Ref. Ares(2025)8218063 - 30/09/2025



DeCrises

D7.2 Data Management Plan (DMP)

30/09/2025

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Prepared under contract from the European Commission
Grant agreement No. 101177807
HORIZON Research and Innovation Actions

Project acronym:	**DeCrises**
Project full title:	**EU Decarbonisation in Times of Crises: Exploring Social Innovations and Enhancing an Equitable Twin Transition**
Project duration:	1 April 2025 - 31 March 2028
Project coordinator:	University of Jyväskylä (JYU)
Call:	HORIZON-CL2-2024-DEMOCRACY-01
Deliverable title:	DMP
Deliverable n°:	D24
WP responsible:	WP7
Nature of the deliverable:	DMP — Data Management Plan
Dissemination level:	Public
Lead partner:	JYU
Recommended citation:	Marttila, J., Karimi, F., Mukutadze, G., Karjalainen, P., Rahman, Md M. (2025). Data Management Plan. DeCrises project deliverable D7.2.
Due date of deliverable:	September 30, 2025
Actual submission date:	September 30, 2025

Deliverable status:

Version	Status	Date	Author(s)
1.0	Final	30 September 2025	Farid Karimi, Juuso Marttila, Giga Mukutadze, Petteri Karjalainen, Md Mashiur Rahman

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Executive summary

This Data Management Plan (DMP) outlines the principles, procedures, and responsibilities for managing research data generated within the project “EU Decarbonization in Times of Crisis: Exploring Social Innovation and a Just Dual Transition” (DeCrises). The plan ensures that data practices are aligned with the FAIR principles (Findable, Accessible, Interoperable, Reusable), EU regulations (including GDPR), and respective institutional standards, while also ensuring the long-term preservation and reuse of project outputs.

The DeCrises project employs a multimethodological research framework, combining legal, policy, and case study analysis with qualitative methods such as interviews, workshops, focus groups, expert questionnaires, and Delphi panels. Data sources include, for example, public documents, anonymised interviews and workshop transcripts, and expert survey responses. Sensitive and personal data will be strictly anonymised, with only non-identifiable summaries shared between partners. The total data volume is expected to be kept below 11 GB and stored in a standardised, easily accessible format.

Data management will prioritise the secure handling, ethical compliance, and responsible sharing of data. Institutional repositories from respective universities and Zenodo will serve as primary platforms for hosting and preserving datasets, ensuring persistent identifiers, metadata standards (DublinCore, DataCite), and open licenses (e.g., CC-BY-SA). While some datasets cannot be shared publicly due to copyright restrictions, a comprehensive review list will ensure transparency and traceability. Data security is ensured through controlled access systems, encryption, and continuous monitoring. Long-term preservation will be supported by institutional and national services. All project activities should adhere to ethical principles - good scientific conduct, informed consent, and ongoing monitoring for emerging legal or ethical risks.

By ensuring rigorous data management, the DeCrises project supports transparency, replicability, and knowledge transfer. These open datasets will provide lasting value to policymakers, academics, civil society organisations, and businesses, advancing understanding of how community-led social innovation can foster equitable governance for green and digital transitions, especially in times of crisis.

List of abbreviations and definitions

Coordinator	University of Jyväskylä
CSC	IT Centre for Science in Finland
CSO	Civil society organisation
EGE	European Group on Ethics in Science and New Technologies
EU	European Union
FGD	Focus Group Discussion
GDPR	General Data Protection Regulation
Granting Authority	European Research Executive Agency
MLG	Multi-level governance
NGO	Non-governmental organisation
PI	Principal investigator
SI	Social innovations
TMN	Transnational municipal network
WP	Work package

1 Data Summary

The project entails both the use of existing secondary data sources and the collection of new data which are listed as follows:

1. Public documents and documents from the field (e.g., datasets, reports, scientific literature and legal documents)

2. Data output from collection of primary data from audio recordings of interviews which will be summarised and anonymised. In total, there will be about 110 interviews. The original audio files of the interviews are not stored. However, their transcripts will be anonymised and stored by a project partner who conducted the interviews for the duration of the project without sharing them with other partners. Only anonymised summaries are shared with the project partners.

3. Data output from collection of primary data from audio recordings of workshops which are summarised and anonymised, as well as notes from the workshops

4. Data output from the collection of primary data from expert questionnaires and answers (Delphi method)

5. Contact information (e.g., project participants, external stakeholders, participants in workshops and interviews)

The estimated size of the data is under 11 GB.

This project uses conventional formats for data, such as:

- Documents, Reports, Publications: .pdf, and doc/docx
- Spreadsheets: .xls/.xslx
- Databases: .cvs
- Audio files: .mp3, .wav and .wma
- Pictures: jpg, png

The datasets generated as part of the DeCrises project contain information that might be considered sensitive or personal. Before making them publicly available, the datasets are anonymised.

The project applies a multi-method framework strategy. Legal analysis will clarify the division of competencies across governance levels. Critical policy analysis will reveal how institutional processes and power dynamics influence space for social innovation. Document analysis of EU and national policies will map existing governance mechanisms for the twin transition.

To complement this, at least 20 semi-structured expert interviews and a Delphi expert panel will identify policy gaps, barriers and enablers of multi-level collaboration, and areas of consensus on integrating community-led innovation into multi-level governance (MLG). Case studies will explore how MLG functions in practice, using tools such as discourse

analysis, content analysis, workshops, focus group discussions (FGDs) and 20 semi-structured interviews for each case study to assess the role of community-driven initiatives.

This multi-method approach is crucial to capture the complexity of MLG from legal, policy, and practical perspectives. Combining different methods ensures a more comprehensive understanding of how community-led innovation can be meaningfully embedded in governing the twin transition.

Beyond our project, our data could be particularly useful to those seeking to replicate or build upon our studies, or to verify our conclusions. Similar to the results of the DeCrises project, the data will be useful for policymakers at national, regional, and EU levels to replicate insights into how community-led social innovations (SI) can be integrated into multi-level governance frameworks for the climate and digital transitions in other regions not included in our study.

The data will also be of interest to academics and students studying social innovation, MLG, green and digital transitions, or public governance. It offers valuable material for comparative studies and multi-method research, particularly for scholars focused on citizen participation, deliberative democracy, devolution and decentralisation.

NGOs, environmental organisations, think tanks, transnational municipal networks (TMNs), civil society organisations (CSOs), and other interest groups advocating for inclusive governance can use the data in their own cases to promote greater community participation and influence EU and national policies.

Businesses, especially those investing in renewable energy, will benefit from the data to study which countries and regions provide the most supportive environment for green investment and cooperation with community actors.

2 FAIR data

2.1 Making data findable, including provisions for metadata

The data that can be opened and is reasonable for re-use purposes will be opened in proper repositories that will ensure the data are findable. These repositories will identify data by persistent identifiers (DOI or URN) and follow metadata standards such as DublinCore or Datacite, DataCite which provide rich metadata together with keywords to allow discovery. These repositories will offer metadata in a way that allows it to be harvested and indexed. Metadata is also licensed using CC0. Thus, metadata published in these repositories will be findable, for example by using Google Dataset Search, OpenAIRE tools or national metadata catalogues (e.g., Finnish etsin.fi).

2.2 Making data accessible

Data and Repositories

Most of the DeCrises project partners have chosen to use either their institutional repositories or Zenodo. Submitted data will be anonymous, and consent for publishing interview summaries will be secured beforehand, and it will be reflected in the Research Notice and Data Privacy Notices. Data can be made openly accessible as soon as its publication will not pose a risk for publishing projects' own results that is about six months after the project ends.

Repositories to be used are:

- JYU will use its institutional JYX repository which is based on Dspace and is used for both publications and research data.
- RSU will use its institutional Dataverse (*Rīga Stradiņš University Institutional Repository Dataverse*)
- Uniba will use its institutional Dspace Uniba repository.
- LUT will use its institutional LutPub repository.
- WNRI will use the national Norwegian Research Information Repository.
- KTU will use the national, Dataverse-based Lithuanian Data Archive for SSH
- IMP-PAN and UG will deposit their data in Zenodo.

These are all trusted repositories with clear metadata schemas, identifier systems, and in many cases also curation of at least metadata and in some cases even data itself. Some repositories also have policies on the long-term preservation of the data, so parts of the data may be held available permanently, while others do not have officially determined lifespans (these will depend on the repositories' expected lifespan).

As these published datasets will be openly available, there is no need for access protocols, identifying processes for persons accessing the data or any data access committee. Datasets will be given Creative Commons licences (most probably CC-BY-SA) that will provide sufficient information on how to use, attribute and re-share the data.

There is some data (mainly documents and other pre-existing data) that cannot be published or archived as copyright issues prevent this (data being the property of its original creators). In these cases, DeCrises will create comprehensive review lists of data sources, including details of the data and how it can be found and accessed. These review lists will be published openly in institutional repositories such as JYU's JYX. This will also ensure the findability of those parts of data that cannot be made openly available by the project.

Metadata

Metadata related to the findability and accessibility of the data will be made available by chosen repositories and licensed under the public domain dedication (CC0). In addition to this basic level of metadata related to the findability and availability of data, all original data generated in the DeCrises project will be accompanied by a documentation file containing the following metadata:

Contact – Name and email address of the person to contact regarding the data collection method(s) – Describe the methods for collecting, creating, or compiling the submitted data, as well as the methods for processing data

Location where data were collected – Please be as specific as possible about the geographic coverage of your data (i.e. City, Country)

Interviewee, workshops, focus groups and Delphi panels participant characteristics: Profession, business/organisation sector: i.e. union official, care sector

Topic of interview, maximum 50-100 words, English: The interviews will explore the reorientation of MLG in the twin transition from top-down to bottom-up approaches, with a focus on citizen engagement and democratic participation. They will delve into the integration of community-led SI projects within complex governance systems, examining factors that enable or hinder collaboration across EU, national, subnational, and municipal levels, as well as potential for future cooperation. Additionally, the interviews will investigate the socio-technical imaginaries of SI actors regarding the digital and green transitions, their impact on social cohesion, inclusion, and development, and the obstacles these initiatives face in practice.

Semi-structured interviews will be conducted with key stakeholders, including EU and government officials, scholars, policymakers, NGO and civil society representatives, as well as other relevant professionals from academic and expert networks.

Topic of workshop/focus group, maximum 50-100 words, English: The workshops aim to create a participatory space, bringing together communities, policymakers, businesses, and social innovators to explore how stakeholders perceive, implement, and experience the dual transformations of digitalisation and decarbonization. The workshops provide opportunities for constructive dialogue, cross-border knowledge exchange, and the joint development of practical solutions tailored to the specific circumstances of different regions. By addressing barriers, clarifying issues, and identifying best practices, the workshops strengthen collaboration across different levels of governance. They also empower local actors to more actively participate in decision-making processes, build mutual trust, and generate applied knowledge that will directly inform evidence-based policy recommendations for achieving a just and inclusive dual transformation.

Topic of the Delphi panel, maximum 50-100 words, English: The Delphi Panel employs a structured consultation process, collaborating with experts to evaluate and refine options for integrating community-led social innovation into multi-level governance

frameworks. Through iterative feedback and reflection, the Panel identifies shared perspectives and areas of consensus, enabling the development of effective strategies for achieving a just and inclusive dual transition. Its work will be focused on anticipating challenges, testing hypotheses, and generating forward-looking insights to guide governance design. By aligning future-oriented policy paths with the needs of diverse stakeholders, the Delphi Panel will provide robust evidence and guidance to strengthen decision-making during the climate and digital transitions.

Time period during which data were collected: e.g. the date the interview, workshop or Delphi panel was conducted

Definitions of acronyms, site abbreviations, or other project-specific designations used in the data file names or documentation files (if known and where needed, also the acronyms and abbreviations used by the research participants): e.g. organisational names

File Information – File names, file formats, directory structure, and brief description of each file or file type, including where in the research process each data file lies (e.g. raw/unanalysed data, processed/analysed data, rendered/visualised data). Also, indicate the number of data files, including the README file.

Translations/Transcriptions and Software – State if the file is a transcription of a voice or video recording; list any software (including version number) used to transcribe, translate or otherwise to produce, prepare, render, compress, analyse and/or needed to read the dataset, if applicable: for use, translation and transcription software is likely to be the most relevant thing

Data source – resources, such as books, articles, serials, and/or data files, if any, that served as a source of this data collection, if applicable

Limitations to reuse – known problems or caveats that would limit reuse of the data or other caveats (e.g., uncertainty, sampling problems, generalizability problem, blanks, QC samples, coding problem, etc.) that future users should know; any ethical concerns about reuse should be mentioned (for instance, interviewees may have only agreed to certain uses of their data, and reusing it beyond those specified conditions could violate ethical standards).

If the interview was conducted under regular circumstances, and if fully anonymised, and the interviewee placed no special restrictions on use, then the default is to list “limitations” as “none”.

Date a dataset was last modified

Any other important information about the data

2.3 Making data interoperable

Interoperability of basic metadata is ensured by repositories using standardised metadata schemas, such as Datacite or DublinCore.

Otherwise, since data is mostly qualitative, making it machine-readable and thus interoperable is neither feasible nor reasonable.

2.4 Increase data re-use

To increase re-use value and possibilities of data, it is accompanied by extensive documentation so that other researchers can understand possibilities and limitations of use of the data. This will include metadata (see above) and also thorough provenance of the data (including date, place and time of interviews, workshops and Delphi panels, name of researcher responsible for the interview/workshop/Delphi panel, description of transcription process and other relevant changes to the data).

Data will also be extensively cited in publications and promoted in the project's communications (blogs, webpages, etc.) to increase its findability and promote awareness of its existence, thereby encouraging reuse. As data will be openly licensed, it can be used for any purposes.

3 Other research outputs

The project's research outputs consist either of internal intermediate outputs, such as notes, or of outputs intended for publication, such as interview and workshop summaries. The latter will be published as described in Section 2. There will be no other research outputs, such as analytical code, simulations, etc.

4 Allocation of resources

Costs

DeCrises uses standard tools and a free-of-charge research data repository. The costs of data management activities are limited to project management costs and will be covered by allocated resources in the project budget.

Long-term preservation of public data is ensured through either the DeCrises partners' institutional repositories, not least the JYX repository or Zenodo.

Data manager

WP leaders are responsible for following the data management in their WP's. Ultimate responsibility lies with the PI of the DeCrises.

Long-term preservation will be ensured, if necessary and reasonable, by the institutional and national repositories used for publishing the data. Long-term preservation, in most

cases, requires a value assessment, and if approved, a copy of the data will be deposited in national long-term preservation services (e.g., the Digital Preservation Service for Research Data by CSC in Finland). Costs related to this are borne by either institutions or national bodies (such as CSC) and not attributed to the project.

5 Data security

JYU SharePoint/Teams serves as the primary online collaboration platform for the DeCrises project. A dedicated project site has been established, accessible only to authorised partner representatives within the consortium. In addition, a separate folder specifically for research datasets has been created, allowing for enhanced access control compared to the general project site. However, it is important to notice that only anonymised and non-personal data is stored in this folder.

Security Measures implemented for the platform:

- **Access Restrictions:** Access to the DeCrises SharePoint/Teams site is strictly limited to project members. Specific folders, particularly those containing sensitive or research-related data, are subject to additional access controls.
- **Data Encryption:** All data transfers between consortium partners and the JYU SharePoint/Teams site are encrypted using SSL/TLS protocols, ensuring secure communication.
- **Threat Management and Monitoring:** The platform incorporates continuous threat detection, security monitoring, and integrity checks to prevent and identify unauthorised access or data manipulation.
- **Data Storage Location:** All documents and data hosted on the JYU SharePoint/Teams site are stored within Microsoft's cloud infrastructure located in Ireland and the Netherlands. No data will be stored in data centres outside the EU/EEA or associated countries, in compliance with GDPR and EU data sovereignty requirements. Furthermore, personal data controlled by JYU will be stored on Nextcloud or network drives (S:) of JYU.
- **Data Retention Policy:** As a standard practice, all project-related data will be retained for a period of ten years, in accordance with JYU's ICT policy, unless otherwise specified in project agreements or data processing contracts.
- **Use of Email Addresses in the DeCrises SharePoint/Teams Site:** Email addresses are considered personal data under the GDPR. Within the DeCrises SharePoint/Teams site, the email addresses of project participants are stored to facilitate access and collaboration. Access to the site is restricted to invited project members only. By accepting the SharePoint/Teams invitation, participants consent to the use and storage of their email address solely for the purpose of online collaboration within the project. Email addresses will be deleted when access to the project site is no longer required.

Each consortium partner ensures their internal data security with the security protocols and processes in place in their own organisation. Secure storing, sharing and data recovery practices are adhered to by every partner organisation.

6 Ethics

Participating institutions will own the research data generated in the project, as is stated in the project agreements. If needed, sharing and using the data during the project will be resolved in additional agreements.

During the research process, DeCrises is committed to upholding good scientific conduct and adhering to its ethical principles. This means that all participants will be informed about the project, and their consent to partake in the study will be collected. Consent to share the data (in anonymous format) will also be requested. GDPR is followed in all handling of personal data.

Currently, no ethical or legal issues have been identified that would impact the generation, processing, or sharing of research data within the DeCrises project. However, ethical and legal aspects related to data management will be continuously monitored and assessed as the project progresses. Any emerging concerns will be addressed in accordance with institutional policies, relevant EU regulations (including GDPR), and applicable data processing agreements.

Pictures and videos for communication purposes

The DeCrises project may collect pictures and videos for use in communication activities, including the project website, newsletters, and social media. Such materials will only be collected with the prior informed consent of the individuals involved and will be used only for as long as consent remains valid.

Pictures and videos may contain personal data if an individual is the focus of the content. Examples include:

Images/videos of individuals stored alongside personal details (e.g., information on project personnel on the project website).

Media published on the project website with biographical information.

Individual portraits used in newsletters.

However, images and videos where individuals appear incidentally or are not the focus (e.g., large events or workshops) are unlikely to contain personal data.

Under no circumstances will images or videos containing personal data be publicly shared without the person’s explicit consent.

Ethical governance and compliance

All DeCrises project partners are obligated under European and national legislation (including GDPR) to protect personal data. JYU, as project coordinator, adheres to institutional ethical guidelines and ensures that all project activities are conducted in accordance with these standards. Key principles include:

- Ethical guidelines are grounded in the mission to use research and innovation to benefit society and are regularly updated to reflect evolving societal challenges. These guidelines cover research ethics, business ethics, and interpersonal ethics.
- JYU aligns its ethical practices with international standards, including those promoted by the European Group on Ethics in Science and New Technologies (EGE), national ethics committees, and relevant international conventions.
- In cases where ethical dilemmas arise beyond the scope of existing guidelines, JYU will consult appropriate ethical advisory bodies or refer to EGE statements.
- All JYU staff and project participants are expected to act in accordance with these ethical principles. Any ethical issues that emerge during the project will be addressed transparently and fairly.

7 Acknowledgements

We acknowledge the contributions of Vineta Kleinberga (RSU) and Cheshta Arora (WNRI) to the preparation of this document.