



Cooperation for the Convention on Biological Diversity

Updated Data Management Plan

Deliverable D6.3

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Constance Laureau
Fondation pour la recherche sur la biodiversité



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Summary

This document (D6.3) presents the plan for managing data and other outputs of the Horizon Europe project titled “Co-operation for the Convention on Biological Diversity” (CO-OP4CBD). It aims to provide guidance on the management of data throughout the entire project lifetime and beyond by setting guidelines and recommendations on how data should be made available in a manner that is findable, accessible, interoperable, and reusable (FAIR). Data management relates to both the generation of data within the project, as well as the acquisition and processing of primary and secondary data from outside the project.

The data management plan (DMP) is divided into eight chapters. First, it provides a data summary, including the datasets that CO-OP4CBD partners (i.e., referred as beneficiaries and associated partners as per the grant agreement) plan to use and generate, their purpose, format, origin, expected size, utility, and curation (Chapter 2). The data summary is followed by a description of how data will be made findable, accessible, interoperable, and reusable within the context of the project (Chapter 3). The DMP also describes the allocation of resources for FAIR data management within the consortium during and beyond the project lifetime (Chapter 4), as well as the data security practices guaranteeing the necessary provisions to preserve and curate research data (Chapter 5). Chapters 6, 7 and 8 consider the ethical aspects of data sharing, including compliance with the European General Data Protection Regulation (GDPR).

The DMP will consist of a living document and will be kept up to date to support project data/output management activities.



List of abbreviations

CARE	Collective Benefit, Authority to Control, Responsibility, and Ethics
CBD	Convention on Biological Diversity
DMP	Data Management Plan
DoA	Description of Action
EC	European Commission
EU	European Union
EUIs	EU institutions, bodies, and agencies
FAIR	Findable Accessible Interoperable Reusable
FRB	Fondation pour la Recherche sur la Biodiversité
GDPR	General Data Protection Regulation
PEDR	Plan for Exploitation and Dissemination of Results
REA	Research Executive Agency
SBI	Subsidiary Body on Implementation
SBSTTA	Subsidiary Body on Scientific, Technical and Technological Advice
WP	Work Package



1 Project description

CO-OP4CBD aims to strengthen the science-policy interface to support the effective engagement of European Union (EU) Member States and other stakeholders with the Convention on Biological Diversity (CBD) and related processes. It will enhance coordination within the EU by effectively harnessing the knowledge of EU experts. This will lead to greater coherence in the ways through which the EU, its Member States, and associated countries identify and draw on available expertise, resulting in improved advice and support for a range of CBD processes. It will also result in a more coordinated and cooperative approach to the engagement of experts in supporting the implementation of other biodiversity-related intergovernmental agreements and processes. Therefore, the core focus of CO-OP4CBD is to support the increase facilitation of technical and scientific cooperation in European countries and elsewhere.

This will be achieved through the implementation of a set of Coordination and Support Actions:

- Build on existing networks of experts and institutions;
- Engage experts in the CBD processes;
- Support the implementation of monitoring, reporting, and review frameworks;
- Increase technical and scientific cooperation.

These actions are primarily targeted at and will benefit the EU, its Member States, and associated countries.

2 Summary of data

Table 1 outlines an overview of the datasets that participant organisations plan to generate within CO-OP4CBD, according to their preliminary responses to the DMP questionnaire carried out in month 5 (see Annex I). The DMP is a living document, and Table 1 will be constantly revisited throughout the duration of the project. The first version of the DMP was created in May 2023 ([D2.2](#)) and next update is scheduled for November 2026 (D6.4).



Name of the dataset	Generator or Ownership	Relevant task	Generated via	Size	Format	Type of data	Sensitive data	Personal data	Delivery	Users	Open access
Knowledge needs in relation to the CBD prioritised by negotiators	Syke	1.1	Surveys	45,5 Ko	.xlsx	qualitative data	No	No	31/01/2024	Internal use	No
Landscape of Experts list	Tyler Kulfan; Christine Frison (Alternet)	1.2	Survey; Literature review	< 1 Mo	.xlsx	Quantitative	No	Yes	05/2023-10/2023	Internal use; related projects (BioAgora, BioNext, etc.)	No (limited)
Thematic Expert Groups List	Fiona Nevzati (Alternet)	2.1	Survey; Literature review	> 1 Mo	.xlsx	Quantitative; Qualitative	No	yes: name, surname, email, country, thematic group	05/2023 - 12/2026	Internal use; related projects (BioAgora, BioNext, etc.)	No (limited)
D2.2_table of experts engaged	Camille Guibal (FRB)	2.2	Networking, workshops	12,2 Ko	.xlsx	qualitative data	No	yes: name, surname, email address	2026	Internal use	No
D2.4_dialogues participant list	RBINS	2.3	Networking, workshops	> 1 Mo	.jpeg; Paper	qualitative data	No	yes: name, surname, country	2026	Internal use	No
EU biodiversity strategy alignment with the Global Biodiversity Framework produced by the EU Commission	Re-use of existing data from the European Commission	3.1	NA	NA	.pdf	NA	No	No	NA	NA	NA
Necessary actions for monitoring and reporting	UNEP-WCMC and partners	3.1	Surveys and/or workshops	26,4 Ko	.docx; .xlsx; .pdf	semi-quantitative data	No	Member State, Name; Surname, E-mail, role and responsibility in the organisation	March 2024	EU, its member states and associated countries, national focal points	No (limited)
Monitoring Report and Recommendations	Tyler Kulfan; Christine Frison (Alternet)	3.1	Survey; Literature review	TBC	.xlsx; .docx	Quantitative; Qualitative	No		05/2023 - 12/2024	Public	Yes

Capacity to use and report on headline indicators	UNEP-WCMC and partners	3.2	Surveys	TBC	.docx; .xlsx; .pdf	semi-quantitative data	No	Member State, Name; Surname, E-mail, role and responsibility in the organisation	December 2025	EU, its member states and associated countries, national focal points	No (limited)
Capacity to use and report on component and complementary indicators	UNEP-WCMC and partners	3.2	Surveys	TBC	.docx; .xlsx; .pdf	semi-quantitative data	No	Member State, Name; Surname, E-mail, role and responsibility in the organisation	December 2025	EU, its member states and associated countries, national focal points	No (limited)
Guidance on aligning scenarios and models for implementation	UNEP-WCMC and partners	3.3	Scenario modelling	TBC	.docx; .xlsx; .pdf; .gis	quantitative data; GIS data	No	NA	January 2026	EU, its member states and associated countries, national focal points	Yes
T4.2 European CHM Network sessions - (table of experts involved)	RBINS + MNHN	4.2	Networking, Surveys, Data processing from workshops	> 1 MB	docx, .xlsx, .pdf	qualitative data	No	Yes: name, surname, address, email	May 2023, each year.	Internal use, specially within WP4	No
D4.1 Capacity Building Needs Report	Brooke Wilkerson (Alternet)	4.1	Survey; Literature review		.xlsx; .docx	Quantitative; Qualitative	No		05/2023 - 12/2024	Public	Yes
D4.2 Bioland development	RBINS	4.2	Surveys	> 1 MB	.docx, .pdf .xlsx	qualitative data	No	Member State, Name; Surname, E-mail, role and responsibility in the organisation	Month 24 (Dec. 2024)	CBD NFPs, SCBD Staff and other CBD stakeholders	Yes
D4.3 Manuals and e-learning materials on the use of the Bioland tool	MNHN + RBINS	4.2/4.3	data analysis and synthesis	TBC	.docx, .pdf	Quantitative (users key stats);	No	No	Month 36 (2025) - To	CO-OP4CBD project, CBD stakeholders	Yes

						qualitative data			be delayed -		
D4.4 Training materials and satisfaction questionnaires that will contribute to the further development of training content	Pierre Spielowoy and Isabella Livertout (MNHN)	4.3	data analysis and synthesis; Surveys and/or workshops	TBC	.docx, .pdf	Quantitative (users key stats); qualitative data	No	Yes, with the surveys: Member state, Name; Surname, E-mail, role and responsibility in the organisation	Month 36 (2025)	CO-OP4CBD project, CBD stakeholders	Yes (for the training materials only); surveys are used only for the project purpose
D4.5 Guidelines and recommendations on Capacity building Summary report of D4.1, 4.2, 4.3 and 4.4 including analyses of effectiveness of CD in relation to the CD needs assessment from the start of the project	Maja Vasilijevic (NINA)	4.4	data analysis and synthesis; Survey	TBC	.docx, .pdf	qualitative data	No	No (survey anonymous)	November 2026	CO-OP4CBD project, stakeholders	Yes, except for the collected survey responses
COOP4CBD contact details	Constance Laureau (FRB)	6.1	emails	> 1 MB	.docx; .xlsx; .pdf	Quantitative; Qualitative	No	Yes	5 years after the end of project	Internal use	No
COOP4CBD partners bank details	Constance Laureau (FRB)	6.1	emails	> 1 MB	.docx; .xlsx; .pdf	Quantitative; Qualitative	Yes	Yes	5 years after the end of project	Coordination team only	No
COO4CBD meetings participants	Constance Laureau (FRB)	6.1	surveys	> 1 MB	.docx; .xlsx; .pdf	Quantitative; Qualitative	No	Yes	5 years after the end of project	Internal use	No

3 FAIR data

3.1 Making data findable

Metadata are produced from the start of the data collection and stored along with the data, for example, as Microsoft Word or Excel files. Metadata are standardised and structured dataset characteristics that explain the origin, purpose, time, geographic location, creator, terms of access, and terms of use of a data collection, to name a few. Metadata are commonly used to locate resources and to provide searchable information that helps users easily find existing data, and also as a bibliographic citation record. CO-OP4CBD will guarantee data findability by using both descriptive and structural metadata. Widely supported descriptive metadata standards have the clear advantage of being easily findable.

An exemplary structure of the minimum characteristics of metadata is proposed below:

- Author(s)/creators;
- Year;
- Dataset Title;
- Data Repository or Archive when relevant (e.g., Zenodo and Figshare);
- Global Persistent Identifier, such as DOI and HANDLE, is assigned to data when it is made publicly available in the repository/archive. The persistent identifier identifies the data (and a specific version of it), facilitates citation of the data, and helps to locate the data;
- Version, Subset, and/or Access Date;
- Language;
- Metadata language;
- Licence of use;
- Date of metadata creation;
- Level of openness/publicity, if necessary, i.e., whether the data is open access, embargoed, whether it is restricted or whether it must be requested;
- Keywords ensuring findability and understandability of the data (if possible);
- Brief description of the data making data understandable and helping re-users evaluate whether the data meets their needs. The description includes what the data is about, what its origin is, how it was produced, processed, etc.

In generating metadata, the project aims to follow the Ecological Metadata Language (EML) unified metadata description standard. Naming documents in a standardised, logical, and intuitive way enables team members and collaborators to discover and manage project datasets when needed. CO-OP4CBD supports the sharing of information consortium-wide and therefore suggests a uniform naming convention for all project-generated datasets (Box 1).

Box 1. Naming convention

Datasets processed within CO-OP4CBD should follow the uniform naming convention as follow: **COOP4CBD_dataset.name_version_creation.date**. Date format should be DDMMYY. Example: COOP4CBD_CBD.NFPs_V07_09022023

3.2 Making data accessible

CO-OP4CBD will produce data, some of which can be made openly available following the principle of “as open as possible, as restricted as necessary”. The project has identified that access to and sharing of personal data may need to be restricted.

Each Work Package (WP) in the project compiles, synthesises, analyses, and draws conclusions using different publication types and other written materials as data. This data consists, for example, of research on policies, contact details, answers from surveys, policy documents, scientific articles, information on EU projects and impact assessment tools, and course materials. The data is shared with the partners in the projects' shared Microsoft Teams space. The outputs are mainly published as project deliverables while respecting the intellectual property rights of authors/creators and publishers.

According to the Description of Action (DoA), the project deliverables, reports, and dissemination activities are mainly public (see Annex II). CO-OP4CBD will consider publishing selected deliverables in a publication archive, where they can be given a permanent identifier (see 3.2.1), making them easier to find and refer to.

3.2.1 Open availability of data and other outputs

Data and other openly published outputs can be made available in open repositories/ archives or through other appropriate channels. Wherever possible, data will be published in a trusted repository to ensure open access in line with the requirements of the grant agreement. When selecting an archive, we aim to meet the following criteria:

- The data can be given a persistent identifier (e.g., DOI or HANDLE);
- Metadata will be openly available and licenced under the CC-BY 4.0 license;
- Data and metadata are accessible through a data repository such as Zenodo or Figshare.

Personal data and other outputs containing personal information are restricted or not openly shared. Intellectual property rights for data and other outputs may also require limited open access or prevent sharing them altogether (see 3.2.3).

CO-OP4CBD's DoA does not include scientific peer-reviewed publications. However, if they are produced by the project, peer-reviewed scientific publications will be (i) submitted to open-access journals to ensure immediate open access, (ii) published under the most permissive licenses, i.e., CC-BY 4.0. and (iii) deposited in a trusted archive/repository (such as an institutional archive).

Project outputs and results are also presented through various communication channels, for example, the project's web page and the social media channels (more detailed information in the project's Plan for Exploitation and Dissemination of Results (D5.2)).

3.2.2 Storing and sharing data and other outputs with project partners during the project

The data collected and generated in CO-OP4CBD will be stored in Teams, the Microsoft SharePoint cloud-based collaboration platform that is used in the project to manage, store, and share documents and data. The original personal data can also be stored in the server of the organisations collecting the data.

Access to Teams is provided by the FRB, and only the designated colleagues from the consortium can have access to it. The access is exclusively given by the coordination team. Teams enforces team-wide and organisation-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. Microsoft Teams, as part of the Microsoft 365 and Office 365 services, follows all the security best practices and procedures, such as service-level security through defence-in-depth, customer controls within

the service, security hardening, and operational best practices. Files are stored in SharePoint and are backed by SharePoint encryption.

According to Article 19 and 20 of the grant agreement, all partners are obliged to keep and preserve records and other supporting documents about costs implementation for a duration of 5 years after the end of the project (i.e., five years after the 30th November 2026, hence, 30th November 2031), to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

3.2.3 Handling and publishing personal data

Data based on interviews, group discussions, focus groups, expert consultations, and surveys are considered as personal data. The rights of research participants will be respected in line with good research practice, ethical guidelines, and applicable EU and national legal frameworks for data protection, as well as international human rights norms and frameworks. The collection, processing, sharing, and opening of data will be carried out in strict compliance with the EU general data protection regulation (GDPR).

Under these rules, personal data will be processed in accordance with certain principles and conditions that aim to limit the negative impact on the persons concerned and ensure fairness, transparency, and accountability of the data processing, data quality and confidentiality. Personal data will be collected only to the degree that is necessary for the implementation of the project. The personal data will not include any sensitive data.

Data processing will be subject to appropriate safeguards: data will be processed in anonymised or pseudo-anonymised form where relevant, data processing will be subject to free and fully informed consent of the persons concerned, the data subjects will be made aware that they take part in the project and be informed of their legal rights to their data (Box 2).

Box 2. Suggested privacy notice to add in a registration form or in a survey within CO-OP4CBD

By registering for this workshop, you acknowledge and agree that the meeting will be recorded, including participants, contents, and any other related material. The recording will not be shared with any third parties.

By submitting this registration form, you authorize the project CO-OP4CBD to use your personal data, including your image, in compliance with the European General Data Protection Regulation (GDPR) rules. Your personal data will be kept safe and confidential and will only be used for the purposes of this event and any future communication related to CO-OP4CBD activities and further research publications.

All the data collected in this form will be stored on a server area specially created for the project and all confidential information will be deleted five years after the end of the project (30.11.2026).

If you have any questions or change your mind, please contact the form owner: XX

By ticking the box 'YES', you confirm that you accept to let the project CO-OP4CBD process your personal data.

The raw, original personal data obtained through interview, group discussion and focus group methods is stored, shared and published with special care. As set out above, the personal data is stored on the SharePoint of the project and can also be stored on the secure server of the partner organisation collecting the data. It will be kept only for as long as necessary: until the end of the project, and for five years from the date of collection for data collected for research purposes.

Particular attention is taken when publishing personal data. As personal data contain both direct and indirect identifiers, it may not be possible to make it completely anonymous and the project may not be able to publish it. To be able to open the data, we apply the appropriate methods:

- Minimise the collection of personal data, i.e., by collecting personal data only to the extent necessary for the project;
- Anonymise or pseudo-anonymise the data, and if this proves impossible;
- Provide aggregated versions of the data, i.e., summaries, spreadsheets, etc.

3.3 Making data interoperable

Data and other outputs are stored and shared in different formats depending on their type and the software used to produce them. However, their (re)usability is ensured by using formats that are widely used, preferably non-proprietary formats. Already during the project, data will be stored in a format that is easily accessible to other project participants. For example, when the original data or analysis results are produced using specific software, outputs will be produced in common formats.

Specifically, the CO-OP4CBD Expert Database developed under Task 2.1 to consolidate European and international expertise relevant to the Convention on Biological Diversity (CBD) supports expert identification and mobilisation for CBD processes (e.g., SBSTTA, COP), technical and scientific support across EU and partner countries a balanced regional and stakeholder representation.

Parallel initiatives - BioAgora (SSBD), RESPIN, and Biodiversa+ - are developing similar or complementary expert networks, offering an opportunity to coordinate efforts under the EC's science-policy cooperation agenda. Thus, the project is working to bring the results of these efforts together to ensure continuity beyond the projects' lifetime.

In CO-OP4CBD, most of the data will be enclosed in text documents. Therefore, most of the data will be presented in .docx, .txt, .pdf, and .xlsx formats. For example:

- Interview, group discussion, and expert consultation data consists of several data types and thus wide range of format:
 - Video and audio data will be stored on SharePoint in non-proprietary file formats such as .mp3, .mp4;
 - Anonymised/aggregated versions of data and results are presented as text documents and spreadsheets in non-proprietary file formats (.txt and .pdf), in common formats (.docx, .xlsx) and software specific formats (MX20, .hpr; QDPX).
- Survey data is presented in .docx, .txt, .xlsx formats.

Public data will be shared in repositories/archives mainly in commonly used formats to ensure the interoperability and re-usability of our data.

3.4 Increase re-use of data

In general, the data is collected, generated, processed, and synthesized in accordance with established practices to ensure the data quality. If necessary, guidelines will also be drawn up to ensure consistency of data. The common privacy notice and consent templates ensure the consistent approach to GDPR compliance (see 3.2.3).

CO-OP4CBD follows some principles to ensure the re-use of data in the project:

- Data and other outputs that can be made open access should be freely available to all in the repositories/archives and databases;
- The data will be documented as necessary;
- The data and other outputs (where applicable) will be licensed under the Creative Commons license CC-BY 4.0., which also preserves sufficient intellectual property rights for the authors/creators.

Documentation of data ensures the (re)use of data, also during the project but especially when the data is made openly available for all potential re-users in a repository/archive database. The additional documentation describing the data can be presented, for example in read-me-file and provided along with the respective data. The documentation should be done accurately on the data in question. It may include, for example, detailed methodological description of how the data was collected and analysed, information about the methods used for the collection and processing the data, description of variables, and more general information, e.g., about the project and purposes to produce the data. In case of interviews, for example, summaries, key topics of the analysis are collected in an excel file, including date, time and length of the interview, country and work sector of the interviewee.

4 Responsibilities and allocation of resources

FRB, as the project coordinator, has a general responsibility for data management and compliance with common guidelines and funding requirements. A data management manager appointed by FRB is responsible for preparing the DMP, drawing on the expertise of the partners. The data manager also supports the implementation of data management as agreed in the project. On the WP level, the overall responsibility lies with the WP leader. The WPs and Tasks will ensure that the information on the data generated and used by them and other outputs produced by the project are updated in the DMP. In practice, all participants in the project are responsible for ensuring that the commonly agreed output and result management guidelines are followed.

CO-OP4CBD has not identified any specific costs associated with data management between partners. The external data sharing through websites and newsletters are budgeted under WP5 activities. The day-to-day data management practices are in the project budget as salary costs and equipment such as data repositories and archives, which are used to make data and other outputs openly available, are free of charge or provided by the partner organisations. In addition, FRB provides Teams/Sharepoint, which is used to share and organise data and documents and as a collaboration platform, without charging the project directly.

For the final year of the project, and in order to enhance interoperability with related initiatives (such as BioAgora or the Respin Project), Alternet — as the lead partner for Task 2.1 — will subscribe to LimeSurvey for one year.

5 Data and information security

FRB provides the Teams collaboration platform for the project and is therefore responsible for ensuring that partners are instructed to store and share only materials for which Teams is secure. In general, the ITC services of the partner organisations are responsible for providing

secure storage and backup services for those working on the project. In line with good and secure practice, the backup is mainly done automatically on a regular scheduled basis. It is also good practice that the project participants can use password-protected servers in their organisations to store data and other materials, so that only authorised people have access to them. Data and other electronic materials will be stored both in the servers of the partner organisations responsible for them and FRB Teams.

6 Ethical considerations

CO-OP4CBD's participating organisations commit to ensuring the respect of basic EU values such as respect for human dignity, freedom, democracy, equality, the rule of law, and human rights in line with national, regional, and international human rights norms and standards, including the Charter of Fundamental Rights of the European Union and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.

CO-OP4CBD's tasks and subtasks will be carried out in line with the highest ethical standards and the applicable national, international, and EU law concerning ethical principles, including the Horizon Europe rules for participation and dissemination¹ (see also 3.2.2 and 3.2.3).

In addition to the FAIR principles outlined in section three, as applicable and appropriate, CO-OP4CBD's participating organisations will also follow the CARE Principles for Indigenous Data Governance (Collective Benefit, Authority to Control, Responsibility, and Ethics).²

7 Legal considerations

The processing of data by the European Research Executive Agency (REA) will be subject to the EU GDPR for EU institutions, bodies, and agencies (EUIs).³

Furthermore, as provided by Article 15(2) of the Grant Agreement, CO-OP4CBD's participant organisations must process personal data in compliance with applicable national and international law, as well as EU law, including the EU general data protection regulation (GDPR), see also 3.2.3.⁴ Participant organisations must ensure that personal data is: processed lawfully, fairly, and in a transparent manner in relation to the data subjects; collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; adequate, relevant, and limited to what is necessary for the purposes for which they are processed; accurate and, where necessary, kept up to date; kept in a form which allows identification of data subjects for no longer than is necessary for the purposes for which the data is processed; and processed in a manner that ensures

¹ Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe – the Framework Programme for Research and Innovation, laying down its rules for participation and dissemination, and repealing Regulations (EU).

² See Carroll, Stephanie Russo, Ibrahim Garba, Oscar L. Figueroa-Rodríguez, Jarita Holbrook, Raymond Lovett, Simeon Materechera, Mark Parsons, et al. 2020. "The CARE Principles for Indigenous Data Governance." *Data Science Journal* 19 (1): 43. 3

³ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

⁴ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

appropriate security of the data.⁵ These rules seek to ensure confidentiality, fairness, transparency, and accountability of the data processing.

Third parties, such as partner organisations and stakeholders engaged in CO-OP4CBD initiatives, must also ensure that their activities comply with the data protection principles outlined in this plan as well as the EU GDPR⁶ and in 3.2.3.

8 Final considerations

This Data Management Plan will be regularly revisited throughout the duration of the project. The next update is scheduled for November 2026. Nonetheless, participating organisations can contact FRB at any point to update the information contained herewith.

Annex I - Data Management Questionnaire

This questionnaire aims to collect information about the various types of data that will be collected, generated or stored by CO-OP4CBD partners. Based on the feedback, a Data Management Plan (DMP) will be created to: 1) document the ownership, licensing and use of the project data; 2) describe the metadata; 3) store safely and enable subsequent use of the research data. The DMP will also define the datasets to be published for open use and the chosen trusted repository. It is a living document that will be updated throughout the project's duration.

There are 10 questions in this survey and it is vital that each partner provides as detailed a response as possible, as this will guide the project's data management practices. We realise you probably don't have the exact answers to some of these questions yet, so feel free to give us your preliminary estimate, which you can then modify or specify during the DMP update in September 2025 (D6.3).

The survey has 10 questions and should take about 20 minutes to complete.

1. First and last name
2. Organisation
3. Please provide the following provisional information for your **generated data**:
 - **Name of the dataset**
 - **Name of the generator**: name of the person who will generate this data.
 - **Relevant task**
 - **Generated via**: for example, field work, modelling, data processing, remote sensing, literature review, policy review, interview, surveys.
 - **Size**: a rough estimate only if you know.
 - **Format**: for example, .docx; .xlsx; .pdf; .mp4; .xml; .csv.
 - **Type of data**: for example, qualitative data; semi-quantitative data; quantitative data; analogue data; digital data; GIS data.
 - **Sensitive data**: Yes/no. If yes, please specify, for example, racial, political, ethical, health, and more here

⁵ More information about the roles and responsibilities of the beneficiaries (so-called participant organisations) in relation to data processing is available in the grant agreement of Project 101081778.

⁶ More information about GDPR compliance is available at European Union, *Complete guide to GDPR compliance*, available at <https://gdpr.eu/> [accessed 03 May 2023].

- (https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/legal-grounds-processingdata/sensitive-data/what-personal-data-considered-sensitive_en).
- **Personal data:** Yes/no. If yes, please specify, for example, name, surname, address, email, IP address, location data.
- **Delivery:** a rough estimate of a timeline. If there is an embargo period, specify why and how long it will apply.
- **Metadata:** the metadata accompanying your datasets.
- **Users:** to whom they might be useful.
- **Access:** will they be open access? If not, please indicate the reasons, for example, ethical, rules of personal data,
- intellectual property, commercial, privacy-related, security-related, contract.
- **Re-use:** potential documents or tools needed to re-use or validate the data.

4. Would you consider anonymising your **generated datasets** and publishing them in an aggregated form so as to not disclose private information?

Y/N

5. Please provide the following information for the **existing data you will reuse**:

- **Name of the dataset**
- **Relevant task**
- **Size**
- **Format:** for example, .docx; .xlsx; .pdf; .mp4; .xml; .csv.
- **Sensitive data:** Yes/no. If yes, please specify, for example, racial, political, ethical, health, and more here
- (https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/legal-grounds-processingdata/sensitive-data/what-personal-data-considered-sensitive_en).
- **Personal data:** Yes/no. If yes, please specify, for example, name, surname, address, email, IP address, location data.
- **Metadata:** the metadata accompanying your datasets.
- **Access:** open/restricted/closed access.
- **Origin:** what is the origin of the data?
- **Ownership:** who owns the data you will reuse?
- **Licence:** under what licence can you use the data?
- **Re-use:** potential documents or tools needed to re-use or validate the data

6. Please provide a brief summary of your **institutional data management practices**, specifying:

- **Data location:** where and how data will be stored, for example, institutional server or web hosting.
- **Server location:** EU or non-EU; compliant or not-compliant with applicable data protection rules (for example, GDPR).
- **Backup procedures:** type of backup procedures and their frequency.
- **Protection:** how data security is ensured, for example, password or two-factor authentication.
- **Responsible:** name the person from your team who will bear primary responsibility for data management and serve as a contact person if questions arise.

7. Do you follow a specific naming convention or a standardized way to describe data?

Y/N

8. How will you licence your data?

CC-O, CC-BY, other?

9. Would you be interested in publishing your data in the form of data papers?

Y/N

10. Can you identify potential obstacles (e.g., technical, social, policies) that would prevent delivering FAIR data during CO-OP4CBD's lifetime and beyond? Information on FAIR data here (<https://www.openaire.eu/how-to-make-your-data-fair>)

Y/N

Any additional comments?



Annex II – Deliverables planned for the CO-OP4CBD project

Deliverable	WP	Due Date (month)	Deliverable Name	Dissemination Level	Type
D6.5	WP6	4	Kick-off meeting and workplan	SEN - Sensitive	Report
D5.1	WP5	6	Report on website and project branding materials	PU - Public	Report
D5.2	WP5	6	Plan for Exploitation and Dissemination of Results	PU - Public	Report
D6.1	WP6	6	Project management structures	SEN - Sensitive	Report
D6.2	WP6	6	Data management plan	PU - Public	DMP
D1.2	WP1	11	Report setting out mapping of experts/knowledge holders/networks/platforms relevant for technical and scientific cooperation	PU - Public	Report
D5.5	WP5	15	Report on established collaborations, including set KPIs for successful communication	PU - Public	Report
D1.1	WP1	24	Report on knowledge needs in relation to the CBD prioritised by negotiators including possible emergent issues and knowledge gaps	PU - Public	Report
D4.1	WP4	24	Report setting out the capacity needs to deliver scientific and technical cooperation	PU - Public	Report
D5.3	WP5	24	Updated Plan for Exploitation and Dissemination of Results and revisions	PU - Public	Report
D3.1	WP3	24	Requirements and capacity needs report and recommendations in relation to the monitoring framework	PU - Public	Report
D2.1	WP2	36	Consolidated list of thematic expert groups, with regular revisions to adjust to CBD bodies' agendas and evolutions within expert networks	PU - Public	DATA
D4.4	WP4	36	Training materials and satisfaction questionnaires that will contribute to the further development of training content	PU - Public	Report
D6.3	WP6	36	Updated data management plan	PU - Public	DMP
D3.2	WP3	37	Report on lessons learned for designing and implementing national indicator frameworks	PU - Public	Report
D3.3	WP3	37	Roadmap for enhanced accessibility of indicators and data	PU - Public	Report
D3.4	WP3	40	Piloted assessment methodology to review ambition under the post-2020 global biodiversity framework	PU - Public	Report
D3.5	WP3	40	Guidance on aligning scenarios and models with global and national targets, including opportunities for further development	PU - Public	Report
D1.3	WP1	46	A model for the mechanism on the continuation of the knowledge support	PU - Public	Report
D5.4	WP5	46	Final Plan for Exploitation and Dissemination of Results and revisions	PU - Public	Report
D2.2	WP2	48	Table of experts engaged in reviewing CBD documents (by the date of SBSTTA/SBI meetings)	SEN - Sensitive	DATA
D2.3	WP2	48	Up to 12 technical issue brief in English on CBD agenda items, to be issued prior to meetings of SBSTTA/SBI/COP and presented at SBSTTA/SBI/COP side events	PU - Public	Report
D2.4	WP2	48	Participant list of the informal dialogues between negotiators and experts	SEN - Sensitive	DATA
D4.2	WP4	46	Bioland development	PU - Public	Report

D4.3	WP4	46	Manuals and e-learning materials on the use of the Bioland tool	PU - Public	Report
D4.5	WP4	48	Guidelines and recommendations on Capacity building Summary report of D4.1, 4.2, 4.3 and 4.4 including analyses of effectiveness of CD in relation to the CD needs assessment from the start of the project	PU - Public	Report
D6.4	WP6	48	Final Data management plan	PU - Public	DMP
D6.6	WP6	48	Report setting out identified synergies and opportunities with other intergovernmental agreements and processes	PU - Public	Report

