



#### **D.9.11 – DATA MANAGEMENT PLAN**

##### **PLATAFORMA OCEANICA DE CANARIAS (PLOCAN)**

Lead authors: Alejandro Romero & Ayoze Castro (PLOCAN)

Contributors: Rubén Durán & Sara Muñoz (COBRA), Giovanni Rinaldi (UNEXE), Anna Garcia-Teruel (UEDIN)



FLOTANT -Innovative, low cost, low weight and safe floating wind technology optimized for deep water wind sites, has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No.815289



**[Deliverable 9.11 – data management Plan]**

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RE: Restricted to a group specified by the consortium (including the Commission Services)	
CO: Confidential, only for members of the consortium (including the Commission Services)	

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Copy no.	Company/ Organization (country)	Name and surname
1	PLOCAN (ES)	Ayoze Castro, Alejandro Romero, Octavio Llinás
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16	COBRA (ES)	Sara Muñoz, Rubén Durán, Gregorio Torres
17	BV (FR)	Claire-Julie , Jonathan Boutrot, Jonathan Huet,



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## Abstract

Deliverable D9.11 “Data Management Plan” (DMP) is produced in the aim of Work Package WP9 related to the Dissemination and Communication of the FLOTANT project.

The aim of this FLOTANT DMP is to establish guidelines for the Consortium on the procedure for collecting and storing data, which will be produced in the framework of the project.

This Data management Plan presents the type of data and format that will be created in the different Work Packages; what methodology or standards are used; data availability, if it will be open access or confidential; size; how data will be disseminated during the project and how data is available after the conclusion of the project; to whom and who is responsible.



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## 1 DATA SUMMARY

This section will provide an overview of the different datasets that will be created, collected or processed in the FLOTANT project.

Type of Data/Format	Open Access	Confidential and why	Size	How will data be disseminated during project	How data is available after project (re-use)	Data utility	Lead Partner	WP
Mooring and Anchoring System design / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR protection and to preserve legitimate commercial interests.	To be defined	Deliverable D.2.1	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	TFI	WP2
Parameter set for hybrid polymer carbon fibre yarns / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR protection and to preserve legitimate commercial interests.	To be defined	Deliverable D2.2	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	ITA	WP2
Hybrid polymer carbon fibre mooring cables - 20 tons / 100 tons / *doc, *pdf	Current FF cable production technology will be combined with the novel anti-bite and biofouling solutions developed by Amplias. Sensors will be also embedded into the cable structure for its continuous stress/strain monitoring.	-	To be defined	Project website, social media, deliverables D.2.3 & D.2.4	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, manufactures and research community	ITA	WP2
Polymer spring component design / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR protection and to preserve legitimate commercial interests.	To be defined	Deliverable D.2.5	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	TFI	WP2

Active Heave Compensation design / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR and to preserve legitimate commercial interests	To be defined	Deliverable D.2.5	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	AW	WP2
Integrated sensing / *doc, *pdf	The results obtained from the testing of D.2.3 & D.2.4 will be analyzed and published in this report	-	To be defined	Project website, social media, deliverable D.2.7	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	FF	WP2
Deliver connector 72.5 kV prototype / *doc, *pdf	Description of the connector which will be manufactured and lab test results.	-	To be defined	Project website, social media, deliverable D.3.1 and D3.2	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	HB	WP3
Insulated core of dynamic 72.5 kV cable for aging testing / *doc, *pdf	The insulated core will be produced in FULGOR manufacturing facilities and will be verified according to FULGOR specifications (i.e. produced length, cross section, insulation thickness, DC resistance of conductor, routine voltage test, partial discharge test etc.) and a report will be issued. The insulated cable core will be used for the 2 year water aging test acc Cigre TB722 and a report will be issued as described	-	To be defined	Project website, social media, deliverable D.3.1	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	FULGOR	WP3



Final 72.5 kV dynamic cable sample / *doc, *pdf	Development of complete cable with novel outer armouring and involves the production of a complete 72.5 kV dynamic submarine cable sample. The complete cable will be produced and a report will be issued	-	To be defined	Project website, social media, deliverable D.3.4	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	FULGOR	WP3
Local cable component analysis and fatigue modelling / *doc, *pdf	Overview of the local cable analysis methods and results. The analysis will enable a meaningful comparison against current cable designs and cable design variations. The results will provide KPIs for each of the innovation measures and will allow estimating the overall systems gain.	-	To be defined	Project website, social media, deliverable D.3.5	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	FULGOR	WP3
Structural and Naval Architecture design basis / *doc, *pdf	This data will be a description of the design criteria, the relevant standards to be taken into account during the design process, the verification criteria, the description of the metocean conditions, the selected turbines, their main features and the reference sample wind farms to be considered as input through the design process.	-	To be defined	Project website, social media, deliverable D.4.1	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	ESTEYCO	WP4

Specifications of a generic wind turbine / *doc, *pdf	To provide a realistic model of the wind turbine for the investigation of the floater global performance and thus loading in the mooring lines and the power cable.	-	To be defined	Project website, social media, deliverable D.4.2	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	INNOSEA	WP4
Naval architecture and structural report / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR protection and to preserve legitimate commercial interests.	To be defined	Deliverable D.4.3 & D.4.4	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	ESTEYCO	WP4
Integrated modelling, code-to-code comparison / *doc, *pdf	Definition of the floater model and estimation of its performances. Another main goal is to provide loading input to other work packages for specific equipment design i.e. particularly mooring and power cable. This Deliverable will finally include the description of scaled model of the FOWT with its mooring and cable which will be used as input for code-to-code comparison performed in WP5	-	To be defined	Project website, social media, deliverable D.4.5	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	INNOSEA	WP4
Dynamic cable Configuration, CFD and loadings / *doc, *pdf	Report of the numerical study focussing on the viscous loading on the dynamic cable for ULS. Conclusions on the pertinence of using a more advanced method than the state-of-the art method will be included in this report.	-	To be defined	Project website, social media, deliverable D.4.6	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	MARIN	WP4

Feasibility and economic study for floating substation / *doc, *pdf	Feasibility and economic study of a floating substations aiming to identify cost drivers and to optimise cost at a wind farm level.	-	To be defined	Project website, social media, deliverable D.4.7	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	ESTEYCO	WP4
Novel mooring components performance and durability / *doc, *pdf	It will be reported on the test setup, program and results for large-scale performance and durability testing of the novel 'shock absorber' mooring components (MSA).	-	To be defined	Project website, social media, deliverable D.5.1	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	UNEXE	WP5
Specifications for performing the reduced scale-tests / *doc, *pdf	It will contain the information regarding the specifications and parameters to be tested along the campaign for the floating platform.	-	To be defined	Project website, social media, deliverable D.5.2	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	ESTEYCO	WP5
Reduced scale model design and construction / *doc, *pdf	Specifications of the design and construction of the scaled model that will be used for the wave basin model-tests.	-	To be defined	Project website, social media, deliverable D.5.3	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	MARIN	WP5
Results of wave tank tests / *doc, *pdf	Data reports and conclusions drawn from the analysis of the wave basin model-tests.	-	To be defined	Project website, social media, deliverable D.5.4	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	MARIN	WP5

Report on VIV (hydrodynamic) behaviour / *doc, *pdf	Data reports and conclusions drawn from the analysis of the towing tank model-tests.	-	To be defined	Project website, social media, deliverable D.5.5	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	MARIN	WP5
Power cable characteristics / *doc, *pdf	Description of the tests and test results and assessment of test results according to FULGOR inspection and test plan.	-	To be defined	Project website, social media, deliverable D.5.6, D.5.7 & D.5.8	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	UNEXE & FULGOR	WP5
Antifouling and Anti-bite test / *doc, *pdf	The samples exposed during different periods in sea water conditions will be evaluated according the methodology described in the standard ASTM D3623 and ASTM D6990 and compare with a sample without anti-bite and anti-fouling additives.	-	To be defined	Project website, social media, deliverable D.5.9 & D.5.10	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	PLOCAN & AIMPLAS	WP5
Control system, sensors and supervision system / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR protection and to preserve legitimate commercial interests	To be defined	Deliverable D.6.1	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	INEA	WP6
Installation and O&M / *doc, *pdf	Information on suitable installation and removal techniques, as well as suggested O&M strategies, according to farm design and proposed innovations.	-	To be defined	Project website, social media, deliverable D.6.2, D.6.3, D.6.4 & D.6.5	This information will be publicly shared through the FLOTANT website and social media. It will be kept in PLOCAN repository	Developers, research community	COBRA & UNEXE	WP6

Techno-economic, environmental and socio-economic impact assessments / *doc, *pdf	-	General results on techno-economic, environmental and socio-economic impacts will be made available to the public to contribute to the advancement in the understanding of impacts caused by floating wind systems and particularly by the innovations introduced within FLOTANT.	-	To be defined	Project website, social media, deliverable D.7.1, D.7.2, D.7.3 & D.7.4	It will be publicly shared through the FLOTANT website and social media and it will be kept in PLOCAN and lead partner repository	Developers, research community	COBRA, UEDIN & PLOCAN	WP7
Design Basis / *doc, *pdf	-	Confidential, only for members of the consortium due to IPR protection and to preserve legitimate commercial interests	-	To be defined	Deliverable D.8.1 & D.8.2	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	BV	WP8
Business plan & commercialization strategy / *doc, *pdf	-	Confidential, only for members of the consortium due to legitimate commercial interests.	-	To be defined	Deliverable D.8.4 & D.8.5	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	COBRA	WP8
FLOTANT Data Base/ *xls	-	Data will be collected and processed confidentially to preserve legitimate commercial interests. This primary data will be processed to calculate O&M strategies, LCOE, LCA and GVA. The result of the processing will be openly accessible in the CAPEX and OPEX reduction study.	-	To be defined	Project Intranet	It will be kept in PLOCAN and lead partner repository	Developers and manufacturers	UNEXE & UEDIN	WP6 & WP7

CDE material / *doc, *pdf, *mp4, *jpg, *png	Dissemination material elaborated to FLOTANT targeted audience, reached by different established CDE measures to maximize project impact	-	To be defined	Project website, social media, mass media, deliverable D.9.1, D.9.2, D.9.3, D.9.4, D.9.5, D.9.7 & D.9.8	CDE material will be publicly shared through the FLOTANT website, social media and dissemination events. It will be kept in PLOCAN repository	Developers, research community & general society	PLOCAN	WP9
General society personal data / *doc, *pdf	-	Restricted due to Data Protection	To be defined	-	-	Developers, industry, research community	PLOCAN	WP1
Advisory and Stakeholders Board (ASB) personal data / *doc, *pdf	-	Restricted due to Data Protection	To be defined	-	-	Developers, industry, research community	PLOCAN	WP1 & WP9
Social-Acceptance Survey / *doc, *pdf	-	Restricted due to Data Protection	To be defined	-	-	Developers, industry, research community	PLOCAN	WP7
Workshop and webinars participants list / *doc, *pdf	-	Restricted due to Data Protection	To be defined	-	-	Developers, industry, research community, public administration	UEDIN, UNEXE & PLOCAN	WP9

TABLE 1 DATA SUMMARY

## 2 FAIR DATA

FLOTANT Communication, Dissemination and Exploitation actions will focus on building a stakeholder community that can be sustained and increased during and after the project lifetime. The consortium will sponsor a broad dissemination and communication plan for research and policy communities based on traditional and innovative approaches including Gold open publishing and FAIR (Findable, Accesible, Interoperable and Reusable) data principles.

### 2.1 Making data findable, including provision for metadata

The FLOTANT project will produce different types of data which will be stored at AdminProject as the main repository. AdminProject is a collaborative portal specifically created for EU-funded projects that provides several management tools, as well as a repository and data sharing point available to all partners with a specific user and password. All data types will have a clear description, the creation date (yymmdd), the project name (FLOTANT or FLT), the partners responsible for the creating of the data, its format, version (as a rule, first version will be v0, and the creator of the data will be responsible for the version numbering), information of all modification on data and keywords (metatags). Adequate keywords will allow data to be findable.

All those documents which have been classified as public will be published in the FLOTANT website ([www.flotantproject.eu](http://www.flotantproject.eu)), they can be published in other social media platforms, such as Facebook, LinkedIn or Twitter.

The FLOTANT project will ensure the data to be findable to the bibliographic metadata that identify the deposited publication. The bibliographic metadata will be in a standard format and will include all items as it is indicated in the Article 29.2 of the Grant Agreement.

### 2.2 Making data openly accessible

FLOTANT project Partners will have to provide open access to all peer-reviewed scientific publications relating to its results according to Article 29.2 of the Grant Agreement and H2020 Guidelines on Open Access to Scientific Publications (EC, 2013). There are two possible ways of publication: green<sup>1</sup> open access or gold<sup>2</sup> open access. Therefore, the authors of all peer-reviewed scientific publications would choose the most appropriate way of publishing their results and any scientific peer-reviewed publication can be read online, downloaded and

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<sup>1</sup> Green Open Access: Due to the contractual conditions of the publisher, the scientific publication can undergo an embargo period up to six months since publication date before the author can deposit the published article or the final peer-reviewed article in open access mode.

<sup>2</sup> Gold Open Access: Authors make a one-off payment to the publisher so that the scientific publication is published in open access mode.

printed.

FLOTANT Consortium agrees with the following principles of the Europe 2020 Strategy for a smart, sustainable and inclusive economy, as well as, with the EC Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020:

- Modern research builds on extensive scientific dialogue and advances by improving earlier work.
- Knowledge and Innovation are crucial in generating growth.
- A broader access to scientific publications and data therefore helps to: (1) build on previous research results (improved quality of results); (2) encourage collaboration and avoid duplication of effort (greater efficiency); (3) speed up innovation (faster progress to market means faster growth); (4) involve citizens and society (improved transparency of the scientific process).

For these reasons, FLOTANT partners, in compliance with Article 29.2 of the EC Grant Agreement, and by means of a combination of the two main routes to open access (Green<sup>1</sup> & Gold<sup>2</sup>): will ensure open access to all peer-reviewed scientific publications relating to its results. **¡Error! No se encuentra el origen de la referencia.** shows the flow of FLOTANT data to meet the Open Access policy. To meet this requirement, the beneficiaries will, at the very least, ensure that any scientific peer-reviewed publications can be read online, downloaded and printed. Since any further rights - such as the right to copy, distribute, search, link, crawl and mine - make publications more useful, beneficiaries should make every effort to provide as many of these options as possible.

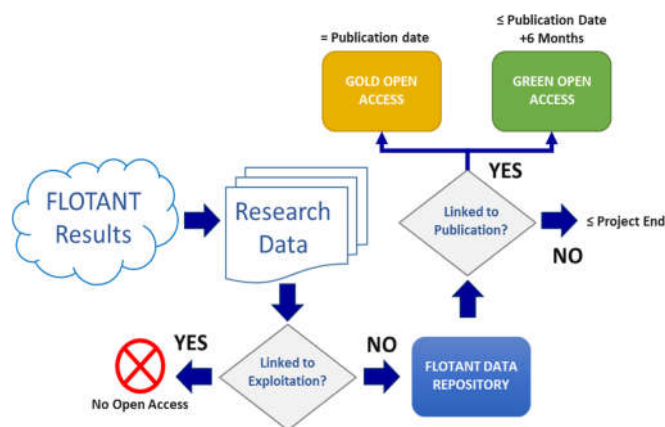


FIGURE 1. RESEARCH DATA FLOW, OPTIONS AND TIMING

FLOTANT proposes a complete range of activities leading to the optimal visibility of the project and its results, increasing the likelihood of market uptake and ensuring a smooth handling of the partners' IPR, thus paving the way to knowledge transfer. Internal knowledge management will be facilitated through a web-based secure collaborative space (Intranet AdminProject described in D1.2 Project Intranet) for information and document sharing. Nowadays,



FLOTANT Partners count on a solid individual IPR strategy. In fact, the ownership of the knowledge (background) related to the project has been already protected under diverse IPR mechanisms as well as the foreground. The project will follow the provisions of H2020 on knowledge management and protection, as set out in the Grant Agreement and to be developed in the CA.

Without prejudice to the above, FLOTANT will facilitate the sharing of main results and public deliverables within and beyond the consortium through our website. Nevertheless, FLOTANT ensures open access must be compatible with the IPR management. The IPR strategy is described in the D 8.3 “IPR management Plan”, which is based on the project Consortium Agreement (background IP will belong to the individual partners and arising IP specific to an innovation will belong to the developer partner), will establish rules for the use of foreground, side ground and background knowledge and its distribution within the project as well as rules for handling sensitive or confidential information. This IPR strategy will be very focused and specific in order to best protect the innovations and knowledge developed. Due to the reasons listed above, two levels of accessibility have been established, which are described in the table below.

Del. Rel. No.	Title	Dissemination level
D1.1	Project Management Guide	Public
D1.2	FLOTANT intranet portal operative	Confidential, only for members of the consortium (including the Commission Services)
D1.3	System Engineering Management Plan	Public
D2.1	Mooring and Anchoring System Design	Confidential, only for members of the consortium (including the Commission Services)
D2.2	Parameter set for hybrid polymer carbon fibre yarns	Confidential, only for members of the consortium (including the Commission Services)
D2.3	Hybrid polymer carbon fibre mooring cables - 20 tons	Public
D2.4	Hybrid polymer carbon fibre mooring cables - 100 tons	Public
D2.5	Polymer spring component design report	Confidential, only for members of the consortium (including the Commission Services)
D2.6	Active Heave Compensation design report	Confidential, only for members of the consortium (including the Commission Services)
D2.7	Integrated sensing report	Public
D3.1	Deliver connector 72.5 kV prototype	Public
D3.2	Novel connector specifications and lab tests	Public
D3.3	Insulated core of dynamic 72.5 kV cable for aging testing	Public
D3.4	Final 72.5 kV dynamic cable sample	Public
D3.5	Local cable component analysis and fatigue modelling	Public
D4.1	Structural and Naval Architecture design basis	Public
D4.2	Specifications of a generic wind turbine	Public
D4.3	Naval architecture report	Confidential, only for members of the consortium (including the

		Commission Services)
D4.4	Structural analysis report	Confidential, only for members of the consortium (including the Commission Services)
D4.5	Integrated modelling, code-to-code comparison	Public
D4.6	Dynamic cable Configuration, CFD and loadings	Public
D4.7	Feasibility and economic study for floating substation	Public
D5.1	Novel mooring components performance and durability	Public
D5.2	Specifications for performing the reduced scale-tests	Public
D5.3	Reduced scale model design and construction	Public
D5.4	Results of wave tank tests	Public
D5.5	Report on VIV (hydrodynamic) behaviour	Public
D5.6	Report on mechanical power cable characteristics	Public
D5.7	Report electrical power cable characteristics	Public
D5.8	Report on insulated core testing after aging is completed	Public
D5.9	Detail Antifouling and Anti-bite test plan	Public
D5.10	Antifouling and Anti-bite test results report	Public
D6.1	Control system, sensors and supervision system report	Confidential, only for members of the consortium (including the Commission Services)
D6.2	Installation processes	Public
D6.3	Marine management strategy & offshore operations	Public
D6.4	Proactive maintenance strategies based on failure prognostic	Public
D6.5	O&M optimization processes	Public
D7.1	LCOE Techno-economic assessment	Public
D7.2	Viability and sensitivity studies on FLOTANT solutions	Public
D7.3	Environmental Life Cycle Assessment	Public
D7.4	Social and Socio-economic assessment	Public
D8.1	Preliminary Design Basis report	Confidential, only for members of the consortium (including the Commission Services)
D8.2	Final approval of the Design Basis	Confidential, only for members of the consortium (including the Commission Services)
D8.3	IPR management plan	Public
D8.4	Integrated business models report	Confidential, only for members of the consortium (including the Commission Services)
D8.5	Commercialization strategies and Market uptake report	Confidential, only for members of the consortium (including the Commission Services)
D9.1	FLOTANT initial CDEP	Public
D9.2	FLOTANT basic CDEP package	Public
D9.3	Initial (Communication & Dissemination) video	Public
D9.4	Final (Dissemination and Exploitation) video	Public
D9.5	1st Annual CDEP Update	Public
D9.6	2nd Annual CDEP Update	Public
D9.7	3rd Annual CDEP Update	Public
D9.8	FLOTANT Workshops Report	Public
D9.9	FLOTANT Webinars Report	Public
D9.10	FLOTANT Policy Brief	Public
D9.11	Data Management Plan	Public
D10.1	H - Requirement No. 1	Confidential, only for members of the consortium (including the

		Commission Services)
D10.2	POPD - Requirement No. 2	Confidential, only for members of the consortium (including the Commission Services)
D10.3	EPQ - Requirement No. 3	Confidential, only for members of the consortium (including the Commission Services)

**TABLE 2 DISSEMINATION LEVEL OF THE DELIVERABLES**

Finally, other data sets count with restricted level of public accessibility, due to protect personal data which can be collected into this data group or according IPR strategy. Other data set are not considered as relevant for the public access, even though there are not specific legal restrictions to consider them as confidential. The restrictions have been described and justified in the table 1.1.

Personal data will be collected and stored according to point 3 of this deliverable, under the terms of the General Data Protection Regulation 2016/679.

### 2.3 Making data interoperable

The Project Coordinator PLOCAN will be in charge of making sure that provisions on scientific publications and guidelines on Data Management in H2020 are adhered to. As indicated, scientific research data should be easily discoverable, accessible, assessable and intelligible, useable beyond the original purpose for which it was collected, and interoperable to specific quality standards.

All the public data that will be produced in the FLOTANT project will use standard formats, such as Microsoft Office extensions (\*.docx, \*.xlsx, \*.pptx, etc.) or Portable Document Format from Adobe (\*.pdf) for deliverables, papers and publications; also common extensions for videos (\*.mp4 or \*.mov) and pictures (\*.jpg or \*.png).

FLOTANT will not use standards or methodologies to make the data interoperable.

### 2.4 Increase data re-use (through clarifying license)

All the public data that it is produced under the project activity will be available as soon as possible respecting the communication and dissemination plan. According to Article 29.2 of the Grant Agreement, open data will be stored in an Open Access repository, such as the project website and other social media portals, during and after the life of the project.

Open access to scientific publications should be warranted and open data will be usable by third parties in particular after the end of the project, since FLOTANT pretends to become a reference case for the floating offshore wind developers.

This must be compatible with the details which are being described in the IPR management Plan, which will always respect the H2020 IPR rules as outline in Regulation (EU) No1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination.

### 3 ALLOCATION RESOURCES

FLOTANT open data will be available at the project website at least for 5 years after the end of the project.

All consortium-shared and processed data will be stored in secure environments at the locations of consortium partners with access privileges restricted to the relevant project partners

Among the different options it can be highlighted the following, under contract with PLOCAN.

- Project Intranet AdminProject will serve as the main project management tool and document repository. The following items will be included, among others:
  - Legal documentation: Consortium Agreement (CA), Grant Agreement, Description of the Action (DoA).
  - Project reporting: internal monitoring, control reports, templates, EC periodic reports and all submitted deliverables.
  - Project registers: such as, project detailed implementation plan, Risk Register, Issue Register and Quality Register.
  - Project Meetings: will serve the organization of the Project in-person meetings, and include all associated documentation pre- and post- meeting including: logistics, agenda, presentations and minutes.
  - Dissemination and Outreach material.

The license for 17 partners and 40 month of duration has a total cost of 2.000 €.

More information on how AdminProject stores our data is available here:

<https://ap.adminproject.eu/privacy>

- Google Sites allows you to create a website easily without specialized knowledge. It falls under the Collaborative category of Google Applications, meaning that you can get other users in on the website creation process too, which is what makes it so powerful and a valuable tool for teams.

This storage service is under contract with PLOCAN. This does not include cost to the FLOTANT project budget.

More information on how Google stores our data is available here:

<https://cloud.google.com/about/locations/>

- Microsoft Teams is a cloud-based team collaboration software. The core capabilities include business messaging, calling, video meetings and file sharing. As a business communications app, Teams enables local and remote workers to collaborate on content in real time and near-real time across different devices, including laptops and mobile devices.

This storage service is under contract with PLOCAN. This does not include cost to the FLOTANT project budget.

More information on how Microsoft stores our data is available here:

<https://products.office.com/en-us/where-is-your-data-located?geo=Europe#Europe>

## 4 DATA SECURITY

Open, restricted and confidential data will be stored as it has been described above and storage will be enabled in the three main allocations which have been described. Regarding data security, we have to remark special considerations for personal data:

### Data protection:

The key principles that apply to personal data protection are detailed here:

- Data processing will be authorised and executed fairly and lawfully. In case of any detected alteration or unauthorised disclosure, the data subject will be informed without delay.
- It is forbidden to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and the processing of data concerning health or sex life.
- The data subject will have the right to remove consent, on legitimate grounds, to the processing of data relating to him/her. He/she will also have the right to remove consent, on request and free of charge, to the processing of personal data that the controller anticipates being processed for the purposes of direct marketing. He/she will finally be informed before personal data are disclosed to third parties for the purposes of direct marketing, and be expressly offered the right to remove consent to such disclosures.

### Data retention and destruction:

The data controller (PLOCAN) will facilitate the data subject to access, rectify their data and practice his/her 'right to be forgotten' [GDPR, Article 17]. In addition, the controller will not hinder any attempt of the data subject to transfer the collected data to another controller [GDPR, Article 20].

- **Intranet AdminProject.**

Intranet will be activated until the end of FLOTANT project, once the deactivation was requested, all personal data is immediately locked and stored for up 30 calendar days (due to accidental deleted), after that, all personal data will be permanently deleted.

- **Google Sites**

After completion of the project, personal data that has been storage in the Google Cloud account property of PLOCAN will be deleted. According the terms of Google Cloud, restored deleted files will not be possible after 180 calendar days.

- **Microsoft Teams**

Retention policy terms are included here:

<https://docs.microsoft.com/en-us/microsoftteams/retention-policies>

Regarding data destruction, terms are included here:

<https://docs.microsoft.com/en-us/microsoftteams/data-collection-practices>

## 5 ETHICAL ASPECTS

FLOTANT project partners will comply with the ethical and research integrity set out in Article 34 of the Grant Agreement regarding ethics and research integrity.

The WP10 “Ethics requirements” follows up any ethical aspects, which have been included in deliverables D.10.1 H Requirement No1, D.10.2 POPD Requirement N2 and finally D.10.3 EPQ Requirement N3.

As a summary of the main topics explained in the three ethics deliverables we would like to highlight the following items:

- Procedures and criteria that will be used to identify and recruit human participants in the three main groups: General Society; Stakeholders Society and the Advisory and Stakeholders Board and Social-Acceptance survey.
- Informed consent procedures. Subjects must voluntarily give their informed consent before participate in a study. In the framework of FLOTANT Project a Social Acceptance Survey will be performed, this represents a clear example of a social science research, this clearly has to comply with any legal frameworks and regulation, but we cannot forget other activities which will be manage personal data, such as two way communication with general society who manifest an special interest in the project, or Stakeholders Society and the Advisory and Stakeholders Board who will support the project during and after its life.
- Relevance and purpose of data intend to collect from external participants by complying with the principle of minimum amount of personal data and absolutely necessary for carrying out the purpose for which the data will be collected and processed.
- Procedures for data collection, storage, protection, retention and destruction.
- Technical and organisational measures that will be implemented to safeguard the rights and freedoms of the data subject participants.
- Environmental evaluation and legal framework. Taking in consideration:
  - Environmental Strategy of PLOCAN, specifically, adopted measurements to be in compliance with National Law 41/2010 and PLOCAN responsibilities on Environmental Protection and Monitoring (Resolution of the 15th of January).
  - PLOCAN certificate ISO 9001 for Quality management System.
  - PLOCAN certificate ISO 14001 for Environmental Management System.
- Health and safety procedures of the research staff:
  - PLOCAN overall policy for Health and Safety at Work
  - PLOCAN specific Health and Safety considerations on land-based facilities
  - PLOCAN specific Health and Safety consideration on the offshore facilities
  - PLOCAN OHSAS certificate



- MARIN Health and Safety Policy
- MARIN ISO 9001 Quality management systems Certificate
- UNEXE Health and Safety Policy
- UNEXE ISO 9001 Quality management systems Certificate

