iNFiMO

D1.2 Data and Innovation Management Plan

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General information

Project acronym	INFIMO
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Project coordinator	Estonian Association of Information Technology and Telecommunications (ITL)
Project Manager	Allan Tamme, allan.tamme@itl.ee
Project duration	01.06.2023 – 31.05.2025
Work package no.	1
Work package name	Project Management
Work package lead	ITL
Task number	1.4
Task name	Data, knowledge and innovation management, ethics management
Task lead	ITL
Task co-lead	Baltic Innovation Agency (BIA)
Deliverable number	1.2
Deliverable name	Data and Innovation Management Plan
Deliverable lead	ITL
Deliverable co-lead	BIA
Contributing partners	Georgian ICT Cluster (GIC) MOBINOV automotive cluster (MOBINOV)

Versioning and contribution history

Ver.	Date	Authors and contributors	Notes
0.1	Nov 20, 2023	Kadri Uus (BIA)	Initial draft version
0.2	Nov 22, 2023	Allan Tamme (ITL)	Revised draft
0.3	Nov 24, 2023	Project Management Team and Steering Committee	Consortium review
1.0	Nov 28, 2023	Allan Tamme (ITL), Kadri Uus (BIA)	Final document

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Abbreviations

BIA – Baltic Innovation Agency, project partner; legal name of the organisation: Baltic Innovation Agency OÜ

CA – Consortium Agreement. An internal written agreement between the beneficiaries regarding their operation and coordination to ensure that the project is implemented properly.

D – Deliverable. A report that is a result of project activities, uploaded in SyGMa (EU Funding & Tenders portal) as part of effective monitoring of the project.

DoA – Description of the Action (included as Annex 1 to the Grant Agreement)

DMP – Data and Innovation Management Plan; this document

EC – European Commission

EISMEA – European Innovation Council and SMEs Executive Agency, the granting authority under the powers delegated by the European Commission

GA – Grant Agreement. Written contract between the European Commission (represented by the European Innovation Council and SMEs Executive Agency) and the beneficiaries that forms the basis of carrying out the INFIMO project.

GIC – Georgian ICT Cluster, project partner; legal name of the organisation: Georgian ICT Cluster

ITL – Estonian Association of Information Technology and Telecommunications, lead partner of the INFIMO project; legal name of the organisation: MTÜ Eesti Infotehnoloogia ja Telekommunikatsiooni Liit

LP – lead partner, the main contact point for the EU regarding a project implementation. Within the INGIMO project the LP is ITL.

M – Month

MOBINOV – MOBINOV automotive cluster, project partner; legal name of the organisation: MOBINOV –Associacao do Clusterautomovel

MS – Milestone. Milestones are control points in the project that help to keep track of the project progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin.

PMH – Project Management Handbook, incl. project quality plan

PMT – Project Management Team, the operational management body of the project

PO – Project Officer

SC – Steering Committee, the strategic management body of the project

WP – Work Package

WTCG - Women in Tech Coordination Group

Introduction

Throughout the collection, processing, analysis, use, storage, and dissemination of data in the context of INFIMO, the project consortium will pay careful attention to data protection and privacy and will ensure that data is kept securely. At the same time, the consortium will follow the EC's open science approach and FAIR principles as much as it is applicable to the project activities.

The Data and Innovation Management Plan (DMP) is a document that establishes processes for collecting, storing, and safeguarding data collected during the INFIMO project. The DMP will guide all data management actions throughout the project. It is a reference document for consortium partners to properly conduct their project activities by paying sufficient attention to how data (particularly personal data) is handled. The DMP is developed in line with the INFIMO Grant Agreement (GA) and Consortium Agreement (CA).

In addition to the DMP, the project has a Project Management Handbook (covering management structure, project workspace, internal communication, quality control of deliverables, reporting of project activities and risk management) and a Communication, Dissemination and Exploitation Plan as guiding documents for the Consortium. The DMP complements and fills the gaps in the other two documents. The DMP will be updated throughout the project if needed.

The plan has been developed in the framework of WP1: Project Management, Task 1.4 "Data, knowledge and innovation management, ethics management" of the INFIMO project.

1. Short Overview of the Project

Interconnected and inclusive innovation ecosystems focused on ICT and mobility (INFIMO) is a Horizon Europe project focused on strategic collaboration between clusters and diverse innovation actors from Estonia, Portugal and Georgia. INFIMO is using information and communication technologies (ICT) for digital and green transition in various economic sectors aligned with the Industry 5.0 (moving towards Industry 6.0) framework.

The main objectives of the project are:

1. **Building a strategic partnership** that engages more diverse innovation actors from Estonia, Portugal and Georgia to jointly develop their innovation capacities and facilitate the deployment and scale-up of innovative solutions.
2. **Development of two collaboration** models supporting the digital and green twin transition in various economic sectors with the help of ICT:
   - **A generic collaboration model** for supporting digitalisation and sustainability in a variety of economic sectors via the use of ICT. The model will be tested in at least 3 'client' sectors;
   - **An advanced collaboration model** facilitating the twin transition and higher competitiveness in the mobility sector, including joint RD&I pilots and an open innovation competition where startups/SMEs propose solutions to the challenges of large companies. The model can be adjusted for use in other sectors in the future.
3. **Supporting science-based product and service development** and setting up Research, Development and Innovation (RD&I) pilots between innovation stakeholders in the INFIMO ecosystems focused on the field of mobility.
4. **Facilitating stronger involvement of women innovators** and increasing gender-responsiveness of services offered by the partners.
5. **Supporting the exchange of best practices, skills and knowledge development and mutual learning** by the involved networks and various innovation actors.
6. **Building contacts** and paving the way for collaboration **with relevant networks and innovation ecosystems** in the EU and associated countries.

The project unites three clusters:
- Estonian ICT Cluster as the lead partner (legal entity: Estonian Association of Information Technology and Telecommunications (ITL))
- MOBINOV automotive cluster from Portugal
- Georgian ICT Cluster (GIC)

ITL represents a Strong Innovator region and bridges the project with three large European networks, the European Digital SME Alliance, DIGITALEUROPE and ITS Nationals. MOBINOV represents a Moderate Innovator region and leverages outreach of the project to

other EU mobility and automotive clusters via the European Automotive Cluster Network. GIC represents a Modest Innovator region and links the project with other Georgian cluster initiatives and innovation actors in various industrial sectors. The project consortium also includes the Baltic Innovation Agency (BIA) from Estonia, an experienced innovation management company and a representative of the Enterprise Europe Network in the project.

Together the partners will act as a driving force to build strategic collaboration between the ecosystems that they are representing. They will encourage the involvement of more diverse innovation stakeholders in the involved countries as well as build contacts with relevant partners from other countries. Jointly, the four partners will focus on reducing the innovation divide in the partnering countries, facilitating stronger involvement and linkages between different innovation actors such as companies of different sizes, RD&I actors, public authorities, investors, social innovators, civil society and non-governmental organisations.

The project runs for a 24-month period, from 01.06.2023 to 31.05.2025.

2. Data and the INFIMO Project

2.1 Data collection moments

Data for analytical tasks

The INFIMO project is mostly built around practical implementation activities rather than research, however, data will be collected through surveys and interviews planned to gather insights of the representatives of the involved clusters and stakeholders in their wider ecosystems regarding relevant project activities. Such data collection moments occur through the following analytical activities:

- **T2.1 Analysis of needs** (related deliverable: D2.3 Report on the stakeholder needs in INFIMO innovation ecosystems) – Carrying out an analysis of the needs of key innovation stakeholders in the involved ecosystems, incl. in particular SMEs, start-ups, scale-ups, women innovators, related to innovation support services and collaboration within the partnering ecosystems. The task will include desk research as well as surveys and interviews among key stakeholder groups.

- **T2.2 Development of the collaboration strategy and action plan** (related deliverable: D2.4 INFIMO collaboration strategy and action plan) – This task defines strategic action lines and concrete activities of the partnership in the mid-term perspective (time horizon: 5 years) to enhance interconnectedness and inclusiveness in the partnering innovation ecosystems, with a focus on using ICT for digital and green twin transition in various economic sectors. This will be an inclusive process, involving the key stakeholder groups addressed in T2.1. Additional data collection from the addressed stakeholder groups may occur in the context of building the collaboration strategy and action plan.

- **T3.1 Creating the joint Women in Tech Coordination Group** (related deliverable: D3.1 Memorandum covering the specified objectives, tasks and membership of the INFIMO Women in Tech Coordination Group) – The coordination group will include female entrepreneurs from among the members of INFIMO clusters as well as the involved ecosystems at large to give strategic input to planning and carrying out activities focused on enhancing the participation of women innovators in the clusters' activities and to increase the gender-responsiveness of the clusters' services. Interviews and surveys may be used to gather input of the women entrepreneurs from participating ecosystems to define the specified aims and tasks of the INFIMO WTCG.

- **T3.2 Customising services of the clusters for higher gender-responsiveness and diversity** (related deliverable: D3.2 Report on improving the gender-responsiveness of the services of INFIMO clusters and increasing involvement of women entrepreneurs) – The cluster managers and experts, with the help of the WTCG and inputs from other ecosystem stakeholders, will (1) revise the services already provided and (2) design

new services/tools (in alignment with the collaboration strategy and action plan) that promote higher gender-responsiveness and diversity in the activities of the partnering clusters. This process may include additional data collection from women entrepreneurs representing the INFIMO clusters and related ecosystems.

Data for smooth organisation of project activities

In addition, the personal data of participants will be occasionally collected in order to properly carry out and get feedback on a range of project activities that include study visits, training events, workshops, participation in relevant larger-scale industry/ecosystem events (primarily related to tasks in WP4: Enhancing collaboration between sectors and ecosystems, WP5: Training, skills development and exchange of best practices, and in some cases also in WP6: Communication, Dissemination and Exploitation – particularly tasks T6.3 Leveraging linkages with relevant pan-European networks, T6.4 Awareness raising and networking in key industry events, T6.5 Supporting dissemination and exploitation of the project results). The main data that is collected this way is:

- Name and organisation/position of the participant – to know who the beneficiary is, what organisation they represent/ in which role, and to count them for reporting purposes.
- Contact details of the participant – to contact the participant and smoothly communicate the relevant project activities.
- Country of residence – as the project is primarily aimed at collaboration between partners representing three countries, Estonia, Georgia and Portugal, with some activities also linking the involved clusters and ecosystems with stakeholders from other EU ecosystems, this data is collected to have an overview of how well participants from different countries are represented in various activities.
- Prior experience in the field and/or expectations towards the activity – to better understand the background knowledge of the participants and to tailor the activities to their needs as well as to cross-reference this information to other findings from the project.

In addition, occasionally some visual information is collected:

- Photos/screenshots – occasionally collected during physical and online project events for communication purposes.
- (Video)recordings – some presentations by speakers are recorded to facilitate enhanced learning by the project participants.

2.2 Data collection principles

In collecting data, the project consortium will follow the following principles:

1) Informed consent
It is paramount to respect the rights and interests of participants. Participation in the project evaluation activities is voluntary, and participants' free, informed consent is required. No data will be collected without the explicit informed consent of the participant.

All data collection explanations follow the following guidelines:
- Are written in a language and in terms that the participants can fully understand;
- Describe the aims, methods and implications of the project activity, the nature of the participation and procedures for data processing, the use of the results and contact details for further information so the participants can make an informed choice about their contribution to the project;
- Explicitly state that participation is voluntary and that anyone has the right to refuse to participate and to withdraw their participation or data at any time — without any consequences.

Prior to participation in a survey or interview, the respondent will be provided the data collection information as part of the related materials (survey questionnaire, questions for semi-structured interviews) shared with them beforehand; in case of an online survey, the respondent will be provided the data collection information on the cover section/page of the survey. Consent is given by filling in the survey or confirmation regarding participating in the interview. Example: *Note on data collection: The data you provide can be used in a public project report about the [project activity] results. However, data will only be used in a generalised and anonymised format and will not be linked with specific individuals/teams/businesses. Your personal details (name, contact) will not be shared publicly or with third parties. You have the right to refuse participation in this survey as well as withdraw your data later on.*

Informed consent also applies to making photos, screenshots and video recordings during project activities. Participants will be informed and consent will be asked prior to taking photos and screenshots. During physical events the consent can be collected as part of the attendance sheets. Any participant has the right to say they do not allow the use of images they are on. Recordings are only foreseen of some of the online presentations and these are only made if the speakers agree and are also deleted after an agreed time period.

2) Collecting only what is necessary
The foreseen research activities do not include the collection or processing of any sensitive data of the participating individuals. Surveys will not collect the respondent's personal data.

The data collected through interviews will concern their professional opinions and experiences and will only involve minimal personal data that is considered necessary for making conclusions based on the data (e.g. position/job title of the respondent).

Data from interviews and surveys will be recorded in a written, electronic format (notes by the interviewer, in some case transcriptions) not shared with any third parties.

3) Surveys and interviews will be performed in full compliance with any European and national legislation and directives relevant to the country where the data collection is taking place.
Any personal data will be processed in compliance with the applicable EU and national data protection legislation with the aim of ensuring data quality and confidentiality.

4) All participants in the analytical activities will be adults – the project does not conduct activities with underaged people

2.3 Data processing and storing

Data processing in a generalised and anonymised format
Data collected within the INFIMO project surveys and interviews will only be presented in a generalised and fully anonymised format. The data collected through surveys will only be analysed in an anonymised form. Interview data will be analysed either in an anonymised or pseudonymised form.

Data storing in the project workspace
The INFIMO project workspace is MS Teams. Teams is a proprietary business communication platform developed by Microsoft. Teams is offering chat and videoconferencing, file storage, and application integration. Teams was chosen as it was familiar to all consortium members; Teams was successfully used during application writing process and continuing with proven platforms was a straightforward decision. Project coordinator set up an INFIMO group in Teams/SharePoint and invited project partners to join it. The software provides necessary tools for communication and file storage; it is available on all major operation systems platforms including mobile apps iOS and Android. Security is guaranteed through the Teams internal service. Microsoft Teams enforces team-wide and organization-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. The project files are stored in SharePoint and are backed by SharePoint encryption.[1]

The SharePoint documents have been categorised in folders according to the Work Plan. Each WP has its own folder, including sub-folders for more substantial tasks.

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[1] *https://learn.microsoft.com/en-us/microsoftteams/security-compliance-overview*

Table 1 below provides an outline of the different types of documents that are expected to be produced within the INFIMO project.

Table 1: Various document types to be produced within the INFIMO project

Document	Responsible	Template
Deliverables	As per Grant Agreement	Deliverable template (i.e., current document)
Event agenda	Partner responsible for organising the event	Event agenda template
SC and consortium meeting memos	Project Manager, with the assistance of the Rapporteur	Meeting minutes template
Other meeting memos	Partner calling for the meeting or partner in charge of WP/task	Meeting minutes template or other format preferred by the WP/Task Leader, including an oral summary at the next SC meeting
Physical event attendance sheets (for events targeting external parties, i.e., project target groups)	Partner responsible for organising the event	Event attendance sheet template
Virtual event attendance reports (for events targeting external parties, i.e., project target groups)	Partner responsible for organising the event	Exports generated by the used video conferencing platforms Guideline for Zoom Guideline for MSTeams
Other (e.g. a programme One Pager)	Partner responsible for task	Depending on the need and purpose a suitable format will be found by the consortium. For public documents the same quality criteria used for deliverables will also be applied, especially adhering to EU visibility requirements.

Document naming convention

Naming convention applies for deliverables, public presentations, memos and attendance sheets and reports. The naming convention follows the algorithm **INFIMO yyyy.mm.dd DX.Y [Document Title]**

Examples:
- INFIMO 2023.05.14 D1.1 Project Management and Quality Plan - v1.0
- INFIMO 2024.05.12 Green ICT training participant list
- INFIMO 2024.10.06 Project Presentation at XYZ Conference

Other documents in SharePoint do not have to follow the naming convention provided they are in the appropriate sub-folder, and the purpose of the file is clearly understandable from the title.

Partners' data systems

In exceptional cases where there is a pragmatic benefit for doing so, some of the data might be stored on the consortium partners' own data management systems. In such cases, the consortium partner is solely responsible for protecting the data that is stored on their databases.

Personal computers

All consortium members need to ensure that they are not using their personal computers or other devices to store delicate data collected during the INFIMO project. If ever a file containing participants' personal details is downloaded to a personal computer of a consortium member, it is imperative that the file be promptly deleted once its purpose has been fulfilled. This practice ensures the proper handling and safeguarding of sensitive information in compliance with the DMP.

Data deletion
- **Data for analytical tasks** – data will be kept for 5 years in order to ensure open access to interested parties (see Section 3). After 5 years, all raw data files will be deleted from the project workspace, and only the anonymised and generalised deliverables will be kept.

- **Participation data** – participation data will be kept during the implementation of the project and will be deleted from the project workspace and partners' data systems at the end of the project (M24). In case a partner or the consortium sees added benefit for keeping the previously collected contact details or other information of the participants (e.g. for follow-up exploitation activities). Explicit consent from the participants needs to be asked to extend the period of keeping the data.

3. Innovation Management and Open Access to INFIMO Knowledge

In general, in line with Horizon Europe rules, knowledge will be owned by the partner(s) that generate(s) it. However, the INFIMO project will be conducted in the spirit of openness and the materials produced will be made accessible so that other innovation actors and regions can learn from the experience of this project and either replicate or improve on the methodologies used.

Therefore, while the project is not directly focused on delivering scientific publications, it will nonetheless, where appropriate, follow the FAIR principles - Findable, Accessible, Interoperable and Re-usable data - regarding the knowledge assets to be developed. Partners will also follow the FAIR principles in terms of research data and research outputs indirectly linked with the project (if any). Regarding the generated data, including third-party inputs, the results will be made "as open as possible, as closed as necessary". Some information collected from participating entrepreneurs can be deemed sensitive if it involves trade secrets.

The project aims to achieve maximum impact through dissemination activities (see project CDE Plan for details) and will follow the best practices of open science and will grant open access to all knowledge assets to be created as part of the project. The project will systematically share its generated knowledge as early and widely as possible by following the CDE schedule in the CDE plan.

The main knowledge assets of the project are its various deliverables. The deliverables INFIMO project are outlined in Table 2.

Table 2: *List of Deliverables*

Delive-rable (no)	Deliverable name	WP no	Lead	Type	Dissemi-nation level	Delivery date
D1.1	Project management handbook, incl. project quality plan	WP1	ITL	R	PU	31-Aug-23 (M3)
D1.2	Data and innovation management plan	WP1	ITL	DMP	PU	30-Nov-23 (M6)
D2.1	Roadmap of the startup ecosystem in Georgia	WP2	GIC	R	PU	31-Oct-23 (M5)
D2.2	Roadmap of startup ecosystem in Portugal	WP2	MOBI	R	PU	31-Oct-23 (M5)
D2.3	Report on the stakeholder needs in INFIMO innovation ecosystems	WP2	MOBI	R	PU	31-Jan-24 (M8)

D2.4	INFIMO collaboration strategy and action plan	WP2	BIA	R	PU	31-May-23 (M12)
D3.1	Memorandum covering the specified objectives, tasks and membership of the INFIMO Women in Tech Coordination Group	WP3	GIC	R	PU	30-Nov-23 (M6)
D3.2	Report on improving the gender-responsiveness of the services of INFIMO clusters and increasing involvement of women entrepreneurs	WP3	ITL	R	PU	30-Nov-24 (M18)
D4.1	Generic collaboration model development and implementation report	WP4	GIC	R	PU	31-May-25 (M24)
D4.2	Advanced collaboration model development and implementation report	WP4	MOBI	R	PU	31-May-25 (M24)
D5.1	Report on capacity building activities	WP5	MOBI	R	PU	31-May-25 (M24)
D6.1	Plan for dissemination and exploitation, including communication activities	WP6	BIA	R	PU	30-Nov-23 (M6)
D6.2	Project website	WP6	BIA	DEC	PU	30-Nov-23 (M6)
D6.3	Project exploitation roadmap	WP6	BIA	R	PU	31-May-25 (M24)
D6.4	Dissemination and outreach report	WP6	BIA	R	PU	31-May-25 (M24)

These resources will be freely accessible to the public, allowing users to download and benefit from them. They will be available for download through the project website during and beyond the project's lifetime. The project website will also provide information on how to access the project's open research data, although the data itself will not be stored on the website.

Per GA article 16, the EC "as the granting authority has the right to use non-sensitive information relating to the action [project] and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy information, communication, dissemination and publicity purposes — during the action [project] or afterwards." Further specific rights of the granting authority regarding the INFIMO project resources are detailed in GA article 16.