

Enabling transition towards circular and systemic BIOeconomy model regions by a Regions-to-Regions approach

## Initial data management plan

### Deliverable 6.2

July, 2024

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<b>0.1</b>	06.05.2024	Denise Gider, FZJ	First initial draft shared with consortium for review
<b>0.2</b>	28.05.2024	Aran Blanco, Gabriela Munares, KVC; Georgios Maroulis, PU; Uta Mommert, Lily Teitelbaum, BIOC	Modifications
<b>0.3</b>	04.07.2024	Denise Gider, FZJ	Modifications
<b>0.4</b>	05.07.2024	Panagiotis Kalimeris, PU	Modifications
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Version	Date	Reviewer	Changes
0.6	16.07.2024	Klaus Maziul, Aran Blanco, Gabriela Munares	Modifications (internal review)
0.7	22.07.2024	Denise Gider	Modifications
1.0	29.07.2024	Denise Gider	Modifications

### Data management plan history

Data management plan	
Date	29.07.2024
Version	V1 Initial data management plan (July 2024)

### Documents used in the preparation of the data management plan

- ▶ EC Template “EU Grants: Data management plan (HE): V1.1 – 01.04.2022”

### BIO2REG in a nutshell

A sustainable bioeconomy is essential for achieving the goals of the Green Deal. However, implementing a regional bioeconomy comes with various challenges. Bioeconomy model regions offer a systemic approach to transitioning to sustainable development. The EU-funded BIO2REG project aims to help greenhouse gas-intensive economies unlock their bioeconomy potential by moving towards bioeconomy model regions.

The project will encourage networking of regions, interregional exchange and cooperation, providing regional stakeholders with a conceptual framework for regionalisation in bioeconomy model regions. This involves mapping best practices in a circular and sustainable bioeconomy, assessing bioeconomy potential, offering mentoring and training, forming transition alliances, and making policy recommendations. The project adopts a multi-actor approach by collaboratively creating tools and guides with regional stakeholders and engaging with regions through guided on-site exchanges.

#### Find out more:

Website: <https://bio2reg.eu>

LinkedIn: <https://www.linkedin.com/company/bio2reg>

X/Twitter: <https://twitter.com/BIO2REGeu>

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## 1 Abstract

Deliverable 6.2 ‘Initial data management plan’ establishes the framework to manage the BIO2REG data and project outputs based on the good data management practises for EU projects in line with FAIR principles. The data management plan (DMP) addresses, in short, different data categories/types, data sources and how data will be collected, structured, archived and made accessible for the purpose of reuse and analysis. It presents the unambiguous identification of all objects involved in the project activities, the rules of data storage, together with standards for data identification, file formats, and workflows. The DMP also presents the ownership of the different categories of data collected during the project, with the rationale of optimising the use of the groups of the scientific and other communities having an interest in accessing, analysing and using the data. The derived data management and data quality assurance will be continuously updated (Deliverable 7.1 Midterm data management plan due in July 2025 and Deliverable 7.6 Final data management plan due in December 2026).

## 2 Data summary

BIO2REG is a 3-year project (1st January 2024-31st December 2026) funded by the European Union under the Horizon EU Programme (Grant Agreement no 101135420). **BIO2REG aims to enable the systemic transition of greenhouse gas-intensive regions through concrete and actionable measures to become bioeconomy model regions.** The nine partners in BIO2REG (see Table 1), seek to equip regional stakeholders with an array of practical knowledge and tools to design and implement a region-specific transition, such as hands-on transition guides, a Multi-Criteria Assessment framework and guides for a self-assessment of bioeconomy model region potential, a network of regions that promotes direct stakeholder interaction and mutual learning and an interregional exchange programme.

Table 1: Overview on BIO2REG partners

Name	Country	Acronym
BioökonomieREVIER, Forschungszentrum Jülich, <i>BIO2REG coordinator</i>	Germany	FZJ
Senior Europa (Kveloce)	Spain	KVC
BIOCOM Interrelations	Germany	BIOC
Panteion University Athens, University Research Institute of Urban Environment & Human Resources	Greece	PU
Biobased Industries Consortium	Belgium	BIC
RISE Research Institutes of Sweden	Sweden	RISE
Matis	Iceland	Matis
BIOEAST HUB Czech Republic	Czech Republic	BHCZ
Homo Silvestris Europae	France	HSE

In this Coordination and Support no experimental work will be performed and mainly non-research data and outputs will be generated. BIO2REG will organize workshops, conduct interviews and surveys, organize network events, exchanges, trainings and mentoring activities with bioeconomy experts and regional stakeholders, such as representatives of regional authorities, regional development agencies, companies, farmers etc. To this end, the project collects qualitative and quantitative, personal and non-personal data such as survey responses, interview transcripts, workshop notes, event attendance records, and feedback forms. Protection of personal data will

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be ensured compliant with EU General Data Protection Regulation and treated with the highest ethical standards to protect them during the project's lifespan, highlighting the importance of privacy and confidentiality. Sensitive personal data will not be collected. Furthermore, the project establishes a decision-making tool (Multi-Criteria Assessment, MCA) to help stakeholders to quantitatively describe regions and their bioeconomy profiles using publicly available statistical data such as Eurostat, FAO Databases as well as EU National Statistical Offices providing comprehensive datasets on various economic, social, and environmental aspects of different European regions. Table 2 gives an overview of data collected/generated incl. estimated volume and data published. The full list of BIO2REG Deliverables, its titles and descriptions are available at the project website: <https://bio2reg.eu/>.

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Table 2: Overview on data collected/generated incl. estimated volume and data published (full list of deliverables, its titles and descriptions [here](#))

Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
Deliverable 1.1 Characteristics of bioeconomy model regions	FZJ	1.1	Consultations, workshop, desk research	T.b.c	.docx	Qualitative	No	10/2024	To be disseminated among stakeholders and communities potentially interested in network (WP2) and mentoring (WP3) to Regional development agencies, SMEs, civil society, further targets t.b.d.	Accessible via project website and CORDIS
Deliverable 1.2: EU-wide MCA (Multi-Criteria Assessment)	PU	1.2	Desk research using databases such as Eurostat, networks	T.b.c.	.xlsx., .docx	Qualitative/ Quantitative	No	7/2024	Input for Deliverable 1.2	Dataset available at Panteion University institutional official repository
Deliverable 1.3: MCA guide for regional stakeholder	PU	1.3	Desk research using databases such as Eurostat, networks,	T.b.c.	.xlsx., .docx	Qualitative/ Quantitative	No	6/2025	Targets, to be disseminated among stakeholder	Accessible via project website

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
			consultations, personal interviews						rs and communities potentially interested in network (WP2) and mentoring (WP3) to regional development agencies, SMEs, civil society, further targets t.b.d.	and CORDIS Dataset available at Panteion University institutional official repository
Deliverable 1.4 add t: List of similar past and ongoing projects and initiatives	FZJ	1.4 (link to task 6.1 to identify synergies with other projects/initiatives)	Desk research, networks	T.b.c.	.xlsx, .docx	Qualitative	Yes, e.g. name, surname, e-mail, company name, country, position)	06/2025	Internal use, input for Deliverable 4.1 CDES and its updates	No
Deliverable 1.4: Qualitative and guidelines based online consultation with best practice companies	FZJ + KVC + RISE + Matis + HSE + BIC + BHCZ	1.4	Consultations (structured interviews), focus groups during workshops	T.b.c.	.docx, .mx24 (MAXQDA file for analysis purposes), mp4 (recording of interviews, workshops), .csv, .qdc (codebooks from qualitative analysis)	Qualitative	Yes, e.g. name, surname, e-mail, company name, country, position	06/2025	During project runtime, results to be disseminated by network members (WP2) and participants of the	Only after project ends, anonymized results as part of Deliverable 1.4 will be openly accessible via the



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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
									onsite exchanges (WP3) to Regional development agencies, SMEs, civil society, further targets t.b.d.	project website
Deliverable 1.4: List of best practices in bioeconomy model regions	FZJ + KVC + RISE + Matis + HSE + BIC + BHCZ	1.4	Desk research, networks, consultations	T.b.c.	.xlsx, .docx	Qualitative	No	06/2025	During project runtime to be disseminated to network members (WP2) and participants of the onsite exchanges (WP3) to regional development agencies, SMEs, civil society, further targets t.b.d.	Only after project ends, full results as part of Deliverable 1.4 will be openly accessible via the project website Some best practice mapping results will be disseminated via the website
Deliverable 1.4: table of experts to	FZJ + KVC + RISE +	1.4	Desk research, networks, consultations	T.b.c.	.xlsx, .docx	Qualitative	No	06/2025	Internal use	No

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
be invited and engaged during workshop series (see overlap to Deliverable 4.1 strategy for public engagement)	Matis + HSE + BIC + BHCZ									
Deliverable 1.5 Public summary on guides for regional stakeholders on transition measures towards bioeconomy model regions based on best practices (see data sets for Deliverable 1.4 above)	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4	06/2025	S.a. datasets for Deliverable 1.4	S.a. datasets for Deliverable 1.4
Deliverable 2.1: Report on final concept of BIO2REG network (to	KVC + FZJ+	2.1	Existing data (Desk research in databases), Generated data (networking, consultations	T.b.c.	.xlsx, .docx, csv (analysis of qualitative data),	Qualitative and descriptive	Yes, but data collected in exchanges and co-creation activities will be anonymised	06/2025	Targets, to be disseminated among stakeholders and	Accessible via project website and CORDIS

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
set up D2.1 final concept of BIO2REG network)			and focus groups in T1.4, co-creation activities at regional events)				before publication)		communities potentially interested in network (WP2) and mentoring (WP3) to Regional development agencies, SMEs, civil society, further targets t.b.d.	
Deliverable 2.2: List of user-friendly tools for regional cooperation towards circular and systemic bioeconomy model regions	KVC + FZJ	2.2	Existing data (Desk research in databases), generated data (networking, consultations and focus groups in T1.4, co-creation activities at regional events)	T.b.c.	.xlsx / Access, .shp (t.b.c.)	Qualitative, descriptive	No	06/2025	Targets during project runtime results to be disseminated by network members (WP2) and participants of the onsite exchanges (WP3) to regional development agencies, SMEs, civil society,	Accessible via project website and CORDIS

## Deliverable 6.2: Initial data management plan

Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
									further targets t.b.d.	
Deliverable 2.3: List of network members and potential network members and regions to be engaged during network events (regional and interregional)	KVC	2.3, 5.1	Generated data (through networking, enrolment in events T2.3, consultations, subscription to newsletter, contact through website/social media)	T.b.c.	.xlsx / access file format (t.b.c.)	Qualitative	Yes, e.g. name, surname, e-mail, company name, country, region position	06/2026	Internal use	Yes, partially (only participating organization names and region will be accessible on the website if they agree to it)
Deliverable 3.1: Characteristics of the interregional exchange instrument	FZJ	3.1	Consultations, workshop, desk research	T.b.c.	.docx	Qualitative	No	10/2024	Regional development agencies, SMEs, civil society organisations), further targets t.b.d.	Accessible via project website and CORDIS
Deliverable 3.2: Application documents of regions	FZJ	3.2	Applicants that submitted documents using BIO2REG guides	T.b.c.	.docx	Qualitative, quantitative	Yes, e.g. name, surname, e-mail, organization/company name, country, region position	02/2026	Internal use	No

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
Deliverable 3.3: Final report on training and mentoring services provided to the exchange regions	FZJ	3.3	Survey evaluation of BIO2REG	T.b.c.	.docx	Qualitative, quantitative	Yes, but final report will anonymize personal data	12/2026	Regional development agencies, SMEs, civil society, further targets t.b.d.	Accessible via project website and CORDIS
Deliverable 4.1: Data set of communication, dissemination, exploitation strategy and stakeholder engagement plan	BIOC	4.1	Existing data (Desk research in databases), generated data (networking, consultations and focus groups, interregional/regional events, subscription at website/newsletter)	1.5 MB	.docx, .xlsx	Qualitative, descriptive (e.g. list of relevant projects)	Yes (contact and personal details of individuals)	04/2024	Internal use and targeting all types of regional stakeholders (such as regional development agencies, SMEs, civil society organization)	No
Deliverable 4.2: Data collected for and by project website	BIOC	4.2	User interactions	T.b.c.	Web statistics	Quantitative (e.g. KPIs)	Yes	04/2024	Internal use	No
Deliverable 4.1, 4.4: Deliverable 5.2: Newsletter recipient list	BIOC	5.1	User interactions	T.b.c.	Newsletter recipients information and usage statistics (Brevo)	Qualitative (e-mail address) and quantitative (usage statistics)	Yes	Throughout the project	Internal use	No

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
Deliverable 4.3: Five Call-to-Action videos	BIOC	4.3	Desk research, interviews, on-site filming	T.b.c.	.docx, video material	Qualitative	No	12/2024	All types of regional stakeholders (such as regional development agencies, SMEs, civil society organization)	Accessible via project website
Deliverable 5.1/Deliverable 5.8 Practice abstracts - batch 1 and batch 2	BIOC	5.1	Desk research	T.b.c.	.docx, EU CAP network website	Qualitative	No	05/2025	All types of regional stakeholders (such as regional development agencies, SMEs, civil society organization)	Accessible via project website and CORDIS
Dataset for activation of BIO2REG network (website etc.) (reported in Deliverable 5.2)	BIOC + KVC	5.1, 5.2	Desk research, consultations with network partners	T.b.c.	.docx, .xlsx, website interactive actor map.	Qualitative	Yes, but no data will be published	From 06/2025 until end of project 12/2026	Internal use, t.b.c.	No
Network event participants	BIOC + KVC	5.2	User interaction	T.b.c.	t.b.c.	Qualitative	Yes, but no data will be published	From 06/2025 until end of	Internal use	No

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
								project 12/2026		
D5.2 Report on final communication, dissemination and exploitation plan	BIOC	5.1	Consultations, desk research	1.5MB	.docx, .xlsx	Qualitative (e.g. list of relevant projects), Quantitative (e.g. KPIs)	Yes, but no personal data will be published on the report	04/2024	Internal use and all types of regional stakeholders (such as regional development agencies, SMEs, civil society organization)	Accessible via project website and CORDIS
Deliverable 5.3: List of best practices for mobilizing regional stakeholders	BIOC	5.2	Desk research	t.b.c.	.docx	Qualitative	Yes	12/2026	All types of regional stakeholders (such as regional development agencies, SMEs, civil society organization)	Accessible via project website and CORDIS
Deliverable 5.4: Film documentary	BIOC	5.3	Desk research, interviews, on-site filming	t.b.c.	.docx, video material	Qualitative	No	10/2026	All types of regional stakeholders (such as regional development agencies, SMEs, civil society)	Accessible via project website

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
									organization)	
Deliverable 5.5-5.7: t.b.c. policy briefs	FZJ	5.4	Consultations, desk research	t.b.c.	.docx	Qualitative	No	03/2025 - 12/2026	Policy makers and Government Officials (EU, national and regional), all types of regional stakeholders (such as regional development agencies, SMEs, civil society organization)	Accessible via project website and CORDIS
Deliverable 6.1, 6.4, 7.1: Written records of the yearly meetings	FZJ	6.1/7.1	Workshops/ BIO2REG kick-off event	T.b.c.	.docx	Qualitative	Yes (name, e-mail, organization, opinions expressed during the meeting)	03/2024	T.b.c.	Accessible via project website and CORDIS
Deliverable 6.6/7.4: Records of regular consortium meeting and ExCom	FZJ	6.1/7.1	Written records during consortium meeting and ExCom meeting minutes	T.b.c.	.docx	Qualitative		12/2026	Internal use	No



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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
meeting minutes										
Deliverable 6.6/7.4: Advisory Board: table of experts to be invited to join the Advisory Board	FZJ + KVC HSE + PU + BHCZ	6.1/7.1	Desk research, networks, consultations	T.b.c.	.xlsx, .docx	Qualitative	Yes (name, e-mail, organization)	12/2026	Internal use	Yes, only after receiving consent, names and affiliations of Advisory Board members will be published
Deliverables 6.2/ 6.5/ 7.6 Data management plan	FZJ supported by partners	6.2/7.2	Desk research, consultations	T.b.c.	T.b.c.	Qualitative, quantitative	No	12/2026	T.b.c.	Yes
Regular internal reporting (every 3 months)	FZJ supported by KVC, PU, BIOC	6.2/7.2	Consultations, surveys	T.b.c.	T.b.c.	Qualitative, quantitative	No	12/2026	Internal use	No
Deliverable 6.3/6.7/7.5: List of support technical and logistical services for HORIZON-CL6-2024-CircBio-01-07	FZJ	6.3	Consultations, mentorings, workshops	T.b.c.	.docx, .pptx	Qualitative, quantitative	Yes (name, e-mail, organization, opinions expressed during the meeting)	12/2026	T.b.c.	Yes, only main results will be part of Deliverable 7.5 which will briefly summarize the support

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
										services provided, but will not contain personal data
Milestone 7: Impact evaluation framework	KVC	6.4	Existing data (Desk research), generated data (consultations with partners, Advisory Board)	T.b.c.	.docx,	Descriptive and qualitative	No	12/2024	Internal use	No
Deliverable 6.5/ 7.5: Baseline and final impact evaluation	KVC	6.47.4	Generated data (consultations, surveys, interviews, focus groups, questionnaires, and analysis of data in Task 1.2)	T.b.c	.docx, mp4, .xls, .csv	Qualitative (from participative actions: opinions, reflections, feedback) quantitative (sociodemographic data from participants), video files (interview recordings, focus groups, events)	Yes	06/2025	Internal use	No
Deliverable 6.5/ 7.5: Baseline and final impact evaluation	KVC	6.47.4	Generated data (consultations, surveys, interviews, focus groups, questionnaires, and analysis of data in Task 1.2)	T.b.c	.docx, mp4, .xls, .csv	Qualitative (from participative actions: opinions, reflections, feedback) quantitative (sociodemographic data from participants),	Yes	06/2025	Internal use	Accessible via project website and CORDIS, only anonymized results

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Name of data / dataset	Generator/ author	Relevant task	Generated via	Size (if unknown, tbc)	Format	Type of data	Personal data	Delivery	Users	Open Access
						video files (interview recordings, focus groups, events)				will be published

## 2.1 How personal data are collected

Personal data in BIO2REG are collected directly and indirectly.

**Directly:** Personal data will be obtained directly from individuals in a variety of ways:

- Participating in an interview or survey organised by the project team or enrolling to attend meetings and events through platforms such as Jotform (Jotform LTD 25 Cabot Square, London E14 4QZ) or forms provided by Microsoft 365 for Business
- Registering and attending at BIO2REG events and meetings (on-site and online)
- Establishment of cooperative relationships with other related projects or institutions, through meetings, fairs, third-party events, etc.
- Interacting with the BIO2REG website
- Subscribing to BIO2REG newsletter
- Applying to and participating at the BIO2REG network
- Applying to and participating at the exchange instrument and mentoring sessions
- Individuals representing regions that are engaged by BIO2REG network activities, such as co-creation workshops or mentoring
- Individuals who get in touch with the project contact persons via the E-mail

**Indirectly:** If personal data are obtained indirectly, this processing is generally covered by the exception of Article 14.5(b) or, if not, compliance with the obligations set out in Article 14 of the GDPR will be ensured.

## 2.2 Types of personal data collected

In BIO2REG project provides various forms that allow individuals to contact the project team, subscribe to the BIO2REG newsletter(s), or register for an account in our website. Through these forms, the project team might request certain personally identifiable information that can be used to contact or identify individuals (“Personal data”).

Personal data collected will be restricted to those necessary for the smooth implementation of the project and the measurement of impact of project activities. These data include:

- Contact details (name/ surname, e-mail address)
- Professional information (job title, type of organisation, field of expertise)
- Demographics (e.g., age, gender, country, academic background).
- Information about what a person knows or **considers** (through e.g. surveys, interviews focus groups and other co-creation activities)
- Audio recordings, videos and photos (from individuals that attend BIO2REG events or participate in a video interview)
- Encrypted data on participation at online meetings or online vents using meetings tools such as Microsoft Teams on e.g. registration date and time, start and end of participation, comments or questions posted in the chat, selection of answers for surveys, video and sound transmission, which will only be used for internal purposes to record e.g. meeting, session or workshop minutes
- Activities (e.g. clicks on the website, interacting with a newsletter)

## 2.3 How personal data is processed

Personal data will be processed with the following purposes:

- Gaining knowledge and insights (e.g., through interviews, surveys, focus groups) to e.g. identify best-practices or to assess the impact of the project on regions and stakeholders, also using established research tools to structure and analyse qualitative data such as **MAXQDA**
- Disseminating BIO2REG project results to different types of stakeholders

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- Sending invitations and providing access to individuals attending BIO2REG events, webinars, mentoring sessions or the on-site exchanges
- Administering, maintaining, and ensuring the security of BIO2REG information systems, applications, and websites
- Creating communication or dissemination outputs, such as press releases, videos, etc.
- Processing online requests or queries, including responding to communications from individuals
- Gaining insight into user behaviour, for example on the website or in newsletters, in order to report on the communication activities
- Complying with contractual, legal, and regulatory obligations

### 2.4 Legal basis for data collection and processing

BIO2REG takes data protection seriously. Personal data will only be accessed by the [project team](#), and processed only for the objectives above. Personal data provided will be treated in best security and confidentiality conditions during the runtime of the BIO2REG project until 31 December 2026. Personal data will be processed on the basis of individuals' consent (Art 6 par. 1 a GDPR). In case that activity/workshop will be recorded via audio or video recording, photos, participating individuals will be made aware of this before the start of the recording.

Results will only be disclosed anonymously, no personal, company- or institution-related details will be published. All data will be stored on a dedicated server using Microsoft Teams and shared only within the project team. Individual documents in the project team will be shared via a closed, externally protected Microsoft Teams group secured with a two-factor authentication (see also Chapters 6 and 7).

### 2.5 How long will personal data be retained?

Personal data will be retained to provide BIO2REG services, stay in contact with engaged individuals and to comply with applicable laws, regulations, and contractual obligations to which we are subject.

BIO2REG is obligated to retain data related to projects funded by the Horizon Europe Framework Programme for Research and Innovation of the European Union for up to five years after the project's conclusion, until 31st December 2031. If auditors request an extended retention period, data will be retained accordingly. After the retention period expires, and unless there are further legitimate grounds for retention, the BIO2REG consortium will securely dispose of personal data.

### 2.6 Data rights

Individuals from whom project partners collect data have specific rights regarding the processing of their personal data. These rights are also detailed in the policy templates (see Chapter 9 Annex).

**Participation and withdrawal.** Participation in BIO2REG activity is entirely voluntary. Individuals may withdraw at any time by informing the activity leader of their decision to no longer participate. If an individual feels uncomfortable at any stage, they should immediately interrupt the activity and can request the deletion of any recorded material. No questions will be asked about their reasons, though they may provide them and lodge a complaint if they wish. Any questions or concerns about the activity can be addressed to the responsible BIO2REG partner organizing the event.

**Right of access, rectification and erasure.** In accordance with the European Union's Regulation on personal data protection (Art. 15 to 22 and 34 of the General Data Protection Regulation DGPR 2016/679) individuals have the right to access, modify, object and erase their information.

**Right to complain.** Individuals also have the right to lodge a complaint (Article 77 GDPR), to the relevant, supervisory authority in their country.

For any questions, suggestions regarding this data policy, or concerns about data protection in general, individuals are encouraged to contact Denise Gider, Forschungszentrum Jülich, Germany, [d.gider@fz-juelich.de](mailto:d.gider@fz-juelich.de) (BIO2REG project coordinator).

### 3 FAIR data

#### 3.1 Making data findable, including provisions for metadata

KVC and PU plan to publish journal paper under Golden or Green Open Access terms. Specifically, three publications are anticipated for the impact assessment activities performed in WP6 and WP7 (by KVC) and two publications are foreseen for the MCA results to identify regions' bioeconomy potential foreseen in WP1 (by PU). Repositories such as European Open Science Cloud or other open access repositories will be considered, with the final selection to be determined at a later stage.

Datasets associated with these publications will be identified by persistent identifiers (PIDs), such as Digital Object Identifiers (DOIs), to ensure long-term accessibility and traceability, with the final selection to be determined at a later stage. Adhering to community standards and best practices, appropriate rich metadata will be provided to facilitate the discoverability, interpretability, and interoperability of datasets. The metadata will include details such as the dataset title, description, creator, key words. BIO2REG follows recognized disciplinary and general metadata standards. In the absence of specific disciplinary standards, standards such as the Dublin Core metadata standards or the Data Documentation Initiative (DDI) will be used. Search keywords specific to the bioeconomy, regional analysis and specific methodologies for the impact assessment and the MCA will be included in the metadata to enhance the discoverability the reuse of datasets. Standard metadata formats will be used to structure the metadata to enable the data sets to be harvestable and indexable by established data repositories and search, such as the Open Archives Initiative Protocol for Metadata Harvesting.

#### 3.2 Making data accessible

BIO2REG follows an open access approach integrated into the research and innovation chain, incorporating contributions from various disciplines including life sciences, environmental sciences, engineering, and SSH disciplines. This approach enhances the project's understanding of complex cultural, socio-economic, political, and other key issues, facilitating public engagement, participation, and co-production of knowledge with bioeconomy experts and regional stakeholders for the transition towards circular bioeconomy model regions. BIO2REG as Coordination and Support Action primarily generates non-research data and outputs to achieve the project's objectives. KVC and PU plan to additionally generate research outputs as described in chapter 3.1.

The open access practices within BIO2REG aim at fostering cooperative work and systematic sharing of knowledge and tools throughout the project's runtime, which will also involve active engagement with bioeconomy experts and society in different European and Associated Countries' regions. Associated Countries are also included with BIO2REG partner Matis representing Iceland. The core of the project involves engagement with regional stakeholders. BIO2REG will publicly disclose as much information as is legally and practically possible, with outputs freely accessible via the project website and platforms like CORDIS or the Horizon Results Platform, providing access to researchers, stakeholders, other initiatives, and civil society. While BIO2REG is committed to the principles of open science and maximizing the accessibility of its non-research and research data, there are some legitimate reasons why access to raw data might be limited. These considerations are essential to maintain protection of ethical standards, data protection and legal compliance, and trust among regional stakeholders. Project results will be openly published and at the complete disposal of the research and industrial communities, as well

## Deliverable 6.2: Initial data management plan

as the citizenship, whilst considering the IPR, knowledge management as e.g. defined in the results ownership list in Chapter 8.1 and Chapter 8.2. By protecting the confidentiality of e.g. company and organisations related data, their opinions and only publishing aggregated results in deliverable reports, rather than raw data, we ensure the integrity of our co-creation activities. Protection of personal data in e.g. surveys, workshops, interviews, case studies, justified in privacy regulations such as the General Data Protection Regulation (GDPR). Furthermore, engaged individuals will have to provide their informed consent (see Chapter 7) when they are engaged through project activities such as surveys, workshops, interviews, case studies, often stipulate the confidentiality of their personal information. Overall, 32 of the 36 BIO2REG deliverables will be accessible via the BIO2REG website and on CORDIS (<https://cordis.europa.eu/de>), only 4 deliverables are classified as sensitive deliverables. When applicable, research outcomes will be published under Golden or Green Open Access terms (see Chapter 3.1). While raw data may not be publicly disclosed, thorough documentation ensures transparency. BIO2REG results outputs include explanation of its data generation and processing methods, which is provided in the accompanying Deliverable reports. The research datasets for the journal paper will be deposited in repositories to be determined in Table 3.

Additional provisions concerning IPR and knowledge management will be further agreed with involved project partners (see Chapter 8.1 and Chapter 8.2). Mutual learning through BIO2REG's co-creation, mentoring and interregional exchange instrument will also ensure the research integrity and responsible research and innovation. Furthermore, the European Open Science Cloud or other different open-access repositories will be utilised for datasets of the open access research publications. Each research data set is deposited by the team responsible for data collection and repository of their choice (see Table 1).

*Table 3: Overview on planned repositories for research data sets publication and preservation (Will be further specified and updated in the course of the project)*

Part ner	Name of repository	URL, Repository type
PU	Panteion University	E.g. Panteion University institutional official repository <a href="http://pandemos.panteion.gr/?lang=en&amp;op=home&amp;type=&amp;page=0&amp;match=&amp;pid=&amp;q=&amp;scope=&amp;sort=title&amp;asc=">http://pandemos.panteion.gr/?lang=en&amp;op=home&amp;type=&amp;page=0&amp;match=&amp;pid=&amp;q=&amp;scope=&amp;sort=title&amp;asc=</a>
KVC	Kveloce Website	Company website with external links <a href="https://kveloce.com/rd-fields/resources">https://kveloce.com/rd-fields/resources</a> Repository t.b.d.

KVC additionally publishes research results on their website including links to publication. Metadata can include the following types:

- ▶ Descriptive metadata: for retrieval and identification (title, abstract, author, keywords, etc)
- ▶ Structural metadata: for the case of databases, for instance in best practices, initiatives and IT tools (WP1), describing associations between tables
- ▶ Administrative data: date of creation, how the resource was created, IPR rights

### 3.3 Making data interoperable

To meet the European Commission's requirements for data interoperability and facilitate data exchange and re-use within and across disciplines, BIO2REG applies a strategy and processes aligned with community-endorsed best practices for the research publications. Below



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methodologies, standards, formats, and metadata vocabularies adopted to achieve these objectives for research data, including provisions for non-research data and transparent documentation in deliverable reports are presented.

Regarding research data, BIO2REG will follow established data and metadata vocabularies, standards, formats, and methodologies to ensure interoperability across its research activities. This includes leveraging community-endorsed interoperability best practices, such as those advocated by the European Open Science Cloud (EOSC) or the Dublin Core Metadata standard. For the case that it is needed to use project-specific vocabularies, generated vocabularies will be published to ensure their interoperability.

Beyond research data, the project mainly generates non-research data recognizing proper documentation and referencing in published outputs such as deliverable reports on the project website and CORDIS. Raw data may not be published, see Chapter 3.2, but for reasons of transparency explanations will be provided on how data was generated, processed and analyzed and systematically linked to respective references. This ensures stakeholders and wider scientific and non-scientific communities to understand methods used and facilitate trust as well as reproducibility of project results. The project prioritizes use of publicly available data from reputable external sources such as EUROSTAT, FAO Databases, and EU National Statistical Offices, if available. BIO2REG's data management includes, if needed, qualified references to other data, both within the project and from previous endeavors. This practice ensures comprehensive documentation and traceability, supporting the integration of diverse datasets and fostering cumulative research efforts.

Furthermore, the project utilizes existing standardized formats to ensure data operability, such as the EIP common format ("practice abstracts") to publish core results of the project, planned for Deliverable 5.1 due in May 2025 and for Deliverable 5.8 in December 2026. The project additionally employs common classifications endorsed by organizations like the United Nations Statistics Division, UN Classifications Registry, and UNESCO's International Classification of Education (ISCED) wherever applicable.

Common classifications will be used wherever possible, taking into account those existing from organisations (United Nations Statistics Division, UN Classifications Registry, UNESCO's International Classification of Education ISCED). Data will be published in machine-readable formats (XML and JSON) whenever possible, including XML, XLS, CSV and JSON, to facilitate accessibility and interoperability across diverse research environments.

### 3.4 Increase data re-use

BIO2REG acknowledges the importance of data-reusability. Data is collected, generated, processed and analysed according to established high quality practices. By making research data and non-research results available and usable by others, the project strives to enhance the impact and exploitation of its findings to foster bioeconomy transitions in European regions.

Following principles are implemented to ensure the re-use of data

- Data and other outputs are available via open access or are to be freely available in repositories or on websites
- Data and results are documented as necessary
- Research data are freely available using standard reuse licenses such as Creative Commons (CC-BY-NC-SA)

To enable increased research data and results re-use, detailed documentation is provided in each research publication and deliverables as project outputs, if it applies. This documentation includes descriptions of methods, data analysis processes, and relevant references. Key documentation elements include, e.g.:

- Readme files on e.g. methodology, data cleaning procedures, analysis techniques, variable definitions, and units o



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- Codebooks, if applies, these detail the structure and coding of the data to ensure clarity in the interpretation of data
- Analytical scripts for data analysis shared to enable reproducibility
- Metadata including details on data origin, authorship and links to original datasets to ensure research data generated in the project is usable by third parties, particularly after the BIO2REG ends in December 2026

BIO2REG ensures the long-term availability of research data based on the following criteria:

- a) Completion of data collection and processing to ensure data privacy requirements are fulfilled.
- b) Completion of quality control assessment on the data, ensuring reliability and accuracy. For instance, in recordings and transcriptions of focus groups, surveys, interviews for BIO2REGS impact assessment in context of Work Packages 6 and 7 (reported in Deliverables 6.4 and 7.4), quality checks of codification in qualitative analysis.
- c) Fulfilment of partners' exploitation plans (see Chapter 8)
- d) Alignment with ethical principles.

Non-research data include information and outputs generated through e.g. stakeholder and expert engagement activities such as surveys or workshops, mentoring sessions or networking events. This data is documented to ensure transparency. Even if raw non-research data is not published, BIO2REG provides detailed explanations of how the data was generated and processed in the deliverable reports published on the project website and on CORDIS. Additionally, origin of the data, its collection methods and any transformations will be described. Keeping the raw data disclosed ensures that experts' and stakeholders' opinions and personal information are kept confidential and maintain trust in experts and stakeholders and to create an atmosphere for an open dialogue.

## 4 Other research outputs

Does not apply to the BIO2REG project

## 5 Allocation of resources

Costs related to ensure that data and (research and non-research) outputs generated in BIO2REG project adhere to the FAIR (Findable, Accessible, Interoperable, Reusable) principles are covered by the project budget. The budget includes allocations for:

**Personnel:** Salaries for staff responsible for data collection, documentation, storage, access and security, preservation, availability and re-use and overall data management

- Included in Person Months Efforts of the respective Work Package, such as WP2 concerning network activities, e.g. workshops, surveys, interviews etc., or in WP6 and WP7 in which the overall data management is located
- Included in Person Months Efforts of WP6 and WP7 for hosting the website where the BIO2REG outputs will be published

**Infrastructure:** Investment in hardware and software for data storage, security, and management

- Included in the Direct Purchase Costs (Equipment) of the respective Work Package, such as for the case of PU and WP1 concerning purchase of PCs and PC equipment to perform the Multi-Criteria Assessment as extensive data processing, record keeping, maintenance of a large databases is required

**Research publications fees:** Publication open access fees for the five foreseen BIO2REG research outcomes (see Chapter 3.1)

- Included in the Direct Purchase Costs (Publications fees) of Work Package 1 for the Multi-Criteria Assessment by PU and of Work Package 7 for the impact assessment by KVC

Data management responsibilities within the BIO2REG project are clearly defined to ensure accountability and effective oversight. FZJ as project coordinator, led by Denise Gider, is

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responsible for designing, coordinating and implementing the data management plan with support from all partners. All Work Package leader (KVC, PU, BIOC) support FZJ in the development and execution of the data management plan, to ensure it complies within their respective Work Packages. Data stewards and IT specialists from all consortium partners are responsible for day-to-day data management activities.

**Joint controllership:** The project involves joint controllers; wherein multiple partners collectively determine the purposes and methods of data processing in accordance with Article 26 of the GDPR. Controllers are required to implement appropriate technical and organizational measures to ensure compliance with the European GDPR.

**Data processors:** Entities that process personal data solely on behalf of the controller.

**Data Protection Officer (DPO):** The DPO, Denise Gider, FZJ offers expert professional knowledge in data protection law and IT security. Their duties include informing and advising the controller or processor and their employees on GDPR obligations, monitoring compliance with personal data protection regulations, providing advice on data protection impact assessments, cooperating with supervisory authorities, serving as the contact point for supervisory authorities regarding processing issues, and consulting on other matters as per Article 39.1 of the GDPR.

Ensuring that data is preserved long-time is crucial to maximizing BIO2REG's impact. Critical datasets, including research data and key non-research data, are identified for long-term preservation based on their potential value to future use of third parties, which applies to e.g. the research publications which will be deposited in repositories. All project data will be retained up to five years after the end of the project (31 December 2031), unless further retention is requested by the European Commission, project reviewers or auditors. FZJ as responsible entity for the data management supported by Work Package leader decide on the data preservation of relevant data sets taking into account criteria such as legal requirements, stakeholder needs or possible scientific value.

## 6 Data security

Data collected, generated or re-used data is managed with stringent security measures to prevent unauthorized access or loss. All partners in charge of collecting, generating, processing data must use appropriate means to handle data securely using private servers or GDPR compliant cloud services. For data sharing between partners, BIO2REG uses Microsoft Office 365, particularly Teams and OneDrive, which follows robust security protocols. These services ensure all the security best practices and procedures such as service-level security through defense-in-depth, customer controls within the service, security hardening, and operational best practices. For more details on how Microsoft handles data privacy, refer to: <https://learn.microsoft.com/en-gb/microsoftteams/rooms/data-and-privacy-info>.

Access to all data stored at Microsoft Teams and OneDrive is protected by two-factor-authentication to enhance security by requesting a second verification form. More information can be found here: <https://www.microsoft.com/en-gb/security/business/security-101/what-is-two-factor-authentication-2fa>

Website usage statistics are collected and analyzed by using Matomo. The data is anonymized and stored locally, with no transfer to third parties. Users have the option to opt out of the analysis to ensure their privacy. Personal data will only be accessed by the project team and processed only to fulfill project objectives. Provided personal data will be treated in best security and confidentiality conditions during the runtime of the BIO2REG project until 31 December 2026. Personal data will be processed on the basis of individuals consent (Art 6 par. 1 a GDPR), see also informed consent informed consent form and detailed information sheets (see Chapter 9 Annex). Results will only be disclosed anonymously, no personal, company- or institution-related details will be published.

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As described in Chapter 3, research data for scientific publications will be securely stored in trusted repositories for long-term preservation and curation. The non-research outputs will be accessible on the project website further three years after the projects ends (31 December 2029), the majority of Deliverables will be freely accessible via CORDIS (see Chapter 3.2).

## 7 Ethics

BIO2REG is committed to upholding ethical principles and complying with applicable international, EU and national law in all project activities. This commitment ensures that any unforeseen activity or those not detailed in the Description of Aaction are conducted ethically, following the following the European Commission Ethics Self-Assessment Guidelines and relevant national, EU and international legislation, such as the Chapter of Fundamental Rights of the EU and the European Convention on Human Rights.

BIO2REG does not involve the performance of experimental work. Ethical considerations are primarily relevant in project activities involving human participants, such as in workshops, interviews, surveys, network events, training and mentoring employed to engage with regional stakeholders and bioeconomy across Europe. BIO2REG ensures that personal data protection complies to General Data Protection Regulation (GDPR) and ethically appropriate methods. Project outputs, such as workshop and survey results will be anonymised before publication.

All participants involved in project activities will receive a project-specific informed consent form and detailed information sheets (see Chapter 9 Annex) and must give their active agreement to consent with the data procedure defined in the form. Sensitive personal data will not be collected, and all personal data will be handled with the utmost confidentiality and security.

While most project activities are within the EU, BIO2REG partner Matis OHF from Iceland is involved in the project. This cooperation with Iceland focuses on exchanging knowledge and best practices in the bioeconomy. All activities conducted by MATIS OHF will adhere to the same ethical standards and GDPR compliance as those conducted within the EU. BIO2REG activities do not concern the proliferation of goods, technologies and software relating to weapons of mass destruction and conventional military equipment to critical countries and entities. No sensitive goods are used for internal repression or no human rights abuses or are delivered abroad for encouragement of terrorism or are made available otherwise.

## 8 Other issues

### 8.1 IPR issues/Knowledge management

Effective knowledge management and protection of Intellectual Property Rights are critical to the success of the project. BIO2REG commits and acknowledges following obligations:

- a) Protection by securing knowledge generated through the project
- b) Exploitation requirements by defining access rights and limitations to transfer and exclusive licenses, etc.
- c) Promptly disseminating project results.

The primary concern managing access rights related to the use of results. Partners' rights are ensured under the agreed conditions outlined in this document and the updates of the Data Management Plans (Deliverable 7.1 in July 2025 and Deliverable 7.6 in December 2026). Ownership of results are captured in the result ownership list in Chapter 8.2, which will be continuously updated as the project progresses.

The knowledge protection mechanisms protect the partners' previous work and further results, establishing the best tools to exploit the results (included in Deliverable 4.1 "Communication, dissemination, exploitation strategy and stakeholder engagement plan", submitted in April 2024, and in updates of the plans, such as in Deliverable 5.2 due in December 2026). The project follows

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EU best practices for similar projects, asserting the ownership of results generally belongs to the beneficiary that generates them. In cases where results are produced by multiple partners, the primary mechanism will be the joint ownership, particularly when it is not possible to determine each beneficiary's specific contribution.

Once results are developed, the partners can agree on a different alternative ownership and legal frameworks reflected in the updated data management plan (Deliverable 7.1 in July 2025) and updates of the CDES including the report on final communication, dissemination and exploitation plan (Deliverable 5.2 in December 2025). Joint ownership refers, exclusively, to the intellectual property and not necessarily to the exploitation strategy. Therefore, although IPR may be considered under a joint ownership regime, the exploitation rights and policy must be defined during the project lifecycle by the involved partners and the entire consortium.

## 8.2 Result ownership list

Table 4 identifies BIO2REG's results ownerships by defining the ownership, country of establishment and exploitation activities by the owners. This is an initial list which will be revised in the upcoming updates of the data management plan.

*Table 4: Initial result ownership list*

*(to be revised in the upcoming updates of the data management plan)*

Description	Format	Due date	WP	Result owner incl. country	Will results be exploited by the owners?
Deliverable 1.1: BIO2REG regionalisation concept for circular and systemic bioeconomy model regions	Report (pdf)	10/2024	1	FZJ (DE)	t.b.d.
Deliverable 1.2 Report on initial EU-wide MCA framework assessment	Report (pdf) SEN	07/2024	1	PU (GR)	Yes, for further scientific publications linked with BIO2REG
Deliverable 1.3: Guide for regional stakeholders to implement regional MCA framework assessment	Report (pdf; docx; xslx.)	06/2025	1	PU (GR)	Yes, for further scientific publications linked with BIO2REG
Deliverable 1.4 Guides for regional stakeholders	Report (pdf)	06/2025	1	FZJ (DE) + co-authors (e.g. KVC ES, t.b.c.)	Yes (further projects, consultancy services to

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Description	Format	Due date	WP	Result owner incl. country	Will results be exploited by the owners?
on transition measures towards bioeconomy model regions (focussing on new bioeconomy solutions and structures) based on best practices					public and private institutions to design and implement transition measures)
Deliverable 1.5 Public summary on guides for regional stakeholders on transition measures towards bioeconomy model regions based on best practices	Report (pdf)	06/2025	1	FZJ (DE) + co-authors (e.g. KVC ES, t.b.c.)	Yes (further projects, consultancy services to public and private institutions to design and implement transition measures)
Deliverable 2.1 Report on final concept of BIO2REG network	Report (pdf)	06/2025	2	KVC (ES) + co-authors (t.b.c.)	Yes (further projects, consultancy services to public and private institutions to design and implement transition measures)
Deliverable 2.2 Database of user-friendly tools for regional cooperation towards circular and systemic bioeconomy model regions	Report (pdf) Further formats t.b.c.	06/2025	2	KVC (ES) + FZJ (DE)	Yes (further projects, consultancy services to public and private institutions to design and implement transition measures)

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Description	Format	Due date	WP	Result owner incl. country	Will results be exploited by the owners?
Deliverable 3.1 Report on design of the interregional exchange instrument	Report (pdf)	08/2025	3	FZJ (DE) further partners involved in mentoring services and co-authors of Deliverable 3.3 (t.b.c.)	t.b.d.
Deliverable 3.3 Final report on training and mentoring services provided to the exchange regions	Report (pdf)	10/2026	3	FZJ (DE) + further partners involved in mentoring services and co-authors of Deliverable 3.3 (t.b.c.)	t.b.d.
Deliverable 4.1. Dissemination, Communication and Public Engagement strategy	Report (pdf)	04/2024	4	t.b.c. BIOC (DE)+ KVC (ES)	Yes (further projects, consultancy services to public and private institutions to design and implement public engagement activities)
Deliverable 4.2 Project website	Website	04/2024	4	t.b.c.	t.b.d.
Deliverable 4.3 Five Call-to-Action videos	Videos	12/2024	4	t.b.c.	t.b.d.
Deliverable 5.1 Practice abstracts - batch 1	Abstracts (pdf)	05/2025	5	BIOC (DE)	t.b.d.
Deliverable 5.3 Best practice guide for mobilizing regional stakeholders	Report (pdf)	12/2026	5	BIOC (DE)	t.b.d.

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Description	Format	Due date	WP	Result owner incl. country	Will results be exploited by the owners?
Deliverable 5.4 Film documentary	Video	10/2026	5	t.b.c.	t.b.d.
Deliverable 5.5 Policy brief for regional, national and EU policymakers on acceleration measures for transitions towards bioeconomy model regions	Policy brief (pdf)	10/2026	5	FZJ (DE)	t.b.d.
Deliverable 5.6 Policy brief: Enabling governance structures at regional scale	Policy brief (pdf)	03/2025	5	FZJ (DE)	t.b.d.
Deliverable 5.7 Policy brief: Role of regional, national, European and private funding streams for the support of regional bioeconomy development	Policy brief (pdf)	01/2026	5	FZJ (DE)	t.b.d.
Deliverable 5.8 Practice abstracts – batch 2	Abstracts (pdf)	12/2026	5	BIOC (DE)	t.b.d.
Deliverable 6.1 Kick-off and its minutes	Report (pdf)	03/2024	6	FZJ (DE)	t.b.d.
Deliverable 6.2 Initial data management plan	Report (pdf)	06/2024	6	FZJ (DE)	t.b.d.



Deliverable 6.2: Initial data management plan

Description	Format	Due date	WP	Result owner incl. country	Will results be exploited by the owners?
Deliverable 6.3 Concept note on technical and logistical support for HORIZON- CL6-2024- CircBio-01-7	Report (pdf)	01/2025	6	FZJ (DE)	t.b.d.
Deliverable 6.4 1st annual meeting and its minutes	Report (pdf)	03/2025	6	FZJ (DE)	t.b.d.
Deliverable 6.5 Baseline impact evaluation report (Dissemination level: sensitive)	Report (pdf)  Database: xls, csv, xml,	06/2025	6	KVC (ES)	Yes (further projects, publications in open access consultancy and training services to public and private institutions on impact assessment)
Deliverable 6.7 Report on setting up the logistical support for HORIZON- CL6-2024- CircBio-01-7	Report (pdf)	06/2025	6	FZJ (DE)	t.b.d.
Deliverable 7.1 Midterm data management plan	Report (pdf)	07/2025	7	FZJ (DE)	t.b.d.
Deliverable 7.2 2nd annual meeting and its minutes	Report (pdf)	02/2026	7	FZJ (DE)	t.b.d.
Deliverable 7.3 Final impact evaluation report	Report (pdf)	10/2026	7	KVC (ES)	t.b.d.  Yes (further projects, publications in



Deliverable 6.2: Initial data management plan

Description	Format	Due date	WP	Result owner incl. country	Will results be exploited by the owners?
	Database: xls, csv, xml, SEN				open access consultancy and training services to public and private institutions on impact assessment,)
Deliverable 7.5 Final report on logistical and technical support for IA	Report (pdf)	12/2026	7	FZJ (DE)	t.b.d.
Deliverable 7.6 Final data management plan	Report (pdf)	12/2026	7	FZJ (DE)	t.b.d.

## 9 Annex

### 9.1 Privacy policy template, Version 4, 22 July 2024



# Informed consent

22<sup>nd</sup> July 2024

## 1 What is BIO2REG?

Driven by a shift towards sustainable development, regions with carbon-intensive economies, such as coal mining, intensive agriculture, forestry, and fisheries and peat production, are undergoing significant structural change that may imply negative outcomes such as economic disruption, unemployment, social strain, and regional inequality. The bioeconomy, which utilises renewable biological resources and technologies for food, materials or energy, production, can play a crucial role in shaping structural change. It has the potential to create new value networks, thereby promoting knowledge-based growth and jobs, ecosystem revitalisation and resilience, resource efficiency and circularity, and innovation, while taking into account the context-specific economic, social and environmental conditions of a region.

BIO2REG is a 3-year project (1st January 2024-31<sup>st</sup> December 2026) funded by the European Union under the Horizon EU Programme (Grant Agreement no 101135420). BIO2REG aims to enable the systemic transition of greenhouse gas-intensive regions through concrete and actionable measures to become bioeconomy model regions. The nine partners in BIO2REG, listed below, seek to equip regional stakeholders with an array of practical knowledge and tools to design and implement a region-specific transition, such as a Multi-Criteria Assessment framework and guides for a self-assessment of bioeconomy model region potential, a network of regions that promotes direct stakeholder interaction and mutual learning, an interregional exchange programme.

The activities framed within the Public Engagement Strategy of BIO2REG project will require the collection and processing of certain types of personal data. Each partner is responsible for the personal data they collect and process during their activities under the framework of the project:

1. **Forschungszentrum Jülich (FZJ)** (coordinator) (Germany). FZJ is one of the largest European research institutions located in the Rhenish mining region. Bioeconomy is a strategic topic at FZJ covering research in plant sciences, biotechnology, biorefineries and innovative agriculture. In 2018, BioökonomieREVIER (BÖR) was initiated at the Institute for Plant Sciences to shape the regional green transition towards a circular and sustainable bioeconomy model region, compensating for the consequences of the lignite phase-out in 2030 and the associated job losses. BÖR's networking and coordinating activities build on a multi-actor approach targeting and engaging with all regional stakeholders e.g. industry, farmers and farming communities, regional authorities, science, NGOs and the civil society. BÖR develops and demonstrates circular value chains and climate-neutral, resource-efficient and bio-based business models by engaging with stakeholder groups. These activities include novel



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cooperations on usage of residues from other industries, as well as bio-based products in the construction sector, the chemical sector or also in the combination with the energy sector like photovoltaics or hydrogen economy.

2. **Panteion University (PU)** (Greece). Panteion University of Social and Political Sciences placed in Athens, Greece, is a public university that conducts research and offers courses and degrees in a wide range of scientific fields, such as economic and regional development, international and European studies, science and media, sociology, political science and history. Panteion's Institute of Urban Environment and Human Resources linked to the department of Economic and Regional Development has the following key focus areas: Urban Environment, Urban Planning and Human Resources, Economic Dimensions of the Urban Environment, Sustainable Cities, Natural Resources and Ecosystem Services, Environmentally Sustainable Economic Development, Management of Water Resources, Real Estate Market and the Socioeconomic aspects of Climate Change in urban and rural contexts.
3. **Kveloce (KVC)** (Spain). Kveloce is a Research and Development consultancy located with branches in different bioeconomy regions in Spain (Valencian Community, Murcia, Asturias) with strong expertise in the drafting and implementation of citizen engagement strategies and co-creation methods applied to different social or environmental innovation projects, and the performance of social impact assessment (within research and innovation projects) including social acceptance. Besides, they are involved in academic initiatives related to the creation and management of technological based innovative businesses and to the multidisciplinary evaluation of public policies.
4. **BIOCOM Interrelations GmbH (BIOC)** (Germany). BIOC is a Berlin-based SME that develops, communicates, and disseminates knowledge in the Life Sciences domains biotechnology, bioeconomy and medical technology. Besides network management and secretariat organisation, BIOC provides communication consultancy (incl. social media strategy and marketing), realise stakeholder engagement and co-creation events such as citizen dialogues and living labs and design capacity trainings and educational materials. Their design and creation expertise range from digital and print products, websites and information platforms, film and animation as well as social media.
5. **Bio-based Industries Consortium (BIC)** (Belgium). The Bio-based Industries Consortium is a non-profit organisation to represent the private sector in a Public-Private Partnership (PPP) with the European Commission, focused on strengthening the bio-based industries sector in Europe. BIC's industry members cover the whole value chain, from primary production to market of multiple and diverse sectors, but also has associate members such as research organisations, academia and trade associations. Furthermore, BIC operates a digital partnering and funding platform for regions and the industry to create local value chains and support access to finance.
6. **RISE Research Institutes of Sweden (RISE)** (Sweden). RISE is an independent research institute owned by the Swedish state that ensures the competitiveness of the Swedish business community and contributes to a sustainable society. RISE helps developing technologies, products, services and processes that contribute to a sustainable world and a competitive business community in collaboration with and on behalf of companies with a focus on SME, academia and the public sector. About 30 research institutes and about 130 test beds work together as an independent actor with a wide range of competences. Its Bioeconomy and Health Division pools expertise in process technology, pharmaceutical development and design of materials and surfaces focussing on biorefinery value chains as well as products and processes for agriculture, food and nutrition, pulp, paper and packaging.
7. **Matis** (Iceland). Matis is a government-owned, non-profit, independent research company and works on research and food innovation for the benefit of the business community and society as a whole. Matis promotes increased value creation and to foster food security and public health and works on value and innovation from the country's underutilized life resources, such as microorganisms, enzymes, algae, etc. Matis plays a major role in value creation, strengthens food production and competitiveness of Icelandic economy and products - and at the same time promotes sustainability and environmental protection. Matis has an excellent

expertise in the blue bioeconomy on marine and freshwater resources and products, with a strong focus on circular economy and cross-linking food and biotechnology sectors.

8. **BIOEAST HUB CR (BHCZ)** (Czech Republic). BIOEAST HUB CR was established in line with the BIOEAST governance paper and with the support of the Ministry of Agriculture as the first national bioeconomy HUB in the BIOEAST region and working body of a BIOEAST initiative. BIOEAST HUB CR is a national network of stakeholders (SMEs, NGOs, research organisations) oriented on bioeconomy. It also develops regional branches in the Just Transition Funding Region of the Czech Republic. BIOEAST HUB CR is leading two macro-regional Thematic Working Groups (TWG) on "Fresh Water Based Bioeconomy" and "Bioeconomy Education" and coordinates the BIOEAST Uni Net - a network of bioeconomy universities from the BIOEAST macro-region.
9. **Homo Silvestris Europae (HSE)** (France) Homo Silvestris Europae is a Paris-based SME for advisory, management, coordination and support to strengthen the circular economy and strategic development. Ensuring successful transition to becoming a strong actor in the circular bioeconomy is at the heart of HSE's philosophy. Building on almost 30 years of work experiences in the forest-based sector, covering European initiatives, platforms, networks, alliances and cooperation with a wide range of circular bioeconomy sectors, HSE supports and advises the transformation to a sustainable robust and resilient green growth.

## 2 How personal data are collected

Personal data in BIO2REG are collected directly and indirectly.

**Directly:** Personal data will be obtained directly from individuals in a variety of ways:

- Participating in an interview or survey organised by the project team or enrolling to attend meetings and events through platforms such as Jotform (Jotform LTD 25 Cabot Square, London E14 4QZ) or forms provided by Microsoft 365 for Business.
- Registering and attending at BIO2REG events and meetings (onsite and online)
- Establishment of cooperative relationships with other related projects or institutions, through meetings, fairs, third-party events, etc.
- Interacting with the BIO2REG website
- Subscribing to BIO2REG newsletter
- Applying to and participating at the BIO2REG network
- Applying to and participating at the exchange instrument and mentoring sessions
- Individuals representing regions that are engaged by BIO2REG network activities, such as co-creation workshops or mentoring
- Individuals who get in touch with the project contact persons via the E-mail

**Indirectly:** If personal data are obtained indirectly, this processing is generally covered by the exception of Article 14.5(b) or, if not, compliance with the obligations set out in Article 14 of the GDPR will be ensured.

## 3 Types of personal data collected

In our Project, we will provide forms through which you can contact us, subscribe to our newsletter(s), or register for an account in our website, and we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal data").

Personal data collected will be restricted to those necessary for the smooth implementation of the project and the measurement of impact of project activities. These data include:

- Contact details (name/ surname, e-mail address)
- Professional information (job title, type of organisation, field of expertise)

- Demographics (e.g., age, gender, country, academic background).
- Information about what a person knows or considers (through e.g. surveys, interviews focus groups and other co-creation activities)
- Audio recordings, videos and photos (from people that attend our events or participate in a video interview)

### 4 How personal data are processed

Personal data will be processed with the following purposes:

- Gaining knowledge and insights (e.g., through interviews, surveys, focus groups) to e.g. identify best-practices or to assess the impact of the project on regions and stakeholders.
- Disseminating BIO2REG project results to different types of stakeholders
- Sending invitations and providing access to guests attending BIO2REG events and webinars
- Administering, maintaining, and ensuring the security of BIO2REG information systems, applications, and websites
- Creating communication or dissemination outputs, such as press releases, videos, etc.
- Processing online requests or queries, including responding to communications from individuals
- Complying with contractual, legal, and regulatory obligations

### 5 Online workshops

#### Before the workshop

If you have registered via the registration page configured by BIO2REG and provided by Jotform, you can participate in our workshop. The following data will be requested for this: *first name, surname, e-mail address*. In addition, optional data can be requested per workshop, which can be viewed on the registration page associated with the respective webinar. This information is automatically transmitted to e.g. Jotform. They are used to send the access link to the workshop and reminder e-mails for the workshop appointment to the participant as well as to receive a registration status.

#### During the workshop

The connection to the workshop session (e.g. Microsoft Teams) is also encrypted. The system stores the following additional information about the participant:

- Registration date and time
- Start and end of participation
- Questions posted within the workshop platform
- Selection of answers for surveys
- Video and sound transmission.

The video and sound transmission in the workshop will be recorded and made available for download only within the project consortium. You will be informed when the recording starts. During the workshop, participant data (name, first name, company) will be visible to other participants.

### 6 Legal basis for data collection and processing

We take data protection seriously. Personal data will only be accessed by the [project team](#), and processed only for the objectives above. Your provided information will be treated in best security and confidentiality conditions during the runtime of the BIO2REG project until 31 December 2026. Personal data will be processed on the basis of your consent (Art 6 par. 1 a GDPR). In case that



activity/workshop will be recorded via audio or video recording, photos, you will be made aware of this before the start of the recording.

Results will only be disclosed anonymously, no personal, company- or institution-related details will be published. All data will be stored on a dedicated server and shared only within the project team. Individual documents in the project team will be shared via a closed, externally protected Microsoft Teams group secured with a two-factor authentication.

## 7 How long will personal data be retained?

Personal data will be retained to provide our services, stay in contact with you and to comply with applicable laws, regulations, and contractual obligations to which we are subject.

Please note that we have an obligation to retain data concerning projects funded by the Horizon Europe Framework Programme for Research and Innovation of the European Union for up to five years after the end of the project until 31<sup>st</sup> December 2031 unless further retention is requested by auditors. After the expiry of the retention period, and unless further legitimate grounds for retention arise, we will dispose of personal data in a secure manner.

## 8 Your rights

You have the following rights regarding our processing of your personal data:

**Participation and withdrawal.** Your participation in this activity is completely voluntary and you may withdraw at any time by informing the activity leader that you no longer wish to participate.

If you feel uncomfortable at any stage of the procedures, you should immediately interrupt the activity and you can ask for deletion of the recorded material. No questions will be asked about your reasons, but you can provide them and complain if you wish so. If you have any questions or concerns about the activity, please do not hesitate to turn with the responsible BIO2REG partner organising the event.

**Right of access, rectification and erasure.** In accordance with the European Union's Regulation on personal data protection (Art. 15 to 22 and 34 of the General Data Protection Regulation DGPR 2016/679) you have the right to access, modify, object and erase your information.

**Right to complain.** You also have the right to lodge a complaint (Article 77 GDPR), to the relevant, supervisory authority in your country.

In case you wish to exercise this right, you have any questions or suggestions regarding this data policy, or concerning data protection in general, please contact Denise Gider, Forschungszentrum Jülich, Germany, [d.gider@fz-juelich.de](mailto:d.gider@fz-juelich.de) (BIO2REG project coordinator).

## 9 Revisions of this privacy policy

This privacy policy is valid from 15/04/2024 and replaces any other previous notifications that we had issued in the past regarding our personal data management practices. We reserve the right to revise this Policy at any time. The current version will always be uploaded to our website indicating the date of entry into force, so that you know when the most recent revision took place. If there are critical changes in this policy or our personal data practices change significantly in the future, we will notify you by posting the changes on our website.

## 10 Disclaimer of liability for third party websites

We are not responsible for the privacy practices or content of third-party websites or social media, and we expressly disclaim any liability for any loss or damage that may be caused by the use of these links.

We recommend you read the privacy policy of each website and social media features you interact with, before allowing the collection and use of your personal data.