PUBLIC

Deliverable 7.3
Data Management Plan

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Contents

List of Tables

List of acronyms

DMP	Data Management Plan
DOI	Digital Object Identifiers
FAIR	Findable, Accessible, Interoperable and Reusable
FTP	File Transfer Protocol
GDPR	General Data Protection Regulation
ICT	Information and Communication Technologies
PDM	Partner Data Manager

1 Introduction

The Data Management Plan (DMP) of the WoodVALOR project outlines how data emerging from the project will be handled during the lifetime of the project and after it is completed.

Horizon Europe seeks to ensure beneficiaries make their research data findable, accessible, interoperable and reusable (FAIR), to ensure it is soundly managed and exploited as effectively as possible. Good research data management is not a goal in itself, but rather the key conduit leading to knowledge discovery and innovation, and to subsequent data and knowledge integration and reuse.

Task 7.4 Open Science & Research Data Management (duration M1-M36) is led by Linq Consulting & Management (LINQ) with all partners participating. LINQ is in the lead in the development and population of the Data Management Plan (DMP). The plan maps out the data that will be generated and held during the project by each partner. DMPs are a key element of good data management within collaborative research projects and help ensure the relevant requirements from the Grant Agreement are fulfilled.

The DMP describes the data management life cycle for the data to be collected, processed and/or generated within the project. As part of making research data FAIR, a DMP should include information on:

- The handling of research data during and after the end of the project
- What data will be collected, processed and/or generated
- Which methodology and standards will be applied

- Whether data will be shared/made open access
- How data will be curated and preserved (including after the end of the project).

1.1 About this document

This document (D7.3), based on the Horizon Europe template, provides a first version for the DMP that will be regularly updated and reviewed as a living document throughout the lifetime of the project. The document reviews and updates will take place at least every 9 months to reflect the status of the WoodVALOR project with respect to its data management.

This document, along with the DMP appendix, seeks to capture and describe what data is collected, processed or generated and following what methodology and standards. The sections below also set out whether and how this data is shared and/or made open, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved.

The WoodVALOR project plans to collect, generate and manage data from and in the following countries:

- United Kingdom
- Finland
- France
- Ireland
- Belgium
- Sweden

The required information to populate and update the DMP will be collected from partners using an accompanying questionnaire and updated, at a minimum, in time with the periodic evaluations/assessments of the project. In addition, workshops will take place during face-to-face consortium meetings as needed.

1.2 Key principles

1. This DMP details what data the project will generate and manage, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved.
2. As part of the signed Consortium Agreement, ownership of key prior and post knowledge (IPR, data etc.) of all involved parties has been defined.
3. The consortium will deposit all applicable data in a data repository setup and maintained by LINQ (WP Leader and host of the project website). LINQ will take measures to make it

possible for third parties to access, mine, exploit, reproduce and disseminate the following categories of data:

a. The data, including associated metadata, needed to validate the results presented in scientific publications;

b. Data collected during the project, after anonymization and including associated metadata, as specified in the DMP;

c. Data generated during the project, including associated metadata, as specified in the consortium agreement and in the DMP;

d. Public project reports and public deliverables;

e. All material related to dissemination and communication actions.

4. All data will be made available in XML format and/or in text/CSV (comma separated) format.

5. Data in databases will be accompanied by an open schema and fully documented specifications to allow for full and unrestricted accessibility.

6. The WoodVALOR consortium will conform to the DMP guidelines and will make every effort through the project's dissemination activities to make this content findable, accessible, intelligible, and reusable (FAIR) by all interested stakeholders (especially by other related EU projects).

7. A searchable index and an information classification system of all relevant datasets will be developed, applicable to all cases and data types, while at the same time respecting all relevant IPR and copyright requirements pertaining to these datasets.

8. The initial DMP is delivered in Month 9 of the project. More elaborated and updated versions of the DMP will be made available around M18, M27, and M36, to fine-tune it according to the data generated and to the data uses that will be identified by the consortium.

2 Data Summary

2.1 Data types and formats

A table of the types and formats of data is given below. The project will mainly generate new data, albeit based on previous experiments and know-how of the project partners. This is a

result of the project activities mostly involving new technologies and systems that will be developed and implemented within the project. In the case of benchmarking with existing technologies, the data will still be generated within the project to ensure consistency of the experimental conditions and replicability.

The tasks related to the techno-economic and life cycle assessments will re-use data from literature and database sources when the specific required values are either not generated in the project or are generated at a later time than when needed for the assessments (with the assessments then updated as the project generated data becomes available).

Table 2.1 Data summary

Type	Format	Purpose	Expected size	Origin	Data utility (when open)
Experimental data	Spreadsheets (.xls/.xlsx, .csv) Documents (.txt, .doc/.docx, PDF)	Evaluate experimental developments	10 GB	Generated	Share with the scientific community
Laboratory setup details & configurations	Spreadsheets (.xls/.xlsx, .csv) Documents (.txt, .doc/.docx, PDF)	Define and replicate experimental conditions	100 MB	Generated	Share with the scientific community and exploitation partners
Materials used	Spreadsheets (.xls/.xlsx, .csv) Documents (.txt, .doc/.docx, PDF)	Define and replicate experimental conditions	100 MB	Generated	Share with the scientific community and exploitation partners
Workshop results	Documents (.txt, .doc/.docx, PDF)	Process and evaluate input	< 1 MB	Generated	Share with policymakers and key stakeholders
Economic & market data	Spreadsheets (.xls/.xlsx, .csv) Documents (.txt, .doc/.docx, PDF)	Evaluate project developments	10 MB	Re-used & generated	Share with policymakers and key stakeholders
Environmental impact data	Spreadsheets (.xls/.xlsx, .csv)	Evaluate project developments	10 MB	Re-used & generated	Share with policymakers

	Documents (.txt, .doc/.docx, PDF)				and key stakeholders
Photos	Image files (.jpg, .png)	Provide visual evidence and evaluation of project developments	1 GB	Generated	Share with key stakeholders
Videos	Video files (.mpeg)	Provide visual evaluation of project developments and means of communication	10 GB	Generated	Share with general public and key stakeholders

2.2 Data re-use

The following existing data has been identified by the partners as likely to be re-used within WoodVALOR.

Table 2.2 Identification of existing data to be reused per partner

Partner	Description of existing data	Use in WoodVALOR
CSR	Enzyme loading per gram of solid for enzymatic hydrolysis on different kinds of wood materials pretreated using alkali, acid, or polyols	The optimal solid and enzyme loading, incubation temperature and duration from the previous projects will be used to hydrolyse the contaminated and decontaminated wood waste after pre-treatment.
CSR	Lactic acid strains (Specifically *B. coagulans*), that have been screened several times for various pure sugars.	The strains will be used for the WoodVALOR activities
CEL	Literature available data will be reused, together with Celignis's previous process development data.	Used as a reference to build upon
PILI	Previously acquired expertise and data on fermentation with conventional sugar sources.	Used directly in WoodVALOR activities for bio-based pigment production.

SIKA	Commercial formulation compositions.	The formulations used to verify materials produced in the project will be close to current commercial formulations. Any materials of interest could form the basis for future formulation development.
LUKE	Existing data collected under similar experimental layouts as that used in the project.	Used to support or negate the hypotheses raised by future data.
KAU	Existing data collected from literature and other activities	Data will be re-used to support the LCA, TEA, and DSS tasks.

3 FAIR Data

The following section outlines key elements that are to be considered in respect to the data collected and generated within WoodVALOR. In general terms, WoodVALOR research data should be “F.A.I.R.” that is

- Findable.
- Accessible.
- Interoperable.
- Re-usable.

These principles precede implementation choices and do not necessarily suggest any specific technology, standard or implementation solution. It should be noted that participating in Open Science does not necessarily imply opening-up all WoodVALOR research data. Rather, Open Science follows the principle "as open as possible, as closed as necessary" and focuses on encouraging sound data management as an essential part of research best practices. The European Commission recognizes that there are good reasons to keep some or even all research data generated in a project closed.

The DMP explains which data can be shared and under what terms and conditions, clearly separating legal and contractual reasons from voluntary restrictions. In a multi-beneficiary project like WoodVALOR, it is also possible for specific beneficiaries to keep their data closed if relevant provisions are made in the Consortium Agreement and are in line with the valid reasons for opting out of data sharing.

3.1 Making data findable, including provisions for metadata

Metadata is structured information which supports discovery, re-use and long-term storage of the data. There are three main types of metadata: descriptive, administrative, and structural:

- **Descriptive metadata** enables discovery, identification, and selection of resources. It can include elements such as title, author, and subjects.
- **Administrative metadata** facilities the management of resources. It can include elements such as technical, preservation, rights, and use.
- **Structural metadata**, generally used in machine processing, describes relationships among various parts of a resource, such as chapters in a book.

The following points give a preliminary assessment of the metadata expected within the project and will be discussed in detail with the partners as the project progresses. Should updates be necessary, this document will be updated and a new version published.

The metadata will contain the following information along with the datasets:

- Keywords to ease the discovery and potential re-use of the data
- Creator of the data (Project partner and the responsible person)
- Data collection period
- Methods of data collection (e.g. source)
- Additional information on the abbreviations used
- Confidentiality information and dissemination rules of the metadata

Datasets are to be in English.

The following format is proposed for the naming of the files/documents:
Date(yyyymmdd)_WoodVALOR_Partner_Filename_Versionnumber

An example of this is: 20260130_WoodVALOR_LINQ_D7.1-TEST_V1.1.docx)

Next to this, Celignis (CEL) will use metadata within their in-house online database. CEL has created a user account for WoodVALOR and all the analysis carried out by CEL will be captured there. Login details have been provided to the consortium through which the data can be accessed by all the partners.

For all datasets generated or re-used by KAU, descriptive and technical metadata will be created, including information on dataset title, purpose of the dataset, origin of the data, time of data collection, the time period that the data cover, methodology (e.g. LCA or TEA approach, system boundaries, assumptions), explanation of scales and the variables, variable units,

description of how dataset was processed and any specific software needed to access or reuse the data, if applicable. The metadata will also include information on data creator(s), affiliation, and contact information as well as data sources and provenance (primary experimental data from partners or secondary literature/database sources).

3.2 Making data accessible

3.2.1 Repository

WoodVALOR will use the following open repositories: i) Zenodo; ii) WoodVALOR project website; and iii) arcXiv for publications preprints. Zenodo is a well-known repository that fulfils the EU expectations for data accessibility, including secure long-term storage, citability, and versioning.

To ensure the safety of the data, each partner should use its local file servers and periodically create backups. Data can also be uploaded to the project Teams channel to give other partners confidential access to the data. All other relevant documentation created during the project will be archived and preserved on the WoodVALOR Teams channel.

With commercially sensitive information, Sika uses a bespoke global digital lab system for results storage. For sharing, relevant data will likely be exported into e.g. Excel. All info e.g. exported files, is also stored on backed up drives including an internal project file specifically for the WoodVALOR project. It is likely that, for the project purposes, results/reports etc will be generated and shared as standalone files for the use of the WoodVALOR project.

KU Leuven uses their in-house Research Data Repository (RDR), managed by KU Leuven LIBIS in collaboration with the KU Leuven Libraries, Research Coordination Office and ICTS. The repository provides a generalist institutional repository infrastructure for FAIR data publication, where the guiding principle is to publish data 'as open as possible, but as closed as necessary' to support open science.

LUKE will store data on their own data servers. The following weblink is an example of Luke's open data sources: https://opendata.luke.fi/en/dataset/?organization=luke&license_id=cc-by&_tags_limit=0&page=4

Publications and presentations, together with bibliographic metadata and abstracts of conference contributions, will also be deposited in KAU's institutional repository, DiVA, which provides permanent links to ensure the findability and accessibility of conference papers. Technical reports will be shared as open access either via trusted repositories or through DiVA, accompanied by appropriate metadata and persistent identifiers.

3.2.2 Data

The only data which will not be made openly accessible will be data which contains personally identifiable information (e.g. individual evaluation forms), data that supports deliverables that are kept confidential, and data identified as being commercially sensitive. Any personal data processed in the project are not made publicly accessible but kept closed and inaccessible to third parties.

All data sharing will follow the provisions set out in the project Consortium Agreement. Furthermore, the generated data and deliverables are reviewed internally by another technical expert before dissemination.

Data will be published using standard file formats (txt, pdf, csv etc.). All data will be accessible using standard tools. Software required to access the data should be made available, but it is not seen as being a requirement. Should it be needed, we will provide the required open-source code to access and analyze the data.

The following sources of data are expected to be made accessible during the project.

Table 3.1 Sources of data to be made accessible

Partner	Sources of data to be made accessible after the project
LINQ	Results from workshops/webinars, website analytics, and other communication & dissemination activities will be made publicly available.
CSR	Data from lactic acid and microbial oil fermentations will be published for both upstream and downstream processing operations and the results obtained.
CEL	Data from all tests will be made openly available for all the consortium partners. Complete open access and confidentiality will follow the Grant Agreement guidelines.
PFL	Data from all tests relevant for other parters will be made openly available for all the consortium partners. Complete open access and confidentiality will follow the Grant Agreement guidelines.
PILI	General procedures will be shared, but not detailed ones
SIKA	Data on formulations (Note: Sika has a defined policy regarding information that can be released outside of the company and a hierarchy regarding public, internal, confidential and strictly confidential information which is applied to all documents & datasets. Formulations etc are usually restricted, however workarounds can be put in place to ensure adequate sharing of information. The raw data will be held within Sika and subsequentially converted to a form for sharing with other project members.)

KUL	All data which is deemed relevant is intended for publication in a scientific journal and/or presentation at a conference.
LUKE	Data will be made openly available, keeping in mind the data release constraints
KAU	The following outcomes will be made openly available: • Aggregated and processed datasets supporting LCA, TEA, and DSS results • Environmental and economic indicators, assumptions, and scenario results that do not contain sensitive or proprietary information • Documentation, methodologies, and metadata necessary to enable understanding and re-use of the aforementioned data.

3.3 Making data interoperable

The data produced within WoodVALOR are to be made interoperable by converting them to non-proprietary open formats or proprietary widely used formats, compliant with available software applications, and facilitating the circulation and critical analyses among the partnership. In addition, harmonisation of the presentation of data (when disclosed in accordance with the project GA and CA) will be completed in order to maximise their impact. This will be an ongoing activity as the project progresses.

The vocabulary will be common for the same type of data in accordance with international regulation on units, methods and regulations and harmonised among the partners using the format established by LINQ and agreed upon by all of the partners.

These vocabularies and formats will be established at the next General Assembly Meeting.

For some datasets, documentation and references to specific software will be required. For instance, model and analysis files generated using specialized tools for LCA and TEA may require access to the corresponding software to fully open, run, or modify the models.

3.4 Increase data re-use

The exploitation of the data, methodologies and patents will be regulated according to the Consortium Agreement and included IPR rules. Also, the data disclosure to Third Parties will be regulated by a standard NDA, which will also be agreed upon by the consortium.

Open science data principles will be followed where possible. Supplementary research data will be made available in standard international formats with publications on open-access archives (e.g., arXiv.org) to enable reuse by other researchers. Researcher contact details will also be published with results presenting an avenue of last resort should researchers outside the

consortium have questions about research methods, protocols and results. Commercially exploitable data (e.g., equipment and product designs) will be protected and only made available by license.

The timetable on the data availability will be established according to the project GA and CA, all of which have been agreed upon and signed by each consortium partner. Also, the strategy of exploitation of the data after the end of the project will be agreed upon by the whole WoodVALOR partnership, even if proposed by a specific committee.

LINQ is in charge of the Quality Assurance Procedures, described in detail in Deliverable 7.2, and will support to further define the procedures related to data management, including all data on samples, methodologies, and technologies, as requested. Specific procedures carried out by some of the partners are as follows:

- CSR uses replicated results and statistical analysis of variation (ANOVA)
- CEL follows analytical lab standards and carries out all the analysis in duplicates, where thresholds for standard deviations must be met. Once the standard deviation is met, data will be further analysed against the references to check if it meets expected technical criteria.
- PFL offers professional training for data acquisition to ensure data quality.
- PILI employs in-house quality data management with procedures for production and research.
- HEM has internal quality control and quality assurance procedures in place.
- All Sika data is encrypted and is protected and maintained by a number of IT functions. Sika UK R&D is also accountable to ISO standards.
- At KUL, each dataset submitted on the KU Leuven RDR goes through a review phase. Once approved and published, each published dataset receives a DOI and all open data and metadata is available via the UI and API.
- KAU has established structured processes to ensure high data quality across the organization. Guidance and support are provided by the Research Data Support Group, which is responsible for supporting researchers throughout the data lifecycle. The Research Data Support Group continuously oversees the development and maintenance of infrastructures and processes related to data archiving, storage, and publishing, as well as ethical and legal considerations, including compliance with GDPR.

4 Other research outputs

The other expected research outputs (other than data sets) are given per partner in the table below.

For each additional type of output, a data management strategy will be defined and agreed upon by the partners.

Table 4.1 Other expected research outputs by partner

Partner	Other expected research outputs	How the results will be managed or shared
LINQ	Digital videos, news articles and newsletters to disseminate the project outputs	All dissemination materials will be shared through the project's communication channels (mailing list, social media, etc.) as well as being made available on the project website
CSR	Model development, new bioprocesses, feedback on microbial strain banks	Through publications to open source platforms where applicable and if not kept for patent applications.
CEL	Products and technology process flow diagrams	They will be shared and managed through the Teams platform created for the project
PILI	Raw material production	Results shared with other partners.
HEM	Reports on polymer & coating trials	Shared via open access on the website etc.
SIKA	Potentially, some formulations/results may be used as basis for future developments.	Information will be converted to a non-sensitive level so can be made generally available. Formulations can be genericised to allow sharing whilst avoiding sensitivity issues.

5 Allocation of resources

5.1 Costs for making data FAIR

No costs are foreseen to share the data on the WoodVALOR Teams channel and Zenodo repository. Eventual costs related to data dissemination and publication are included in the project budget and eligible according to the GA. The costs of dissemination will be related to the type and number of their disclosure in agreement with the GA and IPR agreements in the CA.

5.2 Allocation of Responsibilities

The people and groups involved in data management for WoodVALOR are:

- The project coordinator (Erin Schols, LINQ)
- Research staff designing research and collecting, processing and analyzing data
- Laboratory or technical staff generating metadata and documentation
- External contractors involved in data collection, data entry, transcribing, processing or analysis
- Support staff managing and administering research and research funding, providing ethical review and assessing Intellectual Property Rights
- Institutional ICT services staff providing data storage, security and backup services
- External data centers or web archives that facilitate data sharing (e.g. Zenodo)

Each partner will designate a Partner Data Manager (PDM), who will be responsible for any process or communication related to project data. All designated PDMs are listed in the table below:

Table 5.1 List of designated Partner Data Managers

Partner	Designated PDM	Email
Linq Consulting & Management (LINQ)	Erin Schols	erin.schols@linq-consulting.com
C-Source Renewables (CSR)	Rylan Cox	rylan@csourcerenewables.com
Celignis Limited (CEL)	Piotr Dobkowski	piotr@celignis.com
PuriFire Labs (PFL)	Matthew Pearce	matthew@purifirelabs.com
Pili (PILI)	Pauline Rulliere	pauline.rulliere@pili.bio
Crown Paints Limited - subsidiary of Hempel Group (HEM)	R&D department; can be contacted through Craig Wood	CRWO@hempel.com
Sika Limited (SIKA)	Simon Austin	austin.simon@uk.sika.com
Katholieke Universiteit Leuven (KUL)	Arne Desmyter	arne.desmyter@kuleuven.be
Luonnonvarakeskus - Natural Resources Institute Finland (LUKE)	Hem Bhattarai	hemraj.bhattarai@luke.fi
Karlstads Universitet (KAU)	Stefan Frodeson Ali Mohammadi	stefan.frodeson@kau.se Ali.Mohammadi@kau.se
Alder BioInsights, previously NNFCC Limited (ALDER)	Sophie Mason Lorenza Carta	s.mason@nnfcc.co.uk l.carta@nnfcc.co.uk

The PDM is responsible on behalf of the corresponding partner for all data generated, collected, uploaded, processed, downloaded and stored in the partner's resources, or handled by that partner's personnel. Their responsibility extends to ensuring the following:

- That the datasets are accurate, consistent and complete
- That the datasets are adequately documented
- That the datasets are properly anonymized and their handling procedures are consistent with the GDPR and its related data management policies
- Communication with LINQ for all issues related to project data and the DMP

5.3 Resources for long term data preservation

Next to the data preservation on the Zenodo platform, individual partners will also preserve data as follows:

- Linq: Data is stored on a secure, limited access Teams drive.
- CSR: Data is stored on a secure cloud drive which only employees and directors have access to.
- CEL: An internal database and online database are used where every user and data is registered will be serve long-term use.
- PFL: Data is stored on a computer server.
- PILI: Double archiving and electronic laboratory notebook systems are in place.
- HEM: Data storage and encryption policies, controls and processes exist in-house.
- SIKA: All data is securely held and maintained as a priority Corporate objective. Information is not allowed to be stored on local drives (laptops, flash drives, etc) due to risk of loss of data. Sika's main principle is to keep data for "as long as necessary and for the intended purpose". Sika has a comprehensive policy for data storage/retention and provision is made to safely store data long term where required. This includes taking into account the lifespan of the storage device, regular checks on the storage medium and replacement when necessary.
- KUL: As described in the preservation plan and policy, all published datasets on the KU Leuven RDR will be stored and available for at least 10 years, after which they each go through an appraisal and selection phase. All published datasets in KU Leuven RDR have individual terms of use or a standard license.
- LUKE: In-house definite procedures to allow for long term data preservation and curation will be used.

- KAU: In accordance with the regulations of the Swedish National Archives and the Karlstad University information management plan (RB 117/19) research data, and associated metadata, will be stored within the institutional archive and may be disposed of no earlier than 10 years after the project is completed.
- ALDER: The company SharePoint file storage will be used for long term storage.

6 Data security

Data storage, in the context of data security, must be done in such a way to ensure the privacy and integrity of data and prevent unauthorised access, changes to data, disclosure or destruction of data. During the WoodVALOR project, generated data intended for sharing between the project partners will be stored in a secure repository on the Microsoft Teams channel, which is managed by LINQ. The access to the Teams channel incorporates Multi-Factor Authentication. Microsoft offers standard facilities to ensure the confidentiality, integrity and availability of the information. In addition, information is backed up on a daily basis in the Microsoft cloud.

Transmitting (uploading or downloading) sensitive or personal data between locations or within research teams must always be done using data encryption, e.g. using secure FTP or other secure data transfer protocol, to ensure data privacy and prevent unauthorized access of data (e.g. eavesdropping). Specific measures at some of the partners are as follows:

- Access to data repositories will be password protected and access logs should be maintained. CEL also employs internal custom developed security systems for data safety.
- Sika has a comprehensive policy for data, including uploads/downloads and rules on data transference. Multi-factor authentication is required for all Sika systems. Confidential/strictly confidential information is distributed on a “need-to-know basis”.
- The central data storage of KUL is also highly secure and end to end encryption is available.
- At KAU, data will be securely stored and regularly backed up in SUNET Drive, which provides encrypted storage, version control, and controlled access management. SUNET Drive is a national Swedish cloud-based file storage and sharing service designed for researchers and higher education institutions. The service is hosted on servers located in Sweden, ensuring compliance with the General Data Protection Regulation (GDPR) and supporting data integrity and professional confidentiality. Moreover, SUNET Drive employs two-factor authentication to further enhance data security.

Archived data of personal or sensitive nature should be stored encrypted, with strong encryption.

Before the WoodVALOR project is completed, the partners will decide which data will have to be destroyed and which data will be maintained (and for how long). Retention time for curated datasets is by default twenty years.

To ensure data integrity, avoid loss of data and maintain storage consistency, regular data backups will be performed on a daily, weekly and monthly basis, either incremental or full. Data backups should be accompanied with appropriate and corresponding data recovery procedures.

7 Ethics

No ethical issues are foreseen for data collected or generated within WoodVALOR.

8 Other issues

At this time, it is not foreseen that the project will make use of other national, funder, sectorial, or departmental procedures for data management.