



A H2020 Research and Innovation Action project, Grant Agreement number 814985

D7.2 – Preliminary Data Management Plan



This Deliverable 7.2 report is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 814985

WP 7: Dissemination, Communication and Exploitation

Task 7.3: Exploitation

Version: Final version, June 28th 2019

Technical References

Deliverable No.	7.2 - Preliminary Data Management Plan
Dissemination level ¹	Public
Work Package	7 - Dissemination, Communication and Exploitation
Task	7.3 - Exploitation
Lead beneficiary	Abengoa Energia
Contributing beneficiary(ies)	USE
Due date of deliverable	June 30 th 2019 (M3)
Actual submission date	July 1 st 2019

¹PU = Public

PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)

History of Changes

Version	Date	Changes
#1	19/06/2019	Original version created by Antón López
#2	26/06/2019	Revised by Cristina Prieto Rios
#3	28/06/2019	Completed by David Sanchez
Final	29/06/2019	Approved by Giampaolo Manzolini

Disclaimer

This document contains proprietary information of the SCARABEUS project.

All rights reserved.

Copying of (parts) of this document is prohibited without prior permission in writing.

Executive Summary

This document describes the main features of the data repository: the folder structure for the data server, the access rights, the data management responsibilities and the coding expected for certain documents. The security of the system to guarantee the safety of the information is also described.

Table of Contents

Executive Summary	4
Table of Contents	5
Nomenclature/Acronyms	6
Introduction	7
Data repository	7
1 Physical location	7
2 Backup and security.....	7
3 Accessibility	8
4 Data folder tree	8
5 Access Rights.....	9
6 Data Management.....	10
7 Document coding	11
Conclusions	12

Nomenclature/Acronyms

WP: Work Package

POLIMI: Politecnico di Milano

TUW: Technische universitaet Wien

KELVION: Kelvion Thermal Solutions

EXERGY: Exergy SPA

USE: Universidad de Sevilla

CITY: CITY univesity of London

QUANTIS: Quantis

ABENGOA: Abengoa Energia

UNIBS: Universita degli studi di Brescia

Introduction

For the proper operation of the consortium members, the SCARABEUS project implements a data repository available for all members. The structure and management of that repository is outlined in this document.

This data repository has two main objectives:

- To serve as a communication tool among the Project Consortium for distributing information
- To store all relevant information (internal and official reports, reports on deliverables, relevant documents and results, etc.), so they are always available for every partner through internet access

This document serves as a guideline to ensure the correct use of the data repository, and it contains information about the correct management of the data.

Data repository

All the relevant data has to be available for the related members. To implement that feature, an internet server is selected as a file exchange system. Using an internet server allows all partners to have instant access to the results provided by its colleagues, making sure all data is effectively shared.

1 Physical location

The computer that will be used as a server for the data repository is located in Seville.

2 Backup and security

Data will be secured through dbbacks of 'mysql' files and of the settings of the GNU/Linux server. These backups will be performed daily from Monday to Saturday.

Security of the IPTables/IP6tables environment will be ensured through appropriate firewalls and filters such as Fail2ban (intruder prevention), SpamAssasin (email spam filtering), SPF/DKIM milter (secure authentication framework), geoip-protected (geographic information for IP addresses) FTP server, 24/7 lookup through nagios/nrpe and others.

3 Accessibility

All the data stored in the data repository is for members only. The access will be protected by username and password, having each user an unique identifier. All members of any organization will have each own username and password, granting different access rights depending on the access matrix (defined in **5. Access rights**)

4 Data folder tree

A first draft of the folder tree is defined to maintain an order in the repository server. This structure could be modified under a reasoned request of any consortium member. This request should be addressed to the Dissemination Manager who would agree with the interested party on an appropriate modification of the structure. In case of conflict, or if the requested modification can be considered major, the Dissemination Manager will forward the request to the Project Coordinator for further discussion and decision making by the Project Management Team.

The folder tree is defined as follows:

- **General Info folder:**
 - Contractual documents folder
 - Grant Agreement document
 - Amendments
 - Dissemination Templates folder
 - Dissemination and Communication Plan (with supporting documents)
 - Templates
 - Logos
 - List of participants and contact info (email and telephone number)
 - List of WP leaders
 - List of other relevant positions (Risk Manager, Dissemination Manager, Project Coordinator...)
 - Updated Gantt diagram
- **Work Package folder:**
 - WP1 folder: Contain information relevant for WP1 members
 - WP2 folder: Contain information relevant for WP2 members
 - WP3 folder: Contain information relevant for WP3 members
 - WP4 folder: Contain information relevant for WP4 members
 - WP5 folder: Contain information relevant for WP5 members
 - WP6 folder: Contain information relevant for WP6 members
 - WP7 folder: Contain information relevant for WP7 members
 - WP8 folder: Contain information relevant for WP8 members

- **Deliverables folder:**
- **Financial:**
- **Meetings folder:**
 - One subfolder for each meeting
 - Minutes of the meeting
 - Agenda
 - WP presentations
 - Pictures
- **Images folder:**
- **File – exchange folder:**
 - Subfolders under request
- **Publications folder:**
 - All publications related to the SCARABEUS project should be uploaded into this folder
 - Journal articles
 - Conference proceedings
 - Other publications

5 Access Rights

To manage the access rights, different groups are established, granting different access levels for each of them.

- **Group A:** Administrator and Project Coordinator
- **Group B:** Dissemination Coordinator and Data Management Plan manager
- **Group C:** WP leader
- **Group D:** Financial manager
- **WP1:** Partners related to the WP1
- **WP2:** Partners related to the WP2
- **WP3:** Partners related to the WP3
- **WP4:** Partners related to the WP4
- **WP5:** Partners related to the WP5
- **WP6:** Partners related to the WP6
- **WP7:** Partners related to the WP7

- The partners are defined as:
 - POLIMI: members of the POLIMI institution
 - TUW: members of the TUW institution
 - KELVION: Members of the KELVION institution
 - EXERGY: Members of the EXERGY institution
 - USE: Members of the USE institution
 - CITY: Members of the CITY institution
 - QUANTIS: Members of the QUANTIS institution
 - ABENGOA: Members of the ABENGOA institution
 - UNIBS: Members of the UNIBS institution

There are two access levels for each folder: Read (**R**) and Write (**W**). Each folder has a structure of read and write access levels defined in the access matrix. The access matrix for the first folder structure is displayed below.

Folder (level 0)	Subfolder (level 1)	A		B		C		D		WP1		WP2		WP3		WP4		WP5		WP6		WP7		
		Project Coordinator		Dissemination Coordinator		WP leader		Financial																
		R	W	R	W	R	W	R	W	R	W	R	W	R	W	R	W	R	W	R	W	R	W	
1 General Info		x	x	x	x	x		x		x		x		x		x		x		x		x		
	Contractual documents	x	x	x	x	x		x		x		x		x		x		x		x		x		
	Dissemination Templates	x	x	x	x	x		x		x		x		x		x		x		x		x		
2 Work Package		x	x	x																				
	01 wP1									x	x													
	02 wP2											x	x											
	03 wP3													x	x									
	04 wP4															x	x							
	05 wP5																	x	x					
	06 wP6																			x	x			
	07 wP7																						x	x
	08 wP8										x	x	x	x	x	x	x	x	x	x	x	x	x	x
3 Deliverables		x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	
4 Financial		x	x					x	x															
5 Meetings		x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	20190410-Brussels-KoM																							
6 Images		x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	DATE-PLACE																							
7 File-exchange		x	x																					
	Under request																							
8 Publications		x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	Journal articles																							
	Conference proceedings																							
	Other publications																							

Figure 1 Access Matrix

6 Data Management

The project coordinator will be responsible of keeping the data repository updated, except for each Work Package subfolders, that have to be actualized by the WP leader of each Work Package. For the correct work flow of the project, it is mandatory to upload all relevant information, and to keep it up to date.

7 Document coding

To simplify and to unequivocally define a specific document or folder, the SCARABEUS documents uploaded in the Deliverables, Meetings and Image folders have to comply to the guidelines listed below.

Deliverables:

DX.YY-conf-LeadBeneficiary-Title

X: WP number

YY: deliverable number

conf: dissemination level¹

LeadBeneficiary: Organization responsible of the deliverable

Title: Title of the deliverable according to the DoA

[D7.02-PU-Abengoa-Preliminary Data Management Plan](#)

Meeting Folder:

Date-Place-Type

Date: YYYYMMDD

YYYY: year

MM: month

DD: day

Type:

KoM: Kick of Meeting

GA: General Assembly

CRM: Contractual Review Meeting

TC: Teleconference

[20190410-Brussels-KoM](#)

¹ PU = Public

PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)

Meeting documents:

SCARABEUS-##type-CODE-RX.Y_Extra

##: unique number in 2 digits starting from 01

Type: Meeting type

KoM: Kick of Meeting

GA: General Assembly

CRM: Contractual Review Meeting

TC: Teleconference

CODE: code for the type of document

AGD: Agenda

MOM: Minutes of Meeting

WP#: from WP1 to WP8 for WP presentations

RX.Y: Release version number (optional)

X: official version

Y: internal and draft version

Extra: Extra relevant information (optional)

SCARABEUS-05GA-MOM-R1.2_AE

Conclusions

This document outlines the configuration of a data repository that will be used for the whole duration of the project. It is impossible to determine all the situations that may occur, thus it is expected the necessity of updating the information in this document. To that extent, another deliverable is planned for M24 with the modifications implemented due to the build up experience along this specific project.