



Deliverable No. 1.4

Data Management Plan



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Glossary and Abbreviations

ATSI	Artist-Technology-Society Intervention
CC	Creative Commons
CoP	Community of Practice
DMP	Data Management Plan
DOI	Description of Action
EAB	External Advisory Board
EOSC	European Open Science Cloud
EU	European Union
FAIR Principles	Findable, Accessible, Interoperable, and Reusable
GA	Grant Agreement
GDPR	General Data Protection Regulation
IPR	Intellectual Property Rights
OA	Open Access
SDGs	Sustainable Development Goals

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Summary

The D1.4 Data Management Plan is a deliverable of WP1 which covers Data Management and Ethics Handling as a key element of good data management in the VOICE Project, inspired by the good practices in Horizon Europe projects. This document is intended to support partners in the secure and effective use and management of the research data collected and generated within the project. It presents the types of research data that will be generated or collected during the project, the standards that will be used, how the research data will be preserved and what parts of the datasets will be shared for verification or reuse. This document will be a reference for all VOICE consortium partners when implementing the defined measures and activities to achieve the project objectives.

Keywords: Data Collection, Data Management, Ethics, Open Source.

1 Introduction

A data management plan (DMP) serves as a comprehensive record that outlines the procedures and protocols governing data handling throughout the entire duration of a project, from its inception to completion. In alignment with this principle, the VOICE project, spanning 2.5 years, will generate a range of outcomes crucial for its deployment. The DMP for the VOICE project serves a threefold purpose:

- a) Standards Description: delineate the standards ensuring the proper encapsulation, editing, redrafting, preservation, and distribution (for verification or reuse purposes) of the various datasets.
- b) Methodology Description: to elucidate the means and methods employed for determining, categorizing (whether public or classified), organizing, curating, storing, and disseminating the data to be created, processed, and amassed.
- c) Ethical and Legal Compliance: to ensure that all of the mentioned actions adhere to current and future ethical and legal stipulations, thereby guaranteeing integrity and responsible management of the project's data assets.

1.1 Document Structure

This deliverable is structured as follows:

- ✓ Section 1: Introduction - Provides an overview of the deliverable.
- Section 2: Data Management Strategy and Procedures - Presents the VOICE data management strategy and relevant procedures, including open access, interoperability, data reusability, and detailed definitions regarding the purpose of data collection, types and formats of collected and generated data, vocabulary use and terminology, and the quality assurance process.
- ✓ Section 3: FAIR Data - Discuss the FAIR data principles and their application within the context of the VOICE project.
- ✓ Section 4: Allocation of Resources - Covers the allocation of resources for data management activities within the VOICE project.

- ✓ Section 5: Privacy, Intellectual Property Rights (IPR), and Data Security - Discusses privacy concerns, IPR considerations, and data security measures relevant to the VOICE project.
- ✓ Section 6: Ethical Aspects - Presents specific ethical considerations and guidelines governing the conduct of the VOICE project.
- Section 7: Other Relevant Issues - Addresses any additional relevant issues not covered in previous sections that are pertinent to the overall data management plan.
- ✓ Section 8: Conclusions - Provides a summary of key findings and conclusions drawn from the deliverable.

2 Data Management Strategy and Procedures

As previously highlighted, a DMP delineates the lifecycle of data within a project, encompassing its generation, collection, processing, storage, and sharing. To achieve the objectives of making research data findable, accessible, interoperable, and reusable (FAIR principles), the DMP must include comprehensive details regarding data management throughout and beyond the project's duration.

2.1 Data Summary

This section aims to outline the datasets collected, processed, or generated during the implementation of the activities within the VOICE project. It is important to note that the project is currently in its early development stage, and this document represents the initial version of the VOICE DMP. As such, deliverables 1.2 (March 2025) and 1.3 (June 2026) will include additional and enhanced information concerning the management of the datasets which are not yet fully defined and of the new datasets to be generated as the VOICE project progresses.

In accordance with the European Union (EU) guidance for DMP, the data collected, processed, and generated within the VOICE project will be evaluated to meet the specifications outlined in the FAIR data principles.

The anticipated types of data expected to be produced during the project include:

➔ Data from Readily Available Sources:

This category encompasses data sourced from reports on relevant topics within the community engagement sector, artist-led innovation sector, environmental and ecological sustainability sector, and other subjects pertinent to the objectives of the project.

➔ Data from Project Activities:

This category includes data resulting from activities conducted by project partners and External Advisory Boards (EAB), such as evaluation reports, surveys, review documents, focus group discussions, priority setting for the project, technical data processing, and other tasks executed to achieve the project's objectives.

➔ Data from Third-Party Beneficiaries and Use Cases:

This category encompasses data created in collaboration with third-party beneficiaries and uses cases - An Artist-Technology-Society Intervention (ATSI) Schemes: a small-size project (scheme) involving creative

research, collaborative design and social engagement through art on topics of environmental urgency, sustainability, reimagining our (human) relationship with the non-human as a tool to build healthy, ethical, just futures, including specifics of projects submitted under various circumstances, interview records, presentations, and other relevant materials.

2.1.1 Data collection purpose and relation with VOICE objectives.

The data collection within the VOICE project is related to the actions aimed at engaging communities in understanding complex issues related to environmental and ecological sustainability and to co-design solutions through artist-led interventions. Consequently, the VOICE project is aimed at capacity building, fostering dialogue, and facilitating knowledge valorization and transfer practices in alignment with three interconnected Sustainable Development Goals (SDGs): SDG 11, SDG 12, and SDG 17.

Data collection efforts within the VOICE project will draw from a diverse array of sources, including project partners, stakeholders, and various external contributors. Activities related to data collection, storage, and processing of information submitted by all project applicants are deemed crucial in achieving the project's objectives.

2.1.2 Types and formats of data generated/collected

VOICE is expected to generate and process a variety of data, which will be stored in an easily accessible manner for both humans and software. To provide a comprehensive overview of the datasets being generated and produced in the VOICE project, Table 1 presents an overview, focusing on data types, origin, format, and respective work packages.

Table 1 - Datasets to be collected, processed or generated by the project in VOICE project

#	Name	Description	Lead Partners	WPs (all tasks)	Data type	Origin of Data	Data Format (indicative)	New or / existing data	Method for data gathering	Utility of the data	Data openly available (yes/no)
1	Stakeholder contacts collection	Collection of relevant internal and external project stakeholders that will help in Communication, Dissemination and Exploitation and project activities	EURICE	WP3	text	Secondary data	.xls, .pdf	existing	Document reviews; Interviews; Surveys	To serve as basis of the Community of Practice (CoP)	No
2	Quantitative survey data	survey of the communities and artists at the end of the project	INOVA	All	text	Primary data	.xls, .csv, .txt, .pdf	new	Survey	To serve as an evaluation of the project for improvement	Yes
3	PcR design sprint data	Analogue knowledge transfer from partners regarding potential stakeholders' concerns, artists, technologies/schemes. Fictional Scenarios to highlight	FF21c/U CD	WP2	other	Primary data	.xls, .csv, .txt, .pdf	new	Drawing and using Zone map relational mapping tool	To serve as primary data to complete D2.3 and to feed WP3, WP4, WP5 and WP6 Edited public data to be integrated into the platform in WP4 and artists	

#	Name	Description	Lead Partners	WPs (all tasks)	Data type	Origin of Data	Data Format (indicative)	New or / existing data	Method for data gathering	Utility of the data	Data openly available (yes/no)
		commissioning issues / ethical issues								commissioning briefs in WP5 / 6 and informed pCr inductions	
4	Catalogue of ATSI Schemes	A record of ATSI schemes, goals, scope, artistic intervention methods, evaluation methods, technology and community narratives	UCD	WP3/ WP5/ WP6	Text, images, interviews	Primary, open research	.xls, .txt, .doc, .pdf, .jpg, .mp4	New	Surveys, interviews, observations	To inform the D3.1 and D3.2	Yes
5	ATSI schemes generated data	Assessment of ATSI activities and interventions	Waag/ RCA/ FF21c	WP5/ WP6	Text, images, interviews	Primary, open research	.xls, .txt, .doc, .pdf, .jpg, .mp4	New	Focus groups Surveys, interviews, observations or testing	To enable the main project data, enable analysis, mentoring, support and beyond	Yes
6	Capacity building repository	Categorising case studies and skill sets as a repository to search	BUL	WP4	Text, photos of training sessions or links to slides if webinars	Primary and secondary	pptx.xls, .doc., .txt, .pdf, .jpg	Existing and new	Document reviews; synthesis of consortium knowledge	To generate D4.3	Yes

#	Name	Description	Lead Partners	WPs (all tasks)	Data type	Origin of Data	Data Format (indicative)	New or / existing data	Method for data gathering	Utility of the data	Data openly available (yes/no)
7	Voices of VOICE dataset	Gathering of first-hand and second-hand narratives of the influences, influencers, key projects concepts and methods that inform current (and future) Arts-Led innovation	UCD	WP2/ WP3	Text, visuals of maps for print and online publication and webcast	Primary and secondary	.pdf; web; .mp4	New	Document reviews; Interviews; Surveys	To collect the information to build the D3.3	Yes

2.1.3 Vocabulary use

The project employs standard and widely recognized language prevalent in the creative culture and digital innovation sectors to ensure smooth interoperability and reuse of data. This approach eliminates potential barriers to communication and collaboration among stakeholders, fostering effective data sharing and utilization across different sectors.

2.1.4 Third Parties use of data

External parties involved in the project, such as the EAB and artists funded through ATSI schemes, may access a limited selection of records from the datasets. Before data access, external parties must sign a 'Declaration of Confidentiality and No Conflict of Interest' (see Annex I). Access to the data will be granted online for a specified duration, with robust authentication protocols in place to safeguard data security and integrity.

2.1.5 Data quality assurance process

The data quality assurance process adheres to Regulation (EU) 2016/679 (GDPR), ensuring compliance with the highest standards of data protection and privacy. This comprehensive approach covers all aspects of data processing, including collection, storage, and usage, to uphold stringent data protection measures.

2.1.6 Expected data volume

While the project aims to produce various deliverables such as research datasets, publications, proposals submitted through the Call for Interest on the ATSI schemes, and dissemination materials, accurately estimating the expected data volume is challenging due to the project's extensive scope and complexity. As data collection activities progress, a more precise assessment of the data volume will emerge. Continuous monitoring and evaluation will enable the adaptation of data management strategies to the evolving data needs.

2.2 Data reusability

Ensuring data reusability is crucial for effective data management. Open Science principles, including open access to scientific publications and research data management, are central to the VOICE project's approach:

2.2.1 Open Access to scientific publications

- VOICE adheres to Open Science principles, ensuring open access to (peer-reviewed) publications related to project results.
- Beneficiaries must deposit a machine-readable copy of the publication in the selected trusted repository, ZENODO, upon publication.
- Immediate open access to the publication must be provided via the repository under a Creative Commons Attribution International Public License (CC BY) or an equivalent license.
- Information about research outputs and tools needed to validate conclusions must be provided via the repository.

- Publications and other intellectual assets are protected by copyright but made accessible for wider dissemination, even beyond the project's lifetime. The same rule applies to different new instruments created for the community of practice, such as the deployment toolkit, website content, catalogue, maps, directories, public reports, and training materials developed within VOICE.
- Attribution obligations are required for open sharing, ensuring proper credit and recognition of VOICE as a reference project.

The CC BY terms in VOICE will be broad and permissive in scope, allowing for wide uptake within the community of practice and easing the spreading of knowledge and practices about artist-driven knowledge valorization practices throughout the European R&I ecosystem and beyond.

However, open sharing will be bound by attribution obligations, which consist of giving appropriate credit, providing a link to the CC license, and indicating changes made to VOICE creative works. This ensures that VOICE will be recognized as an EU-wide reference project for innovative knowledge generation and sharing projects, based on open, collaborative methods, models, strategies, and instruments.

2.2.2 Research data management

- VOICE manages digital research data responsibly, following the FAIR principles.
- The current DMP is established with data deposited in a trusted repository.
- Open access to deposited data will be ensured under a CC BY license.
- Information about research outputs and tools required for data reuse or validation will be provided via the repository.

These measures aim to maximize the accessibility and usability of project outputs while upholding ethical and legal standards.

Ensuring the reusability of data is a fundamental aspect of the data management plan. By making data accessible and understandable to a wide audience, the potential for reuse and further research is maximized.

2.2.3 Data re-usability time-length

The Consortium is committed to maintaining the reusability of data for as long as feasible following the completion of the project. Initially, a duration of four (4) years after the project completion has been set for data usability. However, this period can be extended with the agreement of the partners involved in the project.

3 FAIR Data

This section outlines the methodology to ensure that data management within the VOICE project aligns with the FAIR data criteria - FINDABLE, ACCESSIBLE, INTEROPERABLE and REUSABLE), which are aimed at facilitating the swift dissemination of research project outcomes.

By adhering to these FAIR data principles, the VOICE project aims to ensure that its data management practices promote openness, transparency, and usability, thereby maximizing the impact and value of its research outcomes.

3.1 Making data findable, including provisions for metadata

To ensure that datasets generated by the VOICE project are readily discoverable by other researchers, precise, detailed, and accurate metadata will be employed. This metadata will adhere to standardized formats and will be exposed within publicly accessible VOICE research data repositories (such as ZENODO, OPENAIRE, and GITHUB).

Bibliographic metadata will comply with Article 17 (Annex 5) of the VOICE GA, encompassing publication details, funding information, grant project details, licensing terms, and persistent identifiers. Digital Object Identifiers (DOIs) will serve as unique identifiers for project publications in open data repositories.

A naming convention will be implemented to classify and identify research results, incorporating the project name, dataset name, identifier, creation date, data type, and version number. For example, a dataset may be named "**VOICE_DS_ID_YYYYMMDD_DATATYPE_vX.X**," where:

"VOICE": represents the project name.

"DS": denotes the dataset name (in PascalCase format, with no blank spaces).

"ID": indicates the dataset identifier.

"YYYYMMDD": signifies the creation date in ISO 8601 format.

"DATATYPE": specifies the type of data.

"vX.X": reflects the version number (starting at v1.0), following software versioning rules. Major versions denote significant dataset modifications, while minor versions indicate data quality improvements.

To further enhance the discoverability of VOICE datasets, metadata will be defined to facilitate searches and incorporate keywords briefly describing the research data. These keywords will cover topics such as artist-led interventions, community engagement, sustainability, ATSI, co-creation, and innovative approaches.

Making data openly accessible

VOICE project datasets will initially reside in a shared repository, the OneDrive Shared Folder, accessible to consortium members upon invitation. Before publication, the data will undergo processing and evaluation. The final or stable versions of the datasets housed in the VOICE private repository will be evaluated by the consortium. If no Intellectual Property Rights (IPR) or patent protection actions are applied, the data will be published in ZENODO, a general-purpose open-access repository developed under the Open Access Infrastructure for Research in Europe (OpenAIRE) program and operated by the European Organization for Nuclear Research (CERN).

Standard digital formats will be employed for storage and publication, eliminating the need for special software. These formats include PDF for documents and publications, PNG, SVG, or GIF for images, MP3 or

WAV for audio files, WEBM, MP4, AVI, or WMV for videos and programming language-specific source code files. CSV format will be preferred for training, validation, and test datasets.

Distribution methods will be categorized as internal and public access. Internal distribution, accessible only to consortium members, will utilize proprietary data centers, the OneDrive Shared Folder, and the private section of the VOICE project's official website. Public distribution will leverage platforms like ZENODO, GitHub for source code, YouTube for presentations, the VOICE project website, and scientific journals and academic publishing.

Regulating access to private data will involve the host institution granting individual access to researchers and project members, with no registration or authentication required for public data access.

VOICE's communication strategy aims for inclusive communication across non-European countries and EU member states. This involves translating data collected in other languages into English, maintaining a public project website for dissemination, utilizing social media for outreach, and creating and distributing infographics tailored to national target groups as accessible visualisations of VOICE's findings.

3.2 Making data interoperable

The formats defined in the previous section for each type of data generated by the VOICE project have been carefully selected to ensure interoperability. All data generated within the VOICE project will adhere to the criteria outlined in Section 3.2, thereby promoting interoperability between platforms and facilitating data exchange and reuse among researchers, institutions, organizations, and countries.

To standardize the description of data and metadata for all data types, the VOICE project will adopt the DataCite Metadata schema¹. Additionally, the keywords defined in Section 3.1 will be utilized for organizing, classifying, and indexing both the data and metadata.

Given that the standard vocabulary is contingent upon the study field, and the VOICE project encompasses various fields such as artist-led interventions, community engagement, environmental and ecological sustainability, ATSI, a standardized vocabulary will be developed to ensure interoperability across the project's disciplines. This vocabulary will be continually updated as the project progresses, ensuring its relevance and effectiveness in facilitating data interoperability.

3.3 Increase data re-use

- Creative Commons (CC) licenses will be employed to protect the authorship of VOICE public datasets, ensuring proper attribution and facilitating third-party usage without consortium registration.
- Consideration will be given to the Attribution-Share-Alike and Attribution-NonCommercial-Share-Alike licenses for VOICE datasets, allowing distribution, modification, and extension of the data while crediting the original author.

¹ <https://datacite-metadata-schema.readthedocs.io/en/4.5/>

- VOICE data will be openly accessible once reviewed by the consortium and a stable version is finalized, though an embargo period of up to six months may apply for data under IPR or awaiting patent protection.
- Access to data for reuse will be guaranteed for at least four (4) years after project completion, with each collaborator responsible for granting access rights to data and metadata for up to one-year post-project, as defined in Article 16 (Annex 5 - Intellectual Property Rights - Background and Results - Access Rights and Rights of Use) of the VOICE GA.
- Data quality assurance measures will be conducted by the data-generating institution, ensuring datasets are error-free, contain comprehensive metadata, comply with FAIR data policy, and are regularly updated.

4 Allocation of Resources

This section outlines the responsibilities and resource allocation strategies for data management within the VOICE project, emphasizing transparency, accessibility, and usability of project outcomes.

4.1 Responsibility

- INOVA+, as the Project Coordinator, manages the project document repository (i.e., OneDrive Shared Folder), ensuring organization and accessibility of documents, including the Data Management Plan (DMP).
- INOVA+, as the Project and Quality Manager oversees data quality processes, ensuring adherence to FAIR principles throughout data collection, processing, storage, and dissemination.
- Individual partners are responsible for securely storing and backing up the data they generate to prevent loss or corruption.

4.2 Costs

Costs associated with FAIR data compliance include publishing scientific articles, website operation, maintaining GitHub repositories, and creating private repositories for partners' results.

These costs will be covered by the respective organizations or through free-of-charge services like ZENODO, Open-Source licenses, and Creative Commons copyright licenses.

Each partner owns and manages the results they produce, ensuring access to data for other beneficiaries and affiliated entities for up to four years after project completion.

Data, metadata, and deliverables will be shared and maintained in the OneDrive Shared Folder repository managed by INOVA, with backup copies maintained by each collaborator in their institution's systems.

INOVA will oversee the publication, maintenance, and reuse of deliverables specified in the VOICE project GA, ensuring availability for at least four years after project completion.

Costs for data storage and maintenance will not require additional funding post-project, but their relevance may diminish over time as priorities evolve.

This framework establishes robust data management practices, promoting collaboration, efficiency, and long-term accessibility of project outcomes.

5 Privacy, Intellectual Property Rights (IPR), and Data Security

This section outlines measures and protocols established to protect sensitive information, manage classified information, ensure data security, and address the IPR within the VOICE project.

5.1 Sensitive information

- Sensitive information must be kept confidential throughout the project's implementation and for the duration specified in the VOICE Data Sheet of the GA.
- Disclosure is allowed only to personnel with a legitimate need to know, and recipients must be bound by confidentiality obligations.
- Compliance with specific confidentiality rules outlined in Annex 5 of the GA is mandatory, with additional requirements imposed by the granting authority.

5.2 Classified information

- Compliance with applicable laws on classified information is mandatory, with Decision 2015/444 serving as the guiding framework.
- Submission of deliverables containing classified information must follow special procedures agreed upon with the granting authority.
- Any disclosure of classified information to third parties requires prior explicit written approval from the granting authority.

5.3 Data security

In the VOICE project, stringent measures are in place to ensure the security of all consortium member data. Access to data repositories is carefully controlled, with access granted only to researchers and project collaborators actively involved in the project. Key security mechanisms include:

- **Individual Access Management:** Access rights to shared repositories are managed individually for each collaborator, with access policies exclusively overseen by INOVA.
- **Encryption of Confidential Data:** Confidential data is encrypted during transmission between consortium members, with passwords or access credentials communicated directly to authorized individuals, bypassing email communication.
- **Data Center Security:** Each collaborating organization is responsible for ensuring the security of its data centers, implementing necessary measures to safeguard data.
- **Redundant Storage:** Data is stored in two separate locations to mitigate the risk of data loss, providing redundancy and resilience.

- **Regular Data Backups:** A bi-weekly backup of generated data is conducted to minimize the risk of data loss and ensure data integrity.

Furthermore, partners owning the data are responsible for ensuring the security of the data even after the project's conclusion, guaranteeing its long-term preservation and integrity.

5.4 IPR guidelines

Effective management of IPR is integral to maximizing the impact of project outcomes while protecting innovative assets.

IPR management involves comprehensive administration at the Consortium level, addressing issues related to access to background knowledge, ownership of emerging results, and IPR protection during dissemination activities.

The Consortium Agreement (CA), endorsed by all partners, delineates the obligations, rights, and responsibilities concerning IPR. It offers guidelines on issues such as joint ownership of results and instances where IPR may be implicated. Furthermore, the CA elucidates the background knowledge contributed by each partner to the project, ensuring clarity and transparency in IPR management.

Additionally, Work Package 7 (WP7), particularly "Task 7.3: Sustainable Strategies and Planning," provides detailed insights into IPR management and ownership of results. These deliverables (D7.4 Sustainability Concept – Preliminary and D7.5 Sustainability Concept - Final Version) will outline the ownership of background and foreground assets, as well as articulate strategies for safeguarding IPR post-project completion. It will address concerns related to the ownership of results generated beyond the grant period.

6 Ethical Aspects

In the VOICE project, ethical considerations are paramount in handling personal data and ensuring privacy and confidentiality. Measures are in place to securely store, share, and preserve sensitive information obtained through interactions with individuals and organizations involved in the ATSI schemes.

6.1 Ethics self-assessment

VOICE will use or encourage the use of different methods and techniques to achieve its objectives. In this sense, it will involve (i) human participants and (ii) collecting personal data.

6.1.1 Engagement of Human participants

- The project actively engages human participants within the consortium and in the ATSI schemes implementation, which intends to connect and enable communities to tackle sustainability issues.
- Interactions include town hall meetings, world café sessions, and co-creation workshops to exchange insights and promote responsible innovation.
- Seminars and workshops planned within the Capacity Building Programme, emphasize participatory open design, open science, and innovation paradigms.

- ATSI participation and the transversal goals of the project do not impose nor induce any relevant constraint or misuse of data, information, or physical or psychological aspects, since only working environments will be shared by well-informed participants towards achieving a specified "technical" goal.

6.1.2 Protection of personal data

- The VOICE project prioritizes safeguarding personal data and adhering to ethical standards, implementing best practices to ensure GDPR compliance.
- Personal data collection is limited to informed individuals, with authorized retrieval and confidentiality maintained.
- Compliance with GDPR principles such as fairness, accuracy, transparency, confidentiality, and accountability are ensured.
- Gender and ethical considerations are integral to all project activities, including stakeholder composition, demonstration project selection, and training actions, aiming to maintain ethical conduct and data protection.

6.2 Compliance with ethical principles and relevant legislation

The VOICE consortium is fully committed to upholding ethical standards and complying with relevant legislation, including Horizon Europe guidelines. This self-assessment addresses ethical considerations regarding human participation, data collection, and the involvement of non-EU countries.

Human Participation and Data Collection:

- The project prioritizes the protection of participants' core values, rights, and standpoints, inviting individuals and stakeholder groups to participate voluntarily.
- Informed consent (see Annex II) will be obtained from participants in advance, clearly explaining the purposes, methods, and implications of each activity, as well as the overall project objectives.
- Participants will have the opportunity to decline any intention to record sound or images.
- Data will be handled with appropriate safeguards, and processed in anonymized or pseudonymized form whenever possible, and access will be restricted to VOICE team members responsible for data collection and processing, adhering to the principle of data minimization.

Participation of Non-EU Countries:

- The VOICE consortium will adhere to applicable international and national laws, respecting the cultures and rights of non-EU communities involved in the project.
- Detailed explanations of the purposes, methods, and implications of project activities will be provided to all individuals involved, along with information on the project's core values and objectives.
- The consortium prioritizes the best interests of all participants and organizers throughout the project, establishing a Data Management Plan (D1.4 – this document) early on to guide partners in fulfilling project objectives while ensuring compliance with legal standards and Horizon Europe guidelines, regardless of the location of project activities.

6.3 Ethics and research integrity

The VOICE project is dedicated to upholding the highest ethical standards and adhering to all applicable EU, international, and national laws concerning ethical principles. Specific ethics rules outlined in Annex 5 of the GA include:

- Compliance with ethical principles, including the highest standards of research integrity.
- Adherence to applicable EU, international, and national law, including fundamental human rights and freedoms.
- Ensuring activities focus exclusively on civil applications and do not involve prohibited activities such as human cloning for reproductive purposes or modifying the genetic heritage of human beings.
- Activities involving research on human embryos or embryonic stem cells must meet specific criteria or obtain explicit approval from the granting authority.
- Respect for the fundamental principle of research integrity as outlined in the European Code of Conduct for Research Integrity, including reliability, honesty, respect, and accountability in all research endeavours.
- Activities raising ethical concerns must comply with additional requirements formulated by ethics panels, and all necessary approvals must be obtained before initiating tasks with ethical implications.

The VOICE project will ensure that all research tasks adhere to good research practices, promote openness, reproducibility, and traceability, and refrain from any violations of research integrity as described in the Code. Additionally, documents related to ethical approvals and other mandatory requirements will be maintained and submitted as needed to the granting authority, with English summaries provided if necessary.

6.4 Informed consent

For the collection of data from individual participants in interviews, focus groups, workshops, or any other activity within the VOICE project, obtaining informed consent is essential. Participants will be required to read and sign an Informed Consent Form (see Annex II), ensuring they understand the nature of the activity, the purpose of data collection, and their rights regarding the use of their data. This process is crucial for maintaining ethical standards and respecting the autonomy and privacy of participants. This annex will have the possibility to be translated into national languages, for application into national contexts.

7 Other Relevant Issues

Acknowledging the current absence of specific procedures for data management from national, funder, sectorial, or departmental sources, the VOICE project remains committed to adhering to the principles outlined in its DMP.

As the project progresses, it will continue to monitor for any emerging guidelines or requirements and adjust its approach accordingly. The project remains dedicated to upholding the highest standards of data management, ethics, and integrity throughout its duration.

8 Conclusions

The DMP outlined in this document serves as a foundational framework for the VOICE project, detailing how data will be collected, managed, and shared throughout its duration. It encompasses various types of information, including research data, scientific publications, code, datasets, and interview results, emphasizing the importance of adherence to FAIR principles - ensuring data is Findable, Accessible, Interoperable, and Reusable.

As the project progresses, this plan will evolve to accommodate any changes or developments, such as the introduction of new data sources, innovations, or adjustments to consortium membership. The document will remain a living resource, subject to updates and revisions to reflect the evolving needs and requirements of the project.

By following this DMP, the VOICE Consortium aims to uphold the highest standards of data integrity, accessibility, and transparency, thereby facilitating robust research outcomes and maximizing the impact of the project's findings.

Annex I - Declaration of Confidentiality and No Conflict of Interest

I, [Name], hereby declare that I have been granted access to certain records from the datasets of the VOICE project. I understand and agree to the following terms and conditions:

Confidentiality: I acknowledge that the data provided to me is confidential and proprietary to the VOICE project. I agree to maintain the confidentiality of the data and not disclose it to any third party without prior written consent from the VOICE consortium.

Authorized Use: I agree to use the data solely for the purpose specified by the VOICE consortium and outlined in the agreement for data access. I will not use the data for any unauthorized purposes or activities.

No Conflict of Interest: I certify that I do not have any conflicts of interest that could impair my ability to access or use the data impartially. I will disclose any potential conflicts of interest to the VOICE consortium promptly.

Data Security: I understand the importance of data security and agree to implement appropriate measures to safeguard the data from unauthorized access, disclosure, or alteration. I will comply with all data security protocols specified by the VOICE consortium.

Duration of Access: I understand that my access to the data is granted for a specified duration as outlined in the agreement. I will cease using the data upon the expiration of the access period unless otherwise authorized by the VOICE consortium.

Compliance with Laws: I agree to comply with all applicable laws, regulations, and ethical standards governing the use of data, including but not limited to data protection regulations and intellectual property rights.

Liability: I acknowledge that any unauthorized use or disclosure of the data may result in legal consequences, including but not limited to civil and criminal penalties. I agree to indemnify and hold harmless the VOICE consortium from any claims arising from my use of the data.

I hereby affirm that the information provided in this declaration is accurate and complete to the best of my knowledge and belief.

Name: _____

Signature: _____

Date: _____

Annex II – Informed consent template

Project Title: VOICE Project

Project Coordinator: Ana Solange Leal, INOVA+

Purpose of the VOICE project:

You are invited to participate in the VOICE project, which aims to address the complex social and cultural constructs that play a vital role in knowledge valorisation and supporting systemic change in societal response to environmental and ecological sustainability. In this project, Arts and cultural institutions will act as a platform for collaboration between citizens, industry, and other stakeholders, both by providing a cultural space for dialogue and by integrating diverse creative expressions and digital innovation in 'real world' contexts to enhance co-creation with citizens and industry. VOICE proposes a distinct approach framed as 'artist-driven' interventions to enable multi-stakeholder communities to engage in dialogue but also collaborate for co-designed green and digital solutions to remedy regional or local challenges related to environmental and ecological sustainability and lead to a more resilient ecosystem. Formulated as Art-Technology-Society Interactions (ATSI), these initiatives will form the backbone of artist-led interventions as platforms for dialogue, knowledge exchange and transfer among the key players/stakeholders in the VOICE ecosystem.

Your participation will involve [describe the specific activity, e.g., participating in interviews, workshops, etc., including date and place].

Procedures:

During your participation in the VOICE project, you may be asked to [describe the procedures involved in the activity, e.g., answer questions, provide feedback, etc.].

The duration of your participation will be [specify the estimated time commitment].

Risks and Benefits:

There are no known risks associated with participating in the VOICE project. However, your contribution will help advance knowledge in [mention the relevant field] and may benefit [describe potential benefits, e.g., your community, society as a whole, etc.].

Confidentiality:

Your identity will be kept confidential, and all personal data collected will be anonymized. Access to personal data will be limited to authorized members of the VOICE project team. Additionally, the data will be stored securely in compliance with data protection regulations.

Voluntary Participation:

Participation in the VOICE project is voluntary, and you may choose to withdraw at any time without penalty or loss of benefits. Your decision to participate or withdraw will not affect your relationship with [name of organization or institution].

Contact Information:

If you have any questions or concerns about the VOICE project or your participation, and about your rights as a participant, please contact INOVA at [contact information].

Consent:

I have read the above information and understand the purpose, procedures, risks, and benefits of participating in the VOICE project. I voluntarily agree to participate and consent to the collection and use of my data as described.

Participant's Name: _____

Participant's Signature: _____

Date: _____