Sustainability And Resilience for Infrastructure and Logistics Networks

D 6.1 Quality, data and IP management plan

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Executive Summary

This deliverable summarises all SARIL activities concerning the quality management, the management of IPR and the protection of personal data. It represents the public part of a project handbook which will be augmented by additional internal information later to be shared with the whole consortium. In this document, the project bodies, risks and tools for quality management are described. The IPR are described in the Consortium Agreement.

A deliverable handling and review process is presented which starts 64 days before submission. For publications, notifications along with draft versions need to be sent to the consortium before submission, i.e. 7 days for conferences and 14 days for journals.

A FAIR data management approach is followed in the project SARIL. For safeguarding personal data, SARIL follows GDPR and limits the number of partners that must work directly with the data that is collected in surveys.

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List of Acronyms

Acronym	Definition
WP	Work package
GA	Grant Agreement
CA	Consortium Agreement
PMB	Project Management Board
EAB	External Advisory Board
D	Deliverable
CO	Coordinator
QM	Quality manager
SO	Security officer
ToC	Table of Content
TM	Technical manager
EC	European Commission
IPR	Intellectual Property Rights
PM	Person month
GDPR	General Data Protection Regulation

1 Introduction

This document delivers SARIL's 'Quality, data and IP management plan' which is related to Task 6.4. It provides guidelines to ensure the project's quality. Further, it describes the mechanisms to safeguard data and IP used in SARIL. Other standards as procedures may be provided if needed for project management purposes.

To implement a data management approach which makes data findable, accessible, interoperable, and re-usable (FAIR) (Wilkinson, 2016), the project has decided on the management tools presented in this document. SARIL follows GDPR and limits the number of partners that must work directly with the personal data that is collected in surveys.

This document is structured as follows: First, in Chapter 2, the quality management is described including roles and responsibilities. Chapter 3 is concerned with the procedures for the production and review of deliverables and publications. In Chapter 4, the tools are described that are used to in the project, such as templates, living documents, internal reporting, and management meetings. Chapter 5 describes the measures to protect personal data. Chapter 6 summarizes the IPR procedures agreed in the Consortium Agreement (CA). Chapter 7 concludes the deliverable.

2 Quality Management

This chapter describes the SARIL quality strategy, roles and responsibilities, project bodies and the escalation procedure in case of conflicts within the project.

2.1 Quality Strategy

The quality strategy that is followed in the project SARIL comprises quality planning, assurance, and control.

Quality planning comprises the following aspects and is mainly outlined in this chapter and in Chapter 3 of this document.

- Responsibilities of partners in the project.
- Corporate visual identity.
- Communication within the project and the European Commission (EC).

Quality assurance is outlined in Chapter 4 of this document and contains:

- Internal reporting processes.
- The assurance of the effective performance of the work.
- Internal review of deliverables.
- Risk management.
- The establishment of an advisory board.

Finally, quality control is the continuous process where SARIL project outputs are compared with the objectives and results agreed in the Description of Action (DoA). Also, the revisiting of risks and common terms in the glossary are part of the quality control.

2.2 Roles and Responsibilities

The project SARIL has identified the roles and attached responsibilities listed in Table 1, which are covered by different partners and external supporters.

Table 1: Roles and responsibilities in the project.

Role	Responsibility	Organisations
Coordinator (CO)	Role is defined in the GA.	Fraunhofer
WP leader	Join PMB meetings, coordinates the work in the respective WP	WP1: SIN WP2: RINA-C WP3: CEM WP4: UVIGO WP5: MARLO WP6: Fraunhofer
Task leader	Join WP meetings, coordinate the work in the task	See Part B in the project description
Deliverable leader	Production of the deliverable considering the review procedures	See Part B in the project description
Technical partner	Development of tools and technical solutions	Fraunhofer, UMINHO, SIN, RINA-C, UVIGO, L-PIT and POLIMI
Quality manager (QM)	Production of templates and guidelines, review of deliverables	Fraunhofer

Security officer (SO)	Review of deliverables with a focus on the security guidelines	Rangel
Technical manager (TM)	Definition of interoperability requirements for the tool development	UVIGO
Advisory board member	Feedback on (public) deliverables, contribution to surveys, interviews, and workshops	TBD

2.3 Project Bodies

To ensure the quality of the project, clear and frequent communication between the project partners and the European Commission is needed. The main communication channels are defined in Fig. 1. The European Commission communicates with the project management represented by the project coordinator. Within the project, the coordinator discusses issues with the Project Management Board (PMB) or opens the discussion to the General Assembly (GA).

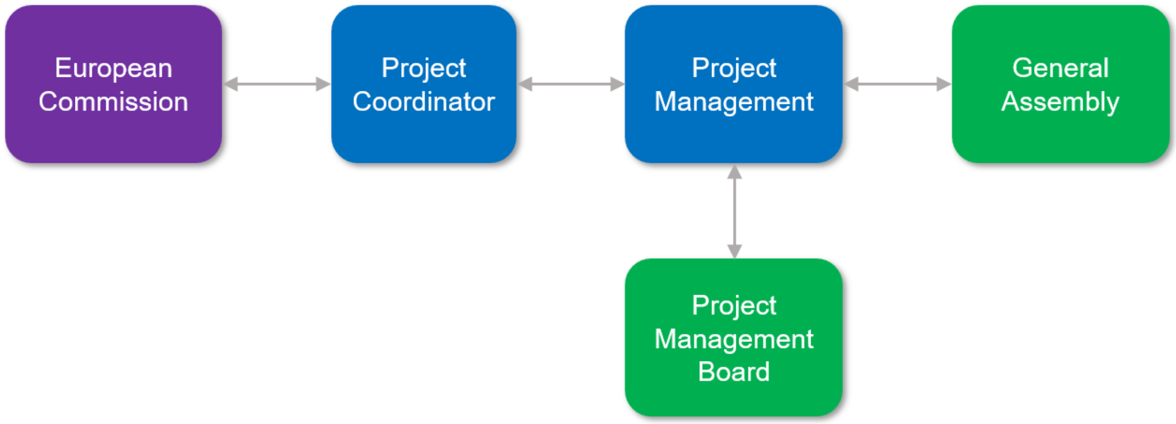

Figure 1: Exchange of information between project bodies

In the PMB, work package (WP) leaders, technical manager (TM), quality manager (QM), security officer (SO) and project coordinator (CO) share the status of the project work as well as potential issues and action items. PMB meetings also provide an important instrument to get information from the Project Officer (PO)/CO to all partners distributed via WP leaders.

2.4 Escalation Procedure

In any case of conflict (between partners, with achieving SARIL goals, etc.) there is a chain of reporting. Conflicts in tasks, concerning deliverables and achieving the goals of the project are reported to the task leader or directly to the WP leader, which communicates to the CO if needed, which in turn will contact the PO if the issues impact the expected project results. Any kind of issue between partners will be directly reported to the CO (see Figure 2).

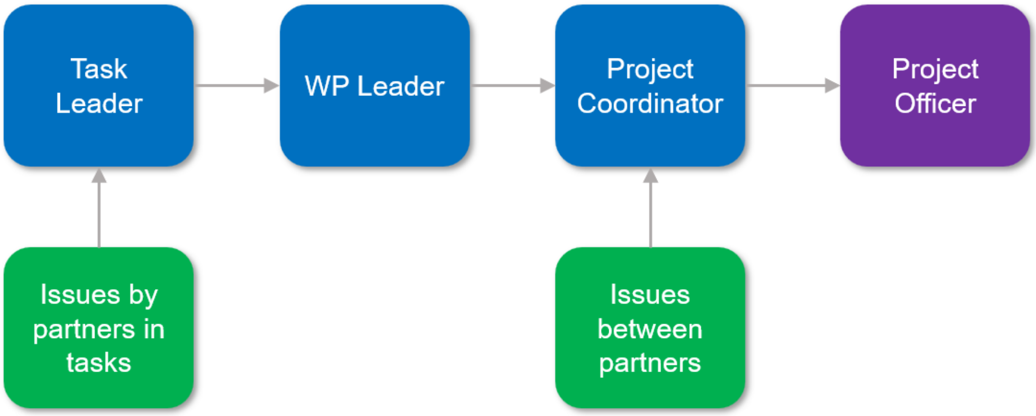

Figure 2: Escalation procedure in SARIL

3 Deliverable and Publication Handling

All deliverables are written using the SARIL-template provided on the common share point. This chapter describes the procedures to ensure the quality of deliverables, (journal) publications and conference contributions. First, the review process for deliverables is described.

3.1 Making Deliverables

To ensure the quality of deliverables, the following process describes all the steps to be taken when preparing and submitting deliverables to the EU Commission.

The following are involved in the process:

- The author(s): One or more people responsible for authoring the deliverable.
- WP Leader (WPL): The leader of the work package in which the deliverable is being prepared.
- The Technical Manager (TM).
- The Security Officer (SO).
- The Quality Manager (QM).
- The SARIL Coordinator (CO)

The process is illustrated in 3. The steps are:

- Prepare TOC (Table of Contents). The Author(s) of the deliverable and the WP leader produce a Table of Contents of the document describing what content should appear in each section.
- Appoint reviewers. The WP leader and the QM appoint two reviewers, who will have the task of reviewing the deliverable. Their key responsibility is to ensure the quality of the content.
- Prepare draft. This is the process where the Author(s) collects all the relevant information and writes the deliverable. Several initial versions of the deliverable may be shared for comments by others. Once the Author(s) decide that they have finished preparing the deliverable, the final draft is sent to the reviewers.
- Review final draft for content. Now the reviewers will review the final draft carefully. If the reviewers are not happy with the deliverable, they will provide written feedback to the Authors so that they may update the deliverable. The TM and SO will also review the final draft once the reviewers have completed their task. The TM and SO will do this using the checklists provided below. Once the review process is completed, the reviewers will share the responsibility for the content with the Author(s).
- Review final draft formalities. Once the content is complete, the QM and SO will check the deliverable to ensure that all formalities are in order. If the formalities are not and cannot be easily fixed by the QM and SO, the deliverable will be returned to the Author(s) so that the deliverable may be properly enhanced.
- Submit to the Commission. Once the content and the formalities are in order, the CO may submit the deliverable to the EU Commission, using the appropriate procedures.

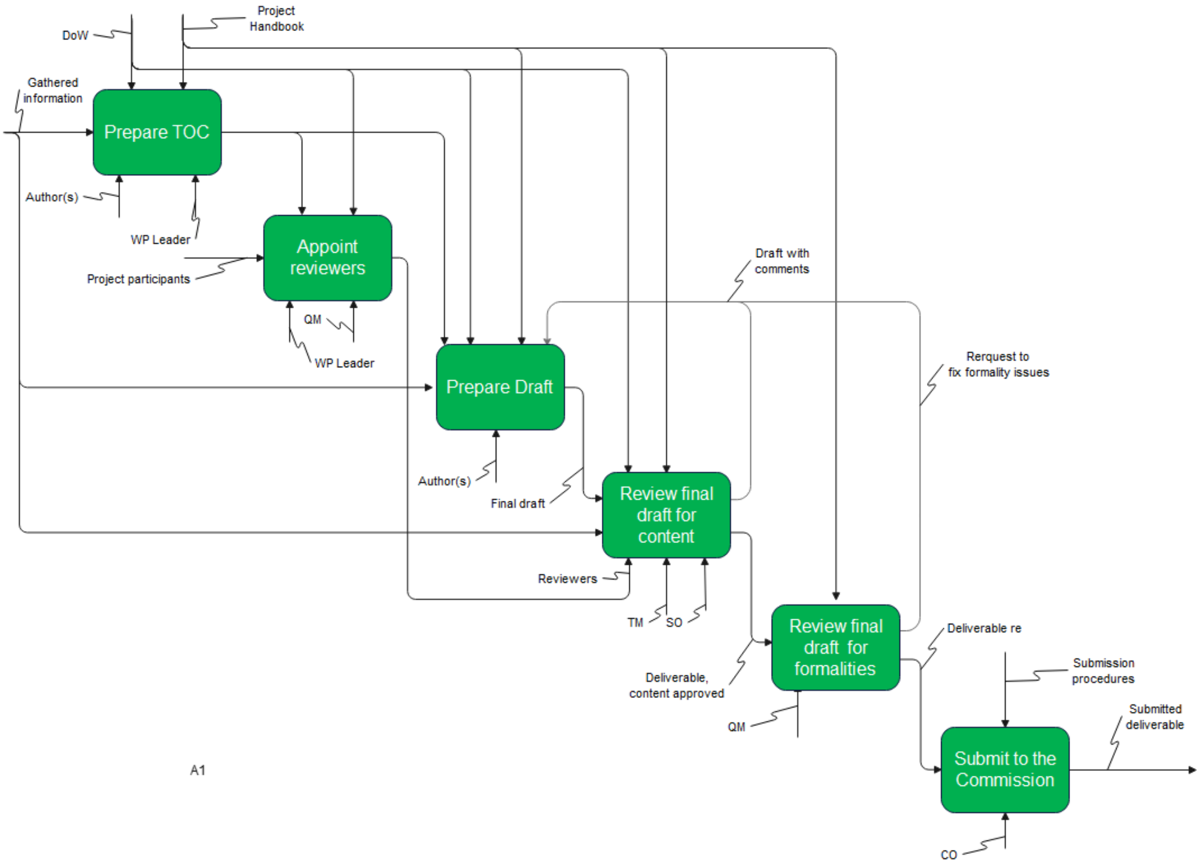

Figure 3 Process for preparing and submitting deliverables.

3.2 Timelines for Deliverables and Publications

Deliverables need to be produced during 64 days before submission deadline. The steps presented in Table 2 need to be followed.

Table 2: Timeline to produce deliverables.

Time	Description
Day -64(64 days before delivery)	ToC provided, reviewers selected
Day -21	Final draft provided
Day -7	Final draft reviewed and accepted by reviewers
Day -3	Final version reviewed and accepted by QM and SO
Day 0	Approval by QM
Day 0	Submission by CO

For publications in journals and contributions at conferences the timeline presented in Table 3 is recommended.

Table 3: Timeline to produce publications and conference contributions.

Time	Description
Day 1	Author informs the **whole consortium** about planned publication incl. title of the contribution, journal/conference name and submission deadline. All partners can provide comment to the planned publication.

7 days/14 days (for conference/journal publications) **before submission**	The authors share the final (or nearly final) draft with the consortium. QM, TM and SO read it and need to approve it in written form via email. All partners may provide comments to the authors.

The whole procedure should neither block publications nor make their production overly complicated. In this spirit, the finalisation state of the draft shared with the consortium may vary between the different publications. Still, all consortium members need to commit to the idea that all other project partners need to have a realistic chance to comment on publications leaving the project, i.e., some draft needs to be shared early enough to allow the project partners to check it.

3.3 Disclaimer

Every publication needs to contain the following statement: "The presented work was performed in context of the Horizon Europe project SARIL which is funded by the European Union under grant agreement ID 101103978. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Climate, Infrastructure and Environment Executive Agency. Neither the European Union nor the granting authority can be held responsible for them. More information on the project can be found under https://saril-project.eu".

3.4 Checklists for QM, TM and SO

For the acceptance of deliverables/publications QM, TM and SO follow checklists that support them to check the quality of the deliverable.

3.4.1 QM Checklist

The QM must review the deliverable against the following criteria:
Is the document aligned with the general description of the task and the budget allocation in accordance with the Part B in the project description?

- Does the deliverable comply with the general quality guidelines (writing style, terminology, and format)?
- Does the document comply with the deliverable template?
- Does the report include an introduction and is this introduction satisfactory?
- Does the report include a summary and is this summary satisfactory?
- Is the line of argumentation within the text clear and understandable?
- Does the report clearly describe the results that have been reached as well as the process by which the results have been reached?
- Are all abbreviations defined at the beginning of the text?
- Are all references used in the text contained in the reference list?
- For publications, the QM checks it the written text fulfils general quality criteria (consistency, no/few typos, sufficient referencing, disclaimer etc).

3.4.2 TM Checklist

The TM reviews the deliverable against the following criteria:

- Does the deliverable generally fit with the project scope?
- Is it consistent and coherent with the overall project?
- Does the deliverable introduction sufficiently describe how the issues described in the report are embedded in the overall WP and project context?

- Are technical/scientific descriptions correct and understandable?
- Are results correctly described and are contributions of the individual authors/partner correctly assigned?
- Is the used technical/scientific vocabulary consistent with the terminology established in the project?

For publications the TM checks if the written text coincides with the approaches, results and conclusions established within the partner collaboration.

3.4.3 SO Checklist

The SO checks all deliverable/publication drafts which will be submitted by focusing on the following questions:

- Is personal data of people participating in survey mentioned, like name, age, working position etc?
- Is the anonymization of people contributing to surveys (or to any other stakeholder input) sufficient, i.e., is it impossible to identify the source of some statement by trivial researching? (Example: "The leader of department xy of a stakeholder which processes 85% of all cargo in region xy." This statement is relatively easy to "encrypt".)
- Is sensitive data of some (external) stakeholder mentioned? (Example: "Stakeholder xy stated that 21% of its deliveries is complicated to process internally.")
- Is sensitive data of some consortium partner mentioned? (Example: "Partner xy stated that 85% of his income depends on consulting contracts from companies in sector xy.")

The deliverable leader must answer to concerns of the SO, either by changing the text or by giving a convincing argument that a change is not necessary. The SO can object to the submission of any deliverable if there are remaining concerns. The SO might use the checklist provided in Table 4 when reviewing a deliverable/publication.

Table 4: Checklist for the security officer.

Checklist for *Document title*	
Date of reception	xx. xx. xxxx
Date of analysis by SO	xx. xx. xxxx
Date of exposure (to the public)	xx. xx. xxxx
Does the deliverable include personal data like name, age, working position?	No/Yes, pages xx, xx, xx,…
Is some anonymization of people/entities contributing to surveys insufficient?	No/Yes, pages xx, xx, xx,…
Are there people/entities that explicitly need to be informed on this deliverable?	No/Yes, person 1, person 2, entity 1, entity 2,…
Is sensitive data of some (external) stakeholder organisation mentioned?	No/Yes, pages xx, xx, xx,…
Is sensitive data of some consortium partner mentioned?	No/Yes, pages xx, xx, xx,…

If any question is answered by 'Yes', the deliverable leader, receiving the review results, needs to revise and potentially discuss with the concerned parties how to protect their data.

3.5 Writing Conventions

Some writing conventions should be followed when producing deliverables and presentations within the project.

Table 5: Writing conventions.

#	Description
1	British (UK) English is used.
2	Periods at the end of each sentence and at the end of bullet points.
3	Quotation marks are used for direct citation and dialogues.
4	Correct spelling and grammar are used.
5	Bold and italic should be avoided.
6	In technical documents passive form should be used instead of terms like ‘we’, ‘us’ and ‘our’.
7	The templates should be followed for structuring paragraphs and tables.
8	The introduction should present the structure of the document including the chapters and the main message and objective of the document.

4 Quality Assurance Standards and Tools

In this chapter the standards and tools are mentioned which support the quality assurance i.e., a share point, guidelines and templates, risk management and common terms and the consortium internal reporting. Further, mailing lists for each WP are established and meeting minutes must be provided after WP meetings.

4.1 Meeting Minutes

Meeting minutes should be produced for every project meeting. The minutes should contain:

- date and time,
- the participants,
- the main discussion points,
- decisions that were taken and
- to-dos with deadlines.

The word template provided in Teams will be used for this purpose.

4.2 Data Share Point

All project documents are stored and shared in Teams, hosted by Fraunhofer. Within the Team 'SARIL', management documents such as the GA and CA as well as templates and guidelines are made available to every partner. Further, every WP has its own folder to store and work collaboratively in e.g., meeting minutes and deliverable drafts. Project meetings are documented there with presented slides and meeting minutes.

4.3 Project website

Being mainly a means for dissemination, the project website https://saril-project.eu/ also needs to follow SARIL's quality standards, and every content published undergoes the review procedures for publications described in Section 3.3.

4.4 Online Platform for Stakeholder Engagement

The ALICE Knowledge Platform works as the database where all the deliverables, documents and videos of the project can be found; public ones are available for everyone, while sensitive deliverables can be only seen by authorised persons. All data published on the SARIL website will also be available on the Knowledge Platform. The SARIL consortium takes advantage of Tags and People on the Knowledge Platform. It serves as tool to facilitate the engagement for projects and people. The SARIL contribution on the Knowledge Platform can be found under: https://knowledgeplatform.etp-logistics.eu/course/view.php?id=305 .

4.5 Project Templates

Templates for word documents (deliverables, meeting minutes) and power-point presentations are provided to the consortium. The latest version must be used, and the link is provided in the project internal version of this document.

4.6 Project Risks and Glossary

Two living documents are established to ensure the quality of the project results, i.e., a glossary and a table with project risks. These files are revisited regularly in the PMB meetings, and every partner is encouraged to enter new terms and risks. The current versions of these two living documents can be seen in Table 6 and 7.

Table 6: Project risks

#	Description of project risk	Mitigation
1	Lack of communication between partners	Regular meetings, common glossary
2	Financial incapacity of a partner to fulfil project aims	Identify and monitor issues
3	Scientific/technical incapacities of a partner	Technical manager
4	Key person leaves one of the partners	Information sharing
5	One partner leaves the consortium	Redistribution of tasks
6	Late deliveries	Revisit the GANTT and check dependencies
7	Poor quality of the deliverables	Collaboration with stakeholders
8	Lacking inclusion of all relevant stakeholder	Focus on scenarios
9	Lack of sufficient stakeholders for workshops and surveys	Information sharing
10	Lack of collaboration due to lack of trust	Handling of sensitive data
11	Project results not suited for future practical implementation	Stakeholder involvement and WP5 activities
12	Lack of data to perform a meaningful modelling of the logistics network	Collaboration with end-users
13	Overwhelming complexity of the overall logistics network	Scenario focus
14	Lacking comparability of the modelling of the different SARIL scenarios	Technical manager
15*	Extra time and effort needed for the collaboration with the sister project ReMuNet, especially for the creation of the joint survey	Extra time for deliverables, providing extra PM effort by moving PM between tasks and if needed moving PM between partners.
16*	Dissemination activities not covered by one partner	Fraunhofer (website) and L-PIT (linked-in) support ALICE

The risks marked with a star have been added since the project start.

Table 7: Project glossary

#	Glossary term	Definition
1	Resilience	Capacity to withstand and recover quickly from disturbances, interruptions or unexpected events that could affect its normal operation, adapting and responding efficiently to changes, crises, or challenges, minimizing negative impacts, and ensuring the continuity of operations.
2	Sustainability	Capacity to manage transportation operations with a primary focus on minimizing environmental impact. This is achieved by reducing the network's carbon footprint, minimizing waste generation, and optimizing resource consumption, as well as consideration for biodiversity among others.

3	Synchromodality	Capacity to dynamically and flexibly plan transport-operations, moving away from pre-planning end-to-end logistics operations and emphasising the exchange of crucial information.
4	Survey	General approach for inquiring different types of data. For clarity, one should make it clear what approach of survey one is using. E.g., survey is often used for referring to an online questionnaire survey. But some also use it regarding surveying articles, so in the sense of a literature review.
5	Delphi survey	Several round survey. After answering the first round of questions, one gets the chance to edit ones own answers when one sees the average answers from other participants. This can help achieve consensus. In SARIL we aim for a simple two round survey. Part of task 1.3. Stakeholders chosen to receive the survey will be relevant also for task 1.2. and the topics asked about.
6	Stakeholder	For this project: Any actors (organisation level) or groups of people being affected by or responding to disruptions in logistics chains.
7	Stakeholder mapping	A way to identify and classify stakeholders based on certain dimensions beneficial for answering to the different deliverables of project. Including among others stakeholder type based on sectors, relation to the other stakeholders, operations areas and location.. The stakeholder mapping will make it possible to compare stakeholders across the three different scenarios of the project, and thus identify similarites or differences in for example handling strategies and solutions. For SARIL it is also beneficial to identify the stakeholders based on how they are impacted by disruptions, which is eacpailly relevant in task 1.1. and task 1.3.

More risks and terms will be added over the course of the project. The tables are revisited on a regular basis during PMB meetings.

4.7 Consortium Internal Reporting

An Excel table in the Teams share point is to be filled by each partner every 6 month to keep track on the spent vs planned person month (PM) per task. The file is shared in Teams and the link will be provided in the project internal version of this document. The aim is to discover discrepancies as early as possible without the creation of a lot of extra work for the partners. An important step for the coordinator is to check if the claimed PM align with the work done.

4.8 E-Mail Recommendations

For e-mails sent in the project or concerned with project issues, the subject should start with [SARIL]. If the e-mail is related to a certain WP, the subject should also contain the WP number. For the SARIL project, several mailing lists have been established (see Table 8). The participation in these mailing lists can be indicated in Teams and the link will be shared in the internal version of this document.

Table 8: Mailing lists in the project, the actual names of the lists are shared in the internal version of this document.

List	Purpose
Consortium	The list contains all individuals of the organizations involved in the project SARIL.
PMB	The list contains dedicated people from PMB member organizations

WP1	The list contains selected people from organizations contributing to WP1.
WP2	The list contains selected people from organizations contributing to WP2.
WP3	The list contains selected people from organizations contributing to WP3.
WP4	The list contains selected people from organizations contributing to WP4.
WP5	The list contains selected people from organizations contributing to WP5.
WP6	The list contains selected people from organizations contributing to WP6.

5 Data Management

The data that is collected in the SARIL project should be protected and at the same time made available for the public. Making data findable, accessible, interoperable, and re-usable (FAIR) is adapted as a concept for the handling of data in SARIL. The protection of personal data follows the GDPR.

5.1 FAIR data management

In SARIL we adopt the FAIR data management (Wilkinson, 2016) for all kind of dissemination activities in the project, like public deliverables, publications, conference contributions, linked-in posts, news on the project website.

To make data **findable** we encourage publishing in journals and conference proceedings using globally unique identifiers, e.g. DOI, ISSN, ISBN.

To make data **accessible** we decided for 11 public deliverables out of 24 deliverables in total to make as much information publicly available as possible. These public deliverables, publications and other news will be shared on the project website as well as on the Knowledge Platform.

To make data **interoperable** we use standard file types like docx, xlsx and pdf for publications. Further, links to other data produced in the project and the website are provided in all publications (see disclaimer).

To make data **reusable** we keep the repositories (website and Knowledge platform) available also after the project finalization. Further, we encourage data collectors in the project to decide on licensing models to share the data.

5.2 Personal data protection

Personal data represents all forms of data, information and assessments that can be linked to an individual, cf. GDPR Article 4 no. 1 (General Data Protection regulation, https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02016R0679-20160504). The decisive factor for whether a piece of information is personal data is whether the information can be linked to a specific person. Data that alone cannot be linked to an individual may constitute personal data in cases where the information occurs together with other data. Personal data may be a national identity number, name or e-mail/IP address. Voice on audio recordings is also considered personal data.

Any person having their personal data assessed or managed, has the right of information about what it is being used for. This is a basic right, independent of collecting consent or not. GDPR contains clear rules about what kind of information needs to be given to such individuals. The attached documents are the information letters given to those individuals who are asked if they wish to participate in SARIL, for interviews and survey in WP1, where they must provide active consent to contribute. These letters follow the template given by SIKT (Previously NSD – Norwegian Centre for Research Data AS) which is the institution in Norway supporting research institutions with research and how to follow GDPR, and SINTEF's advisor for data protection. Their website and more information can be found here: https://sikt.no/en/home . SIKT has approved the personal data collection in the project SARIL.

Given the merging of surveys with the sister project ReMuNet (https://remunet-project.eu/), there might be slight changes in the information letters for survey participants. The most recent exemplary version in tabular form is provided in Table 9.

Table 9: Draft version of the data protection information for survey participants

Question/Header	Information provided in the letter
Do you want to participate in the research project SARIL - Sustainability And Resilience for Infrastructure and Logistics networks?	This is a question for you to participate in a research project where the purpose is to facilitate and encourage green logistics operations and enable effective responses to disruptions with input and in close collaboration with stakeholder throughout the project. In this letter, we give you information about the goals of the project and what participation will mean for you.
Purpose	The SARIL project is part of the European Union's Horizon Europe research and innovation programme under grant agreement No 101103978, included in the call "HORIZON-CL5-2022-D6-02-07 - New concepts and approaches for resilient and green freight transport and logistics networks against disruptive events (including pandemics)". The project is a collaboration between several European countries with partners from research, business, associations and authorities working with logistics. The project will develop holistic methodologies and tools for enabling infrastructure managers to assess the resilience of logistics networks and improve them to ensure appropriate 'green resilience' when expanding the infrastructure. And by providing logistics stakeholders with information about disruptions to assist in making the right decisions about moving cargo, evaluating and developing new mitigation measures, employing simulations to predict their effectiveness. This project will focus on these solutions, by employing and developing three disruptive scenarios: Flooding and cyber attacks (Regional, Northern Italy), fires and storms (National, Spain and Portugal) and pandemic and war (EU wide). In developing these scenarios, and for understanding among others risks, data availability and handling strategies of these disruptions, we wish to interview relevant stakeholders connected to these three scenarios in their respective regions.
What does it mean for you to participate?	Participation in this interview means that we have a conversation with you where we ask you questions about the transport sector, disruptions, risks, data available and handling strategies. The interview takes approx. 1 hour where we use a semi-structured interview method. This means that we have some guiding, open questions, and also possible follow-up questions based on your answers. We envisage conducting the interviews via Teams, where we will send a notice by email, if you agree to participate. We will be two persons who carry out the interview - one who asks questions and one who take notes along during and after the interview. We want to audio/video record all the interviews to ensure good quality of the data.
Who is responsible for the stakeholder involvement in this project?	The stakeholder involvement of the project is coordinated by the Mobility Department at SINTEF Community. But will collaborate with University of Vigo and CEMOSA in Spain, SIEC BADAWCZA LUKASIEWICZ - POZNANSKI INSTYTUT TECHNOLOGICZNY in Poland, Politecnico di Milano and RINA Consulting S.p.A in Italy, and

	Fraunhofer EMI in Germany for the collection, storage and processing of data in the respective countries. These seven institutions will have shared treatment responsibilities.
Why are you asked to participate?	You are asked to participate because you work as an infrastructure manager in transport or as a logistics stakeholder, or as an association connected to these topics. Your contact information is obtained from websites or via the project partners or advisory board.
It is voluntary to participate?	It is voluntary to participate in the project. If you choose to participate, you can withdraw your consent as long as you can be identified in the gathered data (e.g., as long as personal information is being treated). All your personal information and collected data will then be deleted. It will not have any negative consequences for you if you do not want to participate or later choose to withdraw.
Your privacy - how we store and use your information	We will only use the information about you for the purposes we have described in this letter. We treat the information confidentially and in accordance with the privacy regulations. Researchers participating in the interviews will process personal information (contact information, audio/video recordings, etc.), and share interview transcripts with the research partners in anonymised form. The interview is based on consent stated at the bottom of this letter, which also can be consented to on email, and contact information is based on the Public Access to Information Act § 3. All data is stored with the respective research partners according to their internal procedures. For these institutions it means, using Microsoft systems, where we follow specified routines for storing data. The data is protected with multifactor authentication or password and is only available to those users who are actively working on the project. Individuals will not be recognizable in end results, that is, no "real names" but (pseudonymized) subject codes will be used by the end of the project. But the company participants/informants work for will be recognizable to be able to serve the research purpose.
What happens to your information when we end the research project?	The information will be anonymised as soon as possible after the interview. And no later than the end of the project on 31.05.2026, all personal information will be anonymised or deleted.
Your rights	As long as you can be identified in the data material, you have the right to: - access to which personal information is registered about you, and to receive a copy of the information, - to have personal information about you corrected, - to have personal information about you deleted - to send a complaint to the Data Inspectorate about the processing of your personal data. The one leading the interview can be contacted regarding this.
What entitles us to process personal information about you?	SINTEF and the other six research partners' bases for processing personal data are: Consent for the information obtained through the interview (bottom of this letter). On behalf of SINTEF, NSD - Norwegian Center for Research Data AS has assessed that the processing of personal data in this project is in accordance with the privacy regulations.

Where can I find out more?	Here you can find more information about the project by contacting … This information is not shared in this document but with the survey participants.
Declaration of consent	I have received and understood information about the SARIL project and have had the opportunity to ask questions. By giving consent by email or signed here, I agree to participate in the interview. I agree that my information will be processed until the project is completed.

6 IPR management

Intellectual property rights (IPR) are managed in the Consortium Agreement (CA). It defines the handling of jointly owed results via a joint ownership agreement, the transfer of ownership to other partners or third parties. Further, the dissemination of results is regulated additionally to the publication review processes mentioned in this deliverable. Finally, the background is specified per partner.

7 Conclusion

This document summarized the principals and measures used in the project management of SARIL. This is the public version of the document. A project internal version of this document will be produced as a project handbook with more details. In the internal version mailing lists will be added and links to the documents on the Teams share point. Further, names of responsible people filling certain roles will be added.

This public version presents the efforts the SARIL project agrees on to ensure the quality of project outputs as well as the protection of IPR and personal data.

8 References

Wilkinson, M. D. (2016). The FAIR Guiding Principles for scientific data management and stewardship. *Nature Scientific data*, pp. 1-9.