



Horizon 2020  
European Union Funding  
for Research & Innovation

**Clean Sky 2 Joint Undertaking (CS2JU)**  
**Data Management and Documentation**  
**Control Plan**

March 2019

**Project<sup>1</sup> Number:** [820845]

**ITD/IADP/TA:** AIR ITD

**Project Acronym:** [IIAMS]

**Project title:** [Innovative Infusion Airframe Manufacturing System]

## DATA MANAGEMENT PLAN

### Update of the DMP record

Revision	Date	Description	Reviewer
0.0	25/03/2019	Initial outline	

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<sup>1</sup> The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation

## Executive Summary

This document, (Deliverable 8.3) D8.3 Data Management Plan (DMP) is a deliverable of the [IIAMS] project launched under the ITD/IADP/TA/TE - AIR ITD which is funded by the European Union's H2020 through Clean Sky 2 Programme under Grant Agreement 820845.

The present deliverable constitutes the Data Management Plan (DMP) of the IIAMS project, including the following issues:

- Outline the types of data already generated and/or foresee to be generated at this stage of the project, including the context and procedures of this generation, as well as the degree of privacy and confidentiality of the data.
- Outline procedures that will be followed to assess the generated/collected data with respect to their sensitiveness.
- Outline the data acquisition plan for the duration of the project
- Outline the measures that are foreseen for the adequate management of the data from the ethical and security points of view. DMP is a document outlining how research data will be handled during project and after it is completed.

The overall purpose of the DMP is to support the data management life cycle for all data that will be collected, processed or generated by the project.

This deliverable can also be considered as a checklist for the future. It is a living document that is expected to mature during the project lifetime and will be updated accordingly.

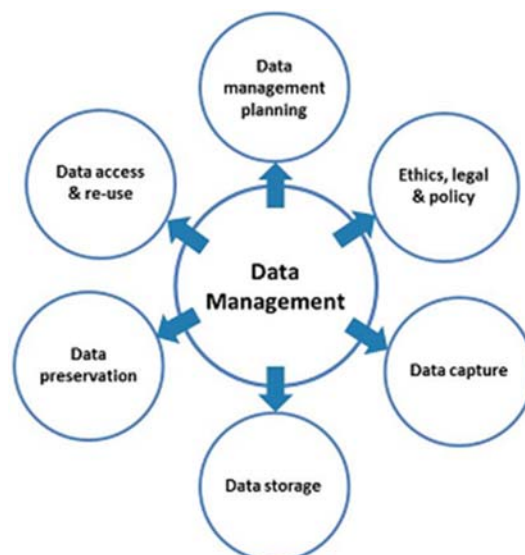


Figure 1. Several aspects taking account to elaborate the Data Management of the IIAMS project

## DATA MANAGEMENT AND RESPONSABILITY

### 1.1. DMP Internal Consortium Policy

MTORRES will be the responsible of the data management: the maintenance of the data, the selection of the repository, data uploaded. The MTORRES will be responsible to maintain the contact with the Topic manager.

### 1.2. DATA MANAGEMENT Responsible

Table 1. Data management Responsible

<b>Project Data Contact (PDC)</b>	Sebastián Díaz
<b>PDC Affiliation</b>	MTORRES
<b>PDC mail</b>	Sebastian.Diaz@mtorres.com
<b>PDC telephone number</b>	968 87 84 00

### 1.3. DATA nature, link with previous data and potential users

Table 2. Data nature

Nature of Data	Type of file	Standards
<b>Numerical data</b>	Text	.txt, .pdf, .doc, .ps, .xlsx
<b>Simulation data</b>	Text, graphics	.txt, .jpeg,
<b>Software</b>	Source, object	.f, .c, .o, .exe,
<b>Photos</b>	Images	.jpeg, .tif, .png
<b>Videos</b>	Video files	.MPG, .MOV, .WMV, .RM

### 1.4. Data Summary

Three different datasets have been identified, at this early stage of the project. Table 3 gives an overview of all the data that are expected to be collected or generated during IIAMS project.

Table 3. Dataset identified of the IIAMS project

DATASET ID	Dataset name
<b>IIAMS_Experiments</b>	IIAMS data obtained from the design, manufacture activities of the several elements of the prototype
<b>IIAMS_Procedures</b>	IIAMS data obtained from the elaboration of several protocols related to the manufacture, set-up of the prototype
<b>IIAMS_Publications</b>	IIAMS Public Deliverables & Scientific publications

- The IIAMS\_Experiments will include all data generated during the design and manufacture activities of the several elements of the prototype.
- The IIAMS\_procedures will contain all data related to the procedures to manufacture and set-up of the several elements of prototype.
- The IIAMS open calls will contain all data that will be considered to the open calls
- IIAMS publications will contain all the public deliverables and the scientific publications.

## **IIAMS Experiments DATA**

This section reports on the organization of the datasets of the trials that will be conducted in the project with the aim to design and to prove the new manufacturing system. The details on the data to be generated, collected and shared during the experiments. Several application experiments will be carried out in different steps of the project.

Table 4. IIAMS\_Experiments\_dataset

Data set reference and name	IIAMS_Experiments
<b>Purpose and relation to the objectives of the project</b>	The datasets include information about the several parameters related to design of the several elements of the prototype and the manufacturing and inspection process.
<b>Data types</b>	Document, data, images, code
<b>File formats</b>	Documents and images: All common electronic document formats (.docx, .pdf, tex., etc.)  Data: text format tables that are readable by common data analysis software or encrypted for specific data treatment software (to be defined).  Numerical codes: written in programming languages
<b>Reuse of existing data</b>	Data from other projects of MTORRES will be used to preliminary values of same parameters.

<b>Data production methods</b>	<p>The dataset will be generated through experimental trials, measurements, and numerical simulations.</p> <p>The dataset will also include summaries of project meetings and discussion between MTORRES and the TOPIC MANAGER (TM).</p>
<b>Expected size of the data</b>	To be determined
<b>Data utility</b>	The collected dataset will be used for identifying the best design parameters of the several elements of the prototype.
<b>Potential for reuse</b>	The dataset will be useful for other projects of MTORRES
<b>Diffusion principles</b>	The dataset generated will be shared with the TOPIC MANAGER. MTORRES and the TP will determine which shall be publicly available according to Open Access scheme. Institutional as well as public data repositories (ZENODO) will be used along with open access publications in journals.

## APPLICATION EXPERIMENTS: DESIGN ELEMENTS

Table 5 shows the several elements of the prototype and the different kinds of the data obtained during the design of these elements.

Designing of the several compounds of the prototype is need the use of data from the internal dataset from MTORRES jointly the knowledge from the engineers of MTORRES. These data will be collected in notebooks and files in format word during the working meetings. All this data will serve to elaborate an experimental plan. The data obtained from the design of the elements will be collected from several simulations with CCC (simulation data), and a real experiment. From these experiments, we will obtain raw data files. These files will consist of directly collected data from the various instruments and sensors used to measure the characteristics of the elements manufactured.

All data obtained from the simulation data and sensors data will be treated and analyzed, changing their format to easy and common format, excel, word, pdf. From the data manipulation will be obtained selected data (used to the design of the elements) and reject data. Both kinds of data will be storage at lest during two years after the end of the IIAMS project.

Table 5. Several elements of the prototype jointly with the main data

Elements of prototype	Kind of data	Data name
Moulds ( <b>lower skin, spars and stringers</b> )	Dimensions, geometry, materials, composite	IIAMS_Experiments_Molds
Tooling ( <b>transport, assembly/disassembly, geometry and inspection</b> )	Parts positioning, geometry, dimensions, material	IIAMS_Experiments_Tooling
Injection and heat transfer systems	Hot/cold application, embedded resistors tooling, induction heating systems	IIAMS_Experiments_Injection and heat transfer systems
Cure system	Embedded resistors molds, heating covers	IIAMS_Experiments_Cure_system
Dummy parts	Dimensions, geometry, materials, composite	IIAMS_Experiments_Dummy parts

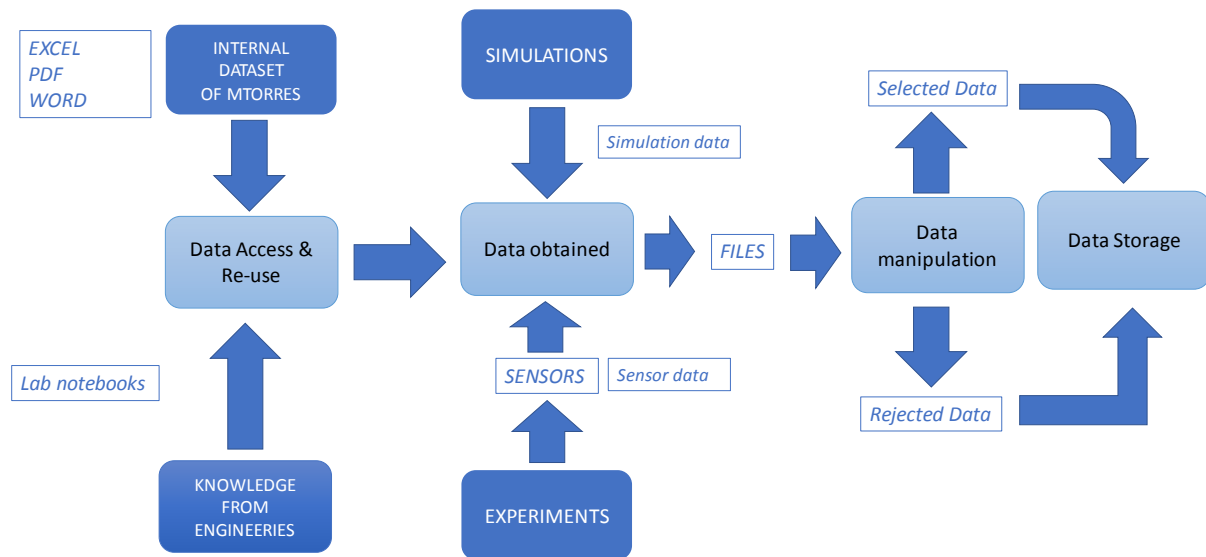


Figure 2. The use of data during the design of the several elements of the prototype

The several software and models that will use to obtain and to manipulate data are:

Technical software:

- CATIA V5-Solid modelling and Drafting
- SNARTEAM & TEAMCENTER
- UNIGRAPHICS-Solid Modelling and Drafting
- AUTOCAD Concurrent –Civil-2D design

- Metrology Software: Spatial Analyzer, Metrologx4 and PCDmis.

*Models:*

- NASTRAN & NXNASTRAN-Finite Element Modelling/Analysis
- ANSYS- Finite Element modelling/Analysis
- RHINOCEROS
- PAM-RTM RTN and infusion modelling
- PAM-FORM
- RTM WORX RTM and infusion modelling

## APPLICATION EXPERIMENTS: MANUFACTURING & INSPECTION PROCESS

A complete inspection plan will be carried out over the final part to ensure the quality of the manufacture. MTorres approach will be based on:

1. A complete **DIGITAL DATA DIMENSIONAL CONTROL PLAN**. It will be designed to compare real construction with the 3D model using advanced software (Spatial Analyzer, MetrologX4 and PCDmis).
2. *REAL DATA* collected using fast dimensional checking, recording and analysis techniques.
3. NDT (non-destructive testing) inspection approach using:
  - Visual inspection to detect eventual failures. This data will be recorded by photos and videos. **GRAPHIC DATA**
  - Ultrasonic Testing. Test will be run with MTORRES TORRESSONIC equipment, which incorporates a harmonic set of accurate, stiff and reliable mechanics, control electronics and software subsystems, working together to make an advanced ultrasonic unit scan a part. **SENSOR DATA**
4. Predictive information for assembly to composite and metallic wing box. IIAMS will carry out **simulations** of all the operations involved in the manufacturing process, allowing the identification of scenarios that could lead to possible manufacturing errors. Correction methods will be established for each of these scenarios, to eliminate the possibility of error. The simulation will be at (**SIMULATION DATA**):
  - Structural level using finite elements method approach
  - Fluid mechanics to study and predict the infusion process
  - Thermal study to optimize the curing process

All the documentation will be generated in a full 3D format, with paperless technology, intended for design, system manufacturing, system user and maintenance documentation, training and simulation (i.e. the Final Design of the Innovative Integrated System will be generated as a CATIA full 3D dataset).

The system will include sensors system to enable further monitoring, controlling and recording as well as simulation validation. Massive data will be recorded and receive big data treatment (i.e. prior flow, temperature and pressure simulation of the moulding process, accurate dosage, temperature and flow monitoring if the infusion process, digital cure monitoring, data management for jig less approaches in inspection process).



**IIAMS Procedures**

Table 6. IIAMS\_Procedures\_dataset

Data set reference and name	IIAMS_Procedures
<b>Purpose and relation to the objectives of the project</b>	The datasets include information about the several procedures and protocols related to the innovate manufacture system. The training procedure, the user and maintenance manual, tests and acceptance protocol definition.
<b>Data types</b>	Document, data, images, code
<b>File formats</b>	Documents and images: All common electronic document formats (.docx, .pdf, tex., etc.)  Data: text format tables that are readable by common data analysis software or encrypted for specific data treatment software (to be defined).
<b>Reuse of existing data</b>	Data from other projects of MTORRES will be used to preliminary values of same parameters.
<b>Data production methods</b>	The dataset will be generated through experimental trials, measurements, and numerical simulations.  The dataset will also include summaries of project meetings and discussion between MTORRES and the Topic Manager.
<b>Expected size of the data</b>	To be determined
<b>Data utility</b>	The collected dataset will be used for identifying the best design parameters of the several elements of the prototype.
<b>Potential for reuse</b>	The dataset will be useful for other projects of MTORRES
<b>Diffusion principles</b>	The dataset generated will be shared with the TP. MTORRES and the TP will determine which shall be publicly available according to Open Access scheme. Institutional as well as public data repositories (ZENODO) will be used along with open access publications in journals.

## **IIAMS Publications and reports**

The dataset includes all files (source code, final documents) related to the reporting and dissemination activities that will take place in IIAMS project.

### **DATA NOMENCLATURE**

The dataset Reference is “IIAMS-Publication” and the dataset name is “IIAMS Publications”.

### **DATASET DESCRIPTION**

The IIAMS Publications dataset consists of material regarding:

- Scientific Publications, including papers, presentations, posters, and others material used in scientific conferences, journals, workshops, etc. In every case, a direct link to the online version of the material will be provided.
- Material related to promotional activities (flyers, posters, etc.)
- Project deliverables, including all reports and related files which form IIAMS’s deliverables as specified in the project’s description of work.

### **STANDARDS AND METADATA**

Data come in text format, conforming to the intended se needs and to the requirements of the software application that will be used to render them in a readable and printable format (eg portable Device Format-pdf.)

Images and other multimedia files come in proper containers such as JPEG for static images.

Metadata are associated to the various files in direct or indirect manner. Direct association to metadata is supported form specific file types (eg. Compression ratio, image size, etc. in PNG files) whereas indirect association to metadata stems from external tools that are being used on data, such as versioning or management tools, and create metadata regarding modifications, commit information, etc.

### **DATA SHARING**

The Table 7 provides and overview of the two deliverable categories, public and confidential.

*Table 7. The public and confidential deliverables of the IIAMS project*

Public Deliverables		Confidential Deliverables	
<b>D8.3</b>	Data Management and Documentation Control Plan	D1.1	Conceptual definition of methodology and Innovative Industrial Means Integration
<b>D8.4</b>	Project website	D2.1	Preliminary Design of: Moulds, Tooling, Injection& Heat Transfer Systems, Cure Systems, Simulation, Inspection, Monitoring & Recording Systems, Dummy Parts. Preliminary Manufacturing Process Definition
<b>D9.1</b>	Plan for Communication, Dissemination and exploitation of the project results	D3.1	Definitive Design of Moulds, Tooling, Injection & Heat Transfer Systems, Cure Systems, Simulation, Inspection, Monitoring & Recording Systems, Dummy Parts and Final Manufacturing Process Definition

<b>D9.3</b>	Report on Communication, Dissemination and Exploitation actions	D4.1	Moulds, Tooling & Low-Cost Dummy Part (mock up, not full dimensions)
		D4.2	Inspection & Results Report (for the mock-up dummy part)
		D5.1	Full Portable System
		D5.2	Material Checking & Set-up Review Report
		D6.1	Low Cost Dummy Parts (full dimensions, required by the call)
		D6.2	Inspection & Results Report (for the full dimensions dummies)
		D7.1	Panels Manufactured
		D7.2	Inspection& Results Report
		D7.3	User& Maintenance Manual
		D8.1	Report on the signature of the Consortia Agreements
		D8.2	Project Management Handbook
		D9.2	Exploitation Plan of the confidential project results
		D9.4	Report on confidential exploitation actions
		D9.5	Process Manufacturing Video-Simulation

## 2. FAIR data

### 2. 1. Making data findable, including provisions for metadata

Table 8. Making data findable

<b>Metadata</b>	<p>It enables other researchers to find data in an online repository and is, as such, essential for the reusability of the dataset. This metadata will be kept separate from the original raw research data.</p> <p>As described in the project Grant Agreement (Article 29.2) the bibliographic metadata include all the following:</p> <ul style="list-style-type: none"> <li>- The terms “Clean Sky 2 Joint Undertaking”, “European Union (EU)” and “Horizon 2020”,</li> <li>- The name of the action, acronym and grant number,</li> </ul>
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	<ul style="list-style-type: none"> <li>- The publication date, and length of embargo period if applicable</li> <li>- A persistent identifier</li> </ul> <p>Note: All publication resulting from IIAMS action must acknowledge the financial support by EU by the statement: "IIANS project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 820845"</p>
<b>Persistent and unique identifier</b>	Digital Object Identifier (DOI) will be used as persistent identifiers on open data repositories.
<b>Naming conventions</b>	<p>Files and folders at data repositories will be versioned and structures by using a name convention consisting of project name, dataset name and ID.</p> <p>IIAMS_Experiments_AAAA_xxx.yy.zz (xxx= doc, img, code, etc., yy=data; zz=version number).</p>
<b>Search keywords</b>	<p>Example keywords (will be modified with the project advancement)</p> <p>IIAMS_Experiments: design, set-up, manufacture, moulds,</p> <p>IIAMS_procedure: training, the user and maintenance manual, tests and acceptance protocol</p> <p>IIAMS_publications: journals, deliverables</p>

## 2.2. Making data openly accessible

This section reports on the organization of the datasets of the IIAMS Open calls that will be conducted in the context of IIAMS project.

The main use for such data will be further data exploitation at industrial level, rather than openly reproducing and disseminating such data. MTorres and the Topic Manager will take the decision to exploit and protect the data. The protection option will normally be Trade Secret, although in some cases the Patenting option will be more appropriate.

On the other hand, IIAMS is fully aware of the open access to scientific publications article as stated in the Article 29.2 of the H2020 Grant Agreement (GA). In this sense, for any peer reviewed publication arising from the project, IIAMS will make them freely and openly available via an online repository. The objectives of using open access publishing are to accelerate further research, to enrich the knowledge of the general public and to improve education by giving access to teachers and learners to the latest research findings around the world.

**The main objectives of the IIAMS project are not scientific publications. However, Open Access (OA) will be implemented in peer-review publications (scientific research articles published in academic journals), conference proceedings and workshop presentations carried out during and after the end of the project.**

The publications issued during the project will include the Grant Number, acronym and a reference to the H2020 Programmer funding, including the following sentence:

*“Project IIAMS has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement N° 820845”. In addition, all the documents generated during the project will indicate in the Metadata the reference of the project:*

Each paper will include the terms Clean Sky Joint Undertaking, Horizon 2020, European Union (EU), the name of the action, acronym and the grant number, the publication date, the duration of embargo period (if applicable) and a persistent identifier (e.g. DOI).

The purpose of the requirement on metadata is to maximize the discoverability of publications and to ensure the acknowledgment of EU funding. Bibliographic data mining is more efficient than mining of full text versions. The inclusion of information relating to EU funding as part of the bibliographic metadata is necessary for adequate monitoring, production of statistics, and assessment of the impact of Horizon 2020.

According to the “Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020”, there are two main routes of open access to publications:

- **Self-archiving (also referred to as “green open access”)**: in this type of publication, the published article or the final peer-reviewed manuscript is archived (deposited) by the author - or a representative - in an online repository before, alongside or after its publication. Some publishers request that open access be granted only after an embargo period has elapsed.
- **Open access publishing (also referred to as “gold open access”)**: in this case, the article is immediately provided in open access mode as published. In this model, the payment of publication costs is shifted away from readers paying via subscriptions. The business model most often encountered is based on one-off payments by authors. These costs (often referred to as Article Processing Charges, APCs) can usually be borne by the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.

As a conclusion, the process involves two steps, firstly MTORRES will deposit the publications in the repositories and then they will provide open access to them. Depending on the open access route selected self-archiving (Green OA) or open access publishing (Gold OA), these two steps will take place at the same time or not. In case of self-archiving model, embargo period will have to be taken into account (if any).

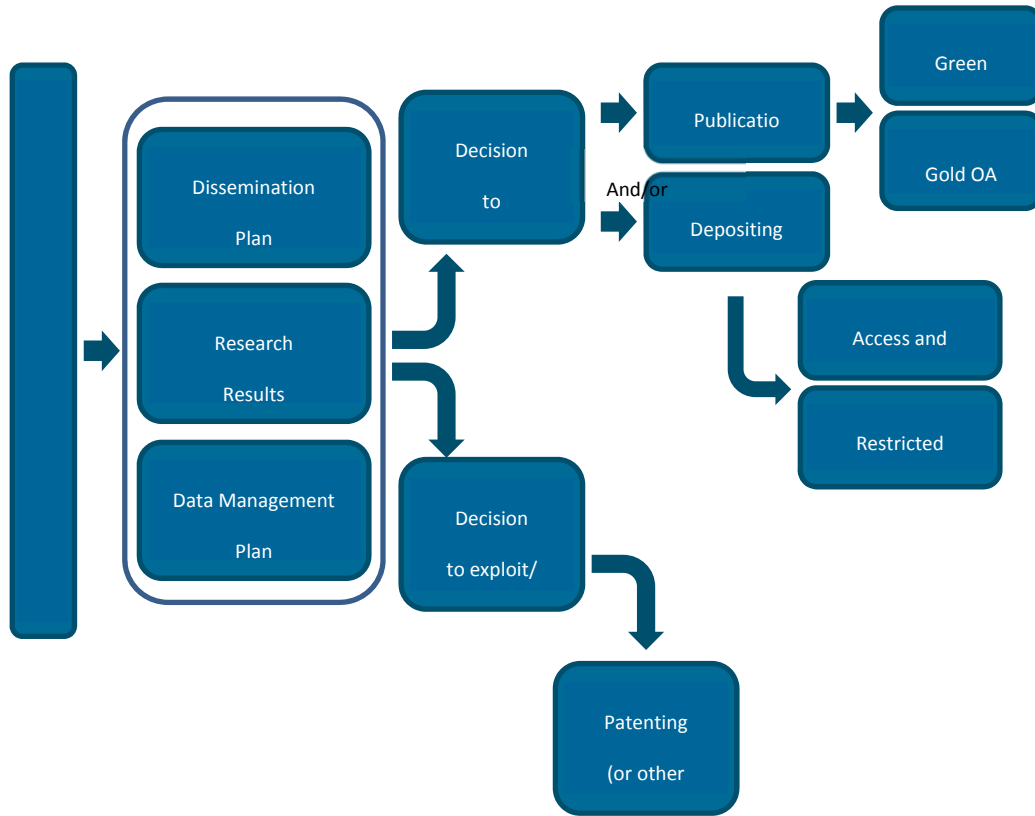


Figure 3. Scheme of decision on IP protection

Table 9. Making data openly accessible

<p><b>Data openly available*</b></p>	<p>The IIAMS project datasets will be first stored and organized in a database by the data owners (personal computer, or on the institutional secure server) and on the project database (project website’s private section).</p> <p>Some datasets, for which the MTORRES y TP declares no confidentiality or IPR issues, will also be stored in ZENODO, the open access repository of the Open Access Infrastructure for Research in Europe (OpenAIRE)</p> <p>In such case, data access policy will be unrestricted. An embargo period may incur if collected datasets are linked to a green or gold open access publication.</p>
<p><b>Tools to read or reuse data*</b></p>	<p>Most data are produced in common electronic document/data/image formats (.docx, .pdf,.tex, .jpg, .eps, ASCII etc.) that do not require specific software.</p> <p>Numerical codes may require specific compilers (to be specified)</p>
<p><b>Ways to make data available</b></p>	<p>Data objects will be deposited in ZENODO under:</p>

	<ul style="list-style-type: none"> <li>- Open access to data files and metadata and data files provided over standard protocols.</li> <li>- Use and reuse of data permitted.</li> <li>- To protect the copyright of the project knowledge.</li> </ul>
<b>Data and publication repository</b>	<p>For preservation and sharing of internal data and datasets IIAMS will use:</p> <ul style="list-style-type: none"> <li>- Individual researchers data storage media</li> <li>- Project website's private section</li> <li>- For open Access data and publications, IIAMS will use. IIAMS website's public section</li> <li>- ZENODO (<a href="https://zenodo.org">https://zenodo.org</a>) for ORDP data and datasets</li> <li>- Other national or institutional open access archiving platforms used by MTORRES and the PT.</li> <li>- Open access journals.</li> </ul>
<b>Access procedures</b>	<p>All data deposited on ZENODO will be accessible without restriction for public. For other data, potential users must contact the MTORRES team in order to gain access. If necessary, appropriate procedure (such as non-disclosure agreement) will be used.</p>

### 2.3. Making data interoperable

Table 10. Making data interoperable

<b>Standards, vocabularies, or methodologies for data and metadata</b>	<p>Controlled vocabularies will be used in descriptive metadata fields to support consistent, accurate, and quick indexing and retrieval of relevant data. Keywords and their synonyms will be used for indexing and subject headings of the data and metadata. As controlled vocabularies change with different disciplines of Science, these keywords will be updated during the course of the project to increase the interoperability of the project's data and metadata.</p>
<b>Inter-disciplinary interoperability</b>	<p>In order to ensure the interoperability, all datasets will use the same standards for data and metadata capture/creation.</p>

## 2.4. Increase data re-use (through clarifying licences)

Table 11. Data re-use

<b>Date of data release</b>	<b>Immediately after the MTORRES and the TP decision to make data Open Access. However, an embargo period may be applied if the data (or parts of data) are used in published articles in “Green open access”. The recommended maximum embargo period length by European Commission is 6 months.</b>
<b>Access to third parties</b>	For datasets deposited on a public data repository (ZENODO) the access is unlimited.
<b>Restricted re-use: exception to the general diffusion principles</b>	<p>Restrictions on re-use policy are applied for all protected data, whose re-use will be limited within the project partners.</p> <p>Other restrictions include:</p> <ul style="list-style-type: none"> <li>- The embargo period imposed by journals publications policy (green open access)</li> <li>- Attribution: requires users of the dataset to give appropriate credit provide a link to the license and indicate if changes were made.</li> <li>- Non-Commercial: prohibits the use of the dataset for commercial purposes by others.</li> </ul>
<b>Data quality assurance processes</b>	Quality and Risk committee (composed by MTORRES team and TP) holds monthly video-conference meeting to ensure the proper conduct of project’s data management.
<b>Length of time for reuse</b>	At least 1 year after the project



### 3. Allocation of resources

Table 12. Allocation of resources

<b>Costs for making data FAIR and how to cover these costs</b>	<ul style="list-style-type: none"> <li>- Fees associated with the publication of scientific articles containing project's research data in "Gold" Open access journals.</li> <li>- Project website operation. MTORRES</li> <li>- Data archiving at ZENODO: free of charge</li> <li>- Copyright licensing with Creative Commons: free of charge</li> </ul>
<b>Data manager responsible during the project</b>	<p>During the project data will be updated regularly as new results are submitted by MTORRES.</p>
<b>Potential value of long term preservation</b>	<p>To be determined</p>
<b>Cost of long-term preservation</b>	<p>Data preservation of at least 1 year after the project is required by the GA (article 31.3). The associated costs for dataset preparation for archiving will be covered by the project itself. Long-term preservation will be provided, and associated costs covered by a selected disciplinary repository.</p>

## 4. Data security

The MTORESS will be responsible for the archiving and preservation of the corresponding data. After the completion of the project, the data collected will be maintained for a period covering at least one year.

The web-site will be maintained for at least two years after the completion of the project and all the information hosted in the web-site will be maintained.

The storage server with all project files (including the DATAsets) will host a snapshot of all the files produced for at least one year after the completion of the project.

Open Access will be implemented in peer-review publications (scientific research articles published in academic journals), conference proceedings and workshop presentations carried out during and after the end of the project. In addition, non-confidential PhD or Master Thesis and presentations will be disseminated in OA. Open access is not a requirement to publish, as researchers will be free to publish their results or not. This model will not interfere with the decision to exploit research results commercially e.g. through patenting [3].

JTI Recommendation of the management of intellectual property in knowledge transfer activities and the Code of Practice for universities and other public research institutions will be taken into account. The strategy for knowledge management and protection of project results will include measures to provide open access (free on-line access, such as the “green” or “gold” model) to peer-reviewed scientific publication which might result from the project.

The publications made during IIAMS project will be deposited in an open access repository (including the ones that are not intended to be published in a peer-review scientific journal). The repositories used by project will be ZENODO.

As stated in the Grant Agreement (Article 29.3): *“As an exception, the beneficiaries do not have to ensure open access to specific parts of their research data if the achievement of the action’s main objective, as described in Annex I, would be jeopardized by making those specific parts of the research data openly accessible. In this case, the data management plan must contain the reasons for not giving access”.*

This rule will be followed only in some specific cases, in those that will be necessary to preserve the main objective of the project.

With respect to the Intellectual Property Right (IPR) management, including all IPR (Background and Foreground Information, among others), MTORESS is omitted to maximum exposure of the work carried out within this project, while ensuring intellectual property is protected and exploited. MTORESS as Project Coordinator, in accordance with the Topic Manager, will determine the results and knowledge arising from the project that will be made available to the public through public reports and/or journal publications and conferences.

**IIAMS** will use methods that emphasize easy access and extended contact and trust building among participants. The following guidelines will be followed in order to ensure the security of the data:

- Store data in at least two separate location to avoid loss of data;**
- Encrypt data if it is deemed necessary**
- Limit the use of USB flash drives**
- Label files in a systematically structured way in order to ensure the coherence of the final dataset**

## **5. Ethical aspects**

The ethical issue that might arise will be dealt by IIAMS project with the appropriate care, in a professional way, following very closely established EU regulations and corresponding laws about privacy, confidentiality, and consent.

All personal and professional data will be addressed to ensure that they do not contravene national laws on the protection of this type of data. All systems developed in IIAMS will conform to both current legislation and that anticipated in the future. The systems that will be developed in IIAMS will consider Trust and confidence as a key attribute due to the sensitivity of personal and business confidential information in terms of exploitation. Therefore, extra care will be taken in preserving this data.

## **6. Other issues**

No other issues to report at this time

## **7. Further support in developing your DMP**

ZENODO

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