CIDADANIA PARTICIPATIVA SOBRE
JARDINAGEM E AGRICULTURA

DATA MANAGEMENT PLAN

Versão 01.04.2020

EXECUTIVE SUMMARY
This document serves as the data management plan for the ACTION project pilots. This document in particular applies to the "In my backyard" project (or, in portuguese, "No meu quintal").
At the time of production of this DMP, no further datasets are foreseen. Should additional datasets be required or produced as part of ACTION, updated versions of this DMP will be produced and submitted as necessary.
For details on the project, please check the website www.rioneiva.com/nomeuquintal.

DATA MANAGEMENT PLAN

Data Summary

What is the purpose of the data collection/generation and its relation to the objectives of the project?
- Open data set on home farming and / or practices in citizen's backyards
- Video documentary on the relationship between citizens and their backyards
- Best practices manual on sustainable / environmental friends backyard practices
- Report / strategy on the project future sustainability

What types and formats of data will the project generate/collect?
- Data set: descritption of backyard practices on home farming and/or gardening;
- Video documentary: relationship between citizens and their backyards;
- Best practices manual: description of environmentgal friendly practices for home farming and / or gardening, as collected, based on data set;
- Visual analysis: to establish visual relationships and data anaslysis based on the data set;
- Photo galleries: based on events and field trips to backyards;
- Report: on the project future strategy, which shall also include, if relevant, collected anonymous data which does not fit either on the data set or video documentary

Will you re-use any existing data and how?
We do not re-use data in this project

What is the origin of the data?
At this moment, we are generating data in our project and it can be found here
https://ec.europa.eu/eusurvey/runner/7d0aa3da-3183-bc87-aeff-bea904a44a32

Other data, namely video and photo capture have been collected for the purpose of promotional materials. Further video and photo will be captured in the coming months on-site.

What is the expected size of the data?
The estimated size for the dataset is Small (less than 100MB)

To whom might it be useful ('data utility')?
We have identified the following community that could be interested in using our data:
participants, local community, local and other public authorities, scientists in the field.

FAIR DATA

Making data findable, including provisions for metadata

A Digital Object Identifier (DOI) will be generated using Zenodo to make it findable. This
dataset will be findable from our Zenodo Community
(http://zenodo.org/communities/actionprojecteu) and from our Data Portal.

Will search keywords be provided that optimize possibilities for re-use?
We have identified the following keywords: citizen science, backyard, home gardening,
home farming, pesticides, fertilizers, sustainable practices

Do you provide clear version numbers?
For this pilot, we will produce a unique data set that will be periodically updated. So we will
use versioning for the dataset. Platforms like Zenodo could provide us the data versioning,
so that we do not have to track versions ourselves.

What metadata will be created?
We will also include metadata defined by CKAN. This includes (title, description,tags,license,
source, version, author email and some another custom fields)

Making data openly accessible

Which data produced and/or used in the project will be made openly available as the
default? If certain datasets cannot be shared (or need to be shared under restrictions),
explain why, clearly separating legal and contractual reasons from voluntary restrictions.

Datasets in our project will not be openly published and sharing. Nevertheless, after the date
2020-06-30 will be openly available.

How will the data be made accessible (e.g. by deposition in a repository)?
Data will be made accessible through the project website at www.rioneiva.com/nomeuquintal
and other platforms as relevant and appropriate (i.e. Zenodo, Vimeo, etc.)

What methods or software tools are needed to access the data?
An ordinary web browser will be enough to download/access data from our project website
or public repository.
For each type of output:
- Datasets will be in CSV and as such any open or closed spreadsheet software can be used
and is available for use at the discretion of the user.

- Video will be available for free online streaming or download; for online streaming an ordinary web browser will be enough, for download an ordinary video player will be enough.
- Best practices manual and project report will be available for free download and any ordinary PDF reader will be enough.
- Photo galleries will be avaibale for free access and download online and any ordinary browser and photo reader will be enough.
- Visual analysis will be made available as imagens and/or within the project reports for free access/download and any ordinary browser and photo reader will be enough.

Is documentation about the software needed to access the data included?
Documentation is available for each browser the user has in an independent way.

Is it possible to include the relevant software (e.g. in open source code)?
Examples querying and using data will be uploaded to a public repository (i.e GitHub).

Where will the data and associated metadata, documentation and code be deposited?
Preference should be given to certified repositories which support open access where possible.

Data will be stored in a public repository, our data portal providing search facilities. Complementary, documentation will be available on the ACTION project website (http://actionproject.eu). The code will be uploaded into the ACTION project public repository in Github. (https://github.com/actionprojecteu)

Have you explored appropriate arrangements with the identified repository?
No.

If there are restrictions on use, how will access be provided?
Data will be available after date 2020-08-30 as only by this time we expect to complete data collection and process the data for open sharing.

Is there a need for a data access committee?
No.

Are there well described conditions for access (i.e. a machine readable license)?
The license of the data is CC BY-NC-SA

How will the identity of the person accessing the data be ascertained?
It is not contemplated to implement an authenticate process to access to the data.

Making data interoperable

Are the data produced in the project interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)?

Yes

What data and metadata vocabularies, standards or methodologies will you follow to make your data interoperable?
Datasets, videos, reports, photos.

Will you be using standard vocabularies for all data types present in your data set, to allow inter-disciplinary interoperability?
No.

In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies?
We are not planning to use ontologies or vocabularies to describe the data generated.

Increase data re-use (through clarifying licences)

How will the data be licensed to permit the widest re-use possible?
The data will be published with the following license CC BY-NC-SA. More info [here](#).

When will the data be made available for reuse?
Datasets, written documents (reports) and video documentary will be available after date 2020-08-30. Video teaser and survey are already available as they are in place.

Are the data produced and/or used in the project useable by third parties, in particular after the end of the project?
We have identified this community interesting in using our datasets:
- Researchers on biodiversity and ecosystems sustainability:
- Environmental Education Centers and NGO:
- Environmental departments in Municipalities

How long is it intended that the data remains re-usable?
No time limit.

Are data quality assurance processes described?
Not yet defined at this stage.

Allocation of resources

What are the costs for making data FAIR in your project?
The cost of making our data FAIR in public repositories like Zenodo is free. However, our project website has infrastructure costs.

How will these be covered?
Data infrastructure cost during the project will be covered by the grant and Rio Neiva NGO.

Who will be responsible for data management in your project?
The data management process is managed by Rio Neiva - Associação de Defesa do Ambiente.

Are the resources for long term preservation discussed (costs and potential value, who decides and how what data will be kept and for how long)?
Regarding costs, we are seriously considering Zenodo as the platform of choice for preserving our data, since this is an open platform. Our data should be readily available once the quality check by our backend application (or by user validation) is made.

Data security

What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?
Sensitive data is stored within the survey provider, but only personal authorized can access these servers and periodical backups are being done.

Is the data safely stored in certified repositories for long term preservation and curation?
With the exception of data uploaded to public repositories, are hosted in UPM's servers. Only personal authorized can access these servers and periodical backups are being done.

Ethical aspects

Are there any ethical or legal issues that can have an impact on data sharing?
Not at this stage or foreseen.

Do you make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones?
None identified so far