



## Marie Skłodowska-Curie Actions Global Cooperation: Policy Enhancement and Strategic Promotion

### Project deliverable

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Data Management Plan (DMP)



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## Glossary and acronyms

Table 1: Glossary of terms and acronyms

Term/Acronym	Definition
CC BY 4.0	Creative Commons Attribution 4.0 International licence
CORDIS	Community Research and Development Information Service (EU database)
CSA	Coordination and Support Actions
CSV	Comma-Separated Values (file format)
DMC	Data Management Committee
DMP	Data Management Plan
EU	European Union
EURAXESS	Pan-European network providing information and support services to researchers
FAIR	Findable, Accessible, Interoperable, Reusable
GB	Gigabyte
GDPR	General Data Protection Regulation
MB	Megabyte
MCAA	Marie Curie Alumni Association
MSCA	Marie Skłodowska-Curie Actions
MSCA-GLOPOL	MSCA Global Cooperation: Policy Enhancement and Strategic Promotion
NCP	National Contact Point
PDF	Portable Document Format
PID	Project Initiation Document
PRACSIS	Lead beneficiary organisation (P1)
PU	Public (dissemination level)
R&I	Research & Innovation
REA	Research Executive Agency
RLO	Regional Liaison Officer
SEN	Sensitive (dissemination level)
TG26	Target Geographies 26 (20 countries and 6 regions)
WP	Work Package

## Document history

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Table 2: Document history

Version	Date	Author(s)	Changes
V0.01	23.09.2025	Alexandros Iakovidis	Initial draft creation
V0.02	06.11.2025	Alexandros Iakovidis	Formatting of the document based on the project deliverable template Metadata and Glossary tables filled in Executive summary and Introduction sections added Academic literature added as re-used data source
V0.03	12.11.2025	Alexandros Iakovidis	Clarified DMC members' data protection responsibilities (Section 6)
V1.0	28.11.2025	Alexandros Iakovidis	Final version prepared for submission after quality assurance. All sections complete.

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## 1. Executive summary

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This Data Management Plan outlines the approach MSCA-GLOPOL will take to manage data throughout the project's implementation.

**Data types and volumes:** The project will generate approximately 1-2 GB of data, including survey responses from ~1 500 stakeholders, focus group transcripts, stakeholder mapping databases, event participation records, and policy analysis reports. The project will also re-use existing data from EU sources (Horizon\MSCA Dashboards, CORDIS), policy documents, and outputs from the predecessor MSCAdvocacy project.

**Storage and management:** All project data will be stored on Google Drive (EU-based servers) using a structured folder system and clear naming conventions as outlined in the Project Initiation Document. Public deliverables will be submitted through the EU Funding & Tenders Portal.

**Access and sharing:** The project follows the principle 'as open as possible, as closed as necessary'. Aggregated findings and public deliverables will be shared under CC BY 4.0 licence, while raw survey data and sensitive policy information will remain confidential to consortium members to ensure GDPR compliance and protect diplomatic sensitivities.

**FAIR principles:** Data will be organised with clear documentation, standard file formats (CSV, Excel, PDF, Word), and consistent metadata to ensure consortium members can easily find, access, and understand project files. Public outputs will be available for at least five years after project completion.

**Responsibilities:** The Project Coordinator oversees overall data management, supported by the Data Management Committee (comprising representatives from PRACSIS and MCAA), who ensure GDPR compliance and data protection. All data management costs are integrated within the approved project budget.

**Ethics and compliance:** All data collection and processing comply with the GDPR and applicable national data protection laws. Survey and focus group participants will be fully informed about the use, retention periods, and their rights regarding the data. Personal identifiers will be separated from analytical outputs to protect privacy.

MSCA-GLOPOL is funded by the European Union. Views and opinions expressed are, however, those of the author(s) only and do not necessarily reflect those of the European Union or the Research Executive Agency (granting authority). Neither the European Union nor the granting authority can be held responsible for them.

## 2. Introduction

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This Data Management Plan (DMP) outlines how MSCA-GLOPOL will manage, store, and share data generated and collected throughout the project's 36-month implementation period. As required under Article 17 of the Horizon Europe Grant Agreement, this document establishes clear procedures for ensuring data quality, accessibility, and compliance with relevant regulations.

As a Coordination and Support Action (CSA), MSCA-GLOPOL focuses on policy enhancement and strategic promotion rather than primary research. This DMP therefore adopts a proportionate and practical approach, suited to the project's nature and scale. The procedures outlined here are designed to be simple and flexible while ensuring full compliance with European data protection regulations and national legislation.

Our data management approach balances three objectives: supporting effective project implementation, protecting stakeholder privacy and sensitive information, and facilitating potential future use of project outputs by the European Commission, national policymakers, and relevant EU initiatives.

This DMP is a living document that may be updated as needed throughout the project lifecycle to reflect evolving requirements or lessons learned.

## 3. Data summary

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### Will you re-use any existing data, and what will you re-use it for?

The project will re-use existing data from several sources:

- Horizon\MSCA Dashboard data: Quantitative participation data from MSCA calls will be accessed via the [Horizon Dashboard](#) and the [MSCA Dashboard](#). This data will be used for quantitative monitoring and analysis of participation trends in MSCA calls across the 26 targeted geographies (Task 2.2).
- CORDIS database: Historical project data for analysing cooperation trends and patterns.
- Policy documents and academic literature: Existing EU and national R&I policy documents, bilateral agreements, and cooperation roadmaps for desk research activities (all WPs).
- MSCAdvocacy project deliverables: Documents from the predecessor project ([www.mscadvocacy.eu](http://www.mscadvocacy.eu)) obtained through a formal access request to REA (Ref. Ares(2025)5554555), including policy briefs, progress reports, and policy dialogue summaries.
- Reports from other information relays: Public reports/documents/posts from other established information channels or projects such as the EURAXESS Worldwide and Radiance project.

## What types and formats of data will the project generate or re-use?

### Generated data:

- **Survey responses:** Structured questionnaire data in Excel/Google Sheet/CSV files format from approximately 1 500 respondents across TG26
- **Focus group transcripts:** Qualitative interview data in text format (Word documents) from approximately 30 focus groups with 6-8 participants each
- **Stakeholder mapping data:** Structured databases in Spreadsheet format containing stakeholder contact information (name, email, organisation) collected from publicly available sources for project engagement
- **Event participation data:** Records of promotional events, training sessions, and best practice forums, including participant registration data (name, organisation, email, dietary requirements, security information as needed)
- **Website analytics data:** Anonymised technical logs including IP addresses, browser information, and usage patterns (automatically deleted after 2 months)
- **Flashnote subscription data:** Email addresses for project newsletter distribution (when implemented)
- **Policy analysis reports:** Analytical documents in Word/PDF format.

### Re-used data:

- **Quantitative MSCA participation data:** Excel/Google Sheet/CSV files from Horizon/MSCA Dashboard
- **Policy documents:** PDF files of official documents and agreements
- **Historical project data:** Data from CORDIS and other EU databases

## What is the purpose of the data generation or re-use, and its relation to the objectives of the project?

Data serves three primary project objectives:

- **Policy assessment and monitoring (O1):** Survey data, focus group insights, and quantitative participation data will be used to assess cooperation trends, identify gaps, and monitor MSCA participation across TG26.
- **Strategic promotion enhancement (O2):** Stakeholder mapping data and event participation records will inform coordinated promotion plans and best practice forums.
- **Synergy development (O3):** Policy document analysis and consultation data will strengthen complementarities with other EU R&I initiatives.

**What is the expected size of the data that you intend to generate or re-use?**

Estimated data volumes:

- Survey responses: ~5-10 MB (1,500 responses with mixed text/numerical data)
- Focus group transcripts: ~50-100 MB (30 sessions with detailed transcripts)
- Stakeholder mapping databases: ~5-10 MB per geography (26 geographies)
- Policy documents and reports: ~500 MB-1 GB
- Quantitative monitoring datasets: ~10-50 MB per reporting period
- Total estimated volume: 1-2 GB

**What is the origin/provenance of the data, either generated or re-used?**

Generated data origins:

- Primary data collection through surveys administered to stakeholders across TG26
- Qualitative data from focus groups conducted by Regional Liaison Officers (RLOs)
- Stakeholder mapping exercises led by PRACSIIS with RLO support
- Event and training session documentation by both consortium partners

Re-used data origins:

- European Commission's Horizon/MSCA Dashboard (official EU data)
- CORDIS database (European Commission)
- Official policy documents from EU institutions and national governments
- MSCAdvocacy project: Ten deliverables from the predecessor project, including policy briefs, progress reports, and policy dialogue summaries
- Published reports from EU-funded projects and information relays

**To whom might your data be useful ('data utility'), outside your project?**

- European Commission policy officers developing R&I cooperation strategies
- National policymakers in TG26 countries designing international collaboration policies
- MSCA National Contact Points enhancing their promotional activities
- Future EU projects focusing on international R&I cooperation
- Research institutions developing internationalisation strategies
- Academic researchers studying research mobility and international collaboration patterns

## 4. FAIR data

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### 4.1. Making data findable, including provisions for metadata

**Persistent identifiers:** Datasets will be managed through Google Drive's persistent sharing links and the project's file naming convention established in the Project Initiation Document (PID). If there are datasets that require formal citation or external sharing, appropriate identifiers will be considered on a case-by-case basis.

**Basic documentation:** For each dataset, we will create simple documentation using the project's existing deliverable/milestone template metadata pages, which already include:

- Document title and description
- Author(s) and contributors
- Creation date and due date
- Version control information
- Geographic or thematic coverage
- File format and access requirements
- Any restrictions on use or sharing

For non-deliverable datasets (like survey raw data), similar basic information will be recorded in document headers or simple summary files.

**Search and organisation:** Files will be organised in clearly labelled folders in Google Drive with descriptive names to make them easy to find and understand.

**File discovery:** The Google Drive folder structure and file naming will make datasets discoverable by consortium members and, where appropriate, external stakeholders.

### 4.2. Making data accessible

#### Repository:

**Data storage and management:** The project will utilise Google Drive (EU-based servers) for all data storage and project management, adhering to the folder structure and access controls outlined in the Project Initiation Document.

Official deliverables will be submitted to the European Commission via the EU Funding & Tenders Portal as required by the Grant Agreement.

#### Data:

**Open access policy:** Following the principle 'as open as possible, as closed as necessary':

- **Publicly available data:** Aggregated survey results and policy analysis findings (where marked 'PU – Public' in the deliverables list) will be made available under CC BY 4.0 licence through deliverable submissions
- **Restricted access data:** Survey responses with participant details, focus group transcripts, and deliverables marked 'SEN – Sensitive' will remain confidential to consortium members only
- **Access justification:** Restrictions are necessary for GDPR compliance and to protect sensitive policy information that could affect EU diplomatic relations

**Metadata:**

**File documentation for consortium:** Basic file information will be available to consortium members through:

- The metadata pages in deliverable/milestone templates (already established in the PID)
- Google Drive folder organisation with descriptive folder and file names
- Brief summary information in file headers or document properties where needed

**Availability duration:** File documentation will remain available through Google Drive for a minimum of 5 years, the required record-keeping period specified in the Grant Agreement, with the potential for longer-term access as needed.

**Software documentation:** Documentation will include references to:

- Survey platform specifications
- Data analysis software (generative AI tools, statistical packages)
- File format specifications and conversion procedures

## 4.3. Making data interoperable

**File formats and standards:**

- **Survey data:** Standard CSV/Excel/Google Sheets formats that can be opened by common statistical software
- **Geographic coverage:** Clear identification of the 20 countries and 6 regions using standard country names and codes
- **Policy documents:** PDF/Word formats with consistent structure and clear section headers
- **File naming:** Following the established project naming convention from the PID

**Consistency and compatibility:** Data will be structured consistently across the project to ensure that different team members can understand and use files created by

others. This includes using common templates, standardised field names in surveys, and clear folder organisation in Google Drive.

**Documentation of data sources:** Clear documentation of where data came from (e.g., ‘Horizon Dashboard export from [date]’, ‘Survey responses from Brazil stakeholders, March 2026’) to help users understand the data origin and context.

## 4.4. Increase data re-use

**Documentation for project use:** Documentation will include:

- Clear descriptions of survey methodology and focus group procedures
- Basic information about data sources and collection methods
- Simple explanations of any data processing (e.g., ‘personal identifiers removed for GDPR compliance’)
- Contact information for questions about the data

**File formats and access:**

- Public outputs: Available through official deliverable submissions in standard PDF/Word formats under CC BY 4.0, where marked ‘PU – Public’
- Internal data: Maintained in standard formats (Excel, Word) that consortium members can access and understand

**Potential future use:** Project outputs may be useful for:

- **European Commission policy officers:** Ongoing policy development and bilateral cooperation strategy refinement
- **Future MSCA coordination projects:** A successor project would likely benefit from our stakeholder mapping, policy analysis, and participation monitoring data as baseline reference material, similar to how MSCA-GLOPOL uses MSCAdvocacy deliverables to establish the current status quo
- **MSCA National Contact Points:** Enhanced promotional strategies and stakeholder engagement approaches
- **Other EU R&I cooperation initiatives:** Aggregated findings and best practice recommendations

However, most raw operational data (individual survey responses, specific stakeholder contacts) is time-bound and context-specific to the 2025–2028 period.

## 5. Other research outputs

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**Communication materials:**

- **Promotional materials:** Infographics, presentation templates, and fact-sheets for MSCA promotion will be managed through Google Drive with clear version control and appropriate metadata

- **Training resources:** Materials from best practice forums and training sessions will be documented and stored for potential reuse by NCPs and other stakeholders

#### Templates and procedures:

- **Survey templates:** Standardised questionnaire formats used across TG26 geographies
- **Focus group guides:** Structured interview protocols for qualitative data collection
- **Policy brief templates:** Consistent formatting for policy recommendations and country reports

These outputs will follow the same data management principles as other project materials, with appropriate documentation and storage in Google Drive following the project's established naming conventions and folder structure.

## 6. Allocation of resources

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**Costs for data management:** Data management activities are integrated into normal project operations with no additional costs:

- **File organisation and documentation:** Part of standard deliverable preparation and project coordination activities
- **Google Drive storage:** Covered within existing project infrastructure costs
- **Data collection and processing:** Integral part of survey administration (WP1) and stakeholder engagement (WP3) activities already budgeted in the Grant Agreement

**Coverage:** All data management activities are covered within the approved project budget as part of normal work package implementation. No separate data management budget allocation is required.

**Responsibility:** As described in the PID

- **Overall data management:** Project Coordinator (PRACSIS)
- **Data Management Committee (DMC):** The DMC members (as listed in the PID) serve as the designated data protection contacts for the project, ensuring GDPR compliance and providing oversight of all data privacy matters.
- **Technical implementation:** PRACSIS data management team
- **Quality oversight:** Steering Committee, as outlined in the project governance structure

### Retention periods by data type:

- **Survey and focus group data:** 5 years after project completion (31 May 2033) as required for Grant Agreement compliance
- **Website analytics data:** Automatically deleted after 2 months
- **Event registration data:** 5 years after project completion (31 May 2033) for funder reporting requirements
- **Stakeholder contact data:** Until project end (31 May 2028) unless ongoing consent for communications
- **Flashnote subscriptions:** Until unsubscribe or 5 years after project completion (31 May 2033)
- **All other project data:** Minimum 5 years post-project completion as per Grant Agreement Article 20

## 7. Data security

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### Security measures:

- **Google Drive enterprise:** EU-based servers with encryption in transit and at rest, email authentication required for all consortium members
- **Access controls:** Role-based folder permissions managed by the Project Coordinator, with regular review of access rights as outlined in the PID
- **Advisory Board access:** Controlled access to confidential materials under formal non-disclosure agreements with 5-year confidentiality commitments
- **Personal data protection:** Survey responses and stakeholder contact information are stored separately from other project data with appropriate access restrictions
- **Data backup and availability:** Google Drive's standard backup and synchronisation ensure data availability. Files are accessible from multiple devices and automatically synchronised across the consortium team.

## 8. Ethics

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**GDPR compliance:** collection and processing will comply with GDPR and national data protection laws in TG26 countries where data collection occurs.

**Survey and focus group participation:** All survey and focus group participants will receive clear information about:

- Project purposes and how their input will be used for MSCA policy development
- Data storage and retention periods
- Rights to withdraw participation and request data removal

- Contact information for data protection queries (contact@msca-gropol.eu)

Advisory Board confidentiality: Advisory Board members will sign non-disclosure agreements before accessing project materials, committing to:

- Keep all project information strictly confidential
- Use information solely for advisory purposes
- Apply reasonable care to protect confidentiality
- Return or destroy materials upon request
- Maintain confidentiality for five years or until two years after project completion, whichever is later

**Personal data protection:** Personal identifiers (names, email addresses, phone numbers) will be separated from survey responses and focus group insights when preparing policy reports and deliverables.

## 9. Other Issues

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Applicable procedures and regulations: The project will align with:

- **GDPR:** EU General Data Protection Regulation for all personal data processing
- **Horizon Europe requirements:** Data management obligations under Grant Agreement Article 17
- **Project governance:** Data Management Committee oversight and Steering Committee approval as established in the Project Initiation Document
- **Partner compliance:** Both PRACSIS and MCAA will follow their respective institutional data protection policies

**Project integration:** Data management is integrated with existing project systems:

**Google Drive:** Primary collaboration and storage platform following the folder structure from the PID

**EU Funding & Tenders Portal:** For official deliverable submissions

**Project communications:** Website (msca-gropol.eu) and social media accounts (LinkedIn (@msca-gropol) and Bluesky (@msca-gropol.bsky.social) for public engagement, where appropriate.