



Retrofitting towards climate neutrality

D7.2 Project Handbook including draft Data Management Plan

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EXECUTIVE SUMMARY

This document is deliverable “D7.2 – Project Handbook including draft Data Management Plan” of the European Union project “Retrofitting towards climate neutrality” (herein referred to as “**Green Marine**”), with **grant agreement No. 101096522**.

The **Green Marine** Project Management Handbook describes (i) the schedule of milestones and deliverables, (ii) the internal procedures of the **Green Marine** consortium in terms of management structure, communication, and collaboration, and (iii) quality assurance measures. Under the Responsible Research and Innovation (RRI) and the Draft Data Management Plan (DMP) it also defines the way the partners deal with responsibility in terms of conducting research and innovation, especially considering ethical issues related to personal data collection, analysis and storage. Open source and open access are important elements in research funded projects. In this content the strategy of the consortium in dealing with these aspects is also described in this document.

This deliverable mainly targets the consortium partners as this management plan defines the project internal processes for securing high quality research work to be performed across a set of complementary partnering institutions. It serves as a reference document for all **Green Marine** team members including potentially any individuals joining in the project at a later stage.

Green Marine brings together a set of diverse experts from different fields and backgrounds, a core principle guiding internal processes is based on open participation and flexibility. Additional principles are transparency about the project status as well as risk prediction and mitigation.

This document defines some procedures of how to best communicate and structure partner collaboration. Regular meetings will be held via videoconferences (Microsoft Teams) as well as face-to-face meetings. Communication will also take place via e-mails and finally, the tool for sharing and collaborating on documents is a dedicated Microsoft Teams channel provided by partner BX.

The consortium is committed in producing high quality research outcomes and deliverables and thus quality control is important. Quality guidelines describe the internal review process, which is applied to all project deliverables.

In terms of ethics, the consortium is following the general rules defined by the European Commission (EC) and commits strongly to respect the individual and ethical research conduct. In this regard importance of Responsible Research and Innovation is presented. The exchange of primary research data amongst partners may in some specific cases contain personal data from study participants and the participants are made aware of this.

This management plan is understood to be a living document and is updated if need arises in order to improve the internal **Green Marine** processes and management.