

DATA MANAGEMENT PLAN AND ETHICS PLAN V1 DELIVERABLE D7.3

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About GOLIA

GOLIA is a project focused on Governing, Optimising and Leveraging Innovation in cities through data-driven and social-optimum led approach. It aims to ensure an adaptive, accessible and just mobility system planned and governed with the help of digital assets, but also with the inclusive and co-creational policy making processes. Through the integration of STEM and SSH expertise and approaches, GOLIA will revolutionize spatial and mobility planning by co-developing and testing vision-led Social Optimum Mobility Index, a metric to assess urban mobility systems based not only on economic variables but also on indicators such as social support, healthy life quality or freedom to make life choices. The index will be location and time dependent to enable dynamic management of transport offer and spaces.

The project will analyse the policy making processes, citizen engagement practices and digital assets of the three Partner cities and with the gained knowledge, it will create an integrated, interdisciplinary and Adaptive Mobility Smart Governance Model. GOLIA aims at understanding to which extent and under which conditions, data generated by Smart Cities supported by AI-based tools novel communication and consultation channels and methodologies to engage citizens and stakeholders might foster the establishment of a new inclusive and adaptive mobility governance. GOLIA's goal is to identify governance models able to deliver policies resilient to political instability, extreme weather events, pandemics or any other more or less disruptive event, as they are co-developed, co-designed, and co-monitored by and for citizens and firms.

1 Deliverable Detailed Information

1.1 Key words

#data, #datasets #datamanagement #gdpr #ethics #ethicsmanagement #ai #fairprinciples, #genderequality #ipr #datalifecycle

1.2 GOLIA Outputs Mapping to GA Commitments

GOLIA GA Item	GOLIA GA Item Description	Document Chapter(s)	Justification
DELIVERABLE			
D7.3 - DATA MANAGEMENT PLAN AND ETHICS PLAN V1	<i>Describes data life cycle for data to be collected, processed and generated, and information on handling of research data during & beyond GOLIA. It will also monitor, assess and report Ethics, Gender and Inclusivity activities linked to each task.</i>	<i>Description of the Action (Part A), List of Deliverables, D7.3, page 30</i>	<i>Deliverable D7.3 fully meets the GA requirement by describing the entire data life cycle for all data collected, processed, and created inside GOLIA. It describes how research data will be maintained, kept, shared, and archived in accordance with FAIR principles and GDPR compliance, assuring proper management throughout and after the project's lifespan. In parallel, the deliverable creates a monitoring framework for Ethics, Gender, and Inclusivity, including explicit procedures, indicators, and reporting systems for assessing and documenting related actions across all project tasks.</i>

TASK			
T7.3 Ethics, IPR and Data Management–Period 1 [M1-M18]	<i>This task aims at identifying potential ethical issues in the project and in providing ethical guidelines, including gender policies, to be followed to ensure that the research is conducted at the highest level of integrity, quality, and transparency.</i> <i>It involves: (i) data security and confidentiality; (ii) data sharing and OA, in compliance with relevant EU regulations.</i> <i>and guidelines; (iii) FAIR data management principles and informed consent that will be implemented; (iv) appointment of Data Protection Officer; and (v) establishing a data management plan to ensure that data is properly collected, stored, and managed throughout the project lifecycle; (vi) Ethics guidelines and compliance matrix for the self-assessment of all partners regarding compliance with the national and European regulations, ensuring amongst others the European Code of Conduct for Research Integrity. Data minimization must be ensured so all included data variables are adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed. A lawful basis for data processing, including for reuse of personal data, must be ensured. Ethics of AI will be ensured, including mitigation measures to avoid the tools</i>	<i>Description of the Action (Part A), List of Work Packages, WP7, T7.3, page 19</i>	<i>Deliverable D7.3 is the initial edition of the Data Management and Ethics Plan (DMEP), which establishes the general framework for ensuring that GOLIA's research is carried out with integrity, transparency, and in accordance with EU ethical and regulatory guidelines. It completes the GA mission by establishing processes for data security, confidentiality, sharing, and open access in accordance with FAIR principles, as well as describing informed consent, data minimization, and lawful processing. It also outlines the role of the Data Protection Officer and how data would be managed throughout the project's lifecycle. The Ethics and IPR sections establish ethical principles, a compliance self-assessment matrix, and AI ethics procedures to ensure compliance with the European Code of Conduct for Research Integrity and IPR restrictions outlined in</i>

	<i>being misused. This task will keep an overview of the implementation and respect of personal data protection norms and obligations. It also includes aspects related to IPR to ensure the IPR-related articles from the Consortium Agreement are accepted and applied, and set-up further IPR-procedures applicable by international, EU and national law, including needs for formal protection of the dedicated know-how arising from the GOLIA UCs. A data management and ethics plan will be delivered by month 6.</i>		<i>the Consortium Agreement.</i>
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Table 1: Deliverable Adherence to Grant Agreement deliverable and work description

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2 List of abbreviations and acronyms

Acronym	Meaning
ALLEA	European Code of Conduct for Research Integrity
ASAP	As Soon As Possible
B2B	Business-to-business
BCR	Binding Corporate Rules
CA	Consortium Agreement
DMEP	Data Management and Ethics Plan
DPA	Data Protection Authority
DPO	Data Protection Officer
DOI	Digital Object Identifiers
EC	European Commission
EDPO	Ethics and Data Protection Officer
EU	European Union
FAIR	Findable, Accessible, Interoperable, and Reusable
GA	Grant Agreement
GEP	Gender Equality Plan
GDPR	General Data Protection Regulation
IPR	Intellectual Property Rights
JOA	Joint Ownership Agreement
KoM	Kick-off Meeting
KPI	Key Performance Indicator
NDA	Non-Disclosure Agreement
PR1	Period 1
PR2	Period 2

RoPA	Record of Processing Activities
SCC	Standard Contractual Clauses
TTO	Technology Transfer Offices
WP	Work Package

3 Executive summary

This Deliverable D7.3, the first version (V1) of the Data Management and Ethics Plan (DMEP), establishes the strategy framework for managing all data, ethical obligations, and Intellectual Property Rights (IPR) within the GOLIA project. It is created in accordance with Horizon Europe criteria, notably Task 7.3, and adheres to the GDPR (General Data Protection Regulation) and the FAIR (Findable, Accessible, Interoperable, and Reusable) data principles. The strategy creates clear responsibilities, secure practices for data handling across the whole lifespan, and comprehensive ethical oversight, notably for the use of data for a "data-driven and social optimum-led multifaceted mobility system".

3.1 Purpose and Scope of the Document

The purpose of this document is to meet the obligation of Task 7.3, which requires the establishment of an ethics and data protection plan. This DMEP addresses all aspects required by the Grant Agreement, including the management of research data (Section 2 & 3), ethical compliance (Section 8), data protection (Section 5), and intellectual property rights (Section 7).

This DMEP serves as the principal governing document for all GOLIA partners, detailing the rules and procedures for collecting, analysing, storing, archiving, and exchanging project data. It applies to both personal data (e.g., from surveys or interviews) and non-personal data (e.g., raw mobility sensor data, modelling outputs) generated or used across WP1 through WP6.

As an EU-funded research project, GOLIA has several different phases in which data is collected, processed, and analysed. Also, the project's findings and data should be published and/or shared as appropriate, and all published data must be properly preserved and remain available for future use.

Furthermore, each phase of the project involves many subphases that require specific methods for treating data, such as collection, filtering, validation, transcription, digitalisation, anonymisation, and metadata creation. Therefore, it is crucial to have a plan for how to handle data in all project phases.

Researchers involved in the project must consider how the data that they will be processing needs to be treated, and that's among the main reasons why the project requires a DMEP. This plan provides a detailed overview of the data management elements that will be implemented throughout the entire lifecycle of the project, including data generation, utilisation, accessibility, curation, and preservation.

The DMEP also specifies robust data governance practices that need to be followed by the consortium members to ensure accountability and compliance, as well as ethical and responsible use of the project's data. These practices need to be followed in all project phases, and among others they involve procedures and mechanisms for the secure storage of data, protecting their integrity and confidentiality, as well as data access and sharing mechanisms, ensuring that only authorised individuals and organisations (i.e., consortium members) can obtain and utilise the data.

Overall, the purpose of the DMEP is to outline the procedures to be followed for effectively handling the data throughout the project's lifespan, to ensure that the project consortium is aware of the regulatory and ethical implications of the project, and to confirm that the consortium is committed to complying with the ethical standards and guidelines of Horizon Europe, regardless of the country in which the research takes place. This deliverable defines the framework for all project partners to conduct research with the utmost integrity, upholding fundamental principles such as reliability, honesty, respect, and accountability. The highest standards of research integrity will be applied to ensure the safety and dignity of individuals whose data is processed within the project.

4 Data Management in GOLIA

4.1 Overview

GOLIA data primarily comprises of mobility-related datasets, socio-economic survey results, traffic flow information, and the outputs of advanced modelling and optimisation tools. The project commits to maximizing data sharing, adhering to the principle of 'as open as possible, as closed as necessary'.

4.2 Data Lifecycle

A plethora of data will be necessary for the successful completion of GOLIA's vision and objectives, including statistical, experimental, simulated as well as meta-data derived from partners activities. The data can be provided in different formats or types, such as the examples that follow below, but not limited to:

- Documents/Reports/Publications: .PDF/A, .txt, .doc/.docx, .ppt/.pptx
- Spreadsheets: .xls/.xlsx
- Databases: .csv, .txt, ACDB, .sql, .bson, .bak
- Audio files: .mp3, .wav, .wma, .ra
- Video and Images: .jpg, .png, .svg, .avi, .flv, .mov, .mp4, .wmv
- Geodata: Geospatial open data including JavaScript Object Notation (GeoJSON)
- Models, Machine-readable formats etc: .html, .xml, .json, .rdf, .owl, Models: .mat, .slx, .lyt

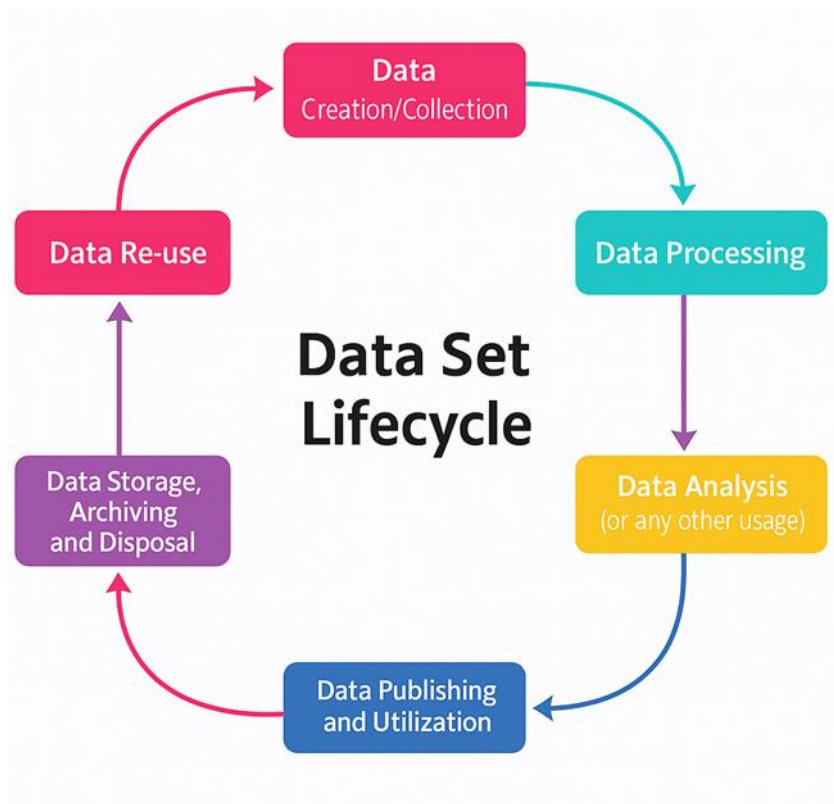


Figure 1: Data Set Lifecycle

4.2.1 Data Creation and Collection

The first step includes the data creation and/or collection, by the respective owner to the respective processor, in a structured format, enabling their utilization by other project partners or component. Data will be sourced from primary collection (e.g., surveys, living labs, use cases, co-creation activities) and secondary sources (e.g., existing traffic databases, public datasets). All collection activities involving human participants must first secure the approval from the relevant Ethics Board and obtain Informed Consent, where applicable. When data is collected indirectly or derived from publicly available or operational sources (for example, traffic and mobility data), it will be processed on the appropriate lawful basis as defined by the GDPR, such as legitimate interest or public interest, while adhering to applicable data protection rules.

To ensure adherence to relevant regulations, specific guidelines have been established, as outlined in the table below:

Topic	Guideline – Means to Ensure Compliance
Format	Adhere to established standards for data exchange.
Availability and Readability	Ensure complete data availability, prevent corruption, and verify data integrity (e.g., using hash functions).
Fit for Use	Ensure data meets requirements for proper processing and review.
Consistency and Competence	Data must be accurate, consistent, and complete for its intended use.
Relation	Data must clearly align with its intended purpose.

Table 2 Creation and Collection Guidelines

4.2.2 Data Processing and Analysis

The second stage of the data lifecycle involves the processing of data by various data processors, who are project partners and have access to the data for distribution based on the project's objectives and outcomes. It is critical to ensure that authorized partners can process data efficiently. This stage encompasses all necessary actions involved in data verification, organization, transformation, integration, and extraction for its intended purpose. Data analysis encompasses all actions taken on the data to understand existing conditions, identify patterns, and develop insights. This stage is closely linked to the data creation and collection phases.

Raw data is subject to cleaning, validation, and quality control checks. Personal data will be pseudonymized or anonymized at the earliest possible stage to reduce privacy threats. Data used for modelling will be stored on a secure, encrypted platform managed by a designated partner.

The table below outlines the guidelines established to ensure regulatory compliance.

Topic	Guideline – Means to ensure compliance
Data Logic	Data processing follows a clear and systematic approach.
Organization and Utility	Data is organized effectively to facilitate its use.

Validation	When aggregating data, ensure it is done methodically and accurately, with a focus on ensuring data validity (truthfulness) through specific tools and techniques. This includes cross-referencing the data against independent sources and applying logical or statistical tests to confirm their accuracy and reliability.
Aggregation	Ensure that aggregated data is consistent and complete for its intended use and that it is developed in a methodologically sound manner.
Transformation	Convert data into the appropriate format(s) or reference frames for processing.
Calibration	Calibrate data to meet the specific requirements for its intended application.

Table 3: Processing and Analysis Guidelines

4.2.3 Data Publication and Utilisation

Data publication refers to the process of openly sharing data, whereas utilisation includes the internal actions required to enable such sharing. This indicates that data should be independent to allow for both automated and manual transfer processes. To protect private data and ensure its integrity, regulatory procedures must be implemented at all stages of the project. Metadata is crucial for ensuring accessibility and is linked to data storage and archiving, in line with FAIR data principles (see Chapter 5).

The project will save final, published datasets in a dedicated repository (such as Zenodo or a partner's institutional repository), with Digital Object Identifiers (DOIs) assigned to ensure findability. Confidential or sensitive data shall be restricted and shared only in accordance with a valid Data Sharing Agreement or Non-Disclosure Agreement (NDA).

The table below outlines specific guidelines which have been established in order to ensure compliance with the applicable rules:

Topic	Guideline – Means to Ensure Compliance
Means-Independent	Ensure that data can be transferred by methods that are independent of the transfer medium.
Security (a)	Store data on secure servers to guarantee confidentiality and integrity.

Table 4: Data Compliance Guidelines

4.2.4 Data Storage, Archiving and Re-use.

This stage involves data storage, archiving, and sharing, as well as data reusability. This should include steps to prevent unintentional data loss or deletion, data corruption, or even unauthorised data access, through precautionary measures. It is critical to maintain the data's updated status throughout the stages of access, sharing, storage, archiving (search capabilities included), and re-use to ensure that no newer versions are available, unless otherwise specified. Data reusability, a critical component of FAIR data management, is inextricably linked to good storage and archiving procedures.

Data created and processed by the project (such as novel datasets, data aggregations, and derived outputs) will be kept on a secure project-wide file-sharing system with restricted, role-based access. On the other hand, raw or external data (such as city data or publicly available datasets) will be retained in their original repositories or open-data portals rather than being replicated within the project's system, in accordance with the data minimization concept. Meanwhile, references or access links to such other datasets will be retained to guarantee transparency and compliance.

All project-generated data will be kept for at least five years after the project's last payment, as per the Grant Agreement.

To ensure compliance with applicable rules, certain criteria have been devised, as detailed in the table below.

Topic	Guideline – Means to Ensure Compliance
Up to date	Ensure that all stored data is current and that no newer versions are available unless specifically stated.
Metadata	Ensure that metadata is present in stored files to enable data management and retrieval.
Security (b)	Implement access controls to prevent unauthorised access to data.
Security (c)	Use secure server protocols, such as TLS, to protect data during transmission.
Bandwidth	Manage and monitor server bandwidth for optimal performance.
Expiration	Set and enforce data expiration dates for data to ensure data deletion when no longer needed.

Table 5: Data Storage, Archiving and Re-use Guidelines

4.3 Types and Formats of Produced and/or Handled Data

The GOLIA project will generate, process, and manage several types of data across its Work Packages, reflecting its multidisciplinary focus on smart, inclusive, and data-driven mobility governance.

The main categories of data include:

- Economic data (e.g., mobility costs, operational expenditures)
- Sociodemographic data (e.g., age, gender, travel patterns)
- Operational and traffic data (e.g., traffic flows, public transport operations)
- Geolocation and environmental data (e.g., emissions, satellite trajectories, weather conditions)
- Mobility and multimodal transport data (e.g., trip chains, intermodality metrics)
- Survey and participatory data (e.g., citizen engagement surveys, stakeholder feedback)
- Simulation and digital twin data (e.g., scenario modeling, predictive analytics)
- Legal, regulatory, and policy documentation (e.g., governance frameworks, standards)

- Visual and audiovisual data (such as web pages, infographics, workshop recordings, interview videos, or other multimedia material created for communication and dissemination, engagement, or analysis)

In addition, the project will generate and manage the following data types:

- Consortium and project administrative data: Includes consortium member and contact information, meeting records, and internal communication. These will be securely kept in a limited Microsoft SharePoint repository that is only accessible to consortium members.
- Research and technical data: Consists of datasets generated from modelling, simulation, testing, and analysis activities. This data will be anonymized and stored in accordance with GDPR and national data protection rules.
- Testing and user participation data: Data acquired from surveys, interviews, and demonstrations will be anonymised and securely preserved. Personal data will only be processed with prior informed consent.

The project adheres to the FAIR principles (Findable, Accessible, Interoperable, and Reusable). GOLIA will share relevant data and code openly via trusted repositories such as Zenodo and/or Dataverse, in line with FAIR principles, and that exceptions apply only for data subject to IPR or confidentiality restrictions.

The table below lists the data to be handled in the different formats, depending on the work package and type of activity:

WP	Data Generated	Format of Data
WP1	Academic papers, surveys, online questionnaires, internal documentation of IT systems and/or business processes, legal documents and regulations, scientific papers databases (e.g., Elsevier, Springer, Wiley, IEEE)	MS Word, MS PowerPoint, MS Excel, TXT, PDF
WP2	Galileo satellite trajectory data, traffic data, sensor data, geolocation, environmental sensor data, e-commerce location, satellite images	MS Excel, CSV, BAK, JSON, GIS formats (.shp, .shx, .gdb, .mdb), shapefiles (GeoJSON, KML, KMZ), sensor data (HDF5, TSV, NetCDF)
WP3	Mobility data, citizen surveys, interviews, assessment and evaluation reports	Evaluation reports (PDF, DOCX), performance metrics (CSV, XLSX)
WP4	Case studies and best practices, consultation and engagement feedback reports	Surveys (CSV, XLSX), interview transcripts (DOCX, TXT), feedback forms (PDF, DOCX)
WP5	Promotional material, videos, brochures, newsletters, factsheets, scientific publications, participation in events and conferences	Leaflets and brochures (DOCX, PDF), audio (MP3, WAV), video (MP4, AVI, MKV), images (JPEG, PNG, GIF)
WP6	Financial information of beneficiaries, transaction records, financial statements, risk register, video recordings, attendance sheets, quality assurance review forms, contact lists	MS Word, MS PowerPoint, MS Excel, TXT, PDF

Table 6: Data Generated and Formats (as per Grant Agreement – GOLIA Part B, p.23)

In compliance with the GOLIA Grant Agreement (Part B, p.23), the above table highlights the types and formats of data generated or managed across all Work Packages. This first version of the Data Management Plan (D7.3) provides an initial mapping of datasets, which will be further updated and elaborated in the subsequent versions (D7.4 and D8.3) as data collection, processing, and reuse activities progress.

4.4 Summary of Data per Work Package

4.4.1 WP1 – Governance Frameworks, Baseline Data, and Stakeholder Mapping

WP1 lays the groundwork for GOLIA's Mobility Smart Governance Model by gathering and analyzing baseline data that demonstrate the mobility governance context, stakeholder ecosystems, and policy contexts in each participating city. The data acquired safeguards that subsequent work packages are built on harmonised, ethically sourced, and interoperable information. WP1 additionally oversees the development of the project's Data Management Framework (DMF) and maintains compliance with FAIR and GDPR regulations across all data sources. The datasets created in WP1 serve as the foundation for the project's analysis and provide input for following technical and demonstration efforts.

4.4.1.1 Link with Data Life cycle and other WPs

WP1 is critical to the data production and contextualisation phases of the GOLIA data lifecycle, since its datasets provide important policy, institutional, and governance information, feeding directly into:

- WP2 (Technological Enablers and Data for Social-Driven Governance) aims to ensure that digital tools and data integration activities are in line with real-world governance requirements and city structures.
- WP3 (Testing and Evaluation Policy-Making Processes and Supporting Tools with Three Partner Cities) aims to offer policy baselines, stakeholder mappings, and regulatory data to inform the assessment and co-creation processes at the demonstration sites.
- WP4 (Roadmaps and Transferability) aims to help other European cities create transferable governance frameworks and policy roadmaps.

This framework guarantees full traceability and interoperability of governance data across work packages, promoting FAIR, open science, and ethical research principles throughout the project's lifecycle.



ID	W P	Task	Data/Metadata Description	Data Origin	Partner providing data	Data Format	Purpose of the Data collection	Data sharing - Access	Access roles (Owner/Maintaine r/Viewer)	Storage/Pl anned Repository
WP 1- 01	W P1	T1.1/ST1 .1.1; T1.4; T1.2	City user surveys & questionnaires (SOMI pillars; attitudes/prefer ences; weights via AHP/conjoint); includes response data and survey codebooks.	Primary data collectio n (online/fi eld) via ICB & city partners.	Cities (Florence, Antwerp, Plzeň), PAN (segmentation), CERTH (SOMI design), SINTEF/BAX (ENGAGEMOVE/evalu ation).	CSV/XLSX; PDF for instruments.	Derive SOMI indicators and stakeholder weights; inform user- centric planning and ABM calibration.	Anonymis ed microdat a under controlle d access; aggregate s open.	Owner: CERTH (SOMI) & City leads; Maintainer: data stewards per city; Viewer: Consortium.	Primary: consortium secure servers (EU- based). Open/anon ymised derivatives: Zenodo (OpenAIRE community) with DOI; metadata mirrored to GO-DATA catalog.
WP 1- 02	W P1	T1.1/ST1 .1.1	Synthetic persona catalogue & attribute schema for city users and firms; routing logic for instruments.	Derived from survey distributi ons and literatur e; syntheti c generati on.	PAN (lead), Cities, CERTH.	CSV/JSON/XL SX	Consistent segmentatio n and routing; ABM agent types.	Open data.	Owner: PAN; Maintainer: CERTH; Viewer: Public.	Zenodo community; GO-DATA catalog.

WP 1-03	WP1	T1.1/ST1.1.2	Dataset of mobility practices/solutions with scores on CO2, accessibility, inclusivity (MaaR), acceptance, financials.	Desk research ; observatories (e.g., POLIS/EUR), literature.	BAX (lead) with POLIS/EUR, SUPSI, ALICE, EPA.	CSV/XLSX/JSON	Shortlist for demos; parameterize policy scenarios.	Open data.	Owner: BAX; Maintainer: BAX/SUPSI; Viewer: Public.	Zenodo; GO-DATA catalog.
WP 1-04	WP1	T1.1/ST1.1.3	Regulatory frameworks dataset; governance models; readiness/harm onisation assessment; update of GECKO/CREATE Compliance Map.	Desk research ; stakeholder validation via ICB.	IDIT/TT/PAN/CERTH/MPACT/UITP (contributors).	CSV/XLSX/JSON/PDF (briefs)	Inform governance recommendations; de-risk political/institutional factors.	Open data; links to sources.	Owner: IDIT; Maintainer: CERTH; Viewer: Public.	Zenodo; GO-KNOWLEDGE documentation.
WP 1-05	WP1	T1.4	SOMI indicator list, definitions, units, directions; normalization and weighting methodology; versioned specs.	Project-developed methods plus literature.	CERTH (lead), FIT, BAX, TT, PAN, TTS.	CSV/XLSX (indicators); PDF/MD (methods)	Enable comparable SOMI calculation and policy assessment.	Open documentation and indicator schema.	Owner: CERTH; Maintainer: CERTH; Viewer: Public.	Zenodo; GO-DATA catalog; GO-WISDOM integration docs.

WP 1-06	W P1	T1.4	Anonymised stakeholder weights per indicator (AHP/conjoint), with group tags (e.g., residents, firms, planners).	Derived from consultations (ICB/city).	CERTH (lead), ICB, cities.	CSV/XLSX	Operationalise SOMI weighting; sensitivity analyses.	Open aggregates; micro-level controlled access if retained.	Owner: CERTH; Maintainer: CERTH; Viewer: Public/Consortium.	Zenodo; GO-DATA catalog.
WP 1-07	W P1	T1.1 (ABM framework) & link to T2.5	ABM agent types, behavior rules per persona, stochastic variables; calibration notes (no direct identifiers).	Project internal modelling; calibrated from anonymised aggregates.	CERTH, PAN, FIT; cities (context data).	CSV/JSON/XLSX	Enable agent-based simulations consistent with SOMI.	Open models/specs; no personal data released.	Owner: CERTH; Maintainer: CERTH/FIT; Viewer: Public/Consortium.	Zenodo; GO-WISDOM docs.
WP 1-08	W P1	T1.1/ST 1.1.1	OD matrix / mobility patterns, gender, age distribution	City transport authorities, mobile-phone data providers, traffic sensors, public-transport	SUPSI	CVS/ Model results	To analyse travel demand patterns, identify gender/age differences, calibrate the SOMI and support scenario testing in GO-WISDOM	Only for the consortium	Owner: PAN; Maintainer: SUPSI; Viewer: restricted	Zenodo; GO-DATA catalog.

				operator s.			and GO- DATA.			
WP 1- 09	W P1	T1.1/ST 1.1.1	PT perception results	Working group session s/ interviews / participatory sessions with local teams	SUPSI	Word / Excel	To capture public feedback and perceptions of mobility system	Internal consortium analysis; anonymised results published in reports.	Owner: PAN; Maintainer: SUPSI; Viewer: restricted	Zenodo; GO-DATA catalog.
WP 1- 10	W P1	T1.1/ST 1.1.1	Meeting minutes, and interview summaries from follower city visits and consultations (gap analysis)	Direct from city officials / practitioners	PAN (lead), Cities,	Excel/ PDF/ Word	To gather more information that could not be found in the data catalogue	Internal only	Owner: PAN; Maintainer: Certh; Viewer: Public.	Zenodo; GO-DATA catalog.

Table 7: WP1 Datasets

4.4.2 WP2 - Technological enablers and data for social driven governance

WP2 (Technological Enablers and Data for Social-Driven Governance), led by SUPSI, builds GOLIA's technological foundation by creating the modular GO-X ecosystem, which includes GO-DATA and GO-INFO. WP2 focuses on systematizing, collecting, and incorporating existing digital assets and datasets from GOLIA's innovative partner cities to enhance data-driven and socially inclusive governance.

As per the Grant Agreement, SUPSI, as WP2 leader and contributor to Task 7.3 (Data Management and Ethics), is in charge of managing the majority of the data used and generated by digital assets, ensuring that it is properly collected, stored, and managed throughout the project's lifecycle.

WP2 datasets are mostly derived from public and private data sources connected through the GO-DATA module, which acts as the project's primary qualitative and quantitative knowledge base. Only data created or aggregated within the project will be retained in the GO-X infrastructure (including the GO-DATA module), which supports the GO-INFO, GO-KNOW, and GO-WISDOM modules. To adhere to the data minimization concept, external or raw datasets (such as those available through city open data portals, social media APIs, or public repositories) are kept in their original contexts. To enable traceability, interoperability, and authorized access, the GO-DATA module stores references or access links to such data.

These databases embrace several domains, including energy, mobility, health, environmental and socioeconomic indicators, allowing for horizontal and vertical data sharing across sectors.

Additional datasets related to these thematic topics will be gradually included in the GO-DATA module. All datasets will comply with the FAIR principles (Findable, Accessible, Interoperable, Reusable) and the ethical and legal standards listed in Task 7.3.

Data governance in WP2 will be driven by the concepts of data minimization, GDPR compliance, and interoperability, ensuring that no personal or sensitive data is shared beyond project requirements.

The GO-DATA module will serve as the central infrastructure for other GO-X components, offering a unified metadata store and cross-domain interoperability. The GO-INFO module, in turn, will use these harmonized datasets to create visualizations, indicators, and public-facing reporting tools that promote transparency, engagement, and accountability in urban governance.

Through these coordinated efforts, WP2 ensures that all data gathered and generated within GOLIA is reliable, safe, and reusable, laying the technological groundwork for the project's data-driven insights and policy support tools.

The table below lists the main datasets managed under WP2 and summarizes the data origins, subjects, formats, purposes, sharing arrangements, and storage solutions for data collected or processed within the GOLIA project.

ID	WP	Task	Data/Metadata Description	Data Origin	Data Subjects	Data Format	Purpose of the Data collection	Data sharing - Access	Access roles (Owner/Maintainer/Viewer)	Storage/Planned Repository
WP2-01	WP2	T2.2	The data will be collected from the cities participating in the project, and the Linked Open Data provided by the institution will be used.	The main source will be the Open Data portals of the cities. The data are already public.	Citizens, administration	RDF, XML, PDF, GCS	The data are collected to be pre-processed and made available for the GO-Know, GO-Info, and GO-Wisdom modules.	The data will be directly accessible to WP2's tasks for the development of the GO-X modules. The other project subgroups will have access to the same data through these modules.	WP2 Leaders (SUPSI): Maintainer, WP2 members: Maintainers and viewers, project members: Viewers	Data will be stored in GO-X infrastructure, compliant with GDPR and data protection regulations.
WP2-02	WP2	T2.2	Aggregation of information from social media.	APIs provided by social media platforms.	Citizens, administration	JSON, XML	Aggregations of information coded for sentiment analysis and Persona definitions.	The data will be shared exclusively with the GO-X modules.	WP2 Leaders (SUPSI): Owner, WP2 Members: Maintainers and viewers, other project members: Viewers	Stored in GO-X infrastructure, compliant with GDPR and data protection regulations.
WP2-03	WP2	T2.3	The data will include aggregated and processed survey results collected through the survey Dashboard.	Collected directly from respondents through the Golia platform and aggregated via the backend system	Citizens, administration	JSON	Translate data into accessible, valuable, and actionable information.	Data will be shared exclusively with the GO-X modules and the relevant city representative	INLE owner/maintainer/ SUPSI, TT viewers	if the project offers a space we can place them there, if not we can host them

(Python API
and
MongoDB).

Table 8: WP2 Datasets

4.4.3 WP3 – Testing and evaluation of Policy Making process and supporting tools with the three partner cities

WP3 will test and assess the GOLIA policy-making framework in three Partner Cities: Antwerp, Florence, and Pilsen. It ensures that city-level activities are planned, managed, and validated in a methodical manner, transforming prior work packages' approaches into actionable, citizen-driven mobility actions. WP3 additionally evaluates the usability and utility of the GO-DATA, GO-INFO, GO-KNOW, and GO-WISDOM modules in facilitating the co-design of inclusive and just policy measures and their incorporation into local policy frameworks.

In parallel, WP3 assesses how stakeholder and public involvement methods promote increased social awareness, recognition, and accountability in mobility decision-making. The work culminates in the construction of Mobility Transition Plans for each Partner City, which incorporate the lessons learnt via data-driven research and co-creation processes.

WP3 will generate quantitative and qualitative datasets based on citizen surveys, stakeholder workshops, testing activities, and input from the GO-X modules. All data will be maintained in accordance with FAIR principles, ensuring that it is findable, accessible, interoperable, and reusable. Data collection, storage, anonymization, and processing will all be guided by rigorous GDPR compliance and ethical norms. These datasets will serve as the foundation for testing GOLIA's tools and developing adaptable, inclusive, and evidence-based mobility policies throughout the Partner Cities.

ID	WP	Task	Data/Metadata Description	Data Origin	Data Subjects	Data Format	Purpose of the Data collection	Data sharing -Access	Access roles (Owner/Maintainer/Viewer)	Storage/Planned Repository
WP3-01	WP3	T3.1 - T3.4	Evaluate usability and usefulness of the GO-DATA, GO-INFO, GO-KNOW and GO-WISDOM modules and its impact in supporting the co-design of inclusive and just policy measures and their acceptance into policy. Pilsen, Florence and Antwerp test through Co-design, Co-creation and Co-assessment activities. BAX will plan the data and feedback collection in T3.1	Mobility data, Citizen surveys, Interviews, Assessment and Evaluation Reports (from 1.2.7. in the grant agreement -> but will there be interviews and surveys or just notes from co-creation workshops that are not on an individual level?	citizens (including vulnerable groups) and other stakeholders (businesses, authorities)	Evaluation Reports (PDF, DOCX), Performance Metrics (CSV, XLSX)	testing and implementing the GO-X modules created in WP2, and a framework for data and feedback collection will be identified in T3.1	No restrictions for access (data will be anonymized)	Municipalities/ mobility services: owners of transport data	the project will utilize open access repositories such as Zenodo and/or GitLab for publishing project results and open datasets

Table 9: WP3 Datasets

4.4.4 WP4 – Roadmaps and Transferability

WP4, entitled “Roadmaps and Transferability” expands upon WP3's findings by translating them into concrete governance models, transferability strategies, and policy tools to be applied across Europe. It is dedicated to creating the Smart and Inclusive Mobility governing Handbook, which will provide assistance to cities and regions looking to construct socially optimal, data-driven mobility governing frameworks. WP4 also investigates successful public-private collaboration models, which would allow both sectors to co-develop sustainable mobility services while sharing data, expertise, and responsibilities more efficiently. WP4's activities include identifying best practices, evaluating the transferability of GOLIA's digital tools (GO-DATA, GO-INFO, GO-KNOW, and GO-WISDOM), and incorporating findings from Partner and Follower Cities into practical guidelines. It incorporates testing-phase insights into policy proposals and governance mechanisms that enhance inclusivity, interoperability, and policy coherence at several jurisdictional levels.

WP4 datasets include primarily qualitative data, such as consultation feedback, stakeholder interviews, engagement reports, and case studies, gathered through participatory workshops and expert consultations. These databases gather perspectives from policymakers, mobility operators, and citizens, allowing for the evaluation of governance models and the creation of long-term business frameworks for the GO-X modules.

WP4 datasets will be collected and managed in accordance with FAIR principles, GDPR, and ethical standards outlined in the GOLIA Data Management Plan. The appropriate anonymization, safe storage, and access control measures will be used. The datasets generated will be used to define repeatable governance models, guide the development of the final Smart Mobility Governance Handbook, and promote the widespread adoption of GOLIA solutions in European cities.

ID	WP	Task	Data/Metadata Description	Data Origin	Data Subjects	Data Format	Purpose of the Data collection	Data sharing - Access	Access roles (Owner/Maintainer/Viewer)	Storage/Planned Repository
WP4-01	WP4	T4.2	Inventory of existing MaaR and inclusive mobility best practices	Secondary sources (public reports, policy papers, open databases)	Not applicable	Excel/ PDF/ Word	To identify transferable best practices and input to the benchmarking framework in T4.2	Open data	Owner: PAN; Maintainer: SINTEF; Viewer: Public.	Zenodo; GO-DATA catalog.
WP4-02	WP4	T4.2	Meeting minutes, and interview summaries from follower city visits and consultations (gap analysis)	Direct from city officials / practitioners	City officials, mobility planners, transport authority staff	Excel/ PDF/ Word	To document city practices and identify gaps vs. best practices for transferability	Internal only	Owner: PAN; Maintainer: SINTEF; Viewer: Public.	Zenodo; GO-DATA catalog.
WP4-03	WP4	T4.2	Comparative matrices aligning follower-city practices with frontrunner examples and GOLIA tool outputs (transferability scoring,	Derived from desk research and city-visit findings	Not applicable	Excel	To perform structured comparison and produce transferability guidelines	Internal consortium; summary results public in deliverables	Owner: PAN; Maintainer: SINTEF; Viewer: Public.	Zenodo; GO-DATA catalog.

				barriers, enablers)						
WP4-04	WP4	T4.3/ST4.3.1	OD matrix / mobility patterns, gender, age distribution	City transport authorities, mobile-phone data providers, traffic sensors, public-transport operators.	Citizens / commuters / travellers (in aggregated form).	CVS/ Model results	To analyse travel demand patterns, identify gender/age differences, calibrate the SOMI and support scenario testing in GO-WISDOM and GO-DATA.	Only for the consortium	Owner: PAN; Maintainer: SUPSI; Viewer: restricted	Zenodo; GO-DATA catalog.
WP4-05	WP4	T4.3/ST4.3.1	Survey results	Working group sessions/ interviews / participatory sessions with local teams	Citizens, transport users, stakeholders.	Word / Excel	To capture public feedback and perceptions of the follower cities	Internal consortium analysis; anonymised results published in reports.	Owner: PAN; Maintainer: SUPSI; Viewer: restricted	Zenodo; GO-DATA catalog.
WP4-06	WP4	T4.1	Literature review & limited number of interview with PPP experts (both private and public)	desk reserach and interviews	public authorities, business representatives	Word / Excel	Developing an understanding of current PPP practices: best practices and barriers	summary of results public in deliverables	Owners: task participates; viewer: restricted (consortium only)	Zenodo; GO-DATA catalog.

Table 10: WP4 Datasets

4.4.5 WP5 - Building the GOLIA Community by leveraging complementarities

WP5, i.e. Building the GOLIA Community by leveraging complementarities, aims to improve collaboration between Partner Cities and stakeholders through coordinated engagement, communication, and dissemination efforts. It seeks to establish a broad, cross-sector community that will assist the co-creation, validation, and marketing of GOLIA's outcomes. WP5 promises that stakeholders' voices, particularly those of underrepresented groups including youth, the elderly, women, and disabled people, are effectively incorporated into the development and implementation of mobility governance models. WP5's activities include developing detailed stakeholder engagement strategies, coordinating the Impact Creation Board to enable idea exchange, and managing the project's overall dissemination and communication strategy. These actions guarantee that GOLIA's results are visible, shared, and understood by a wide range of audiences, including policymakers, researchers, practitioners, and citizens, while also promoting synergies with other European mobility programmes.

All WP5 datasets will adhere to the FAIR principles and GDPR rules. Ethical standards will be followed to guarantee that personal information gathered through surveys or events is anonymized, securely preserved, and utilized solely for project analysis. The data obtained will serve as the foundation for evaluating GOLIA's capacity-building initiatives, outreach effectiveness, and the strength of its developing community of practice on smart, inclusive mobility governance.

ID	WP	Task	Data/Metadata Description	Data Origin	Data Subjects	Data Format	Purpose of the Data collection	Data sharing - Accesses	Access roles (Owner/Maintainer/Viewer)	Storage/Planned Repository
WP 5-01	WP 5	T5.1/ST5.1.1	Stakeholder mapping in Partner cities	Consultations with Partner cities	Citizens, businesses, civic organisations, mobility providers	XLSX / WORD	Mapping of stakeholders to create Stakeholder engagement plans based on ENGAGEMENT methodology (ST5.1.2)	No	Owner: Partner cities; Maintainer: EUR, Viewer: Public	Consortium Sharepoint, Eurocities archives
WP 5-02	WP 5	T5.3	Promotional materials	EUR, Partners	Project partners, citizens of partner cities, stakeholders	Leaflets, brochures, articles - PDF, DOCX; audio MP3, WAV; Video - MP4, AVI, MKV; Pictures, graphics	Communication and Dissemination activities, posting on project website and social media, social media channels of partners, presence on conferences and events.	No	Owner: Project partner/EUR; Maintainer: EUR; Viewer: Public	Consortium Sharepoint, Eurocities archives; GOLIA website

- JPEG,
PNG)

Table 11: WP5 Datasets

4.4.6 WP6 - Empowering the GOLIA Community

WP6 (Empowering the GOLIA Community), seeks to expand the project's reach and impact beyond the Partner Cities by implementing GOLIA's methodology, digital modules, and stakeholder engagement approaches to at least three Follower Cities. It aspires to build a larger community of practice by bringing together local practitioners, policymakers, and subject experts to share expertise, provide feedback, and promote the widespread adoption of socially inclusive mobility governance models. WP6 further improves engagement with European mobility platforms and initiatives, hence increasing GOLIA's visibility and long-term viability.

WP6's activities involve replication and mainstreaming, knowledge-sharing initiatives, and the establishment of a Community of Practice (CoP). These activities enable Follower Cities to adapt and execute the GO-X modules in their respective contexts via peer learning, training, and consultation with Partner Cities. This approach results in the creation of transferability reports and mobility transition booklets that document lessons learned, best practices, and recommendations for reproduction throughout Europe.

From a data management point of view, WP6 will produce qualitative datasets based on stakeholder mapping, replication roadmaps, workshop outputs, engagement reports, and input gathered at community events. These datasets will track the development of replication initiatives, the results of engagement with followers and networks, and the general success of GOLIA's outreach and mainstreaming approach.

Again, all WP6 data will be processed in line with FAIR principles and GDPR standards. Ethical considerations will be used to provide informed consent, anonymity, and secure data preservation. These datasets will constitute evidence of GOLIA's transferability and impact, assisting in the creation of the final Mobility Transition Booklet and Communication, Dissemination, and Exploitation Report, as well as reinforcing the project's role in fostering a collaborative and inclusive European mobility community.

ID	WP	Task	Data/Metadata Description	Data Origin	Data Subjects	Data Format	Purpose of the Data collection	Data sharing - Access	Access roles (Owner/Maintainer/Viewer)	Storage/Planned Repository
WP6-01	WP6	T6.2	Financial information of beneficiaries, Transaction records, financial statements and Expense claims	Project partners	Project partners	XLSX, DOCX, PDF	Financial administration of Study visits in partner cities	Consortium only	Owner / maintainer: EUR, Viewer: EUR	Project sharepoint, Eurocities financial records
WP6-02	WP6	T6.2	Administrative records from Study visits: attendance sheets, contact lists)	Partner and follower cities, project partners	Partner and follower cities, project partners	XLSX, DOCX, PDF	Organisation and administration of the Study visits in partner cities	Consortium only	Owner / maintainer: EUR, Viewer: EUR	Project sharepoint, Eurocities archives
WP6-03	WP6	T6.2	Materials from Study visits: video recordings, pictures, presentations)	Partner and follower cities, project partners	Partner and follower cities, project partners	XLSX, DOCX, PDF, AVI, MKV, MP4	Recap and follow up of the Study visits in partner cities	no	Owner: Project partners / follower cities, Maintainer: EUR, Viewer: Public	Consortium Sharepoint, Eurocities archives; GOLIA website

WP6-04	WP6	T6.3	Promotional materials	EUR, Partners	Project partners, citizens of partner cities, stakeholders	Leaflets, brochures, articles - PDF, DOCX; audio MP3, WAV; Video - MP4, AVI, MVK; Pictures, graphics - JPEG, PNG)	Communication and Dissemination activities, posting on project website and social media, social media channels of partners, presence on conferences and events.	No	Owner: Project partner/EUR; Maintainer: EUR; Viewer: Public	Consortium Sharepoint, Eurocities archives; GOLIA website
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Table 12: WP6 Datasets

4.4.7 WP7&8 – Project Management PR1 & PR2

WP 7 and 8, Project Management - PR1 and PR2 respectively, enable GOLIA's overall coordination, monitoring, and strategic management during the project's lifecycle. WP7 addresses the first reporting period (M1-M18), and WP8 continues similar operations in the second period (M19-M36), bringing the project to a successful end. They work together to ensure that all administrative, contractual, financial, and technical aspects are efficiently managed while adhering to EU standards and best project management practices.

Both work packages monitor quality assurance, ethics supervision, and risk management, making sure that project activities are completed to a high standard, within budget, and on schedule. The innovation (RRI) dimension, notably in terms of ethics, data protection, privacy, and gender considerations. Furthermore, WP7 develops and maintains the Data Management Plan (DMP), while WP8 assures its ongoing execution and refinement as the project approaches completion. In terms of data management, WP7 and WP8 create administrative and management datasets such as meeting minutes, progress and review reports, deliverable tracking records, financial summaries, quality and risk monitoring logs, and ethics supervision documents. All data is handled in accordance with FAIR principles and GDPR regulations, maintained securely, and accessible only to authorized parties.

WP7 and WP8 protect GOLIA's operational integrity by maintaining consistency, transparency, and compliance throughout the duration of the project, as well as supporting the timely and high-quality delivery of its objectives and ultimate outputs.

ID	WP	Task	Data/Metadata Description	Data Origin	Data Subjects	Data Format	Purpose of the Data collection	Data sharing -Access	Access roles (Owner/Maintainer/Viewer)	Storage/Planned Repository
WP7-8-01	WP7-8	T7.1 - T8.1	Project Mailing Lists : Contact details (name, mail, affiliation, organization) for the team members of each partner, in order to communicate for the project implementation.	Project Partners and Coordinator	Project Partners and Coordinator	xlsx, csv	WP7-8 and all WPs. To create the internal e-mail lists that will be used for facilitating communication among partners and exchanging information	Internal to the consortium, Partners filling the xls after mail from the coordinator	Coordinator is the owner/maintainer, partners are the viewers	MS TEAMS (FIT Share Point)
WP7-8-02	WP7-8	T7.1 - T8.1	Meetings material : Agendas, presentations, participants/signature lists, minutes, photos, videos	Project Partners and Coordinator	Project Partners and Coordinator	xlsx, pdf, word, pptx, jpeg (or other image format), mp4 (or other video format)	WP7-8 and all WPs. To create the internal e-mail lists that will be used for facilitating communication among partners and	Internal to the consortium, partners providing or creating the data, filling/signing the lists, taking photos/video	Coordinator is the owner/maintainer, partners are the viewers	MS TEAMS (FIT Share Point)

exchanging
information

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Table 13: WP7&8 Datasets

4.5 Open Science Approach and Other Research Outputs

The GOLIA project adheres entirely to the Open Science principles outlined in the Horizon Europe Programme Guide, committed to transparency, accessibility, reproducibility, and inclusiveness in all research and innovation activities. According to Section 1.2.6 of the Grant Agreement, GOLIA complies with the EU Open Science Policy's eight ambitions and incorporates them throughout its lifecycle, from project start to data sharing and dissemination.

GOLIA will promote openness and reproducibility by following to the FAIR data principles, which require that all data generated be Findable, Accessible, Interoperable, and Reusable. The consortium partners will publicly share all necessary datasets and code with research communities and the public through trusted repositories such as Zenodo, Dataverse, and the open-data portals of the partner cities, which will serve as the main points of reference for city-level data, unless constraints arise owing to intellectual property rights or confidentiality obligations. The platforms just described will ensure the long-term accessibility and interoperability of datasets inside current urban data ecosystems.

Where applicable, GDPR compliance will be strictly enforced, including the anonymisation of personal data and the use of relevant consent forms.

To the extent possible, the project will use open-source tools and software to ensure outcomes are accessible and sustainable. The project website, CORDIS, as well as other open-access platforms such as OpenAIRE and Open Research Europe, will host research outputs and communications materials. Scientific articles will be submitted to open-access journals whenever possible, allowing for the greatest possible distribution and reuse of research findings.

4.5.1 Collaboration, Engagement, and Inclusiveness

GOLIA takes a fundamentally collaborative and participatory approach to research, incorporating stakeholders, citizens, and relevant communities in open forums, co-creation workshops, and engagement activities. This participatory approach guarantees that project outcomes are tailored to the different requirements and objectives of users and decision-makers. GOLIA's open scientific policies foster gender balance, inclusiveness, and accessibility by utilising inclusive terminology and ensuring equitable involvement in all project activities.

4.5.2 Open-Source Tools and Software

GOLIA will create, use, and distribute open-source tools and software under applicable licenses (e.g., GNU GPL, MIT). This methodology will enable transparency by allowing external developers and academics to replicate, test, and expand the project's technical outputs. Any proprietary software utilised shall be explicitly documented, along with the reasons for its adoption.

4.5.3 Other Research Outputs

Beyond datasets and articles, GOLIA will produce:

- Technical reports, policy briefs, and best-practice guidelines for facilitating knowledge transfer to cities and mobility stakeholders.
- Training materials, webinars, and recorded sessions are available to the public via the project website and social media.
- Models and algorithms will be released in open repositories when licensing allows, ensuring that techniques are transparent.

- Data visualisation dashboards and decision-support tools to be released in accordance with the FAIR principles and GDPR.

Finally, the Data Management and Ethics Plan (DMEP) establish the rules and processes that govern the data generated and gathered during project implementation. It defines policies for data collecting storage, access, sharing, security, retention, and deletion. INLE will maintain and update a data ledger for each work package to ensure traceability and compliance throughout the project. The DMEP also complies with the project's Exploitation, Dissemination, and IPR policy, ensuring that open scientific objectives are in line with confidentiality and intellectual property protection standards.

Building on GOLIA's open science approach, the following section elaborates on the use of the FAIR principles (Findable, Accessible, Interoperable, and Reusable) to ensure that all datasets and research outputs can be effectively discovered, accessed, and reused by the broader scientific and policy community, in accordance with European Commission data management standards.

5 Fair Data Principles

In accordance with the Horizon Europe Open Science policy and the commitments stipulated in the GOLIA Grant Agreement, the project ensures that all data generated, collected, and processed fulfils the FAIR principles, which are Findable, Accessible, Interoperable, and Reusable. The adoption of these principles seeks to maximise the value of project data, promote transparency, and encourage knowledge exchange both within and beyond the consortium.

In this context, the four main aspects applied to project open data are summarized in the acronym FAIR explain below:

- **Findable:** Data has a unique, persistent ID, located in a searchable resource, and documented with meaningful metadata.
- **Accessible:** Data are readily and freely retrievable using common methods and protocols, metadata are accessible even if the data are not.
- **Interoperable:** Data are presented in broadly recognized standard formats, vocabularies, and languages. **Re-useable:** Data has clear licenses, and accurate meaningful metadata conforms to relevant community standards and identifying its content and provenance.

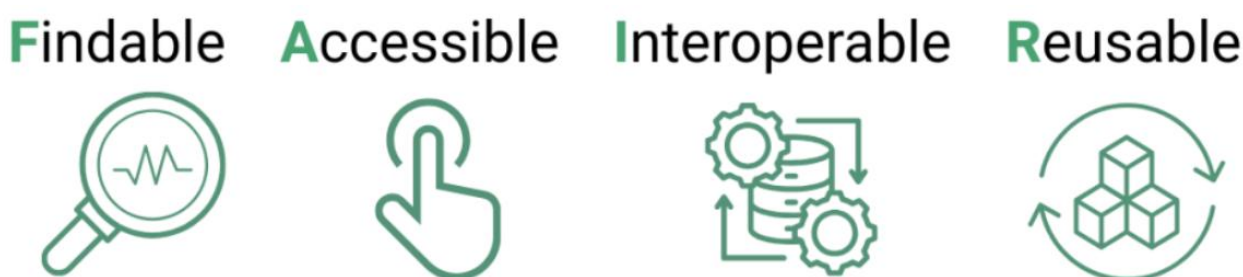


Figure 2: FAIR DATA Principles

The implementation of these principles seeks to maximise the value of project data, promote transparency, and encourage knowledge exchange both within and beyond the consortium.

5.1 Findable

To ensure that data is freely accessible to both humans and machines, GOLIA will:

- All datasets deposited in recognised open-access repositories, such as Zenodo or Dataverse, should be assigned persistent identifiers (DOIs).
- Provide full metadata for each dataset, including the content, origin, structure, format, and licensing restrictions. Metadata will adhere to Dublin Core or other approved Metadata standards.
- Ensure that datasets are listed in the GOLIA data inventory, which INLE manages as part of the Data Management and Ethics Plan (DMEP), with frequent updates and version control.
- Connect datasets to the associated project deliverables, publications, and dissemination outputs, guaranteeing traceability and citation in compliance with EC guidelines.

5.2 Accessible

GOLIA aims to offer open access to research data and outputs whenever possible, while still protecting confidentiality, privacy, and intellectual property rights. The collaboration will:

- Deposit data in trusted repositories (such as Zenodo, OpenAIRE, and Dataverse) to ensure long-term preservation and open access.
- Clearly establish access conditions in metadata, describing whether data is freely available, available upon request, or limited for confidentiality concerns.
- Allow access via standard open protocols (such as HTTPS and OAI-PMH), ensuring interoperability with current data infrastructures.
- Implement adequate data protection mechanisms for datasets containing personal or sensitive information to ensure GDPR compliance and ethical standards.

5.3 Interoperable

To allow for the smooth integration and reuse of GOLIA's data with other datasets and systems, the project will:

- Use open, standard, and widely acknowledged data formats like CSV, JSON, GeoJSON, NetCDF, or XML.
- Facilitate semantic interoperability, use standard vocabularies and ontologies (for example, INSPIRE, ISO 19115, or DCAT).
- Make sure all metadata and documentation are machine-readable and operate with open data frameworks.
- Encourage collaboration with other EU projects and initiatives (e.g., DTLF, ERTRAC, ALICE) to harmonise data models and improve data interchange.

5.4 Re-usable

GOLIA will ensure that data can be effectively reused by researchers, policymakers, and industry, by:

- Providing extensive documentation and provenance information that explains data collecting techniques, processing procedures, and context.

- Using clarified licensing schemes (such as Creative Commons or Open Data Commons licenses) that describe reuse limitations and attribution obligations.
- Ensuring data quality and validation by implementing robust quality assurance methods and peer review within the consortium.
- Encouraging data reuse for replication, validation, and innovation, while providing due attribution to the original developers and datasets.

The FAIR principles were established to improve the overall usability of data in scientific research and beyond and will be integrated into the GOLIA Data Management workflow from the early stages of the project. INLE, as Task Leader for Data Management (T7.3), will be responsible for ensuring that FAIR practices are implemented throughout all work packages. Progress will be tracked and assessed on a regular basis through internal reporting and project management meetings.

Two updated versions of the DMEP (M18 and M36) will include new datasets, metadata, repository links, and access conditions. This iterative strategy ensures that all GOLIA data is consistent with FAIR principles throughout the project's lifecycle and beyond.

6 Data Management Roles and Allocation of Resources

The GOLIA collaboration has developed a structured governance architecture to manage all data generated, collected, and processed throughout the project. This framework fully complies with the General Data Protection Regulation (GDPR), the FAIR data principles, and the Horizon Europe Open Science strategy.

Clear roles and duties have been established for all consortium members to ensure that data is managed ethically, safely, and efficiently throughout its lifecycle.

6.1 Data Controllers and Processors

Data controllers and processors are identified in accordance with Article 4 of the GDPR.

GOLIA partners function as Data Controllers for the data collected, stored, and processed throughout project operations. Controllers must ensure that all processing actions within their scope are legitimate, transparent, and limited to the stated reasons.

The EDPO (INLE) may serve as a Joint Controller in cases when data is processed collaboratively by partners or shared across Work Packages.

When a partner processes data on another's behalf (for example, subcontracted analysis or data hosting), the partner operates as a Data Processor under a documented agreement that ensures GDPR compliance, security, and confidentiality responsibilities.

Demonstration site owners and pilot city partners must ensure that all data collection involving individuals is carried out with explicit consent, using approved information and consent forms developed under Task 7.3. All controllers and processors must document their data processing activities in compliance with the GDPR's Record of Processing Activities (RoPA) provisions.

On that note, the following general principles are applicable:

- Data minimisation, purpose limitation, and proportionality must be maintained throughout all processing activities.
- Access to personal or sensitive information is restricted to authorised persons only.

- Partners are required to put into effect necessary technical and organisational measures that maintain confidentiality and integrity.
- Raw personal data collected by demonstration site owners will not be shared externally; instead, anonymised or aggregated results will be shared with the consortium for analysis and reporting.
- Unless required by EU or national legislation, data shall be erased within 12 months of project completion, as provided in the Grant Agreement (§ 1.2.7).

6.2 Role of Task 7.3 Lead (INLE) and Coordinator (FIT)

GOLIA's data management governance is based on WP7 - Project Management, Ethics, and Data Management (PR1) and WP8 - Project Management and Ethics Continuation (PR2). The DMP presented in this report will be used as a reference document for the GOLIA project and updated on a regular basis by the Consortium. This ongoing process includes updating research data and other outputs, determining their classification (open or confidential), and developing methods to ensure FAIR compliance. Each project plenary meeting will include a time session dedicated to discussing the DMP, with extra talks arranged as needed. The European Commission will receive project management reports with updates to the DMP.

The DMP is continuously monitored by a number of consortium partners, each with unique responsibilities:

Coordinator – FIT Consulting Srl

FIT serves as the Project Coordinator, with overall responsibility for:

- Monitoring and ensuring that data management and open-science practices are consistent with the Grant Agreement, Consortium Agreement, and EC regulations.
- Overseeing data-related quality assurance and risk-management procedures (PR1 Tasks 7.1 and 7.2; PR2 Tasks 8.1 and 8.2).
- Organising an Open Science and Open Access training webinar early in the project (Task 7.1) to increase awareness among all partners.
- Supervising ethical, legal, and data protection aspects in collaboration with the EDPO and WP Leads.
- Consolidating project-wide reporting on data governance, security, and open-access performance to the European Commission.

Task 7.3 Lead – INLECOM (INLE)

INLE is leading the activities of Task 7.3 "Ethics, IPR, and Data Management" and is at the forefront of defining, implementing, and monitoring data-management procedures throughout the project.

INLE's main responsibilities are:

- Preparing, maintaining, and updating the Data Management Plan (DMP) for M6, M18, and M36.
- Ensuring compliance with ethical, legal, and intellectual property obligations, such as open access and FAIR regulations.
- Collaborating with partners to identify and describe all datasets generated or reused within each Work Package.
- Monitoring GDPR compliance, anonymisation mechanisms, and consent management processes.
- Maintaining a centralised project data inventory and repository registry.
- Providing templates and guidelines for data classification, storage, and sharing protocols.

- Assisting the Coordinator and Work Package Leads in creating data-related deliverables and external repository submissions.
- Serving as a liaison between the Ethics and Data Protection Officer (EDPO) and national authorities as needed.

INLE is supported by SUPSI, which provides technical input on data handling and privacy, and the WP Leads who ensure proper implementation of data-management practices within their respective domains.

The DMEP is continuously monitored by several consortium partners, each with unique responsibilities:

- Data Providers: Define the classification and processing permissions for their data, guarantee compliance with DMP principles and rules, and secure the necessary consent from data owners.
- Work Package Leaders: Contribute to the data management process by managing the availability, transfer, and exposure of data linked to their work package activities.
- Data Protection Officers (per partner): Oversee data management and processing activities to ensure they comply with local rules and data management principles.
- Data Protection Manager: Responsible for ensuring overall project compliance with the DMP.

Long-term data preservation will be achieved through the use of established public and trusted repositories, such as ZENODO, which will store the project's open data and maintain its accessibility and reusability for future research.

6.3 Data Protection Officers (DPO) – Nomination and Contacts

In accordance with the Grant Agreement (§ 1.2.7) and GDPR (Articles 37 -39), the GOLIA consortium has designated a Data Protection Officer (DPO) at the consortium level and acknowledges institutional DPOs inside each member organisation.

Consortium-level DPO

Name	Affiliation	Role	Responsibilities
Ioanna Fergadiotou	INLECOM (EDPO – Ethics and Data Protection Officer)	Consortium DPO	Oversees compliance with GDPR and ethical requirements across all project activities; advises on lawful-basis assessment, consent procedures, pseudonymisation, and data-minimisation measures; reports to FIT (Coordinator) on privacy compliance and risk mitigation.

Table 14: Consortium-Level DPO

Partner-level DPO

The designated DPO for each organisation will:

- Supervise local data handling processes, including secure storage and authorised access.
- Serve as the primary point of contact for all data related to rights requests (access, rectification, erasure, and restriction).
- Work with the consortium-level DPO on audits, risk assessments, and breach notifications.
- Maintain consistency between institutional data protection rules and the GOLIA Data Management Plan.

The list of partner-level DPO contacts will be annexed to this deliverable (Annex E) and maintained by INLE throughout the project lifecycle.

6.4 Allocation of Resources

The table below lists the allocation of resources that have been assigned to assure high-quality data management, ethics monitoring, and open-science compliance.

Partner / Role	Work Package / Task	Key Responsibilities	PM Allocation (per GA)
FIT Consulting Srl	WP7 (T7.1 – T7.2); WP8 (T8.1 – T8.2)	Project coordination, quality & risk management, OS/OA training, EC reporting	7 PM (PR1); 7 PM (PR2)
INLECOM (EDPO)	WP7 (T7.3); WP8 (T8.3)	Data Management Plan, ethics/IPR compliance, GDPR oversight, data inventory, templates, guidance	1.5 PM (PR1); 2 PM (PR2)
SUPSI	WP7 (T7.3); WP8 (T8.3)	Data lifecycle support; ensure proper collection, storage, management; inputs to DMP, Technical and privacy support, DMP input, FAIR implementation	T7.3 1 PM (narrative); AP totals: WP7 1.25 PM, WP8 1.25 PM
All WP Leaders	All WPs	Dataset identification, metadata documentation, FAIR adherence, input to DMP updates	—
Demo Site Owners / Cities	WP3–WP6	Data ownership, secure storage, anonymisation, aggregation, retention/deletion policy	—
All Partners	WP7 (T7.1)/WP8 (T8.1)	Attend coordination; comply with DMP, ethics, GDPR; contribute to OS/FAIR; respect IPR	0.25 PM each for attendance

Table 15: Allocation of Resources as regards to Data-Related Input

7 GDPR and Data Protection Compliance

GOLIA processes personal data in accordance with the General Data Protection Regulation (EU) 2016/679¹, as well as the respective national data protection regulations in each partner country. All partners are committed to making certain that any personal data processed throughout the project is handled lawfully, fairly, and openly, and only for purposes directly relevant to achieving GOLIA's goals. The collection and usage of such data will be highly limited to what is required, and data shall remain accurate and stored only for the time necessary to achieve the project's objectives.

Personal data will be protected using suitable technological and organisational methods to ensure confidentiality, integrity, and availability in order to respect data subjects' rights and freedoms. Information gathered through citizen engagement activities, surveys, or city pilots will be processed with clear legal bases, explicit information notices, and procedures that respect individuals' rights throughout the data lifecycle.

7.1 Roles (Controller, Processor, Data Protection Officer)

GDPR stipulates the following key roles and guidelines for GDPR implementation and compliance:

- **Controller:** the person who determines the objectives and procedures of processing personal data. Obligations apply to ensure confidence and collaboration with the data processor.
- **Processor:** the person responsible for processing personal data on behalf of a controller. He/she is required to maintain records of personal information and process them and will be held legally liable in the event of a breach.
- **Data Protection Officer (DPO):** Whenever necessary, in accordance with applicable GDPR and Member State regulatory requirements, the Controller and each Processor may designate a data protection officer ("DPO") to help in monitoring internal GDPR compliance.

GDPR applies to processing carried out by organisations operating within the EU and organisations outside the EU that supply products or services to EU citizens. GDPR does not apply to activities under the Law Enforcement Directive, national security, or personal use.

7.2 Data Breach Procedures

According to GDPR, the Controller and/or Processor, as applicable, must establish adequate measures to avoid personal data breaches.

To continue, the measures should be able to mitigate the negative consequences in the event of a security breach involving personal data related to the Project. When a breach poses a considerable risk of serious negative consequences for the data subject(s) or the protection of personal data, the latter must be notified without undue delay.

The procedure is as follows:

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, *OJ L 119*, 4.5.2016, pp. 1–88.

- **Detection and Reporting:** If a partner identifies a breach, they must notify their institutional DPO immediately and INLE within 24 hours.
- **Initial Assessment:** INLE and FIT will examine the breach's scope, severity, and impact, as well as whether personal data is involved.
- **Notification:** If personal data is compromised, the responsible controller(s) must notify their national Data Protection Authority (DPA) within 72 hours, as per GDPR Article 33.
- **Mitigation:** Appropriate actions will be used to contain, remedy, and prevent the problem from occurring again.
- **Documentation:** All breaches, regardless of severity, will be recorded in a central Breach Register managed by INLE.

All partners must have internal data breach processes in place and make them available to the consortium upon request.

7.3 International Data Transfers and Safeguards

GOLIA includes partners from both within and outside the EU/EEA (e.g. Switzerland).

Data transfers within the EEA will be fully compliant with GDPR provisions.

Transfers to and from Switzerland will adhere to the European Commission's adequacy decision (2021), which recognises Switzerland as providing adequate data protection.

Other potential data transfers outside the EU/EEA (where relevant) will only take place:

- Under the adequacy rulings of the European Commission, or
- Using suitable safeguards, such as Standard Contractual Clauses (SCCs) or Binding Corporate Rules (BCRs).

Personal data shall not be transmitted to third countries that do not provide appropriate data protection without prior clearance from the Coordinator and relevant DPOs. All data sharing repositories (such as Zenodo, Dataverse) meet GDPR regulations and provide safe access control and encryption features.

8 Gender and Inclusivity Monitoring

8.1 Gender Equality Policy Implementation

Gender equality is a core value of the GOLIA collaboration, which is completely linked with the European Commission's Horizon Europe framework and the EU Open Science Policy's eight objectives. All GOLIA partners are dedicated to building a project environment that promotes equal opportunity and diversity in all aspects of research and innovation activities.

Each GOLIA partner organisation has either an approved Gender Equality Plan (GEP) or an equivalent institutional framework that promotes gender equity in employment, research, and communication. In accordance with these goals, gender equality issues are systematically integrated into all aspects of the project, from planning and data collecting to analysis, dissemination, and stakeholder engagement. Specifically, some of the actions to be taken include the following:

- Equal representation of men and women in project governance structures, advisory boards, and decision-making bodies.
- Equal opportunities for leadership and technical positions within the consortium.
- Gender-sensitive communication involves using neutral and inclusive language throughout project outputs, publications, and visual assets.
- Gender dimensions should be included in study design, especially when collecting behavioural, social, or user-oriented data (for example, mobility behaviour, accessibility demands, or safety perceptions).

The Project Coordinator (FIT) and Task 7.3 Leader (INLE) collaborate to monitor gender balance and equality implementation, with each partner institution conducting periodic self-assessments.

8.2 Inclusivity in Research and Co-Creation Activities

GOLIA's commitment to inclusivity goes beyond gender to include age, ability, financial status, and cultural perspective.

The project's co-creation methodology, notably in the Living Labs and city pilots, is intended to ensure that all social groups may make important contributions to the design, testing, and assessment of sustainable mobility solutions. Workshops, surveys, and pilot activities will adhere to an inclusive design policy, guaranteeing equitable involvement and representation of groups that may otherwise be marginalized, disregarded or under-represented in urban mobility research.

This inclusive design policy encompasses, but is not limited to the following:

- Guaranteeing accessibility for both physical and digital participation formats.
- All participant materials will be written in plain, unambiguous, and culturally sensitive language.
- Inviting individuals from various demographic groups, such as elderly folks, youth, those with limited mobility, and vulnerable transportation users, to participate in engagement events.
- Maintaining a transparent and courteous climate in which all perspectives are appreciated and reflected in project results.

The aforementioned participatory process employed by GOLIA is intended to collect different user experiences and translate them into inclusive, evidence-based policy recommendations and digital solutions that are responsive to real-world requirements.

Inclusivity monitoring will be included in WP7's ethical supervision framework, to make sure that any research involving human participants conforms to EU ethical standards, privacy rules, and cultural sensitivity standards.

8.3 Monitoring Indicators and Reporting

Monitoring gender equality and inclusivity in GOLIA is an ongoing process that includes both quantitative and qualitative assessments. Indicators are incorporated into the project's ethics and data management structure, allowing for systematic observation and reporting throughout many stages.

A few of the most important monitoring indicators follow:

Gender representation in project management, technical teams, and advisory structures.

- Participation in project events, workshops, and Living Labs should be balanced, with no demographic group systematically excluded.
- Gender and inclusion factors are carefully incorporated into research techniques and dissemination results.
- Institutional compliance with Horizon Europe's Gender Equality Plan standards across all partner organisations.

Each partner is responsible for recording and reporting pertinent data using the project's internal monitoring procedure.

INLE, as Task 7.3 leader, will aggregate this information on a regular basis and include it in data management and ethics monitoring deliverables. The results will be reviewed annually during consortium meetings, and corrective steps will be offered if imbalances or exclusions are discovered.

Finally, GOLIA's monitoring framework seeks not only to verify compliance with Horizon Europe's gender and inclusivity standards, but also to foster a culture of fairness, respect, and equitable representation, thereby increasing the project's societal effect and scientific integrity.

Monitoring Area	Objective	Indicator(s)	Data Source / Method	Frequency of Monitoring	Responsible Partner(s)	Corrective Actions / Notes
Gender Balance in Governance	Ensure equal representation of men and women in decision-making and advisory structures.	- % of women in project governance (Steering Committee, Advisory Board, WP leadership).	Project organisational charts, partner reports.	Semi-annual	FIT (Coordinator), INLE (Task 7.3 Leader)	Adjust representation in upcoming appointments or rotations if imbalance exceeds 60/40 ratio.
Gender Equality in Leadership	Promote equal opportunities for leadership and technical roles within the consortium.	- Gender distribution in technical and management positions. - % of women leading or co-leading WPs or tasks.	Consortium HR data, internal partner self-assessments.	Annual	All partners, aggregated by INLE	Encourage balanced team composition in future assignments.
Gender-Sensitive Communication	Ensure project communication uses inclusive and neutral language and imagery.	- Use of gender-neutral terminology in publications and visuals. - Review of dissemination materials for inclusivity.	Communication outputs (website, leaflets, social media).	Continuous (review prior to publication)	INLE (T7.3 lead), EUR(WP5) FIT (Coordinator)	Revise language and visuals before dissemination; provide editorial guidance if needed.
Integration of Gender Dimensions in Research	Embed gender considerations into research, data collection, and analysis.	- Inclusion of gender-related variables in data collection (e.g., behaviour, accessibility, safety). - Gender-segmented data available for analysis.	Surveys, datasets, pilot evaluation reports.	Continuous during WP3–WP4	Partner Cities, INLE (Task 7.3)	Ensure survey tools capture gender and diversity indicators; retrain data collectors if gaps appear.

Inclusivity in Co-Creation and Living Labs	Guarantee participation from diverse demographic and social groups.	- Representation of youth, elderly, people with disabilities, and vulnerable users in activities. - Number and diversity of participants per event.	Event participation logs, registration forms, attendance lists.	Per event / quarterly summary	Partner Cities (WP3), INLE (Task 7.3)	Target underrepresented groups through tailored invitations or accessibility adjustments.
Accessibility of Participation Formats	Ensure both physical and digital participation are inclusive and barrier-free.	- % of events offering accessible venues and digital participation options. - Feedback on accessibility from participants.	Workshop reports, participant surveys.	Continuous	WP3 Leaders, Partner Cities	Implement accessibility improvements; adopt plain-language and multilingual materials.
Cultural and Ethical Sensitivity	Maintain respect for diversity and cultural differences in engagement.	- Participant feedback on inclusivity and respectfulness of sessions. - Ethical compliance confirmations.	Participant surveys, ethics review forms.	Annual	INLE (Task 7.3), Ethics Board	Provide cultural sensitivity training if concerns are raised.
Institutional Gender Equality Compliance	Ensure all partners maintain GEP or equivalent.	- Existence and validity of institutional GEPs. - Periodic updates or improvements reported.	Partner self-declaration and GEP documentation.	Annual	FIT (Coordinator), INLE (Task 7.3)	Support partners in aligning with Horizon Europe's GEP standards.

Monitoring & Reporting	Aggregate and review gender and inclusivity data across GOLIA.	- Consolidated annual report on gender and inclusivity indicators. - Number of corrective actions implemented.	Partner reports to INLE, meeting minutes.	Annual (Consortium review)	INLE (Task 7.3), FIT (Coordinator)	Adjust internal policy and engagement strategy as needed.
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Table 16: Gender Equality & Inclusivity Matrix

9 Intellectual Property Rights (IPR) Strategy

9.1 IPR Framework and Consortium Agreement Provisions

The GOLIA consortium adheres to the intellectual property (IP) provisions outlined in the Horizon Europe Model Grant Agreement (MGA, Articles 16-17), as well as the terms specified in the Consortium Agreement (CA).

The IPR strategy ensures that all project-generated knowledge, data, and results are correctly recognised, safeguarded, managed, and where possible exploited to maximise scientific, societal, and economic impact.

The Consortium Agreement, which was signed by all members, emphasises the following key standards:

Unless otherwise agreed upon, each partner retains ownership of the results generated. When two or more partners generate outcomes together and their individual contributions cannot be separated, joint ownership occurs under Article 16.2 of the MGA. The parties will sign a Joint Ownership Agreement (JOA) that defines their respective rights and obligations, including rules for protection, licensing, and commercialisation.

The CA also defines:

- Access to context and outcomes for implementation and exploitation objectives.
- Procedures for handling intellectual property protection.
- Rules for distribution and communication to ensure compliance with confidentiality and intellectual property requirements.

9.2 Background and Foreground IP Management

9.2.1 Background IP

"Background" refers to any data, expertise, or information owned by partners prior to joining the GOLIA project, including software, methodologies, procedures, datasets, or tools needed for project implementation.

During the proposal stage, all partners specified their relevant background IP in Annex I of the Consortium Agreement and submitted appropriate access conditions (royalty-free or fair and reasonable terms).

Each partner is responsible for ensuring that the background IP it contributes does not breach third-party rights and that suitable licenses or permissions have been obtained when applicable.

Background IP remains the property of the contributing partner, and any usage by others is strictly limited to project-related activity.

9.2.2 Foreground (Results) IP

Foreground IP, often known as "results," encompasses any new knowledge, data, software, and tools developed throughout the project's execution.

The partner(s) who developed the outcome retain ownership. Joint ownership occurs when numerous partners contribute, and their individual contributions cannot be separated.

To continue, each partner that produces results must:

- Inform the Coordinator (FIT) and the T7.3 lead (INLE) of the new results.
- Determine the possibilities for protection (e.g., patent, copyright, design).
- In consultation with the consortium, decide whether to protect or openly disseminate it.
- Comply with the FAIR data principles and data privacy standards when sharing or publishing.

INLE, as Task 7.3 lead, is responsible for ensuring that data protection norms, regulations, and IPR protocols are properly implemented across the consortium.

In addition, INLE will coordinate with the project coordinator (FIT) and individual partners to verify that all results are properly documented, protected, and exploited by their respective owners, in accordance with the Grant and Consortium Agreements.

9.3 Joint Ownership and Exploitation Procedures

When two or more partners develop outcomes jointly and individual contributions cannot be clearly distinguished, joint ownership will apply, as outlined in the Horizon Europe MGA.

The partners involved will create a Joint Ownership Agreement (JOA) that specifies:

- The management and protection approach.
- The rights and obligations of each co-owner.
- Procedures for licensing and transferring rights.
- The allocation of revenue and expenses.

INLE will provide coordination and advisory assistance to ensure that such agreements adhere to the project's IPR framework and meet confidentiality, ethical, and data protection requirements.

FIT, as project coordinator, will ensure that these procedures are consistent with the project's exploitation and dissemination strategy.

For patent filings, licensing, and commercial talks, partners may use their institutional Technology Transfer Offices (TTOs) or designated valorisation entities, as applicable.

All IPR-related actions will be consistent with the project's overall exploitation strategy and open-science approach, fostering innovation, transparency, and long-term impact.

10 Ethics and Legal Compliance

10.1 Ethics oversight and monitoring

GOLIA prioritises ethics compliance throughout all aspects of project governance and implementation. Wherever activities take place, the consortium adheres to Horizon Europe's ethical norms and guidelines, the EU Charter of Fundamental Rights, and relevant national and institutional frameworks.

Ethics monitoring is performed jointly by:

- The Coordinator (FIT) is responsible for ensuring project-wide compliance. The Ethics and Data Protection Manager (INLE) leads T7.3 and T8.3, and as such the activities of designing and managing ethical, gender, inclusivity, and data protection measures. The WP Leaders and Partner City Leaders are responsible for implementing ethical guidelines at the operational level.
- Institutional Data Protection Officers (DPOs) supervise compliance within each organisation.

The consortium has devised measures to ensure that ethics are constantly reviewed and reported. INLE will submit frequent updates at each plenary meeting, emphasising progress and corrective steps as required. Each partner must guarantee that internal procedures meet both EU and national ethical standards.

10.2 Ethical Foundations & Commitments

The GOLIA consortium's ethical framework is based on a profound understanding that excellence in research and innovation is inextricably linked to moral and ethical behaviour. All stakeholders acknowledge that compliance with legal and regulatory requirements is the minimum standard, and that ethical reflection must be an ongoing, proactive process integrated into every stage of the project's lifecycle.

The project's ethical framework revolves around the following principles ensuring that:

1. Respect for fundamental human rights is at the foundation of all project operations. GOLIA promotes each individual's dignity, autonomy, and equality while fully adhering to the EU Charter of Fundamental Rights. This encompasses privacy and personal data protection, the right to be free of discrimination, and the protection of participants' physical and psychological well-being.
2. No vulnerable individuals will take part in project activities. Minors, patients, and individuals who are unable to offer informed consent are explicitly prohibited from participating in GOLIA. All human participation is voluntary, with clear disclosure of goals, techniques, and impact.
3. Data minimisation and purpose limitation govern all data-handling processes. Only data that is strictly required to achieve the project's objectives will be collected, and processing will always be proportionate to the intended purpose.
4. All datasets including personal information will be systematically anonymised, pseudonymized, and stored securely. Partners must store such data only on encrypted, access-controlled servers under institutional control to prevent unauthorised access, accidental loss, or abuse.
5. Rigorous internal protocols promote scientific integrity, accuracy, transparency, and responsibility to ensure responsible research conduct. All partners agree to adhere to the principles of good scientific practice and open, ethical collaboration in accordance with the European Code of Conduct for Research Integrity (ALLEA).

Furthermore, GOLIA's ethical standards reach far beyond legal compliance. The consortium is dedicated to promoting a culture of accountability, equity, and inclusion. Ethical consideration considers not just human engagement and data use, but also the societal and environmental consequences of mobility research and digital innovation.

On that note, GOLIA strongly promotes:

- Social responsibility, through ensuring that research results support sustainable, equitable, and inclusive urban mobility systems that benefit all citizens;
- Gender equality, including balanced representation in all project activities, leadership roles, and dissemination materials, as well as gender-disaggregated data collecting and analysis.
- Inclusivity and accessibility by establishing co-creation procedures that involve different citizen groups, particularly under-represented or disadvantaged populations, in local languages; and
- Environmental protection, by incorporating sustainability and ecological awareness into all research and demonstration efforts, thereby reducing any negative effects on the environment.

Therefore, this approach guarantees that GOLIA's ethical commitments are both compliant and transformative, incorporating equity, transparency, and societal value creation into the project's fundamental purpose of creating just and sustainable mobility governance.

10.3 Informed Consent Procedures

Informed consent is a key component of the GOLIA project's ethical research. It represents the consortium's commitment to respecting participants' autonomy, ensuring transparency, and protecting personal rights in all interactions with human participants. The project adheres to the "no participation without information" principle, which ensures that all participants involved in research or co-creation activities understand the nature, extent, and purpose of their participation.

All activities involving human subjects or the collecting of personal data, including but not limited to interviews, surveys, focus groups, and co-creation workshops inside the demonstration cities (Pilsen, Florence, and Antwerp), will require informed consent.

To continue, every consent procedure is intended to guarantee that participants:

- Receive clear and accessible information, both verbally and in writing, about the research aims, the type of data gathered, its planned use, and the duration of storage.
- Understand their rights under the EU General Data Protection Regulation (GDPR), including the right to access, rectification, erasure ("right to be forgotten"), and the right to withdraw consent at any time with no consequences.
- Are informed about who is responsible for managing their personal data, including the contact details of the local Data Protection Officer (DPO).
- Are reassured that their involvement is fully voluntary and that denying or withdrawing consent would result in no disadvantage or negative implications.
- Are made aware of any potential risks, advantages, or consequences involved with participation.

In order to assure accessibility and inclusivity, all information sheets and consent forms will be provided in local languages (Czech, Italian, Dutch, and English) and written in simple, non-technical language suitable for non-expert audiences. The forms shall adhere to a designated template developed by the consortium and authorized by the Ethics and Data Protection Manager (INLE).

10.3.1 Consent Documentation and Record Keeping

Participants will be given a formal consent form to sign before data collection begins. Where suitable (for example, in online surveys), digital consent mechanisms will be employed. Each responsible partner will securely retain copies of signed permission forms on institutional servers that are only accessible to approved project staff. Consent documentation will be kept for as long as necessary to meet project reporting or auditing requirements, and it will be deleted once the project is completed, in accordance with institutional data retention regulations.

10.3.2 Special Considerations

The project clearly prohibits the participation of vulnerable individuals (such as adolescents, patients, or those unable to offer informed permission). GOLIA will not collect or process sensitive personal data (such as racial origin, political views, health status, or religious beliefs).

When video or photographic footage is gathered for evaluation or dissemination reasons, separate consent will be obtained, outlining how the content will be used, stored, and disseminated. Participants will always have the right to request that their image or personal data be removed from project materials.

All permission processes will be overseen by the relevant institutional DPOs, in collaboration with the Ethics Manager (INLE), to guarantee compliance with GDPR, national legislation, and ethical best practices.

10.4 AI Ethics and Avoidance of Misuse

The GOLIA project incorporates Artificial Intelligence (AI) and Digital Twin (DT) technologies to support data-driven, transparent, and sustainable mobility governance. Consequently, the consortium acknowledges that the ethical application of AI is critical to maintaining trust, responsibility, and conformity with EU principles and rules.

All AI-related activities at GOLIA follow the Ethics Guidelines for Trustworthy AI (European Commission, 2019), the OECD Principles on AI (2019), and the provisions of the proposed EU Artificial Intelligence Act, which ensure that technological development always adheres to fundamental rights and human oversight.

Human-centered and responsible AI design

The development and implementation of AI within GOLIA takes a human-centric approach, with human decision-making, oversight, and responsibility at the heart of all AI-supported activities. The GOLIA consortium assures that AI technologies are utilized only to support, not replace, human perception in mobility planning and decision-making.

AI systems will continue to be useful tools for improving local authorities' prediction, simulation, and decision-support skills, with no automated decision-making harming individual rights or freedoms.

Ethical Principles for AI and Digital Twins

GOLIA's ethical approach for AI and DT is consistent with important European ethical standards. Specifically, the project pledges to ensure that all AI-enabled tools, models, and analyses comply with the following principles:

- **Human agency and oversight:** All AI-based recommendations or predictive insights will be interpreted and verified by human specialists. Human actors will retain complete control over the decision-making process.
- **Privacy and data governance:** AI systems will operate on anonymized datasets and adhere to data minimization guidelines. Machine learning models will not process

any personally identifiable information. Transparency and explainability: Project partners will be able to see the rationale and operation of AI algorithms used for prediction, modelling, or optimisation, as well as suitable documentation and validation processes. Fairness and non-discrimination: AI models will be developed and tested to eliminate prejudice against any demographic or social group. Continuous monitoring will ensure fair treatment of all populations represented in the data. Societal and environmental well-being: AI applications will be evaluated based on their contribution to safer, cleaner, and more efficient transportation systems, in keeping with GOLIA's sustainability goals. Accountability: Clear documentation of data sources, modeling decisions, and validation results will enable accountability for AI outcomes across the consortium.

Avoidance of Misuse

The consortium specifically forbids the use of AI technologies, algorithms, or data generated inside GOLIA for purposes unrelated to the project, or for uses that could cause harm, discrimination, or monitoring of individuals.

Each partner must ensure that AI tools are utilized exclusively for research and demonstration inside the agreed-upon project scope. Additionally, any external sharing of AI models or datasets should be compliant with the Data Management Plan (DMP), Ethics Plan, and IPR restrictions and all data used for training or validation should be anonymized, ethically sourced, and legally obtained.

Last but not least, all partners must ensure that any AI component integrated into demonstration locations is subjected to internal ethical risk assessment prior to deployment.

Ethical Oversight and Monitoring

The Ethics Manager (INLE), working with the Technical Coordinator and WP2 Leader (SUPSI), will ensure that all AI and DT-related activities are ethically compliant. Specifically, this includes:

1. Reviewing data inputs to confirm compliance with GDPR and anonymization procedures.
2. Verifying that algorithmic models are consistent with the ethical design principles listed above.
3. Prior to demonstration deployment, coordinate internal ethical assessments and risk evaluations.
4. As part of the ethics monitoring deliverables, the Project Coordinator and the European Commission will receive reports on findings and compliance status.

By including these protections, GOLIA assures that AI and DT technologies are trustworthy, explainable, and in line with human values, confirming the project's commitment to ethical innovation and societal benefit.

10.5 Ethics Self-Assessment and Compliance Matrix

10.5.1 Ethics Self-Assessment Framework

The GOLIA consortium has implemented a structured ethics self-assessment mechanism to monitor and maintain compliance with EU, national, and institutional ethical standards throughout the project's lifespan. This method promotes ongoing examination of the ethical, legal, and societal implications of research activities, data processing, and stakeholder interaction.

Ethics self-assessment is an ongoing procedure that is incorporated into project governance and reporting. It ensures that all activities, including research, co-creation, pilot demonstrations, and data processing, are conducted in accordance with the following principles:

- Integrity refers to conforming to the highest standards of honesty, transparency, and accountability when conducting research.
- Lawfulness entails full conformity with GDPR (EU Regulation 2016/679), national data protection regulations, and the Horizon Europe Ethics Rules.
- Respect for participants includes protecting human dignity, autonomy, and informed consent.
- Proportionality and data minimization ensure that only necessary personal data are gathered and handled for justifiable reasons.
- Fairness and inclusivity involve preventing discrimination while fostering gender balance and diversity in all research and engagement initiatives.
- Transparency and openness entail clearly communicating with participants and stakeholders about data usage, outcomes, and ethical measures.

To conclude, each partner is responsible for carrying out local self-assessments in accordance with their institutional norms and national framework. The Ethics Manager (INLE) consolidates these assessments to verify that they are consistent with the project's overall ethical and data-protection policy.

10.5.2 Ethics Compliance Monitoring

The responsibility for 'ethics' lies with the individuals conducting the research. Meanwhile, the Host Institution, as the signatory to the Grant Agreement, is responsible for formal accountability. The Horizon Europe Framework Programme establishes high expectations. The Grant Agreement reads:

"The action must be carried out in accordance with the highest ethical standards and applicable EU, international, and national law on ethical principles." All deviations or identified hazards will result in a corrective-action plan managed by the Ethics Manager and authorized by the Steering Committee.

Therefore, ethics compliance must and will be regularly monitored as follows:

- INLE, as the Ethics Manager, will be conducting periodic ethics audits, which involve data collection, processing, and consent protocols.
- Dedicated agenda topics at consortium and technical meetings to discuss potential ethical concerns and corrective solutions.
- Updates to the Data Management Plan (DMP) and Ethics & Legal Compliance Register to reflect evolving ethical duties.
- Compliance progress will be reported to the Project Coordinator (FIT) and the European Commission as needed.

Therefore, all deviations or perceived risks will result in a corrective action plan coordinated by the Ethics Manager and approved by the Steering Committee.

10.6 Ethics Compliance Matrix

GOLIA has designed an Ethics Compliance Matrix to ensure that all of the above-mentioned ethical principles are consistently followed, monitored, and validated. This matrix functions as an active monitoring tool, allowing for ongoing tracking of ethical commitments across all work packages and activities.

It establishes a clear relationship between ethical areas, responsibility, verification techniques, and planning, guaranteeing that the consortium can demonstrate due diligence and traceability throughout all research, data management, and dissemination activities.



The matrix supports the project's broader governance processes (WP7 and WP8) and interacts effectively with additional oversight tools like the Data Management Plan (DMP), Risk Register, and Quality Assurance Plan.

The Ethics Manager (INLE) reviews and updates it on a regular basis to reflect project progress, new data-handling methods, or emerging ethical considerations (such as the use of AI, co-creation activities, or demonstration data).

The following table summarizes the most significant ethical domains and how compliance will be fulfilled throughout the project lifecycle.

Ethical Area	Key Principles / Requirements	Responsible Partner / Role	Verification Method	Timing / Frequency
Human participants	Voluntary participation; informed consent; transparency on purpose and use of data	Local site leaders; Ethics Manager (INLE)	Consent forms, ethics review of data collection protocols	Before and during pilot activities
Data protection & privacy	GDPR compliance, anonymisation, secure storage, limited retention	INLE (Data Protection Manager); all partners	DMP reviews; internal audits; DPO reports	Continuous; formal audit every 12 months
Use of AI & Digital Twin tools	Compliance with EU AI Ethics Guidelines; human oversight; avoidance of bias	SUPSI (WP2 leader); INLE (Ethics Manager)	Algorithm documentation, validation reports	Prior to deployment and annually
Inclusivity & gender balance	Gender-balanced participation in events; inclusive stakeholder engagement	INLE; all WP leaders	Gender & inclusivity monitoring indicators	Semi-annual
Environmental and societal impact	Ensuring sustainable, socially responsible research	All partners; Coordinator (FIT)	Ethics & sustainability checklist	Annual review
Publication & dissemination ethics	Open access, accuracy, non-misrepresentation of results	INLE (WP7 leader); FIT (Coordinator)	Review of dissemination materials; approval workflow	Prior to release
IPR and confidentiality	Proper attribution of background/foreground IP; respect of confidentiality clauses	INLE (Ethics Manager); FIT (Coordinator)	IPR records; CA compliance check	Continuous
Ethical oversight and reporting	Continuous ethical monitoring and reporting to EC	INLE (Ethics Manager)	Ethics progress reports; project meetings	Quarterly

Table 17: Ethics Compliance Matrix

10.6.1 Continuous Improvement

Ethics compliance within GOLIA is not a fixed commitment but a continuous improvement process. The lessons learned from each project phase, such as data collection feedback, stakeholder engagement outcomes, and technology validation, will be used to update the ethical procedures and DMEP updates.

INLE will coordinate these updates in consultation with the Project Coordinator (FIT), ensuring that the consortium adheres to the highest ethical and legal standards throughout all activities.

10.7 Procedures for Ethical Dissemination, Communication, and Exploitation

10.7.1 Purpose and Ethical Commitment

All dissemination, communication, and exploitation operations under GOLIA are in line with the ethical principles, legal duties, and social responsibility values defined by Horizon Europe and outlined in the GOLIA Grant Agreement.

These activities seek not just to exchange knowledge, but also to promote transparency, diversity, and societal confidence in data-driven mobility innovations.

Ethical dissemination within GOLIA assures that all communications, whether scientific, technical, or public, are accurate, inclusive, environmentally conscious, non-discriminatory, and gender balanced.

10.7.2 Ethical Screening and Quality Assurance

Ethical and quality assurance processes are incorporated within GOLIA's internal communication and dissemination workflow to ensure that all public outputs are accurate, responsible, and aligned with EU ethical and legal standards. This is a collaborative process involving several actors, whose roles are outlined below:

- INLE (Task 7.3 lead) is responsible for data management, GDPR compliance, and ensuring that personal or sensitive information used in communications adheres to the Data Management Plan.
- EUROCITIES (Lead of WP5 - Communication, Dissemination and Exploitation) is leading the activities of creating and updating dissemination materials, as well as ensuring that communication outputs respect the project's ethical, inclusivity, and accessibility principles.
- EUROCITIES (Lead of WP6 - Community Building and Empowerment) is also in charge of responsibly engaging external stakeholders, local communities, and citizens through co-creation and participatory activities and
- FIT (Coordinator) – responsible for project-wide ethical coherence, coordination and monitoring, including final validation of all dissemination outputs prior to publication.

In this manner, before publication or external distribution, all dissemination materials, events, and communication outcomes go through a multi-step ethical and quality review that is aligned with the following principles:

- Accuracy and validation, which are assured once the responsible WP leader checks and validates the technical and scientific content.
- Confidentiality and IPR compliance include ensuring that no proprietary or restricted information is disclosed without prior consent.
- GDPR compliance, which includes a review of illustrations, quotes, or datasets to ensure that personal data is anonymized or used only with specific agreement.
- Inclusivity and accessibility which entail the use of clear, gender-neutral language and forms that are appropriate for a diversified audience.
- Environmental responsibility implying a preference for digital and low-impact transmission methods (e.g., eliminating unneeded printing).

This holistic evaluation method ensures that GOLIA's dissemination and communication procedures not only meet legal and ethical requirements, but also reflect the project's overall commitment to transparency, inclusivity, sustainability, and integrity.

11 Conclusions and next steps

The GOLIA Data Management and Ethics Plan (D7.3) defines a comprehensive framework for the responsible handling of data, intellectual property, and ethical behavior across all project activities. This framework outlines the processes that ensure that all data generated, collected, or processed within the GOLIA project are handled in full compliance with the FAIR principles (Findable, Accessible, Interoperable, and Reusable), the General Data Protection Regulation (GDPR), and the ethical and legal standards of Horizon Europe.

On that note, throughout the project's duration, the consortium commits to ensuring data security and privacy for all participants and that all research efforts follow fundamental ethical norms. To continue, partners agree to employ open-science approaches to increase transparency, cooperation, and reproducibility, to support gender equality and inclusion, and promote responsible innovation and sustainable societal impact. Finally, it is crucial to maintain responsibility and traceability through ongoing ethical monitoring and quality control.

The plan acknowledges that the ethical and data management needs evolve as the project advances. Therefore, GOLIA's DMP will be viewed as a living document, subject to periodic update, review and refinement to consider:

- New datasets or data types created under technical work packages (WPs 2–4),
- Updates to ethical and data protection rules or institutional policies,
- Changes to partner roles, repositories, or software tools, and
- Results of internal audits and ethics evaluations conducted under WP7 and WP8.

11.1 Update Cycle

In accordance with the GOLIA Grant Agreement, the Data Management and Ethics Plan will be released in three versions over the project duration, led by INLE.

Deliverable	Title	WP	Lead	Type	Dissemination	Due (Month)
D7.3	Data Management Plan and Ethics Plan v1	WP7	INLE	DMP	Public (PU)	M6
D7.4	Data Management Plan and Ethics Plan v2	WP7	INLE	DMP	Public (PU)	M18
D8.3	Data Management Plan and Ethics Plan v3	WP8	INLE	DMP	Public (PU)	M36

Table 18: Deliverables List

While the current version (v1) of the Data Management and Ethics Plan defines the initial framework and responsibilities, the second version (D7.4) will deliver an expanded update including actual data collection details, repository references, and validation processes based on the GOLIA's progress. Last but not least, the D8.3 will consolidate lessons learned, long-term data preservation techniques, and ethics compliance outputs.

Each version of the Data Management and Ethics Plan will be approved by the Coordinator (FIT) and confirmed by the Ethics and Data Protection Manager (INLE) before being submitted to the European Commission.

11.2 Continuous Update and Monitoring

The consortium will continue to promote ethical awareness, data preservation, and open collaboration across all WPs and demonstration sites (Florence, Pilsen, and Antwerp).

The Task 7.3 lead (INLE), the Coordinator (FIT), and the WP Leaders will communicate periodically to ensure continuing alignment with the project's expanding data and ethics requirements.

Additionally, the Ethics Manager will oversee the monitoring of compliance indicators (ethics, gender, inclusion, and data protection), ensuring that remedial actions are implemented as needed.

The DMEP is a live document managed by INLE and reviewed biannually. Updates will include new datasets, metadata, repository entries, and access-control mechanisms. Additionally, compliance will be monitored at Project Management Board and Ethics Board meetings, with corrective actions proposed as needed. After the project is completed, open datasets stored in Zenodo or other trusted repositories will be available and citable for at least five years.

11.3 Closing Statement

GOLIA's Data Management and Ethics Plan highlights its commitment to excellence, transparency, and accountability in research and innovation.

The consortium's goal is to establish a benchmark for socially responsible, data-driven urban mobility governance in Europe by adhering to FAIR, open-science, and ethical standards, fostering trust among citizens, researchers, and policymakers while ensuring that the knowledge and data generated remain accessible, secure, and impactful well beyond the project's lifecycle.

Disclaimer on the Use of AI Tools

Parts of this deliverable were further refined with the assistance of artificial intelligence (AI)-based tools, used exclusively for language editing, consistency checking, and style improvements. All AI-refined outputs were subsequently reviewed and validated by the project partners.

All substantive content (including initial ideas, findings, ethical concerns, data management processes, and project procedures) is solely consortium ownership and was created, reviewed, and verified by the project partners.

The usage of AI tools adhered to the European Commission's criteria on trustworthy and transparent AI, providing complete human supervision, accountability, and standards of ethics. No automated mechanism has affected the scientific, ethical, or policy findings stated in this paper. This approach is in line with the European Commission's commitment to the ethical, transparent, and responsible application of AI technology in research and innovation.

12 References

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Annex A – Data Collection Template (Partner Input - WP Specific)

ID	WP	Task	Data/Meta data Description	Metadata Standard	Personal Data Identification	Data Origin	Data Format	Data Subjects	Purpose of data collection	Access Level	Data sharing - Access	Access roles (Owner/Maintainer/Viewer)	Procedures to safeguard data	Lawful Basis	Openness - Reusability	Storage/Planned Repository	Retention Period	GO-X module link	Disposal method
Guidelines	e.g WP2	e.g. T2.1	Describe the data / metadata that you foresee to be collected in the project	e.g., DC AT-AP, INSPIRE, Dublin Core	[Y/N]	Describe the source from which the data/meta data come from.	Describe the format of the data	Who? e.g., citizens, employees, drivers	Analyse the purpose of data collection and relation to project activities -if	Open / Restricted / Closed (justify if Closed)	[Internal/External] to the consortium Should access be limited to a specific consortium subgroup? Will	List role holders	Describe any measures/conditions for data access and sharing	Consent / Contract / Legal obligation / Public task / Legitimate interest	Potential reuse of data in other domains, work and efforts, studies beyond the	Please describe where the data will be stored	Please mention the time period for the data retention	GO-DATA / GO-INF / GO-KNOWLEDGE / GO-WISDOM	Deletion / Anonymisation / Archiving

			ect acti vtie s your orga nisa tion part icip ates .						appl icab le nam e the resp ecti ve task /WP and proj ect obje ctiv es		any entity (inclu ding any servic e provid er) outsid e of the E.U. have acces s to these data? If so, who?			ests / NA	proj ect scop e - Will you provi de ope n acce ss (pub licly avail able) ? Elab orat e how the data can be reus ed				
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*Add as many rows as you need																			
Please provide the contact details of your organization's DPO.				-															

Annex B - External Stakeholder Data Procedure/ Consent Form Template

PARTICIPANT INFORMATION SHEET

Introduction

You have been invited to take part in a research study. Before making a decision on whether you want to participate or not, please read this document carefully. Please ask all the questions you may have, including around risks and benefits, so you can be sure to understand all the proceedings of the study.

Description of the project

By signing/accepting the attached informed consent form, I understand that I am consenting to participate in the GOLIA project funded by the European Union (Grant Agreement number 101201950) and co-ordinated by FIT. I am aware that the purpose of the activities in which I am participating is part of GOLIA's vision is to transform urban and regional mobility governance by combining data-driven, social optimum-led approaches with inclusive policy-making processes. The project duration is 36 months from June 1st 2025 to May 31st 2028.

Information about your involvement

I understand that my participation might involve interviews, workshops, webinars, surveys and/or written responses to questionnaires for influencing/shaping project framework or outputs. I am participating in these activities voluntarily, and I am free to end my participation at any time. I may refuse to answer any questions I do not wish to discuss. I understand that I have the right to ask questions and receive clear answers before making any decision. I understand that I may be asked to provide professional or personal views and that the record of my involvement in the research will be kept confidential.

I understand that my responses to any workshop/webinar/testing lab discussion, or any interview/survey/questionnaire may be recorded and that physical copies of such recordings will be safely stored under lock and key by the ... partner leading the concerned activities.

I understand that all the original data provided will be deleted five years after the project funding comes to an end.

I understand that, when the information I provide is used for the writing of the deliverable, the consortium will remove my name and all identifying features of that information so that my identity and experiences remain confidential (unless attribution is required and I have consented to it). I understand that I can request a copy of the data I have provided.

I understand that any information that might identify me will be removed. Only the research team undertaking the research project will be able to access such data. Personal information received will be stored in separate files in a secure manner (including password protection where required). Under the General Data Protection Regulation 2016/679, the consortium has an obligation to inform me of the purpose of the collection, use, storage and retention of the information I have provided. I understand that the project will only collect information that is relevant to its activities. Personal information will be stored

on internal servers, and accessible to only the partners involved in GOLIA. The project will not transfer my personal information to third parties (i.e., people outside the project). The partners will password-protect any and all records with personal data. All computers will also have password protection to prevent access by unauthorised users. Only members of the research staff will have access to the passwords.

I understand that this research conforms to European Commission guidelines and compliance with the current legislation.

I understand that my responses may result in incidental and secondary findings, i.e., some information that was not the focus or primary purpose of the question(s). In such cases, I understand that I may opt out of my consent for GOLIA's use of the incidental findings.

Otherwise, I understand that GOLIA project will manage the incidental findings in the same way as the principal findings, i.e., that the information will be deleted within five years after EU project funding comes to an end and that any use of such information will be anonymised. The consortium will report incidental findings to the project's Ethics Board and, if necessary or if the Ethics Review Panel so chooses, it can evaluate incidental findings.

I understand that I have the following rights.

My Rights

GDPR: I understand that I can withdraw my consent to the GOLIA project for its processing of my personal data at any time.

Article 7: I understand that I can request access to my personal data processed by the GOLIA project, and information about the processing.

Article 15: I have the right to receive the personal data that I have provided to the GOLIA project in a structured, commonly used, machine readable format, where the project has processed this data in an automated way.

Article 20: I understand that if my personal data held by any GOLIA partner is inaccurate, I can request that it be rectified and that this amendment should be processed without undue delay.

Similarly, if I feel my personal data is incomplete, I have the right to its completion and can provide a supplementary statement.

Article 16: I understand that I have the right to be 'forgotten' by requesting that my personal data be erased.

Article 17: I understand that I can request that the processing of my personal data be restricted in certain circumstances, such as where I am contesting its: accuracy; lawfulness; or that the processing of my personal data is no longer necessary for the purposes I gave my consent.

Article 18: I am aware of my right to lodge a complaint with a supervisory authority.

Article 57: I have been given the contact details of the research team and I have been informed that I am free to contact, ... partner/Project Coordinator, with any queries relating to my data or the project itself. The partner/Project Coordinator email address is

Annex C – NDA Template for Strictly Confidential Information among Partners

STRICTLY PRIVATE AND CONFIDENTIAL

This confidentiality agreement is made as at X/Y/2025 between INLECOM INNOVATION ASTIKI MI KERDOSKOPIKI ETAIREIA. Tatoiou 11, Kifissia, 14561, Athens, Greece with Company registration number EL and _____ with address at _____ and with Company registration number _____.

The purpose of the relationship and discussions (the “**Discussions**”) between these parties is to share technical and other associated confidential information relating to European Funded Research and Development projects. In consideration of each of us (the “**Disclosing Party**”) agreeing to make available to the other (the “**Recipient**”) certain financial, technical and other information relating to the relevant party, its business and its R&D projects, the Recipient hereby undertakes to the Disclosing Party to respect the terms as set out below.

Definition

The following definition shall apply for the purposes of this agreement:

“**Confidential Information**” means confidential, commercial, financial, marketing, technical or other information of whatever nature relating to the Disclosing Party which is made available (whether before or after this agreement is agreed) in writing or otherwise to the Recipient by the Disclosing Party for the purpose of furthering the Discussions and also includes any information, analyses, compilations, notes, studies, memoranda or other documents derived from, containing, or reflecting such information.

“**Group**” means, in respect of a party, any holding company of that company, together with every subsidiary of any such holding company. The terms “subsidiary” and “holding company” shall have the meanings given to them as per the 2014 Ireland Companies Act and shall also include any company in which a holding company has a share of 50% or more of the equity.

Confidential Information

2.1 Subject to paragraph 3, the Recipient shall:

keep the Confidential Information secret and confidential and not disclose any of it to any person other than individuals who:

are directors or employees of the Recipient or a company in its Group; or

are professional advisers or consultants of the Recipient or a company in its Group,

who in each case are aware of the confidential nature of the Confidential Information and need to know the same for the purpose of furthering the Discussions;

use the Confidential Information solely for the purposes of the Discussions;

keep the Confidential Information and any copies thereof secure and in such a way so as to prevent unauthorised access by any third party;

not make any copies of the Confidential Information or reproduce it in any form except for the purpose of supplying the same to those to whom disclosure is permitted in accordance with this agreement; and

inform the Disclosing Party immediately, as far as is practicable, if the Recipient becomes aware that Confidential Information has been disclosed to an unauthorised third party.

2.2 The Recipient shall procure that he himself, any directors, employees, professional advisors and consultants of the Recipient and its Group companies to whom Confidential Information is to be made available will observe the obligations contained in this agreement regarding Confidential Information.

2.3 The Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Recipient any rights over the Confidential Information whatsoever beyond those contained in this agreement.

2.4 No exchange of Confidential Information will form the basis of any contract which will be constituted solely by any final agreement(s) to be negotiated and entered into between the parties hereto.

2.5 None of the Confidential Information has been subject to verification, and neither the Disclosing Party nor any of its advisers accepts responsibility for or makes any representation, express or implied, or gives any warranty with respect to the accuracy or completeness of the Confidential Information or any oral communication in connection therewith.

Permitted Disclosure

The provisions of paragraph 2 shall not restrict any disclosure only to the extent required by law or by any court of competent jurisdiction, or any enquiry or investigation by any governmental, official or regulatory body which is lawfully entitled to require any such disclosure provided however that a party shall to the extent permitted by law give notice to the other party prior to complying with such a request or requirement.

Waiver

No failure or delay by the Disclosing Party in exercising any of its rights under this agreement shall operate as a waiver thereof, nor shall any single or partial exercise preclude any other or further exercise of such rights.

Termination

In the absence of express written agreement between the parties to the contrary, the obligations of confidentiality herein shall expire after 3 years of the date of this agreement.

Severability

If any provision in this agreement shall be held to be illegal, invalid or unenforceable, in whole or in part, under any enactment or rule of law or otherwise, such provision (or part) shall to that extent be deemed not to form part of this agreement but the legality, validity and enforceability of the remainder of this agreement shall not be affected.

Notices

Any notice, claim or demand in connection with this agreement shall be given in writing to the relevant party at the address stated in this agreement (or such other address as it shall previously have notified to the



other party). Any notice sent by fax shall be deemed received when sent, any notice sent by hand shall be deemed received when delivered and any notice sent by registered post within the Republic of Ireland shall be deemed received 48 hours after posting.

Governing Law

This agreement shall be governed by and construed in accordance with (insert country) law and the parties hereby submit to the non-exclusive jurisdiction of the (insert country) courts.

This Agreement has been prepared in the English language and the English language shall control its interpretation.

We hereby agree to the terms as set out above:

.....

For and on behalf of

Date:

We hereby agree to the terms as set out above:

.....

For and on behalf of.....

Date:

Annex D - NDA Template for Inviting External Stakeholders

Non-Disclosure Agreement

This Non-Disclosure Agreement (“NDA”), is made as of insert current day hereinafter referred to as “Effective date”, and is entered into by and between the following parties (each a “Party and collectively the “Parties”):

(1) Organization_name (...), established in ..., Belgium, VAT number..., represented for the purposes of signing the Agreement by insert name.

-AND-

(2) <.....>.

The other Parties above are hereinafter each referred to as a “...” and collectively as the “External Parties”.

WHEREAS, the Project Coordinator of project “...” (...) funded by the European Commission’s the European Climate, Infrastructure and Environment Executive Agency (CINEA) under the Grant Agreement No 101201950 has entered into a consortium agreement (the “Consortium Agreement”), with effective date ... , regarding GOLIA.

The “External Parties”. are members of, connected to GOLIA, but are not necessarily partners in GOLIA (in which case not parties to the Consortium Agreement). The External Parties” will not commit any financial resources to this project but will contribute expertise as identified in the stages of the project, subject to availability and a voluntary approach. Therefore, the “External Parties”. will not receive any direct costs,

WHEREAS, the Project Coordinator, for the mutual benefit, anticipate the need to disclose to and receive from each other information regarding ..., which the disclosing Party considers to be proprietary and which relates to the “External Parties”. participation in the project activities ((hereinafter referred to as the “Project”).

The Parties are aware that the Consortium Parties’ undertakings towards each other regarding confidentiality and non-disclosure are governed by the Consortium Agreement and consequently not by this NDA.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the sufficiency and adequacy of which are acknowledged, the Parties agree as follows:

1. “Information” as used in this Non-Disclosure Agreement (NDA) is any information disclosed by a Consortium Party to an “External Parties”. related to the Project or by an “External” Party to a Consortium Party related to the Project. A Consortium Party or an “External Parties” who discloses Information pursuant to the first sentence of this Article 1 is hereinafter referred to as a “Disclosing Party”. An “External Parties” or a Consortium Party who receives Information pursuant to the first sentence of this Article 1 is hereinafter referred to as a “Receiving Party”.

2. All information in a tangible form (including information transmitted electronically) which the Disclosing Party desires the Receiving Party to treat as “Confidential Information”, shall be marked by the Disclosing Party with the legend “CONFIDENTIAL” or “PROPRIETARY” in order to identify its confidential nature. If Confidential Information is disclosed orally, visually or in any other non-tangible manner of disclosure, such information shall also be entitled to protection as Confidential Information, if the information disclosed is identified as Confidential Information at the time of disclosure and is subsequently reduced to appropriate written form and furnished to the Receiving Party within one (1) month of the time of original disclosure.

3. Each Party hereto agrees to receive Information from the other Party for the sole purpose of evaluating the progress and research results of .

4. For the term of the confidentiality obligation provided for in this NDA, the Receiving Party agrees to hold the Confidential Information received from the Disclosing Party in confidence and not to disclose such Confidential Information to any other Party or party and to use such Confidential Information only for specified purposes in this NDA. The Receiving Party agrees that it will use the same degree of precaution and safeguards as it uses to protect its own information of like importance, but in no case with any less than reasonable care. For the avoidance of doubt, the Receiving Party also agrees that it will not use Confidential Information to develop or produce any product or to develop or perform any service without an agreement in writing with the Disclosing Party authorizing such development, production or performance.

5. The obligation of confidentiality shall not apply to:

- (i) Information, which is now or later becomes publicly available through no act or failure to act on the part of the Receiving Party in violation of this NDA; or
- (ii) Information, which the Receiving Party can prove is rightfully acquired by the Receiving Party from a third party which is not under any obligation of confidentiality with respect to the Information; or
- (iii) Information, which the Receiving Party can prove is developed by or for the Receiving Party independently of information which the Receiving Party is required to keep confidential under this NDA; or
- (iv) Information, which is required to be disclosed by national law or any court having jurisdiction over the Receiving Party; or
- (v) Information, which the Receiving Party can show it possessed before the Disclosing Party disclosed it to the Receiving Party.

6. The Receiving Party may disclose Confidential Information to its employees who need to know and use Confidential Information in furtherance of the purposes of this NDA and who are under an obligation to keep the Confidential Information confidential to the same extent as the Receiving Party.

7. The Receiving Party will return Confidential Information to the Disclosing Party upon written request by the Disclosing Party. However, the Receiving Party will be allowed to retain one (1) archival copy of any document if required by national law.

8. The Agreement shall cover Confidential Information disclosed by the Disclosing Party to the Receiving Party for the purpose of this NDA. Termination of obligations of confidentiality and non- use shall not be



construed, however, as a grant of any license under patent rights or copyrights of the Disclosing Party, any other Party or party.

9. Nothing contained in this NDA shall obligate any Party to enter into any agreement with any other Party for the purpose of any development project or for any other purpose. Also, this NDA does not include, expressly or by implication, any representations or warranties as to the accuracy, efficacy, completeness, capabilities, safety or any other qualities whatsoever of any Information or materials provided under this NDA, nor does this NDA grant the Receiving Party any license on the Information of the Disclosing Party.

10. This NDA shall be construed in accordance with and governed by the laws of Belgium. All disputes arising out of or in connection with this NDA, which cannot be solved amicably, shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. The place of arbitration shall be Brussels, if not otherwise agreed by the conflicting Parties. The arbitration will be final and binding upon the Parties. Nothing in this NDA shall limit the Parties' right to seek injunctive relief or to enforce an arbitration award in any applicable competent court of law.

11. This NDA can be amended or modified only by an amendment in writing signed by all Parties. Parties foresee to enlarge the number of participants and agree to amend this NDA for accession upon request.

12. This NDA constitutes the entire agreement and sole understanding of the Parties with respect to the subject matter hereof, save for the Consortium Parties' undertakings towards each other regarding confidentiality and non-disclosure which are, as stated above, governed by the Consortium Agreement and not by this NDA.

13. An entity becomes a Party to this NDA upon signature of this NDA. This NDA shall have effect from the Effective Date and will expire upon complete fulfilment of ... The secrecy obligations last until five (5) years after the expiration of this NDA. Provisions and/or obligations which naturally are intended to continue to exist after the expiration of this NDA, survive such expiration.

14. The Information is provided 'as is' without any kind of warranty, express, implied and/or statutory, including but not limited to the fact that the application and/or use of the Information does not infringe the intellectual property rights and/or other rights of a third party. The Parties are liable towards each other only for damages, which are the direct result of a culpable shortcoming namely a breach of contract, on the part of the breaching Party under this NDA. The Parties are not liable to each other for any kind of other damages, losses, expenses, indirect and/or consequential damages, which the Receiving Party suffers, arising out of and/or in connection with the accuracy, completeness and/or other quality issue with respect to, and/or the application and/or use by the Receiving Party of the Information.

15. The Receiving Party acknowledges and agrees that all property, including intellectual property, in the Information shall remain and be vested in the Disclosing Party.

16. By signing this NDA, the Receiving Party consents to the consortium keeping their personal data (name, email and affiliation) and photos (taken during project events) for the purposes of the "External Parties". and only. All parties reserve the right to be removed (opt-out) from the project repository, at any point via direct contact to the project coordinator, in full compliance with the EU GRPR policy.

IN WITNESS WHEREOF, the Parties have accepted the terms and conditions of this NDA and caused it to be duly signed by the undersigned authorized representatives in separate signature pages.

Company name:

Signature(s):

Name(s):

Title(s):

Date:

Company name:

Signature(s):

Name(s):

Title(s):

Date:

Annex E – List of Partner Appointed DPOs

#	Role	Short Name	Partner Name	Legal	Country	DPO Name	DPO Email	Notes
1	COO	FIT	FIT CONSULTING SRL		IT	Daniele Barnaba	barnaba@fitconsulting.it	Coordinator
2	BEN	BAX	BAX INNOVATION CONSULTING SL		ES	Ignacio Magallón	i.magallon@baxcompany.com	
3	BEN	TT	FONDAZIONE TRANSFORM TRANSPORT ETS		IT	Giovanni Massimo Bottini	g.bottini@transformtransport.org	
4	BEN	PAN	PANTEIA BV		NL	Gerben Zwart	g.zwart@panteia.nl	
4.1	AE	MU	MUCONSULT BV (Affiliated entity of PANTEIA)		NL	Gerben Zwart	g.zwart@panteia.nl	Affiliated Entity
5	BEN	CERTH	ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS (CERTH)		EL	Stella Papastergiou	dpo@certh.gr	
6	BEN	DHM	DIGITAL HUB MANAGEMENT GMBH		DE	Domenic Franke	Domenic.Franke@digitalhub.eu	

7	BEN	INLE	INLECOM INNOVATION ASTIKI MI KERDOSKOPIKI ETAIREIA	EL	Nafsica Papakosta a	nafsica.papakosta@inlecomsystems.com	T7.3 Lead
8	BEN	MPACT	MPACT	BE	Luc Botten	luc.botten@mpact.be	
9	BEN	TTS	TTS Italia	IT	Leonardo Domanico	leonardo.domanico@ttsitalia.it	
10	BEN	UITP	UNION INTERNATIONALE DES TRANSPORTS PUBLICS	BE	Bruno Abad Mansur	bruno.abadmansur@uitp.org	
11	BEN	PAVE	PARTNERS FOR AUTOMATED VEHICLE EDUCATION EUROPE ASSOCIATION	BE	Guido Di Pasquale	guido.dipasquale@pavecampaign.eu	
12	BEN	ALICE	ALLIANCE FOR LOGISTICS INNOVATION THROUGH COLLABORATION IN EUROPE	BE	Edgar Perez	edgar.perez@etp-alice.eu	
13	BEN	EPA	EUROPEAN PARKING ASSOCIATION	BE	Pauline Caublot	projects@europeanparking.eu	
14	BEN	POLIS	POLIS	BE	Alonso Davila Graf	adavilagraf@polisnetwork.eu	
15	BEN	IDIT	INSTITUT DU DROIT INTERNATIONAL DES TRANSPORTS	FR	Naijma Djoubri	ndjoubri@idit.fr	
16	BEN	SINTEF	SINTEF AS	NO	Håkon Tranvåg	Hakon.tranvag@sintef.no	
17	BEN	EUR	EUROCITIES ASBL	BE	Maurice Bock	maurice.bock@eurocities.eu	
18	BEN	City of Pilsen	Útvar koordinace evropských projektů města Plzně,	CZ	Petr Krčál	krcal@plzen.eu	Plzeň entity city

priskevkova
organizace

19	BEN	FLO	COMUNE FIRENZE	DI	IT	Otello Cini (appointed DPO for the Municipality of Florence)	rpprivacy@comune.fi.it	City of Florence
20	BEN	ANTWERP	STAD ANTWERPEN		BE	Marie Juliette Marinus	informatieveiligheid@antwerpen.be	City of Antwerp
21	AP	SUPSI	SCUOLA UNIVERSITARIA PROFESSIONALE DELLA SVIZZERA ITALIANA (SUPSI)		CH		privacy@supsi.ch	Associated Partner; WP2 Lead

Annex F — Gender and Inclusivity Policy Framework (Template)

Partner Gender Equality Plans (GEPs)

#	Role	Short Name	Organisation Name	Gender Equality Plan / Policy	Public Link / Reference	Contact Person
1	COO	FIT	FIT CONSULTING SRL	Yes	https://www.fitconsulting.it/en/gender-equality-plan/	Daniele Barnaba, barnaba@fitconsulting.it
2	BEN	BAX	BAX INNOVATION CONSULTING SL	No	N/A	n.corti@baxcompany.com ; l.axinte@baxcomapny.com
3	BEN	TT	FONDAZIONE TRANSFORM TRANSPORT ETS	No	N/A	Lamia Abdelfattah l.abdelfattah@transformtransport.org ; Andrea Gorrini a.gorrini@transformtransport.org
4	BEN	PAN	PANTEIA BV	Yes	Panteia's Gender and Equity Plan / September 2023 (new plan to be published in 2025)	Carolina Ramos (c.ramos@panteia.nl) ; Elma de Ronde (e.de.ronde@panteia.nl)
5	AE	MU	MUCONSULT BV (Affiliated entity of PANTEIA)	Yes	MuConsult Gender and Equity Plan / September 2023	Elma de Ronde (E.deronde@muconsult.nl)
6	BEN	CERT H	ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS (CERTH)	Yes	https://www.certh.gr/DDC/BA921.en.aspx	Sofoklis Dais, dais@certh.gr
7	BEN	DHM	DIGITAL HUB MANAGEMENT GMBH	Yes	https://internationaldatapaces.org/wp-content/uploads/dlm_uploads/Gender-Equality-Plan.pdf	Anna Derevianko anna.derevianko@digitalhub.eu
8	BEN	INLE	INLECOM INNOVATION ASTIKI MI KERGOSKOPI KI ETAIREIA	Yes	https://inlecom.gr/gep/	Ioanna Fergadiotou, ioanna.fergadiotou@inlecomsystems.com

9	BEN	MPACT	MPACT	No	N/A	Tjalle Groen - tjalle.groen@mpact.be , jelten.baguet@mpact.be
10	BEN	TTS	TTS Italia	No	N/A	Marco Pasucci, marco.pasucci@ttsitalia.it
11	BEN	UITP	UNION INTERNATIONALE DES TRANSPORTS PUBLICS	Yes	https://transport.ec.europa.eu/transport-themes/social-issues-equality-and-attractiveness-transport-sector/equality/women-transport-eu-platform-change/uitp-policy-gender-equality_en	Lottie Stainer (GOLIA Main Contact); Brigitte Ollier, Brigitte.ollier@UITP.org
12	BEN	PAVE	PARTNERS FOR AUTOMATED VEHICLE EDUCATION EUROPE ASSOCIATION	Yes	https://pavecampaign.org/dedication-to-fostering-an-inclusive-environment-pave-europes-policy-on-gender-equality/	Guido Di Pasquale, guido.dipasquale@pavecampaign.eu
13	BEN	ALICE	ALLIANCE FOR LOGISTICS INNOVATION THROUGH COLLABORATION IN EUROPE	Yes	https://www.etp-logistics.eu/wp-content/uploads/2022/12/GEP-ALICE.pdf	Yanying Li (GOLIA Main Contact): yanying.li@etp-alice.eu
14	BEN	EPA	EUROPEAN PARKING ASSOCIATION	No	N/A	Pauline Caublot projects@europeanparking.eu
15	BEN	POLIS	POLIS	No	N/A	Noemi VOLKMAR, nvolkmar@polisnetwork.eu
16	BEN	IDIT	INSTITUT DU DROIT INTERNATIONAL DES TRANSPORTS	No	N/A	Djoubri Naijma, ndjoubri@idit.fr
17	BEN	SINTEF	SINTEF AS	Yes	https://www.sintef.no/en/gender-equality-plan/	Kari Kallager kari.kallager@sintef.no
18	BEN	EUR	EUROCITIES ASBL	No	NA	katerina.kuhrova@eurocities.eu

19	BEN	PILSE N	Statutarni mesto Plzen	yes	https://plzen.eu/urad/magistrat-mesta-plzne/clanky/spolecenska-odpovednost-v-prostredi-magistratu-mesta-plzne/	Jaroslava Kypetova (kypetova@plzen.eu)
20	BEN	FLO	COMUNE DI FIRENZE	Yes	https://amministrazionetrasparente.comune.firenze.it/system/files/2025-07/Piao%202025_2027%20variato%20DGC%2023925.pdf	Manuela Taverniti - manuela.taverniti@comune.fi.it
21	BEN	ANTW ERP	STAD ANTWERPEN	Yes	https://www.antwerpen.be/info/diversiteit-en-inclusie-bij-de-stad	Michiel Penne, michiel.penne@antwerpen.be
22	AP	SUPSI	SCUOLA UNIVERSITARIA PROFESSIONALE DELLA SVIZZERA ITALIANA (SUPSI)	Yes	https://www.supsi.ch/en/equal-opportunities	Vittoria Calabretta, vittoria.calabretta@supsi.ch