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WP01 Project Management
D1.2: Data Management Plan v1

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Project information

Project full title:	Sustainable Transformation of Rural Communities via Technical, Social and Organizational Innovations
Acronym	STORCITO
Call	HORIZON-CL6-2024-COMMUNITIES-02
Topic	HORIZON-CL6-2024-COMMUNITIES-02-1-TWO-STAGE
Start date	01-may-2025
Duration	36 MONTHS

List of participants

PARTNER Nº	PARTICIPANT ORGANIZATION	ACRONYM
1 (Coord)	Universidad de Vigo	UVIGO
2	Contactica SL	CTA
3	Instituto Orensano de Desarrollo Económico	INORDE
4	Innogando S.L.	INNOG
5	Sintef A.S.	SINTEF
6	Ruhr-Universitaet Bochum	RUB
7	Geoponiko Panepistimion Athinon	AUA
8	Technische Hochschule Deggendorf	THDEG
9	Universiteit Utretch	UU
10	Nimmo A.S.	NIMMO
11	Gjesdal Kommune	GJESDAL

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Deliverable specifications

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Abstract

Version	Date	Description
V1	**08/10/2025**	**Table of Contents**
V2	**23/10/2025**	**First Draft**
V2	**27/10/2025**	**Reviewed by A. Fernandez**
V2	**28/10/2025**	**Reviewed by F. Veiga**
V3	**28/10/2025**	**Update of the content based on the reviewers' comments**
V4	**29/10/2025**	**Definite version for submission**

Abstract of the deliverable
This deliverable provides the initial version of the Data Management Plan (DMP) for the STORCITO project, detailing the procedures for handling project data in alignment with the FAIR principles—Findable, Accessible, Interoperable, and Reusable. It establishes the framework for ensuring that all data and research outputs comply with open access policies, ethical and legal standards, intellectual property rights, and information security requirements. The plan will be revised and updated at the end of the first review period (Month 18) as part of deliverable D1.3.

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1. Executive summary

This document presents the initial version of the Data Management Plan, outlining the procedures for managing the STORCITO project's data.

STORCITO partners will ensure that all the collected data and research outputs are in accordance with the FAIR principles (Findable, Accesible, Interoperable and Reusable) and are compliant with open Access, ethical and legal requirements, intelectual property rights and information security.

This plan will be updated at the end of the first reporting period (M18) in the deliverable D1.3.

Section 2 elaborates on the general strategy for data management, including principles and legislation, as well as general procedures for ensuring data ness, FAIR alongside considerations for data security and data management responsibilities.

The subsequent sections delve into the specifics of different types of data, documents, publications and other research outputs suitable to FAIR principles. Namely:

- Internal project data and documentation (Section 3).
- Internal data and documentation with personal and sensitive information (Section 4).
- Research publications (Section 5).
- Other information and documents (Section 6).

2. General plan for data management

2.1 Data summary

STORCITO activities involve collecting and generating quantitative and qualitative data, or a combination of both, across multiple work packages. This data will be analysed from diverse perspectives using various methodological approaches to support the project's objectives in research, innovation, and community engagement.

STORCITO partners will ensure that all data collected, processed, and generated during the project strictly comply with the following principles:

- FAIR principles (Findable, Accessible, Interoperable and Reusable), following the template established in *EU Grants: Data Management Plan (Horizon Europe)*.

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- Research outputs will follow the principle “as open as possible, as closed as necessary”, ensuring a balance between openness and the protection of legitimate interests.

STORCITO will ensure full compliance with open access, ethical, and legal requirements, including intellectual property rights (IPR) and information security. The project will adhere to all applicable European and national legislation, as well as additional regulations that may arise during the project’s implementation. In particular, the following legal instruments and principles will be respected:

- Directive (EU) 2019/1024 on open data and the re-use of public sector information.
- Annex 5, Sections 6–8 of the Horizon Europe Grant Agreement.
- Article 19 of Regulation (EU) 2021/695 (Horizon Europe), guaranteeing proportionality, privacy, data protection, non-discrimination, and health and safety.
- Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR).

To ensure early and open sharing of research outputs and enhance the reproducibility of results, STORCITO partners will deposit data in open online research repositories such as Zenodo, YODA, Investigo, or the RUB repository, as well as in OpenAIRE or the European Open Science Cloud (EOSC).

However, some exceptions to full open sharing will apply when justified. Specifically, STORCITO partners will consider the following limitations when evaluating the mandate for open access:

- The need to protect results due to legitimate interests such as commercial exploitation, confidentiality, trade secrets, or IPR.
- Ethical or security considerations, including sensitive or confidential data.
- Data protection and privacy of individuals, in compliance with GDPR.
- Technical constraints, such as datasets too large to be feasibly hosted by a public repository.
- Data under third-party licenses or agreements restricting open redistribution.

Open access does not interfere with the exploitation of research results. If results are to be commercially protected (e.g., through patenting), open access publication will only occur after protection has been secured. Furthermore, open access requirements of Horizon Europe do not impose an obligation to publish results. The decision to publish remains entirely at the discretion of the project partners. When dissemination occurs through publication, project-funded publications must comply with Open Access requirements.

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2.2 Data management process

An essential feature of the STORCITO project is the active involvement of stakeholders and end users from the very beginning of the project to gather data and co-create solutions. Partners will organize workshops, surveys, interviews, and trainings with rural stakeholders, public administrations, and community representatives. These activities will take place under the stakeholder engagement and communication framework and contribute to the development of social, technical, and organizational innovations in rural contexts.

Prior to any interview, survey, or participatory activity involving data collection from individuals, all participants will be clearly informed about the objectives of the research, the type of data collected, how it will be processed and stored, and how it may be shared in accordance with open science principles. An informed consent form will be provided to all participants, ensuring their voluntary participation and full understanding of their rights regarding data privacy and confidentiality. This process will be fully compliant with the EU General Data Protection Regulation (GDPR, Regulation EU 2016/679), ensuring that personal data are anonymized or pseudonymized before being stored or shared.

By default, access to project data will be restricted to STORCITO consortium members for the execution of project activities. Open sharing of data and documentation with third parties will occur only after a careful evaluation process, ensuring compliance with ethical, legal, and intellectual property (IPR) requirements.

When applicable, restricted access may be granted to external researchers or evaluators under non-disclosure agreements (NDAs).

2.3 Making data findable

As part of its commitment to open science, the STORCITO project will adopt a structured approach to ensure that the data and information it generates are both accessible and reusable. To achieve this, Zenodo, the OpenAIRE repository, will serve as the primary platform for data deposition. Zenodo is widely recognised for its ease of use in publishing data and documents from Horizon Europe funded projects, and for its features that support compliance with the FAIR principles.

In addition to Zenodo, STORCITO may also make use of other trusted repositories, particularly those recommended by scientific communities within the relevant research domains. Tools such as OpenAIRE Explore and repositories approved by Open Research Europe will be valuable for identifying suitable alternatives. Project publications will also

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be disseminated via the official STORCITO website and through CORDIS, ensuring visibility and alignment with FAIR standards.

Should any project partner need to share additional data with third parties, a formal request must be submitted to the project Coordination Team. This request should include the name of the requesting partner, the external organisation involved, the date of the request, a detailed description of the data to be shared, and the purpose of the exchange. The necessity of sharing the data must be justified, and it should be indicated whether a formal data-sharing agreement is in place. The legal basis for sharing must be specified, and any handling of special categories of data must be clearly outlined. Considerations regarding privacy and sensitive information must also be addressed, including whether such sharing was covered in the subjects' informed consent and what measures have been taken to uphold their rights. Finally, any security implications associated with the data-sharing process must be considered.

To ensure that data are easily discoverable, STORCITO will leverage Zenodo's functionalities, which assign each record a globally unique and persistent identifier (DOI), describe data using enriched metadata compliant with the DataCite schema, and automatically index records in both Zenodo's search engine and DataCite's servers. This facilitates the retrieval and reuse of data by researchers and other stakeholders.

All STORCITO publications, whether hosted on Zenodo or other platforms such as CORDIS and the project website, will be reviewed to ensure they meet criteria for discoverability and accessibility, thereby contributing to the responsible and open management of the knowledge generated.

2.4 Making data accesible, interopable and reusable

Publishing in Zenodo significantly contributes to data accessibility. Each dataset or publication is retrievable via a unique identifier using standardised communication protocols such as OAI-PMH and REST API, both of which are open, free, and universally implementable. Metadata are publicly accessible and licensed under public domain, requiring no authorisation for retrieval. Even if the data itself becomes unavailable, the metadata will remain accessible for the lifetime of the repository, which is currently guaranteed by CERN's infrastructure for at least the next 20 years.

To maximise discoverability and usability, it is essential to provide comprehensive metadata when uploading datasets or documents. Key metadata elements include title, publication date, authors, resource type, file format, keywords, funding information, licence, access rights, data source, collection and analysis methods, and any relevant identifiers such as DOIs. For research datasets, additional metadata should describe

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data types, research context (e.g., location, period), data quality assurance, and ethical approvals. Quantitative datasets should include variables, units of measurement, missing data details, summary statistics, and data cleaning procedures. Qualitative datasets benefit from metadata on themes or codes, participant characteristics, recruitment methods, and research context. For geospatial data, metadata should cover spatial organisation, reference systems, geographic extent, projection, and attribute domains.

To ensure interoperability, STORCITO will rely on common formats and standards, community-agreed schemas, and controlled vocabularies wherever possible. Zenodo supports this by using JSON Schema for internal metadata representation and offering exports to widely used formats such as Dublin Core and MARCXML. Metadata also incorporate vocabularies aligned with FAIR principles, referencing open standards like Open Definition, FundRef, and OpenAIRE. Qualified references to other metadata are included via resolvable URLs, enhancing integration with other datasets and applications. Most data produced by STORCITO will be textual or tabular and can be shared in standard formats such as .docx, .xlsx, or .pdf. If custom formats are required during the project, appropriate sharing mechanisms will be defined.

To promote data reuse, Zenodo ensures that metadata are richly described with accurate and relevant attributes. Each record includes mandatory and recommended terms from DataCite, along with Zenodo-specific enrichments. A clear and accessible data usage licence is mandatory, typically referencing an Open Definition licence. All data are traceable to a registered Zenodo user, and metadata may include details of the original authors. Although Zenodo is not domain-specific, its compliance with DataCite's schema ensures broad cross-domain standardisation.

STORCITO will publish openly available data and outputs under various Creative Commons licences, facilitating reuse by stakeholders beyond the project consortium. This approach aims to maximise the impact of the project by enabling others to build upon its results. Licences will be selected to support reuse while respecting conditions such as attribution, non-derivative use, and non-commerciality where applicable.

2.5 Ethical, legal or compliance issues

Further information will be available in Deliverable *D1.5 Ethics 1*.

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2.6 Data security

Partners within the STORCITO project must exercise caution when handling datasets and documents that contain personal or sensitive information. Specific considerations regarding these types of data are outlined in Section 4.

The main information systems managed by STORCITO partners include:

- The consortium's internal workspace hosted on Microsoft Teams, coordinated by UVIGO. Details about the use and management of this workspace are provided in Sections 3 and 4.
- The project website, managed by CTA (WP10/WP11).
- Additional internal information systems used by partners to collect, store, or process data related to the project.

2.7 Data management responsabilities

All partners within the STORCITO consortium share responsibility for managing project-related data, documentation, and publications, and are expected to support one another in these activities. Each member must adhere to the measures outlined in this Data Management Plan (DMP).

Project partners are responsible for the full lifecycle of data handling within their respective activities, including the collection, digitisation, anonymisation, storage, processing, and, where appropriate, destruction of data. The partner who collects, stores, and processes data during a specific activity retains responsibility for that data.

Key responsibilities of each partner include:

- Obtaining appropriate consent for data processing.
- Ensuring that data management and informed consent procedures are adapted to local regulations and specificities.
- Aligning data management practices with the protocols defined in this deliverable, both for internal and external repositories.
- Preparing datasets and documents for open publication in accordance with FAIR principles and the guidance provided in this DMP.
- Conducting quality checks to maintain the integrity and reliability of datasets and publications.

The overall coordination of data management within STORCITO is led by the Project Coordinator Team, UVIGO, who is responsible for drafting and updating the DMP. The Project Coordinator Team will consult with Work Package (WP) leaders, task leaders, and

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relevant partners to determine when and how project data and results should be shared and made openly available. Each WP leader is responsible for overseeing data, documentation, and publication management within their respective work package, including coordination of any data processing activities. Similarly, task leaders are accountable for managing and coordinating data-related activities at the task level.

3. Internal project data and documentation

3.1 Data summary

Throughout the STORCITO project, various types of documents are expected to be produced, including PowerPoint presentations featuring project content, Word documents for meeting minutes and deliverables, spreadsheets, and notes. For documents intended to be disseminated within the consortium, a set of templates has been created by Contactica (CTA) in collaboration with the Project Coordination Team (UVIGO).

The main data collected during the project will primarily originate from the project partners themselves and relevant stakeholders. The users of this type of internal data will be the members of the consortium.

3.2 Data management process

As established in the *Project Management (PM) Manual (D1.1)*, it is essential that all STORCITO partners follow consistent document and data management procedures. These procedures ensure that all users can easily locate, identify and trace relevant files, maintain version control, and uphold the integrity and consistency of project documentation throughout its lifecycle.

Data collection refers to the internal gathering, monitoring and organization of data, information, and documentation generated across all Work Packages (WPs).

Each WP is responsible for collecting the data relevant to its specific tasks, following the methodological and ethical standards defined in the project.

At the coordination level, data collection also includes tracking of administrative and technical progress, monitoring deliverable development, and maintaining updated records of project milestones and reporting materials.

Data processing involves the validation, consolidation, and storage of project information to support coordination, reporting, and evaluation activities. The Project Coordination Team oversees the tracking and quality control of all project outputs, ensuring that

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documents, datasets, and deliverables are correctly formatted, approved, and archived. Each WP leader is responsible for verifying the accuracy and completeness of their WP's contributions before submission to the Project Coordinator for review and validation.

To ensure consistency across all project outputs, standardized document templates have been created at the start of the project. These templates define common layouts, styles, and content structures for all STORCITO deliverables, meeting minutes, and presentations. They are available at the internal STORCITO repository and must be used by all partners.

3.3 Making data accessible, findable and interoperable

At the start of the STORCITO project, the Coordination Team set up and provided a series of tools to the consortium to support project development. These tools include a dedicated SharePoint site linked to a Microsoft Teams workspace, along with several group chats for daily information exchange. Both the SharePoint and the Teams repository are structured with one folder per Work Package (WP), and within each, subfolders organised by task. These are managed by the respective WP and Task Leaders and are accessible to all consortium members. Further details on the communication and collaboration tools can be found in Deliverable *D1.1 PM Manual*.

As part of the project's strategy to enhance visibility, collaboration, and open science, two key platforms are being utilised: GitHub and Zotero.

- **GitHub**, particularly through its open-source community serves as a repository for publishing code and selected research outputs. Partners are using GitHub to share programmes and papers, enabling external contributors to engage with the content and provide feedback.
- **Zotero** is being used as a collaborative platform for managing scientific literature. Zotero is a project of *Digital Scholar*, a non-profit organisation committed to developing tools and services for researchers and cultural heritage institutions. It is maintained by a global community and allows users to create and share their own bibliographic libraries. Within the project, Zotero supports both private research groups and public collections, making it ideal for WP05 activities related to literature sharing and collaborative paper development. The platform includes plug-ins for easy integration with writing tools and ensures that bibliographic references are reflected in project publications. As long as users retain their accounts, their contributions remain accessible, supporting long-term collaboration and knowledge management.

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3.4 Ethical, legal or compliance issues

Further information will be available in Deliverable *D1.5 Ethics 1*.

3.5 Data security

The internal STORCITO repository (Microsoft Teams / SharePoint) provides a secure and centralized environment for storing and managing project data and documentation. The platform includes a set of built-in security features to ensure data protection across all stages of the project lifecycle:

- All data in Teams is encrypted both in transit and at rest
- Support for advanced authentication mechanisms, including multi-factor authentication (MFA) and single sign-on (SSO)
- Role-based access control ensures that only authorized project members can access restricted folders or files
- Secure guest access is available for external collaborators, when necessary, under strict permissions
- Teams and SharePoint incorporate up-to-date protections against common security threats, such as phishing or malware attacks
- The system allows centralized device and application management to maintain consistent security settings

In addition, each STORCITO partner is responsible for ensuring that any data processed or stored locally is managed in compliance with applicable legal and institutional data protection requirements.

Partners must adopt appropriate technical and organizational measures, such as secure passwords, encrypted storage, and controlled access, to prevent unauthorized use or disclosure of information. Access to restricted or closed data will be limited to authorized project members only.

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4. Internal data and documentation with personal and sensitive information

4.1 Data summary

Personal data refers to information relating to an identified or identifiable natural person. Article 4(1) of Regulation (EU) 2016/679 (GDPR) states that "*personal data* means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Other sensitive data includes:

- **Intellectual property**. The intellectual property management strategy (document versioning, approval and release) will be performed following the IAPED methodology (Identify–Assess–Protect– Exploit-Disseminate. From the outset, the partners' interests have been clearly defined, and free access to pre-existing intellectual property (IP) is guaranteed. Each entity will retain ownership of the knowledge it generates individually, while jointly developed inventions will be co-owned if they cannot be separated. This management approach is formalised through a Consortium Agreement based on the DESCA 2020 model, which also includes confidentiality agreements for third parties.
  Exploitable results will be assessed and protected, with the Exploitation Manager (CTA) responsible for negotiating licences for their transfer. Scientific knowledge will be published in open access, while other outcomes will be exploited through licensing, technology transfer, or intangible assets such as brand recognition. Dissemination will respect IP protection, and the strategy will be reviewed and adapted throughout the project in line with the development and confidentiality of the outputs. Clear guidelines will be established for partners, and any potential interference with the protection strategy—such as issues affecting Freedom to Operate (FTO)—will be closely monitored.
- **Legal persons and organisations**. STORCITO's activities also collect identifiable data of organisations.

Origin of the data: The consortium will collect common personal data, e.g., name and professional contact information, location or interviews.

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The users of this internal data are the STORCITO partners, strictly for the activities consented to by the person. The use of personal data is envisaged for tasks dealing with stakeholder engagement, co-creation activities, interviews, workshops, training, etc.

4.2 Data management process

Data collection: In activities where personal information is gathered and stored, STORCITO partners must pay special attention to privacy, data protection and data management. Information and data that includes personal or sensitive information shall be gathered in accordance with the procedures of informed consent. Deliverable *D1.5 Ethics 1* will provide details on the informed consent procedures applied to activities involving the collection of personal data.

Activities carried out to date that have involved the collection of personal data have been approved by the ethics committees of each participating institution. Furthermore, the informed consent forms used correspond to those of each country where the interviews were conducted, ensuring compliance with the applicable GDPR and national data protection laws, including any required authorisations or notification. Article 5 of the GDPR outlines the key principles governing the processing of personal data: (a) lawfulness, fairness, and transparency; (b) purpose limitation; (c) data minimisation; (d) accuracy; (e) storage limitation; (f) integrity and confidentiality; and (g) accountability.

Personal data gathered in STORCITO must be processed in strict accordance with the informed consent provided by each participant, respecting their rights under data protection legislation. Wherever feasible, data should be anonymised or pseudonymised to safeguard individual privacy. The processing of personal data must be limited to what is genuinely necessary, relevant, and proportionate to the objectives of the project, in line with the principle of data minimisation. The use of personal data, including images or video, for communication or dissemination purposes requires explicit authorisation, which must be clearly documented in a dedicated clause within the informed consent form. Furthermore, all dissemination and communication contact lists must comply with data protection regulations and incorporate appropriate security measures to ensure the integrity and confidentiality of personal information.

4.3 Making data findable, accesible, interoperable and reusable

It adheres to the internal procedures for data and documentation outlined in Section 3, with particular attention to the security, protection, and appropriate use of personal and sensitive data.

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4.4 Ethical, legal or compliance issues

The procedures will follow the requirements set out by the GDPR and relevant national data protection laws. Further information will be available in Deliverable *D1.5 Ethics 1*.

4.5 Data security

Personal data collection, storage, modification, retrieval, transmission and elimination must be subject to appropriate safeguards. In addition, the level of data security must be appropriate to the risk for the participants in case of disclosure.

Sensitive data should be managed by its respective owners/users to the maximum extent possible and should never be uploaded to the shared project data space.

5. Research publications

5.1 Data summary

At least 15 scientific publications related to the results of the STORCITO project are expected to be published both during the project and following its conclusion, all in open access. These publications will cover a wide range of topics related to the project's objectives, including sustainable rural development, open science practices, innovative technologies for community engagement, and social, technical, and organizational solutions for rural communities.

The content will derive from research conducted by STORCITO partners using data collected from field activities, surveys, prototype testing, and workshops, as well as data from open and external sources as described in other sections of this plan.

In addition to STORCITO partners and stakeholders, the academic and professional community interested in open innovation, digital transformation in rural contexts, and sustainable community engagement will be among the primary users of these research publications.

In line with the Horizon Europe Programme Guide, all peer-reviewed scientific publications arising from Horizon Europe funding must be made available in open access. While non-peer-reviewed publications are not strictly required to be open, STORCITO partners will adopt this as a good practice to maximize visibility and impact.

STORCITO will focus primarily on high-impact open access journals. When suitable, partners are encouraged to publish in Open Research Europe, ensuring full compliance with EC open access requirements.

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5.2 Data management process

The elaboration of research publications will comply with:

- The ethical and data protection criteria established in the project's ethical framework and GDPR compliance plan.
- The data management procedures established in this DMP and the internal Project Handbook.

Each partner responsible for scientific outputs will ensure that the data underlying publications follow the standard operating procedures defined in STORCITO for quality control and reproducibility.

Beyond common file formats (.docx, .pdf, .pptx, .xlsx), partners are encouraged to use academic publishing standards such as LaTeX for documentation and BibTeX/RIS for bibliographic management.

All publications and datasets will be documented following FAIR principles and aligned with internal storage and backup procedures described in Section 3 of this DMP.

5.3 Making data findable

The following measures will be implemented to make research publications findable:

- Unique and persistent identifiers, such as Digital Object Identifiers (DOIs), will be assigned to all publications deposited in institutional or public repositories (e.g., Zenodo, YODA, Investigo, RUB repository).
- Metadata will be created to optimize discoverability and reuse, licensed under CC0 or equivalent open licenses.
- Metadata will include project acronym and grant number, author affiliations, and repository information to ensure long-term traceability and alignment with the FAIR principles.

5.4 Making data accesible

All research publications must be freely and immediately accessible online through an open repository.

Preprints will be deposited in Zenodo or equivalent trusted repositories (e.g., OpenAIRE, institutional repositories) as soon as possible and no later than the time of publication, as embargo periods are not permitted under Horizon Europe.

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Most materials will also be freely available on the STORCITO project website and updated regularly throughout the project duration.

The uploaded files will include:

- The acronym and grant number of the Project.
- References to related datasets, models, or algorithms necessary to substantiate the conclusions of the publication.
- Clear licensing information (e.g., CC-BY, CC BY-NC, or CC BY-ND) depending on the nature of the publication.

Open access will be ensured through one of the following routes:

- Gold open access: publication in a fully open access journal or platform (e.g., Open Research Europe).
- Green open access: deposit of the accepted manuscript in a trusted repository, ensuring free and immediate availability. Even when publishing via gold open access, partners will still deposit a copy in a repository to guarantee long-term preservation and accessibility.

Metadata accompanying deposited publications will be openly available under CC0, in compliance with FAIR principles. It will include:

- Author(s), title, publication date, and venue.
- Project acronym (STORCITO) and Horizon Europe grant number.
- Licensing information.
- Persistent identifier (DOI).

5.5 Making data interoperable

Data and publications will be shared in standard, open, and machine-readable formats (PDF/A, XML, CSV, JSON). Where proprietary software has been used, an open-source alternative or sufficient methodological details will be provided to enable replication by third parties. Documentation will include information on file formats, software dependencies, and versioning to ensure interoperability and reproducibility.

5.6 Increase data reuse

To foster replicability and reuse:

- All publications will include information about datasets, software, and code used in the research.

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- When relevant, authors will specify software versions, parameters, and repositories where materials are available.
- Code developed within STORCITO will be written in open-source programming languages, archived under an open license (preferably OSI-approved or CC-BY 4.0), and shared via repositories such as Zenodo or GitHub with a DOI.
- Datasets and related materials will remain accessible for at least five years after the project ends.

5.7 Ethical, legal or compliance issues

All research publications will comply with EU data protection standards, ensuring anonymization or pseudonymization of any personal data included in the results.

5.8 Data security

For all publicly shared publications, both the STORCITO website and the repositories used will ensure appropriate security and backup mechanisms.

Repositories such as Zenodo (hosted by CERN) provide certified long-term preservation and security standards.

Institutional servers will maintain additional backups and restricted access protocols, ensuring the integrity, confidentiality, and availability of all research outputs during and after the project.

6. Other information and documents

6.1 Data summary

During the STORCITO Project, the consortium will produce diverse information about the Project that will be documented in the project deliverables. The purpose of this information is to describe the plans and methodologies of the STORCITO Project for conducting the Project activities, assessments, analysis and insights into the different topics covered by the project. Among the main documents are the educational materials and user guides that will be provided to stakeholders on the apps developed during the Project with the aim of promoting more sustainable, digitised policies and assisting in decision-making. Finally, various materials will be produced and published for dissemination purposes.

The origin of this information is the activities conducted by consortium partners using the data and information collected from the case studies. As part of the core project

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activities, another type of documentation to be created will be the user manuals or guides for the applications being developed.

Besides consortium partners and case study stakeholders, many types of users might be interested in this information. Namely, policy makers and stakeholders involved in local development and climate change adaptation or other European research and innovation projects. Additionally, dissemination materials will have a special focus on the public, especially the local public at the case studies.

6.2 Data management process

Data collection and processing: If they comply with the data management procedures established in this and *D1.1 PM Manual*, the elaboration of the information and documents should follow the procedures that those responsible for the tasks consider appropriate from the point of view of the methodology of the activity they are doing. Internally, it follows the procedures for internal data and documentation established in Section 3.

In this sense, beyond common .docx, .pptx, .pdf or .xlsx formats, it is also recommended to adhere to common practices, tools and formats pertinent to the specific field. If possible, it is preferable to use open tools and formats.

6.3 Making data findable

All STORCITO deliverables will be identifiable based on a common naming convention established in *D1.1 PM Manual*. Deliverables are coded as DX.X_doc version, for example D1.2_draft.

6.4 Making data accesible

Project deliverables will be made publicly available via Zenodo, CORDIS, and the STORCITO website. In addition, most materials will be accessible through the official project website and regularly updated throughout the duration of the project. Final versions of all deliverables will also be stored on the project's internal SharePoint for consortium use and reference.

6.5 Making data interoperable

No additional indication beyond what is indicated in Section 2.4.

6.6 Increase data reuse

No additional indication beyond what is indicated in Section 2.4.

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6.7 Ethical, legal or compliance issues

Ethical, legal or compliance matters will be described in *D1.5 Ethics 1*.

6.8 Data security

For publicly shared publications, both the website of the project and the repositories used will ensure proper security and backup mechanisms. For Zenodo, the CERN Data Centre provides sufficient security measures and assurances for the long-term preservation of the publications.

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