



AutoMated Vessels and Supply Chain Optimisation for Sustainable Short SEa Shipping

D.1.4: Data Management Plan V1

Document Identification			
Status	Final	Due Date	Thursday, 31 December 2020
Version	1.0	Submission Date	25/01/2021
Related WP	WP1	Document Reference	D.1.4
Related Deliverable(s)	N/A	Dissemination Level	PUBLIC
Lead Participant	DANAOS	Document Type:	PUBLIC: Open Research Data Pilot
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Document History			
Version	Date	Change editors	Changes
0.1	20/12/2020	Panagiota Arampatzi (DANAOS)	Prepare initial version
0.2	18/01/2021	Konstantinos Louzis (NTUA) & Ioannis Livieris, (CORE)	NTUA, CORE Reviews
0.3	21/01/2021	Prof. Panagiotis-Antonios Varelas (DANAOS)	Address reviews and prepare new version
0.4	23/01/2021	NTUA	Address final comments from Quality manager
1.0	25/01/2021	DANAOS	Final version to be submitted

Quality Control		
Role	Who (Partner short name)	Approval Date
Deliverable leader	DANAOS	21/01/2021
Quality manager	NTUA	23/01/2021
Project Coordinator	NTUA	25/01/2021

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List of Acronyms

Abbreviation / acronym	Description
DMP	Data Management Plan
D1.1	Deliverable number 1 belonging to WP 1
DOI	Digital Object Identifier
EC	European Commission
FAIR	Findable, Accessible, Interoperable, Re-usable
IPR	Intellectual Property Rights
WP	Work Package

Executive Summary

This deliverable is presenting project's Data Management Plan (DMP). DMP will follow an iterative approach; thus periodically updated during the project lifetime. The DMP will address, on a dataset by dataset basis, the data reference name and description, standards and metadata, modalities and procedures for data sharing, archiving and preservation. This version will deliver a high level information on Ethics, Privacy and Confidentiality and where appropriate the procedures which should be implemented, including informed consent and staff recruitment, data collection, storage, access, sharing policies when third countries are concerned, protection, retention and destruction and confirmation, national and international/EU legislation. Any ethical concerns will be identified, and appropriate mitigation measures will be appropriately taken. The project's Legal, Ethical and Security Issues Manager (LSEIM) will assess the execution of the different ethical requirements within the project in accordance with applicable national and European legislation.

1. Introduction

1.1 Purpose of the document

Data Management Plans (DMPs) are a key element of good data management. A DMP describes the data management life cycle for the data to be collected, processed and/or generated by the MOSES project. MOSES embraces guidelines of Open Research Data Pilot (ORD pilot). The ORD pilot (1) aims to *“improve and maximize access to and re-use of research data generated by Horizon 2020 projects and takes into account the need to balance openness and protection of scientific information, commercialization and Intellectual Property Rights (IPR), privacy concerns, security as well as data management and preservation questions”*.

This document displays and outlines the first iteration of MOSES data management plan. A second and final version incorporating a full spectrum of data management specifics will be available in M18 of project timeline. MOSES DMP is based on EU guidelines on FAIR data management (2) thus making research data findable, accessible, interoperable and re-usable (FAIR).

In this context, purpose of this initial version of MOSES DMP is to display the current available information on datasets, principals, procedures and ethical requirements related to:

- the handling of research data during and after the end of the project
- what data will be collected, processed and/or generated
- which methodology and standards will be applied
- whether data will be shared/made open access and
- How data will be curated and preserved (including after the end of the project).

1.2 Intended readership

DMP outlines open research data pilot principals. Deliverable is open to the public and in this context intended audience is whoever is likely to be interested in the MOSES research data management.

1.3 Document Structure

This document comprises of four main sections: The first section is an outline of the general and guiding principles of MOSES DMP where FAIR data objectives and data protection and security issues are presented. The second section is dedicated to MOSES data processing for dissemination and exposure of project foreground. The third section lists datasets to be handled in the MOSES project, which are initially considered necessary for the realization of MOSES results, while in the last section, the ethical background for MOSES DMP is portrayed.

2. General and Guiding Principles

2.1 Fair data

Good research data management is not a goal in itself, but rather the key conduit leading to knowledge discovery and innovation, and to subsequent data and knowledge integration and reuse (2). In this context, MOSES is embracing principles of FAIR data management under the guidelines of Open access to publications and research data in Horizon 2020 (3) as published by the EC.

MOSES will use MS teams¹ as communication management tool and document repository for project management. All the documents, deliverables and reports produced in the context of the project reside in MS Teams. NTUA is hosting the MS Teams installation, where a dedicated project folder exists for MOSES.

Consortium is considering the best fit solution of a cloud server as dataset repository subject to data driven specific requirements. For that purpose, Zenodo² repository is considered as the favourable candidate. “Zenodo.org” is open, free, searchable and structured with flexible licensing allowing for storing all types of data: datasets, images, presentations, publications and software. In addition, Zenodo allows researchers to deposit both publications and data, while providing tools to link them. Other research data repositories will be also examined and specified in the next version of DMP documentation (4).

2.1.1 Making data findable, including provisions for metadata

In line with FAIR Data Principles, the first intent of the MOSES project is to make data Findable. Data come in specific format, conforming to specific rules depending on its intended use (e.g. comma separated fields etc). Documentation files come in common standard file formats (e.g. docx, xlsx, pdf, txt, xml, etc).

Direct association to metadata is supported from specific file types whereas indirect association to metadata stems from external tools, such as configuration control (versioning) or management tools, which support metadata regarding modifications or/and commit information or other actions.

A DOI will be assigned to datasets for effective and persistent citation when it is uploaded to the cloud repository (i.e. Zenodo). This DOI can be used in any relevant publications to direct readers to the underlying dataset.

Each dataset generated during the project will be recorded in an Excel spreadsheet with a standard format (xlsx.) and associated with a dataset identifier (see Table 1 below). The spreadsheet will be hosted on the MOSES project management and

¹ <https://teams.microsoft.com/>

² <https://zenodo.org/>

document repository platform (MS teams). The dataset identifier will be included in the metadata file at the beginning of the documentation and updated with each version.

MOSES naming convention for project datasets will comprise of the following:

- A unique chronological number of the datasets in the project will be added.
- The title of the dataset.
- Each new version of a dataset will be allocated with a version number which will start, for example, at v1.0.
- A prefix "MS" indicating a MOSES dataset.
- Search keywords will be provided when the dataset is uploaded to MS Teams repository which will optimize possibilities for re-use.
- The specific metadata contents, formats, and volume are given in each dataset table (see Section 4) and will be further defined in future versions of the DMP.

Table 1 Dataset Recording Format

Data Set recording format	
Dataset Identifier	<i>The ID allocated using the naming convention</i>
Title of Dataset	<i>The title of the dataset which should be easily searchable and findable</i>
Responsible Partner	<i>Lead partners responsible for the creation of the dataset</i>
Work Package	<i>The associated work package this dataset originates</i>
Dataset Description	<i>A brief description of the dataset</i>
Dataset Benefit	<i>What are the benefits of the dataset in terms of meeting objectives of the project</i>
Dataset Dissemination	<i>Where will the dataset be disseminated</i>
Type Format	<i>This could be DOC, XLSX, PDF, JPEG, TIFF, PPT etc.</i>
Expected Size	<i>The approximate size of the dataset</i>
Source	<i>How/why was the dataset generated</i>
Repository	<i>Expected repository to be submitted</i>
DOI (If Known)	<i>The DOI can be entered once the dataset has been deposited in the repository</i>
Date of Repository Submission	<i>The date of submission to the repository can be added once it has been submitted</i>

Data Set recording format	
Keywords	<i>The keywords associated with the dataset</i>
Version Number	<i>To keep track of changes to the datasets</i>
Metadata	Link to metadata file

2.1.2 Making data openly accessible

Research data created in the project is owned by the partner who generates it. Each partner should publish results as soon as possible unless there is a legitimate interest to protect the results. A partner who intends to disseminate results must give advance notice to the other partners (at least 45 calendar days) together with sufficient information on the results to be disseminated (5). Research data should be deposited in a cloud research repository (i.e Zenodo) as soon as possible unless a decision has been taken to protect results. Specifically, research data necessary to validate the results in a scientific publication should be deposited in the repository at the same time as publication analysis. Access rights and privacy principles for datasets triggering MOSES functional requirements are considered case by case and displayed in Section 4. Data must be made available to partners upon request, including in the context of checks, reviews, audits or investigations. Data will be made accessible and available for re-use wherever applicable.

As previously stated, MOSES project has chosen to use cloud research repository (i.e. Zenodo) for storing the project Research data (and list its characteristics). All the public data of the project will be openly accessible at the repository. Non-public data will be archived at the repository using the “closed access” option.

In order to maximize the impact of MOSES research data, the project will facilitate sharing the results and deliverables within and beyond the consortium. Selected research data and results will be shared with the scientific community and other stakeholders through publications in high quality scientific journals and presentations at conferences, as well as through open-access data repositories. There will be an open access policy applied to these following the access rights policies as outlined in the project Grant Agreement and project Consortium Agreement. Any sharable and publicly available project result must include an acknowledgment to MOSES so as to clearly be noted as project production.

2.1.3 Making data interoperable

Data usually needs to be integrated with other data. Also, data needs to interoperate with applications or workflows for analysis, storage, and processing.

MOSES project aims to collect and document data in a standardized way to ensure that datasets can be understood, interpreted and shared in isolation alongside accompanying metadata and documentation.

MOSES Partners will observe OpenAIRE guidelines for online interoperability, including OpenAIRE Guidelines for Literature Repositories (6), OpenAIRE Guidelines for Data Archive (7), OpenAIRE Guidelines for CRIS Managers (8), based on CERIF-XML.

A metadata file will be created and linked within each dataset. It will include the following information:

- **General Information**

- Title of the dataset
- Dataset Identifier
- Responsible Partner
- Author Information
- Date of data collection
- Geographic location of data collection
- The title of project and Funding sources that supported the collection of the data

- **Sharing/Access Information**

- Licenses/access restrictions placed on the data
- Link to data Repository
- Links to other publicly accessible locations of the data
- Links to publications that cite or use the data
- Was data derived from another source?

– **Dataset/File Overview**

- This dataset contains X sub-dataset as listed below
- What is the status of the documented data? – “complete”, “in progress”, or “planned”
- Are there plans to update the data?

– **Methodological Information**

- Used materials
- Description of methods used for experimental design and data collection: <Include links or references to publications or other documentation containing experimental design or protocols used in data collection>
- Methods for processing the data: <describe how the submitted data were generated from the raw or collected data>
- Instruments and software used in data collection and processing-specific information needed to interpret the data
- Standards and calibration information, if appropriate
- Environmental/experimental conditions
- Describe any quality-assurance procedures performed on the data
- Dataset benefits

An example of a metadata file can be found in Annex 1.

2.1.4 Increase data re-use

The ultimate goal of FAIR principal is to optimise the reuse of data. To achieve this objective, metadata and data should be well-described in order to be replicated and/or combined in different settings.

As the project progresses and data is identified and collected, further information on increasing data re-use will be outlined in V2 of the DMP, which will include:

- The information on how data will be licensed to permit the widest reuse possible,
- The timing for the data to be made available for re-use,

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- Whether the data produced and/or used in the project is useable by third parties,
- A description of data quality assurance processes and
- Specifications of the duration for which the data will remain re-usable.

In principle, the research data will be stored in the MOSES research repository (i.e. Zenodo) after the conclusion of the Project at no additional cost. All research data will be of the highest quality, have long-term validity and will be well documented in order for other researchers to be able to have easy access to information.

Datasets updates will be processed by the data owner. Data owner is the responsible partner who will have the obligation to manage the different versions and to make sure that the latest version is available in the case of publicly available data. Quality control of the data is also the responsibility of the partner responsible to handle and manage data end-to-end, throughout project duration.

In addition, search keywords will be provided when the dataset is uploaded to cloud research repository (i.e Zenodo), which will facilitate and manage any possibility for data re-use. Zenodo follows the minimum Data Cite metadata standards.

2.2 IPR management and Security

Project partners have Intellectual Property Rights (IPR) on their technologies and data, on which their economic sustainability relies. As a result, the owning partner will have to protect these data and consult the concerned partner(s) before publishing data.

Another effect of IPR management is that for any sensitive data collected through project activities all security measures should be taken to prevent any data leak or breach. Hence, all data repositories used by the project will include a secure protection of sensitive data.

A holistic security approach will be undertaken to protect the 3 mains pillars of information security: confidentiality, integrity, and availability. The security approach will consist of a methodical assessment of security risks followed by an impact analysis. This analysis will be part of overall project risk management and will be performed on the personal information and data processed by the proposed system, their flows and any risk associated to their processing

All MOSES IPR management principals were described in D1.3 (9), which explicitly portrays the framework of obligations, procedures and policies in reference to access rights, disclosure of information, transfer knowledge, dissemination, publication, background knowledge driven from partners' contribution and the management of the foreground as generated from project results.

Security approach including threat/risk and vulnerability assessment for any data processing in MOSES project will be described in detail in the second version of DMP (4).

2.3 Personal Data Protection

For some of the activities to be carried out by the project, it may be necessary to collect basic personal data (e.g. full name, contact details, background), even though the project will avoid collecting such data unless deemed necessary. According to regulation 2016/679 of the European parliament and of the council, personal data is defined as “*information relating to an identified or identifiable natural person, directly or indirectly, by reference to an identifier, such as a name, economic, cultural or social identity of that natural person etc.*” (10) On top of that, processing of personal data means any operation, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available by sharing exchanging or transferring, alignment or combination, restriction, erasure or destruction (10)

Such data will be protected in compliance with the EU's Data Protection Directive 95/46/EC (10) aiming at protecting personal data. National legislations applicable to the project will also be strictly followed.

As explicitly stated in deliverable D9.2 (11) “*all of the processed data will be relevant and limited to the purposes of the project following the data minimisation principle. Personal data will be kept for as long as it necessary for the purposes for which they were collected, or in accordance with the established auditing, archiving or retention provisions for each aspect of the project. The MOSES Consortium members will make arrangements that enable the data subjects to exercise their fundamental rights and will use data-protection focused service providers, such as Microsoft Teams for internal collaboration and the EUSurvey platform for questionnaire and survey response management.*”

Moreover and in reference to MOSES deliverable 9.3 (12) we acknowledge that each consortium member and their research partners must have data protection and information security policies and procedures to ensure the confidentiality, integrity, availability and resilience of processing systems and avoid unauthorised access to or disclosure and accidental deletion or destruction of their data.

Protection measures that will be applied include but not limited to encryption and anonymisation or pseudonymisation. Anonymisation should ideally happen at the point and time at which the data are collected from the research subject, so that no personal data are actually processed. In any other case, the raw data have to be treated as personal; the same applies if there is a significant risk of re-identification of persons whose data have been anonymised.

2.3.1 Survey Data & Personal Data

In order to define MOSES user needs and requirements as well as to classify MOSES stakeholders, related to the WP2 of MOSES project, an online survey has been developed and conducted, in order to assess the importance of several aspects of the MOSES innovations.

All personal data related to the survey have been treated with the highest commitment and according to protection framework as outlined in Section 2.3. MOSES deliverables 9.1 (13) and 9.2 (11) includes the information related to the consent form and the information sheet of the aforementioned survey.

Additionally, two (2) virtual Focus Groups/Workshops were organized in the context of the MOSES project. Both meetings aimed to collect data from key stakeholders on MOSES user needs, in order to translate them into user requirements and to support the development of the MOSES use cases and the system requirements of the MOSES innovations. MOSES concept and innovations were presented and followed by an interactive co-design/co-validate session. The methodology employed and the results of the analysis are included in deliverable 2.1 (14).

For the MOSES Focus Groups/Workshops, personal data have been collected through the Eventbrite platform³, where registration was required for all interested participants. The mandatory requested information included the prefix, the first name, the last name, the email address of the attendee, reference to his/her company and job title and also his/her voice, while face picture was considered optional. The interested attendees had to follow a simple registration process by being informed about the purpose of their data collection, their data processing, the security of processing, the exercise of their rights and the communication on how they could express any potential complaint which they may had and by agreeing to the terms and conditions provided by giving their consent. An informative email was also automatically sent to the registered participants informing them both about the purpose of the data collection and for also proving the option of cancelling their registration. In case of cancellation the provided data were deleted from the Eventbrite platform. Annex 2 includes the information related to the workshops privacy policy.

³ <https://www.eventbrite.com/l/virtual-events-platform/>

3. DATA Processing for MOSES dissemination

3.1 MOSES newsletter

For MOSES newsletter, a subscription tool on the project's website⁴ is available for all people interested in receiving the MOSES latest news and updates. For the successful subscription a double opt-in process has been adopted. For the first step, each person is required to provide an email address and it is also needed to accept the already in place terms and conditions. MOSES newsletter terms and conditions (available in Annex 3) thoroughly describe the purpose of data processing, the security of processing, the exercise of the data subject's rights and the existing ways to provide their potential complaints and/or any questions that may arise. After this first step, the subscriber receives an email in the email account being used during the first step, where user is asked to confirm the validity of the provided electronic address. For the whole process MOSES uses MailChimp services⁵ where MOSES e-newsletter mailing list is a secure list held on the MailChimp platform.

3.2 MOSES website

MOSES website is running under <https://moses-h2020.eu/>. The MOSES website is hosted by Pointer.gr, a hosting partner⁶, while all policies related with cookies and third-party services are satisfied. MOSES website is using Google Analytics⁷ for keeping usage statistics, for reporting reasons and more significantly, for measuring the number of visits and other visitors' statistics in order to collect data about the popularity of the website. Google Analytics is Google's free web analytics service and one of the most popular digital analytics software. For more information about the personal data which are processed by Google Analytics please visit Google Analytics data privacy policy⁸. MOSES website has a detailed and explanatory imprint, which is available in Annex 4.

⁴ <https://moses-h2020.us17.list-manage.com/subscribe?u=f2d3cfea0d8049d0c64f78a3b&id=d07c9be809>

⁵ <https://mailchimp.com/>

⁶ <https://www.pointer.gr/>

⁷ <https://analytics.google.com/analytics/web/provision/#/provision>

⁸ <https://policies.google.com/privacy?hl=en-US#infocollect>

4. Datasets for MOSES Innovations

Various types of data will be collected/generated in MOSES, such as weather data, sea states, sustainable power, emission, logistic data, case studies, simulation and model test results. Also, raw data will be generated in numerical simulations and by means of physical model tests in the demonstrators. Here below, high-level definition of MOSES datasets, to be managed and processed for the successful delivery of MOSES innovations, is displayed. Definition of each dataset comprised of basic data description and overall information on standards and metadata of the dataset in reference. It is worth noticing that this DMP version represents an indicative dataset list as could be defined at this early stage of the project. In the second version of DMP, as described in the MOSES Grant Agreement (4), this non-exhaustive list may be expanded as required during the development of the MOSES innovations.

4.1 Tugboat sensors dataset

4.1.1 Dataset Description

Name of Dataset: "Tugboat sensors dataset"	
Purpose and Relation to the objectives of the project	State identification of autonomous tugboat, and for future replication on a virtual environment
Data Description	Sensors from LIDAR, GPS, accelerometers, steering, thrust, etc.
Responsible Partner(s)	NTUA, TUCO, ESI, CORE

4.1.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	timestamps
Author/compiler of data set	NTUA, TUCO, ESI, CORE
Funded by	MOSES H2020 project
Data Type/Format	csv, json, txt, xls
Data Origin/Source	sensors
Estimated size of Data	Unknown at this stage (December 2020)
Accessibility and Privacy Principles	Restricted to involved partners
Method of data accumulation	Streaming/ manual exports/ through APIs/ FTP, etc.

Metadata and Standards	
Data collection period	WP4 and WP7 duration
Related publications (if any)	none

4.2 Virtual environment dataset

4.2.1 Dataset Description

Name of Dataset: “Virtual environment dataset”	
Purpose and Relation to the objectives of the project	To populate the virtual environment with assets of vessels and of the port
Data Description	3D models of vessels, and of the port
Responsible Partner(s)	CORE, ESI, TUCO, NTUA, SAT

4.2.1 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Material properties
Author/compiler of data set	CORE, ESI, TUCO, NTUA, SAT
Funded by	MOSES H2020 project
Data Type/Format	CAD, STL, OBJ, 3DS, FBX, DXF, etc.
Data Origin/Source	Provided by the partners of the consortium or self-created
Estimated size of Data	Hundreds of megabytes to a few gigabytes
Accessibility and Privacy Principles	Restricted to involved partners
Method of data accumulation	Manual exports
Data collection period	WP4 duration
Related publications (if any)	none

4.3 Simulation results dataset

4.3.1 Dataset Description

Name of Dataset: “Simulation results dataset”	
Purpose and Relation to the objectives of the project	To establish boundary conditions for the virtual environment
Data Description	Results from FEA and CFD simulations
Responsible Partner(s)	ESI, NTUA

4.3.1 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	timestamps
Author/compiler of data set	ESI, NTUA
Funded by	MOSES H2020 project
Data Type/Format	txt, xls, csv, json
Data Origin/Source	FEA and CFD software
Estimated size of Data	a few megabytes
Accessibility and Privacy Principles	Restricted to involved partners
Method of data accumulation	Manual exports
Data collection period	WP4 duration
Related publications (if any)	none

4.4 AI model control logs

4.4.1 Dataset Description

Name of Dataset: "AI model control logs"	
Purpose and Relation to the objectives of the project	To record the behaviour of the AI control system
Data Description	Steering and thrust information
Responsible Partner(s)	CORE

4.4.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Timestamps, Tug ID
Author/compiler of data set	CORE
Funded by	MOSES H2020 project
Data Type/Format	Json, csv, xls
Data Origin/Source	AI control agent
Estimated size of Data	A few megabytes
Accessibility and Privacy Principles	Restricted to involved partners
Method of data accumulation	Software logging components
Data collection period	WP4 and WP7 duration
Related publications (if any)	none

4.5 Feeder design data

4.5.1 Dataset Description

Name of Dataset: “Feeder design data”	
Purpose and Relation to the objectives of the project	During the design of the innovative feeder vessel, data will be created to design, simulate, and verify the performance of the feeder, as well as the capability for autonomous operation
Data Description	Data created in the process of the design of the innovative feeder vessel and the simulations of autonomous operation
Responsible Partner(s)	MARIN

4.5.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Ship drawings, technical performance figures
Author/compiler of data set	MARIN
Funded by	MOSES H2020 project
Data Type/Format	numerical/text/Word and Excel format/csv/3DM/IGES/DWG
Data Origin/Source	external public databases, own generation
Estimated size of Data	0.5 TB
Accessibility and Privacy Principles	Restricted to Owner
Method of data accumulation	through API
Data collection period	M6-M24
Related publications (if any)	Not available

4.6 Demonstrator Innovative Feeder

4.6.1 Dataset Description

Name of Dataset: “Demonstrator Innovative Feeder”	
Purpose and Relation to the objectives of the project	The data set will be created during the demonstration pilot of the innovative feeder
Data Description	The data set contains measurement data of the model tests
Responsible Partner(s)	MARIN

4.6.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Sensor and video data recordings of model test and data analysis results
Author/compiler of data set	MARIN
Funded by	MOSES H2020 project
Data Type/Format	HDF5, RAW, PDF, Word format
Data Origin/Source	Own generation
Estimated size of Data	2 TB
Accessibility and Privacy Principles	Restricted to Owner
Method of data accumulation	Sensor and video data recording
Data collection period	M25-M34
Related publications (if any)	Pilot 2, demonstrator event 2023

4.7 User Accounts

4.7.1 Dataset Description

Name of Dataset: "User Accounts"	
Purpose and Relation to the objectives of the project	Develop the MOSES Matchmaking Logistics Platform in the context of WP6
Data Description	Details about the platform's users
Responsible Partner(s)	NTUA

4.7.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	username, first name, last name, email, company, role
Author/compiler of data set	Data provider/Author
Funded by	MOSES H2020 project
Data Type/Format	text
Data Origin/Source	Platform users
Estimated size of Data	MBs
Accessibility and Privacy Principles	Restricted personal data
Method of data accumulation	manual
Data collection period	M10-M24
Related publications (if any)	Not available

4.8 Transport Schedules

4.8.1 Dataset Description

Name of Dataset: "Transport Schedules"	
Purpose and Relation to the objectives of the project	Develop the MOSES Matchmaking Logistics Platform
Data Description	Sea, rail, road transport service schedules
Responsible Partner(s)	NTUA

4.8.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Mode (sea, rail, road), from, to, departure time, duration, capacity
Author/compiler of data set	Shipping operators, freight forwarders
Funded by	MOSES H2020 project
Data Type/Format	Text/numerical
Data Origin/Source	Shipping operators, freight forwarders
Estimated size of Data	MBs
Accessibility and Privacy Principles	Open free Public access
Method of data accumulation	manual
Data collection period	M10-M24
Related publications (if any)	Not available

4.9 Development Order Details

4.9.1 Dataset Description

Name of Dataset: “Development Order Details”	
Purpose and Relation to the objectives of the project	Develop the MOSES Matchmaking Logistics Platform
Data Description	Order Details
Responsible Partner(s)	NTUA

4.9.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	UN/EDIFACT Message COPARN Release: 01A (unece.org) (15)
Author/compiler of data set	Not available
Funded by	MOSES H2020 project
Data Type/Format	text
Data Origin/Source	freight forwarders, might also have to generate dummy data
Estimated size of Data	GBs
Accessibility and Privacy Principles	Restricted to Owner
Method of data accumulation	manual exports/ through APIs
Data collection period	M10-M24
Related publications (if any)	Not available

4.10 Business Case Order Details

4.10.1 Dataset Description

Name of Dataset: “Business Case Order Details”	
Purpose and Relation to the objectives of the project	Develop the MOSES Matchmaking Logistics Platform
Data Description	Order Details
Responsible Partner(s)	NTUA

4.10.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	UN/EDIFACT Message COPARN Release: 01A (unece.org) (15)
Author/compiler of data set	Not Available
Funded by	MOSES H2020 project
Data Type/Format	text
Data Origin/Source	Will be provided by the open call beneficiary
Estimated size of Data	GBs
Accessibility and Privacy Principles	Restricted to Owner
Method of data accumulation	manual exports/ through APIs
Data collection period	M10-M24
Related publications (if any)	Not Available

4.11 Robotic container handling system

4.11.1 Dataset Description

Name of Dataset: “Robotic container handling system: 3D-world model and remote supervisory control”	
Purpose and Relation to the objectives of the project	For the development of the Robotic Container Handling system both a 3D-world model and a remote-control station need to be developed (WP3). In addition, data will be collected during the pilot demonstration (WP7).
Data Description	Data created and collected during the design and evaluation of both the 3D-world model and the remote-control station. These data will consist of camera recordings (.avi), other (remote) sensing data (such as Lidar ⁹), algorithms, outcomes of interviews and / or surveys.
Responsible Partner(s)	TNO

4.11.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Collection date (YYYY.MM.DD) Role of respondent (interview / survey), or, type of test run / experiment
Author/compiler of data set	TNO
Funded by	MOSES H2020 project
Data Type/Format	.doc / .xls / .avi / LAS / other formats for relevant system parameters
Data Origin/Source	During the development phase we will mainly generate data ourselves and mainly at a TNO site. During the pilot demonstration we will also generate data at the site of MacGregor. When relevant we will use external public data bases (e.g. LIDAR, google maps) Interviews will be held either online or face-to face (in line with actual covid-19 regulations).
Estimated size of Data	Unknown at this stage (December 2020)
Accessibility and Privacy Principles	Data is restricted to owner i.e. TNO, except for data gained from external public data bases. Where integration is necessary for the functioning of the Robotic Crane, data will be exchanged with other components of the robotic container-handling system. These components will be developed by MacGregor (i.e. exchange through API).

⁹ LIDAR stands for **Light Detection And Ranging of Laser Imaging Detection And Ranging**

Metadata and Standards	
	<p>To involve end-users in the design (WP3) and evaluation (WP7) of the robotic crane, interviews and /or surveys will be executed. These data will be collected in line with GDPR compliance.</p> <p>Data from owner will be stored on TNO-servers.</p>
Method of data accumulation	Camera's, sensors, AI-model, through APIs, interview(s), survey.
Data collection period	M6 – M32
Related publications (if any)	We intend to publish in peer-reviewed journals about the development of the system and outcomes of the demo. If data of the interviews or survey are used in these publications, these data will be pseudonymised or anonymised.

4.12 Trial Demo Data

4.12.1 Dataset Description

Name of Dataset: "Trial Demo Data"	
Purpose and Relation to the objectives of the project	Purpose of Trials for demonstration of MOSES technologies and goals
Data Description	Documents, sensory data, photographs, video, data on equipment data.
Responsible Partner(s)	ESI, ALL

4.12.2 Standards and Metadata

Metadata and Standards	
The following metadata (with indicative values) will be created	Trial data, Video, Photographs
Author/compiler of data set	ALL
Funded by	MOSES H2020 project
Data Type/Format	txt, xls, csv, json, docx, jpeg, png, mp4, avi, (video and photo format)
Data Origin/Source	Tub boat, Crane and Docking trials
Estimated size of Data	A few megabytes to gigabytes
Accessibility and Privacy Principles	Available to the consortium
Method of data accumulation	Recording data from sensors and audio-visual material
Data collection period	WP7 duration
Related publications (if any)	none

5. Ethical Requirements

In the context of WP9, MOSES ethical requirements have been explicitly described in deliverables 9.1 (13), 9.2 (11) and 9.3 (12). Ethical framework in MOSES set outs obligations, procedures and principals in reference to the coordination and collection of data stemming from workshops, focus groups, interviews, surveys and questionnaires as well as the trials and demonstrators which will involve personnel from partner's organizations. The ethics code in MOSES also incorporates all obligations related to the protection of personal data and outlines the health and safety procedures which must be followed by the staff taking part in pilot demonstration

MOSES data management plan is aligned with the MOSES ethical framework and fully complies with applicable legislative and regulatory policies.

The MOSES Legal, Ethical and Security issues Manager (LSEIM) will be responsible for assessing the execution of the legal and ethical requirements within the project, in accordance with applicable national and European legislation; a non-exhaustive list is given in Table 2. The MOSES LSEIM will also oversee and record all potential ethical issues, arising from the development of the MOSES innovations.

Table 2 Legislative and Regulatory Framework

International
Universal Declaration of Human Rights (16)
European Union
Charter of Fundamental Rights of the European Union (17)
European Convention on Human Rights (18)
General Data Protection Regulation (10)
Horizon 2020 - Regulation of Establishment: Ethical principles (Article 19) (19)
Horizon 2020 - Rules for Participation: Ethics Reviews (Article 14) (20)
National
<u>Spain</u>
Organic Law 3/2018, of December 5, on the Protection of Personal Data and the Guarantee of Digital Rights. https://www.boe.es/eli/es/lo/2018/12/05/3/con
<u>Greece</u>
Personal Data Protection Authority, Implementing the General Data Protection Regulation (Regulation (EU) 2016/679) and Transposing into National Law Data Protection Directive with Respect to Law Enforcement (Directive (EU) 2016/680) and Other Provisions. https://www.dpa.gr/APDPXPortlets/htdocs/documentSDisplay.jsp?docid=66,121,83,229,125,127,247,242

6. Conclusions

This document, which is the first version of the MOSES data management plan (DMP V1), delivered a brief presentation of how data will be handled during the life cycle of the project. In this document, a high-level definition of principals, standards, methodologies for data processing, application, re-usage, storing, accessibility and preservation was given. IPR and security issues of data privacy and protection were covered while an alignment of DMP plan with MOSES ethical framework was processed. Also, a descriptive, but limited for this stage of the project, initial list of basic datasets for MOSES research/innovation results was displayed.

Concluding, it is worth highlighting the fact that DMP is a dynamic document configured and updated throughout project life cycle. Additionally, a significant scope of this document was to outline a DMP framework. However, a more comprehensive analysis and presentation of the MOSES Data Management Plan will be delivered in the next iteration documented in D1.6, as it is described in the MOSES Grant Agreement (4).

The next version will not only update information as reflected in the current deliverable but will also present how data management adheres to proper project implementation as well as any challenges or issues faced. In addition, the next version of this deliverable will include any Data Protection Certificates and/or necessary approvals from national data protection authorities that may be required with regard to the development of the MOSES innovations.

References

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12. **MOSES.** *Grant Agreement- 861678, ANNEX 1, D9.3 EPQ - Requirement No. 3*. 2020.
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15. **NATIONS, UNITED.** *UN/EDIFACT*. s.l. : United Nations Directories for Electronic Data Interchange for Administration, Commerce and Transport, 2000.

Annex 1: Example of METADATA file template

This metadata file was generated on <insert date> by <insert name>

GENERAL INFORMATION

1. Title of Dataset:
2. Dataset Identifier in Repository:
3. Responsible Partner:
4. Author Information:
 - a. Investigator Contact Information: Name / Email
 - b. Supervisor Contact Information: Name / Email
 - c. Co-Supervisor Contact Information: Name / Email
5. Date of data collection:
6. Geographic location of data collection (where was data collected?):
7. The title of project and Funding sources that supported the collection of the data:

SHARING/ACCESS INFORMATION

1. Licenses/access restrictions placed on the data:
2. Link to data Repository:
3. Links to other publicly accessible locations of the data:
4. Links to publications that cite or use the data:
5. Was data derived from another source?
6. If yes, list source(s):

DATASET & FILE OVERVIEW

1. This dataset contains X sub-dataset as listed below:
 - a. Datasheet name:
 - b. Datasheet name:
 - c. Datasheet name:
 - d. Datasheet name:
2. What is the status of the documented data? – “complete”, “in progress”, or “planned”
3. Are there plans to update the data?

METHODOLOGICAL INFORMATION

1. Used Materials:
2. Description of methods used for experimental design and data collection: <Include links or references to publications or other documentation containing experimental design or protocols used in data collection>
3. Methods for processing the data: <describe how the submitted data were generated from the raw or collected data>

D.1.4: Data Management Plan V1

4. Instruments and software used in data collection and processing-specific information needed to interpret the data:
5. Standards and calibration information, if appropriate:
6. Environmental/experimental conditions:
7. Describe any quality-assurance procedures performed on the data:
8. Dataset Benefit:

Annex 2: Workshops' terms & conditions

Consent

By accepting to register to the online MOSES Focus Group/Workshop you declare that:

- ❖ I agree on the collection and on the processing of your personal data and more specifically
- ❖ I consent to the collection and processing of:
 - My prefix
 - My first name
 - My last name
 - My email address
 - My Job Title
 - My company/organization
 - My face
 - My voice
- ❖ I consent to the maintenance of my personal data for five years after the official end of the MOSES project:
 - My prefix
 - My first name
 - My last name
 - My email address
 - My Job Title
 - My company/organization
 - My face
 - My voice

Privacy Policy

The [EU project MOSES](#) (“we”, “us”) consortium is committed to protecting and respecting your privacy. This Privacy Policy sets out the basis on which your personal data will be processed by us in connection with the organization of our focus groups/workshops. Please read the following document carefully, to understand our views and practices regarding your personal data and how we will handle it. When you register to our focus groups/workshops, these Privacy Policy provisions will apply to our processing of your personal data.

Purpose of Data Processing

Focus Groups/Workshops are about gathering stakeholders’ viewpoints (user needs & requirements) with the aim to translate them into system requirements and about supporting the development of the MOSES use cases. The workshop meeting will be audio and video recorded in order to document the participants' view on the project's user needs and requirements.

Taking into consideration the above, the [MOSES Consortium](#) use information held about you in the following ways:

- To send you organizational, connection and registration information about these Focus Groups/Workshops.
- To provide you with related material/information, as an outcome of these activities.
- To anonymously publish your contribution in the project's deliverables.
- To publish screenshots for dissemination purposes.

Categories of data that will be stored

If you consent to the processing of your personal data for the above-mentioned purposes, the categories of personal data that will be collected and stored in the MOSES project are:

- My prefix (mandatory)
- My first name (mandatory)
- My last name (mandatory)
- My email address (mandatory)
- My Job Title (mandatory)

D.1.4: Data Management Plan V1

- My company/organization (mandatory)
- My face (optional- If I have or choose to use my camera)
- My voice (mandatory)

The Consortium will process the personal data of subjects according to the present statement and for the purposes declared herein.

Security of Processing

MOSES registration list is a secure list held on the Eventbrite platform. Should you need more information on how your data are processed, please see the Eventbrite privacy policy: https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB.

The audio and video recording will be safely stored on MOSES access-restricted website (<https://moses-h2020.eu/>) and will be available only to the MOSES Consortium partners.

Should you ever wish to unregister, and/or if you do not agree with your image and/or voice being recorded, you may withdraw your consent/opt out, any time, (without retroactive effect) by sending an email here: mosesproject20@gmail.com.

Exercise of your rights

It is noted that according to the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), you may exercise the following rights that derive from the Regulation:

- Right of access and right to rectification for inaccurate personal data
- Right to erasure of personal data if they are not necessary for service provision
- Right to restrict processing of your data
- Right to object to the processing of your data
- Right to data portability, namely, right to receive your data in a structured, commonly used, and machine-readable form so that they can be transferred to another data processor.
- Additionally, you have the right to submit a written complaint to the responsible supervisory body for personal data protection in each country.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred.

Contact us

For any questions about this privacy policy, please contact us via email at: mosesproject20@gmail.com.

Annex 3: MOSES newsletter terms and conditions

Consent

By accepting to receive MOSES newsletter you declare that:

I consent to the processing of:

- my email address

I consent to the maintenance of my personal data for five years after the official end of the MOSES project:

- my email address

Privacy Policy

The EU project MOSES (“we”, “us”) is committed to protecting and respecting your privacy. This Privacy Policy sets out the basis on which your personal data will be processed by us in connection with our communication and dissemination processes. Please read the following document carefully, to understand our views and practices regarding your personal data and how we will handle it. When you register to our newsletter, these Privacy Policy provisions will apply to our processing of your personal data.

Purpose of Data Processing

Periodic newsletters of MOSES project are a key communication and dissemination mechanism for us and a channel to provide our valuable news and updates on MOSES’s developments, key findings, forthcoming events, and other important news in the fields related to the project. Taking into consideration the above, the MOSES Consortium use information held about you in the following ways:

- To send you MOSES periodic e-Newsletter, with the most recent project news and updates.
- To send you invitations for MOSES coming events, workshops, demonstrations and/or seminars, for either to attend/participate or to speak.
- To send you notifications containing key project's findings/ developments and lead stories and news related to MOSES project.

Categories of data that will be stored

If you consent to the processing of your personal data for the above-mentioned purposes, the categories of personal data that will be collected and stored in the MOSES project are:

- your email address (mandatory)

The Consortium will process the personal data of subjects according to the present statement and for the purposes declared herein.

Security of Processing

MOSES mailing list is a secure list held on the MailChimp platform. Should you need more information on how your data are processed, please see the MailChimp privacy policy: <https://mailchimp.com/legal/privacy/>.

Should you ever wish to unsubscribe, simply use the “Unsubscribe” link included in future communications or you may withdraw your consent any time (without retroactive effect) by sending an email to: mosesproject20@gmail.com.

Exercise of your rights

It is noted that according to the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), you may exercise the following rights that derive from the Regulation:

- Right of access and right to rectification for inaccurate personal data
- Right to erasure of personal data if they are not necessary for service provision
- Right to restrict processing of your data
- Right to object to the processing of your data
- Right to data portability, namely, right to receive your data in a structured, commonly used, and machine-readable form so that they can be transferred to another data processor.
- Additionally, you have the right to submit a written complaint to the responsible supervisory body for personal data protection in each country.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or

D.1.4: Data Management Plan V1

European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred.

Contact us

For any questions about this privacy policy, please contact us via email at: mosesproject20@gmail.com.

Annex 4: MOSES website imprint

The MOSES project has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement No 861678.

Responsibility for the content of this website lies entirely with the MOSES consortium. The information provided in this website has been prepared exclusively for the purpose of providing information about the MOSES project and related work and activities. All contents related to the MOSES project reflect the author's view only. The European Commission is not responsible for any use that may be made of the information it contains.

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No information contained in this website can be considered as a suggestion to infringe patents. The MOSES consortium disclaims any liability that may be claimed for infringement or alleged infringement of patents. This website is an offer of information from the MOSES project team.

This website uses Google analytics (see the Website Privacy Policy below).

This website is developed by:

www.zulupixels.com

This website is maintained by:

www.zulupixels.com

Design, Concept, editing

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WEBSITE PRIVACY POLICY

1. MOSES Website Privacy Policy

MOSES website is running Analytics Google for keeping usage statistics for reporting reasons.

1.1 About MOSES and Google Analytics

The MOSES project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No. 861678. MOSES aims to significantly enhance the SSS component of the European container supply chain by addressing the vulnerabilities and strains that relate to the operation of large containerhips. A two-fold strategy will be followed for reducing the total time to berth for TEN-T Hub Ports and stimulating the use of SSS feeder services to small ports that have limited or no infrastructure. To achieve MOSES objectives, the following innovations will be implemented (i) For the SSS leg, an innovative, hybrid electric feeder vessel, including robotic cargo handling system; (ii) For DSS ports, the adoption

of an autonomous vessel manoeuvring and docking scheme (MOSES AutoDock); (iii) A digital collaboration and matchmaking platform (MOSES platform).

The MOSES website is hosted by Pointer.gr, a hosting partner – provider of ZuluPixels company in Greece.

In MOSES website Google Analytics is used to measure the number of visits and other visitors' statistics in order to collect data about the popularity of the website. Google Analytics is Google's free web analytics service and one of the most popular digital analytics software.

1.2 Purpose of the processing

Google Analytics are used to analyse the behaviour of the website visitors. For more information about the personal data that are processed by Google Analytics please visit [Google Analytics data privacy policy](https://policies.google.com/privacy?hl=en-US#infocollect) available here: <https://policies.google.com/privacy?hl=en-US#infocollect>

2. Contact via E-mail

When you contact us via email the data that you send us (email address, possibly name and contact data such as telephone number) will be saved in order to respond to your inquiries or commentaries. These data will be deleted when storage is no longer necessary for the purpose of exchange with you.