D7.3 Knowledge and data management activity

ehcoBUTLER Project

Version: 1.04
June 30th 2015

DOCUMENT CONTROL

Title:　　　　　Knowledge and Data Management Activity

Date:　　　　　June 30th2015

Author:　　　　YourDATA s.r.l.

Distribution:　　Public

Project:　　　　643566

Filename:　　　ehcoBUTLER_DIS_D7.3_Knowledge and Data Management Activity_v01r04f.docx

DOCUMENT CHANGE RECORD

Date	Version	Author	Change Details
June09th 2015	1.00	YourDATA	Initial Version
June 09th 2015	1.01	Everis	Revision
June 21th 2015	1.02	YourDATA	Revision
June 24th 2015	1.03	Everis	Minor revision
June 30th 2015	1.04	Everis and YourDATA	Final version

TABLE OF CONTENTS

1 INTRODUCTION

1.1 Purpose of this document.

The Knowledge and Data Management Activity (KDMA) purposes are:

- to identify and qualify the data and distinctive knowledge that will be produced by the ehcoBUTLER consortium during the project lifecycle;

- to decide the access policies to the data and knowledge produced by the project;

- to define the specification of the knowledge and data repository according to the data protection level defined in the Data Management Plan of the project.

The KDMA is not a fixed document, but evolves during the Project.

1.2 Intended audience

This document is oriented to:

- The project's participant organizations;
- The local Ethics Committee;
- The beneficiaries' personnel and all stakeholder involved by the project;
- The European Commission.

1.3 Overview of the document

This document contains:

- a description of the data and knowledge that will be produced by the project during its lifecycle. This description is based on the current status of project development, and it will be subject to a periodic update according to the project knowledge and data production processes;

- a description of the access policies according to the type of the data and knowledge, the typologies of stakeholders potentially interested to them and the degree of relevance for the project exploitation and consortium IPR;

- the design of the knowledge and data repository specification that will allow the consortium to develop the web repository for the on-going knowledge that will be generated during the project lifecycle.

1.4 References and applicable documents

Reference documents are:

- Knowledge and data management plan;

- Commission Recommendation of 23 June 2009 on reference metadata for the European Statistical System (2009/478/EC).

1.5   Terminology

1.5.1   Abbreviations and acronyms

- EC: European Commission.

1.5.2   Definitions

Words beginning with a capital letter shall have the meaning defined either herein or in the Rules or in the Grant Agreement related to the project.

1.5.3   Additional Definitions

Project: Project refers to the ehcoBUTLER project funded from the European Union's Horizon 2020 research and innovation programme under Grant Agreement 643566;

Knowledge: All data and knowledge produced during the project;

2 KNOWLEDGE AND DATA ACCESS POLICIES

2.1 Genaral principles

As reported in the DOW, ehcoBUTLER project intends to be managed as an **open innovation** (OI) project. In order to maximize the efficiency and effectiveness of knowledge sharing among the partners and relevant stakeholders, a web-based platform will be developed and adopted for enabling and supporting collaborative working on project documents, databases and information (see Chapter 4).

The OI model of ehcoBUTLER project is conceived as a two layers model, depicted in the following figure:
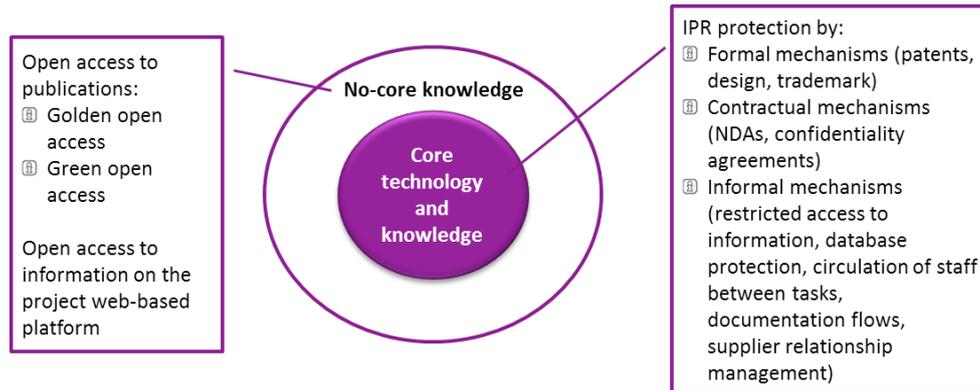
Open access to publications:
⊡ Golden open access
⊡ Green open access

Open access to information on the project web-based platform

No-core knowledge

Core technology and knowledge

IPR protection by:
⊡ Formal mechanisms (patents, design, trademark)
⊡ Contractual mechanisms (NDAs, confidentiality agreements)
⊡ Informal mechanisms (restricted access to information, database protection, circulation of staff between tasks, documentation flows, supplier relationship management)

Figure 1.OI principles and access policies

- The first layer will ensure protection of the core technologies and know-how developed and used during the project. Core technologies and innovations will be identified as those that create value for the potential customers/users and can be embedded in a wide range of applications, distinguish the partners from their competitors and hence represent the roots of future competitive advantages. Non-Disclosure Agreements (NDAs) and Confidentiality Agreements will be adopted to regulate exchange with third parties and informal protection mechanisms will be adopted to regulate restricted access to information.

- The second layer will maximize the diffusion of non-core data and know how, in order to promote diffusion of Knowledge and dissemination of project results. To this aim, an open access policy will be adopted to increase the possibility of validating project results and to create awareness around the project and then supporting exploitation strategy.

2.2 Access policies

According to the OI model described above, the access policies to ehcoBUTLER knowledge and data will be as follows:

- "golden" open access, for all data and knowledge that will be immediately made available to the public through the project web site.

- "green" open access, for all data and knowledge with no restricted open access and involving specific stakeholders on the basis of their previous registration and identification. In this case, the project Knowledge will be shared only with organizations/individuals aimed at using them for research purposes and willing to make open the further findings produced by the use of ehcoBUTLER Knowledge.

In Chapter 3, all data and knowledge that will be produced during the Project lifecycle is analysed in relation to the OI strategy and related access policies.

Both "golden" and "green" Knowledge will be managed by the Dissemination Manager in a specific section of the project web portal, as described in Chapter 4.

In the following sub-section 2.3, the recommendations that will be followed in Chapter 4 to design the knowledge and data management repository are listed.

2.3   Recommendations for the knoweldge and data repository

- Documents should be produced under the Word, Excel, PowerPoint and PDF formats.

- The Knowledge Repository (see Chapter 4) will allow downloading and uploading each format below listed.

3 KNOWLEDGE AND DATA PRODUCED BY THE PROJECT

3.1 Description of data and knowledge

According to the DMP, the data that will be gathered in ehcoBUTLER are mostly related to personal data of ehcoBUTLER end users (mainly patients), collected during project trials. However, they are not the only data that will be generated during the Project lifecycle. To this end, in this paragraph, we provide a description of the knowledge and data that will be generated per each work package.

This exercise is useful for several reasons:

- It helps in defining what type of knowledge and data are produced by the project;
- It specifies when they will be produced;
- It clarifies the relevance of project data for exploitation purposes and IPR;
- It allows deciding to what extent the Knowledge and data generated can be open to stakeholders and to the public.

In the following subparagraph we will specify all these issues in details in terms of:

- Key characteristics;
- Relevance for the project exploitation and IPR;
- Type of stakeholders addressed from those identified in D7.1;
- Access policy as specified in Chapter 2.

This information will be then used to draw the specifications of the knowledge and data repository (Chapter 4).

3.1.1 Knowledge and data produced in WP2

Scope of this WP is to collect all relevant information about innovation context system, including elder people experiencing cognitive decline and feedbacks from other relevant stakeholders. They include health professionals, caregivers, public and private organizations dealing with health care and social services for the target users of ehcoBUTLER as well as health authorities.

Moreover, the WP2 aims to collect evidences on the usability and acceptability of the current solution and the new functionalities that will be deployed during the project lifetime.

Under these perspectives the relevant data and knowledge that will be collected during this WP are:

- Needs and requirements of elder people that experience a cognitive decline from end users and other relevant stakeholders perspectives;
- Results from usability evaluation of ehcoBUTLER functionalities.

Knowledge/Data ID	Needs and requirements of older people that experience a cognitive decline from end users and other relevant stakeholders perspectives
Related Task/Deliverable	T2.1; D2.1
Description	Use cases and reports
Format	Written format and UML
Expected time of publication	M3
Relevance for the project exploitation and IPR	**Core knowledge** – The data and knowledge will be shared only among the consortium members (including Commission services).
Type of stakeholders addressed	Mainly university and research centres
Access policy	**No open access** - They are relevant for the exploitation of the project and therefore will not be open to public.

Knowledge/Data ID	Results from usability evaluation of ehcoBUTLER functionalities
Related Task/Deliverable	T2.3 and T2.4; D2.3 and D2.4
Description	Statistics and reports
Format	Written format and datasets with statistical indicators
Expected time of publication	M9 and M16
Relevance for the project exploitation and IPR	**Core knowledge**–The data and knowledge will be shared only among the consortium members (including Commission services).
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Green open access**

3.1.2   Knowledge and data produced in WP3

Scope of this WP is to design, develop and integrate the ehcoBUTLER platform. It is based on the results of the WP2 activities and it also provides evidence of a further evaluation of the usability of the solution from the end users' perspective.

Relevant data and knowledge that will be collected during this WP are:

- Results from the alpha and beta users' tests.

Knowledge/Data ID	Results from the alpha users and beta users tests
Related Task/Deliverable	T3.3; D3.5
Description	Statistics and reports
Format	Written format and datasets with statistical indicators
Expected time of publication	M12
Relevance for the project exploitation and IPR	**Core knowledge**– The data and knowledge will be shared only among the consortium members (including Commission services).
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Green open access**

3.1.3   Knowledge and data produced in WP4

Scope of this WP is to develop further MCI modules which functions in the ehcoBUTLER ecosystem, using the API developed in WP3.

This WP is mainly related to the development of new modules of ehcoBUTLER solution. Therefore, there will be no specific Knowledge to be shared among stakeholders during this WP related activity.

3.1.4   Knowledge and data produced in WP5

Scope of this WP is to develop testing activity of ehcoBUTLER solution through trials at pilot sites.

Under these perspectives the relevant data and knowledge that will be collected during this WP are:

- Datasets and questionnaire results from the trials at pilot sites;
- Impact indicators and other evaluation metrics;
- Training material and installation guide of ehcoBUTLER solution;
- Protocol validation fully tested.

Knowledge/Data ID	Datasets and questionnaire results from the trials at pilot sites
Related Task/Deliverable	T5.4; D5.3 (data gathered about the end user experiences)
Description	Anonymised raw data from the pilots.
Format	xlsx format, csv format
Expected time of publication	M30
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be open to public
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Green open access**

Knowledge/Data ID	Measures of impact indicators and other evaluation metrics
Related Task/Deliverable	T5.4; D5.3 (data gathered on impact evaluation indicators and other indicators of performances)
Description	Anonymised raw data from the pilots.
Format	xlsx format, csv format
Expected time of publication	M30
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be open to public
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Green open access**

Knowledge/Data ID	Training material and installation guide of ehcoBUTLER solution
Related Task/Deliverable	T5.1, T5.2 and T5.3; D5.1 and D5.2
Description	Reports and slides
Format	Written format and pptx
Expected time of publication	M15 and M25
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be shared only among the consortium members (including Commission services)
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Green open access**

Knowledge/Data ID	Validation protocol fully tested
Related Task/Deliverable	T2.6; D2.5 (validated through the pilots implementation activity on the field)
Description	Check lists, questionnaires, protocols and related manuals of use
Format	Written format and pptx
Expected time of publication	M11 (non validated); M30 (validated)
Relevance for the project exploitation and IPR	**Non-core knowledge** – The data and knowledge will be shared only among the consortium members (including Commission services).
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Green open access**

3.1.5   Knowledge and data produced in WP6

Scope of this WP is to provide evidences of the impacts that the project could produce on target population and how it can contribute to develop sustainable services for eldercare population.

It also aims at developing a sustainable business model for exploiting ehcoBUTLER solution.

Under these perspectives, the relevant data and knowledge collected during this WP are:

- Results from the impact evaluation of the data collected from pilot trials;
- Results from the cost benefit analysis of the use of ehcoBUTLER solution in different health care systems existing in Europe;
- Exploitation strategy, business model and related business plan.

Knowledge/Data ID	Results from the impact evaluation of the data collected from the pilot trials
Related Task/Deliverable	T6.1; D6.1
Description	Reports and statistics
Format	Written format and pptx
Expected time of publication	M36
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be open to public
Type of stakeholders addressed	Health care authorities and policy makers; Health insurance companies; Health care professionals (GPs, Nurses, Specialists), Health and social care providers; Services and consultancy companies; industry; University and research centres; Others (Alliances, associations clusters, networks, etc.)
Access policy	**Golden open access**

Knowledge/Data ID	Results from the cost benefit analysis of the use of ehcoBUTLER solution in different health care systems existing in Europe
Related Task/Deliverable	T6.2; D6.2
Description	Reports and statistics
Format	Written format and pptx
Expected time of publication	M36
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be open to public
Type of stakeholders addressed	Health care authorities and policy makers; Health insurance companies; Health and social care providers; Services and consultancy companies; industry; University and research centres; Others (Alliances, associations clusters, networks, etc.)
Access policy	**Golden open access**

Knowledge/Data ID	Exploitation strategy, business model and related business plan
Related Task/Deliverable	T6.3; D6.3
Description	Reports, economic evaluation, logic model
Format	Written format, xlsx and pptx
Expected time of publication	M36
Relevance for the project exploitation and IPR	**Core knowledge**– The data and knowledge will be shared only among the consortium members (including Commission services). Relevant stakeholders will access this knowledge and data on the bases of specific access policies as specified in Chapter 3
Type of stakeholders addressed	Only those that will be engaged in the exploitation activities
Access policy	**No open access**

3.1.6 Knowledge and data produced in WP7

Scope of this WP is to disseminate and communicate the project results to targeted stakeholders and to the public.

Under these perspectives the relevant data and knowledge that will be collected during this WP are:

- Results from the dissemination and communication activities
- Results from the knowledge and data management activity.

Knowledge/Data ID	Results from the dissemination and communication activities
Related Task/Deliverable	T7.2; D7.2
Description	Dissemination material, feedbacks from the participants to the dissemination initiatives; statistics
Format	Docx; pptx; csv; web contents
Expected time of publication	M12; M24; M36
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be open to public
Type of stakeholders addressed	All type of stakeholders identified in D7.1
Access policy	**Golden open access**

Knowledge/Data ID	Results from the knowledge and data management activity
Related Task/Deliverable	T7.3; D7.3
Description	Statistics and reports on organizations/individual accessing the knowledge repository
Format	Docx, pptx, xlsx; csv
Expected time of publication	M6; M24; M36
Relevance for the project exploitation and IPR	**Non-core knowledge**– The data and knowledge will be open to public
Type of stakeholders addressed	Mainly university and research centres
Access policy	**Golden open access**

4 SPECIFICATIONS OF THE KNOWLEDGE AND DATA REPOSITORY

4.1 General overview

Knowledge and data produced during the project will be organized into a repository, containing all the Knowledge produced by the project activities. This Knowledge is a valuable resource and, as clarified in the Data Management Plan (D7.4), it must be stored in a secure environment with control access and other security measures.

The main issues treated in this document are the relevant troubles caused during each phase in the Knowledge management. These issues also depend on the type of knowledge considered; for example, for sensitive data, security is a key issue. In contrast, for non-sensitive Data, verifying respect of IPR and copyright rules may be the primary issue.

Appropriate disciplinary actions, according to the Grant Agreement, will follow towards any breach, unauthorized use, disclosure, alteration, or destruction of project data, in violation of this policy

4.2 Key functionalities specifications

In order to provide a space for Knowledge Management and Wiki resources for the partners of the Consortium, Confluence will be used. Confluence is a software application written in Java, developed and marketed by Atlassian and mainly used in corporate environments. The access to any repository system must be applied sending an email (coordinator@ehcobutler.eu) to the project Technical Office and must be approved by the project Leader. People or institutions obtaining the access to project Knowledge must comply with security and policy rules established by this document and any other project document. All results and materials, whether stored in the ehcoBUTLER repository or copied into other data systems, remain the property of the project as defined into the Grant Agreement.

Using Confluence will allow to:

- Centralize the Knowledge and making it easier to find, reuse and update;

- Organize the project data and keeping information accessible depending on permission given to stakeholders (e.g. for Knowledge with Green open Policy);

- Share easily the project Knowledge allowing updating each file stored in Confluence, to receive feedback, getting information (e.g. meeting notes, policies, users' requirements, etc.), ask questions, and get answers and so on.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement 643566

Page 13 of 14

5 HISTORY OF CHANGES

5.1 Version 1.00

Initial version

5.2 Version 1.01

Format revision

5.3 Version 1.02

Expanded information

5.4 Version 1.03

Format & Grammar Revision.

5.5 Version 1.04

Final version.