DESTINATIONS

D1.8

Project Data Management Plan – fourth (final) edition

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Abstract

Based on the framework set out by Ethics Compliance Report (D1.1), the Project Data Management Plan (PDMP) identifies the data collected/managed by the project. Furthermore, the Project Data Management Plan (PDMP) describes the procedures adopted for data collection, management and processing for the horizontal (HZ) WPs (WP8, WP9, WP10, WP11). The Project Data Management Plan (PDMP) is based on the contribution of the HZ WP leaders.

On the other hand, the Local Data Management Plan (LDMP) describes how data are collected, managed, processed and made openly available (eventually) by the project sites.

PDMP and LDMP together represent the tools allowing the DESTINATIONS Ethics Review Board (ERB) to check the compliance of project activities with the guidelines and indications defined in the Ethics Compliance Report (D1.1) along the whole project lifetime.

The first edition of the Project Data Management Plan (PDMP) was produced in M6 (February 2017) and has been updated yearly according to the approach indicated in the DoA. Each version of the PDMP is an integration of the previous one (data collected in the current period added to data collected in the previous period), so the latest version can replace the former one.

To reach this objective, the consortium defined an on-going procedure for data collection which is set on a six-month period. Due to the wide range of data collected/managed by the project along its whole lifecycle, this approach allows the consortium to better explore the data typologies period by period according to the progress of the project activities and to integrate the PDMP/LDMP accordingly.

This is the final (fourth) edition of Project Data Management Plan (PDMP).

Project Partners

Organisation	Abbreviation	Country
Horários do Funchal, Transportes Públicos, SA	HF	PT
Agência Regional da Energia e Ambiente da Região Autónoma da Madeira	AREAM	PT
Câmara Municipal do Funchal	CMF	PT
Secretaria Regional da Economia Turismo e Cultura	SRETC	PT
Agência Regional para o Desenvolvimento da Investigação, Tecnologia e Inovação	ARDITI	PT
Limassol Tourism Development and Promotion Company Ltd	LTC	CY
Municipality of Limassol	LIMA	CY
Stratagem Energy Ltd	STRATA	CY
Dimos Rethimnis	RETH	EL
The Research Committee of the Technical University of Crete	TUC	EL
Comune Di Rio	Rio	IT
Comune Di Portoferraio	PF	IT
MemEx S.R.L.	MEMEX	IT
Authority for Transport in Malta	TM	MT
Valletta Kunsilli Lokali – Valletta Local Council	VLC	MT
Universita ta' Malta	UoM	MT
Ministry of Tourism	MOT	MT
Guaguas Municipales Sociedad Anonima	Guaguas	ES
CINESI S.L consultoria de transport	CINESI	ES
Ayutamiento de Las Palmas de Gran Canaria	LPGC	ES
Ingeniería Electrónica Canaria S.L	INELCAN	ES
Sociedad Municipal de Aparcamientos de Las Palmas de Gran Canaria	SAGULPA	ES
Istituto di Studi per l'Integrazione dei Sistemi	ISINNOVA	IT
European Integrated Project	EIP	RO
Sustainable Services	GV21	ES
Vectos GmbH	VECTOS-G	GE
Conférence des Régions Périphériques Maritimes d'Europe	CPMR	BE

Document History

Date	Person	Action	Status	Diss. Level
06/02/2017	S. Gini, G. Ambrosino (MemEx)	Elaboration and release of first draft version	Draft	EM, HZ WP and Task Leaders
14/02/2017	S. Gini (MemEx)	Inclusion of contribution from EM Minor revision based on partners feedbacks	Final for review	
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05/08/2017	S. Gini (MemEx) R. Buhagiar (TM)	Integration of the description of data collected for WP2. Period M7-M12	Draft	
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19/02/2018	S. Gini (MemEx)	Integration of revisions from the second stage of internal review. Version for submission	Submission version	PC, TC
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22/01/2019	S. Gini	Request of info updates related to period M25-M30	Draft	EM, HZ WP and Task Leaders
20/02/2019	S. Gini	Integration of the new information provided by GV21 and release of final version	Draft	CPMR
08/03/2019	L. Bouzoubaa (CPMR)	Internal review – first stage	Draft	

Date	Person	Action	Status	Diss. Level
11/03/2019	S. Gini (MemEx)	Integration of revisions from the first stage of internal review. Updated version for second stage	Draft	PC, TC
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20/09/2019	S. Gini	Request of info updates related to period M26-M37	Draft	EM, HZ WP and Task Leaders
16/10/2019	S. Gini	Integration of information for WP10 related to the period M26-M37 (provided by GV21)	Draft	
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07/02/2020	J. Pérez Cerezo (GV21) L. Bouzoubaa (CPMR)	Updating of info related to WP10 data management processes Integration of info related to WP11 data management processes	Draft	
17/02/2020	S. Gini	Consolidation of the final version to apply for peer review	Draft	
24/02/2020	L. Bouzoubaa (CPMR)	Internal review – first stage	Draft	
25/02/2020	S. Gini	Integration of first stage comments. Document sent to stage 2 peer review.	Draft	TC
04/03/2020	A. Kershaw (VECTOS)	Internal review – fourth (final) stage	Final	PC
10/03/2020	A. Quintal (HF)	Validation by PC	Submitted	EC

Status: Draft, Final, Approved, and Submitted (to European Commission).

Dissemination Level: PC=Project Coordinator, SC=Site Coordinator, TC=Technical Coordinator, EM=Evaluation Manager, EC= European Commission, PM=Project Manager (only related to first and second edition)

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1 Executive Summary

Throughout the whole work programme, the CIVITAS DESTINATIONS project embeds the process of data management, and the procedure of compliance to ethical/privacy rules set out in the Ethics Compliance Report (D1.1). The data management procedures within the CIVITAS DESTINATIONS project arise within the detail of the work, and not with the overall raison d'être of the project itself, which is part of the EC Horizon 2020 programme, Mobility for Growth sub-programme.

D1.8 represents the final edition of the Project Data Management Plan (PDMP) related to the data collected, handled and processed by the CIVITAS DESTINATIONS project in the horizontal (HZ) WPs.

According to the guidelines and indications defined in the Ethics Compliance Report (D1.1), the overall approach to data management issues adopted by the CIVITAS DESTINATIONS project is described in section 2.2.

The Project Data Management Plan is structured as follows:

- Section 2 provides the introduction to the role of the Project Data Management Plan (PDMP) in the project.

- Section 3 identifies the different typologies of data managed by the whole CIVITAS DESTINATIONS project (the data described are cumulated since the beginning of the project).

- On the basis of the data typologies identified in section 3, section 4 details the specific data collected and generated by CIVITAS DESTINATIONS (the data described are cumulated since the beginning of the project).

- Section 5 focuses on Horizontal (HZ) WPs and it specifies the data managed/processed and the procedures adopted (when applicable) at this level.

2 Introduction

2.1 Objectives of the CIVITAS DESTINATIONS project

The CIVITAS DESTINATIONS project implements a set of mutually reinforcing and integrated innovative mobility solutions in six medium-small urban piloting areas in order to demonstrate how to address the lack of a seamless mobility offer in tourist destinations.

The overall objective of the CIVITAS DESTINATIONS project is articulated in the following operational goals:

- Development of a Sustainable Urban Mobility Plan (SUMP) for residents and tourists focusing on the integrated planning process that forms the basis of a successful urban mobility policy (WP2);

- Development of a Sustainable Urban Logistics Plan (SULP) targeted on freight distribution processes to be integrated into the SUMP (WP5);

- Implementation and demonstration of pilot measures to improve mobility for tourists and residents (WP3-WP7);

- Development of guidelines to sites for stakeholder engagement (WP2-WP8);

- Development of guidelines to sites for the definition of business models to sustain the site pilot measures and the future implementation of any other mobility actions/initiatives designed in the SUMP (WP8);

- Development of guidelines to sites for the design, contracting and operation of ITS (WP8);

- Evaluation of results both at the project level and at site level (WP9);

- Cross-fertilization of knowledge and best practice replication including cooperation with Chinese partners (WP10);

- Communication and Dissemination (WP11).

2.2 Role of PDMP and LDMP in CIVITAS DESTINATIONS

The role and the positioning of the Project Data Management Plan (PDMP) within the whole CIVITAS DESTINATIONS project (in particular with the Ethics Compliance Report, D1.1) is detailed in the following:

- The PDMP specifies the project data typologies managed in CIVITAS DESTINATIONS;

- Based on the identified data typologies, the PDMP details the data which are collected, handled, accessed, and made openly available/published (eventually). The PDMP provides the structure (template) for the entire Data Management reporting both at Horizontal (WP8, WP9, WP10) and Vertical (from WP2 to WP7) level;

- The LDMP (D1.11) describes the procedures for data management implemented at site level.

2.3 PDMP lifecycle

The CIVITAS DESTINATIONS project includes a wide range of activities spanning from users' needs analysis of the demonstration measures, including SUMP/SULP (survey for data collection, assessment of the current mobility offer which could include the management of data coming from previous surveys and existing data sources, personal interviews/questionnaires, collection of requirements through focus groups and co-participative events, etc.) to the measures operation (data of users registered to use the demo services, management of images for access control, management of video surveillance images in urban areas, infomobility, bookings of mobility services, payment data/validation, data on the use of services for promotion purpose: green credits, etc.) and to data collection for ex-ante evaluation to ex-post evaluation.

Data can be grouped in some main categories, but the details vary from WP to WP (in particular for the demonstration ones) and from site to site.

Over the 4 years lifetime of the project, the data to be managed has evolved.

For the abovementioned reasons, the approach used for the delivery of the PDMP and LDMP has been to restrict the data collection in each six-monthly period: this allowed the project partners, in particular Site Managers, to keep track of and control the data to be provided.

This version of the PDMP is the final edition collecting all the information along the whole project lifetime.

3 Data collected and processed in CIVITAS DESTINATIONS

The CIVITAS DESTINATIONS project covers different activities (identified in section 2.1) and deals with an extended range of possible data to be considered.

The term "data" can be related to different kinds/sets of information (connected to the wide range of actions taking place during the project).

A specification of the "data" collected/processed in DESTINATIONS is required together with a first comprehensive classification of the different main typologies involved.

In particular, data in DESTINATIONS can be divided between the two following levels:

1) Data collected by the project;

2) Data processed/produced within the project.

Data collected by the project can be classified in the following main categories:

- Data for SUMP-SULP elaboration (i.e. baseline, current mobility offer, needs analysis, etc.);

- Data required to set up the institutional background to support SUMP-SULP elaboration, design and operation of demo measures;

- Data for the design of mobility measures in demo WPs (i.e. baseline, current mobility offer, needs analysis, etc.);

- Data produced in the operation of demo mobility measures (i.e. users' registration to the service, validation, transactions/payment, points for green credits, registration of users to mobility apps/platforms, etc.);

- Data collected to carry out the ex-ante and ex-post evaluation;

- Data required to develop guidelines supporting the design/operation of demo measures;

- Data used for knowledge exchange and transferability;

- Data used for dissemination.

Data collected by the CIVITAS DESTINATIONS project are mainly related to local activities of the demonstration measures design, setup and implementation. This process deals mostly with responsibilities of Site Managers. This is reflected in the production of the LDMP for which each site provides its contribution.

Data processed/produced by the project are mainly:

- SUMP/SULP;

- Demonstration measures in the six pilot sites;

- Outputs coming from WP8 (business principles and scenarios, ITS contracting documents, etc.), WP9 (evaluation) and WP10 (transferability).

Regarding this data, the data management process deals mostly with responsibilities of Horizontal WP Leaders/Task Leaders and they are described in this Deliverable.

The activities which have taken place since the beginning of the CIVITAS DESTINATIONS project are the following (here the reporting is restricted to the activities of interest for the data management process):

- **WP2** – collection of information on SUMP baseline

- **WP3**, **WP4**, **WP5**, **WP6**, **WP7** – User needs analysis, design and implementation of demonstration of services and measures, operation of demo services and measures

- **WP5:** collection of information on SULP baseline. User needs analysis design and implementation of services and measures, operation of demo services and measures

- **WP8**

  o Task 8.1 – Stakeholder mapping exercise detailing the organisations in each of the six sites which have differing levels of power and interest in the site measures. This included the collection of the names and email addresses of key individual contacts in these organisations and phone numbers. Development of guidelines on how to engage the identified stakeholder.

  o Task 8.2 – Elaboration of the documents for the call for tender for sub-contracting professional expertise on business model trainings and coaching activities to be provided to the project sites. Launch of the tender, collection of participants offers, evaluation of the offers and awarding of the tender to META Group srl. Coordination of sub-contracting activities by ISINNOVA.

- **WP9**

  o Task 9.1 and 9.3: Identification of indicator categories for ex-ante/ex-post evaluation. Continuous coordination activity in order to support LEMs (Local Evaluation Managers) and discuss the definition of their measures impact indicators (in accordance with the guidelines distributed in December 2016), the preparation of the local Gantt charts and the setting of the ex-ante impact evaluations. Close and continuous cooperation with the SATELLITE project.

  o Task 9.2: Preparation and delivering of the draft evaluation report (delivered 4th of July 2017)

  o Data collection through MER (Measure Evaluation Report) and PER (Process Evaluation Report)

- **WP10**
    - Participation to ITB-China 2017
    - Urban Mobility Management Workshop in Beijing (June 2018)
    - On-site Technical Visits in Beijing and Shenzhen (June 2018)
    - Participation to Intertraffic-China 2019
    - Organization of a Chinese Mission to Funchal and Las Palmas on November 4-8, 2019
    - Launch and operation of platform of followers
- **WP11**
    - Participants list of project dissemination events
    - Personal photos and participation of humans to project videos.

4 Detail of data categories

In the following, the typologies of "sensible" data produced, handled or managed by these activities are identified. The description of the data management procedure is provided in section 5 (for Horizontal WPs) and in D1.11 (for demo WPs and site activities).

WP2

Task 2.2-Task 2.3 Mobility context analysis and baseline

Data collection/survey for SUMP elaboration:

- Census/demographic data;
- Economics data;
- Tourists flow;
- Accessibility in/out;
- O/D matrix;
- Data on network and traffic flow (speed, occupancy, incidents, etc.);
- Emissions/Energy consumption;
- Pollution;
- Questionnaires on travel behaviour, attitudes, perceptions and expectations;
- On-field measuring campaign carried out during the data collection phase.

Task 2.6 Smart metering and crowdsourcing

Automatic data collection supporting SUMP development:

- Traffic flow;

- Passenger counting.

WP3

Task 3.2 User needs analysis, requirements and design

Data collection/survey for safety problem assessment at local level and design of demo measures:

- Data about network, cycling lanes, walking paths, intersections, crossing points, traffic lights;
- Traffic data (combined with WP2),
- Road safety statistics (number of incidents on the network, etc.) combined with WP2;
- Emissions/Energy consumption (combined with WP2);
- Survey on users' needs and expectations;
- Reports coming from stakeholder and target users focus group;
- Statistics produced by Traffic Management System, Traffic Supervisor or similar.

WP4

Task 4.2 User needs analysis, requirements and design

Data collection/survey for extension/improvement of sharing services and design of demo measures:

- Data on sharing/ridesharing service demand;
- Data on sharing/ridesharing service offer;
- Statistics produced by the platform of management of bike sharing already operated (registered users, O/D trips, etc.);
- Survey on users' needs and expectations;
- Reports coming from stakeholder and target users focus group.

Data collection/survey for take up of electrical vehicles and design of demo measures:

- Data on the demand for electrical vehicles and recharge points;
- Data on the offer of electrical vehicles and recharge points;
- Survey on users' needs and expectations;
- Reports coming from stakeholder and target users focus group.

Task 4.4/Task 4.5/Task 4.6 Demonstration of demo services

Data collection during service demonstration:

- Registered service users and related info;

- Data collected during the service operation;

- User satisfaction analysis.

WP5

Task 5.2 Logistics context and user needs analysis for piloting services on freight logistics

Data/collection surveys for SULP elaboration:

- Network/traffic data (combined with WP2);

- Data on shops, supply process, logistics operators, etc.;

- Energy/emissions consumption (combined with WP2);

- On-field measuring campaign carried out during the data collection phase;

- Questionnaires/survey on supply/retail process;

- Reports coming from stakeholder and target users focus group.

Data/collection surveys for demo logistics services:

- Data related to the used cooked oil collection process currently adopted;

- Survey on users' needs and expectations;

- Reports coming from stakeholder and target users focus group.

Task 5.6/Task 5.7 Demonstration of demo services

Data collection during service demonstration:

- Registered service users and related info;

- Data collected during the service operation;

- User satisfaction analysis.

WP6

Task 6.2 User needs analysis, requirements and design

Data/collection for the design of demo measures for increasing awareness on sustainable mobility:

- Network/traffic data (combined with WP2);

- Energy/emissions consumption (combined with WP2);

- Data on mobility and tourist "green services", green labelling initiatives and promotional initiatives already under operation;

- Survey on users' needs and expectations;

- Reports coming from stakeholder and target users focus group.

Data/collection for the design of demo measures for mobility demand management:

- Survey on users' needs and expectations;
- Reports coming from stakeholder and target users focus group.

Task 6.4/Task 6.5/Task 6.6 Demonstration of demo measures

Data collection during service demonstration:

- Registered service users and related info;
- Data collected during the service operation;
- User satisfaction analysis.

WP7

Task 7.2 User needs analysis, requirements and design

Data/collection for the design of demo measures for Public Transport services:

- Data on PT service demand;
- Data on PT service offer;
- Statistics produced by the systems already operated (i.e. ticketing);
- Survey on users' needs and expectations;
- Reports coming from stakeholder and target users focus group.

Task 7.4/Task 7.5/Task 7.6 Demonstration of demo measures

Data collection during service demonstration:

- Registered service users and related info;
- Data collected during the service operation;
- User satisfaction analysis.

WP8

Task 8.1

- Data on stakeholders:
    - Contact names of individuals working at the stakeholder organisations;
    - Email addresses of the individuals;

o Phone numbers of the stakeholder organisations.

Task 8.2

- Information provided by tender participants in their offer:
  - o General information of the tender participants (contact details and address, authorized signature and subcontracting, declarations);
  - o Information to prove the professional and technical capability to carry out the activities requested in the tender (description of proposed methodology, curriculum vitae of the experts).
- Information supporting CANVAS development for relevant measures in the sites.

Task 8.3

N/A – The data collected in this WP in the reference period are not included in the list of "sensible" data identified in D1.1.

WP9

Task 9.2 – Task 9.3 – Task 9.4 Baseline, Ex-ante/Ex-post, Process Evaluation

- Baseline (BAU): baselines are calculated in different ways, including surveys and according to the measures the baselines refer to. The used data are highlighted below:
  - o Economic impacts (operating revenues, investment costs, operating costs);
  - o Energy consumption (fuel consumption, energy resources);
  - o Environmental impacts (air quality, emissions, noise);
  - o Sustainable mobility (modal split, traffic level, congestion level, vehicle occupancy, parking, public transport reliability and availability, opportunity for walking, opportunity for cycling, bike/car sharing availability, road safety, personal safety, freight movements);
  - o Societal impacts (user acceptance, awareness and satisfaction, physical accessibility towards transport, car availability, bike availability);
  - o Health impacts.
- Ex-ante: as for the baseline
- Ex-post: as for the baseline
- Process evaluation:
  - o Collection of information from stakeholder interviews.

WP10

Task 10.4 – Cross-fertilisation among consortium members and beyond

- Information provided by tender participants in their offer;
- Management of personal data required to register to the platform.

Task 10.5 – International cooperation in research and innovation in China

- Data to organize cooperation events in China;
- Contacts collected by participants in China cooperation events.

WP11

Task 11.2 Project dissemination materials and products

- Photos and video interviews of humans used for producing dissemination material

Task 11.4 Dissemination & Exploitation activities

- Participants list of the dissemination events

5 Data Management Plan

5.1 WP2-WP7

The Data Management Plan for the demonstration measures (WP2-WP7) is detailed in Deliverable D1.11 – Local Data Management Plan (LDMP) – final edition.

5.2 WP8

For each of the data categories identified in section 4, the following table describes the management procedures.

WP8 – Task 8.1		
Stakeholder mapping		
Data management and storing procedures		
8.1.1	How data collected by sites are stored?	Data has been inputted by the six cities into proforma Excel files, issued by Vectos (electronic format)
8.1.2	Please detail where the data are stored and in which modality/format (if applicable)	Information provided by the six cities is stored in Vectos internal server in electronic format.
8.1.3	How data are used (restricted use/public use)? Are they made publicly available?	Email addresses and individuals' names are restricted and are only for the use of the sites when liaising with stakeholders.
8.1.4	Who is the organization responsible for data storing and management?	Vectos, Paul Curtis is overall responsible for the collation of the data and storing centrally on the Vectos server. The six site managers are responsible for the storing of their respective stakeholder data, with the following variances: • Andreia Quintal, HF (individual names, individual email addresses stored internally by Vectos) • Antonio Artiles Del Toro, GUAGUAS (organisation phone numbers and individual email addresses stored internally by Vectos) • Maria Stylianou, LTC (data stored internally only) • Alexandra Ellul, TM (individual names, individual email addresses stored internally by Vectos) • Stavroula Tournaki, TUC – (data held internally only) • Renato Belllini, Elba – (data held internally only)
8.1.5	By whom (organization, responsible) data are accessible?	Data is accessible to Vectos via the internal server. It is also accessible by each site partner – who provided the details via their servers.

Table 1: Description of WP8 (Task 8.1) data management procedures (stakeholders mapping)

WP8 – Task 8.2		
Management of the call for tender for the selection of expert support for business development for the more relevant site measures		
Data management and storing procedures		
8.2.1	How data collected by tender participants are stored?	Tender participants have sent their offer in electronic format.
8.2.2	Please detail where the data are stored and in which modality/format (if applicable)	Information provided by the participants are stored in ISINNOVA archive in electronic format. Details of awarded participant (META Group srl) have been also forwarded to ISINNOVA accounting system for the management of payment procedures.
8.2.3	How data are used (restricted use/public use)? Are they made publicly available?	Information are restricted and they are managed in accordance with confidentiality rules required for tender management. Information will not be made publicly available
8.2.4	Who is the organization responsible for data storing and management?	ISINNOVA, Ms. Loredana MARMORA
8.2.5	By whom (organization, responsible) data are accessible?	Data have been accessed by ISINNOVA team involved in the tender management and awarding and by the members of the evaluation board (3 people from ISINNOVA and 2 people from Madeira).

Data related to the awarded participant (META Group srl) are also available to ISINNOVA accounting staff for payment management |

Table 2: Description of WP8 (Task 8.2) data management procedures – call for tender

5.3 WP9

For each of the data categories identified in section 4, the following table describes the management procedures.

WP9		
Data management and storing procedures		
9.7.1	How data collected by sites related to ex-ante evaluation are stored?	Ex ante and ex post data collected by the Local Evaluation Manager (LEMs) and Site Managers are stored in an ad hoc Excel file according to a structured data collection template.
9.7.2	Please detail where the data are stored and in which modality/format (if applicable)	Information provided by sites through MER and PER templates
9.7.3	How data will be used?	These data will be then transposed to the Measures Evaluation Report according to the format provided by the SATELLITE project. They will be used under an aggregated format.
9.7.4	Who is the organization responsible for data storing and management?	ISINNOVA
9.7.5	By whom (organization, responsible) data are accessible?	Data are accessible by the ISINNOVA evaluation manager (Mr. Stefano Faberi) and his colleagues.

Table 3: Description of WP9 data management procedures

5.4 WP10

For each of the data categories identified in section 4, the following table describes the management procedures.

WP10		
Participation in ITB China 2017		**(May 2017)**
Data management and storing procedures		
10.1.1	How data collected are stored?	Data collected from the sites are included in a promotional brochure in Mandarin.
10.1.2	Please detail where the data are stored and in which modality/format (if applicable)	The business cards collected by GV21 during the ITB-China trade fair (and collateral events) have been used to send a follow-up email and allow to identify follow-up actions that could be conducted by the sites (possibly outside the project as no budget for ITB China 2017's follow-up actions allocated in the DESTINATIONS project). No specific archive has been created to store those business cards' data.
10.1.3	How will be data used?	
10.1.4	Who is the organization responsible for data storing and management?	GV21
10.1.5	By whom (organization, responsible) data are accessible?	Data are accessible by GV21 (Mrs. Julia Pérez-Cerezo and her colleagues).

Table 4: Description of WP10 data management procedures (Participation in ITB China 2017)

Urban Mobility Management Workshop in Beijing		(June 2018)
On-site Technical Visits in Beijing and Shenzhen		
Data management and storing procedures		
10.2.1	How data collected are stored?	Names and coordinates from attendees and people met at the technical visit have been collected by GV21 and put in an electronic format. The file is stored in a specific archive (see 10.1.1).
10.2.2	Please detail where the data are stored and in which modality/format (if applicable)	The data have been stored for any future promotion activities but not been used so far; will be used for the organization of the Chinese Mission to the EU.
10.2.3	How will be data used?	
10.2.4	Who is the organization responsible for data storing and management?	GV21
10.2.5	By whom (organization, responsible) data are accessible?	Data are accessible by GV21 (Mrs. Julia Pérez-Cerezo and her colleagues)

Table 5: Description of WP10 data management procedures

(Urban Mobility Management Workshop in Beijing and On-Site Technical Visits in Beijing & Shenzhen, June 2019)

WP10		
Participation in Intertraffic-China 2019		**(May 2019)**
Data management and storing procedures		
10.3.1	How data collected by sites related to ex-ante evaluation are stored?	Data collected from the sites, in the form of PPTs, were used during GV21's presentation at the Smart Mobility Conference and during the exhibition, and now are being translated to Mandarin to be included in our WCDDT.
10.3.2	Please detail where the data are stored and in which modality/format (if applicable)	The business cards collected by GV21 during the Intertraffic-China trade fair (and collateral events) have been used to send follow-up emails and emails and phone-calls to invite them to participate in DESTINATIONS' November 4-8 Chinese mission to Funchal, Lisbon (on the way from Funchal to Las Palmas) and Las Palmas.
10.3.3	How will be data used?	
		No specific archive has been created to store those business cards' data.
10.3.4	Who is the organization responsible for data storing and management?	GV21
10.3.5	By whom (organization, responsible) data are accessible?	Data are accessible by GV21 (Mrs. Julia Pérez-Cerezo and her colleagues)

Table 6: Description of WP10 data management procedures

(Participation in Intertraffic-China 2019)

WP10		
Organization of a Chinese Mission to Funchal and Las Palmas on November 4-8, 2019		
Data management and storing procedures		
10.4.1	How data collected by sites related to ex-ante evaluation are stored?	Data collected from the two participating sites (Funchal and Las Palmas), in the form of a visits' program, was translated to Mandarin and was used to invite potential Chinese participants to join the November mission. The information was also included in our WCDDT.
10.4.2	Please detail where the data are stored and in which modality/format (if applicable)	No specific archive has been created to store those data, as well as all the emails sent to potential participants (this is only stored in a devoted to this event email's folder).
10.4.3	How will be data used?	
10.4.4	Who is the organization responsible for data storing and management?	GV21
10.4.5	By whom (organization, responsible) data are accessible?	Data are accessible by GV21 (Mrs. Julia Pérez-Cerezo and her colleagues).

Table 7: Description of WP10 data management procedures

(Organization of a Chinese Mission to Funchal and Las Palmas on November 4-8, 2019)

WP10		
Management of the call for tender for the selection of IT provider in charge of the setup of the platform of followers		
Data management and storing procedures		
10.5.1	How data collected by sites related to ex-ante evaluation are stored?	Tender participants have sent their offer in electronic format
10.5.2	Please detail where the data are stored and in which modality/format (if applicable)	Information provided by the participants are stored by the Project Dissemination Manager (PDM) and the CPMR Financial services. Data are stored in electronic format on the CPMR server.
10.5.3	How will be data used?	The data stored were used to evaluate and select the successful bidder. They are available in case of INEA audit.
10.5.4	Who is the organization responsible for data storing and management?	CPMR
10.5.5	By whom (organization, responsible) data are accessible?	Data are accessible by CPMR (Mr. Panos Coroyannakis) and his colleagues. The offers have been shared with the Project PCO & PM teams via emails.

Table 8: Description of WP10 data management procedures (tender for platform for followers)

WP10	
Follower registration to the DESTINATIONS platform	
Data management and storing procedures	
10.6.1	How data collected are stored?	The data are collected and stored on the platform's administration site.
10.6.2	Please detail where the data are stored and in which modality/format (if applicable)	The site is on the server of the platform designer INEVOL
10.6.3	How will be data used?	The data will be used to invite the followers to join the platform by sending a password to qualified followers. The data will also be used to invite selected platform followers to participate in replication activities of selected measures/actions of the project.
10.6.4	Who is the organization responsible for data storing and management?	CPMR The PLATFORM designer organisation INEVOL
10.6.5	By whom (organization, responsible) data are accessible?	Data are accessible by CPMR personnel Mr. Panos Coroyannakis, Mr. Stavros Kalognomos and the platform designers INEVOL.

Table 9: Description of WP10 data management procedures (operation of platform for followers)

5.5 WP11

WP11		
Participants list to the dissemination events		
Data management and storing procedures		
11.1.1	How data collected are stored?	The personal data that has been processed include registration data, namely names, emails, addresses, dietary restrictions, etc. This type of data has been collected, for example, during/before the organisation of events. The data will be anonymised, except for the Destinations partner who is organising the respective event. Consent Forms and information sheets have been developed for each organized event (in the online Google form used for the preparation or at the registration desk on the day of the event). The Consent Forms include a request for participants to already confirm or deny their consent to have their name included in a participant list as well as to be photographed or filmed.
11.1.2	Please detail where the data are stored and in which modality/format (if applicable)	The signed participant's lists will be kept in the organising partner's records. The Google Form will be deleted directly following the conclusion of the event, while the data will be exported to a Microsoft Excel document
11.1.3	How will be data used?	The data are used for the organization of the events and for potential future audit purposes
11.1.4	Who is the organization responsible for data storing and management?	The organising partner
11.1.5	By whom (organization, responsible) data are accessible?	Anyone else

Table 10: Description of WP11 data management procedures

(collection of personal data related to the participation to the dissemination events)

WP11		
Personal photo and interviews to produce project's videos		
Data management and storing procedures		
11.2.1	How data collected are stored?	Throughout the course of the project, audio-visual material (e.g., photos, videos) are produced. Furthermore, video interviews will be conducted with a range of actors from each DESTINATIONS city.
		Event participants have been asked to provide their consent (either online or in physical form) to having their image featured in any of the material prior to its development.
		The actors who will participate in the video interviews will likewise receive an information sheet.
11.2.2	Please detail where the data are stored and in which modality/format (if applicable)	The material used for the production of audio-visual products is stored in the responsible partners' secure server. All material that has not been used for communication purposes during the project lifetime will be deleted once the project has ended.
11.2.3	How will be data used?	The images and photos will be used for the production of dissemination materials.
11.2.4	Who is the organization responsible for data storing and management?	The responsible partner
11.2.5	By whom (organization, responsible) data are accessible?	Anyone else

Table 11: Description of WP11 data management procedures

(use of personal photos for dissemination purposes)