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

Deliverable type:	ORDP. Open Research Data Pilot
WP number and title:	WP6 Project Management
Dissemination level:	Public
Due date:	Month 6 – 30 June 2018
	Update in Month 41 – 19 May 2021
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Document history:

Version	Date	Author/Editor	Description
0.1	31.05.2018	Claudia Hawke (TUD-EPC)	First version sent to partners for input
0.2	15.06.2018	Claudia Hawke (TUD-EPC)	Version with partner input incorporated, sent to reviewers
1.0	29.06.2018	Claudia Hawke (TUD-EPC)	Version submitted to EC with reviewer input incorporated
1.1	28.09.2020	Claudia Hawke (TUD-EPC)	Update of initial Data Management Plan
2.0	19.05.2021	Claudia Hawke (TUD-EPC)	Final update of Data Management Plan at project end

Content

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 final Data Management Plan (DMP) at the end of the TRANS-URBAN-EU-CHINA project is presented. The report explains how research data generated and used by the project has been handled during the project and how it will be preserved beyond the project lifetime. The DMP describes what data has been collected, processed or generated with which methodologies and standards, whether and how this data is shared or made open, and how it will be curated and preserved.

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

- Data Summary
- FAIR Data Management
- Allocation of Resources
- Data Security
- Ethical Aspects

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

1   DATA SUMMARY

TRANS-URBAN-EU-CHINA aims to help policy makers, urban authorities, real estate developers, public service providers and citizens in China to create socially integrative cities in an environmentally friendly and financially viable way. Moreover, it intends to help urban stakeholders in Europe to increase their knowledge about urban development in China, and to reflect and eventually reconsider their approaches towards sustainable urbanisation and international cooperation.

TRANS-URBAN-EU-CHINA aimed to develop a systematic knowledge base on transition experiences in Europe and China. To achieve this objective, TRANS-URBAN-EU-CHINA generated and collected various data through interviews, discussions, online seminars, 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 were gathered. In addition, certain data was requested from the participating city pairs and also bought from commercial data providers in order to achieve a sound base for city indicators. Furthermore, contact details of the target stakeholders for communication and dissemination activities as well as of participants in project events were collected and stored.

Attachment 1 is a list of data that was generated during the project. The list includes the types and formats of the data, size of data and sharing options. This list reflects the status of datasets at the end of the project.

The data generated in a project task is stored by the partner generating/acquiring the data. Only intermediary results, not containing personal data, were shared among project partners through the internal project website.

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

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

The following is an overview of the data generated in the project with more details about individual datasets provided in Attachment 1.

WP1 results are based on the review of scientific literature; good practice examples based on secondary literature and internet resources; and online workshops with scholars, stakeholders and experts of urban development in China (Wuhan and Wenjiang) and Europe (Prato).

Task 1.1 – Type: Mapping and analysing citizen perspectives to identify opportunities and challenges of public engagement. Standards: Review of scientific literature; good practice examples based on secondary literature and internet sources; Reports; Online workshops with scholars, stakeholders

(representatives of municipalities, local associations, policy makers) and experts of urban development in China (Wuhan and Wenjiang) and Europe (Prato) in cooperation with WP5 and WP6. Exploitation/Sharing: No personal data has been gathered, particularly not from private persons; Online workshops: recording only used for internal documentation, data have been summarized and edited to an appropriate format; Original information has not been included directly in any publicly available products (deliverables, publications); All participants have been informed about the research purpose, anonymity and confidentiality and gave consent before data was 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: Review of scientific literature; good practice examples based on secondary literature and internet sources; Reports; Online workshops with scholars, stakeholders (representatives of municipalities, local associations, policy makers) and experts of urban development in China (Wuhan and Wenjiang) and Europe (Prato) in cooperation with WP5 and WP6. Exploitation/Sharing: No personal data has been gathered, particularly not from private persons; Online workshops: recording only used for internal documentation, data have been summarized and edited to an appropriate format; Original information has not been included directly in any publicly available products (deliverables, publications); All participants have been informed about the research purpose, anonymity and confidentiality and gave consent before data was used. Data has been curated by and is stored at POLITO.

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: Review of scientific literature; good practice examples based on secondary literature and internet sources; Reports; Online workshops with scholars, stakeholders (representatives of municipalities, local associations, policy makers) and experts of urban development in China (Wuhan and Wenjiang) and Europe (Prato) in cooperation with WP5 and WP6. Exploitation/Sharing: No personal data have been gathered, particularly not from private persons; Online workshops: recording only used for internal documentation, data have been summarized and edited to an appropriate format; Original information has not been included directly in any publicly available products (deliverables, publications); All participants have been informed about the research purpose, anonymity and confidentiality and gave consent before data was used.

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. Drawings are elaborated in defining a representation strategy to best communicate the concept of place-making and design of public space. Standards: Review of scientific literature; good practice examples based on secondary literature and internet sources; Reports; Drawings; Online workshops with scholars, stakeholders (representatives of municipalities, local associations, policy makers) and experts of urban development in China (Wuhan and Wenjiang) and Europe (Prato) in cooperation with WP5 and WP6. Exploitation/Sharing: No personal data have been gathered, particularly not from private persons; Online workshops: recording only used for internal documentation, data have been summarized and edited to an appropriate format; Original information has not been included directly in any publicly available products (deliverables, publications); All informants have been informed about the research purpose, anonymity and confidentiality and gave consent before data was used. Data has been curated by and is stored at POLITO in cooperation with Tsinghua.

WP2 results are based on good practice examples from secondary literature and internet resources as well as online workshops.

Task 2.1 – Type: Case Studies on European and Chinese Cities on the development process of their strategies for sustainable urbanisations. Standards: Good practice examples have been collected based on secondary literature and internet resources and in online workshops with urban policy makers. Exploitation/Sharing: Online workshops have been recorded for internal documentation only and participants have been informed at the beginning about the recording and the use that will be made of it. General information has been extracted from the online workshops, which was summarised in case studies. The case studies have been shared with stakeholders for verification. Data has been curated by AIT in cooperation with CAS. Data is stored at AIT and CAS.

Task 2.2 – Type: Case Studies on European and Chinese Cities on the implementation of integrated planning. Standards: Good practice examples have been collected based on secondary literature and internet sources and in online workshops with urban policy makers. Exploitation/Sharing: Online workshops have been recorded for internal documentation only and participants have been informed at the beginning about the recording and the use that will be made of it. General information has been extracted from the online workshops, which was summarised in case studies. The case studies have been shared with stakeholders for verification. Data has been curated by AIT in cooperation with CCUD. Data is stored at AIT and CCUD.

Task 2.3 – Type: List and description of mechanisms for implementation of integrative planning. Standards: Good practice examples have been collected based on secondary literature and internet sources, EIP SCC document screening and in online workshops. Exploitation/Sharing: Online workshops have been recorded for internal documentation only and participants have been informed at the beginning about the recording and the use that will be made of it. General information has been extracted from the online workshops, which was summarised for the list and description of the implementation mechanisms. The implementation mechanisms have been shared with stakeholders for verification. Data has been curated by and is stored at ISINNOVA and AIT in cooperation with CCUD.

WP3 results are based on the review of scientific literature; the analysis of good practice examples based on secondary literature, internet sources and publicly available policy and planning documents; and expert knowledge gained through talks, interviews and (online) workshops with researchers and stakeholders of urban development in China and Europe (particularly Wuhan as Urban Living Lab).

Task 3.1 – Type: Experiences and recommendations on urban renewal, challenges, priorities, opportunities, planning approaches, governance. Standards: Background talks, expert interviews and online workshops within WP3 in cooperation with WP5. Exploitation/Sharing: From the interviews, discussions and workshops, general information has been extracted and summarised. The summaries have been shared among the WP 3 team to be reflected in the scientific work, deliverables and publications. Data has been curated by and is stored at IOER and NTNU in cooperation with CAS.

Task 3.2 – Type: Experiences and recommendations on urban expansion areas. Standards: Discussions within WP3 in cooperation with WP5 and WP6. Exploitation/Sharing: From the discussions, general information has been extracted and summarised for comparative assessment. The summaries will be shared among team members and incorporated in scientific outputs. Notes have been curated and will be stored by TUD in cooperation with CAS.

Task 3.3 – Type: Experiences on land banking and land administration, challenges, priorities, opportunities, (technical and legal) approaches, governance. Standards: Interviews and (online) workshops within WP3 in cooperation with WP5. Exploitation/Sharing: From the interviews, general information has been extracted and summarised for comparative assessment. Data has been curated by and is stored at TUD in cooperation with CAS.

WP4 results are based on the review of literature and publicly available data and information on case studies in EU and China; data sets including the real time traffic index (using developed data crawling tool), real time air quality data (using developed data crawling tool), the information on industrial activities (purchased) and data collected for the content of the CoC (Community of Communities) database.

Task 4.1 – Type: Formulation of storylines illustrating integrated pathways for urban transition. Standards: Information has been collected from WP 1-5, through literature review and publicly available data and information on case studies in the EU and China. Exploitation/Sharing: The collected information has been summarised and shared with stakeholders for verification and discussion. It has been published in WP4 deliverables. Data has been curated by and is stored at ISINNOVA in cooperation with CAS.

Task 4.2 – Type: Experiences on SCBA in urban policy and decision-making, challenges, priorities, opportunities, planning approaches, governance. Standards: Discussions within the consortium. Exploitation/Sharing: From the discussions, general information has been extracted and summarised for comparative assessment. The summaries have been shared with stakeholders for verification and discussion. Data has been curated by and is stored at ISINNOVA in cooperation with CAS.

Task 4.3 – Type: Numerical and map data on environment, image data, and textual data. Data forming the content of the Community of Communities (CoC). Standards: Data sets include the real time traffic index (using developed data crawling tool), real time air quality data (using developed data crawling tool) and the information on industrial activities (purchased). For the CoC, registration data was collected and video interviews were recorded. Exploitation/Sharing: Environmental data can be viewed and can be made available by CIUC on request. A written request with name and affiliation must be sent to the CIUC researchers. The requestor will receive read-only access to the requested data via an URL to the server. The data collected through the CoC platform follows the privacy policy of the Discourse company available at https://www.discourse.org/privacy. The data is stored on two servers, one in Chengdu, Szechuan, China, and one in Singapore. Both servers belong to cloud server farms provided by Tencent, China, and are only accessible by ISCI through their accounts and password. The video recordings of interviews have been transferred from Israel to IOER, Dresden, Germany and are made available publicly through the TRANS-URBAN-EU-CHINA website based on written consent of the participants.

WP5 results are based on literature review of scientific and grey literature in Europe and China as well as on-site and online workshops and one interview.

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: 4

on-site and 6 online workshops (mainly using NTNU's secured Zoom) with local and international stakeholders and experts, in China and Europe. Exploitation/ Sharing: The data generated in this task has been condensed and edited to an appropriate format and publically shared on the project's website. The full version of minutes, activities, and outcomes are stored on secure NTNU or EUR servers. Deliverables or reports describing the events include no quotes or other personal data. Data published or otherwise released to the public includes 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. 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 have been shared with project partners for analysis, verification and discussion. Data has been curated by and is stored at EUR.

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 have been 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 by 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.

WP6 (Project Management) does not generate data of its own.

2   FAIR DATA

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

2.1   Making data findable, including provisions for metadata

An overview of data generated by TRANS-URBAN-EU-CHINA has been compiled in Attachment 1 at the end of this document. The original intent to empirically collect data in China (and Europe) through standardised surveys and questionnaires has proven to be impracticabel. The TRANS-URBAN-EU-CHINA research results are therefore mainly based on intensive literature research and information extracted from discussions, workshops and interviews. All research results (publications, the book, the

compendium, all deliverables) are openly available worldwide through open access publications or the TRANS-URBAN-EU-CHINA website. Care has been taken to properly acknowledge the EU funding for the project and all authors of a document. Since all deliverables are public, they will be accessible freely through the EU webpages.

2.2 Making data openly accessible

The scientific results of TRANS-URBAN-EU-CHINA have been published in international peer-reviewed journals (see list of publications in final Technical Report Part A) and the open access book 'Towards Socially Integrative Cities. Perspectives on Urban Sustainability in Europe and China.' (doi.org/10.3390/books978-3-03936-679-8). It has been decided by the consortium that notes or re-cordings of meetings, online workshops and interviews that provided input for the project results are properly quoted. They are available on request (see above) but not openly accessible, following the standards of scientific publications in social sciences. All literature that has been used as reference to derive the TRANS-URBAN-EU-CHINA results is openly available.

Each consortium partner is responsible to provide secure data storage. All raw data, documents and notes relevant to the project will be preserved by each partner for a period of ten years.

Intermediate documents and data generated by the project partners have been 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, reviews, deliverable reports, meeting minutes, slides of the presentations at the project meetings, and further information material. The environmental data in WP4 will be made available by CIUC upon request. There is no data and information that cannot cross borders.

2.3 Making data interoperable

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

2.4 Increase data re-use (through clarifying licences)

Licensing options are not relevant for TRANS-URBAN-EU-CHINA.

3 ALLOCATION OF RESOURCES

The costs of data storage are covered by the project partners institutions.

4 DATA SECURITY

All partners ensure storage of data on protected servers of their institution with regular backups.

The internal project website (http://transurbaneuchina.eu/login/) is hosted on a server at jweiland.net in Stuttgart, Germany and monitored by IOER and TUD 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 ensure that project activities related to data, specifically to personal data, are in compliance with applicable EU and national law on data protection, in particular the EU General Data Protection Regulation (GDPR) and China's Network Security Law.

The following principles guided 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).

The Ethics Review Report of the European Commission (dated 27.03.2020) identified a requirement to establish a robust data protection framework for the project. The data protection framework ensures that all personal data collected in the course of the project is properly protected and used responsibly. The following measures were applied by all partners to achieve data protection:

- The collection of personal data was minimised to the data necessary to achieve the project objectives;
- Personal data was only collected with consent, enabling data subjects to exercise their fundamental rights (e.g. regarding access to their data and consent to its use). The template consent form for TRANS-URBAN-EU-CHINA has been given to all partners and is available on the public and internal project website;
- Data is stored securely by the partner collecting/generating the data;
- No personal data has been transferred between partners without consent;
- The processing of personal data is carried out by the responsible person exclusively for research purposes;
- Personal data has been removed or anonymised before further processing;
- Only anonymous data has been used to produce scientific publications in international peer-reviewed journals;
- Elements that can be linked directly to the person in question are stored separately, if relevant; these elements are deleted as soon as the purpose of the research allows for this;
- Personal data will be deleted two years after the end of the research project - 2023 - at the very latest.

Process for anonymization and safeguards for data that cannot be fully anonymised:

The following personal data was collected during the course of the project:

- Recordings of online workshops, seminars and group talks;
- Recordings of interviews;
- Names of participants registering for online workshops and seminars.

For all recordings of online seminars, workshops and interviews consent was sought from the participants. At the beginning of each event, participants were informed about the recording and the use that will be made of it.

Recordings in WP1, WP2 and WP3 were only used for internal documentation to summarise key information and main issues from the discussions in a text document. Recordings are stored on secured servers of the partners generating them and will be deleted after the end of the project – 2023 – at the very latest.

Identifiable personal information from the recordings was not included directly in any publicly available products (deliverables, reports and publications).

For WP4, interviews were recorded by ISCI with the intention to publish them on a website to help decision makers to get opinions, thoughts and ideas from all stakeholders. Initially (before the interview), interviewees gave their consent for recording and publication only orally. To ensure full compliance with GDPR all interviewees have later (after the interview) confirmed in writing that they accept the *Declaration of Consent for the processing of personal data for research purposes* as provided by the project coordinator for the project and published on the TRANS-URBAN-EU-CHINA website. This informed interviewees about the use of the recordings and their rights regarding the data.

Public seminars as part of WP5 have been recorded and uploaded on the Eurocities YouTube page. Registration for these seminars took place via the platform Eventbrite and included the acceptance of the Terms of Service and Privacy Policy. At the beginning of each seminar all participants were informed of the recording and the use that will be made of it and given the option to opt out. Contact details of workshop and seminar participants are stored on a protected Eurocities server and are not published.

No vulnerable people or children, unable to give informed consent, were involved in the project activities.

Except for the interviews recorded by ISCI and published on the TRANS-URBAN-EU-CHINA website, no data has been imported to/exported from the EU. The video files of the interviews were transferred from ISCI to IOER and are stored on the project website server. The confirmation of consent of interviewees is stored on the internal part of the project website.

ATTACHMENT 1

List of TRANS-URBAN-EU-CHINA datasets

TRANS-URBAN-EU-CHINA
Data Management Plan - Datasets (by Work Package)
Status on 19 May 2021

Nr	DATA SET - name	DATA SET Type - nature of data	Lead partner	WP	Task/ Deliv.	Type of data	data format	how is the data generated/collected	where is data stored (partner, cloud or server)	how is the data processed	In case of anonymisation, what process/technique of anonymisation has been used?	Restriction on using the data	to whom will data be useful	Is the data available open access? When and where was it published?	data sharing	preservation and backup	duration of preservation (short-term, long-term, …)
for new datasets, add as many rows as needed		eg. interviews, survey results, software prototypes, software, publications, production, test data, conceptual framework, modells, …	partner name	1…6		audio, video, text, pictures, code, models…	xls, docx, jpeg, pdf, ppt, mp3 …,		partner name, EU and/or China, server/cloud?	process of anonymisation or safeguards for data that cannot be fully anonymised	open access, open to qualified researchers, confidential - only for consortium partners	e.g. stakeholders, other research groups, users of …	yes/no Publication date Repository name Related to which deliverable?	Description of how data will be shared, including access procedures, embargo periods (if any), outlines 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 restricted to specific groups. Identification of the repository where data will be stored, if already existing and identified, indicating in particular the type of repository (institutional, standard repository for the discipline, etc.). In case the dataset cannot be shared, the reasons for this should be mentioned (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).	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	public engagemnt	Reports	NTNU	WP1	T1.1	Text	pdf	Review of scientific literature; good practice examples based on secondary literature and internet resources	NTNU							preservation of files under the rules of the individual institutions	3 years after project end
Dataset 2	education	Reports	POLITO/UNIMC	WP1	T1.2	Text	pdf	Review of scientific literature; good practice examples based on secondary literature and internet resources	POLITO							preservation of files under the rules of the individual institutions	3 years after project end
Dataset 3	preservation experience of cultural heritage	Reports	NTNU	WP1	T1.3	Text	pdf	Review of scientific literature; good practice examples based on secondary literature and internet resources	NTNU							preservation of files under the rules of the individual institutions	3 years after project end
Dataset 4	good design practices	Reports	POLITO with THSA	WP1	T1.4	Text	pdf	Review of scientific literature; good practice examples based on secondary literature and internet resources	POLITO, THSA							preservation of files under the rules of the individual institutions	3 years after project end
Dataset 5	good design practices	Drawings	POLITO	WP1	T1.4	Drawings	pdf	Review of scientific literature; Reports, Existing maps, drawings, photos and internet resources	POLITO				All project stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 6	on line workshops and meetings	Reports	NTNU	WP5	T5.1; T1.1-1.4	Text	docx		NTNU, POLITO	data will be condensed and edited to an appropriate format (report)			All project stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 7	case studies of strategies for sustainable urbanisation	Interviews	AIT	WP2	T2.1	text	docx	interviews	AIT, CAS			only for consortium partners	consortium partners			preservation of files under the rules of the individual institutions	3 years after project end
Dataset 8	list of tools and mechanisms	Interviews	AIT	WP2	T2.2	text	xls	interviews, document analysis	AIT, CAS			open access	stakeholders			preservation of files under the rules of the individual institutions	3 years after project end
Dataset 9	mechanisms for implementation of integrative planning	Interviews	ISINNOVA	WP2	T2.3	audio	mpg		ISINNOVA, AIT, CCUD	data is anonymised		implementation mechanisms shared with stakeholders	stakeholders			preservation of files under the rules of the individual institutions	3 years after project end
Dataset 10	mechanisms for implementation of integrative planning	publications	ISINNOVA	WP2	T2.3	text	pdf		ISINNOVA, AIT, CCUD			implementation mechanisms shared with stakeholders	stakeholders			preservation of files under the rules of the individual institutions	3 years after project end
Dataset 11	mechanisms for implementation of integrative planning	EIP SCC documents	ISINNOVA	WP2	T2.3	text	pdf		ISINNOVA, AIT, CCUD			implementation mechanisms shared with stakeholders	stakeholders			preservation of files under the rules of the individual institutions	3 years after project end

Dataset	Name	Source	Partner	WP	Task	Data type	Format	Description	Responsible	Processing	Personal data	Purpose	Access		Reuse	Preservation	Retention
Dataset 12	Experiences on urban renewal	Background talks, expert interviews, workshops	IOER	WP3	T3.1	text	docx	written summaries based on the talks, expert interviews and workshops	IOER, TUD, CAS	information are anonymised and summarised	no personal data in text documents	information gahthered from talks and workshops will just be used as knowledge base for scientific work	scientific staff in the project consortium	no		preservation of files under the rules of the individual institutions	3 years after project end
Dataset 13	Experiences on urban expansion areas	Background talks, expert interviews, workshops	TUD	WP3	T3.2	text	docx	written summaries based on the talks, expert interviews and workshops	IOER, TUD, CAS	information are anonymised and summarised	no personal data in text documents	information gahthered from talks and workshops will just be used as knowledge base for scientific work	scientific staff in the project consortium	no		preservation of files under the rules of the individual institutions	3 years after project end
Dataset 14	Experiences on land banking and land administration	Background talks, expert interviews, workshops	TUD	WP3	T3.3	text	docx	written summaries based on the talks, expert interviews and workshops	IOER; TUD, CAS	information are anonymised and summarised	no personal data in text documents	information gahthered from talks and workshops will just be used as knowledge base for scientific work	scientific staff in the project consortium	no		preservation of files under the rules of the individual institutions	3 years after project end
Dataset 15	recommendations on urban renewal	online workshop	IOER	WP 3	T 3.1	audio, video, text	mp3 (?), docx	written summaries based on the talks, expert interviews and workshops	IOER, TUD, CAS, NTNU?	information are anonymised and summarised	no personal data	audio and video material will just be used for intenal knowledge back up	scientific staff in the project consortium	no		preservation of files under the rules of the individual institutions	3 years after project end
Dataset 16	recommendations on urban expansion	online workshop	TUD	WP 3	T3.2	audio, video, text	mp3 (?), docx	written summaries based on the talks, expert interviews and workshops	IOER, TUD, CAS, NTNU?	information are anonymised and summarised	no personal data	audio and video material will just be used for intenal knowledge back up	scientific staff in the project consortium	no		preservation of files under the rules of the individual institutions	3 years after project end
Dataset 17	recommendations on land management	online workshop	TUD	WP 3	T3.3	audio, video, text	mp3 (?), docx	written summaries based on the talks, expert interviews and workshops	IOER, TUD, CAS, NTNU?	information are anonymised and summarised	no personal data	audio and video material will just be used for intenal knowledge back up	scientific staff in the project consortium	no		preservation of files under the rules of the individual institutions	3 years after project end
Dataset 18	Formulation of storylines	reports	ISINNOVA	WP4	T4.1	text	pdf		ISINNOVA, CAS	collected through predefined templates from WP1-5, Responses are summarised		open access through website	stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 19	Experiences on SCBA	Interviews	ISINNOVA	WP4	T4.2	audio	mpg		ISINNOVA, CAS	data is anonymised and summarised		only anonymised data to be shared with stakeholders, consent required	stakeholders			preservation of files under the rules of the individual institutions	3 years after project end
Dataset 20	Webinar on WP4	Webinar	ISINNOVA	WP4	T44.2.T4.3	audio	mpg		ISINNOVA, CAS	data is anonymised and summarised		only anonymised data to be shared with stakeholders, consent required	stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 21	Environmental data	images/maps	CIUC	WP4	T4.3	pictures	jpeg		CIUC	data is anonymised and summarised		only anonymised data to be shared with stakeholders, consent required	stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 22	Environmental data	reports	CIUC	WP4	T4.3	text	pdf		CIUC	data is anonymised and summarised		only anonymised data to be shared with stakeholders, consent required	stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 23	Interviews for CoC	Interviews	ISCI	WP4	T4.3	video, text, charts	Excel, mp4, mp3	online interviews	In the internal secure folders of ISCI and on the CoC			access for all the community members of the CoC	consortium members, community members, stakeholders, other research groups	data is published through the CoC and the project website	All interviews were filmed for the TRANS-URBAN-EU-CHINA project and are available for viewing on the CoC platform. In order to reuse, you can contact ISCI and request the video. https://intelligent-cities-community.com/	There are two differents servers for the CoC platform: Main and Backup. In addition all the information stored in ISCI's internal cloud	Servers: short term - one year. Cloud: Long term
Dataset 24	online workshops and meetings	reports	NTNU	WP5	T5.1	text	docx		NTNU	data will be condensed and edited to an appropriate format (report)		open access through website	All project stakeholders		open access through website	preservation of files under the rules of the individual institutions	3 years after project end

Dataset 25	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	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 26	Living Lab webinars	records of webinars	NTNU	WP5	Task 5.1	video	mp4		EUR	data will be condensed and edited to an appropriate format		open access through YouTube/website			open access through YouTube/website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 27	Exchange with Reference Cities	contact details	EUR	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			preservation of files under the rules of the individual institutions	3 years after project end
Dataset 28	Meeting documents	reports	TUD	WP6	T6.1	text	docx, pdf	meetings between consortium partners	TUD server	stored on internal website		confidential, only for consortium partners	project partners		internal website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 29	Meeting documents	photos	TUD	WP6	T6.1	pictures	jpeg	meetings between consortium partners	TUD server	stored on internal website		confidential, only for consortium partners	project partners		internal website	preservation of files under the rules of the individual institutions	3 years after project end
Dataset 30	Project reports	reports	TUD	WP6	T6.1, T6.2	text	docx, pdf	by project partners	TUD server	stored on internal website		confidential, only for consortium partners	project partners, EC		internal website	preservation of files under the rules of the individual	3 years after project end