Artificial intelligence, Data and Robotics ecosystem

https://adra-e.eu/

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This document contains description of the Adra-e work and findings.

The authors of this document have taken any available measure in order for its content to be accurate, consistent and lawful. However, neither the project consortium as a whole nor the individual partners that

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² **R**: Report, **DEC:** Websites, patent filling, videos; **DEM:** Demonstrator, pilot, prototype; **OTHER:** Software Tools
³ **PU:** Public**; CO:** Confidential, only for members of the consortium (including the Commission Services)

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Document summary

This deliverable contains the first version of the Data and IP Management Plan. It describes the nature of the data that will be collected and used during the Adra-e project. The different sections detail how data from Adra-e will be managed to be compliant with the FAIR principles: Findable, accessible, interoperable and re-usable. Finally, the current document provides further information on how Adra-e handles personal data.

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1. Introduction

This document represents the current version of the Data and IP Management Plan of the Adra-e project which has received funding from the European Union's Horizon Europe Research and Innovation funding programme under Grant Agreement No 101070336.

Adra-e aims to support the ADR Partnership in its full breadth. These include:
- Adra, as private side of the Partnership
- The European Commission as public side of the Partnership
- The larger ADR stakeholder community that is impacted by the partnership, notably the projects that are funded by the partnership, but also national (and regional) ADR initiatives and other related European initiatives (e.g. TEFs, NoEs etc).

To this end, the consortium of Adra-e brings together a complementary and interdisciplinary group of 13 partners across 9 different countries within the EU.
WP7 relates to the management of project Adra-e. As this project is a Coordination and Support action, this WP is central to ensuring the correct implementation of the project and building bridges between WPs to ensure coherence.

This deliverable will serve as reference document to data and IP management throughout the project. It provides a clear understanding of data collected and generated as well as compliance with FAIR principles.

2. Data Summary

- *Will you re-use any existing data and what will you re-use it for? State the reasons if re-use of any existing data has been considered but discarded.*

- *What types and formats of data will the project generate or re-use?*

- *What is the purpose of the data generation or re-use and its relation to the objectives of the project?*

- *What is the expected size of the data that you intend to generate or re-use?*

- *What is the origin/provenance of the data, either generated or re-used?*

- *To whom might your data be useful ('data utility'), outside your project?*

The overall objective of Adra-e is to support the ADR Partnership in the update of the SRIDA and create the conditions for a sustainable, effective, multi-layered, comprehensive, and coherent European AI, Data and Robotics ecosystem. To this end, the project will collect, produce and manage different types of data which are listed below:

- **Data re-used through collection of data** using (i) *primary research* methods, such as surveys (e.g. using online questionnaires), interviews, workshops, webinars, activity or discussion groups, expert groups and (ii) *secondary research* methods involving the analysis and synthesis of existing research results, such as reports, scientific papers, cartographies,

project videos. The majority of such data will be collected in WP1 to WP5 and communicated through WP6 on the Adra-e website. The details of the activities are the following:

1- **Primary research methods**

- Interviews to identify the needs for cross-community mapping and existing gaps in T2.1 Mapping and overview on major European and national initiatives in the field of ADR.
- Interviews to investigate, gain insights on the perception of ADR externalities and validate results in T3.2 Meta-analysis of skills, ethical, social externalities
- Interviews to report on exemplary effective ecosystems in T4.4 Encouraging adoption of ADR technologies in MS and AC
- Workshops/webinars to present work and/or discuss/gain insights in T1.1 Connecting European AI, Data and Robotics communities, T1.2 Support to partnership projects to increase their socio-economic impact, T1.3 Actionable recommendations for the update of the SRIDA, T2.2 Coordination and mutual awareness mechanism, T3.2 Meta-analysis of skills, ethical, social externalities of ADR, T4.1 European Convergence summit, T4.2 Support regional ecosystems to boost innovation and reduce friction for ADR, T4.3 Increasing adoption of trustworthy ADR in procurement, T4.4 Encouraging adoption of ADR technologies in MS and AC.
- Events to build community in T1.4 ADR Forum
- Events to promote projects and activities of the ADR ecosystem in T2.3 ADR Exhibition & Foresight panel
- Events to present Awareness Centre and raise awareness in T3.4 Annual ADR Awareness day
- Events to connect decision makers and influencers around an important socio-economic topic and establish shared messages in T4.1 European Convergence Summit.
- Expert groups inputs to identify standards in T5.1 Expert Group animation, state-of-the-art in AI, Data and Robotics standards, and monitoring of ongoing standardisation activities
- Activity group to identify AI consumer products trust indicators as part of identification of trust indicator objective of T3.3.

2- **Secondary research methods**

- Existing mappings and cartographies to build a mapping on major European and national initiatives in the field of ADR in T2.1 Mapping and overview on major European and national initiatives in ADR
- SRIDA[4] analysis to build a taxonomy in T3.1 ADR Awareness Centre for Education & outreach
- Scientific papers and analysis available to build the meta-analysis expected in T3.2 Meta-analysis of skills, ethical, social externalities
- AI Act articles to analyze existing AI Trust Labels in T3.3 AI Trust label for AI solutions and to provide a comprehensive set of slides in T5.2 Alignment and mapping with regulations and research recommendations.

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[4] SRIDA: The Strategic Research, Innovation and Deployment Agenda

- **Data generated:**
  - o Recommendations for the update of the SRIDA in T1.3 Actionable recommendations for the update of the SRIDA
  - o Set of mapping and cartographies in T2.1 Mapping and overview on major European and national initiatives in ADR, T4.1 European Convergence Summit for identification of experts, T4.2 Support regional ecosystems to boost innovation and reduce friction for ADR to build a cartography on regional ecosystems, T4.3 Increasing adoption of trustworthy ADR in procurement to draft a Procurement cartography
  - o Taxonomy in T3.1 ADR Awareness Centre for Education & outreach
  - o Meta-analysis and mapping of externalities in T3.2 Meta-analysis of skills, ethical, social externalities
  - o Online observatory of standards in T5.1 Expert Group animation, state-of-the-art in AI, Data and Robotics standards, and monitoring of ongoing standardisation activities
  - o Gap Analysis between standards and regulations in T5.2 Alignment and mapping with regulations and research recommendations
  - o Standardisation roadmap in T5.2 Alignment and mapping with regulations and research recommendations

- **Material for Dissemination and Communication activities**, including presentations, posters, the website, social media, flyers, and videos for various dissemination/communication channels. Task 6.1 will generate a significant portion of such material that are reusable by other tasks.

- **Personal information and data**, such as contact information of attendees and third parties to the consortium that will be collected to facilitate in particular support to partnership projects (Tasks 1.2 and 2.3) and attendance to events (T1.4, T2.3, T3.4, T4.1), workshops and webinars (T1.1, T1.2, T2.2, T3.2, T4.1, T4.2, T4.3), setting up of expert's groups, taskforces and boards (T2.2, T5.1, T7.2). This data will require careful handling of the data to comply with the GDPR. Also, if the need arises, the institution responsible for handling these data will consult with the Official in charge of data protection.

- **Project-related data** such as deliverables consisting of the results of the project, minutes of meeting, recordings of meetings.

The project's core data repository is the Mybox system hosted at Inria and to which all members of the consortium have been given full access. The system uses industry-standard security practices, such as HTTPS/TLS encryption for data in transfer, remote wipe. A shared space is allocated for all project partners to share data and collaborate, including real time functionality. Mailing lists are used for communication. For further details, please refer to D7.1 Online Workspace.

Other data are collected through the adra-e website and in some cases via Zoom as reported in the table below:

ID	Dataset	Dataset format	Gathered information	Personal data? (Y/N)	Ethical issues? (Y/N)	Dissemination level	Consent gathered	Notes
#1	Community DB - www.adra-e.eu	Drupal database representation	Name, surname, email, Organisation, Organisation type	Y	N	Confidential - Website	Privacy form. Cookies consent. Website terms of use.	Used for services used in the Adra-e website such as the Awareness Centre, the contact Form, newsletters and registration to events, which includes proof of the privacy consent.
#2	Webinars	video	User personal information registered to an event (name, surname, email)	Y	N	From website – public to internal use – private (varies from file to file)	Privacy form.	In some cases, recorded information may be processed by the Zoom video-conference system. Despite being a US-based provider, Zoom complies with GDPR requirements, as per their policy, available here

Handling Personal Data for ADRF

In organising the first edition of the AI Data and Robotics Forum (ADRF) a special approach was undertaken in managing personal data.

As the event foreseen a ticket we relied on Eventbrite to ensure on one side the seamlessly flow of the payment for users and on the other side the requirements needed to respect the GDPR as ensured by Eventbrite.

Supplementary personal details were collected in adherence to venue-specific security requirements, prioritizing the safety and well-being of attendees in the unique French context.

All collected data, including details from Eventbrite registrations and additional security-related information, were securely housed on Trust-IT servers which maintained the confidentiality and integrity of participant information.

Data related to workshop applications and sponsorship packages were managed through the ADRF website, adhering to the Privacy Policy shared with the Adra-e website. Participants were informed of data collection practices through transparent disclosure in the Privacy Policy.

Data collected was used exclusively for ADRF-related processes and was not shared beyond the scope of the event:

- Personal data collected via Eventbrite for ADRF registrations has been permanently deleted post-event.
- Additional security-related data has been securely deleted once it was no longer necessary.

The non-confidential data generated within the project context may be utilized by the consortium members to promote the project within the stakeholders' community to establish strong connections with key people and organizations involved in or having an interest in Adra-e and Adra.

The confidential data are only intended for the consortium members only. Provisions on confidential information are foreseen in article 10 of the Consortium Agreement. Confidential information are "all information in whatever form or mode of communication, which is disclosed by a Party (the "Disclosing Party") to any other Party (the "Recipient") in connection with the Project during its implementation and which has been explicitly marked as "confidential" at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the Disclosing Party, is "Confidential Information"."

The estimated maximum size of the expected generated data according to the current analysis is 25GB. The estimation will be updated in future updates of the deliverable.

3. Fair Data

The guidelines on Data Management Plans available in the Horizon Europe Data Management Plan Template of the Commission emphasize the importance of making the data produced by projects funded under Horizon Europe Findable, Accessible, Interoperable as well as Reusable (FAIR), with a view to ensuring its sound management.

The following sections detail the methodology and management followed in the framework of the Adra-e project with respect to making data findable, accessible, and interoperable as well as ensuring their preservation and open access, with a view to increasing its re-use.

3.1 Making data findable, including provisions for metadata

- *Will data be identified by a persistent identifier?*

- *Will rich metadata be provided to allow discovery? What metadata will be created? What disciplinary or general standards will be followed? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.*

- *Will search keywords be provided in the metadata to optimize the possibility for discovery and then potential re-use?*

- *Will metadata be offered in such a way that it can be harvested and indexed?*

Non confidential data of the project, such as deliverables will be published through the Adra-e website and in the Zenodo certified digital repository. The repositories provide structured metadata with transformation capabilities supporting easy discovery (e.g., using keywords). Each dataset in the repository will have a unique and persistent identifier. The selected repository is designed for long-term data preservation and availability.

Data collected directly on the website are stored on a relational database management system (RDBMS) MySQL. Drupal documentation and source code are available on www.drupal.org. The specific Adra-e implementation includes a customised graphical theme which is stored on the Trust-IT servers.

The dataset collected internally, excluding data shared with external services (e.g. YouTube) are stored in Trust-IT servers hosting Adra-e and located on Amazon AWS Cloud (EC2 instances), in the European region of Ireland.

Discoverability of Data

The Adra-e website has been designed to allow the users to upload and modify the information that directly concerns them when they have logged into the system. Their level of discoverability is tailored and dependent on their privileges as a user, in that, once logged in, they will have access to their own profiles and access to the status of the information they published (e.g., in the Awareness Centre).

Approach towards Search Keywords

The Adra-e website is equipped with a search functionality that is mostly used to find content more easily (based on Drupal's native functionalities).

Moreover Adra-e project is not only committed in complying to the FAIR principles but also promotes them in particular through the development of an Awareness Centre for Education and Outreach based on a the SRIDA-informed taxonomy to collect publicly available ADR resources, materials, and content generated within ADR related projects in Europe and by a wide range of stakeholders. . The purpose and functioning rules of the Awareness Centre have been established to make data FAIR. The rules are the following:

- **Who is this for?** Everyone. Every project and organization in Europe including the general member of the public
- **What does this Centre provide?** AI, Data, and Robotics educational resources and materials produced in the EU
- **When a new resource becomes available?** The list of the resources will be updated when a new resource is submitted and validated
- **Why should I publish a resource?** Firstly, publishing your materials will promote and make them accessible to all. Secondly, it increases the transparency of your work and improves your organizations reputation. Last but not the least, your material will help address ADR challenges and contribute to shaping the future of ADR in Europe.
- **How can I contribute and publish my resources?** The Centre designed a very simple process for you to submit and publish your resources. You only need to submit your resource here and we will review and get it published and publicly accessible to all.
- **What kinds of resources can I publish?** The Centre only collects and publishes ADR related educational resources that can be publicly available and accessible to all. Copyrighted and licensed contents will not be published in the Centre.

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In regards to internal documents of the projects, MyBox is the repository used for Adra-e and WP7 "Management" has put in place a file organisation to efficiently locate a resource. Further details are available in D7.1 Online Workspace. Adra-e provides in particular the following guidelines:

- Hierarchical File Structure: each file will be placed in an appropriate folder according to the work package and category/task it belongs to. All WPs from 1 to 7 have a dedicated folder
- Deliverables and Milestones have a dedicated folder
- Communication data are available in the folder WP6/ Graphic material, visuals and PPT template
- Meeting Minutes: are placed either in the "Meeting" folder for General Assembly meetings and Consortium meetings or in each work package folder to facilitate easy access to internal work package meetings minutes

3.2 Making data accessible

Repository:

- *Will the data be deposited in a trusted repository?*

- *Have you explored appropriate arrangements with the identified repository where your data will be deposited?*

- *Does the repository ensure that the data is assigned an identifier? Will the repository resolve the identifier to a digital object?*

Data:

- *Will all data be made openly available? If certain datasets cannot be shared (or need to be shared under restricted access conditions), explain why, clearly separating legal and contractual reasons from intentional restrictions. Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if opening their data goes against their legitimate interests or other constraints as per the Grant Agreement.*

- *If an embargo is applied to give time to publish or seek protection of the intellectual property (e.g. patents), specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.*

- *Will the data be accessible through a free and standardized access protocol?*

- *If there are restrictions on use, how will access be provided to the data, both during and after the end of the project?*

- *How will the identity of the person accessing the data be ascertained?*

- *Is there a need for a data access committee (e.g. to evaluate/approve access requests to personal/sensitive data)?*

Metadata:

Will metadata be made openly available and licenced under a public domain dedication CC0, as per the Grant Agreement? If not, please clarify why. Will metadata contain information to enable the user to access the data?

How long will the data remain available and findable? Will metadata be guaranteed to remain available after data is no longer available?

Will documentation or reference about any software be needed to access or read the data be included? Will it be possible to include the relevant software (e.g. in open source code)?

Article 17 of the Adra-e Grant Agreement states that open science is to be applied to scientific publications and research data.
The data produced will be made openly available (by default) and will be disseminated in various ways.

The first channel for dissemination is the Adra-e website: https://adra-e.eu/. The website and its content will be available from the start of the project and after the conclusion of the project for at least 5 years. It includes:
- ⇨ Webinars and Videos of events and interviews
- ⇨ News, events, workshops and conferences information's
- ⇨ Cartographies and mapping
- ⇨ ADR Obsevatory of standards
- ⇨ AI Trust label selection
- ⇨ Survey/Interview data, including documentation such as questionnaires that do not contain personal data or have been anonymized, may be made available via certified repositories and/or via the Adra-e website.
- ⇨ Deliverables with public dissemination level
- ⇨ ADR Awareness Centre for Education and Outreach: accessibility to resources will be ensured through requested information allowing to browse data. Theses information include in particular:
  - Organization
  - Name of resource
  - URL of the resource
  - Description of resource
  - Type of Outreach/Educational resource is it
  - Target audience
  - Subject categories

Data will also be made accessible through:

- ⇨ **Adra's website:** https://adr-association.eu
- ⇨ **Press Releases and Traditional Media**
- ⇨ **Newsletters** subject to consent from users to subscribe to the newsletter and a possibility to opt-out at any time

⇨ **Social Media** including Twitter, LinkedIn and YouTube: Adra-e has created its' own channel to post videos and webinar recordings. These videos are also posted to the social media channels and on the Adra website where appropriate.

⇨ **Zenodo:** scientific publications in particular two open books in WP3 will be published there.

Adra-e will also develop data that may not be made available to the general public. In this case they will be handled according to the following guidelines:

⇨ **Deliverables** that are identified as "Confidential" and **other internal or preparatory working project related data** will be stored on the MyBox system for 5 years after the project ends.

⇨ **Survey/interview data** concerning interviewees that do not provide consent to share, object to processing of their data, or withdraw their consent at any point will not be shared.

3.3   Making data interoperable

> - *What data and metadata vocabularies, standards, formats or methodologies will you follow to make your data interoperable to allow data exchange and re-use within and across disciplines? Will you follow community-endorsed interoperability best practices? Which ones?*
>
> - *In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies? Will you openly publish the generated ontologies or vocabularies to allow reusing, refining or extending them?*
>
> - *Will your data include qualified references5 to other data (e.g. other data from your project, or datasets from previous research)?*

Interoperability is one of the goals of WP6 ("Dissemination, Communication & Sustainability") which will actively participate in domain-specific and liaise with other initiatives such as the AI-on-demand platform (https://aiod.eu/) and EUOS (https://standict.eu/euos).

1- AI-on-demand platform

A synchronization Committee with monthly meetings between the AI4Europe project leading the AI-on-demand platform has been set up by WP7 ("Management") to ensure tight links between the project. In particular one of the objectives of the Committee is to make the Adra-e resources and data interoperable with the AI-on-demand platform. The aim is to connect in particular the Awareness Centre (WP3-T3.1) and the events information (T1.4, T2.3, T3.4 and T4.1).

2- EUOS

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[5]   *A qualified reference is a cross-reference that explains its intent. For example, X is regulator of Y is a much more qualified reference than X is associated with Y, or X see also Y. The goal therefore is to create as many meaningful links as possible between (meta)data resources to enrich the contextual knowledge about the data. (Source: https://www.go-fair.org/fair-principles/i3-metadata-include-qualified-references-metadata/)*

EUOS is an interactive platform aimed at monitoring the global efforts on Standardisation. Data coming from WP5 ("Standardisation and regulation") will be made available through the EUOS platform and Adra-e's website.

To achieve data interoperability between Adra-e, EUOS and AI-on-Demand, the approach involves accessing public data through APIs or other methods without undergoing transformation. The integrity and ownership of the data remain with their respective owners. Data interoperability, in this context, primarily impacts the visualization of data within each platform. Adra-e, EUOS and AI-on-Demand will utilize the data for visualization purposes, ensuring seamless representation without altering the inherent properties of the data. This approach prioritizes maintaining the fidelity and ownership of the data while enabling effective collaboration and visualization across platforms.

3.4   Increase data re-use

> - *How will you provide documentation needed to validate data analysis and facilitate data re-use (e.g. readme files with information on methodology, codebooks, data cleaning, analyses, variable definitions, units of measurement, etc.)?*
>
> - *Will your data be made freely available in the public domain to permit the widest re-use possible? Will your data be licensed using standard reuse licenses, in line with the obligations set out in the Grant Agreement?*
>
> - *Will the data produced in the project be useable by third parties, in particular after the end of the project?*
>
> - *Will the provenance of the data be thoroughly documented using the appropriate standards?*
>
> - *Describe all relevant data quality assurance processes.*
>
> - *Further to the FAIR principles, DMPs should also address research outputs other than data, and should carefully consider aspects related to the allocation of resources, data security and ethical aspects.*

Data stored in the repositories mentioned in the previous Section utilize file formats that are inherently open and allow for straightforward reuse.

4. Other research outputs

> *In addition to the management of data, beneficiaries should also consider and plan for the management of other research outputs that may be generated or re-used throughout their projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, antibodies, reagents, samples, etc.).*
>
> *Beneficiaries should consider which of the questions pertaining to FAIR data above, can apply to the management of other research outputs, and should strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.*

At the moment no further research output is foreseen. Should new outputs arise, Adra-e project will design a flexible metadata model consisting ensuring that it conforms to FAIR principles and beyond.

5. Allocation of resources

> - *What will the costs be for making data or other research outputs FAIR in your project (e.g. direct and indirect costs related to storage, archiving, re-use, security, etc.) ?*
>
> - *How will these be covered? Note that costs related to research data/output management are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions)*
>
> - *Who will be responsible for data management in your project?*
>
> - *How will long term preservation be ensured? Discuss the necessary resources to accomplish this (costs and potential value, who decides and how, what data will be kept and for how long)?*

An important goal for the project is to deliver data that is as FAIR as possible. However, as the project does not produce substantial research data, there is no specific costs associated.

Each WP leader is responsible for data management in their respective WP, including the implementation of and, if necessary, updates to this Data and IP management plan. The Task Leader of T7.1 (Inria) is responsible for the overall data management and for evaluating the implementation of this plan.

6. Data security

> - *What provisions are or will be in place for data security (including data recovery as well as secure storage/archiving and transfer of sensitive data)?*
>
> - *Will the data be safely stored in trusted repositories for long term preservation and curation?*

During the project's lifecycle, research data is stored in the MyBox system, in separate folders per WP (see D7.2 - Project Quality plan and risk management and D7.1 – Online Workspace for more details). This allows for file sharing across partners and keeping track of revisions. Project files will be kept for 5 years after the project ends. Access to the MyBox Drive is managed by the Project Coordination team. MyBox network is protected from external attacks. Data are also stored on backup media (two backups are available in two different locations in France: one in Rocquencourt and one in Bordeaux) to ensure recovery from any catastrophic error or natural disaster. With respect to data protection, MyBox complies with the EU General Data Protection Regulation (GDPR).

Management data will be stored on the MyBox platform. Access to the platform is only allowed through a secured connection with a personal login and password for each user, which has been created through an internal registration process by licensed Inria users.

7. Ethics

> - *Are there, or could there be, any ethics or legal issues that can have an impact on data sharing? These can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).*
>
> - *Will informed consent for data sharing and long term preservation be included in questionnaires dealing with personal data?*

As Adra-e is a coordination and support action, there is no research requiring ethics approval, and therefore no ethical aspects need to be considered in this data management plan.

However, as one of the objectives of Adra-e is to reach out to many organizations, individuals and projects through surveys, interviews, workshops, events and other meetings the project will process personal data in accordance with applicable EU and national law on data protection. These data will require careful handling of the data to comply with the GDPR. Also, if the need arises, the institution responsible for handling these data will consult with the Official in charge of data protection.

8. Other issues

> * *Do you, or will you, make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones (please list and briefly describe them)?*

At the moment Adra-e does not foresee the need for specific national/funder/sectorial/departmental procedures for data management. If the need arises, partners will comply with the policies in place.