



Nature-Based Solutions Education Network (NBS EduWORLD)

Deliverable D1.1: Data Management Plan

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1. Purpose of the Data Management Plan

1.1 Definition, rules and regulations

According to information published on the EC portal¹:

“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 a project. As part of making research data findable, accessible, interoperable and re-usable (FAIR), a **DMP should include information** on:

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

The DMP needs to be updated over the course of the project whenever significant changes arise, such as (but not limited to): new data; changes in consortium policies (e.g. new innovation potential, decision to file for a patent); changes in consortium composition and external factors (e.g. new consortium members joining or old members leaving).

The DMP should be updated as a minimum in time with the periodic evaluation/assessment of the project. If there are no other periodic reviews foreseen within the grant agreement, then such an update needs to be made in time for the final review at the latest. Furthermore, the consortium can define a timetable for review in the DMP itself.”

1.2. Open science: research data management

As stated in the Grant Agreement of NBS EduWORLD (Art.17), with relation to research data management: The beneficiaries must manage the digital research data generated in the action (‘data’) responsibly, in line with the FAIR principles and by taking all of the following actions:

- establish a data management plan (‘DMP’) (and regularly update it);
- as soon as possible and within the deadlines set out in the DMP, deposit the data in a trusted repository; if required in the call conditions, this repository must be federated in the EOSC in compliance with EOSC requirements;
- as soon as possible and within the deadlines set out in the DMP, ensure open access — via the repository — to the deposited data, under the latest available version of the Creative Commons Attribution International Public License (CC BY) or Creative Commons Public Domain Dedication (CC0) or a license with equivalent rights, following the principle ‘as open as possible as closed as necessary’, unless providing open access would in particular:
 - be against the beneficiary’s legitimate interests, including regarding commercial exploitation, or
 - be contrary to any other constraints, in particular the EU competitive interests or the

¹ https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm



beneficiary's obligations under this Agreement; if open access is not provided (to some or all data), this must be justified in the DMP

- provide information via the repository about any research output or any other tools and instruments needed to re-use or validate the data.

Metadata of deposited data must be open under a Creative Common Public Domain Dedication (CC 0) or equivalent (to the extent legitimate interests or constraints are safeguarded), in line with the FAIR principles (in particular machine-actionable) and provide information at least about the following: datasets (description, date of deposit, author(s), venue and embargo); Horizon Europe or Euratom funding; grant project name, acronym and number; licensing terms; persistent identifiers for the dataset, the authors involved in the action, and, if possible, for their organisations and the grant. Where applicable, the metadata must include persistent identifiers for related publications and other research outputs.

2. Data Summary

2.1 Aim and origin of data generation

The purpose of NBS EduWORLD is to summarise the state of play of Nature-Based Solutions (NBS) education in Europe and evaluate the initiatives already in place, determine how to expand and replicate them, and establish a basis and framework for the project itself and future initiatives, resulting in guidance and (policy) recommendations. To that aim, desktop research will be conducted under Work Package 2: Framework and guidance/ Evaluation and impact, addressing knowledge gaps on how NBS can be taught in vocational education and training, higher education, and non-formal learning settings, as well as school education. Research will draw on our experiences with the Nature-Based Solutions Pilot Project² Phase 1 and 2; academic and grey literature; existing NBS resources, activities and services found on the H2020 and Horizon Europe project portfolio, relevant platforms, and through selected demonstrators; surveys and interviews with key education stakeholders and NBS experts from different parts of the EU; and semi-structured interviews with Tier-1 NBS EduSystems partners in urban Paris, rural Offaly, and coastal Almada. Various activities and workshops will also be organised, the outcomes of which would be distributed and could potentially be of use to the research community (more details in section 4). In addition, NBS EduWORLD will systematically collate, analyse, and synthesize the existing resources and good practices on NBS education in an openly accessible NBS EduHub.

2.2 Characteristics of the data

NBS EduWORLD will collect, process, or produce the datasets presented in the Data Curation Profile in Appendix 1. This is a living document, meaning that datasets will be reviewed and revised across the duration of the project by the corresponding Partners in charge of generating them. Here we briefly describe the datasets in terms of qualitative and quantitative data.

Quantitative data

As described below, NBS EduWORLD will mostly collect and work with qualitative data. Quantitative data will be used to track performance indicators of the project and assure its impact (e.g., registrations to events and activities such as webinars, workshops, or MOOCs; social media reach, etc.).

² The project was initiated and funded by the European Commission Directorate-General for Research and Innovation and coordinated by PPMI, in collaboration with European Schoolnet (EUN).

Qualitative data

Qualitative data will be in the form of text documents with responses from the questionnaires for educators, NBS experts, educational and NBS organisations and other key actors involved in the management of NBS and the education sector, as well as from various project-organised activities, through surveys for participants in: MOOCs, NBS EduWORLD Living Labs, NBS community (intergenerational) dialogues, NBS teacher training activities, STEM programmes, focus groups, webinars, etc. In addition, qualitative data will consist of transcriptions or notes from interviews, and result from co-created material from workshops, and text collection of responses from members of the educational and NBS communities, key industry members and other stakeholders identified in individual or collective interviews (e.g., docx)

Personal data collected directly from participants will require prior consent which should be freely given, specific, informed and unambiguous. Collected data from surveys, interviews, webinars, and workshops including personal and sensitive data will be pseudonymized to avoid the identification of participants and will only be made publicly available in aggregated form (i.e., as reports, scientific articles, etc.).

2.3 Use of the data

NBS EduWORLD is aligned with the European Union's Open Science policy by guaranteeing free and easy access to all actions, deliverables, and publications produced from the project activities. By M6, a navigation website including a landing page will be created, which will direct users to the project outputs, as well as to the NBS EduHub, a one-stop-source for new and existing NBS resources, materials, and guidance for educators. The NBS EduHub will thus link to major NBS platforms (Oppla, Scientix, NetworkNature, and CNEP), through which project outputs will also be made available to a wide audience of NBS practitioners, civil society, educators, researchers, policy makers, and local authorities.

Data will be used by each Partner of NBS EduWORLD that will be responsible for managing the data generated by them within their corresponding WP.

EUN, as the coordinator of the project, will ensure a responsible and effective use of data. EUN will ensure that Partners are aware on how to responsibly collect and store the data used for implementation of the project. Regular reviews of the Data Curation Profile and developed templates and consent forms will help to ensure standard approaches and compliance with the GDPR rules.

It is not anticipated that the NBS EduWORLD project will generate any commercially viable product or service. Any significant output resulting from the project (for example, articles, reports or policy recommendations, etc.) will be published through open access repositories, as institutional repositories, always taking into consideration the rights of the publishers, if necessary, and ensuring personal data are pseudonymized.

Data to be produced during the project (except personal and sensitive data) will be archived in [Scientix](#)³ and will be granted a free level of access of users of the site.

³ Scientix is the community for science education in Europe, and has received funding from the European Union's H2020 research and innovation programme – project Scientix 4 (Grant agreement N. 101000063), coordinated by European Schoolnet (EUN).

3. FAIR Data

3.1 Making data findable, including provisions for metadata

3.1.1 Publication and licensing of the data

The project will not include research, should at any point research be carried out, research related datasets (previously anonymized, excluding personal and sensitive data) produced by the project will be deposited in ZENODO after the publication of the results of the research. ZENODO is the platform funded by the European Commission via the Open AIRE projects that serves as a tool for archiving research data and sharing outputs. The type of open data license will be decided by each Partner in terms of the nature and potential use of the research data produced (see [here](#)).

In ZENODO the datasets and other research outputs will be described with search keywords and other metadata. The underlying data collected in this project will be documented and described using the Data Documentation Initiative (DDI) metadata standard and, in the case of geospatial data, the Content Standard for Digital Geospatial Metadata (CSDGM). DDI is an international and robust standard used by several organizations including ZENODO where the meta-data will be stored. See [this link](#) for a tutorial on how DDI works.

ZENODO will automatically assign a Digital Object Identifier (DOI) to all data and publications uploaded to the system. Journal articles will be published via mainstream journal publishers (e.g., Taylor and Francis, Elsevier, Springer), which have a DOI, in accordance with their licensing requirements. In cases where papers cannot be published open access, a pre-print version will be made available to scholars via the repositories of involved universities.

On the other hand, policy briefs, research reports, guidelines and other outputs of the project will be deposited in [Scientix](#).

3.1.2 Management of the data within the project

Each Partner is responsible for controlling the management of the data they collect. NBS EduWORLD holds a tailored multifaceted approach encompassing a variety of widely-established approaches (e.g.: “open schooling”; IMS; “steppingstones”; socio-constructivism; holistic; iterative; co-creation, among other) to achieving its different outcomes, structured around seven WPs, which means that the nature of data in each WP is different and that each partner holds the specific expertise to control and manage their corresponding type of data. EUN, as the coordinator of the project, is responsible for supervising the management data related to the project.

Data and related results are owned by the partner that generates them in accordance with the arrangements agreed within the Consortium.

Consortium Partners can collaborate in data collection and analysis in accordance with the arrangements agreed within the Consortium and the informed consent or privacy statements (e.g., Appendix 2). When Partners identify that it is necessary for the purposes of the research (if any) to share personal data with other Consortium partners, and always if approved by them, these partners can conclude as required by the GDPR, either a separate joint controller agreement, an access agreement or data processing agreement

before any data processing or data sharing takes place, to be added to the NBS EduWORLD Data Management Plan as Appendix in the subsequent revisions of the DMP.

All data will be exchanged via secure servers. Data will be organized by the corresponding partner in folders on secure servers of the organization of each partner (separate backups). Within each WP folder, separate folders will hold different file categories (transcripts, tables, pictures, etc.).

Naming conventions will follow the pattern: <date of collection [YYYYDDMM]>_<WP number>_<descriptive phrase>_<unique identifier>_<file type>.<file extension>, e.g. 20232809_WP3_workshop_CMA_audio.acc. This naming convention will be described in a .rtf file placed in the private NBS EduWORLD project group on Basecamp.

3.1.3 Keywords for open data to be selected from controlled vocabularies

Nature-based solutions, NBS, NBS education, NBS practitioners, NBS experts, NBS knowledge, NBS policy, NBS practice, NBS in higher education, NBS in formal education, NBS in non-formal education, whole-school approach, open schooling, youth inclusion, green competences, living labs, sustainability education.

3.2 Making data accessible

Data generated in the project (except personal and sensitive data, see below) will be made available as soon as the project results have been published. Data will be in formats that readily available software typically used and freeware GIS software will be able to read. Data will be retained for the lifetime of the repository after the project ends on the Scientix portal.

The access to the data deposited in Scientix will be wide open and not restricted to any specific group. It will be optional to register and to determine the identity of the person accessing the data in the Scientix repository.

Personal and sensitive data will not be made available and will be encrypted (including the backups). This means that any sensitive data - for instance, key lists of pseudonymized interview identifiers or MOOC participants as well as teachers and children names from webinars, surveys, and workshops - will not be stored in Scientix. Such data will be kept solely on the Partner's secure server account.

3.3 Making data interoperable

The data produced in the project (except personal and sensitive data) will be interoperable as the datasets will adhere to standardized formats: .txt, .csv, .xml, .tiff. If necessary, an open text file will be provided together with the dataset (readme file) with any additional information related to free readers for the data.

When possible, we will codify data using standard classifications and vocabularies for each different field of research. It is possible that such standard vocabularies do not exist for some of the research fields in the project.

3.4 Increase data re-use (through clarifying licenses)

As mentioned above, the type of open data license will be decided by each Partner controlling those data in terms of the nature and potential use of the research data produced (see [here](#)). In the same vein, each

Partner will decide when the data generated within their corresponding WP (except personal and sensitive data) will be made available according to their use for committed deliverables that include publications, policy briefs and other outputs.

Consistency and quality of data will be ensured at various levels and stages by the corresponding Partner during the whole data collection and research (if any).

All data (except personal and sensitive data) will be available and remain re-usable on Scientix free of charge. Items will be retained for the lifetime of the repositories.

4. Other research outputs

NBS EduWORLD will produce other results which may be of use to researchers, various stakeholders and members of the general public interested in NBS activities: State of the art report (WP2, D2.1), Assessment framework and guidance for the Project (WP2, D2.2), Policy recommendations (WP2, D2.3), NBS Education Virtual flipping book (WP3, D3.1), Youth inclusion and local authorities kit (WP3, D3.2), NBS Higher Education and Entrepreneurship Architecture (WP4, D4.1), Piloting and assessment of Stepping Stones and Education Journeys (WP4, D4.2), NBS Knowledge Stream Guidelines (WP5, D5.1), NBS Connections Stream Guidelines (WP5, D5.2), Scenarios of Plausible Futures for NBS in Education (WP6, D6.1), NBS EduWORLD Living Labs Roadmap (WP6, D6.2), Assessment framework and guidance for the Project (WP7, D7.1), Exploitation and sustainability plan (WP7, D7.2), NBS Education Summits (WP7, D7.3).

5. Allocation of resources

WP Leaders are: EUN Partnership AISBL (EUN) (COO; WP1 and WP5 Leader), Viesoji Istaiga Viesosios Politikosir Vadybos Institutus (PPMI) (WP2 Leader), ICLEI European Secretariat GmbH (ICLEI Europasekretariat GmbH) (ICLEI) (WP3 and WP7 Leader), The Provost, Fellows, Foundation Scholars & The Other Members of Board, of The College of The Holy & Undivided Trinity of Queen Elizabeth Near Dublin (TCD) (WP4 Leader), Ellinogermaniki Agogi Scholi Panagea Savva (EA) (WP6 Leader). As mentioned above, each Partner in NBS EduWORLD will act as Data Controller and will be responsible for managing the data, and ensuring that the Data Management Plan is carried out. The project coordinator (EUN) will update this Data Management Plan and provide strategic guidance and support for data management.

A priori, each Partner will manage the preparation of the corresponding datasets by assigning approximately 5% of their time to managing their data and other materials during the project.

We do not expect changes to data will be required after upload. However, in the event changes need to occur, it will be the responsibility of the Project coordinator to publish the relevant changes through the Scientix portal.

6. Data security

During the project, data will be stored by the corresponding Partner in separate backups to secure servers at

their organisation. When possible, project data will also be backed up on secure Cloud systems or an external hard drive locked with password to be used by each Partner. Data shared among the Consortium will be pseudonymized.

The encryption of stored personal and sensitive data will count on ISO Certified procedures and follow FAIR Principles so that it ensures that data created and used by researchers is "managed, curated, and archived in such a way to preserve the initial investment in collecting them" and that the data "remain useful and meaningful into the future". Lists of anonymized interview/questionnaire/workshop identifiers will be stored solely on the Partner's server account and will be kept separately from the other data of the interview/questionnaire/survey. This space is password-protected and will be backed up daily.

All Partners who interact with personal and sensitive data, will be informed in advance of their participation of their responsibility to follow all project protocols with regards to anonymity and privacy. They will be instructed to destroy it when they are completed with their task; the originals will remain on the Partner's secure server space.

7. Ethical aspects

NBS EduWORLD will involve ethical and regulatory considerations regarding personal and children's data management that will be treated as sensitive data. No issues involving human embryos, animals, health, or safety and security will be involved.

All surveys, interviews, workshops, and webinars involving human subjects have informed consents from the relevant data subjects provided by the corresponding Partner.

Participants will be involved in research voluntarily and will not receive any payment. All participants will be given the project's informed consent form together with detailed information sheets in advance both in their native language. The consent forms will include information on the project's aims, methods, implication of the research and the nature of participation, benefits, and risks (if any). Collected personal data will not be used for any purpose other than that for which consent has been given.

The design of the surveys will be thoroughly thought upon and very detailed to accommodate various questions collecting the necessary information from the participating stakeholders. The personal identification requested will be limited to the nationality and will not include age, sexual orientation, gender, or religious information. The project does not foresee the direct participation of students (information from students will be gathered indirectly through teachers).

NBS EduWORLD shall ensure it will cause no physical, mental, and emotional harm during the research activities; all participation is voluntary; and, that anyone has the right to refuse to participate and to withdraw their participation, or personal data at any time without consequences. If consent cannot be given in writing (e.g., because of illiteracy), non-written consent will be formally documented and independently witnessed. Ensuring ethical standards and research integrity will be followed at all stages of NBS EduWORLD.

NBS EduWORLD will follow the rules of the Helsinki Declaration of 1975, revised in 2013, and will respect it in line with the Horizon Europe guidelines, the code of conduct of the EC, national codes of conduct and collaborating schools and NBS EduSystems in the study sites, and the partners ethics committee's guidelines (if available). NBS EduWORLD will comply with Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as with national and institutional ethical standards.

NBS EduWORLD will ensure honesty, clarity and transparency towards research subjects involved in every stage of the project. No more data than necessary will be collected for reaching the project's objectives, with all data being handled in a manner that respects rights specified in agreements (informed consent and transfer of intellectual property).

To ensure that our analysis and presentation fosters validity and replicability (is findable and reusable), data from secondary sources, e.g., desk research and online resources, will be credited to the rightful owners and not used in an unintended manner.

8. Other issues

In the case of any ethical issues which may be observed, EUN will take the initiative to raise them within the WP Leaders for discussion.

9. Further support in developing the DMP

The following are the procedures, policies and references we have used in developing the NBS EduWORLD Data Management Plan.

- Each of the partners will follow their national and institutional procedures for data management, in addition to this NBS EduWORLD Data Management Plan.

References:

- Data Management Plan Template for Horizon Europe: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>
- Data Management in the context of Horizon 2020: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm
- Guidelines on Data Management & FAIR data principles under H2020 OA policy: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi%20-oa-data-mgt_en.pdf
- The Open Research Data (ORD) Pilot in H2020: <https://www.openaire.eu/what-is-the-open-research-data-pilot>
- OpenAIRE Guidelines for Literature Repositories, Data Archives, and CRIS Managers based on CERIF-XML: <https://guidelines.openaire.eu/en/latest>
- Mertens, M. (date unknown). DMPs Explained - or how to start making your research data FAIR & open. Published on the Ghent University portal, accessed on Nov. 9th, 2022: https://onderzoektips.ugent.be/media/uploads/openscience/20181022_oaweek_dmpsexplained.pdf

Appendix 1 – Data curation profile (December 2022)

Please find here the Data curation profile document of NBS EduWORLD that will continue to be updated in this initial version of the DMP.

<https://tinyurl.com/bd6w24bn>

Appendix 2 – EUN Informed Consent Form Template

The following template Consent form has been created, which partners may use if they like, keeping in mind it should be adapted to the activity/data collection and take into account local data protection rules and GDPR regulations.



[Logo of partner organisation]

[Address of partner organisation]

PHOTO/ VIDEO/ VOICE RECORDING/ INTERVIEW ADULT PERMISSION FORM

Thank you for having agreed to be photographed/ recorded⁴ in the [insert name of the activities you need consent for]. Your cooperation is greatly appreciated and will be important for the NBS EduWORLD project. The processing of your personal data, as described in this form, is governed by the European Union's General Data Protection Regulation (GDPR) and the legal ground for processing is your consent as set-out under article 6.1.(a) of the GDPR.

For the purposes of the European Union's General Data Protection Regulation (GDPR), we need to ensure that we have properly recorded your consent for the use of your photos/recordings, and therefore we would kindly ask you to read the following information carefully. **If you agree with the contents, please provide us with your signature(s) at the bottom of this form, add a date and return it to us, either by giving it to the [name of partner organisation collecting the consent] representative on site, or via e-mail ([insert emails of the partners/persons in charge of collecting the consent]).**

Context

[Insert brief description of the partner organisation collecting the consent]

The Nature-Based Solutions Education Network ("NBS EduWORLD") aims at nurturing an NBS-literate society, supporting a just transition to a sustainable future. For this, NBS EduWORLD will create an NBS community that facilitates synergies between NBS professionals and education providers and ensures free and easy access to NBS knowledge and resources for all. The project is funded under the Horizon Europe programme of the European Commission (Grant Agreement N. 101060525) and is coordinated by European Schoolnet (EUN Partnership AISBL).

Consent for use of photos/recordings

Where your consent concerns the use of videos, these may be uploaded to YouTube, Vimeo, and similar video-hosting platforms, enabling [name of partner organization collecting the consent] and project partners to embed the video on their websites.

Where you are interviewed for the purposes of the Project, there will always be a representative of [name of partner organisation collecting the consent] (or other project partner) present at the interview to clarify

⁴ The term photos/recordings used in this form covers photos/videos/voice recordings and interviews.

any doubts you may have about the recording of, or use of, the material.

Please note that by signing this document, you are agreeing to the following:

1. That you will not receive any money or other reward for your participation in these photos/recordings.
2. That your photos/recordings may be shared by us with the EU Commission and/or its Agencies and our project partners, reproduced and used for general information, dissemination and training purposes, including in printed publications, videos, online media and websites, related to the Project and/or other education projects of [name of partner organisation collecting the consent], the European Commission and/or its Agencies. Your information is not intended to be transferred to destinations outside of the EU/EEA (European Economic Area), although it may be accessible to parties outside the EU/EEA via online media and websites.
3. Your photos/recordings will only be used in information materials produced within three years of the recording having been made. We will ensure that we store the photos/recordings in a secure environment and in line with our obligations under the GDPR.
4. Your full name and basic biographical information (profession/place of work, country) may appear on any produced materials. This does not involve the release of any confidential information.
5. We will only use your photos/recordings on the basis of your consent as expressed in this form. You may contact us at any time to withdraw your consent for the use of your photos/ recordings. In such a case, we will ensure that the photos/recordings are removed from wherever they have been posted as soon as is practical. Please be aware that it may be impossible to remove your likeness where it has been included in a publication which has already been published or is in the process of being published. We will only be able to remove such incidences from future publications. If you send us a deletion request, we may ask you for further information (for example a copy of your ID or passport) in order for us to be able to verify your identity.

Contact

If you have any questions about this consent form, or if you wish to exercise your right to access, rectify and, as the case may be, erase any personal data relating to you, or restrict the processing of your personal data, please contact us at: [email and postal address of the partner organization collecting the data]

Complaints

If you feel that we have infringed your rights under the GDPR, you may make an official complaint to the data protection authorities in your country, or to the [country of data collecting organisation, e.g. Belgian, French, etc.] Data Protection Authorities: [postal address of local Data Protection Authority]

My name (Please write clearly, or type it in): _____

My signature: _____

Date: _____



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