partners	project partners			internal website		3 years after project end				
Dataset 28		Project reports	reports	IOER	WP6	T6.1, T6.2		text	docx, pdf				by project partners	IOER, TUD	stored on internal website	confidential, only for consortium partners	project partners, EC			internal website		3 years after project end				