DESTINATIONS

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D1.2

Project Data Management Plan

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Abstract

On the basis of the framework set out by Ethics Compliance Report (D1.1), the Project Data Management Plan (PDMP) can be seen as the tool to be used by consortium partners (in particular local sites) to describe how data are collected/accessed/managed/made openly available (eventually) by the project. Once filled in by partners, in particular site local partners (Local Data Management Plan), the Project Data Management Plan (PDMP) represents the tool allowing DESTINATIONS Ethics Review Board (ERB) to check the compliance of project activities with the guidelines and indications defined in the Ethics Compliance Report (D1.1) along all the whole project lifetime.

The DESTINATIONS Project Data Management Plan (PDMP) is a guided template to be used by the partners (in particular local pilot sites) to:

- detail the different data typologies to be collected, handled and processed by the project both at vertical level (demo measures in WP2-7) and at horizontal level (WP8, WP9; WP10, WP11);

- clarify the responsibilities among project partners about the management (collection, storing, access, processing) of the identified data typologies;

- specify the processes and the rules adopted by each partner (in particular the partners involved in the local pilot sites) to comply with the requirements (national law and the EC Data Protection Directive, etc.) identified in the Ethics Compliance Report;

- identify data which can be openly published/made available by the project.

In particular, the Project Data Management Plan (PDMP) will be used by DESTINATIONS sites as guidelines to produce their Local Data Management Plan (LDMP, to be provided by each sites and reviewed by MemEx). All the 6 Local Data Management Plan (LDMP) will be collected and consolidated in D1.3 to be released in M7.

The Project Data Management Plan (PDMP) covers a period of six months; this approach indicated in the DoA according to EU guidelines has been adopted by the consortium with the objective to update each six months version of DMP with the detailed list of data typologies involved in the reference period. Due the wide range of data collected/managed by the project along its whole lifecycle, this approach will allow the consortium to better explore the data typologies period by period according to the progress status of the project activities. Project activities deals with design of local demo measures, baseline data collection for SUMP/SULP, ex-ante evaluation, set up and implementation of local demo measures, SUMP/SULP feasibility and consolidation, operation of demo measures, data collection for ex-post evaluation, transferability).

The Local Data Management Plan (D1.3) will also be regularly updated over a six-monthly period (following the parallel updating process carried out on Project Data Management Plan).

Document History

Date	Person	Action	Status	Diss. Level
06/02/2017	Gini, Ambrosino, Liberato (MemEx)	Elaboration and release of first draft version	Draft	PC, TC, PM, PEM, PDM
13/02/2017	Gini (MemEx)	Inclusion of contribution from PEM Inclusion of contribution from EPC/GV21 Minor revision based on partners feedbacks	Final for review	PC, TC, PM. Site Managers
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24/02/2017	Gini (MemEx)	Integration of peer review comments	Submitted	Public

Status: Draft, Final, Approved, and Submitted (to European Commission).

Dissemination Level: PC = Project Coordinator, PM = Project Manager, SM=Site Manager, TC=Technical Coordinator, WPL= Workpackage Leader, PEM= Project Evaluation Manager, PDM= Project Dissemination Manager

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1 Executive Summary

The DESTINATIONS project embeds the process of data management and the procedure of compliance to ethical/privacy rules set out in Ethics Compliance Report (D1.1) into its whole work programme, for the whole research and demonstration life cycle. The data management procedures within DESTINATIONS project arise within the detail of the work, and not with the overall raison d'être of the project itself, which is part of the EC Horizon 2020 programme, Mobility for Growth sub-programme.

This document represents the first version of D1.2 Project Data Management Plan (PDMP) related to the data collected, handled and processed by DESTINATIONS project over the first six-monthly period (M1-M6, September 2016 – February 2017). It will be updated regularly in order to integrate the different data typologies the project will manage period by period.

This document specifies the overall approach to data management issues adopted by DESTINATIONS project according to the guidelines and indications defined in the Ethics Compliance Report (D1.1) respect to PDMP plays the role of "implementation monitoring tool".

The Project Data Management Plan is structured as follows:

- Section 1 is an introduction of the document covering the identification of objectives for its elaboration and delivery, the role of Data Management Plan (PDMP+LDMP) into the whole DESTINATIONS project and the cross-relations between Data Management Plan (DMP) and Ethic Compliance Report (D1.1);

- Section 2 identifies the different typologies of data managed by the whole DESTINATIONS project;

- On the basis of the data typologies identified in section 2, section 3 details the specific data collected and generated by DESTINATIONS in the first six-monthly period (M1-M6, September 2016 – February 2017);

- Section 4 covers a two-fold role:

   o Relating to demo WPs and data collected/managed at local level (project pilot sites), section 4 represents a guided template to be filled in by pilot sites local partners in order to generate the contributions to Local Data Management Plan (D1.3);

   o Relating to horizontal WPs and data managed/processed by expert partners supporting sites local partners in demo WPs, section 4 provides the description of data management procedures adopted (when applicable).

2 Introduction

2.1 Objectives of DESTINATIONS project

The DESTINATIONS project implements a set of mutually reinforcing and integrated innovative mobility solutions in six medium small urban piloting areas in order to demonstrate how to address the lack of a seamless mobility offer in tourist destinations.

The overall objective of DESTINATIONS project is articulated in the following operational goals:

- Development of a Sustainable Urban Mobility Plan (SUMP) for residents and tourists focusing on the integrated planning process that forms the basis of a successful urban mobility policy (WP2);

- Development of a Sustainable Urban Logistics Plan (SULP) targeted on freight distribution processes to be integrated into the SUMP (WP5);

- Implementation and demonstration of pilot measures to improve mobility for tourists and residents (WP3-WP7);

- Development of guidelines to sites for stakeholders engagement (WP2-WP8);

- Development of guidelines to sites for the definition of business models to sustain the site pilot measures and the future implementation of any other mobility actions/initiatives designed in SUMP (WP8):

- Development of guidelines to sites for the design, contracting and operation of ITS (WP8).

- Evaluation of results both at project level and at site level (WP9);

- Cross-fertilization of knowledge and best practice replication including cooperation with Chinese partners (WP10);

- Communication and Disseminations (WP11).

2.2 Role of Project DMP in DESTINATIONS

The role and the positioning of Project DMP within the whole DESTINATIONS project (in particular with Ethics Compliance Report, D1.1) is detailed in the following:

- The Project DMP will specify the project data typologies managed in DESTINATIONS;

- Based on the identified data typologies,, the Project DMP will provide a guided template allowing project partners/site local partners (Site Managers specifically) to describe how data are collected, handled, accessed, make openly available/published (eventually). The Project DMP will be used to collect information from Site Managers on how data are collected, stored, managed and to identify the data ownership, the access rights and possible use for dissemination and exploitation;

- The Project DMP will be used by Site Managers for Local DMP included in D1.3.

2.3 Cross-relations between Project DMP and Ethics Compliance

The Project DMP represents the "monitoring" tool (guided template to be filled in by project partners and site local partners, in particular) to allow:

- the partners (in particular Site Managers) certify to the Project Data Manager (PDM) designated in the Ethic Compliance Report (D1.1) and the Ethic Review Board (ERB) the conformity to the requirements set in the Ethic Report itself;

- the ERB check the compliance with the requirements set out by the project Ethics Compliance Report.

3 Data collected and processed in DESTINATIONS

The DESTINATIONS project covers different activities (identified in section 2) and then it deals with an extended range of possible data to be considered.

The term "data" can mean different things and can be related to different kind/set of information (connected to the wide range of actions taking place during the project).

A specification of "data" in DESTINATIONS is required together with a first comprehensive classification of the different main typologies involved.

In particular, data in DESTINATIONS can be divided between the two following levels:

1) Data collected by the project;
2) Data processed/produced within the project.

Data collected by the project can be classified in the following main categories:

- Data for SUMP-SULP elaboration (i.e. baseline, current mobility offer, needs analysis, etc.);

- Data for the design of mobility measures in demo WPs (i.e. baseline, current mobility offer, needs analysis, etc.);

- Data produced in the operation of demo mobility measures (i.e. users registration to service, validation, transactions/payment, points for green credits, etc.);

- Data collected to carry out the ex-ante and ex-post evaluation.

Data collected by the DESTINATIONS project are mainly related to local activities of demo measures design, setup and implementation and then this process deals mostly with responsibilities of Site Managers. This will be reflected in the production of Local DMP for which each site will provide its contribution (filling in the guided template provided by the Project DMP).

Data processed/produced by the project are mainly:

- SUMP/SULP;

- Outputs coming from WP8 (business principles and scenarios, ITS contracting documents, etc.), WP9 (evaluation), WP10 (transferability) and WP11 (communication).

This level of data management (process/elaboration) is related both to local activities (SUMP/SULP) and to Horizontal WP (WP8, 9, 10, 11).

The data management process for the first group deals mostly with responsibilities of Site Managers and will be described in the Local DMP. Regarding the second group of data, the data management process deals mostly with responsibilities of Horizontal WP Leaders/Task Leaders and it will be described in the Project DMP.

4 DMP covered period and updating process

The DESTINATIONS project includes a wide range of activities spanning from users needs analysis of demo measures including SUMP/SULP (survey for data collection, assessment of current mobility offer which could include the management of data coming from previous survey and existing data sources, personal interview, collection of requirements through focus groups and co-participative events, etc.) to demo measures operation (data of users registered to use the demo services, management of images for access control, management of video surveillance images in urban areas, infomobility, bookings of mobility services, payment data/validation, data on the use of services for promotion purpose: green credits, etc.) but also from the elaboration of SUMP/SULP to its circulation among the relevant stakeholders for its consolidation, from data collection on baseline and ex-ante evaluation to ex-post evaluation.

Data can be grouped in some main categories but the details varies from WP to WP (in particular the demo ones) and from sites to sites.

Due to the duration of the project, data to be managed will also evolve during the project lifetime.

For the abovementioned reasons, the approach used for the delivery of Project DMP and Local DMP is to restrict each six-monthly version to the specific data collected, handled or processed in the reference period: this will allow also the project partners and, in particular, Site Managers, to familiarize smoothly in touch with the issues related to data management.

This version of Project DMP covers the first six month of project activities (M1-M6, September 2016 – February 2017). The DMP will be updated on a six-month basis and accordingly integrated with new data collected, handled and produced by the project.

The activities which have been taken place in this six-month period of DESTINATIONS project are the following:

- WP2 – webinar on SUMP stakeholder and citizens engagement. Started coordination of local WP activities and provision of support to sites. Started data collection for baseline in sites;

- WP3, WP4, WP5, WP6, WP7 – Started consolidation of users needs analysis for

the design of demo services and measures

- WP8 – webinar on cross-relation within WP2, WP8 and WP9. Webinars on T8.1 to support the sites in the identification and mapping of stakeholders and on T8.3 to support the sites in the identification of key choices for the design of the "core" ITS[1]. Started identification of key principles.

- WP9 – identification of indicators categories for ex-ante/ex-post evaluation;

- WP10 – identified possible topics for cross-fertilization among partners and outside the consortium and related scheduled events;

- WP11 – fixed cooperation with SATELLITE, started developing communication and dissemination strategies and material, production of local dissemination plan for each site.

The activities more impacted by data management issues and related to this deliverable are:

- Data collection at site level for demo WPs and WP9;

- Identification of indicators categories for ex-ante/ex-post evaluation.

5 Detail of data categories

In section 4 we have identified the main activities of DESTINATIONS project impacted by data management issues and related to this deliverable.

In the following the typologies of data produced, handled or managed by these activities are identified[2]:

WP2

Task 2.2-Task 2.3 Mobility context analysis and baseline

Data collection/survey for SUMP elaboration:

- Census/demographic data;

- Economics data;

- Tourists flow;

- Accessibility in/out;

- O/D matrix;

- Traffic flow;

- Network;

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[1] Here "core" ITS means the systems which are present in most of the demo measures of the project.

[2] These are general indications of the data managed by the project: the specific detail for each site will be part of the Local DMP

- Emissions;

- Pollution;

- Questionnaires on travel behaviour, attitudes and expectations;

- On-field measuring campaign carried out during the data collection phase.

Task 2.6 Smart metering and crowdsourcing

Automatic data collection supporting SUMP development:

- Traffic flow;

- Passengers counting.

WP3

Task 3.1 Users needs analysis, requirements and design

Data collection/survey for safety problem assessment at local level and design of demo measures:

- Data about network, cycling lanes, walking path, intersections, cross points, traffic lights;

- Road safety statistics (number of incidents on the network, etc.);

- Survey on users needs and expectations;

- Reports coming from stakeholder and target users focus group;

- Statistics produced by Traffic Management System, Traffic Supervisor or similar.

WP4

Task 4.1 Users needs analysis, requirements and design

Data collection/survey for extension/improvement of sharing services and design of demo measures:

- Data on sharing/ridesharing service demand;

- Data on sharing/ridesharing service offer;

- Statistics produced by the platform of management of bike sharing already operated (registered users, O/D trips, etc.);

- Survey on users needs and expectations;

- Reports coming from stakeholder and target users focus group.

Data collection/survey for take up of electrical vehicles and design of demo measures:

- Data on the demand of electrical vehicles;

- Data on the offer of electrical vehicles;

- Survey on users needs and expectations;

- Reports coming from stakeholder and target users focus group.

WP5

Task 5.1 Users needs analysis, requirements and design

Data/collection surveys for SULP elaboration:

- Data on shops, supply process, logistics operators, etc.;
- On-field measuring campaign carried out during the data collection phase;
- Questionnaires/survey on supply/retail process;
- Reports coming from stakeholder and target users focus group.

Data/collection surveys for demo logistics services

- Survey on users needs and expectations;
- Reports coming from stakeholder and target users focus group.

WP6

Task 6.1 Users needs analysis, requirements and design

Data/collection for the design of demo measures for increasing awareness on sustainable mobility:

- Data on promotional initiatives already under operation;
- Survey on users needs and expectations;
- Reports coming from stakeholder and target users focus group.

Data/collection for the design of demo measures for mobility demand management:

- Survey on users needs and expectations;
- Reports coming from stakeholder and target users focus group.

WP7

Task 7.1 Users needs analysis, requirements and design

Data/collection for the design of demo measures for Public Transport services:

- Data on PT service demand;
- Data on PT service offer;
- Statistics produced by the systems already operated (i.e. ticketing);
- Survey on users needs and expectations;
- Reports coming from stakeholder and target users focus group.

WP8

N/A - The data collected in this WP in the reference period are not included in the list of "sensible" data identified in D1.1. The data generated by this WP over the reference period deal with the description of site background. These data are out of the scope of the present deliverable.

WP9

Task 9.2 – Task 9.3 – Task 9.4 Evaluation Plan, Ex-ante/Ex-post evaluation

- Baseline (BAU);

- Sustainable mobility;

- Energy consumption;

- Environmental impacts;

- Societal impacts;

- Health impacts.

WP10

Task 10.5 – International cooperation in research and innovation in China

- Info about Chinese tourist flows in DESTINATIONS sites;

- Info about perspective, approach and strategies to strengthen and to make more sustainable Chinese tourist presence in DESTINATIONS sites.

WP11

N/A – The data collected in this WP in the reference period are not included in the list of "sensible" data identified in D1.1.

6 Data management plan

6.1 WP2-WP7

For each of the data categories identified in section 5 (sub-sections related to WP2-WP7) Site Managers will provide the following information (to be included in Local DMP):

WP2		
Data details		
2.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP2 in section 5)*
2.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
Data collection procedures		
2.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
Data management and storing procedures		

WP2		
2.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
Data availability for dissemination		
2.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*
2.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID2.1.1)*

Table 1: Template to be filled in by Site Managers to detail WP2 data management procedures over the reference period (included in Local DMP)

WP3		
Data details		
3.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP3 in section 5)*
3.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
Data collection procedures		
3.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
Data management and storing procedures		

WP3		
3.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
Data availability for dissemination		
3.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*
3.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID3.1.1)*

Table 2: Template to be filled in by Site Managers to detail WP3 data management procedures over the reference period (included in Local DMP)

WP4		
Data details		
4.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP4 in section 5)*
4.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
Data collection procedures		
4.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
Data management and storing procedures		

WP4		
4.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
Data availability for dissemination		
4.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*
4.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID4.1.1)*

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Table 3: Template to be filled in by Site Managers to detail WP4 data management procedures over the reference period (included in Local DMP)

WP5		
Data details		
5.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP5 in section 5)*
5.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
Data collection procedures		
5.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
Data management and storing procedures		

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WP5		
5.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
Data availability for dissemination		
5.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*
5.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID5.1.1)*

Table 4: Template to be filled in by Site Managers to detail WP5 data management procedures over the reference period (included in Local DMP)

WP6		
Data details		
6.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP6 in section 5)*
6.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
Data collection procedures		
6.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
Data management and storing procedures		

WP6		
6.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
Data availability for dissemination		
6.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*
6.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID6.1.1)*

Table 5: Template to be filled in by Site Managers to detail WP6 data management procedures over the reference period (included in Local DMP)

WP7		
Data details		
7.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP7 in section 5)*
7.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
Data collection procedures		
7.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
Data management and storing procedures		

WP7		
7.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
Data availability for dissemination		
7.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*
7.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID7.1.1)*

Table 6: Template to be filled in by Site Managers to detail WP7 data management procedures over the reference period (included in Local DMP)

6.2 WP9

For each of the data categories identified in section 5 (sub-sections related to WP9) Site Managers will provide the following information (to be included in Local DMP):

WP9		
Data details		
9.1.1	Which kind of data will be collected in your site ?	*(to be filled in by Site Managers)* *(please indicated each data among the categories indicated for WP9 in section 5)*
9.1.2	Please detail data typology and structure/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.1.3	Please detail the data origin	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.1.4	Please provide some figure allowing to estimate the data dimension	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
Data collection procedures		
9.2.1	Please detail the procedure adopted for data collection	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.2.2	If a sampling process is used, please confirm that the sample is random and of a size that can be analysed with the ability to make statistical inference for the overall sample and for the most significant sub-sample breakdowns (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*

WP9		
9.2.3	Are data collected anonymously or not ? If not, please confirm that data are collected in such a way preventing the tracking of personal habits or feelings (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
Data management and storing procedures		
9.3.1	How data are stored ? Please detail where the data are stored and in which modality/format (if applicable)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.3.2	Who is the organization responsible for data storing and management ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.3.3	By whom (organization, responsible) data are accessible ?	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.3.4	Which international regulation will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.3.5	Which national regulation and applicable 'opinion statements' will be applied for data storing and access ? (for reference, please see D1.1)	*(to be filled in by Site Managers)* *(please repeat for each data indicated in row ID1.1)*

WP9		
Data availability for dissemination		
9.4.1	Are data usable for DESTINATIONS dissemination purpose ? Please indicate the format (aggregated/not aggregated)	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*
9.4.2	Are data planned to be published as open format ? If so, please describe the technological solution used and he metadata format.	*to be filled in by Site Managers)* *(please repeat for each data indicated in row ID9.1.1)*

Table 7: Template to be filled in by Site Managers to detail WP9 data management procedures over the reference period (included in Local DMP)

For each of the data categories identified in section 5 (sub-sections related to WP9) Project Evaluation Manager (PEM) provides the following information:

WP9		
Data management and storing procedures		
9.5.1	How data collected by sites related to ex-ante evaluation are stored ?	Ex ante and ex post data collected by the Local Evaluation Manager (LEMs) and Site Managers are stored in an ad hoc Excel file according to a structured data collection template..
9.5.2	Please detail where the data are stored and in which modality/format (if applicable)	
9.5.3	How data will be used ?	These data will be then transposed to the Measures Evaluation Report according to the format provided by the Satellite project. They will be used under an aggregated format.
9.5.4	Who is the organization responsible for data storing and management ?	ISINNOVA
9.5.5	By whom (organization, responsible) data are accessible ?	Data are accessible by the ISINNOVA evaluation manager (Mr. Stefano Faberi) and his colleagues.

Table 8: Description of WP9 data management procedures adopted by Project Evaluation Manager (PEM) over the reference period

6.3 WP10

WP10		
Data management and storing procedures		
10.1.1	How data collected by sites related to ex-ante evaluation are stored ?	Data collected from the sites are stored in an ad hoc file. These data will be used in an aggregated format in order to better design the promotion of DESTINATIONS sites towards possible Chinese investors and tourist stakeholder.
10.1.2	Please detail where the data are stored and in which modality/format (if applicable)	
10.1.3	How will be data used ?	
10.1.4	Who is the organization responsible for data storing and management ?	GV21
10.1.5	By whom (organization, responsible) data are accessible ?	Data are accessible by GV21 (Mrs. Julia Perez Cerezo) and her colleagues.

Table 9: Description of WP10 data management procedures over the reference period