



e-IRGSP7

Deliverable

D1.1 Data Management Plan and
Other Ethics Issues Requirement
no1

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About this document

This document is deliverable D1.1. Data Management Plan and Other Ethics Issues Requirement No1.

This document presents the plan how the project will store, treat, and provide access to data collected or generated during the project. The DMP is a living document and any changes on the DMP will be reported either in an updated document and/or also in the Periodic Report. In addition, the 'ethics requirements' that the project must comply with are reported in this deliverable. The type of this deliverable is OTHER (it deals with both DATA and ETHICS aspects).

Delivery slip

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1 Executive Summary

The e-IRG Support Programme 7 provides operational support to the e-Infrastructure Reflection Group (e-IRG). The scope and objectives of e-IRGSP7 are based on the mission, vision, and operation of e-IRG. Although the project is not a usual research project producing research data per se, there is data that is being collected by the project. Deliverable D1.1 thus presents how the project stores, provides access to and processes data collected or generated during the project. The DMP is a living document and any changes on the DMP will be reported either in an updated document and/or also in the Periodic Report. Furthermore, the ethics requirements that the project must comply with are reported in this deliverable.

The main elements described in this document are the following:

- The purpose of the data collected by the e-IRGSP7 project is to support the e-Infrastructure Reflection Group and its goals in contributing to policy making in e-Infrastructures, promote Open Science and the European Open Science Cloud (EOSC).
- An overview of the data being collected is described and responsibilities are assigned based on the overall structure of the project, namely:
 - WP1 (Project Management) is responsible for a lightweight quality assurance process for the review of documents, as well as the supervision of data management and ethical processes.
 - WP2 (Secretariat) collects data deriving from the secretariat activities, including data from e-IRG nominated delegates, data related to the e-IRG events, namely the e-IRG meetings and workshops and the e-IRG mailing lists. These may include some non-sensitive personal data (such as emails) along with other data such as recordings and satisfaction surveys. In all cases, individuals either give their consent or self-insert the information (presentations, photos, videos, etc.), in line with the General Data Protection Regulation (GDPR).
 - WP3 (Policy Support) may collect and analyse data relevant to the e-IRG policy documents, such as questionnaires or consultations. Also, Non-Conflict of Interest forms may be collected for the e-IRG documents.
 - WP4 (Dissemination, Liaison and Communication) may collect information on e-Infrastructures or related policy advisory groups. This information is already public. Other information such as news items or communiqués may be published including photos.
- An analysis of the data types/formats, data origins, purpose/goals for use, data size, data “FAIRness” and data security.
- Ethical aspects are also covered following the Ethical Summary Report and comments during the grant preparation. Advice has been received from experts from all partners to tackle the report comments. The current e-IRG Chair Paolo

Budroni, who has relevant experience in ethical aspects around data, will act as Ethics Advisor in the project.

- The e-IRG support project and in particular the Secretariat, may store and process data related to e-IRG mailing lists, e-IRG delegates, e-IRG events including registration and information about speakers and moderators, related photos and recordings, user satisfaction surveys, and policy documents consultations. e-IRG may store or analyse some of this information including non-sensitive personal data (such as e-mails). The detailed purpose of storage and analysis is provided per case in section 4.

2 Introduction

The e-Infrastructure Reflection Group (e-IRG) creates documents, which provide recommendations and best practices towards the development, federation, and efficient use of e-Infrastructures in Europe. These e-IRG documents are prepared in an open process within working groups and task forces of e-IRG delegates and external experts, supported by the e-IRG support programme. Each working group or task force is led by one (or two) e-IRG delegate(s), who is (are) appointed during a delegates meeting. All delegates are invited to participate in the working groups and task forces in an open and non-discriminatory way, while the delegates have to state possible Conflicts of Interest (Col) when these are relevant. The e-IRG has agreed on and established a non-Col policy¹, which includes a template for declaring Cols in Working Groups and Task Forces.

The objective of Work Package 1 is to provide efficient, effective, and timely overall management and coordination of the project. It supervises the progress of all other work packages and their tasks, mitigates unexpected risks by eventually initiating corrective actions, and manages the resources of the project. WP1 organises an effective internal communication within the project and stimulates a coherent and consistent approach across the tasks. Given the small size of the project, as part of WP1, the topics of quality assurance, data management and ethics are also included.

Although the project does not produce research data as such, a data management plan has been included to summarise all the data that will be collected and analysed in the project. Any changes of the DMP will be reported in an updated version of the deliverable and/or in the Periodic Report. In addition, the 'ethics requirements' that the project must comply with are included in this deliverable. The type of this deliverable is OTHER, as it deals with both DATA and ETHICS aspects.

D1.1 on one hand provides a plan how the project will store, treat, and provide access to data collected or generated during the project, and on the other how to tackle ethics issues mainly in keeping some personal data from the e-IRG delegations.

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2.1 List of Acronyms and Abbreviations

AC	Associated (to Horizon Europe) Countries
AUTH	Aristotle University of Thessaloniki
CC-BY-4.0	Creative Commons License BY 4.0
DG	Directorate General
DG Connect	EC Directorate General for Communications Networks, Content & Technology
DG RTD	EC Directorate General Research and Innovation
DOI	Digital Object Identifier

¹ [Conflict of Interest Policy – e-IRG](#)

DoA	Description of the Action in Horizon Europe projects
EC	European Commission
e-IRG	e-Infrastructure Reflection Group
e-IRGSP7	e-Infrastructure Reflection Group Support Programme 7
EOSC	European Open Science Cloud
ESFRI	European Strategy Forum on Research Infrastructures
EU	European Union
EuroHPC JU	European High-Performance Computing Joint Undertaking
EB	Executive Board
FAIR	Findable, Accessible, Interoperable and Re-usable
GDPR	General Data Protection Regulation
GEANT	Pan-European Research Network
ICT	Information and Communication Technologies
Innov-Acts	Innovation Acts Limited
IT	Information technology
LUH	Leibniz Universität Hannover
MS	EU Member States
RI	Research Infrastructure
ToR	Terms of Reference
TF	Task Force
TU-Wien	Technical University of Vienna
WG	Working Group
WP	Work Package
WP1	Project Management WP
WP2	e-IRG Secretariat WP
WP3	Policy Support WP
WP4	Dissemination, Liaison and Communication WP

3 Data collection - Overall responsibilities

3.1 Purpose of data collection

The purpose of the data collected by the e-IRGSP7 project is to support the e-Infrastructure Reflection Group and its goals in contributing to policy making in e-Infrastructures, promote Open Science and the European Open Science Cloud.

3.2 Overview and main responsibilities

The overall responsibilities of the data collected has been assigned based on the overall structure of the project, namely the Work Packages and the responsibilities of the different partners in each Work Package (WP). A brief overview for each WP is given below:

- WP1 - Project Management: WP1 deals with the management and administration of the project and includes also a lightweight process for quality assurance for the review of the documents (deliverables or other documents related to the policy work), as well as the overall supervision of the data management and ethics processes. The ethics aspects requested during the e-IRGSP7 proposal ethics pre-screening are also included in this WP and also covered in this document (that was merged with the DMP deliverable). Still, the project data are produced mainly in the other WPs as specified below.
 - Responsibilities: Project Manager: Fotis Karayannis – INNOV, Deputy Project Manager: Jan Wiebelitz – LUH
- WP2 – e-IRG Secretariat: WP2 deals with all the secretariat activities related to the e-IRG management structures, namely the Chair, the Executive Board (EB), the e-IRG delegations and the related events, i.e. the e-IRG delegates meetings and e-IRG workshops. There are usually two e-IRG delegates meetings every semester following the rotating EU presidencies and one e-IRG workshop, for which minutes and communiques are prepared respectively. In cases where the e-IRG workshops are recorded (e.g. online ones) and/or video material is made available afterwards, there is a clear announcement by both the Chair and the corresponding video conferencing tool (e.g. Zoom) that the meeting is being recorded and the consent from all speakers/presenters is requested. During the registration for the e-IRG events, some non-sensitive personal information from the registrants is requested (such as emails), while in order to publish their names in the participants list their explicit consent is requested. Similarly, WP2 collects relevant information from the e-IRG delegates and members of the e-IRG mailing lists, including non-sensitive personal data (e.g., e-mails). For all provided information, individuals either give their consent or self-insert the information (presentations, photos, videos, etc.), in line with GDPR. The e-IRG Secretariat may also collect and analyse information from user satisfaction surveys distributed (usually online) at the e-IRG workshops or meetings addressing the attendees of the workshops. These are all anonymous and usually the results are presented as summaries of views (in pie or bar charts or other forms).

- Responsibilities: e-IRG Secretariat: Fotis Karayannis – INNOV, Jan Wiebelitz – LUH, Michalis Maragakis – AUTH
- WP3 – Policy Support: WP3 activities are dedicated to support e-IRG in its policy related activities and may collect and analyse information related to the policy activities of e-IRG. This may include questionnaires to third parties (e.g. national or EU initiatives/projects). e-IRG may publish information from such third parties, but in all cases the explicit consent from the representative who provided the information is requested. Other data collected by the WP3 comprise the Non-Conflict of Interest statements of the e-IRG delegates and members of the support project involved in the policy document. Furthermore, e-IRG may collect data related to the involvement of e-IRG delegates in relevant bodies (e.g. in EOSC bodies). In such cases, the delegates are asked to self-declare their involvement. WP3 documents may be published both in the e-IRG webspace (website or wiki) or in external ones (such as Zenodo).
 - Responsibilities: e-IRG Policy Support team: Fotis Karayannis – INNOV, Jan Wiebelitz – LUH, Michalis Maragakis – AUTH
- WP4 – Dissemination, Liaison and Communication: WP4 may collect information on European and international e-Infrastructures in a similar way to WP3. As an example, e-IRG collects information about relevant to e-IRG policy or advisory bodies in the area of Research Infrastructures and e-Infrastructures and publishes these in the web. The collection may comprise information on their scope and activities or references to policy information with regard to these RIs/e-Infrastructures. Such information is already public. On the website, other information such as news items or communiques may be published including in some cases photos. When this is the case, the same procedure mentioned above is followed. I.e. individuals either provide the related information themselves (their photo, presentation, or video), or give their consent, in line with GDPR.
 - Responsibilities: Bernd Saurugger – TU Wien and Michalis Maragakis – AUTH

3.3 Types and formats of data

The data collected may be either in structured formats (e.g. spreadsheets in .csv format) or unstructured formats (e.g. in pdf format). WP2 personal data, information about delegates involvement in other bodies and satisfaction surveys are usually stored in structured formats. WP3 data such as policy documents and delegates Non-Col forms are usually stored in an unstructured format (docx, pdf and or scanned pdf as png or jpg). Data collected by WP4 is usually of type text in various formats, e.g. html, pdf, docx, but also of type image, audio, and video in respective formats, e.g. jpg, mp3, mp4.

3.4 Data origin

WP2 collects data before and after an e-IRG event has taken place either presentations, videos, information about the speakers, or survey feedback data on the event. Furthermore,

the secretariat may collect information about the delegates, including their involvement in relevant initiatives, institutions, or projects.

WP3 collects data from various sources to support the policy document creation process. These data could be publicly available information, but also information with restricted access, where e.g. user registration is necessary, or access is restricted by other means.

WP4 will collect data from various sources. These data could be publicly available information, but also information with restricted access, where e.g. user registration is necessary, or access is granted by other means.

3.5 Data use purposes

Data regarding the user satisfaction with e-IRG events collected by WP2 are expected to be of limited or no use to anyone outside the consortium.

The involvement statements of e-IRG delegates might be of interest in relation with the e-IRG policy documents, but these data contain personal information and to comply with the General Data Protection Regulation (GDPR) only statistical information gained from these data will be published in the e-IRG policy documents. Data collected by WP3 may prove useful to all e-Infrastructures, major initiatives, and all e-infra related projects. Data collected by WP4 may be useful to experts in the field of e-Infrastructure policymaking.

3.6 Data (re)use

Personal data (e.g. WP2) cannot be made public without explicit consent, based on the GDPR and other regulations. As discussed for publication of non-sensitive personal information, explicit consent is requested, or the subject provides or publishes the information her/himself. In some cases, internal pages (e.g. wikis) may be used to keep information about the delegates and their involvement in other policy groups (always with their consent). Also, some data kept may be used to create (anonymized) summaries which can be then made publicly available. Regarding e-IRG documents and respective data collected (e.g. WP3), these will be published after the final version of the corresponding e-IRG policy document is produced and consent for publication has been given by the e-IRG plenum (consensus from e-IRG delegates). Data collected by WP4 are publicly available if the origin source is publicly available. In case the access to the original data is restricted, only e-IRG delegates and members of the support programme have access to this data.

3.7 Data size

The expected amount of total project data will be in the order of few hundred Gigabytes (GBs), mainly related to the information that will be kept in the new e-IRG website. This will eventually include all the old e-IRG events (with presentations and other material) and e-IRG policy documents.

3.8 Data “FAIRness”

Although the project does not collect research data per se, effort is made so that (non-personal) data are made 'FAIR', that is Findable, Accessible, Interoperable and Re-usable. These principles precede implementation choices and do not necessarily suggest any

specific technology, standard or implementation-solution. FAIRness mainly concerns the WP3 policy activities and the public WP4 information and relevant to both metadata. As already discussed, WP2 data will not be made FAIR (due to GDPR issues as described earlier).

Findability: To make the e-IRG publications, their related data, and metadata findable and to provide easy interoperability the project deposits them to *Zenodo.org*. Zenodo assigns permanent and unique identifiers (Digital Object Identifiers - DOIs) and a platform to share data and information.

Accessibility: Within the project all data is accessible to all partners within the consortium to accomplish the project objectives, apart for WP2 data, which is accessible per request and should a need arise. WP2 data will not be published, because of GDPR regulation and privacy issues. As for WP3, data will be published through either the e-IRG website or the e-IRG wiki (Confluence), and as discussed also *Zenodo.org*. In any case, the data of WP3 will be published after the related e-IRG document is approved by the e-IRG delegates and published if the e-IRG delegates give consent to the publication of the data. Related data may be retrieved from the external sources (projects and initiatives) and they can be made available in the above sites, with some possible visualisations.

Interoperability: Although the data kept are not regular “research data”, effort will be made to make them interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins). Regarding data and metadata vocabularies, standards or methodologies when possible standard vocabularies will be used. However, it is expected that this may not be possible for some policy and other data that are specific to e-Infrastructures. For Country codes, the project uses the Alpha-2 code of ISO 3166².

Reusability: e-IRG has adopted a Creative Commons license to all its publications and thus the data, which will be used for the creation of those publicly documents, will be licensed under an open data license if not other regulations prohibit this. Data that will be able to be publicised will be made publicly accessible after the related e-IRG document is published or in case of WP4 the data collection is finalised. It is assumed that no embargo period will be applied. If the data are published no restrictions are put in place to prevent the re-use of the data by third parties. The project will not generate, produce, or measure data by its own that will be published. All data that will be published are collected from external sources; these data will not be altered. The quality of the original data is out of the influence of the project.

As e-IRGSP7 does not produce data, but rather metadata, we will be licensing only those. Thus, given that the source data owned by the different projects are appropriately licensed, e-IRGSP7 licenses only the metadata to enable data reuse. Our metadata will be licensed with Open Data Commons Attribution Licence (ODC-BY). Should the e-IRG plenum and/or the delegates allow to publish data on the national nodes of MS and ACs (WP3) that are

² ISO Country codes: <https://www.iso.org/iso-3166-country-codes.html>

collected by e-IRG delegates in order to create a policy document, these data will be published under the same license type, unless otherwise directed by e-IRG. The e-IRGSP7's metadata do not require specialized data quality assurance processes to be put in place, as they rely on data produced by third parties which are assumed to have such processes established. It is expected that the data/metadata of e-IRGSP7 will be re-useable for several years, and for this reason any successor projects will support them. However, given that the metadata that will be produced in the course of the project point to the current status on issues related to policy, it is believed that unless temporal studies are performed, the need for past metadata will be lower over time, and the new metadata will be much more attractive for re-use.

3.9 Cost of Data “FAIRness” and long-term preservation

It is considered that there will be no additional significant costs for this action since e-IRGSP7 will be mainly using external sources (e.g. Zenodo) for making its outputs FAIR.

The long-term preservation of digital data ensures the continuous accessibility and usability of the stored data. Because of the non-research nature of the data, the data preservation will be limited in time in the e-IRG website and wiki data. The (meta)data will be maintained as long as they are useful, but not longer than the existence of e-IRG. However, the relevant parts will have found their way into policy and other documents that in itself will have a longer lifetime (and be identified by ISBN, DOI or any other persistent identifiers).

3.10 Responsibility for Data Management

The data providers, which are providing the original data are responsible for the origin data for WP3 and WP4. For the metadata created by the project, it is the project consortium/partners handling the e-IRG website and wiki who are responsible.

3.11 Data Security

The security means described in the following are addressing the e-IRG website and wiki (Confluence). Security measures of Zenodo.org are out of the scope of the project.

Data security, including data recovery, secure storage, and transfer of sensitive data

The web portal used by e-IRGSP7 provides basic security for data collected throughout e-IRGSP7 and its former support projects to e-IRG that are included in the web portal. Further security measures like access control and transport security are in place when sensitive data are identified and gathered through the project. For example, WP4 collected information, and identification information (name, surname, country) of delegates (WP2) is public (as delegates represent their country and must be reachable). Meanwhile, information regarding the e-IRG policy document (WP3) is accessible only to the delegates of the specific working groups and are presented to the e-IRG delegates for comments, reviews, and ultimate approval by consensus. Restricted access to the editorial part of the website is restricted by IP address and secure authentication.

Safe storing and long-term preservation and curation

The data is not stored in certified repositories for long-term preservation, as the nature and volume of the data do not suggest necessity for such actions. TU Wien is doing backups of

the website and the wiki on a regular basis. As for data curation, this is handled internally through the project staff, which makes sure that newer versions of the website and any other software used works well with the same sets of data.

4 Ethical aspects

4.1 Introduction

During the proposal evaluation and pre-screening on ethical aspects, the Ethics Summary Report recommended that the project includes an Ethics Advisor to support the project in how the data collected is processed. In particular with regards to the recording of workshops, the collection of responses from consultations and of the feedback from surveys. These points have been tackled in section 3 and are further detailed here, based on the feedback received from partners' ethical experts. Following the recommendation from the Ethics Summary Report, an Ethics Advisor has been assigned in the project. This is the current e-IRG Chair Paolo Budroni from Austria, who has relevant experience in ethical aspects around data.

4.2 Ethical aspects

The proposal involves the collection of non-sensitive personal data (e.g., e-mail addresses) from the e-IRG delegates and members of the distribution lists (around 600 persons at present). The e-IRG Secretariat collects and stores their full names and email addresses along with contact information from the EU countries' ministries (including email addresses) to maintain the membership and updates of e-IRG nominations. The project may also involve the recording of workshops, collection of responses from consultations and feedback from surveys. A summary of the information provided in Section 3 is provided in this section in more detail with regards to the ethical aspects, focusing on how data is processed (if so).

Regarding the e-IRG delegates, their involvement in other bodies/projects and their photos in the public e-IRG website, the information is provided by the delegates themselves who sent the photos to the e-IRG secretariat (with their consent to publish them according to GDPR) and upload their involvement in the e-IRG wiki themselves. The e-IRG secretariat keeps the dates of nominations of delegates and before their expiration of their mandate send an email to the ministry to update the nominations. Furthermore, the Secretariat also updates the e-IRG delegates mailing lists (for delegates, EB, Chair, PC workshop and others), where individual emails are not visible (the lists act as reflectors). In some cases, statistics about e-IRG Delegates may be produced, e.g. percentage of ministerial representatives or involvement in different e-Infrastructure components. The above are the only processing of (meta)data relevant to the delegates. Similar (anonymous) processing can take place for the e-IRG mailing lists (e.g. number of subscribed members per country).

Regarding the e-IRG Workshops, during the registration some non-sensitive personal information from the registrants are requested including title, first and last name, email, organisation and country. These are entered by the participants themselves, stored in the related electronic systems, while in order to publish their names in the participants list their explicit consent is requested (by ticking a box). In some cases, external providers may be used for registration such as GEANT, which has a dedicated privacy notice³ page in line

³<https://www.geant.org/privacy-notice/Pages/GEANT-Privacy-Notice.aspx>

with GDPR. In such cases this is clearly mentioned in the registration page and a link to the privacy note is included in the registration form.

Further information may be requested from speakers, including CVs, photos, and abstracts, which are stored in the corresponding workshop pages. When speakers provide such information (e.g. abstracts are optional and not all provide photos or CVs), this is kept on the website for an indefinite period of time for informational and educational purposes, but speakers are able to delete the info either directly (if they have an account in the system) or by requesting this to the e-IRG Secretariat. The e-IRG Secretariat has a legitimate interest in collecting and keeping this information, so that this can be accessed also after the events, so that someone not present at the event can get a good understanding of the Workshop discussions and outcome. For all e-IRG events, there is no cost for registration/attendance, as the events are supported by the corresponding EU presidencies.

- Overview
- Scientific Programme
- Registration
- Participant List
- Contact
- ✉ secretariat@e-irg.eu

Registration

e-IRG Workshop under Czech EU Presidency

☎ **Contact info**
secretariat@e-irg.eu

Personal Data

Title

First Name *

Last Name *

Email Address *

Organization *

Country

Session selection * Session 1: Coordination and collaboration among European e-Infrastructures - the e-IRG White Paper 2022
 Session 2: Energy crisis and e-Infrastructures
 Session 3: Data Infrastructures and Data Spaces
 Session 4: Interlinking - interaction between data, publications and identifiers

Privacy * **By registering for this event, you have read and accepted our [Privacy Notice](#) ***
GEANT takes your privacy at our events very seriously. All participants should read the GEANT Privacy Notice, which includes how your photography and audio/video recording at the event will be processed (Chapter: How GEANT collects and processes your personal data).

Display Permission **Show me as participant in list of attendees**
Please consider allowing your name to be visible for the event. It helps other potential participants.

Remote participation
The Workshop is organized as a in person meeting, but there will be a number of participants able to join remotely

*(All the fields marked with * are mandatory)*

Register

[Help](#) | [Privacy Notice](#) | [Contact](#)

The e-IRG Secretariat may also collect and analyse information from user satisfaction surveys distributed (usually online) at the e-IRG workshops or meetings addressing the attendees of the workshops. These are usually anonymous (the name is optional, and participants tend not to fill it in). The data are processed and usually the results are presented as summaries of views (in pie or bar charts or other forms). For plain text contributions (open-ended questions in the questionnaire), e.g. regarding most important topics, outputs or future topics that need to be addressed in the e-IRG workshops, these can be processed and presented to the e-IRG delegates or the e-IRG Programme Committee for the next workshop. These are provided voluntarily and are again anonymous. The e-IRG Secretariat has a legitimate interest to store and analyse these for further improving the e-IRG Workshops and outputs.

In the case of consultations about e-IRG policy documents, feedback is received from specific stakeholders. The main difference in this case is that these are not anonymous, rather named, usually by specific e-Infrastructure organisations. Similar storage and processing takes place in order to integrate to the extent possible the comments received into the corresponding policy document. In case a discussion takes place in the e-IRG delegates meetings (closed meetings) about the comments received, these can be presented including the organisation coming from and then discussed, so that the editing team can get advice on whether to accept or not the comments. The comments received may be stored in the restricted space for the e-IRG delegates (wiki). A summary of the decisions may be also recorded in the minutes to justify the acceptance or rejection of a comment received. Once again, the e-IRG bodies (Working Group editorial teams -usually the co-Chairs- and e-IRG Secretariat have a legitimate interest to store and analyse these for further improving the e-IRG policy documents before publications.

In cases where the e-IRG workshops are recorded (e.g. online ones, but also in some cases physical ones may be recorded) and/or video material is made available afterwards, there is a clear announcement by both the Chair or moderator and also the corresponding video conferencing tool (e.g. Zoom) that the meeting is being recorded. The ones who do not wish to be recorded have either to leave the online events, while for the physical ones this is clearly included in the registration privacy note. The consent from all speakers/presenters is also requested for their material to be recorded and presentations to be uploaded. It is also possible that speakers alter the version of the presentation given so that a slightly updated version is uploaded and speakers may choose not to upload their presentations. Similarly, the e-IRG Secretariat has a legitimate interest in collecting and storing this information, so that this can be accessed also after the events. In this way, someone not present at the event can follow the Workshop presentations, discussions and outcome, or only check the presentations of her/his interest.

4.3 Other issues

The project doesn't make use of other national / funder / sectorial / departmental procedures for data management.