

Nature-Based Solutions Education Network (NBS EduWORLD)

Deliverable D1.1: Data Management Plan

Version 2.0

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Abstract	This document represents the Data Management Plan (DMP) of the NBS EduWORLD project. As such, it includes information about the handling of research data during the project and after its end, types of data to be collected, processed and/or generated, methodology and standards, sharing of data, and how data will be curated and preserved (including after the project's end). As a living document, the Data Management Plan will be updated throughout the project.
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D1.1 Version: 2.0 HISTORY OF CHANGES		
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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;

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



- 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 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 (CC0) 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

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).



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.

2.2.1 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.).

2.2.2 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 (see further sections for explanation on the informed consent forms). 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 was created, which directs 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 thus links 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 Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (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 anonymised as appropriate.

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. FAIR Data

3.1 Making data findable, including provisions for metadata

3.1.1 Publication and licensing of the data

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 a general-purpose open repository developed under the European Open AIRE programme and operated by CERN. It allows researchers to deposit research papers, data sets, research software, reports, and any other research related digital artefacts. For each submission, a persistent digital object identifier (DOI) is minted, which makes the stored items easily citable. 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.

³ Scientix® is the community for science education in Europe, an initiative of European Schoolnet (EUN).



ZENODO will automatically assign a 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 (i.e., green open access).

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

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”; “Whole School Approach”; 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.

It is the responsibility of each partner to ensure that research data is gathered, stored, retained and disposed of securely, in accordance with all legal, statutory, ethical, contractual and funding requirements. They ensure the data managed within their corresponding WPs is accessible and that the collection and release of any data does not compromise the research process or the consent agreement (e.g., identity of any individual).

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.).

Primary copies of digital research data and personal data obtained by the consortium partners will be collected and stored on the local secure servers of each partner. All partners have local servers based in the EU/EEA area, except CEUS (Serbia), MoYS (Turkey) and VEM (Moldova). Partners and their affiliated entities will store anonymised digital research data and



personal data on the shared SharePoint site (that is password protected with access only to the members of the consortium) of the project, managed by EUN. This will be used for achieving project objectives and related scientific dissemination activities, including follow up activities. The SharePoint site is only available upon individual invitation, only EUN coordination staff can add or remove members. EUN will save backups of the data stored on SharePoint, to its local server. A backup copy of all deliverables will also be stored by EUN on its local server.

As of 26 May 2023, we set up a folder in the NBS EduWORLD SharePoint group, where partners are allowed to share royalty free images (from Unsplash, Pexels, and alike), as well as images taken by them (e.g., from workshops or other activities organised under NBS EduWORLD). For images taken by NBS EduWORLD partners, and where people are identifiable, partners are asked to record data subjects' consent in order to upload such images to SharePoint. To do so, the NBS EduWORLD consent form template has been updated

and includes a mention to the SharePoint folder. Past pictures, where people are identifiable and whose consent has not been recorded using the new template, cannot be uploaded to SharePoint.

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 SharePoint.

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, education for sustainability (EfS) GreenComp.

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. This will allow the reusability of data and metadata between researchers, institutions and organizations not participating in the project consortium, for educational research purposes. This will offer interoperability and inter-disciplinary use.

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).

To achieve reusability, project results will be made available with Creative Commons licenses for data sharing and re-use.

Metadata of deposited data will be open under a Creative Common Public Domain Dedication (CC0) 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.

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 Institutas (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.

Unless otherwise specified for personal data in informed consent forms related to events, surveys, interviews, focus groups, workshops, etc., research data will be preserved for at least 5 years after the end of the project. Wherever possible after the personal data has been used, it should be anonymised as appropriate, deleted and/or destroyed. Therefore, personal data will not be retained in an identifiable format for longer than is necessary for the purposes, for which it is processed throughout the lifecycle of the project. Unless related to or included in a publication (including social media and websites), photos/videos taken at an event will be kept for maximum 3 years after the event. The main categories of data that will be stored for long term preservation will be, in general terms, research data derived from deliverables (i.e., publications, guidelines, research reports, technical and financial reports) produced in the framework of the project. As the project is funded by the Granting Authority, it has the right to carry out audits or other verifications on the way, in which the Project has been implemented. Consequently, certain personal data would need to be kept for the full audit period (at least 5 years after the balance payment). This may also be the case for certain accounting information, which may need to be kept for defined periods of time for tax and social security purposes.



6. Data security

6.1 Storage

During the project, data will be stored by the corresponding Partner in separate backups to secure servers at their organisation (locked rooms). 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 anonymised as appropriate.

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 interview/questionnaire/workshop identifiers anonymised as appropriate 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.

6.2 Destruction

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. All personal data collected within the project activities will be anonymised, deleted or destroyed as appropriate upon completion of the project. Some data could be kept longer than the agreed retention period, solely in cases, in which there is a legal obligation to retain the data for compliance purposes. There will be no mention of participants' personal data in any publication. If there is any visual material used in publications which may cause the identification of the participants, it will be altered to avoid this identification. The collected personal data may be used only internally; public and commercial use is forbidden.

6.3 Transfer

During the project, all research data (personal and non-personal) will be exchanged among partners via secure servers. While non-personal data may be collected and/or transferred using portable devices, such data will be transferred as soon as possible to a desktop computer and/or back up the data to secure servers. In principle, the collection and/or transfer of personal data using portable devices should only be permitted if such portable devices have been encrypted.

If research data needs to be transferred to an electronic medium from paper data collection forms and verified, the original paper forms are destroyed (e.g., by shredding), unless keeping original paper copies is required (e.g., auditing purposes).



6.4 Security measures

Documents containing personal data, such as interview or event recordings and consent forms, will be password protected and, if possible, encrypted. E-mail communication with interviewees will only happen through the Consortium partners' institutional e-mail accounts and never through personal e-mail accounts or social media websites, to ensure that data exchanged via e-mail is safely stored.

6.5 Transfer of personal data to non-EU countries / Collection of personal data outside of the EU

All consortium partners and associated partners, except for MoYS (Turkey), CEUS (Serbia) and VEM (Moldova), are either located in the EEA, or in countries that have received an adequacy decision from the European Commission. In this regard, the project activities will involve data transfers from the EEA to Turkey, Serbia and Moldova and vice versa. In addition to ethical requirements of EU-funded research, the GDPR and national privacy and data protection legislations of partners will be applicable to data collection and data transfers.

Regarding data transfers from the EEA to non-EEA country, one of the following grounds may be relied on by the partners:

- The explicit consent of the data subject (which necessitates informing the data subjects in advance of data transfers, and obtaining consent that is freely given with an affirmative act),
- An "adequacy determination" made by the European Commission regarding the specific country in question,
- A data transfer agreement that includes EC standard contractual clauses to uphold EU data protection law,
- Binding corporate rules that cover both the sender and recipient and are approved by a national supervisory authority.

These requirements apply to all personal data transfers from the EEA to any non-EEA country, regardless of the sensitivity of the data. In this respect, consortium partners transferring personal data, including the personal data of participants to project-specific activities, to the partner outside the EU, must ensure that one of the above lawful grounds are established for such transfer. The partners involved in cross-border personal data transfers must also ensure that the recipients of the data in the non-EU country guarantee the same level of data protection as required under EU law.

Furthermore, certain third-party data processors utilized in conducting surveys within the context of certain tasks (see the Data Curation Profile) transfer to and store data outside of the EU. In this respect, Consortium partners and associated partners using the third-party data processors whose data servers are located outside the EU must ensure that one of the lawful grounds for data transfers as outlined in Chapter 5 of the GDPR is established prior to such transfer. The partners involved in cross-border personal data transfers must also ensure that



the recipients of the data in the non-EU country guarantee the same level of data protection as required under EU law.

Lastly, all partners acknowledge that the GDPR applies to all data processing activities carried out by EU-based data controllers, and consequently, even if one or more partners collect personal data outside the EU, they will still ensure and be able to demonstrate compliance with EU law. Moreover, the partners will adhere to the laws of the country where their activities are conducted, including any national data protection laws. This may involve notifying or seeking permission from national authorities or data protection regulators for the data processing activity in question. Additional authorizations might be necessary for transferring personal data outside the country where the project specific activity is conducted.

7. Ethical aspects

All partners involved are mutually responsive to each other with a view to the ethical acceptability, sustainability and societal desirability of the innovation process. The project meets national legal and ethical requirements of the partners' countries.

There are three general principles that will be carefully considered:

- The project shall not violate human identity, human integrity, human rights, privacy or public liberties.
- Individuals shall remain in control of their personal data generated or processed within the project, except when this conflicts with the previous principle.
- No sensitive personal data will be recorded.

NBS EduWORLD will not involve human embryos, animals, health, or safety and security. In a similar vein, NBS EduWORLD will not process any special categories of personal data as defined in the GDPR nor will the project involve any processing activity related to vulnerable data subjects (including children).

The main data collection actions concern interviews, surveys, registration lists to events (workshops, events), focus groups and case studies. To ensure compatibility with the FAIR principles of Data Management, disclaimers, and template consent forms for the above-mentioned data processing activities as well as a separate privacy statement for the website have been produced.

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

All participants will be given the project's informed consent form together with detailed information sheets in advance in English or in their native language. The consent forms will clarify, inter alia, for how long their personal data will be maintained, what type of personal data will be collected from them and how and why, as well as their data protection rights and how these rights can be exercised. The consent forms will also include information on the project's aims, methods, implication of the research and the nature of participation, benefits,



and risks (if any). Through these consent forms, the participants will be informed of their right to consult the data collected, their right to correction of erroneous data, and their right to withdraw from the research at any time. Collected personal data will not be used for any purpose other than that for which consent has been given.

All consents will be sought in clear and plain language, so that participants are fully informed of the underlying intention and purposes. If consent cannot be given in writing (e.g., because of illiteracy, disability etc.), non-written consent will be formally documented.

In addition, when a third-party tool (e.g., Survey Monkey, MS Forms, Google Forms, etc.) is used for the collection of personal data through surveys/questionnaires, prior consent of the participants to the processing of their data under the third-party's privacy policy should also be obtained. All partners and affiliated entities need to ensure that the tools they have selected are GDPR-compliant and that data collected by them is stored within the EU/EEA, to the extent that this is possible. If this is not the case, the partners must ensure that such transfers comply with the provisions of Chapter V (articles 44-50) of the GDPR. For example, if personal data could be transferred by the processor to the United States, then it must be covered by a Data Protection Agreement (DPA) containing "standard contractual clauses" approved by the EC.

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_dmeps_explained.pdf



Appendices

Appendix 1 – Data curation profile (February 2024)

Please find here the Data curation profile document of NBS EduWORLD that will continue to be updated throughout the project as needed:
https://files.eun.org/SciEduDept/NBSEdW/NBSEdW_Data_Curation_Profile_Updated_Feb2024.xlsx



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 Nature-Based Solutions Education Network (“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 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, also keep the below project description]

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).

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



[Brief description of this specific data processing activity, on what basis photos/audio/video recordings/interviews will be performed (e.g., for which purposes, under which activity, through which means, etc.)]

Consent for use of photos/audio/video recordings/interviews

Where your consent concerns the use of videos, which contains your image and sound data, these may be recorded through [insert name of third party tool (i.e. the third party data processor)] and uploaded to YouTube, Vimeo, and similar video-hosting platforms, enabling [name of partner organization collecting the consent] and the project partners to embed the video on their websites as well as NBS EduWORLD internal SharePoint site. [Mention here if any other personal data will be collected for that purpose, and in case it will be made accessible, indicate how]. The personal data processing that occurs for purposes of this recording may also be subject to the terms and conditions in [name of the third-party tool], which may be consulted at: [link to the privacy policy of the third-party tool].

Where your consent concerns the use of pictures which contains your image data, these may be uploaded to [indicate here where these pictures will be made accessible, on which platforms (e.g., social media channels, website, NBS EduWORLD SharePoint folder, etc.)]. [Mention here if any other personal data will be collected for that purpose, and in case it will be made accessible, indicate how].

Where you are interviewed for the purposes of the NBS EduWORLD 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 any doubts you may have about the recording of, or use of, the outcomes of the interview. [Mention here the types personal data collected during the interviews, and in case it will be made accessible, indicate how].

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/interviews.
2. That your photos/recordings may be shared by us with the EU Commission and/or its Agencies and the project partners, reproduced and used for general information, dissemination and training purposes, including in printed publications, videos, online media and websites, deliverables related to the NBS EduWORLD project and/or project internal Sharepoint site. The NBS EduWORLD project is a collective effort in which organisations from multiple countries participate. This network includes:
 - EUN Partnership AISBL (EUN).
 - Viesoji Istaiga Viesosios Politikosir Vadybos Institutas (PPMI).
 - ICLEI European Secretariat GmbH (ICLEI Europasekretariat GmbH).
 - Centre For Experiments In Urban Studies (CEUS).
 - The Big Van Theory (TBVT).
 - Ellinogermaniki Agogi Scholi Panagea Savva (AE).
 - Stichting European Football For Development Network (EFDN).
 - Ministry Of Youth And Sports (MoYS).



- The Provost, Fellows, Foundation Scholars & The Other Members Of Board, Of The College Of The Holy & Undivided Trinity Of Queen Elizabeth Near Dublin (TCD).
 - Asociatia Obsteasca Verde E Moldova (VEM).
 - Municipio De Almada (CMA).
 - Horizon Nua Innovation (HNUA).
 - Museum National D'histoire Naturelle (MNHN).
 - Comune Di Genova (CDG).
 - Natural Solutions (NS).
 - Offaly County Council (OCC).
3. Your personal data may be accessible to parties outside the EU/EEA via online media and websites as well as through the third-party service provider(s) specified in this form. We ensure that the recipient of your personal data offers an adequate level of protection, by engaging into data processing agreements with our third-party service providers, which provide for standard contractual clauses for the transfer of data as approved by the EU Commission. Please refer to the privacy policy of the [name of the third-party processor] mentioned above for details on possible international data transfers and their related safeguards. Your personal data might also be transferred to NBS EduWORLD project partners that are located outside of the EU/EEA. When identified that this is necessary, NBS EduWORLD consortium members will conclude as required by the GDPR, either a separate joint controller agreement, data sharing agreement or data processing agreement before any data sharing takes place.
 4. 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. [Your photos/recordings will be stored on a SharePoint folder managed by EUN and only accessible to NBS EduWORLD Consortium partners (listed under point 2). Your photos/recordings will be stored there until such time you withdraw your consent and/or in any case until the end of the NBS EduWORLD project (August 2025) maximum.]
 5. 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.
 6. 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 permission 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: Data Controller: [\[email and postal address of the partner organization collecting the data\]](#).

Complaints

If you feel that we have infringed your rights under the GDPR, you may make an official complaint to the [\[add country of official Data Protection Authority, e.g. Belgian, French, etc.\]](#) Data Protection Authorities: [\[Contact information of local Data Protection Authority\]](#).

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

My signature: _____ Date: _____



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Project partners





NBS
EduWORLD