IcARUS

INNOVATIVE APPROACHES TO URBAN SECURITY

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Deliverable 5.4

Strategic Dissemination and Communication plan V3.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 882749

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Deliverable 5.4

Update on the Strategic Dissemination and Communication plan

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DISSEMINATION LEVEL	AUTHORS
Public	**Alexandros Koukovinis**

Programme	Contract Number	Duration	Start
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Contributors

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Peer Reviews

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Revision History

VERSION	DATE	REVIEWER	MODIFICATIONS
0.1	1/9/2022	Catarina Pereira	Additions to the strategy
0.2	1/9/2022	Candela Bravo	Additions to the strategy
0.3	8/9/2022	Alexandre Almeida	Additions to the strategy
0.4	15/9/2022	Pilar de la Torre	Additions to the strategy
0.5	15/9/2022	Olga Malosh	Additions to the strategy
0.6	30/9/2022	Alexandros Koukovinis	Proofreading
0.7	14/11/23	Alexandros Koukovinis	Addition of the IPR preliminary framework

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Index of Contents

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 882749

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 882749

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EXECUTIVE SUMMARY

This deliverable aims to present an updated version of the dissemination and communication strategy and the associated actions that will be implemented during the project IcARUS as well an overview of what was implemented during the first period of the project in comparison with the initial version of the dissemination & communication plan (D5.2 – Month 3). It builds on the original strategy set in M3, focuses on the evaluation of the activities undertaken in the first period of the project and describes the focus for the dissemination in the second period.

The leader of WP5 (LOBA) will be responsible for:

(a) the overall management and support of the activities defined under the present update on the dissemination and communication plan;

(b) developing the main tools and materials to be used for the implementation of the updated plan;

(c) monitoring the dissemination and communication activities, constantly assessing the performance and identifying necessary corrective measures.

All the partners will also be actively involved in carrying out the assigned dissemination and communication actions, and are highly committed to ensuring a satisfactory dissemination of the project results. In general, the partners' expected contribution has been and remains to:

(a) support the communication and dissemination of the project with activities in their own countries among their contacts and networks;

(b) provide news and updates for the website and newsletter;

(c) help to keep the project's social media accounts (SMAs) alive and active, by suggesting /providing relevant content to be posted in social media of IcARUS by LOBA, and to post relevant content about the project in their own channels mentioning @icarush2020.

This document represents the deliverable D5.4 update on the dissemination & communication plan, which is developed under WP5 Dissemination and Communication. The plan will serve as a useful guide for the partners to ensure an effective and satisfactory dissemination and communication of the project activities and results during the second period of implementation of the action. The present report outlines:

→ the objectives of the strategy;
→ the framework defined for the 1st period of the project;
→ the assessment of the 1st period communication and dissemination;
→ the updates to the initial dissemination & communication strategy.

Moreover, this Documemt provides the opportunity to submit the Data Management plan that has been in action for IcARUS, as well as the preliminary IPR framework that guides the consortium in its implementation. Thus it is divided into three parts:

PART A – the updates on the Communication and Dissemination

PART B – the addition of the Data Management Plan.

PART C – the addition of the Preliminary IPR Framework

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PART A – The updates on Communication and Dissemination

Communication and Dissemination Plan Updates

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1. Objectives of the updated plan

The core objective for disseminating the IcARUS project and the respective key performance indicators have not changed from the initial plan for dissemination and communication (see Deliverable D5.2).

Therefore, the objective of both, the initial and the updated plan for dissemination and communication, has been to establish the identity and create and update the channels of the project, identify and profile the target groups and create the tools and conditions necessary to increase the awareness of the target groups about the project, by engaging them in the project activities, and to attract stakeholders to use and benefit from the project results.

In its first year, when the project only started with its activities and there was not much content yet stemming from the project, the communication strategy focused on establishing appropriate conditions for successful dissemination. This included developing the initial strategy, defining an authentic identity for the project, setting up relevant tools and channels to be used during the project and start creating awareness about the project and thereby start building up a community of stakeholders and target groups.

In its second year, the project has matured and reached a stage where most of the activities are ongoing and 19 of the 27 deliverables have been produced. Therefore, the communication strategy is shifting its focus on maintaining a continuous and steady dissemination (promoting the preliminary results of the project directing traffic to the website, animating social networks, participate/organise events, etc.), aiming to continuously creating and increasing the awareness and interest around the project and engaging stakeholders in the project activities/events.

In the last stage, the 3rd year and right before the end of the project when most activities are being finalized and most results have been made available, the communication and dissemination strategy should focus on intensifying the dissemination towards exploitation and sustainability and contribute by actively “selling” the benefits of the results to the potential end users and stakeholders.

2. Upraisal of the Communication and Dissemination elements and strategic improvements

The following table presents the main components of the initial dissemination & communication plan, including the evaluation criteria for assessing success of each item and the observations of the first period, as well as the actions for improvement.

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2.1. Identity

	C&D strategic orientation	Year1 and Year2 implementation
Identity	Brand for IcARUS, to be used in different materials produced and events organised under the frame of the project. It encompasses different noticeable elements (such as colours, logo, etc.), that can instantly be associated with the project	Developed in the early stages of the project (Month 2) and used widely with consistency in every material produced and event organised under IcARUS. It has managed to build a concrete identification of the project and a distinct image within the stakeholders.
	Improvements in the strategy for Year3	
	A "reminder meeting" will be set with the partners in the start of the last year, to make sure that all project managers are familiar with the Identity (even the new ones) and to evaluate how it has evolved and will evolve even further during the Exploitation of the project. Furthermore, in the various coordination meetings (virtual and face-to-face) we will make sure to remind partners.	

2.2. Stakeholder engagement & Target groups

	C&D strategic orientation	Year1 and Year2 implementation
Stakeholder engagement	•Identify stakeholder categories and decide on the level of granularity of stakeholder types. •Identify stakeholders' motivations and why each stakeholder type should be engaged. •Match the right means and media/channels with type of stakeholders. •Evaluate the cost-effectiveness of each of the different ways of reaching out to stakeholders and decide how cost-effectiveness is to be evaluated or measured.	A thorough segmentation of the Target groups has been realized under the Communication and Dissemination strategy and the messages communicated each time have been adapted. Though, we seek a better collaboration with the engagement parties to update the profiles of our stakeholders and improve the engagement.

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Target groups	•Local and regional authorities not involved in the project but facing urban security challenges and therefore interested in using the toolkit; •Cities and Regions interested in being part of the Consultative Committee of Cities and also our partners Cities, as well as local police; •Civil society organisations working on urban security and prevention in urban areas; •Citizens; •Private sector enterprises and start-ups working in the field of security on a large scale.	The identified target groups have been engaged through a multitude of actions in the project. Under WP5 and its constant C&C activities it has been reach as general public that follows the project´s whereabouts online. The succesfull strategy of reaching with the online and offline means (with physical promotional products) have worked well in conjuction, and what we seek is to continue the same strategy at biger scale.
	Improvements in the strategy for Year3	
Stakeholder engagement & Target groups	During the Coordination meeting, and while entering the last period that the exploitation will be kicked-off, we plan to implement a workshop with the partners to solidify the persona maps of our stakeholders, something that will help all WPs towards achieving their goals with greater impact. Also, Seeking to widen the scale of reach, we will set a monthy meeting dedicated to Communication and Dissemination to utilize all partners´ feedback. In addition to the workshop during the coordination meeting also WebConference sessions will be organised targeting the identified stakeholders. Theses sessions will be used to disseminate the partial and final results and to sensitise them to the use of the methodology and tools resulting from the project. This will promote the use of the project outputs by actors outside the consortium.	

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2.3. Website

	C&D strategic orientation	Year1 and Year2 implementation
Website	World-wide access to the project's main materials and reports, and it will allow external parties to express their interest in the project.	Since the official launch of the website, the content has been continuously updated with news articles about the progress of the project, the activities carried out by partners, as well as relevant events where IcARUS has been involved in / represented. We seek to engage even more the partners into writing articles about their involvement in IcARUS, so that the contents are ever-growing. Moreover we envision to make the website more interactive and raise the number of the returning visitors.
	Improvements in the strategy for Year3	
	We plan on setting a calendar of article production, with rotation between the partners. In that way, there will be an even greater content flow and more insights of the project communicated to the visitors. Furthermore, we will be transforming some major deliverables into interactive web pages, allowing the Users to explore the contents in a more dynamic way. One example is the D2.1 and the Roadmap, and in during the end of the project the toolkit will also undergo the same transcription.	

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2.4. Social Media

	C&D strategic orientation	Year1 and Year2 implementation
Social media	Social media pages of the project will be updated on a weekly basis with posts concerning the project's latest updates, activities and materials, as well as relevant news and articles regarding the project or posts that tackle common themes	The social media strategy has been solid, with frequent posts and monthly plans that elevate the engagement of the followers. Moreover paid campaigns have been incoprorated in order to promote the most important results of the project. We seek to widen the followers database but also to generate more results oriented posts.
	Improvements in the strategy for Year3	
	For the last period of the project the social media team will work closely with the coordinator and the WP leaders, through monthly meetings, to define tailored solutions for promoting the milestones achieved. In congestion with the Engagement WP, the strategy for social media will be dynamically adapted and the messages transmitted with greater focus on the sustainability aspect.	

2.5. Videos

	C&D strategic orientation	Year1 and Year2 implementation
Videos	Promotional video that will be shared on the project's digital channels and used to promote the project or introduce it at events	At the start of the work, resources to visually promote the project were developed, mainly videos on the methodology but also with interviews. These have been widely spread in social media through campaigns, but also by all partners to their networks, and achieved a great number of views, boosting the project dissemination. We seek to grow the media library and generate more animated material since it has proven to provide a great engagement when posted.
	Improvements in the strategy for Year3	
	A series of videos will be planned in collaboration with the project coordinator, to communicate various aspects of the results. Amongst them will be videos for the toolkits and also videos with more interviews with project stakeholders.	

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2.6. Stationary and Promotional materials

	C&D strategic orientation	Year1 and Year2 implementation
Stationary and Promotional materials	Support partners in their formal and informal communication and dissemination, such as in the reporting process, presentations in meetings and events, participation in events , and mass mailing announcements or communication.	The stationary has been used widely with great success.
	Improvements in the strategy for Year3	
	There is no need for improvements.	

2.7. Goodies

	C&D strategic orientation	Year1 and Year2 implementation
Goodies	Distributed at events with the purpose of brand promotion and brand awareness. Goodies are also a technique used to attract visitors to the booth, and use that as an opportunity to create awareness about the project's objectives or engaging them on the project's activities and events.	The material has been designed, produced and dispatched to partners and already used in several face2face opportunities. We seek to follow up with the partners to examine the leftovers and if needed redistribute the stock according to the needs.
	Improvements in the strategy for Year3	
	A reporting excel will be created tomonitor the distribution level of the goodies, and to ensure that all the produces merchandize has been given away to stakeholders. If that is not the case, measures for further distribution will be uptaken.	

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2.8. Press Releases

	C&D strategic orientation	Year1 and Year2 implementation
Press Releases	Sent to specific media outlets and relevant stakeholders	The project had 1 press release out of two, widely disseminated. We week to produce more press releases and achieve greater impact in the media. Although, it has been noted that some partners have managed to produce their own press releases and share nationally, and we have that in mind to start monitoring it.
	Improvements in the strategy for Year3	
	A better monitoring of the press releases that are not centralized (made by individual partners and shared nationally) in order to depict the impact better. And establishing of a more concrete planning for the next press releases of the project.	

2.9. Newsletters

	C&D strategic orientation	Year1 and Year2 implementation
Newsletters	Can include articles, interviews, videos, infographics and social media posts and will be uploaded to the News section of the website	Five newsletters have been developed in the project and shared in social media, subscribers list and partners networks. The reach achieved is high, and thus we seek to continue this resource production with even greater distribution in the networks.
	Improvements in the strategy for Year3	
	In the last period of the project, we will engage more partners in the writing of articles for the newsletters and an even greater number of external experts providing their views on the project impact. Moreover, we will keep growing the database of subscribers through dedicated campaigns in social media, to make sure that even more people receive our newsletter.	

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2.10. Scientific Dissemination

	C&D strategic orientation	Year1 and Year2 implementation
Scientific Dissemination	If partners manage, will be advisable to publish papers in top refereed scientific journals.	One publication has been realised in the first period. We seek to raise the number of publications to have even greater impact in the Scientific Domains associated with the project.
	Improvements in the strategy for Year3	
	The partners will be invited to a brainstorming meeting that aims to generate ideas for papers in Journals. Also, we plan to discuss with the partners the possibility of presenting at conferences where the proceedings are published as paper contributions.	

2.11. Reporting procedure & Activities and Events

	C&D strategic orientation	Year1 and Year2 implementation
Activities and Events	IcARUS' developments and outcomes will also be disseminated through activities and events 1. IcARUS' Mid-term International Conference 2. The Final Conference 3. Workshops 4. Conference booths and Dissemination events	Two project events have been realised with great success, and at the same time partners have been active into participating in external activities (as presenters or participants, with the aim to further disseminate IcARUS). We seek a more motivated reporting of the partners' activities in this section.
Reporting procedure	In addition, to guarantee a successful dissemination of the IcARUS project as well as an efficient reporting process within the participant portal, an online spreadsheet was created featuring three sections 1. Participation at external events 2. Dissemination of Scientific Results 3. Other dissemination activities	

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	Improvements in the strategy for Year3
Reporting & Events	Reminder emails and mentions at project meetings will become more frequent to motivate partners report all their participations in events. We also plan to discuss this monthly in the dissemination meeting that will be held, and as well create a bank of events that partners would like to be aware of and target their participation. Finally will start the organisation of some online events (as explained further, with the format of webinars)

2.12. Liaison with other projects & Partners networks

	C&D strategic orientation	Year1 and Year2 implementation
Liaison	Twin, similar, related projects and organisations can be used as multipliers instead of competitors	An initial liasons map has been created and partners managed to get collaborations with other projects in which they participate as partners. Also partners have utilized their networks to disseminate IcARUS and its materials. We seek a further widening of the collaborations and a strong presence of the related stakeholders to the project events.
Partners networks	Partners' networks will be useful in disseminating the project at a national, European, and international level. Some examples can be found in the table below:	
	Improvements in the strategy for Year3	
Liaison & networks	We plan on establishing more collaborations with other projects in the areas of interest. Also to use the webinars that will be introduced as an innovative element to the dissemination, as opportunities to strengthen the relations.	

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3. KPIs REACH & UPDATES TOWARDS FURTHER EXCELLENCE

Tools & channels	Expected Results for M48	Status	Updates on target
Website	8.000 unique page views	**30414**	We aim surpassing even more the target to reach **45.000 unique pageviews**
	Visitors spending an average of 1 minute or more on the website	**2m29s**	We aim surpassing even more the target to achieve **2m30s** and keep it as a minimum.
	3.000 unique visitors to the website	**6337**	We update the target to **8000 unique visitors**
	Visitors from 60 different countries	**91**	
Flyers/ Posters/ Roll-ups	1.600 flyers distributed	**400**	
	100 contacts on the subscribers mailing list	**153**	
Social Media	400 members on Facebook	**367**	
	200 followers on Twitter	**354**	
	200 followers on LinkedIn	**144**	
	100 clicks to website (unique users that came from social media)	**1921**	We aim surpassing even more the target to reach an **Acquisition of 2500 from social media**
Press releases	At least 2 publications	**1**	
Newsletter	16 newsletters dispatched to the mailing list and promoted on the website and social media	**5**	
Promo Videos	1.000 views	**4622**	
Events/ meetings	40 events attended by partners to disseminate the project	**18**	
Confer ence/ Webin	50 participants per webinar	-	
	100-150 participants for final conference	-	

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4. ADDITION OF FURTHER INNOVATIVE ELEMENTS

Element	What	Why	How & Who
Core message evolution	"Innovative Approaches to Urban Security Learning from past experiences in urban security policies, to rethink and adapt existing tools and methods to help local security actors anticipate and better respond to security challenges"	This core message/motto is working fine, our targets groups are able to know easily what is the project about. It is simple to understand and was successfully applied in several dissemination and communication materials (i.e. brochure) including the website.	App partners, will hold a meeting to brainstorm on updating the message by integrating an element of sustainable intervention, in line with the exploitation of the project.
Webinars	Webinars, as zoom sessions with introduction and special focus on various project areas, as well as invited experts will be realized.		Panteion university will help with the logistics of organizing the events, LOBA will create promotional materials and all partners will disseminate.
Podcasts	Questions towards experts, will be answered and the records uploaded as series of podcasts.	In order to engage more people towards high recognition of the challenges in shifting the paradigm for Urban Security.	EFUS and WPleaders will support the realization of these, and LOBA will take care of the uploading and promoting.
Factsheets in a greater number than provisioned	Various factsheets will be developed, stemming from project results.	For achieving a greater visibility of the project results. It has been proven from our experience that factsheets work very well to reach even more target groups, since they explain in a very digestible and visually attractive way the findings.	LOBA will coordinate the design, and partners related will provide the contents in text to be analyzed and transformed.
Web interactive elements	The project deliverables that constitute milestones (eg. D2,1, D2.3 and toolkit with tools) will be analyzed and	Because we want to engage the users in active exploration of the results and not just a nonselective top to bottom reading of deliverable. We want to personalize	LOBA will design together with the Deliverable leaders and the coordinator the interactive pages

	shortened for their transformation to interactive pages on the website		

5. CONCLUSIONS

Striving towards excellence in Communication and Dissemination, we have examined every element of the initial C&D plan and introduced a multitude of actions to boost IcARUS.

As evident, the introduced actions deem necessary for their success the full commitment of partners for the adoption of new measures and innovations. Thus, through dedicated meetings realized, we had the opportunity to discuss and reaffirm partners' dedication towards the updated action for Communication and Dissemination.

The analysis of the dissemination and communication strategy mid-way through the implementation of the project identified new activities, tools and channels that will allow the results and lessons learned to reach more targeted stakeholders. This will ensure the sustainability of the tools resulting from the project.

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PART B – The addition of the Data Management plan

Data Management Plan

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Guidelines

Data Management Plan

DOCUMENT TYPE	MONTH AND DATE OF DELIVERY
Guidelines	Month 13, Sept 2021

WORK PACKAGE	**LEADER**
WP6	**Plus Ethics**

DISSEMINATION LEVEL	**AUTHORS**
Consortium	**Plus Ethics** **EFUS** **LOBA**

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Peer Reviews

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Revision History

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0.1	20/08/2021	Flavia Roteda Ruffino	First draft
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0.3	30/08/2021	Julia Rettig	Modifications
0.4	31/08/2021	Adrien Steck	Modifications
0.5	21/09/2021	Flavia Roteda Ruffino	Modifications
0.6	23/09/2021	Alexandros Koukovinis	Modifications
0.7	05/10/2021	Sarah Diemu-Trémolières	Comments and modifications
0.8	13/10/2021	Flavia Roteda Ruffino	Modifications requested by EFUS

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Abstract

This document provides a Data Management Plan (DMP) for the IcARUS project. The document sets out how the scientific data is generated, collected, handled, published, shared and made public -when relevant-, as well as the different data management tools used in the whole process and the different security layers of the tools looked for proper data protection and management.

Table of abbreviations

Table 0-1 - Table of abbreviations

Abbreviation	Full form
DMP	Data Management Plan
DPM	Data Protection Manager
DPO	Data Protection Officer
DPR	Data Protection Responsible
EC	European Commission
GDPR	General Data Protection Regulation
REC	Research Ethics Committee

Executive Summary

This document presents the IcARUS Data Management Plan, aimed to support and guide all aspects of data management in their life cycle (collection, process, generation, use and storage). This project will comply with European and National requirements and obligations in Data Protection (General Data Protection Regulation, GDPR 2016/679 (EU GDPR) avoiding or mitigating any risk concerning citizens' rights, their privacy and security.

The DMP will help IcARUS partners use generated or collected data, thus it will maximise the impact of our research for society and help us protect the integrity of research subjects. For this purpose, the document describes the relevant legal framework and policies and the main protocols within the Project to comply with such policies.

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1. DMP context

1.1 Purpose of the document

This deliverable sets out how the scientific data is generated, collected, handled, published, shared and made public - when relevant -, as well as the different data management tools used in the whole process and the different security layers of the tools looked for the proper data protection and management.

1.2 Appointment of DPO

In order to unify the criteria implemented in IcARUS for the processing of personal data and to guarantee the rights of personal data users, Plus Ethics advised and the consortium agreed to appoint Adrien Steck (EFUS) as DPO of the IcARUS project from its inception.

In 2022 that the position was previously held by Adrien has been given to Rasa Verseckaite.

The DPO is responsible for reviewing all documents generated in IcARUS regarding privacy and data protection, approving activities involving the transfer of data and safeguarding the informed consents of participants in the various IcARUS activities.

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2. Relevant legal framework and policies

2.1. Privacy and Data Protection Law

IcARUS is guided by policies on the protection of personal data in Europe. Rights to privacy, as contained within the European Convention of Human Rights focus on "respect for private and family life, home and communications", which are also seriously considered by the Project.

The GDPR governs the protection of personal data in Europe. The GDPR sets out specific principles for the protection of personal data when data is being collected or processed. The special regime in the GDPR for scientific research is composed of specific derogations from certain controller obligations plus a specific provision (Article 89) requiring appropriate safeguards. It thus reflects a clear intention to adapt data protection rules to the specific circumstances and public interests served by research activities. The GDPR assumes a broad conception of research, including technological development, fundamental and applied research and privately funded research and studies conducted in the public interest in the area of public health. From a data protection viewpoint, the principles of necessity and proportionality are essential. For a controller to simply claim to process data for the purposes of scientific research is not sufficient. The Article 29 Working Party (currently European Data Protection Board), in its guidelines on consent, understood scientific research as a 'research project set up in accordance with relevant sector-related methodological and ethical standards. Under this approach, only scientific research performed within an established ethical framework would therefore qualify as activities falling within the special data protection regime. According EDPB as well as European Data Protection Supervisor, therefore, the special data protection regime for scientific research is understood to apply where each of the three criteria are met:

1) personal data are processed;

2) relevant sectoral standards of methodology and ethics apply, including the notion of informed consent, accountability and oversight;

3) the research is carried out with the aim of growing society's collective knowledge and wellbeing, as opposed to serving primarily one or several private interests

Taking the aforementioned regulations and European Data Protection main institutions guidelines, IcARUS is a project subject to the GDPR obligations and will conduct its research according the European regulation data protection principles.

2.2. Privacy-by-design principles

IcARUS will collect personal data only for specific purposes of the Project, especially in the design and implementation of pilot-projects and training activities. As a starting point, data protection principles apply.

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The Data Protection Directive outlines the following principles related to the protection of personal data. Personal data must be:

1) processed lawfully, fairly and in a transparent manner ('lawfulness, fairness and transparency');

2) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation');

3) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

4) accurate and, where necessary, kept up to date ('accuracy');

5) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation');

6) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')

7) Accountability – data protection impact assessments are included and a guide on personal data breach management and notification has therefore been implemented

8) Rights of the data subject – right of access, erasure, rectification Access, rectification, deletion, opposition, limitation on processing and portability

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IcARUS will ensure that the data is processed fairly and lawfully. In addition, the processing must be transparent, i.e., data subjects (meaning participants in the research activities) must be able to understand how their data will be collected and processed and they must consent to this processing. The consent must be specifically informed and be affirmed through signature by the data subject. The obligations around transparency and consent are also included within the ethical research guidance on research with human subjects.

In addition to these principles, the GDPR also outlines particular rights enjoyed by data subjects regarding the processing of their data. These include rights of access, rectification and erasure. The scope of the derogations to the rights to restriction and objection in the field of scientific research will remain limited to cases where the integrity of research would be compromised by the exercise of data subjects' rights. This means that data subjects should be able to see the data that is held about them, should be able to correct inaccuracies and should be able to request that their data be removed. However, the Data Protection Regulation only applies to data that is associated with an "identified or identifiable natural person" (Art. 4 (1) GDPR). Data that is effectively anonymised is not subject to the Regulation.

Compliance with the data protection regulation is relatively straightforward when it comes to the research data collected from participants during IcARUS research tasks for specific outputs (surveys, focus groups, interviews, data sets) and during the research developed for pilot-projects and training activities. All tasks, even not explicitly mentioned in this document, will be covered by this DMP.

2.3. Open Access policy

IcARUS project is funded by the European Commission (SU-FCT01-2018-2019-2020 - Human factors, and social, societal, and organisational aspects to solve issues in fighting against crime and terrorism). IcARUS is not included in the European Commission's Open Research Data Pilot (ORD Pilot). Therefore, this means that it is not an obligation to draft a DPM for the IcARUS project. Nevertheless, the partner responsible for the management of privacy aspects (Plus Ethics), the Coordinator (EFUS), the DPO, as well as the rest of the consortium, have considered it appropriate to write and integrate a DMP in IcARUS that governs and guides all activities involving the processing of personal data.

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2.4. Research Ethics

For all activities funded by the European Union, ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence. Ethical research conduct implies the application of fundamental ethical principles and legislation to scientific research in all possible domains of research. All activities developed in IcARUS must comply with ethical principles and relevant national, EU and international legislation, the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights.

In H2020 there is a continuous evaluation of ethical dimension throughout the Project (from the conceptual state of proposal to the final execution of a funded project). The Ethics Appraisal Procedure concerns all activities of IcARUS and includes the Ethics Review Procedure, conducted before the start of the project, as well as the Ethics Check and Audits.

Research Ethics Committees are multidisciplinary, independent groups of individuals appointed to review research protocols involving human beings to help ensure in particular that the dignity, fundamental rights, safety, and well-being of research participants are duly respected and protected. RECs are established in some of the partners participating in IcARUS (Universidad Miguel Hernández, University of Leeds, University of Salford, Erasmus University of Rotterdam, IDIAP, Panteion University). As a general rule every research approval for activities with humans must be submitted for ethical review to a REC. The lack of REC in the rest of the partners participating in IcARUS requires to ensure that research is conducted to a common set of ethical standards irrespective of research location.

From a legal standpoint, research projects must comply with relevant national laws of the country where the research will be carried out. In turn, the national law of each country must fulfil the requirements of any international law/treaties to which the countries concerned have subscribed. A key ethical concern for multinational research is the possibility that the different countries might have different standards of protection for research participants. This means that in the interest of the European Projects, there is an enormous need for harmonization in the standards for practice. Though some efforts have been made in some research areas, as in bio-medicine with the Directive 2005/28/EC and its Regulation[1], for interdisciplinary projects as the IcARUS project has agreed to follow some general principles extracted from some standards produced by the European Commission and from other National contexts.

Some of the main general principles considered in IcARUS are:

- Proportionality and responsibility: all data should be collected when necessary for research purpose. The researchers should protect the interests of those involved in the

[1] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2005:091:0013:0019:en:PDF This a binding instrument on the approximation of the laws, regulations and administrative provisions of the Member States relating to the implementation of good clinical practice in the conduct of clinical trials on medical products for human use.

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research and ensure, as far as possible, that the research process may be disturbing to participants and whether it may produce any unintended effects. This means that participants should be aware that they have the right to refuse or cancel their participation at any time.

- Transparency and informed consent: the participants will receive a transparent provision of information about the research, the funding, the purpose of the activity and how the results will be disseminated and used. A full consent form will include information about how data will be used by the project. This information will enable the participants to obtain informed consent, given that the information sheet is a transparency mechanism.

- Data minimisation: data collected and processed should not be held or further used unless this is essential for reasons that were clearly stated in advance to support data privacy; personal information will be confidential, pseudo-anonymised or anonymised when possible; and store data securely reducing the risk of unauthorised access and other security threats.

The experts recognise that full anonymity cannot be absolutely guaranteed, and that participants should be given information to enable them to understand the limits of this anonymity. With respect to data storage and sharing, the guidance explains that researchers should provide information about how data will be stored, whether it will be shared with other researchers and how it might possibly be used by those researchers.

To this end, in October 2020, IcARUS partners were invited to attend a training session entitled "Ethics and Privacy in IcARUS". These resources (video, slides and complementary materials) are available for all partners to access at any time.

Concerning the participation of children and vulnerable people, Mindb4Act has agreed to follow the following rules:

- Involvement of children is excluded from IcARUS activities.

- Adults unable to give informed consent are excluded from IcARUS activities.

- Vulnerable individuals/groups are excluded from IcARUS activities.

The following sections describe the current IcARUS data governance considerations to enable the project to meet each of the policies and practices described in this section. Specifically, the following sections describe in detail the main data sets used in the project and examine our responses to the ethical and legal issues. Finally, we consider what data may be generated and what foreseeable exploitation may occur.

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3. Data Description

3.1. Data description in detail

The table below set out the types of data linked to the deliverables and the main measures concerning data management:

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Table 3-1 - Data description in detail

Task	Data Description	Linked Del.	Leader	Purpose linked to the objectives of the project	Level	Data publication
2.1.	Name, email, address, job position, signature	D 2.1	UNIVLEEDS	Informed consent for interviews	No collection or processing of secondary data	Yes
2.2.	Name, email, address, job position, signature	D 2.2	Efus	Informed consent for Interviews, surveys, questionnaires	No collection or secondary data processing	Yes
WP2 additional task	Name, email, address, job position, signature	NA	Efus	Informed consent for participation in workshop	No collection or processing of secondary data	No
3.5.	Name, email, address, job position, signature	D 3.5	Camino	Informed consent for participation in workshop	No collection or processing of secondary data	No

3.6.	Name, email, address, job position, signature	D 3.5	Efus	Informed consent for participation in workshop	No collection or secondary processing or both	No
4.1.	Name, email, address, job position, signature	D 4.1	Efus	Informed consent	No collection or secondary processing or both	No
4.2.	Name, email, address, job position, signature	D 4.2	Efus	Informed consent for participation in training	No collection or secondary processing or both	No
4.3.	Name, email, address, job postion, signature	D 4.3	Partner cities	Informed consent for participation in demonstrations	No collection or secondary processing or both	No
4.4.	Name, email, address, job position, signature	D 4.4	Efus	Informed consent for participation in learning expeditions	No collection or secondary processing or both	No

3.2. Personal Data

Currently, the GDPR defines personal data as being "any information relating to an identified or identifiable natural person ("data subject"); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity".

According to the definition of personal data under GDPR, the only personal data collected by the Project and described in the table above are:

- Name
- Email
- Address
- Job position
- Signature
- Image

3.3. Main guidelines for partners

Partners gathering and/or generating data from human participation will:

- Obtain an Ethical Approval from the corresponding REC.
- Adhere to the ethical research guidelines referred in this document.
- Make use of the information sheet and informed consent template (annex I and II in this DMP)
- Consult any doubt or question related to the ethical dimension to the ethical partner (Plus Ethics) and the Coordinator (EFUS).

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4. Data Governance

IcARUS recognises the importance of data being 'FAIR', especially the results generated by the Project that are subject for dissemination or exploitation. This means:

- Findable: others can find them.
- Accessible: others can access (part of) the data, if issues such as privacy or security do not hinder this.
- Interoperable: people and machines can open the files and combine the data set with other data sets.
- Reusable: the above three, plus others can understand the data and know they can reuse it.

This section outlines the main agreements for the data governance in IcARUS.

Each organisation has appointed a Data Protection Responsible in order to ensure that all data and processing for its organisation will be carried out according to EU and national legislation (see Table. 2).

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Table 4-1 - List of DPRs appointed

Partner	Name	Contact
EFUS	Rasa Verseckaite	Verseckaite@urbansecurity.org
Salzburg	Lara Stockmaier	lara.stockmaier@fh-salzburg.ac.at
PLUS ETHICS	Flavia Roteda	froteda@plusethics.com
ERASMUS	Marlon Domingus	dpo@eur.nl
Panteion	Christina Tatsi	chri.tatsi@hotmail.com
USAL	Andrew Hartley	a.hartley2@salford.ac.uk
Univ LEEDS	Alice Temple	DPO@leeds.ac.uk
Stuttgart	Gregor Belgardt	Gregor.Belgardt@stuttgart.de
Riga	Aldis Pastars	Aldis.Pastars@riga.lv
Rotterdam	Matthijs Mulder	jm.mulder@rotterdam.nl
Nice	Karine Chomat	karine.chomat@ville-nice.fr
Lisbon	Luís Feliciano	luis.feliciano@cm-lisboa.pt
Makesense	Franco Carcillo	franco.carcillo@ makesense.org
Eurocircle	Anne Cécile Crabières	annececile@ eurocircle.info,
IDIAP	Julien Roletto	julien@ idiap.ch,
KEMEA	Vasiliki Zomenou	dpo@kemea-research.gr
LOBA	Diogo Costa	diogocosta@loba.pt
CAMINO	Marie-Constance Kaiflin	DPO@camino.org

4.1. Access

Data Project is only accessed by Consortium partners and only for project activities. Partners involved in any task will share data only with WP Leader and Coordinator and the rest of the

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partners involved in any related task for which such sharing is necessary. This provision means that it is acceptable to share it within the consortium solely for the purpose of the project activities. However, this data will only be used when a Project activity requires it.

Data produced in IcARUS will be openly available when the corresponding report has been marked with the dissemination level of PUBLIC. Clearly all data referred to, are first pseudonymized by default.

4.2. Storage

Data will be stored by each individual partner involved in any task needed for the Project at its own institutional storage. The basic approach will be to reduce the collecting and storing of data to the absolute minimum and ensure pseudonymisation of collected data. No data that is not necessary for the finalization of the project will be collected or retained. The acquired data will under no circumstances be used for commercial purposes or shared with any third parties.

There will be only a back-up storage if it is necessary for the development of some deliverables. Such back-up will be a Consortium-file repository in the clued managed only by the Coordinator.

The chosen repository is a business solution, Google Drive Workspace.

> Type of licence: The Coordinator has contracted a professional licence with service provider Google (Google workspace), which ensures the application of GDPR during the whole term of the contract and deletion of any personal data collected during the time of the contract, should it be terminated.

The administrative and financial department of the Coordinator (in coordination with the project's DPO and project officer) is in charge of granting or denying access to the shared drive to members of the consortium.

Google workspace is used by the Coordinator as an internal server.

The collection of consent forms will be managed by Efus. Partners who need to collect consent forms have been granted access to a restricted space on Efus' Google Workspace platform. This space is restricted via the email addresses of both the partner's personnel involved in the project and Efus' personnel involved in the project. Once the consent form is filled in by the participant, it is uploaded to this dedicated space and any copy deleted by the partner 10 days after the collection of the data (as described in the Data Processing Agreement signed by the partners). Once collected, the consent forms will be kept by Efus in this space.

Special focus on security has been contemplated in the selection of this repository, including full compliance with European General Data Protection Regulation, and storage in European-based servers.

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4.3. Exchange

Data gathered/generated within the project will not be shared with external recipients. Only final products (reports, briefings or communication pieces) will be shared under the approval of the General DPO.

4.4. Data preservation and archiving

The data collected and processed in IcARUS will be stored by default one year after the end of the project: August 2025.

4.5. Allocation of resources

All costs incurred in data management will be covered by each partner's individual budget allocated to a specific task or deliverable. All partners will assume individual responsibilities concerning the data used for the purpose of the project.

Only some services for the Consortium (as back-up repository) will be covered by the Coordinator's budget share.

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5. Ethical General rules of the Project

The IcARUS project focuses on the following areas of research: preventing juvenile delinquency, designing and managing safe public spaces, preventing radicalisation leading to violent extremism and preventing and reducing organised crime and trafficking. These are highly sensitive research areas which require the guarantee of safe conditions for research participation for people who may benefit from the research, but also for researchers themselves.

During the lifetime of the project, activities will be carried out in compliance with Regulation (EU) 2016/679 on Data Protection and Privacy. IcARUS research will not include:

- Children.
- Adults unable to give informed consent.
- Vulnerable individuals/groups.

Within IcARUS, engagement with participants beyond those in the consortium is a central component of the research activities which will be undertaken in the context of the IcARUS. In order to comply with GDPR regulations and the EU Charter of Fundamental Rights, the project will ensure that any person approached to participate in the research will give their informed consent beforehand and that they will be granted to negotiate the terms of their relationship with the researchers.

These participants will be recruited and contacted through the extended networks of project partners to ensure that the stakeholders recruited are both relevant and appropriate to the project. All recruitment procedures will be conducted in line with the project's ethical guidelines which link directly to the European Commission's ethics self-assessment guidance which includes ensuring that all participants have access to detailed information sheets and have agreed to participate through informed consent.

The process of obtaining informed consent for participants in the research (in the case of interviews/questionnaires/etc.) has been clearly detailed above. Additionally; relating to the protection of personal data the members of the consortium realize that the project may collect data that could be considered personal during the data collection phases.

Therefore, IcARUS will strive to ensure that such data is completely pseudonymised or fully anonymized in origin. The specific pseudonymization technic applied by the project consortium is the following: the partner who is dealing with the data will be one of the described in the Consortium Pseudonymisation Guidelines (see Annex III).

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6. ANNEX I. Information sheet template for participants

6.1. ANNEX I.A. General Information sheet template

WORK PACKAGE: [WP NUMBER AND TITLE]

ACTIVITY: [TITLE]

PARTNER LEADING ACTIVITY AND COLLECTING CONSENT: [ORGANIZATION REFERENCE]

You are about to take part in a research activity for the IcARUS EU H2020 project. IcARUS is coordinated by the European Forum for Urban Security (France).

Project description

The IcARUS project aims to learn from past experiences in urban security policies and practices throughout Europe. The project's main objective is to rethink, redesign and adapt existing tools and methods to help local security actors anticipate and better respond to security challenges.

The project will review and reassess past and present urban security policies to provide socially and technologically innovative strategies and tools adaptable to specific local contexts. IcARUS will focus on four areas that have been identified by local and regional authorities as enduring security challenges: preventing juvenile delinquency; preventing radicalisation leading to violent extremism; designing and managing safe public spaces; preventing and reducing trafficking and organised crime at the local level. These will also be examined in the light of four cross-cutting issues of: governance and diversification of actors, technological change, gender approaches, as well as internationalisation and cross border issues.

IcARUS will develop custom-made solutions to security challenges, which will incorporate social as well as technological innovations. The tools will be designed through a constant process of testing, evaluation and adaptation by local and regional authorities. These stakeholders will be supported in the integration of a strategic foresight approach to their crime prevention policy, a process that will ensure that these tools are effective and meet the collective needs of citizens.

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Why have I been approached?

[DESCRIPTION OF THE SELECTED PARTICIPANT PROFILE]

Right to withdraw and to data protection

You do not have to take part in this research if you do not want to. Likewise, you may change your mind about your participation later on and withdraw after taking part in [STUDY/ACTIVITY], without needing to provide a reason. In this case, your input will be securely deleted from our records and servers.

If you wish to withdraw, ask questions or make use of your data protection rights (access, rectification, deletion, information, limitation and portability), you may contact the Data Protection Officer (DPO) for this project: Rasa Verseckaite , email Verseckaite@efus.eu

What will I be asked to do if I take part in this research activity?

If you decide to take part, you will be asked to [DESCRIPTION]

When contributing to [ACTIVITY] with your expertise you may want to share real-life experiences or cases you are or have worked on. Please be aware that this is sensitive information, and you should do your best to not share personal details of anyone involved in any radicalisation process. General details can and should be shared, but those involved must be protected. If you happen to mention specific people, their names will be deleted from any project materials.

Will my data be Identifiable?

When providing your opinions, only your answers will be recorded, and this information will only be processed by project partners, held on the personal, and protected, computer drive of the researcher, and kept separate from the interview material. Therefore, your opinions will not be linked to your name or any other direct identifiers, and opinions that may identify you will not be made public in any case. Any security sensitive information will also be discarded for publication.

Additionally, researchers use secure network servers to exchange information between project partners, and any e-mails inviting experts or discussing the research with participants will be deleted after the research is compiled into the relevant reports.

Any data labelled as personal data (containing your [DETAIL: i.e. name, address, sex, age, etc]) will be deleted at the end of the project (year 2024).

Audio recordings [DELETE IF NOT RELEVANT]

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Audio of the session/s which you will participate will be recorded. They will be deleted once the transcripts and/or project reports have been completed. Transcripts will eliminate any information that would enable you to be identified (names, locations, etc.) directly, by inference or by association. This anonymisation will be complete and irreversible as the original audios will be destroyed.

Video [DELETE IF NOT RELEVANT]

Videos of the session/s which you will participate will be recorded. You can opt-out of video recording by stating it in the consent form. If you agree to video recording, your image and opinions may be used in project materials and dissemination activities, but not reused for research purposes.

What will happen to the results?

The research results will be confidential and only accessible to other project partners and the EU Commission Services. However, project partners may use project results in specialised publications. In no case will these materials include information that could identify you or your opinions. Anonymised direct quotations from your contributions may be used in these reports and publications, but your name or other directly-identifying information will not be included.

What are the risks and benefits of my participation?

Your expertise and knowledge may benefit [DESCRIPTION]

Before starting, you should know that your participation may entail the following risks: [DESCRIPTION]

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Who is responsible for the research?

The project has been funded by the EU Horizon 2020 and is coordinated by the European Forum for Urban Security (https://efus.eu/). The Deputy Director of EU Programmes is Carla Napolano (napolano@efus.eu) and the Projects Managers are Pilar De La Torre delatorre@efus.eu and Julia Rettig rettig@efus.eu. Further information on the project can be found on www.icarus-innovation.eu

Thank you for taking the time to read this information sheet. You can keep this document.

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6.2. ANNEX I.B. Information sheet template allowing publication

WORK PACKAGE: [WP NUMBER AND TITLE]

ACTIVITY: [TITLE]

PARTNER LEADING ACTIVITY AND COLLECTING CONSENT: [ORGANIZATION REFERENCE]

You are about to take part in a research activity for the IcARUS EU H2020 project. IcARUS is coordinated by the European Forum for Urban Security (France).

Project description

The IcARUS project aims to learn from past experiences in urban security policies and practices throughout Europe. The project's main objective is to rethink, redesign and adapt existing tools and methods to help local security actors anticipate and better respond to security challenges.

The project will review and reassess past and present urban security policies to provide socially and technologically innovative strategies and tools adaptable to specific local contexts. IcARUS will focus on four areas that have been identified by local and regional authorities as enduring security challenges: preventing juvenile delinquency; preventing radicalisation leading to violent extremism; designing and managing safe public spaces; preventing and reducing trafficking and organised crime at the local level. These will also be examined in the light of four cross-cutting issues of: governance and diversification of actors, technological change, gender approaches, as well as internationalisation and cross border issues.

IcARUS will develop custom-made solutions to security challenges, which will incorporate social as well as technological innovations. The tools will be designed through a constant process of testing, evaluation and adaptation by local and regional authorities. These stakeholders will be supported in the integration of a strategic foresight approach to their crime prevention policy, a process that will ensure that these tools are effective and meet the collective needs of citizens.

Why have I been approached?

[DESCRIPTION OF THE SELECTED PARTICIPANT PROFILE]

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Right to withdraw and to data protection

You do not have to take part in this research if you do not want to. Likewise, you may change your mind about your participation later on and withdraw after taking part in [STUDY/ACTIVITY], without needing to provide a reason. In this case, your input will be securely deleted from our records and servers.

If you wish to withdraw, ask questions or make use of your data protection rights (access, rectification, deletion, information, limitation and portability), you may contact the Data Protection Officer (DPO) for this project: Rasa Verseckaite , email Verseckaite@efus.eu

What will I be asked to do if I take part in this research activity?

If you decide to take part, you will be asked to [DESCRIPTION]

When contributing to [ACTIVITY] with your expertise you may want to share real-life experiences or cases you are or have worked on. Please be aware that this is sensitive information, and you should do your best to not share personal details of anyone involved in any radicalisation process. General details can and should be shared, but those involved must be protected. If you happen to mention specific people, their names will be deleted from any project materials.

Will my data be Identifiable?

When providing your opinions, your answers will be recorded, and this information will be processed by project partners. Therefore, your opinions will be linked to your name or any other direct identifiers. Your identification and opinions will be made public in [DELIVERABLE/REPORT]

Any data labelled as personal data (containing your [DETAIL: i.e. name, address, sex, age, etc]) not included in [DELIVERABLE/REPORT] will be deleted at the end of the project (year 2024).

Audio recordings [DELETE IF NOT RELEVANT]

Audio of the session/s which you will participate will be recorded. They will be deleted once the transcripts and/or project reports have been completed. Transcripts will incllude information that would enable you to be identified (names, locations, etc.) directly, by inference or by association.

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Video [DELETE IF NOT RELEVANT]

Videos of the session/s which you will participate will be recorded. You can opt-out of video recording by stating it in the consent form. If you agree to video recording, your image and opinions may be used in project materials and dissemination activities, but not reused for research purposes.

What are the risks and benefits of my participation?

Your expertise and knowledge may benefit [DESCRIPTION]

We expect that publishing your opinions using your name will bring IcARUS the following benefits: [DESCRIPTION]

Before starting, you should know that your participation may entail the following risks: [DESCRIPTION]

Who is responsible for the research?

The project has been funded by the EU Horizon 2020 and is coordinated by the European Forum for Urban Security (https://efus.eu/). The Deputy Director of EU Programmes is Carla Napolano (napolano@efus.eu) and the Projects Managers are Pilar De La Torre delatorre@efus.eu and Julia Rettig rettig@efus.eu. Further information on the project can be found on www.icarus-innovation.eu

Thank you for taking the time to read this information sheet. You can keep this document.

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7. ANNEX II. Consent form template for participants

7.1. ANNEX II.A. General Consent form template

WORK PACKAGE: [WP NUMBER AND TITLE]

ACTIVITY: [TITLE]

PARTNER LEADING ACTIVITY AND COLLECTING CONSENT: [ORGANIZATION REFERENCE]

DPO/DP Manager [NAME AND EMAIL]

I hereby confirm that	YES	NO
I have been informed of the project aims and goals		
I have been provided with an Information Sheet		
I consent to my participation in the research		
I understand that I have the right to withdraw from the research at any time without providing a reason		
I understand that I should not share personal details of persons involved in radicalisation cases/ processes		
I understand that my personal data will be deleted one year after the completion of the project in 2024.		
I consent to my data being used in the future for research purposes only		
I consent to the voice recording of my contributions in the research		
I consent to the video recording of my participation in the research		
I consent to my voice recording being published in [WEB AND PROFILE]		
I consent to my video recording being published in [WEB AND PROFILE]		
I have been provided with the contact details of the DPO		
I have been provided with the contact details of the project coordinator		

Name:_____

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Signature:

Thank you for taking the time to complete this consent form. Please return it to the project research.

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7.2. ANNEX II.B. Consent form template allowing publication

WORK PACKAGE: [WP NUMBER AND TITLE]

ACTIVITY: [TITLE]

PARTNER LEADING ACTIVITY AND COLLECTING CONSENT: [ORGANIZATION REFERENCE]

DPO/DP Manager [NAME AND EMAIL]

I hereby confirm that	YES	NO
I have been informed of the project aims and goals		
I have been provided with an Information Sheet		
I consent to my participation in the research		
I understand that I have the right to withdraw from the research at any time without providing a reason		
I understand that I should not share personal details of persons involved in radicalisation cases/ processes		
I consent to my personal data being made public in [DESCRIPTION]		
I consent to my data being used in the future for research purposes only		
I consent to the voice recording of my contributions in the research		
I consent to the video recording of my participation in the research		
I consent to my voice recording being published in [WEB AND PROFILE]		
I consent to my video recording being published in [WEB AND PROFILE]		
I have been provided with the contact details of the DPO		
I have been provided with the contact details of the project coordinator		

Name:_____

Signature:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 882749

Thank you for taking the time to complete this consent form. Please return it to the project research.

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7.3. ANNEX III. Consortium Pseudonymisation Guidelines

1. Introduction

Some research activities of the IcARUS project involve the processing of personal data. Consequently, consortium partners involved in such activities are required to sign a Data Processing Agreement to ensure that the rights of data subjects are respected in accordance with the General Data Protection Regulation (GDPR). In this regard, Annex A of this agreement states that "personal data of research participants will be pseudonymised as a standardised procedure to avoid any data subject being exposed to potential harm". Furthermore, the Data Management Plan sets out the guidelines to be respected by all consortium partners during the collection, processing, storage and deletion of personal data involved in IcARUS.

In accordance with these documents, these guidelines have been developed with the aim of providing, in an easy and comprehensive way, the main information, knowledge and techniques that all IcARUS partners processing personal data should take into account and apply.

2. Anonymisation and pseudonymization

Anonymisation and pseudonymisation are techniques that help data processors to ensure data security. Although they can sometimes be confused, it is very important to distinguish between these two techniques.

While when pseudonymisation techniques are used, it is possible to re-identify individual data subjects by reversing the pseudonymisation process, anonymisation involves techniques that can be used to convert personal data into irreversibly anonymised data.

However, it is essential to take into consideration that anonymisation techniques may sometimes carry the risk of indirect re-identification. *For example, in a shopping experience where the name of the customer who made the purchase is unknown, it may be possible to find out who he is if it can be identify that this customer has had a constant buying behavior. Every day for the past one-year Alex has visited Starbucks at 1500, Broadway at 10:10 am and ordered the same Tall Mocha Frappuccino. Hence, even if his personally identifiable information, such as name, address, etc., has been anonymised or eliminated, his buying behavior still allows you to re-identify him. The same could happen with a data subject, so processors should be meticulous when they anonymise sensitive data, careful to hide any additional information that might aid re-identification*.

To sum up, anonymisation is the permanent replacement of personal data by unrelated characters, while pseudonymisation implies that identifying data is reversibly replaced by an

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identifier (additional information). Anonymisation removes the risk of direct re-identification and pseudonymisation replaces identifiable data with a reversible and consistent value.

3. Technique applied in IcARUS

Although anonymised data are no longer considered personal data, anonymisation processes are quite challenging, especially when dealing with large datasets containing a wide range of personal data. This is because it is very difficult to generate fully anonymised datasets that retain the aggregated information necessary for research purposes. In fact, 'anonymised' data will only be collected if the anonymisation takes place at the time the data are collected from the research subject, so that no personal data are processed. If anonymisation takes place at a later stage (e.g. by attempting to remove personally identifiable information during the transcription of audio recordings or at the time the survey data are entered into a database), the raw data remain as personal data and provisions should be included for their protection until such time as they are deleted or anonymised.

Due to the difficulties involved in anonymisation methods, for IcARUS activities involving the processing of personal data, it is recommended to apply Counter pseudonymisation technique. As mentioned above, pseudonymisation is a well-known de-identification process that has gained additional attention after the adoption of the GDPR, where it is referred to as a security and data protection by design mechanism.

4. Pseudonymisation methods[2]

First concept to note is that the pseudonymisation function matches identifiers to pseudonyms. Lets consider two different identifiers $Id1$ and $Id2$ and their corresponding pseudonyms $pseudo1$ and $pseudo2$. A pseudonymisation function must verify that $pseudeudo1$ is different from $pseudo2$. Otherwise, the retrieval of the identifier could be ambiguous: the pseudonymising entity cannot determine whether $pseudo1$ corresponds to $Id1$ or $Id2$. However, a single identifier Id can be associated with multiple pseudonyms ($pseudo1$, $pseudo2$...) as long as it is possible for the pseudonymising entity to reverse this operation. In all cases, according to the definition of pseudonymisation, there will always be some additional information that allows the association of the pseudonyms with the original identifiers. This is known as the "pseudonymisation secret".

[2] This section has been elaborated based on the *Recommendations on shaping technology according to data protection and privacy provisions* from the European Union Agency for Cybersecurity (ENISA).

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Although in IcARUS is recommended to **apply by default counter technique**, next, some of the most common pseudonymisation techniques are presented.

4.1. Counter

Counter is the simplest pseudonymisation technique. Identifiers are replaced by a number chosen by a monotonic counter. A code s is first set to 0 (for example) and then incremented. It is essential that the values produced by the counter are never repeated to avoid any ambiguity.

The advantages of the counter lie in its simplicity, which makes it a good candidate for small, non-complex data sets. In terms of data protection, the counter provides pseudonyms with no connection to the initial identifiers (although the sequential nature of the counter can still provide information about the order of data within a dataset). However, this solution may present implementation and scalability problems in the case of large and more sophisticated datasets, as the complete pseudonymisation table needs to be stored.

It is important to note that, in case it is not done through an automated technique, it is necessary to have two teams of people to implement the process. The first team will substitute the identifiers while a second team will carry out the data processing or, in this case, the analysis work corresponding to the research.

Practical example on counter technique:

X is a consortium partner and Paul and Sophie are the researchers in charge. Paul works in the research group 1. He has received a list with the names of all the data subjects involved in the research activity. Such names are the identifiers and Paul have to replace them with codes. In this sense, a data subject name 'Steven' is codified as 'A000'; the next name will be 'A001'; the one after that 'A002' and so on. Sophie, who works in research group 2, will then receive all this coded information and will be the one to carry out the analyses that need to be done with this information in each case. In this way, Paul cannot participate in the analysis and, conversely, Sophie cannot participate in the coding. Also, Paul is the only researcher who has access to the raw databases and must keep all the content he encodes in a protected file.

It must be remembered that this procedure must be followed for all identifiers: names, emails, IPs, addresses, ID numbers, etc.

4.2. Random number generator (RNG)

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RNG is a technique that produces values in a set that have the same probability of being selected from the total population of possibilities and are therefore unpredictable. This approach is similar to counter except that a random number is assigned to the identifier. There are two options for creating this assignment: a true random number generator or a pseudo-random cryptographic generator.

Unlike counter, RNG provides strong data protection because, as a random number is used to create each pseudonym, it is more difficult to extract information about the initial identifier.

4.3. Cryptographic hash function

Cryptographic hash function takes input strings of arbitrary length and maps them to outputs of fixed length. It has the following properties:

- Unidirectional: it is impossible to find any input that corresponds to any preset output.
- Collision-free: it is impossible to find two different inputs that correspond to the same output.

Cryptographic hash function is directly applied to the identifier to obtain the corresponding pseudonym: $Pseudo{=}H(Id)$. The domain of the pseudonym depends on the length of the digest produced by the function. However, although hash function can contribute significantly to data integrity, it is generally considered weak as a pseudonymisation technique, as it is prone to brute-force and dictionary attacks.

4.4. Masking

This technique consists of masking a part of the data with random characters, so that the data will be masked but will retain its usefulness for different functions. It is typically used with information involving numbers. The first set of numbers is usually represented by an X and the last digits are shown as the actual digits. For example, a social security number would be represented as XXX-XXX-4567.

4.5. Tokenization

This pseudonymisation technique transforms a meaningful piece of data, such as an ID number, into a random string of characters called a token that has no meaningful value if it is compromised. Tokens serve as a reference to the original data, but cannot be used to guess

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those values. This is because, unlike encryption, tokenisation does not use a mathematical process to transform the sensitive information into the token. There is no key, or algorithm, that can be used to derive the original data from a token. Instead, tokenisation uses a database, called a token vault, which stores the relationship between the sensitive value and the token.

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PART C – The addition of the IPR Preliminary Framework

IPR Preliminary Framework

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Guidelines

IPR Preliminary Framework

DOCUMENT TYPE	MONTH AND DATE OF DELIVERY
Guidelines	Month 39, Nov 2023

WORK PACKAGE	**LEADER**
WP5	**LOBA**

DISSEMINATION LEVEL	**AUTHORS**
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Programme	Contract Number	Duration	Start
H2020	882749	48 Months	Sept 2020

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Peer Reviews

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Pilar de la Torre	EFUS
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Revision History

VERSION	DATE	REVIEWER	MODIFICATIONS
0.1	14/11/2023	Alexandros Koukovinis	First draft
0.2	15/11/2023	Alexandros Koukovinis	Adjustments to the CC licences

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Abstract

This document provides the initial guidelines and a framework for the IPR of IcARUS project. It works as an initial plan subject to continuous improvement until its final delivery at the end of the project.

Table of abbreviations

Table 0-1 - Table of abbreviations

Abbreviation	Full form
IPR	Intellectual Property Rights
IP	Intellectual Property
CA	Consortium Agreement
GA	Grant Agreement
BG	Background
FG	Foreground
ER	Exploitable Results
CC	Creative Commons

Executive Summary

This section outlines the Intellectual Property Rights (IPR) framework implementation plan for the IcARUS project. IcARUS aims to enhance urban security and support evidence-based public policymaking by rethinking the way in which security issues are addressed from the identification to the implementation of responses. IcARUS applied Design thinking (DT) methodology, adapted to the field of Urban security, and the design approach to develop six customised tools for response to urban security challenges in six cities. To protect the project's innovations, knowledge, and research results at the moment of the exploitation, we are developing a comprehensive IPR framework tailored to our project's unique objectives. The below structure is currently being followed to tailor a final IPR plan in the deliverable during M48, when the IcARUS results and tools will be finalized and all their parameters well defined.

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1. Definitions and Terminology

The IcARUS IPR framework begins with a clear understanding of key terms:

- Background IP: Existing urban safety methodologies, research, or tools brought into the project.
- Foreground IP: New intellectual property generated during the project, such as adapted methodologies, policy recommendations, and tools.
- Ownership: Identification of partner ownership of specific IP assets.
- Access Rights: Agreements detailing how partners can access and use each other's background IP.
- Exploitation: Strategies for disseminating and utilizing project results for public policymaking.
- Sustainability: Ensuring the long-term use and impact of project outcomes.
- Creative Commons License: Creative Commons licenses give everyone from individual creators to large institutions a standardized way to grant the public permission to use their creative work under copyright law.

2. IPR Management Stages

Under the frame of IcARUS and for the strategic targets of its Exploitation, Sustainability, and Valorization of the project methodology and results, key IP and innovation management will be employed, to set a common understanding concerning the background, foreground, ownership (including joint ownership), access and usage rights, dissemination and exploitation during and after the project development. In this respect, the IcARUS IPR management strategy will apply a comprehensive framework that will scale the IP management processes of the project in the following stages:

- Grant Agreement and Consortium Agreement preparation stage;
- Project implementation stage;
- Post-project stage.

In this respect, the following figure illustrates the IPR management stages, as they are considered and followed within IcARUS. More details about the Project Implementation and the Post Project stages will be developed in later timing of the implementation and within the final deliverable.

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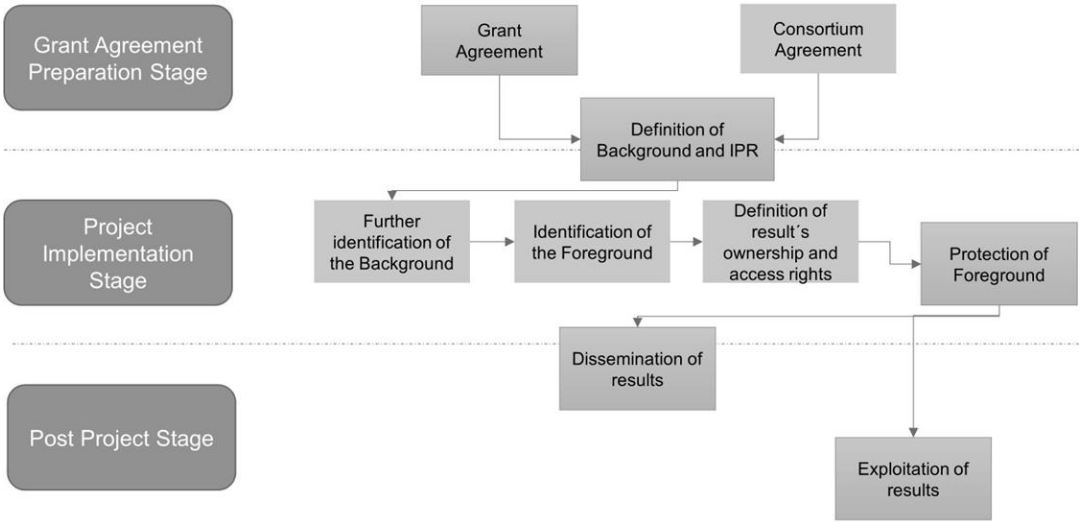

Figure 1 – The IPR framework stages of development

2.1. Stage 1: Project Initiation and Grant Agreement Preparation

This stage ignited within the preparation of the GA and concluded with the CA, following the below steps:

- Identified existing background IP related to urban safety, policy analysis, and public policymaking among project partners;
- Defined access rights and ownership agreements for background IP;
- Established conditions of use within the IcARUS project, ensuring sharing of relevant background IP within the partnership but within the defined limits of its protection as seen in the CA.

2.2. Stage 2: Project Implementation

- Continuously monitoring and documenting new foreground IP generated during the project, such as adapted urban safety methodologies, policy recommendations, and evaluation tools.
- Clarifying ownership and access rights for foreground IP.
- Establishing conditions of use within the project to encourage open collaboration and knowledge sharing.
- Developing detailed agreements for sharing and using foreground IP within the consortium, especially when creating policy recommendations.

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In IcARUS, the anticipated core results can be seen in the below list (not extensive) that will be further detailed during the next months of the project.

Table 2-1: The exploitable results and users of IcARUS identified

Work Package	Results	Users (partners, third-parties in Europe and beyond)
WP1 - Innovation methodology adoption	- The *Design Thinking* methodology adapted to urban safety challenges	- Security policymakers - Local and regional security practitioners
WP2 - Review and cross-analysis of urban security	- State of the art - The inventory of practices, tools and lessons learned - The roadmap	- Researchers and academics - Security policymakers
WP3 - Toolkit development using social and technological innovation	- City of Lisbon Tool - City of Stuttgart Tool - City of Turin Tool - City of Riga Tool - City of Rotterdam Tool - City of Nice Tool	- Security policymakers, - Local and regional security practitioners, in particular LEAs - National security practitioners - Networks of local, regional and national authorities (ENLETs, EUCPN, CEPOL, etc.)
WP4 -Toolkit demonstration and implementation	- Training procedure methodology addressed to local security practitioners from the cities - The guidelines on how to better implement the toolkit	- Security policymakers - local and regional security practitioners - Researchers and academics - Security policymakers

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	- The evaluation process	
WP6 - Ethical, Legal & Privacy Aspects	- Legal adjustment report of IcARUS to the relevant international and national regulations. - Code of ethics and good scientific practices in IcARUS.	- Researchers and academics - Security policymakers

Apart from that, several communication channels, materials and tools have been developed as project artifacts in order to diffuse the scientific findings and the project progress (e.g. website, videos, factsheets, articles, newsletters…) which fall under the IPR framework and contribute to the exploitation of the project.

2.3. Stage 3: Post-Project Stage and Sustainability

- Planning for the post-project use and exploitation of foreground IP, emphasizing its sustainability and value for urban safety practitioners and policymakers.
- Defining conditions of use for foreground IP after the project's conclusion, ensuring that it remains accessible for public policy purposes.
- Exploring options for disseminating policy recommendations and urban safety tools to a wider audience, including other cities or regions.
- Establishing mechanisms for long-term access and use of project results to support continuous urban safety improvement.

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3. IPR Matrix Methodology

Background (BG)

- Identify background IP related to urban safety, policy analysis, and public policymaking.
- Specify the partner responsible for every pieces of background IP.
- Define conditions of use within the IcARUS consortium and for potential external users.

Foreground (FG)

- Identify foreground IP generated during the project, such as adapted urban safety methodologies, policy recommendations, and evaluation tools.
- Clearly define ownership and access rights for each piece of foreground IP.
- Ensure conditions of use that promote the sharing and utilization of project results within the consortium.

Exploitable Results (ER)

- Define exploitable results and assets derived from foreground IP, emphasizing their relevance to public policymaking and urban safety.
- Specify the partner or partners responsible for managing and further developing these results.
- Create an action plan for the exploitation and dissemination of exploitable results to policymakers and urban safety practitioners. This plan will also specify the roles and responsibilities of the consortium partners.

The partnership is constantly working on an IPR table that will be delivered by M48 at the final deliverable and is structured as below. This is being followed for every main IcARUS result with exploitable potential.

Table 3-1: IPR matrix

Background (BG)	Foreground (FG)	Exploitable results (ER)
• Partner's Background • Contributing Partner	• Project Result • Related WP	• Exploitable result • Main partner

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• Short Description of BG • Type of Protection • Conditions to Use within IcARUS • Conditions to use outside IcARUS • Interest in further exploitation through IcARUS results	• Contributing Partners • Short Description of FG • Related BG# • Type of Protection • Conditions to Use within IcARUS • Interest in further exploitation of Project Results • Conditions to use after the end of the Project	• Further contributing partner(s) • Related FG# • Related BG# • Proposition for the ER-owner • Short description of the ER • Relevance for IP Protection • Exploitation claims • Exploitation. Routes and action plan

A preliminary table has been prepared at this stage for the Foreground knowledge (not exhaustive yet). This table is subject to adjustments and completion in the near future of IcARUS:

Table 3-2 Foreground Knowledge preview

Result	Work Package	LEADING Partners
- The *Design Thinking* methodology adapted to urban safety challenges	**WP1 - Innovation methodology adoption**	EFUS
- State of the art - The inventory of practices, tools and lessons learnt - The roadmap	**WP2 - Review and cross-analysis of urban security**	LEEDS UNIVERSITY

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- City of Lisbon Tool - City of Stuttgart Tool - City of Turin Tool - City of Riga Tool - City of Rotterdam Tool - City of Nice Tool	**WP3 - Toolkit development using social and technological innovation**	-USAL -IDIAP -The city partners
-Training procedure methodology addressed to local security practitioners from the cities -The guidelines on how to better implement the toolkit - The evaluation process	**WP4 -Toolkit demonstration and implementation**	EFUS
-The project website -The project branding and the cities sub-brands -The factsheets -The videos -The roadmap	**WP5 – Communication and Dissemination**	LOBA
- Legal adjustment report of IcARUS to the relevant international and national regulations. - Code of ethics and good scientific practices in IcARUS.	**WP6 - Ethical, Legal & Privacy Aspects**	PLUS ETHICS

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4. Ownership and Access Rights

Regarding the results ownership, as stipulated and unanimously agreed in the **CA Section 8**:

Results are owned by the Party that generates them. Where Results are generated from work carried out jointly by two or more Parties and it is not possible to separate such joint invention, design or work for the purpose of applying for, obtaining and/or maintaining the relevant patent protection or any other intellectual property right, the Parties shall have joint ownership of this work. This does not affect any intellectual property by the Parties, which existed before the cooperation or on which the Results are based

Joint ownership is governed by Grant Agreement Article 26.2 with the following additions, unless otherwise agreed:

− each of the joint owners shall be entitled to use their jointly owned Results for noncommercial research activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and

− each of the joint owners shall be entitled to otherwise Exploit the jointly owned Results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given (a) at least 45 calendar days advance notice; and (b) Fair and Reasonable compensation.

Transfer of Results is also possible, provided to follow the process detailed in the CA.

5. Conditions of Use

Given the collaborative nature of the IcARUS project and its focus on public policy, ownership and access rights prioritize open access and knowledge sharing among consortium members and beyond. Clear agreements will be established to facilitate the use of background IP and to ensure that foreground IP benefits the broader urban safety community. The consortium has demonstrated its willingness to share the majority of the work mainly (but not limited to) under the Creative Commons Licence CC BY or CC BY NC (though there might be cases that another type of CC licence can be preferred, and that will be specified in the final deliverable D5.9).

According to Creative Commons, CC BY is the “most accommodating” of the CC licenses offered and is recommended “for maximum dissemination and use of licensed materials”.

In a nutshell, licensed work in CC BY 4.0, will be giving others authorization to:

- Share the IcARUS work: to copy and redistribute it in any medium or format
- Adapt the IcARUS work: to remix, transform, and build upon it

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- For commercial or non-commercial purposes.

The licensee will on the other hand be bound by attribution obligations, which consist of:

- Giving appropriate credit to the authors, contributors and their organizations as well as the project;
- Providing a link to the website of the project; https://www.icarus-innovation.eu/
- Indicating if changes were made to the work.

In the case where the NC licence will be selected by the owners of the results, it is in principal the same as the above with the difference of not allowing the commercial use of the result.

The aforementioned conditions encourage open collaboration, knowledge sharing, and the dissemination of results for public policymaking. CC BY and CC BY NC seen above are the most suitable licenses that the consortium chose, because they are broad and permissive in scope, allowing for a wide take-up of results – and therefore easing the spread of scientific knowledge throughout the research community, and beyond. Each exploitable result will get its attribution identity bind to it so that it can easily be used.

6. Connection to the Exploitation Strategy

The exploitation strategy will align with the project's mission of improving urban safety through public policymaking. Target groups that include policymakers, local practitioners, and other cities interested in implementing the project's methodologies and tools will be specifically mentioned together with the respective mechanisms to engage them in the exploitation. This will be extensively analyzed in the final deliverable, where in conjunction with the IPR will set the pace for the project´s sustainability.

7. Dissemination and Sustainability

Dissemination efforts for the last period of the project focus on reaching a wide audience of urban safety practitioners and policymakers. Sustainability plans will ensure that project results remain accessible and relevant beyond the project's duration. The leader of IcARUS, Efus, being a network of cities and therefore of political decision-makers, will retain leadership over these aspects after the end of the project and make sure that the results are being useful and implemented in line with the exploitation and IPR management plan that is due in M48.

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8. Legal and Ethical Considerations

IcaRUS will ensure that all IPR management activities adhere to legal requirements and ethical considerations, particularly in the context of data protection and informed consent when using real-world urban safety data., in compliance with GDPR.

9. Dispute Resolution

Procedures are established for resolving disputes related to intellectual property ownership, access, or usage within the consortium according to the article 11.8 of the CA.

10. Continuous Improvement

Commitment to ongoing dialogue and collaboration among project partners to adapt the IPR framework is needed throughout the project's duration, taking into account evolving urban safety needs and policy requirements. Thus, by following this IPR framework implementation plan, the IcARUS project aims to foster a culture of open collaboration, knowledge sharing, and long-lasting impact on urban safety and public policymaking.

The project, since having advanced to the production of the tools of the cities which is the greatest milestone, now is planning to apply to the Horizon IP Scan service request in order to get tailored support for the establishment of the final IP management.

Finally, the consortium has agreed to use the CC disclaimer in the future results whenever applicable, and schedule an update of the already delivered results to include this.

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IcARUS

INNOVATIVE APPROACHES TO URBAN SECURITY

CONSORTIUM

European Forum for Urban Security (Efus)

Fachhochschule Salzburg (FHS) Salzburg University of Applied Sciences

Plus Ethics

Erasmus University Rotterdam (EUR)

Laboratory of Urban Criminology / Panteion University of Social and Political Sciences (Panteion)

University of Salford

University of Leeds

Landeshauptstadt Stuttgart Municipality of Stuttgart

Riga Municipal Police (RMP)

City of Rotterdam

City of Nice

Lisbon Municipal Police / Lisbon Municipality (LMP/CML)

Local Police of Turin (PLTO)

makesense

Eurocircle

Idiap Research Institute

KEMEA

LOBA

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