SUstainable solutions for affordable REtroFIT of domestic buildings

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Project acronym **Project full title**	**SUREFIT** **SU**stainable solutions for affordable **RE**tro**FIT** of domestic buildings
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WP9 - Deliverable D 9.2

Dissemination Plan &

Data Management Plan

Dissemination Level

PU	**Public**	**X**
CO	Confidential, only for members of the consortium (including the Commission Services)	
CI	Classified, as referred to in Commission Decision 2001/844/EC	

Document History

Version	Date	Authors	Description
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2	7/9/2021	Themis Sarantaenas	First draft for Coordinator
3	14/9/2021	Ricardo Barbosa	Coordinator Review
4	15/10/2021	ONCONTROL	Dissemination Contribution
5	20/10/2021	Themis Sarantaenas	Final version for coordinator
6	12/5/2022	Themis Sarantaenas	Annex 1 added

Disclaimer

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Abbreviations

DPM	Data Management Plan
DOC	Document file format
XLXS	Microsoft Excel Open XML Format Spreadsheet file
PDF	Portable Document Format File
MPEG	Moving Picture Experts Group
AVI	Audio Video Interleave
WMV	Windows Media Video
MP3	Audio File Format

Publishable summary

This document deliverable D9.2 “Dissemination Plan & Data Management Plan” contains two distinct sections: a) SUREFIT project’s Dissemination Strategy and b) the Data Management Strategy.

As far as the Dissemination strategy is concerned, this document can be used as an internal manual by partners to engage correctly with communication and dissemination. This deliverable will be updated regularly to follow the actual Dissemination activities.

In addition, the Data Management Plan (DPM) is the plan for managing the data generated during the Project with focus on open access publication. The DMP describes the data management life cycle for the data to be collected, processed and/or generated by a Horizon 2020 project. As part of making research data findable, accessible, interoperable, and re-usable (FAIR), a DMP includes information on:

- the handling of research data during & after the end of the project
- what data will be collected, processed and/or generated
- which methodology & standards will be applied
- whether data will be shared/made open access and
- how data will be curated & preserved (including after the end of the project).

Please note that a DMP is required for all projects participating in European research projects.

Introduction

The objective of this Dissemination Plan is to identify and organise the activities that will promote SUREFIT project and its outcomes. This Plan sets the communication target group (stakeholders), develops the key messages, identifies the means of dissemination, and finally creates the Dissemination strategy. The objective of this strategy is to raise the public awareness on the project results and to demonstrate to the potential end-users the advantages of the new products/technologies. The dissemination opportunities have been identified using traditional channels (i.e., conferences, seminars, workshops, fairs, etc.), project publications and project presentations, and complemented by online activities such as newsletters and Social Media content.

On the other hand, the DMP addresses the description of the following issues:

- Data Summary: Information about the type of data to collect/generate, standards to be used, methodology, origin of the data, size, outline, and utility.
- FAIR data: Findable, Accessibility, Interoperability and Re-usability (FAIR) criteria will be addressed.
- Allocation of resources: The costs associated with the FAIR and the responsibilities for data management in the SUREFIT activities.
- Data security: The provisions for data security, secure store, and any other relevant information for the appropriate data security.
- Ethical aspects: Any other further explanation in the definition and implementation of procedures to assure the protection of personal data collected within SUREFIT activities.
- Other issues: Any other further aspects relevant for the compliance of the DMP

The Data Management plan follows the template provided by the Commission in the Annex 1 of the Guidelines on Data Management in Horizon 2020 (https://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tpl-oa-data-mgt-plan_en.docx).

1 Dissemination

1.1 Obligation of Dissemination

As stated in Article 29: “Dissemination of results, Open Access, Visibility of EU Funding” of the Annotated Model Grant Agreement: V5.2 (Model Agreement, 2019) each beneficiary (unless it goes against their legitimate interests) must — as soon as possible — ‘disseminate’ its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium). A beneficiary that intends to disseminate its results must give advance notice to the other beneficiaries of — unless agreed otherwise — at least 45 days, together with sufficient information on the results it will disseminate. Any other beneficiary may object within — unless agreed otherwise — 30 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests. If a beneficiary intends not to protect its results, it may — under certain conditions (see Article 26.4.1) — need to formally notify the Commission before dissemination takes place.

In particular, it must (see also Paragraph 11.2.1):

(a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

(b) ensure open access to the deposited publication — via the repository — at the latest:

i. on publication, if an electronic version is available for free via the publisher, or

ii. within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.

(c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all the following:

- the terms ["European Union (EU)" and "Horizon 2020]
- the name of the action, acronym and grant number
- the publication date, and length of embargo period if applicable, and
- a persistent identifier

2 Dissemination Strategy

The main goal of WP9 is to communicate all SUREFIT results and create awareness to the stakeholders. A specific and intense communication strategy was developed to make the greatest impact. All members agreed to participate and engage in dissemination activities. All these activities are held under a common visual identity, with key scientific findings translated into simple word for the wide public.

The dissemination strategy consists of the following steps:

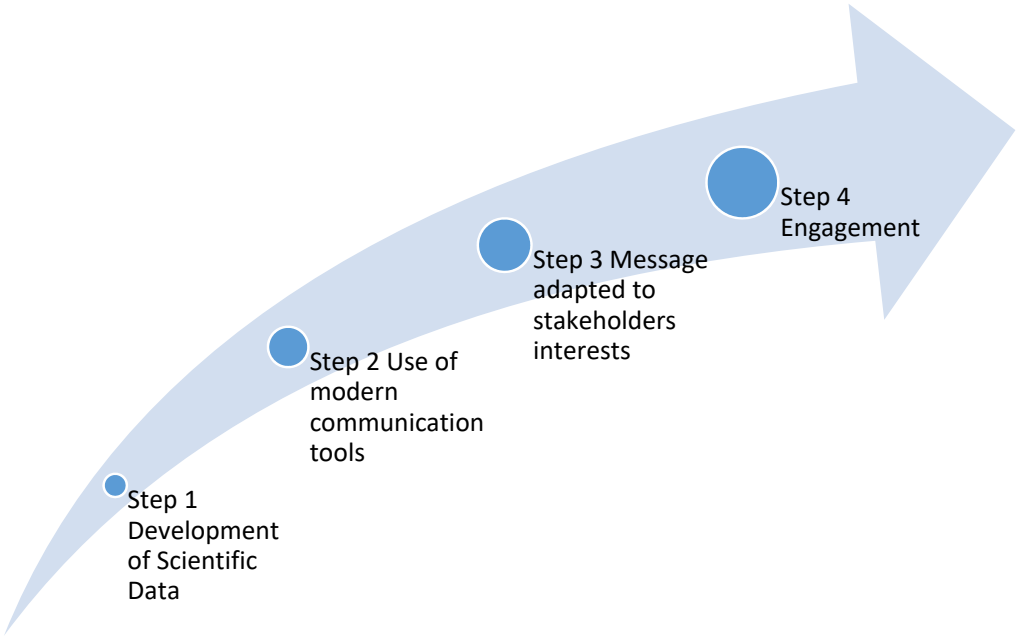


Figure 1 – Dissemination Strategy

Dissemination will take place:

a) Internally: dissemination of the results will be made by publishing and circulating technical documents and memoranda that will be treated as confidential if any commercially sensitive information is included. Dissemination to the Commission will be made by reports as outlined in the grant agreement.

b) General dissemination to the industrial, academic, and public will be made through public demonstration, seminars and workshops, open days, publication in journals, conferences, exhibitions, website, newsletters, and media.

2.1 Target Group

A stakeholder is a person such as an employee, customer, or citizen who is involved with an organization, society, etc. and therefore has responsibilities towards it and an interest in its success (Dictionary Dambridge, 2021).

The targeted groups/personnel (stakeholders) for dissemination of the project results are:

- Professionals (engineers, academia, researchers, and students) in areas of energy, building design and construction, building materials, building services and manufacturing
- Local authorities & EU/national/regional public bodies (Câmara Municipal de Mafra endorsed the project with a letter of support)
- Policy makers working in energy and environment departments of local/national/EU governments
- Building product/construction companies and SME contractors
- Management members of the relevant industries
- Energy efficiency building associations (Enercoutim endorsed the project with a letter of support)
- Architects and relevant associations (AICCOPT endorsed the project with a letter of support)
- End users, owners, and users of residential buildings

2.2 Key Message

Overall, the research results derived from the project are classified as (1) technical items including design drawings, testing prototypes, validated simulation/optimisation tool, and simulation/experimental results; (2) operational items such as the prototypes produced in factories and installed in buildings and field-trial results; and (3) socio-economic items including manufacturing/installation standards, economic and environmental assessment results, and building impact analytical tool/results.

The Key messages of all SUREFIT dissemination activities will be adapted to each Stakeholder's viewpoint and will follow the 7 Cs of Communication:

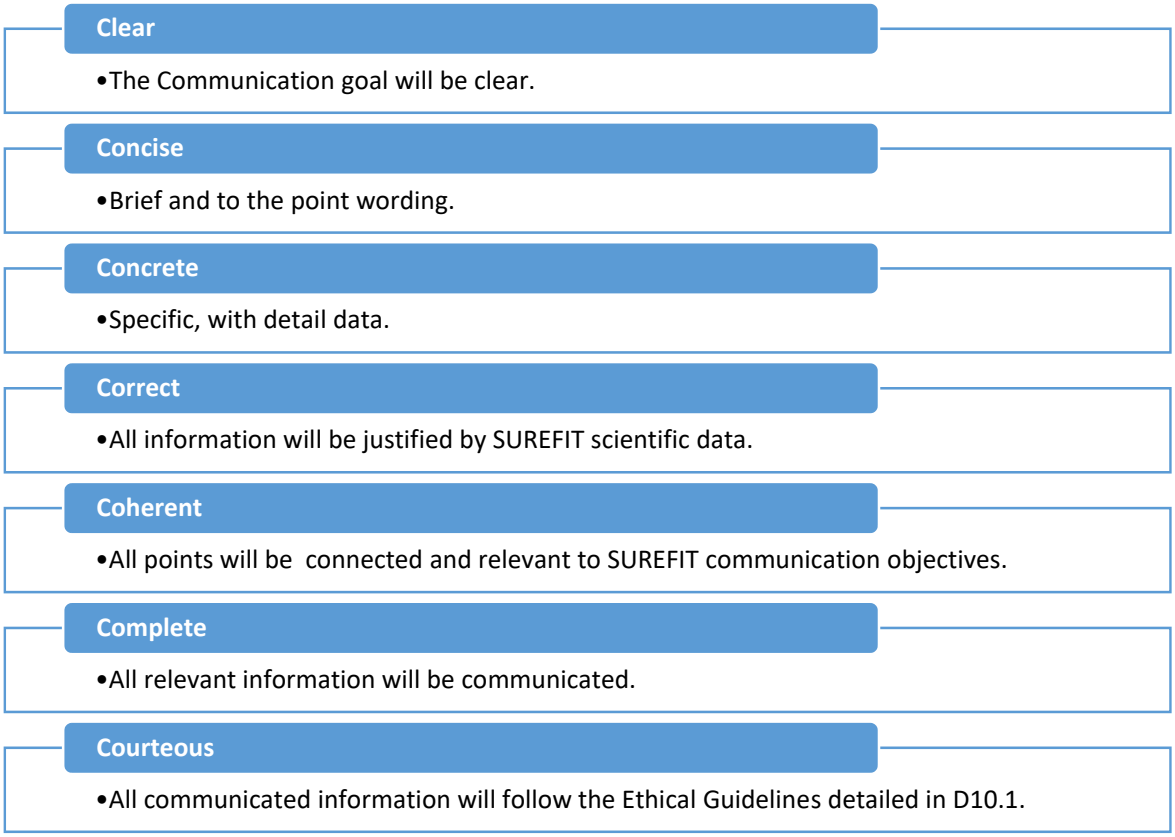


Figure 2 – 7 Cs of SUREFIT Communication

2.3 Means of Dissemination

The means of Dissemination used for communicating SUREFIT will be:

- **Public demonstrations** (see section 6.3)
- **Workshops** (see section 6.2)
- **Paper publications** (see section 8)
- **Handbooks** (see section 7)
- **Conferences and Exhibitions** (see section 6.1)
- **Website** (see section 3.3)
- **Newsletter** – A newsletter will be issued through the EU Energy and Building Administrative Office at month 30 of the project operation. This, as a free-charging brochure, will be delivered to over 10,000 professionals within the EU and worldwide.
- **Project leaflets** (see section 3.4)
- **Social networks** (see section 4)
- **Media** (TV or newspaper) reporting.

2.4 Methodology & Frameworks Used

Wilson performed a survey of conceptual dissemination frameworks from which three practical theories occurred: persuasive communication, diffusion of innovation and social marketing (Wilson, 2010).

- *Persuasive communication*, the most popular theoretical approach is based on the Communication-Persuasion Matrix (McGuire, 2012). The matrix describes the process of being persuaded; it consists of five input communication factors and twelve output persuasion steps. The five input factors, which have an impact on the success of the communication, are: source, channel, message, audience, and setting.
- *Diffusion of innovation* (Rogers, 2962) is the second most popular theory. According to Wilson diffusion of innovation "offers a theory of how, why, and at what rate practices or innovations spread through defined populations and social systems. The theory proposes that there are intrinsic characteristics of new ideas or innovations that determine their rate of adoption, and that actual uptake occurs over time via a five-phase innovation-decision process (knowledge, persuasion, decision, implementation, and confirmation). The included frame-works are focused on the knowledge and persuasion stages of the innovation-decision pro-cess"
- *Social marketing* (Kotler & Zaltman, 1971) represents an approach to planned social change, in which marketing concepts are applied to the problem of promoting social causes.

A **blend** of these frameworks will be used throughout SUREFIT dissemination activities.

3 Communication Identity

The need of the visual representation of SUREFIT project is essential to develop awareness and establish the identity of the research. During dissemination activities the SUREFIT Logo will communicate professionalism and build trust.

3.1 Logo

SUREFIT LOGO (Figure 3) was originally designed by THE UNIVERSITY OF NOTTINGHAM in the early stages of the project and was converted (redesign) to high quality vector and image by AMS to define the project's identity. The Logo is intended to be used in any document: public, confidential, or classified and is coloured in a way that renewable energy and environment consciousness are represented (green and light blue). A straightforward font is selected to emphasize the need of clarity that the COVID-19 period requires and the icon (a house with a flower) communicates the core target of the program: residential buildings and environment.

SUREFIT logo can be used in the following cases:

- In all documents created and distributed under the framework of the SUREFIT project
- In PowerPoint Presentations
- In all dissemination activities
- In all promotional activities
- In all promo material
- In the project's online presence (website, social media etc)
- In all partners' websites (with a link to www.surefitproject.eu)

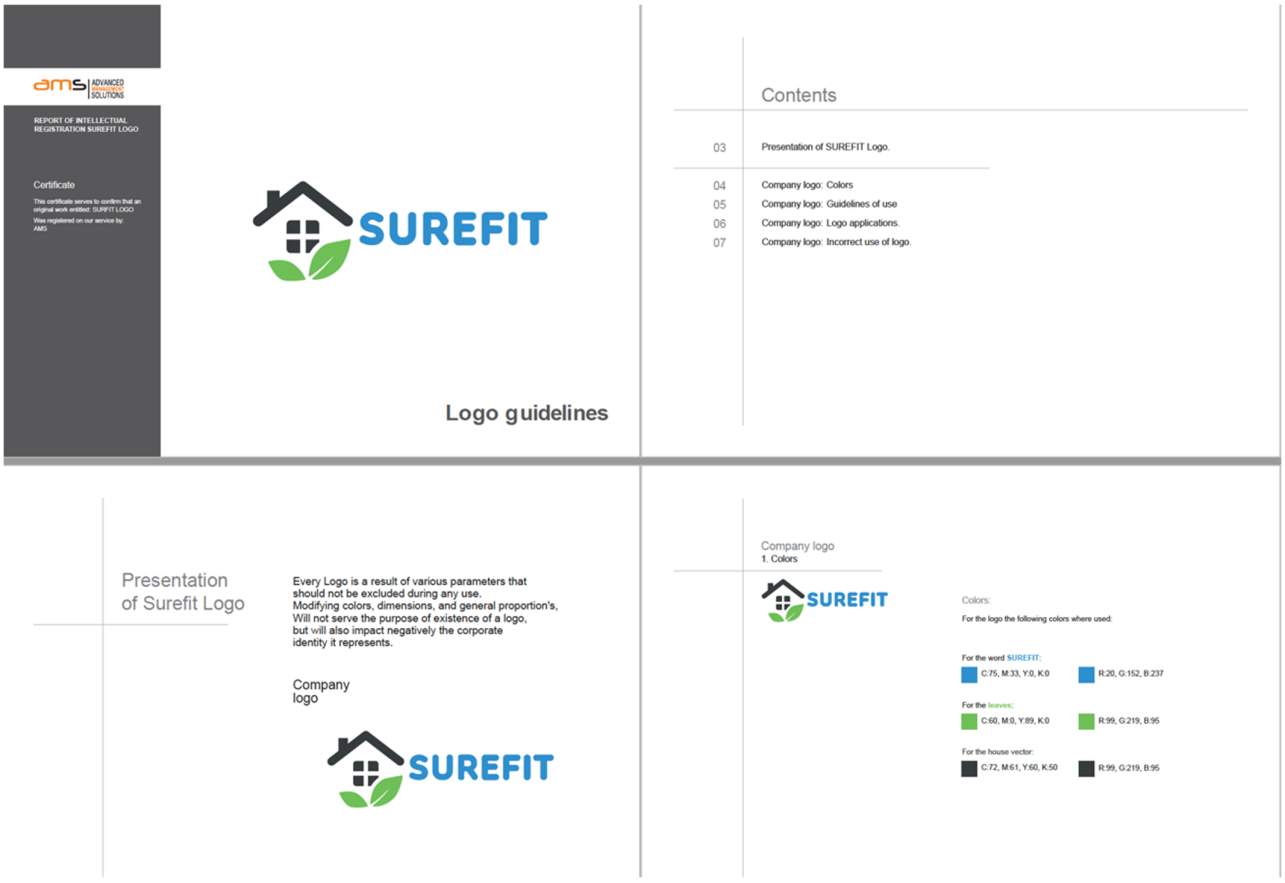
Figure 3 – SUREFIT Logo

3.2 Logo Manual

In order to maintain an identity and prevent wrong uses of the Logo, AMS established a Logo Manual to help all stakeholders position it correctly (Figure 4).

Logo and logo manual download:

https://isqpt.sharepoint.com/:b:/r/sites/GRP_Grij_SUREFITProject_IDI2/Shared%20Documents/General%20(all)/Surefit_guidelines.pdf?csf=1&web=1&e=PTh5yk



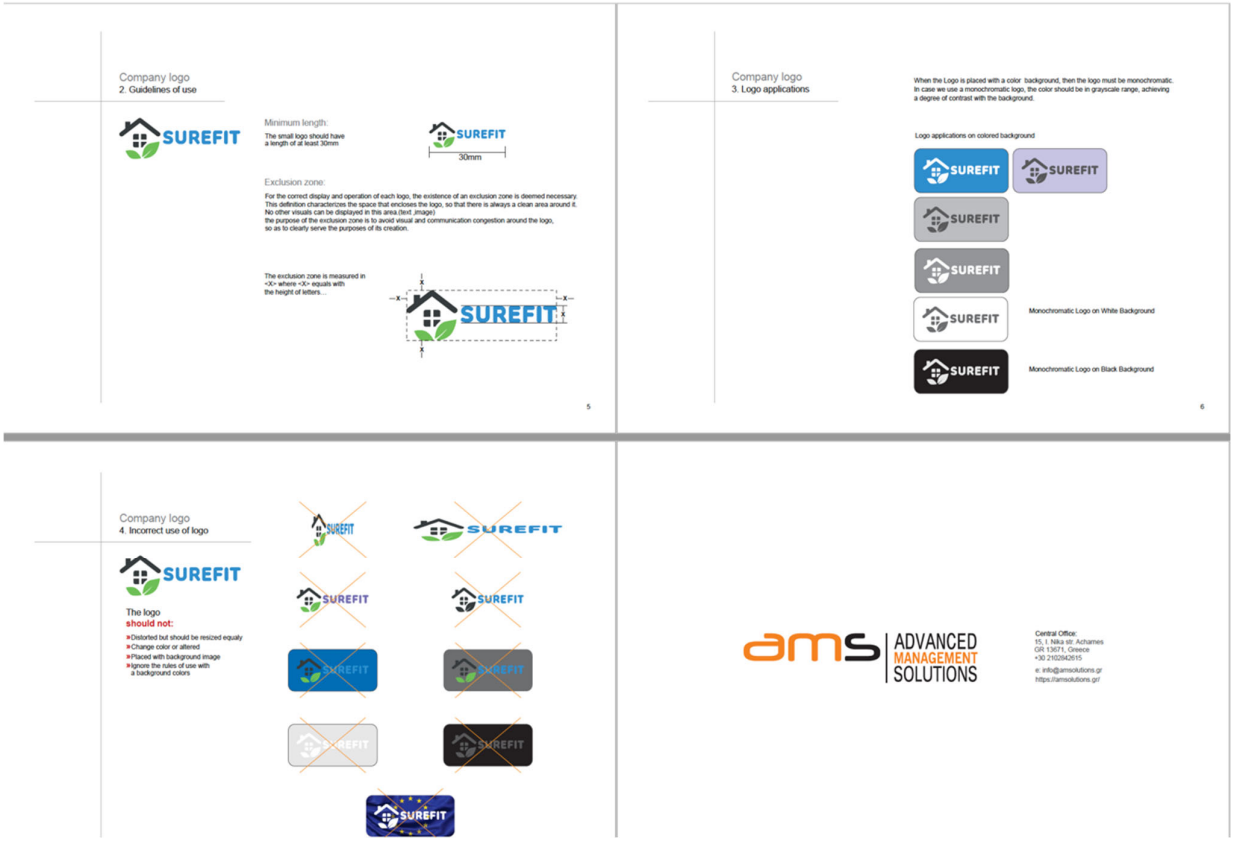


Figure 4 – SUREFIT Logo Manual

3.3 Website

The main objective achieved by the design of www.surefitproject.eu is to facilitate easily address questions and provide data to external and internal audiences, as an essential tool for disseminating the project and its key findings. The website was created based on the Five Ws rule that the ancient Greek rhetorician Hermagoras of Temnos first mentioned[6]:

- Who: is participating?
- What: is the research methodology selected?
- When: is the project due?
- Where: will the demo sites be developed?
- Why: are we doing this research (objective of SUREFIT)?

The website contains the following information:

- Project description
- Project's objectives
- Concept analysis
- Technologies used
- Location & Description of Demo Site used
- All public material and documents for distribution
- Newsletter subscription
- Social media links
- Video and photo gallery
- List of news and events
- Partners' details
- Success Stories
- Private area for partners (for internal document distribution)

The project identifiers and EU funding are mentioned on every page of the website.

The above information is gathered in a concise Sitemap:

- HOME
- ABOUT
- DEMO SITES
- DOCUMENTS
- NEWS
- GALLERY
- PARTNERS
- SUCCESS STORIES
- CLUSTER
- CONTACT
- LOGIN

3.4 Leaflets

AMS created promotional material to support all partners in their dissemination activities. These promotional materials consist of:

- Project Awareness **Leaflet** describing all relevant information that explain to readers what SUREFIT project is and what are the objective of the research (Figure 5).
- **Communication Roll Up banner** (Figure 6) and **A3 Poster** (Figure 7) that increase Brand Awareness when attending workshops, conferences and other venues.
- **PowerPoint Template Presentation** (for Internal & External use) in order to have communication and visual consistency (Figure 8).

The promo material can be downloaded from the project website and will be updated regularly: https://surefitproject.eu/documents/

Figure 5 – SUREFIT Leaflet

Figure 6 – SUREFIT Roll Up Banner

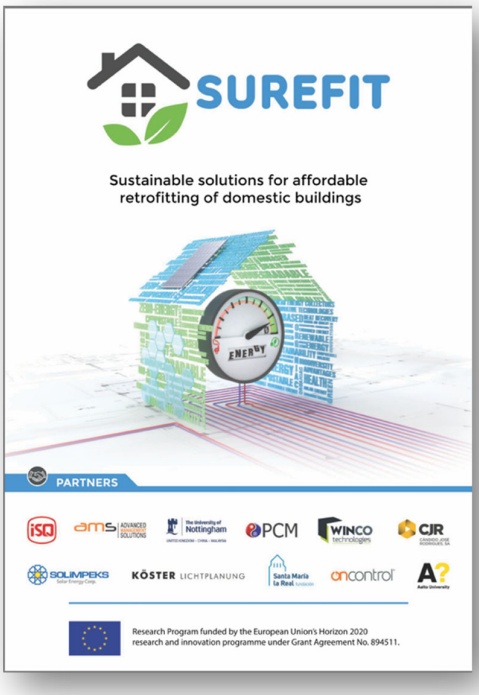


Figure 7 – SUREFIT A3 Poster

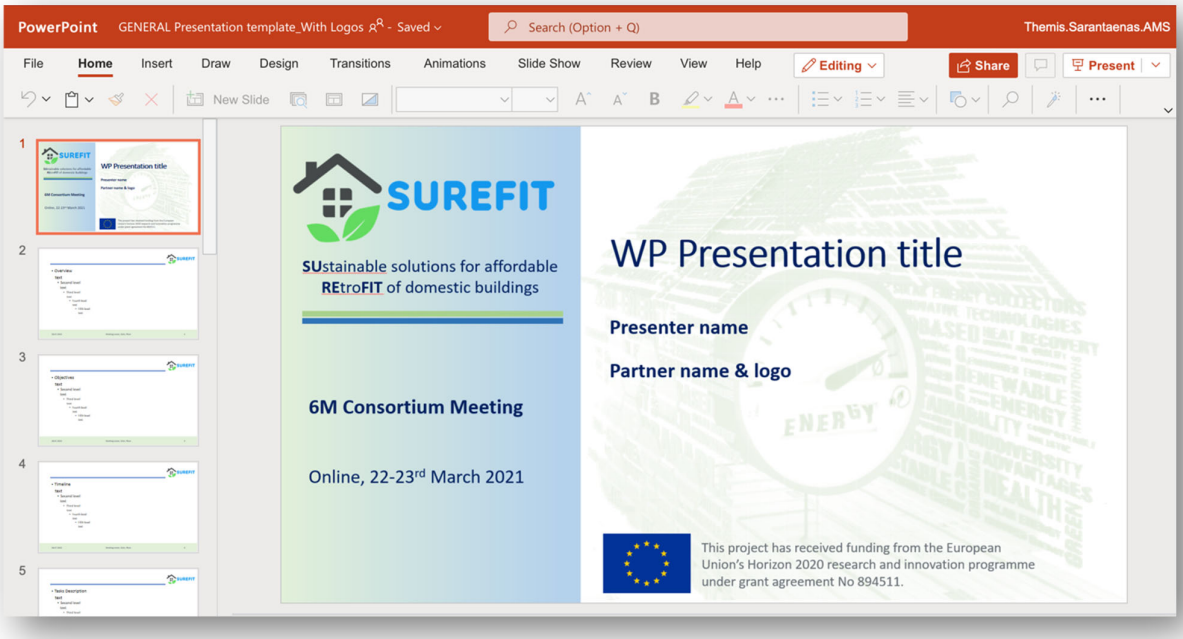


Figure 8 – SUREFIT PowerPoint Template

4 Social Media

Social media accounts were developed in M1 and are updated regularly to communicate all SUREFIT project's activities.

"Social media allow you to reach an extremely wide — but also targeted — audience, maximising the impact and successful exploitation of your research results. Social media can be used for both communication and dissemination (both of which are mandatory for all Horizon 2020 projects)." (Social media guide for EU funded R&I projects, 2020)

The available social media are: **LinkedIn, Facebook, Instagram, YouTube and Twitter** (Figures 9 – 13). In addition, live feeding is available from the "Home" tab of the project's website to show activity and provide visitors with updated information.

Three #Hashtags (#H2020EE, #sustainableenergy, #surefitproject) are used in order to make it easier for internet users to find information about SUREFIT.

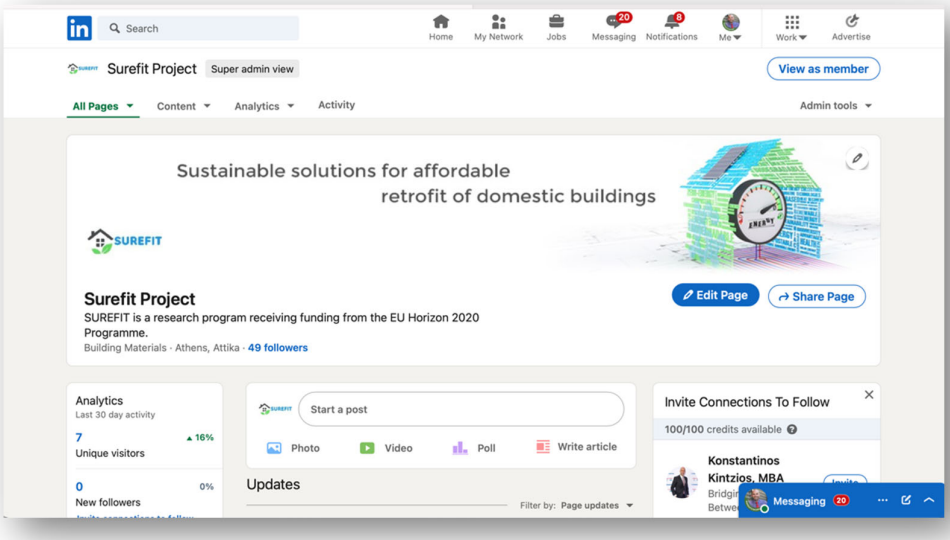


Figure 9 – SUREFIT LinkedIn

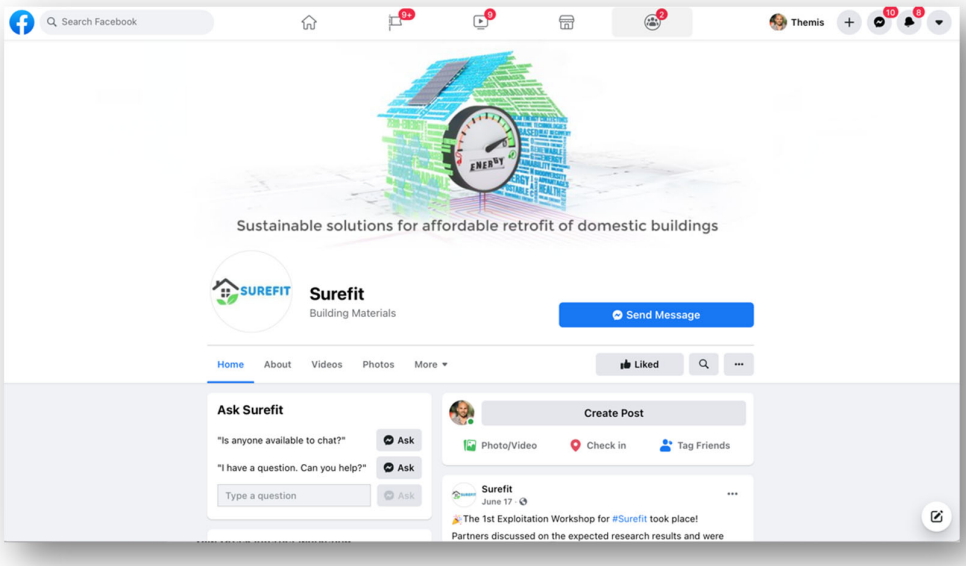


Figure 10 – SUREFIT Facebook

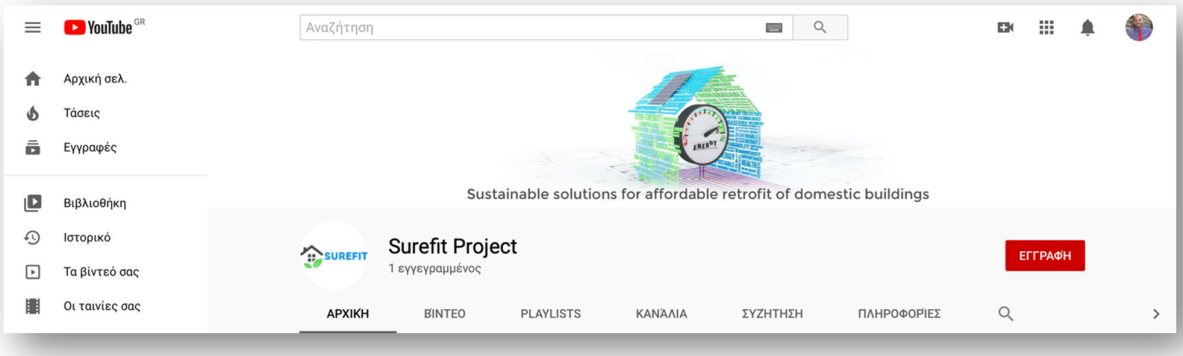


Figure 11 – SUREFIT YouTube

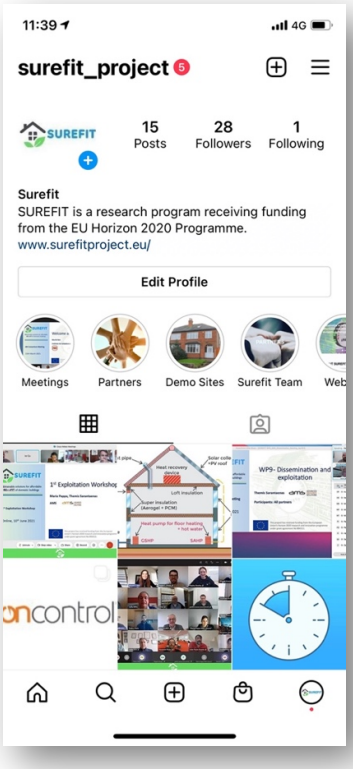
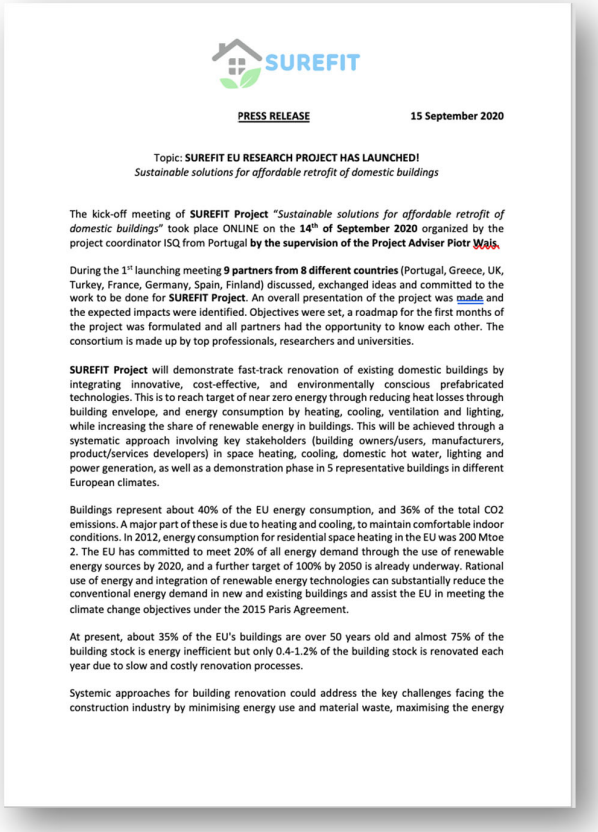


Figure 12 – SUREFIT Instagram

Figure 13 – SUREFIT Twitter

5 Press Releases – Public Relations

SUREFIT will develop and distribute at least three press releases per year about the project's achievements. The first press release introduced the project to the public and was sent to all partners for publishing (Figure 14).



SUREFIT

PRESS RELEASE **15 September 2020**

Topic: **SUREFIT EU RESEARCH PROJECT HAS LAUNCHED!**
Sustainable solutions for affordable retrofit of domestic buildings

The kick-off meeting of **SUREFIT Project** *"Sustainable solutions for affordable retrofit of domestic buildings"* took place ONLINE on the **14th of September 2020** organized by the project coordinator ISQ from Portugal **by the supervision of the Project Adviser Piotr Wais.**

During the 1st launching meeting **9 partners from 8 different countries** (Portugal, Greece, UK, Turkey, France, Germany, Spain, Finland) discussed, exchanged ideas and committed to the work to be done for **SUREFIT Project**. An overall presentation of the project was made and the expected impacts were identified. Objectives were set, a roadmap for the first months of the project was formulated and all partners had the opportunity to know each other. The consortium is made up by top professionals, researchers and universities.

SUREFIT Project will demonstrate fast-track renovation of existing domestic buildings by integrating innovative, cost-effective, and environmentally conscious prefabricated technologies. This is to reach target of near zero energy through reducing heat losses through building envelope, and energy consumption by heating, cooling, ventilation and lighting, while increasing the share of renewable energy in buildings. This will be achieved through a systematic approach involving key stakeholders (building owners/users, manufacturers, product/services developers) in space heating, cooling, domestic hot water, lighting and power generation, as well as a demonstration phase in 5 representative buildings in different European climates.

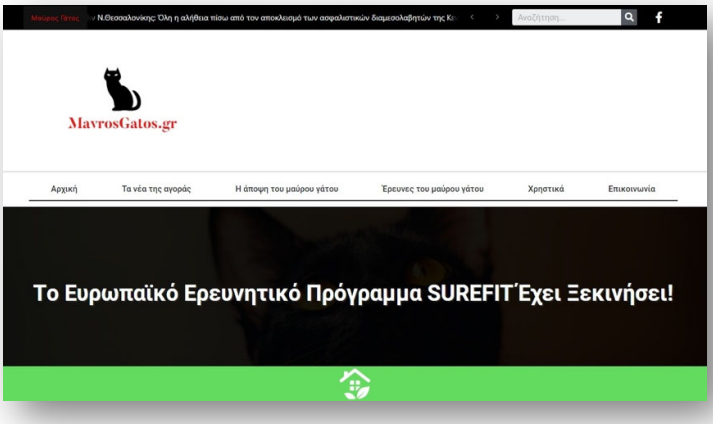
Buildings represent about 40% of the EU energy consumption, and 36% of the total CO2 emissions. A major part of these is due to heating and cooling, to maintain comfortable indoor conditions. In 2012, energy consumption for residential space heating in the EU was 200 Mtoe 2. The EU has committed to meet 20% of all energy demand through the use of renewable energy sources by 2020, and a further target of 100% by 2050 is already underway. Rational use of energy and integration of renewable energy technologies can substantially reduce the conventional energy demand in new and existing buildings and assist the EU in meeting the climate change objectives under the 2015 Paris Agreement.

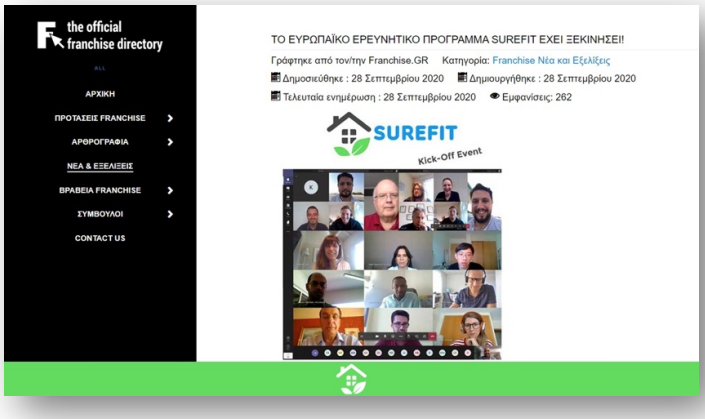
At present, about 35% of the EU's buildings are over 50 years old and almost 75% of the building stock is energy inefficient but only 0.4-1.2% of the building stock is renovated each year due to slow and costly renovation processes.

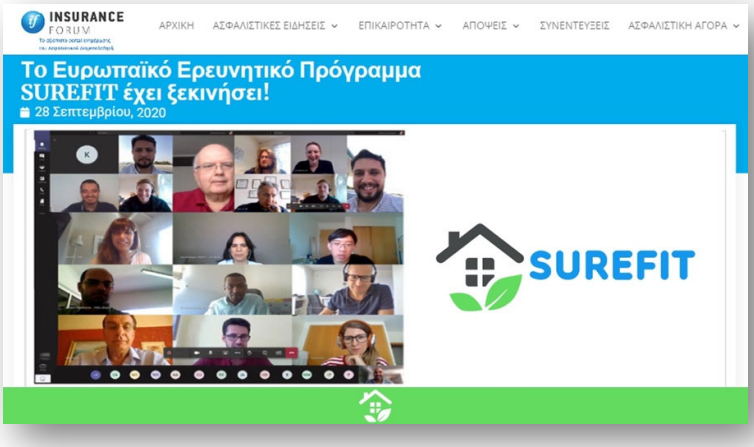
Systemic approaches for building renovation could address the key challenges facing the construction industry by minimising energy use and material waste, maximising the energy

Figure 14 – SUREFIT Kick Off Press Release

The press release gained the following free publicity (Figure 15):







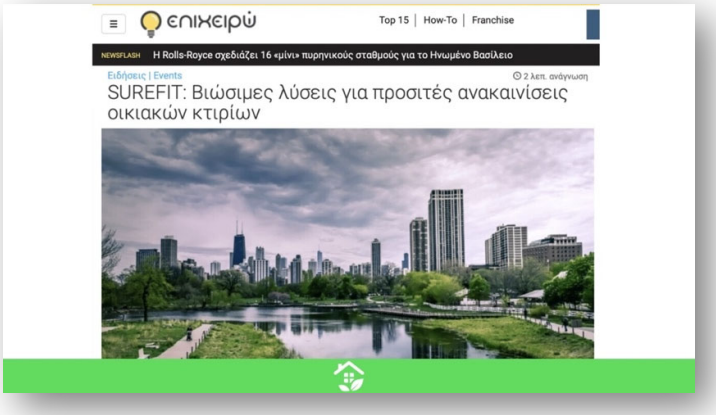


Figure 15 – SUREFIT Kick Off Press Release Publicity

6 Events

Participation in events is essential in order to communicate SUREFIT findings, promote the technology generated during the research and connect to EU officials other identified stakeholders.

6.1 Conferences

The Consortium members will present their research findings in at least four international conferences (e.g. World Renewable Energy Congress, Sustainable Energy Technologies) and exhibitions (e.g. Ecobuild and The National Self-Build & Renovation Centre) once a year, each involved with 3 to 5 members from different organisations.

6.2 Workshops

Five stakeholders' workshops will be organised at the end of the project at five countries where participants will be involved with building retrofitting, to publicise the research achievements and demonstrate the operation of the renovated buildings to the policy makers, architects, building services engineers, renewable/sustainable energy system manufacturers, building industry and public. The expected number of attendees will be 100 each.

In addition, five other workshops will be organized over the project duration (among: commercial workshop, scientific workshop, policy workshop, exhibition).

6.3 Demonstrations

The technologies and buildings retrofitted will be demonstrated to the public at five countries with retrofitted buildings (Finland, Greece, Portugal, Spain and UK) for the duration of one year. The buildings will be open to the public at all the feasible time. In particular, about ten 1-day organised demonstrations will be made to schools, general public and business (policy makers, architects, building services engineers, renewable/sustainable energy system manufacturers, building industry, and owners and users of buildings) for visiting the buildings through invitation. Each demonstration will be intended to have an audience of 30 or more. A questionnaire will be used to obtain feedback from the audience on the value of the visit. Survey of occupants' acceptance will be carried out at least 50 times (weekly or more frequently at certain periods such as the time right after renovation). Feedback from this activity will utilised to identify factors that will have been overlooked by researchers in the development phase and used to correct issues identified, where possible. This will ensure innovations to be marketed have greater user acceptance and ensure future purchases.

7 Training

A handbook will be developed as a further deliverable for the public containing guidelines and best practice for fast retrofitting of residential buildings. Another brochure will be developed which will contain case studies resulting from all the demonstration buildings retrofitted. It will include details of all relevant parameters analysed during the project (such as energy consumption, components and solutions, financial costs and payback periods, users' behaviour, and perception) and related improvements achieved through renovation. In addition, training materials will be produced to support training and learning activities (including e-learning).

8 Publications

Over the project duration, the partners will publish at least 14 papers (one for each participant on average; more papers for academic partners) in relevant journals (e.g., Energy and Buildings, Building and Environment, Applied Thermal Engineering, Applied Energy, Solar Energy, Renewable Energy, Low Carbon Technologies), with one paper each year for each academic participant in collaboration with non-academic participants. All journal publications will be open access and comply with standard practice.

8.1 List of SUREFIT Expected Publications

Partner	Article title	Year of publication of the article	Journal title	Author	Open Acc	Status (performed or planned)
ISQ	Modelling evaporative coolers	2022	to be seen	ISQ	YES	planned
ISQ	Modelling window heat recovery	2022	to be seen	ISQ	YES	planned
ISQ	Modelling SA/GSHP	2022	to be seen	ISQ	YES	planned
ISQ	Handbook of guidelines and best practice for installation and operation of the technologies and retrofitting of domestic buildings	2024	to be seen	ISQ	YES	planned
KOST	Blinds with dichometric louver structures with bifocal daylight control	2021	architect journals	KOST	YES	planned
PCM	to be seen	2023	to be seen	PCM	YES	planned
FSM	to be seen	2023	to be seen	FSM	YES	planned
SOLIMPEKS	to be seen	SET Conference attendance	to be seen	SOLIMPEKS	YES	planned
AALTO	The energy saving potential of European residential buildings	2022	Building simulation	Jokisalo, Kosonen	YES	planned
AALTO	The actual performance of retrofitting apartment building in cold climate	2023	Energy and buildings	Jokisalo, Kosonen	yes	planned
AALTO	The energy saving potential of Finnish residential buildings	2023	Cold Climate &HVAC	Jokisalo, Kosonen	yes	planned
AALTO	The effect of retrofitting on indoor climate in Finnish apartment building	2022	Indoor air	Jokisalo, Kosonen	yes	planned
UNOTT	Modelling evaporative coolers	2022		UNOTT	YES	planned
UNOTT	Modelling window heat recovery	2022		UNOTT	YES	planned
UNOTT	Modelling SAHP	2022		UNOTT	YES	planned
UNOTT	Modelling indoor thermal comfort with retrofit packages	2022		UNOTT	N/A	planned
UNOTT	Installation of retrofit technologies in the UK pilot	2024		UNOTT	N/A	planned
UNOTT	Pre- and Post-retrofit building energy performance	2024		UNOTT	N/A	planned
ONCONTROL	Robust data acquisition architecture for home monitoring	2022		ONCONTROL	N/A	planned
ONCONTROL	AI and advanced control for home environment	2022		ONCONTROL	N/A	planned

8.2 List of SUREFIT Submitted Publications

Partner	Article title	Year of publication of the article	Journal title	Author	Open Acc	Status (performed or planned)
AALTO	Analyzing power and energy flexibilities by demand response in district heated buildings in Finland and Germany	2021	Science and Technology for the Built Environment	Yuchen Ju, Juha Jokisalo, Risto Kosonen, Ville Kauppi & Philipp Janßen	YES	submitted
AALTO	Overheating risk and energy demand of Nordic old and new apartment buildings during average and extreme weather conditions under changing climate	2021	Applied Science	Azin Farahani, Juha Jokisalo, Risto Kosonen	YES	submitted
AALTO	Effects of Night Ventilation on Indoor Air Quality in Educational Buildings—A Field Study	2021	Applied Science	Sami Lestinen, Simo Kilpeläinen, Risto Kosonen, Maria Valkonen, Juha Jokisalo, Pertti Pasanen	YES	submitted

9 List of dissemination events & activities per Partner

At M3, AMS distributed an excel file to all partners in order to have in detail all planed dissemination activities. Every six months, this excel file will be updated with performed and new activities.

9.1 ISQ

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/ planned
ISQ	Offline	2024	Open day	Other	Site Public Demonstration	WP5, WP6, WP7, WP8	Mafra (PT)		Schools / Academia	national	50			Planned
ISQ	Offline	2024	Open day	Other	Site Public Demonstration	WP5, WP6, WP7, WP8	Mafra (PT)		Business (Architects/Engineers, Owners, Policy makers / authorities…)	national	50			Planned
ISQ	Offline	2024	Workshop	Other	Publicise the research achievements	WP5, WP6, WP7, WP8	Lisbon / Porto (PT)		Stakeholders	national	100			Planned
ISQ	Offline	2022-2023	Conference	Oral presentation	Modelling of technologies	WP2	-		Academia	international	100			Planned
ISQ	Offline	2022-2023	Conference	Oral presentation	Modelling of technologies	WP2	-		Academia	international	100			Planned
ISQ	Offline	2024	Other	TV	News report of the project	WP9	EU		Other (please explain)	international				Planned

9.2 AMS

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/planned)
AMS	Offline	15/10/21	Trade Show	Stand	Build Expo Greece	WP9	Athens	https://buildexpogreece.com	Industry	national	3000			Planned
AMS	Offline	11/2/22	Conference	Leaflet	Interiors Awards 2022	WP5	Athens	https://www.interiorsawards.gr	Architects/Engineers	national	1200			Planned
AMS	Offline	TBC/2022	Conference	Leaflet	Best City Awards	WP5, WP6	Athens	https://www.bestcityawards.gr	Architects/Engineers	national	1300			Planned
AMS	Online	2022	Seminar	Webinar	Presentation of Results	WP9	Athens		Industry	national	100			Planned
AMS	Online	2023	Seminar	Webinar	Presentation of Results	WP9	Athens		Industry	national	100			Planned
AMS	Online	2024	Seminar	Webinar	Presentation of Results	WP9	Athens		Industry	national	100			Planned
AMS	Offline	2022	Other	Radio	Presentation of Results	WP9	Athens	www.amagi.gr	Public	national	1200			performed
AMS	Offline	2023	Other	Radio	Presentation of Results	WP9	Athens	www.amagi.gr	Public	national	1200			Planned
AMS	Offline	2024	Other	Radio	Presentation of Results	WP9	Athens	www.amagi.gr	Public	national	1200			Planned
AMS	Offline	2021	Other	TV	Presentation of Results	WP9	Athens	Attica TV	Public	national	240.000			Planned
AMS	Offline	2022	Other	TV	Presentation of Results	WP9	Athens	Attica TV	Public	national	240.000			Planned
AMS	Offline	2023	Other	TV	Presentation of Results	WP9	Athens	Attica TV	Public	national	240.000			Planned
AMS	Offline	2024	Other	TV	Presentation of Results	WP9	Athens	Attica TV	Public	national	240.000			Planned
AMS	Offline	2024	Workshop	Other	Site Public Demonstration	WP5, WP6, WP7, WP8	Athens		Public	national	40			Planned
AMS	Offline	2024	Workshop	Other	Site Public Demonstration	WP5, WP6, WP7, WP8	Athens		Architects/Engineers	national	40			Planned
AMS	Offline	2024	Workshop	Other	Publicise the research achievements	WP5, WP6, WP7, WP8	Athens		Other (please explain)	national	100			Planned
AMS	Online	2024	Other	Newsletters	EU Energy and Building Administrative Office	WP5, WP6, WP7, WP8	EU		Other (please explain)	international	10000			Planned

AMS	Offline	TBC	Trade Show	Stand	Participation in the organization of an exhibition to present results and products to industry, which will be part of the Europe wide large scale exhibition (e.g. Ecobuild Event) with anticipated visitor number of over 5,000.	WP9	EU		Industry	international	6000			Planned
AMS	Online	Nov-20	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Dec-20	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Jan-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Feb-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Mar-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Apr-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	May-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Jun-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Jul-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	Aug-21	Other	Social media	Facebook, Linkedin, Instagram, Twitter	WP9	EU		Industry	international				Performed
AMS	Online	2023	Other	Video	Video Presenting Surefit Resutls	WP9	EU		Public	international	5000			Planned

9.3 UNOTT

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y	Videos (Y/	Status (performed /planned
UNOTT	Offline	2024	Open day	Other	Site Public Demonstration	WP5, WP6, WP7, WP8	Nottingham/UK (UK)		Schools / Academia	national	50			Planned
UNOTT	Offline	2024	Workshop	Other	Publicise the research achievements	WP5, WP6, WP7, WP8	Nottingham/UK (UK)		Stakeholders	national	100			Planned
UNOTT	Offline	2022-2023	Conference	Oral presentation	Modelling of technologies	WP2	-		Academia	international	100			Planned
UNOTT	Offline	2022-2023	Conference	Oral presentation	Modelling of indoor thermal comfort based on advanced retrofit technologies	WP2	-		Academia	international	100			Planned
UNOTT	Offline	2024	Other	Newsletters	Modelling and installation of retrofit technologies in UK pilots	WP2, WP5, WP6, WP7, WP8	-		Academia	international	100			Planned

9.4 PCM

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns W	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y	Videos (Y/	Status (performed /planned
PCM	Offline	2021	Trade Show	Webinar	SET 2021	4	SET 2021 - Istanbul, Turkey	http://set2020.org/	Industry	international	1000	YES	YES	Planned

9.5 WINCO

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/planned)
WINCO	Offline	3-06/10/2022	Trade Show	Stand	BATIMAT : Presentation of ventilated facade system and results	WP9	Paris	https://www.batimat.com/	Architects/contractors/industry	national/international	320000			Planned
WINCO	Offline	44476	Trade Show	Stand	FACADE 2 BUILD : Presentation of ventilated facade system and results	WP9	Lyon	https://www.facades2build.com/presentation-2	Architects/Economists	national	1000			Planned
WINCO	Offline	13-15/10/2021	Trade Show	Stand	ARTIBAT : Presentation of ventilated facade system and results	WP9	Rennes	https://www.artibat.com/	Architects/contractors/industry	national	40000			Planned
WINCO	Online	2022	Seminar Novabuild	Webinar	results	WP9	Saint-Brieuc		Architects	national	100			Planned
WINCO	Online	2023	Seminar ATEE	Webinar	results	WP9	Saint-Brieuc		Industry	national	100			Planned
WINCO	Offline	6-8/10/2021	congress	Stand	9ème Congrès InterNational du Bâtiment Durable : Presentation of ventilated facade system	WP9		http://www.planbatimentdurable.fr/congres-national-du-batiment-durable-r323.html	Architects	national	300			Planned
WINCO	Offline	15-18/02/2022	Trade Show	Stand	DACH UND HOLZ : Presentation of ventilated facade system and results	WP9	Köln	https://www.dach-holz.com/en/	Architects/contractors/industry	international	51000			Planned
WINCO	Offline	2022	OTHER	Leaflet	results	WP9	EU		Architects	international	2000			Planned
WINCO	Offline	2022	OTHER	video	System principle	WP9	EU		Architects	international	5000			Planned
WINCO	Offline	2021	OTHER	website news	Presentation of project	WP9	EU		Architects	international	1500			Planned

9.6 CJR

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/planned)
CJR	Online	20/4/21	Other	Social media	Presentation of Group Participants	WP5	LinkedIN	https://www.linkedin.com/posts/cjr-group_cjr-group-participates-in-surefit-project-activity-6789970649927491585-FP_5	Public	international	2000			Performed
CJR	Online	20/4/21	Other	Social media	Presentation of Group Participants	WP5	Site	http://www.cjr-group.com/conteudos/media/detalhes.aspx?id=545&title=grupo-cjr-participa-no-projeto-surefit-um-programa-europeu-dedicado-a-solucoes&idioma=pt	Public	international	2000			Performed
CJR	Offline	20/4/21	Other	Newsletters	Presentation of Group Participants	WP5	CJR Group's Newsletter		Public	international	700			Performed
CJR	Offline		Other	TV	Presentation of Group Participants, Project and CJR	WP5	Television's Channel	Porto Canal	Public	national	unestimated			Planned

9.7 SOLIMPEKS

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/ planned
SOLIMPEKS	Offline	2023	Conference	Oral presentation	Presentation of Results	WP2, WP4, WP5, WP9	EU		Academia	international	1000			Planned
SOLIMPEKS	Offline	2023	Seminar	Poster	Presentation of Results	WP2, WP4, WP5, WP9	EU		Academia	international	1000			Planned
SOLIMPEKS	Offline	2024	Workshop	Webinar	Publicise the research achievements	WP2, WP4, WP5, WP9	EU		Public	international	1000			Planned
SOLIMPEKS	Offline	2024	Workshop	Webinar	Site Public Demonstration	WP2, WP4, WP5, WP9	EU		Public	international	1000			Planned

9.8 KOSTER

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/ planned
KOST	Offline	2021-2023	Trade Show	Stand	Blinds with dichometric louver structures with bifocal daylight control		open		Other (please explain)	international	no limit	YES	YES	Planned
KOST	Offline	2021-2023	Conference	Leaflet	Blinds with dichometric louver structures with bifocal daylight control		open		Other (please explain)	international	no limit	YES	YES	Planned
KOST	Online	2021-2023	Seminar	Webinar	Blinds with dichometric louver structures with bifocal daylight control		Frankfurt		Other (please explain)	international	no limit	YES	YES	Planned
KOST	Online	2021-2023	Workshop	Other	Blinds with dichometric louver structures with bifocal daylight control		Frankfurt		Other (please explain)	international	no limit	YES	YES	Planned
KOST	Offline	2021-2023	Conference	Leaflet	Software for energy / daylight calculations		open		Other (please explain)	international	no limit	YES	YES	Planned
KOST	Online	2021-2023	Seminar	Webinar	Software for energy / daylight calculations		Frankfurt		Other (please explain)	international	no limit	YES	YES	Planned
KOST	Online	2021-2023	Workshop	Other	Software for energy / daylight calculations		Frankfurt		Other (please explain)	international	no limit	YES	YES	Planned

9.9 FSM

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/ planned
FSM	Offline	2022	Other	Other	Site Public Demonstration	WP9	Valladolid		Other (please explain)	national	30			Planned
FSM	Offline	2022	Other	Other	Site Public Demonstration	WP9	Valladolid		Other (please explain)	national	30			Planned
FSM	Offline	2022	Other	Other	Site Public Demonstration	WP9	Valladolid		Architects/Engineers	national	30			Planned
FSM	Offline	2022	Other	Radio	Presentation of Results	WP9	Valladolid		Other (please explain)	national	1000			Planned
FSM	Offline	2023	Other	Radio	Presentation of Results	WP9	Valladolid		Other (please explain)	national	1000			Planned
FSM	Offline	2024	Other	Radio	Presentation of Results	WP9	Valladolid		Other (please explain)	national	1000			Planned
FSM	Offline	2023	Other	Magazines	Presentation of Results	WP9	Valladolid		Academia	national	500			Planned
FSM	Offline	2022	Other	Newspapers	Presentation of Results	WP9	Valladolid		Other (please explain)	national	3000			Planned
FSM	Offline	2023	Conference	Oral presentation	Presentation of Results	WP5, WP6, WP7, WP8	Spain		Architects/Engineers	national	100			Planned
FSM	Offline	2024	Conference	Leaflet	Presentation of the project	WP5, WP6, WP7, WP8	Spain		Architects/Engineers	international	500			Planned
FSM	Offline	2024	Workshop	Other	Publicise the research achievements	WP5, WP6, WP7, WP8	Valladolid		Architects/Engineers	national	100			Planned

9.10 ONCONTROL

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participan	Pictures (Y	Videos (Y/	Status (performed /planne
ONCONTROL	Offline	2022	Workshop	Oral presentation	Publicise the research achievements	WP3	Coimbra Region		Academia	national	100			Planned
ONCONTROL	Offline	2023	Trade Show	Other	Public Demonstration	WP3	PT		Business (Architects/Engineers, Owners, Policy makers / authorities…)	national	1000+			Planned

9.11 AALTO

Partner	Online/Offline	Date	Event Type	Means of dissemination	Theme	Concerns WP	Location	URL (if applicable)	Target Audience	National/International	Number of Participants	Pictures (Y/N)	Videos (Y/N)	Status (performed/planned)
AALTO	Online	5/10/22	Trade Show	Oral presentation	Finnbuild 2022 expo	WP9	Helsinki	https://finnbuild.messukeskus.com/?lang=en	Industry	national	3000			Planned
AALTO	Online	9/11/21	Conference	Oral presentation	Energy Seminar 2021	WP9	Helsinki	https://finvac.org/rakennustenenergiaseminaari/	Architects/Engineers	national	1200			Planned
AALTO	Online	9/4/21	Seminar	Oral presentation	FINVAC WEBINAR	WP2	Helsinki		Architects/Engineers	national	50			performed
AALTO	Online	23/4/21	Seminar	Oral presentation	RIL WEBINAR	WP2	Helsinki		Architects/Engineers	national	30			performed

10 Data Management

10.1 DMP Template

The EU created and distributed a Data Management Template in order to assist partners in the Data Description process. The template consists of a set of questions that should be answered with a level of detail appropriate to the project. The DMP (Data Management Plan) is a living document that must be updated so that information can be made available on a finer level of granularity through updates as the implementation of the project progresses and when significant changes occur.

10.2 Purpose of data collection and generation

The target of collecting data is to share knowledge, educate and train. SUREFIT project will demonstrate fast-track renovation of existing residential buildings by integrating innovative, cost-effective, and environmentally conscious prefabricated technologies. This is to reach the target of near zero energy through reducing heat losses through building envelope, and energy consumption by heating, cooling, ventilation, and lighting, while increasing the share of renewable energy in buildings.

Partners will collect data that has to do with the project and no personal information will be gathered.

10.3 Data formats and size

The datasets will contain several formats of data. Some will contain interviews, questionnaires, quantitative and qualitative data gathered by questionnaires. Some data will by anonymised according to their usage, but some other (due to their nature i.e. “interviews”) will not be anonymised.

10.3.1 Research Data

Research data is any information that has been collected, observed, generated, or created to validate original research findings. Although usually digital, research data also includes non-digital formats.

10.3.1.1 Types of research data

Research data can take many forms (University of Leeds, 2021), like:

- documents, spreadsheets
- laboratory notebooks, field notebooks, diaries
- questionnaires, transcripts, codebooks
- audiotapes, videotapes
- photographs, films
- test responses
- slides, artefacts, specimens, samples
- collections of digital outputs
- data files
- database contents (video, audio, text, images)
- models, algorithms, scripts
- contents of an application (input, output, logfiles for analysis software, simulation software, schemas)
- methodologies and workflows
- standard operating procedures and protocols

10.3.1.1.1 Textual Data

Textual data refers to the systematic collection of material consisting of written, printed, or electronically published words, typically either purposefully written or transcribed from speech. (Badie, 2020)

The most common textual files used in SUREFIT Project are Microsoft Word Documents (.doc) and Portable Document Format (PDF) (Table 1).

Textual Data Files	
.doc	A .doc file" is a word processing document created by Microsoft Word or exported by another word processing program, such as OpenOffice Writer or Apple Pages. It may contain formatted text, images, tables, graphs, charts, page formatting, and print settings". (.DOC File Extension, 2020)

.pdf	A .pdf is "a multi-platform document created by Adobe Acrobat or another PDF application. The PDF format is commonly used for saving documents and publications in a standard format that can be viewed on multiple platforms. In many cases, PDF files are created from existing documents instead of from scratch." (.PDF File Extension, 2020)

Table 1 Textual Data Types

10.3.1.1.2 Numerical Data

The most common textual files used in SUREFIT Project are Microsoft Excel files (.xlsx).

A .xlsx is "an Excel spreadsheet created by Microsoft Excel or exported by another spreadsheet program, such as OpenOffice Calc or Apple Numbers. It stores data in worksheets, which contain cells arranged in a grid of rows and columns, and may also contain charts, mathematical functions, styles, and formatting. XLSX files are commonly used to store financial data and to save simple or complex mathematical models." (.XLSX File Extension, 2020).

10.3.1.1.3 Engineering CAD drawings

"A CAD drawing is a detailed 2D or 3D illustration displaying the components of an engineering or architectural project. Computer-aided design utilizes software to create drawings to be used throughout the entire process of a design project, from conceptual design to construction or assembly." (Autodesk, 2020). The files with extension .dwg are commonly used in design data and will be used in SUREFIT Project.

10.3.1.1.4 Static graphical images

Digital images will be used as part of SUREFIT visual communication, that will convey ideas and information in forms that can be read or looked upon. Of course, all graphical images used will protect and take into account IPR issues.

10.3.1.1.5 Animated graphical images (videos)

Graphic animation is a variation of stop motion (and possibly more conceptually associated with traditional flat cel animation and paper drawing animation, but still technically qualifying as stop motion) consisting of the animation of photographs (in whole or in parts) and other non-drawn

flat visual graphic material, such as newspaper and magazine clippings. The video formats used in SUREFIT are the ones indicated in Table 2.

Type	Extension	Description
MPEG	.mpeg	Stands for "Moving Picture Experts Group." Using MPEG compression, the file size of a multimedia file can be significantly reduced with little noticeable loss in quality.
AVI	.avi	Audio Video Interleave, is a multimedia container format introduced by Microsoft. AVI files can contain both audio and video data in a file container that allows synchronous audio-with-video playback.
WMV	.wmv	Windows Media Video is a series of video codecs and their corresponding video coding formats developed by Microsoft. It is part of the Windows Media framework.

Table 2 *Video Formats*

10.3.1.1.6 Audio data

An audio file format is a file format for storing digital audio data on a computer system. The bit layout of the audio data (excluding metadata) is called the audio coding format and can be uncompressed, or compressed to reduce the file size, often using lossy compression. The data can be a raw bitstream in an audio coding format, but it is usually embedded in a container format or an audio data format with defined storage layer. (Wikipedia, 2021)

The files used in SUREFIT Project are .mp3 files. MP3 (or mp3) as a file format commonly designates files containing an elementary stream of MPEG-1 Audio or MPEG-2 Audio encoded data, without other complexities of the MP3 standard. (Wikipedia, 2021)

10.4 Origin of data

SUREFIT project will gather data from the 5 countries that will have a demo building: Portugal, Greece, UK, Spain and Finland.

Depending on each demo building, various data will be collected, according to research needs. More specifically data collected will include, among others:

- Interviews with participants in the pilots at each site
- Feedback from participants at workshops
- Detailed data that concern the demo sites, which includes building materials, heating and cooling equipment
- Simulated hourly heating and electricity demand and generation profiles
- Survey responses (questionnaire)
- Market data (Results of socio-economic investigation)
- Meteorological data
- Energy transmission
- Technology lab test data
- CO_2 emission saving data

Data such as U-value, thermal/visual/electrical efficiency, weight, size, installation time, energy consumption figures, cost, payback period, lifecycle cost saving will be generated from the project procession for different technologies. The data will be acquired using experimental measurement standards, as well as material and structural measurement standards; and data will also be obtained using the onsite building real-time measurement standards. All these data will be analysed thoroughly in other deliverables.

10.5 SharePoint & SharePoint Metadata

All data will be stored on the online collaboration cloud “SharePoint” and will be kept throughout the duration of the project. Data controllers from each partner will be responsible to upload all derived datasets, using the standard SharePoint version control.

“Versioning creates a historical record of all changes, with the date/time and indication of the user who made the change, on a per-file/list item basis. The end user can view, delete, and restore a version if they have the correct permissions in the library or list.” (Versioning in SharePoint, 2020)

The following metadata should be submitted additionally:

- **Title:** Duplication of the name used for the data file name
- **Subject:** Identifier for SUREFIT work package with the following format: SUREFIT_WPxx.
- **Author:** Name of the person creating the document

- **Company:** Partners' name
- **Tags:** Free format text and should contain keywords that would be relevant and useful to future data searches. The tags should all be in lower case and separated with commas

10.6 ZOHO

According to SUREFIT GA, ZOHO project should be used additionally to store data. ZOHO is a web-based collaborative environment which will be used to support project management activities. This system is used to encourage users to work together without being cumbersome, or graphically intensive.

10.7 ZENODO

SUREFIT will use the open research data repository *Zenodo* as the H2020 Open Access Mandate requires. All scientific publications, including public deliverables and public parts of underlying datasets, will be uploaded and shared.

Zenodo is a general-purpose open-access repository developed under the European OpenAIRE program and operated by CERN. It allows researchers to deposit research papers, data sets, research software, reports, and any other research related digital artifacts.

Documents can be uploaded in Zenodo in 3 steps, as indicated in Figure 16.

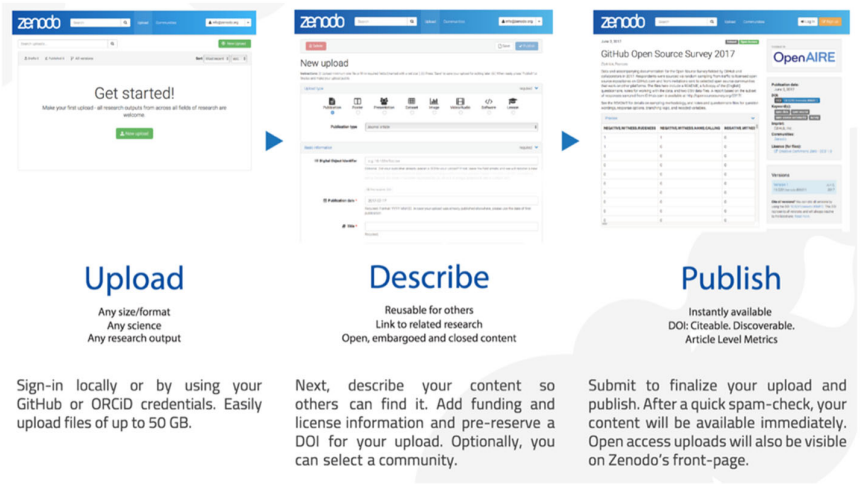


Figure 16 – Zenodo Upload Methodology

11 Fair Data Management

SUREFIT project will treat data according to the principles of FAIR Data Management (Findable, Accessible, Interoperable, Reusable) [https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf]. One of the objectives of the project is to make available data for reuse to support future research needs. However, the processing data will be only used in the project reports that have limited access to the consortium members and EC officers only. All the data appeared in scientific papers, leaflets, videos, or exhibitions will be open (access) to the professional institution, researchers and the general public worldwide. Section 17 provides an estimation of all data that will be gathered throughout the implementation of the project.

11.1 Making data findable

Open access to scientific data is obligatory and clearly stated in the Horizon 2020 Regulation and the Rules of Participation but also in SUREFIT Grant Agreement: “All journal publications will be open access and comply with standard practice.”

11.2 Making data openly accessible

11.2.1 Open Access

More specifically, Article 29: “Dissemination of results, Open Access, Visibility of EU Funding” of the Annotated Model Grant Agreement: V5.2 establishes the obligation to ensure open access to all peer-reviewed articles produced by all Horizon2020 projects (Model Agreement, 2019).

Each beneficiary must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results.

In particular, it must:

(a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

(b) ensure open access to the deposited publication — via the repository — at the latest:

(i) on publication, if an electronic version is available for free via the publisher, or (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.

(c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms ["European Union (EU)" and "Horizon 2020];
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier

11.2.2 Gold Open Access

Publishing in open access' means that open access is provided immediately via the publication venues, at the time that an article is published (i.e. in open access journals/platforms or in 'hybrid' journals combining subscription access and open access to individual articles).

11.2.3 Green Open Access

Self-archiving' means that the published article or the final peer-reviewed manuscript is archived by the researcher (or a representative) in a repository and made available in open access through that repository.

11.3 Making data interoperable

Zenodo uses JSON Schema as internal representation of metadata and offers export to other popular formats such as Dublin Core or MARCXML. For certain terms we refer to open, external vocabularies, e.g.: license (Open Definition), funders (FundRef) and grants (OpenAIRE). Each referenced external piece of metadata is qualified by a resolvable URL.

11.4 Reusable data

All public data sets will be available to third parties to access, mine, exploit, reproduce and disseminate (free of charge for any user). This be regulated by using Creative Commons Licences.

12 Data Security

12.1 Data Security in SharePoint

SharePoint is a web-based collaborative platform that integrates with Microsoft Office. Partners have the following security settings:

- Restricted access to project members only
- Encryption with SSL/TLS protects data
- Security is ensured with users connected to Microsoft 365

12.2 Data Security in ZOHO

ZOHO is web-based online office suite containing word processing, spreadsheets, presentations, databases, note-taking, wikis, web conferencing, customer relationship management, project management, invoicing, and other applications. Security of data is handled as following:

- *Data security*

ZOHO framework ensures that SUREFIT data is logically separated from other customers' data. Furthermore the encryption is provided. Data retention and backup happens in a secure manner.

- *Availability*

The disaster recovery and business continuity programs will provide SUREFIT with high availability. Data is spread over geographically diverse Data Centers (DC) such that data in one DC is replicated in another. This ensures that operations carry on smoothly with minimal or no loss of time, if one DC fails. ZOHO DCs are physically secure with strict access control from their colocation providers.

- *Operational security*

A robust logging and monitoring system will ensure clean and secure traffic through ZOHO servers. The use of intrusion detection and prevention systems will ensure protection and prevent misuse of ZOHO infrastructure. A combination of certified third-party scanning tools and in-house tools will manage vulnerabilities.

12.3 Data Security in Zenodo

Security setting in Zenodo (About Zenodo, 2021):

Versions: Data files are versioned. Records are not versioned. The uploaded data is archived as a Submission Information Package. Derivatives of data files are generated, but original content is never modified. Records can be retracted from public view; however, the data files and record are preserved.

Replicas: All data files are stored in CERN Data Centres, primarily Geneva, with replicas in Budapest. Data files are kept in multiple replicas in a distributed file system, which is backed up to tape on a nightly basis.

Retention period: Items will be retained for the lifetime of the repository. This is currently the lifetime of the host laboratory CERN, which currently has an experimental programme defined for the next 20 years at least.

Functional preservation: Zenodo makes no promises of usability and understandability of deposited objects over time.

File preservation: Data files and metadata are backed up nightly and replicated into multiple copies in the online system.

Fixity and authenticity: All data files are stored along with a MD5 checksum of the file content. Files are regularly checked against their checksums to assure that file content remains constant.

Succession plans: In case of closure of the repository, best efforts will be made to integrate all content into suitable alternative institutional and/or subject based repositories.

13 Allocation of Resources

13.1 Costs

SUREFIT uses free tools and open access data repository.

13.2 Human Resources

Responsibility for SUREFIT data management lies with the project's coordinator, Ms Muriel ITEN from ISQ.

14 Ethical Issues

SUREFIT proposal raises ethical issues as part of the work to be carried out in several tasks related to data gathering and tracking of residents, including surveys, questionnaires, and interviews with the public, and building users.

Personal Data collection:

A) End-users/stakeholders mailing list

The creation of this contact list is crucial to disseminate SUREFIT results with end-users and other stakeholders interested in the project activities. Additionally, it establishes a communication channel that facilitates the engagement with these users and stakeholders. The contacts will be collected in 3 different ways:

- **Public data** – Project partners will collect the contact data in public directories, associations and previous European projects. Although this data is public, SUREFIT will contact the relevant entities and people, to assess their interest in joining our contact list. The addition to our mailing list is, therefore, dependent of their confirmation of interest.
- **Voluntary registration** - People interested in the project voluntarily register, through the project website, where individuals and entities will give their written consent to SUREFIT to gather their contact data.
- **Participants in SUREFIT activities** - Throughout the project life cycle, SUREFIT will collect and store contact details of participants [names, company, emails and phone numbers]. This collection and storage will depend on participants' expressed consent and will be in strict compliance with national and European legislation on data protection.

SUREFIT will provide information on the purpose and use of any personal data collected during the project, in strict compliance with national and European legislation on Data Protection.

Furthermore, any person or entity will be able to exercise their right to remove their contact from this list. SUREFIT shall not store personal data different from contact details of participants in the activities. This data (e.g. emails, phone numbers) will be used for the sole purpose of communicating and engaging with participants in relation to SUREFIT activities.

B) Surveys

Inquiries/surveys aim to gather relevant information on buildings renovation to assess the socio-economic impact. The surveys will, by design, guarantee anonymity.

The results from the conducted surveys will be presented in the project deliverables and dissemination related publications where no individual reference shall be made to the entities and persons previously contacted and no direct relation shall be made between data collected and correspondent entity/industry (anonymization is assured). Per nature, deliverables will not be published publicly, except an executive summary. If a non-partner is asking for more details, the whole consortium should agree to share more information.

C) Interviews

Interviews will be conducted with the purpose to gather additional and in-depth information to complement the information gathered through surveys. The interviewers will be key entities/persons previously identified and the interviews will be conducted by the partners CJR, FSM, AALTO and UNOTT. The consortium will assure the free and fully informed consent of the entities/persons contacted and interviewed. The consent forms will have an explicit statement on this regard as well as a reference to the fulfilment of the requirements of EU Directive 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data and will be given to interviewees in advance.

Additionally, SUREFIT consortium declares that the activities to be conducted shall not involve:

- Collection or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) nor the processing of genetic information;
- Tracking or observation of participants (e.g. surveillance or localization data, and Wan data, such as IP address, MACs, cookies etc.).

As regards processing personal data, protecting privacy in the electronic communications sector and retaining data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks (e.g. cloud, big data, open data, cookies etc.), SUREFIT activities will comply with the relevant legislation, in particular EU Directives 2002/58/EC (concerning the processing of personal data and the protection of privacy in the electronic communications sector) and 2006/24/EC (on the retention of data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks).

The above have been thoroughly analysed in Deliverable 10.4.

15 Objectives of Data Management Plan

The Data Management Plan that is developed, considers privacy regulations both at national and European scope. Data such as U-value, thermal/visual/electrical efficiency, weight, size, installation time, energy consumption figures, cost, payback period, lifecycle cost saving will be generated from the project progress or different technologies. The data will be acquired using experimental measurement standards, as well as material and structural measurement standards. Additionally, data will also be obtained using the onsite building real-time measurement standards. All these data will be analysed. However, processed data will be only used in the project reports that have limited access to the consortium members and EC officers only. All the data appeared in scientific papers, leaflets, videos, or exhibitions will be open (access) to the professional institution, researchers, and the general public worldwide.

16 Partners & Data Management Plan

The Partners contribution to SUREFIT program consists of the following:

No.	Partner	Role in SUREFIT
1	ISQ	ISQ (RTD) is responsible for the overall management and coordination of the project. ISQ has high level of expertise on project management, as a coordinator of many EU projects. In addition, it will use its expertise in energy monitoring, in evaporative cooling and heat recovery modeling to determine the optimal sizes of evaporative coolers and window heat recovery devices for building retrofitting as well as business models development.
2	AMS	AMS (an SME) will make use of its extensive experience on innovation & technology exploitation to assess the economic, social and environmental benefits of the technologies and to lead the dissemination and exploitation of the results from the project. It will also conduct risk assessment for the proposed systems. Besides, AMS will develop a business model for the technologies. In addition, it will develop and maintain a website for the project.

3	UNOTT	UNOTT (academia) will lead the development of computer design tools and optimisation algorithms, and will use its extensive experience on modelling, design and management of building materials. It will use its knowledge on computer modelling of fluid flows and heat transfer to lead the simulation team that will inform the design and production of the prototype technologies. It will use its knowledge and skills in design and manufacturing of energy efficient technologies to carry out optimal sizing of bio- aerogel panels and evaporative coolers, produce the technologies for integration, test the technologies under controlled conditions and install the technologies in buildings. UNOTT will use its knowledge on sustainable architecture and sustainable development to design the novel envelope technologies, so that both an aesthetic and cost-effective solution is obtained. UNOTT will also be responsible for prototype assembling and pre-testing, installation and performance monitoring in a building in the UK where mainly heating would be required. In addition, UNOTT will use their knowledge and experience in HVAC and heat pump systems, to design and develop the multipurpose heat pumps for retrofitting residential buildings.
4	SOLIMPEKS	SOLIMPEKS (SME) will use its knowledge and manufacturing facility to carry out optimal sizing of PV vacuum glazing, PV and solar thermal, produce the technologies for integration and test the technologies under controlled conditions. SOLIMPEKS will also actively disseminate/exploit the SUREFIT systems in Eastern Europe and will be marketing the SUREFIT systems in Turkey using their existing routes to market.
5	WINCO	WINCO (an SME) together with CJR will use its expertise in insulation technology to produce bio-aerogel panels for insulation of walls and floors of the existing buildings. It will also use its knowledge and manufacturing facility to optimise and design breathable membranes.

6	PCM	PCM Products Ltd. (PCM) specialises in phase change material (PCM) technologies/HVAC systems and their applications. The company has research and development facilities and also manufacturing base in the UK and license outlets around the world which offer bespoke products to meet unique customer and application requirements. The company has expertise in chemicals and materials including desiccants, PCMs and adsorbents. PCM is committed to providing alternatives and improvements to current storage, heating/cooling technologies by offering more energy efficient and environmentally- acceptable solutions. For more than a decade, the company has been involved in the development of PCMs, energy storage, desiccant and HVAC systems. With unrivalled experience in designing and advising on PCM storage installations and applications, it continues to push the boundaries in desiccant materials usage for the benefit of its ever-growing customer base. In addition, PCM Products Ltd has been providing full consultancy and product development services for more than two decades.
7	KOSTER	KOSTER Lichtplanung Ltd.'s daylight technology is worldwide applied for more than 20 years with over 400,000 mglass roofs and facades. Here are some of the recent construction projects with daylight systems from the office KOST Lighting design: Bank Santander in S. Paolo/Brazil; BlueWin Tower in Zurich / Switzerland; Headquarters of the SCHOTT Glass AG, Mainz/Germany; Highrise of the Energie AG, Linz/Austria; Triple Towers, Sofia/Bulgaria; Kassen rztliche Vereinigung KVWL, Dortmund/Germany; Standard Bank of South Africa, Johannesburg/South Africa; Central Bank of Kuwait; Laboratory building Hoffmann-La Roche, Basel/Switzerland; Building projects in Beijing/China; Office building BNP- Paribas, Paris/France.

8	FSM	FMS (Santa Maria la Real Foundation) is a non-profit organization founded in 1977, whose fundamental mission is to promote sustainable development initiatives based on heritage and the natural and human environment of this heritage. It undertakes interdisciplinary works on the patrimony objects restoration, including architects, engineers, historians and restorers. Main activities are related to restoration or conservation of the old buildings, preserving their integration in a natural environment. Today, the institution has become a prime example that heritage can fuel economic development in an area. Moreover, the Santa Maria la Real Foundation has created a development model based on heritage that is being successfully exported to other places, regions and countries. In each and every one of Fundacion Santa Maria la Real departments encourages the generation of ideas and projects based on the principles of quality, efficiency, and innovation so that heritage itself can become an element in generating socio-economic development.
9	AALTO	The New Energy Technologies Group (NEW) at Aalto University (formerly Helsinki University of Technology) in Espoo- Otaniemi, Finland is actively involved with the science and research of advanced energy technologies and systems. The Group has some 20 members working on solar cells, fuel cells and urban energy systems, including materials and complex systems work. The Group has worked in the past with PV-facades, BIPV technologies, Intelligent Buildings, Building Energy Simulations, Solar Cities, Polygeneration, among others. The New Group has operated in the past a test site for multifunctional facades, in particular advanced PV designs, such as thin film PV, translucent PV, and PV façade elements. This included also a fully-controlled PV testroom. The Group has several in-house simulation codes for advanced building energy simulations, incorporating multifunctional façade elements to whole building simulation environment including a range of building related RES technologies. This includes also polygeneration systems. The Lab facilities include a wide range of analysis equipment for solar cells and material testing research. These comprise accurate spectrometric equipment, several environmental chambers, solar simulators, etc. The Group has access to other key facilities at Aalto University such as the Microscopy center, Energy Garage (a platform and building for larger technology-relevant testing).

10	CJR	Founded in 1970, the CJR Group is a multinational business group, headquartered in Guimarães, Portugal, with projects in more than 20 countries. This group is segmented by two main companies, CJR, SA, being its core business the construction of roads and buildings and CJR Renewables, specialized on renewable energy sector. Over 50 years of operation, the company has been expanding its operational reach. The CJR, SA started its journey renting heavy machinery, an activity still in operation, alongside the construction of roads and infrastructures, becoming a full scope engineering and construction company, also acting on buildings, rehabilitation, urban projects and environmental projects. CJR Group is well known by its projects in engineering, construction e renewable energy.
11	ONCONTROL	Oncontrol Technologies is a SME dedicated to engineering, automation, control and information technology systems. The company has large expertise in designing and deploying control infrastructure to industry. The company offer services in all automation levels, from instrumentation to high level corporate information. Solutions include, energy monitoring, advanced control, artificial intelligence and process monitoring & visualization. Oncontrol employ Artificial Intelligence, Machine Learning and Fuzzy logic, in services to industry, in order to create value and gain insights from process and/or shop floor. They are also experts in remote monitoring solutions, specializing in systems where there are the need to have a PLC-based control. In these situations solutions provide data collecting and direct access to PLC for programming and system maintenance, which is different from other solutions in the market. The company has a complete portfolio of solutions to operational-technical-strategic levels. The company major success is an advanced control system, based on Fuzzy Logic, for mill optimization, to the cement and mining industry. Our control system has achieved improvements in the order of 4-10% and reduction of specific energy consumption (KW/ton) in the order of 5-20%.

17 Data Sets

17.1 Data set reference and name

Each SUREFIT data set has been given a unique field identifier and is listed in Section 17 (Data Sets of SUREFIT Project).

17.2 Data Set Description

“A data set is a collection of related, discrete items of related data that may be accessed individually or in combination or managed as a whole entity.

A data set is organized into some type of data structure. In a database, for example, a data set might contain a collection of business data (names, salaries, contact information, sales figures, and so forth). The database itself can be considered a data set, as can bodies of data within it related to a particular type of information, such as sales data for a particular corporate department.” (Whatis.com, 2021)

For the purposes of this Data Management Plan data sets have been defined by generic data types that are considered applicable to the SUREFIT project. For each data set, the characteristics of the data set have been captured in a excel table attached in Section 17 (Data Sets of SUREFIT Project).

17.3 Standards & Metadata

Metadata represents “data about data”. Metadata enriches the data with information that makes it easier to **find**, **use** and **manage** (Ontext.com, 2021).

There are three main types of metadata (Barker, 2021):

- **Descriptive Metadata** is content modeling. This is metadata that describes an object – the properties that define what it is: title, body, author, etc.
- **Administrative Metadata** is used to manage the object. Publish date, expiration date, rights management, etc.
- **Structural Metadata** is relational content modeling. This is the information that relates this content to other content, and makes it possible for this content to fit into larger structures, and provides functionality not unlike your average relational databases.

17.4 Data Sharing

Each dataset in SUREFIT shall be allocated a character “dissemination classification” for the purposes of defining the data-sharing restrictions. The classification will follow the Grant Agreement. According to that, there are three levels of classification:

- PU: Public (available to everyone)
- CO: Confidential, only for members of the consortium; Commission services always included
- RE: Restricted to a group specified by the consortium

The three above levels are linked to the “Dissemination Level” specified for all SUREFIT deliverables.

18 Data Sets of SUREFIT Project

In order to see the partners' contribution of the Data that will be produced during the project, all expected data is gathered in the following tables. These tables mention the WP, the WP Leader, the Task Number & Name, the Task Leader, the timeframe for the data development, the Dataset Name, a brief description, the format of the document and the Level of confidentiality:

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level
WP1 Project management	ISQ	1.1 Overall Project management	ISQ	M1-M48	Deliverable D1.1	1st year annual report	PDF	CO
		1.2 Financial Management	ISQ	M1-M48	Deliverable D1.2	2nd year annual report	PDF	CO
		1.3 Risk Management	ISQ	M1-M48	Deliverable D1.3	3rd year annual report	PDF	CO
		1.4 Supporting actions	ISQ	M1-M48	Deliverable D1.4	Final report (financial and technical)	PDF	CO
					Deliverable D1.5	Final public report	PDF	PU
					Meeting presentations	Presentations used for consortium meetings	PDF	CO
					Meeting minutes	Minutes of each consortium meeting	PDF	CO

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level
WP2 Sizing of technologies and performance simulation	AALTO	2.1 Component level computer models development for optimal sizing of components for each technology and combination of technologies for retrofitting each building	All partners	M1-M15	Greek demo site data (AMS)	Meteorological data from one of the nearest meteorological stations to the Greek demo site	EXCEL	PU
						Drawings	DWG	CO
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO
					Component level computer models (part of D2.1) (ISQ)	Models for optimal sizing of evaporative coolers, window heat recovery systems and innovative multi-purpose heat pumps with thermal storage	Other	PU
					Bio-aerogel panels thermal, mechanical properties (WINCO)	Potential materials, thermal conductivity, mechanical properties, estimated cost.	PDF	PU
					Non combustible reflective roofing and rainscreen membrane (WINCO)	Complies with standards EN 13859-1 and 2, estimated cost	PDF	CO
					Modelling of Solar modules (SOLIMPEKS)	Data regarding the computer model of novel solar thermal and PV systems for integration into buildings.	Excel	CO
					PCM thermal properties (PCM)	DSC and Freeze/Melt testing on optimal PCM for thermal storage applications.	PDF	PU
					Spanish demo site data (FSM)	Meteorological data from one of the nearest meteorological stations to the Spanish demo site	EXCEL	CO
						Drawings	DWG	CO
						Detailed data that concerns the Spanish demo site, which includes usage data, building materials, heating and cooling equipment.	Word	CO
					Building retrofit technology design data (UNOTT)	1) Bio-aerogel thermal properties 2) Building integrated solar thermal and PV and PV vacuum glazing windows thermal/electricity conversion efficiency 3) multi-purpose heat pumps with thermal storage integrated seasonal system efficiency 4) Evaporative collers and window heat recovery thermal efficiency	EXCEL	PU
						Drawings	DWG	CO
						Technology working principles	WORD	CO

WP number and nam	WP Lead	Task Number & Name	Task lead	Duratio	Dataset Name	Dataset Description	Forma	Level
WP2 Sizing of technologies and performance simulation	AALTO	2.2 Building level computer model development for dynamic simulation of energy demand and supply of domestic buildings	AALTO	M1-M15	Greek demo site data (AMS)	Meteorological data from one of the nearest meteorological stations to the Greek demo site	EXCEL	PU
						Drawings	DWG	CO
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO
					Spanish demo site data (FSM)	Meteorological data from one of the nearest meteorological stations to the Spanish demo site	EXCEL	CO
						Drawings	DWG	CO
						Detailed data that concerns the Spanish demo site, which includes usage data, building materials, heating and cooling equipment.	Word	CO
					UK demo site data (UNOTT)	Meteorological data from one of the nearest meteorological stations to the Greek demo site	EXCEL	PU
						Drawings	DWG	CO
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO
					IDA-ICE building models (AALTO)	Detailed simulation models to calculate the energy performance and indoor conditions of the demo buildings.	IDA-ICE	CO
					Energy demand profiles (AALTO)	Simulated hourly heating and electricity demand and generation profiles in the demo buildings for the original and retrofitted configurations.	EXCEL	PU
					Cost and emissions (AALTO)	The life cycle cost and annual energy use and CO2 emissions in the original and retrofitted buildings according to the simulations.	EXCEL	PU
					Portuguese demo building data (ISQ)	Meteorological data, estimated and from one of the nearest meteorological stations	EXCEL	PU
						Building drawings (plant, floors, elevation, etc.)	PDF	CO
						Detailed technical data: existing equipment, building materials, heat/electricity consumption, occupation patterns…	EXCEL	CO

WP number and nam	WP Lead	Task Number & Name	Task lead	Duratio	Dataset Name	Dataset Description	Forma	Level
WP2 Sizing of technologies and performance simulation	AALTO	2.3 Indoor environment computer model development for simulation of the indoor environment in domestic buildings	UNOTT	M1-M15	Portuguese demo building data (ISQ)	Local shading in the Portuguese demo building	PDF	CO
					Spanish demo site data (FSM)	Meteorological data from one of the nearest meteorological stations to the Spanish demo site	EXCEL	CO
						Drawings	DWG	CO
						Detailed data that concerns the Spanish demo site, which includes usage data, building materials, heating and cooling equipment.	Word	CO
					Greek demo site data (AMS)	Meteorological data from one of the nearest meteorological stations to the Greek demo site	EXCEL	PU
						Drawings	DWG	CO
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO
					Data for energy transmission through the windows with or without solar shade / daylight device (KOESTER)	Energy transmission due to direct sun for any day of the year under consideration of real sunshine hours	EXCEL	PU
					Five demo site IAQ assessment data	Detailed IAQ data before retrofit and prediction with retrofit technology	Word	PU
			UNOTT	M1-M15	Deliverable D2.1	Computer models of various elements for technologies and buildings	PDF	PU
			UNOTT	M1-M15	Deliverable D2.3	Results of indoor environment modelling	PDF	PU
			UNOTT	M1-M15	Deliverable D2.5	Results of technology sizing buildings	PDF	PU
		2.4 Socio-economic modelling and analysis of renovation of domestic buildings	AMS	M1-M15	Deliverable D2.4	Results of socioeconomic investigation	PDF	PU
					Pre-occupancy e-survey (AMS)	E-survey available on the surefit website/restricted area	HTML	CO
					Spanish demo site data (FSM)	Results of socio-economic investigation model applied to Spanish demo site	PDF	CO
		2.5 Integration of technologies into a holistic solution for each building and climate	UNOTT & AALTO	M1-M15	Pre-occupancy questionnaires and surveys (ISQ)	E-survey available on the surefit website/restricted area	HTML	CO
					Technologies for solar shade / daylighting /glazing and glass coatings (KOESTER)	Proposals for different kinds of solar shade / daylight device and their interaction with different glazings and glass coatings. Optimizing their dependency by calculation of a comparative study of their angle selective SHGC-values.	EXCEL	PU

WP number and name	WP Leade	Task Number & Name	Task leade	Duration	Dataset Name	Dataset Description	Format	Level
WP3 Development of system control	ONCONTROL	3.1 Development of a control strategy	ONCONTROL	M6-M16	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters	EXCEL	CO
				M6-M16	Control strategy specification (ONCONTROL)	Technical specification of the technologies to apply in order to solve each project problem.	Word	CO
		3.2 Control design	ONCONTROL	M7-M15	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters	EXCEL	CO
				M7-M15	Specification of the control architecture (ONCONTROL)	Technical specification of the technologies to apply in order to solve each project problem.	Word	CO
		3.3 Development of control algorithms	ONCONTROL	M7-M15	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters	EXCEL	CO
				M7-M15	Software source files (ONCONTROL)	Source supporting software development	TEXT	CO
		3.4 Integration controls in prototype	ONCONTROL & UNOTT	M13-M18	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters	EXCEL	CO
					System integration control data (UNOTT)	Integrated system control principles	Word	CO
				M13-M18	Implementation report and Data acquired from prototype	Report of the integration technologies and data available for performance study	Word / Excel	CO
			ONCONTROL	M1-M15	Deliverable D3.1	A control strategy for optimum operation of technologies	PDF	CO
			ONCONTROL	M1-M15	Deliverable D3.2	Control software	other	CO
			ONCONTROL	M1-M18	Deliverable D3.3	Control hardware	other	PU

WP number and nam	WP Leade	Task Number & Name	Task leade	Duratio	Dataset Name	Dataset Description	Forma	Level
WP4 Fabrication of technologies and lab testing	UNOTT	4.1 Produce technologies for energy efficient envelope renovation	UNOTT	M7-M17	Energy efficient envelope renovation data	This data will be design and production key performance indicators, including U-values, hygrothermal performance and layers structure	PDF	CO
					PV/T Data (SOLIMPEKS)	Data regarding the optimal sizing of novel solar thermal and PV systems for integration into buildings.	Excel	CO
					Proposal of technologies for daylight control (KOESTER)	Raytracings	PDF	PU
					Production of PCM Technology (PCM)	Following from results of WP2 T2.1 - produce PCM panel and thermal storage medium for integration into buildings and heat pumps.	Word	CO
					Production of bio-aerogel insulation Technology (WINCO)	Following from results of WP2 T2.1 - produce bio-aerogel panel for integration into building walls and floors	Word	CO
		4.2 Produce solutions for energy efficient facilities	UNOTT	M7-M17	Production of energy efficient facilities data	This data will be design and production key performance indicators, including seasonal system efficiency, integration structure, control strategy	PDF	CO
					Technology lab test data (UNOTT)	This data will describe the energy efficiency of each retrofit technology in lab test under different conditions	PDF	PU
		4.3 Test the performance of the technologies under laboratory controlled conditions	UNOTT	M15-M23	Delivery of test equipment / daylight devices (KOESTER)	Data on test equipment / daylight devices	PDF	PU
					Results of lab testing of technologies (part of D4.9) (ISQ)	Results of technologies testing at different climatic and operating conditions	EXCEL	PU
		4.4 Prefabrication of renovation technologies appropriate for each building and climate	All partners	M15-M24	Prefabrication of bio-aerogel insulation panels (WINCO)	prefabrication control and strategy	PDF	CO
					Delivery of daylight devices (KOESTER)	Data from daylight devices	PDF	PU
					Prefabrication of Solar modules data	Data regarding the prefabrication of novel solar thermal and PV systems for integration into buildings.	Excel	CO
					Prefabrication of new Breathable membranes (WINCO)	Validate new products according to European standards EN 13859-1;EN 13859-2 and EN 13984	PDF	CO
			WINCO	M1-M15	Deliverable D4.1	Bio-aerogel panel	other	PU
			SOLIMPEKS	M1-M15	Deliverable D4.2	PV vacuum glazing unit	other	PU
			PCM	M1-M15	Deliverable D4.3	PCM Panel	other	PU
			UNOTT	M1-M15	Deliverable D4.4	Heat pumps	other	PU
			UNOTT	M1-M15	Deliverable D4.5	Evaporative cooling unit	other	PU
			UNOTT	M1-M15	Deliverable D4.6	Heat recovery unit	other	PU
			SOLIMPEKS	M1-M15	Deliverable D4.7	Solar thermal/PV unit	other	PU
			CJR	M1-M15	Deliverable D4.8	Prefabricated panels	other	PU
			UNOTT	M1-M24	Deliverable D4.9	Results of lab testing of technologies	other	PU
			UNOTT	M1-M24	Deliverable D4.10	Report on technologies ready for installation	other	PU

WP number and nam	WP Leade	Task Number & Name	Task leade	Duratior	Dataset Name	Dataset Description	Format	Level
WP5 Installation of technologies in real buildings	CJR	5.1 Measurement of energy consumption patterns of the buildings before renovation	ISQ, AMS, FSM, AALTO and UNOTT	M13-M36	Measurement data of the Portuguese demo building (part of D5.1) (ISQ)	Measurement of energy consumption patterns of the buildings before renovation	EXCEL	CO
					Instalation of monitoring equipments (ISQ, AMS, FSM, AALTO and UNOTT)	Data regarding the photographic documentation of the instalation of the monitoring equipment in the pilot buildings	JPEG	CO
					Measurement data of each of the pilot buildings (ISQ, AMS, FSM, AALTO and UNOTT)	Data concerningg energy use of pilot building before renovation.	EXCEL	CO
					Spanish demo site data (FSM)	The installation of the technologies to monitor the energy consumption in the Spanish demo site, before renovation.	EXCEL	CO
					Deliverable D5.1 (ISQ)	Report for Measured energy use before renovation	PDF	CO
		5.2 Integration of innovative technologies in buildings in different EU countries	All partners	M19-M36	Greek demo site installation/construction photos (AMS)	During the installation of the technologies and the construction activities in the Greek demo site photos will be taken.	JPEG	PU
					Technical preparation for installation of technologies (ISQ, AMS, FSM, AALTO UNOTT and CJR)	Data concerning technical documentation of the instalation of technologies in each of the pilot buildings	PDF	CO
					Installation of selected technologies in pilot buildings (ISQ, AMS, FSM, AALTO UNOTT and CJR)	Data regarding the photographic documentation of the installation of the renovation technologies in the pilot buildings	JPEG	CO
					Spanish demo site installation/construction photos (FSM)	During the installation of the technologies and the construction activities in the Spanish demo site photos will be taken.	JPEG	PU
					Instructions of Use - Supply of PCM panels (PCM)	Support the installation of the PCM panels at selected demonstration sites.	PDF	PU
					Supply of bio-aerogel insulation panels (WINCO)	Support the installation of the bio-aerogel insulation panels at selected demonstration sites.	PDF	PU

WP number and nam	WP Leade	Task Number & Name	Task leade	Duratior	Dataset Name	Dataset Description	Format	Level
WP5 Installation of technologies in real buildings	CJR	5.2 Integration of innovative technologies in buildings in different EU countries	All partners	M19-M36	Installation of solar modules (SOLIMPEKS)	Data regarding the installation of novel solar thermal and PV systems for integration into buildings.	Excel	CO
					Delivery of daylight devices (KOESTER)	Data from daylight devices	PDF	PU
					Supply of new Breathable membranes (WINCO)	Provision of a specific installation guide depending on the type of building and method chosen.	PDF	PU
					Deliverable D5.2	Report for Technology installation and commission	PDF	CO
		5.3 Implementation of the control algorithm and hardware	CJR	M19-M36	Performance of generic control strategy	Data concerning the performance of the generic control strategy and recommnedations for optimisation	EXCEL	CO
			ONCONTROL		Supplying control data for daylight devices (KOESTER)	Delivery of excel sheet with all the control data in half hour rhythm for the whole year	EXCEL	PU

WP number and nar	WP Lead	Task Number & Name	Task lead	Duratio	Dataset Name	Dataset Description	Form	Level
WP6 Field testing in real buildings	UNOTT	6.1 Monitoring of the performance of the technologies and renovated buildings at different sites in Europe	UNOTT	M34- M46	Monitoring data of the Portuguese demo building (part of D6.1)	Monitoring of the performance of the technologies and renovated buildings at different sites in Europe	EXCEL	CO
					Spanish demo site data (FSM)	The installation of the technologies to monitor the energy consumption in the Spanish demo site, after renovation.	EXCEL	CO
					Energy consumption monitoring after retrofit (UNOTT)	This data will describe the post-retrofit energy consumption in UK demo site including electricity, natural gas consumption and indoor air quality	PDF	PU
				M1-M46	Deliverable D6.1	Monitored results of field testing of technologies and retrofitted buildings	PDF	CL
		6.2 Performance analysis	UNOTT	M34-M46	Energy/carbon reduction data	This data will describe the energy and carbon rection amount according to the analysis of real building retrofit combinations in five different buildings	PDF	PU
					Spanish demo site data (FSM)	Providing Spanish demo site data	EXCEL	CO
WP7 Development of methodology, guidelines and operational tools	ISQ	7.1 Methodology development	ISQ	M7-M48	Deliverable D7.1	Retrofitting methodology	PDF	PU
		7.2 Development of guidelines	ISQ	M7-M48	Deliverable D7.2	Handbook of guidelines and best practice for installation and operation of the technologies and retrofitting of domestic buildings	PDF	PU
		7.3 Development of operational tools	ISQ	M7-M48	Operational tool	User-friendly computer program for optimal retrofitting and ease of selection of technologies for different scenarios	HTML	PU
					Deliverable D7.3	Operational tools	PDF	PU
WP8 Economic, social and environmental assessments	AMS	8.1 Economic evaluation	AMS	M19-M48	Energy consumption and LCCA (AMS)	The energy consumption and energy savings as well as the costs of materials, technologies etc. will be gathered and analysed by using excel files.	EXCEL	PU
					Deliverable D8.1	Economic assessment results	PDF	PU
					Energy consumption and LCCA about Spanish demo site (FSM)	The energy consumption and energy savings as well as the costs of materials, technologies etc. will be gathered and analysed by using excel files.	EXCEL	PU
					Data for LCC (part of D8.1) (ISQ)	Energy consumption, energy savings and economic data (e.g. costs of materials, and technologies) of the Portuguese demo building to perform economic evaluation.	EXCEL	CO
		8.2 Environmental sustainability and social acceptance assessment	FSM	M13-M48	Data for LCA inventory (part of D8.2)	Material and energy inventory of the renovation activities and energy	EXCEL	CO
					Questionnaires and interviews (part of D8.3) (ISQ)	Minutes and results of the questionnaires and interviews with the public and building users for the social acceptability assessment	PDF	CO
					Deliverable D8.2	Environmental assessment results	PDF	PU
		8.3 Risk assessment	AMS	M37-M48	Deliverable D8.3	Report on the risk assessment report	PDF	PU
		8.4 Business model development	ISQ & AMS	M37-M48	Deliverable D8.4 (ISQ)	Business model	PDF	PU

WP number and nam	WP Leade	Task Number & Name	Task leade	Duratio	Dataset Name	Dataset Description	Forma	Level
WP9 Dissemination and exploitation	AMS	9.1 Project Website	AMS	M3-M48	Project website (AMS)	Project Website on WordPress theme. The website provides a clear route for dissemination of project results internationally. The website will be linked to industry and research groups and forums to attract interest from the construction and sustainable energy community worldwide. eLearning materials based on the training material will also be uploaded to the platform. The website, as a project dissemination tool, will allow broad access to researchers, professional bodies and the general public. Sitemap: HOME, ABOUT, DEMO SITES, DOCUMENTS, NEWS, GALLERY, PARTNERS ,SUCCESS STORIES, CLUSTER, CONTACT, LOGIN.	HTML	PU
					Content for the project website (ISQ)	News, articles, etc, for being published in the site	PDF	PU
					Deliverable D9.1	Project website	PDF	PU
		9.2 Dissemination activities	All partners	M3-M48	Surefit Banner, Surefit Leaflet, Surefit A3 (AMS)	Promo material of Surefit, which includes a banner, leaflet etc.	PDF	PU
					Dissemination data & data management (AMS)	Excel file with all the data that will be collected by all partners regarding dissemination and data management.	EXCEL	PU
					Deliverable D9.2 (AMS)	The Dissemination Plan will determine (1) the targeted groups and personnel for dissemination; (2) the collection/identification of the research results that are suitable for dissemination; (3) the planning/organisation of the dissemination activities/events over the project duration; and (4) the development of the methods/policies applicable to the dissemination executions. The Data Management Plan will be considering privacy regulations both at national and European scope.	PDF	PU
					Dissemination activities from FSMLR (FSM)	To further enhance the effect of project dissemination, several additional measures will be planned.	PDF	PU
					Dissemination data & data management (ISQ)	Collected data from ISQ regarding dissemination and data management.	EXCEL	PU
					Dissemination materials (ISQ)	Papers in journals, presentation in conferences and workshops	PDF	PU
					Dissemination activities data (UNOTT)	This data will include the dissemination activities including paper publication and conference by UNOTT	EXCEL	PU
					Dissemination data (SOLIMPEKS)	Data regarding the modelling, optimization, fabrication and installation	PDF	PU
					Deliverable D9.3 (AMS)	The Public Engagement Plan outlines how to involve the public in a planning project. It describes goals and objectives and identifies specific approaches and tools.	PDF	PU

WP number and nam	WP Lead	Task Number & Name	Task lead	Duratio	Dataset Name	Dataset Description	Forma	Level
WP9 Dissemination and exploitation	AMS	9.3 Exploitation activities	All partners	M3-M48	Exploitation Data (AMS)	Excel file with all the data that will be collected by all partners regarding exportable results and means of exploitation	EXCEL	PU
					Exploitation Data (ISQ)	Collected data from ISQ regarding exportable results and means of exploitation	EXCEL	PU
					Exploitation data (SOLIMPEKS)	Data regarding the possible licence agreement, patent applications and market commercialisation of the project outcomes	PDF	PU
					Deliverable D9.4 (AMS)	Exploitation plan - The possibilities of negotiating a license agreement and raising the joint patents to protect relevant intellectual properties will be analysed. At project completion, it will be agreed who will manufacture, market and commercialise the technologies.	PDF	PU
					Deliverable D9.5 (UNNOT)	Deliverable report about the occupants' satisfaction	PDF	PU
					Deliverable D9.6 (KOST)	Deliverable reporting case studies of retrofitted buildings	PDF	PU
					Deliverable D9.7 (AMS)	Deliverable report about the technology transfer	PDF	PU
					Deliverable D9.8 (AMS)		PDF	PU
		9.4 Communication activities	All partners	M3-M48	Deliverable D9.9 (AMS)	Communication activity reports - To further enhance the effect of project dissemination, several additional measures will be planned.	PDF	PU
					Communication data (SOLIMPEKS)	Data regarding the communication activities	PDF	PU
					Communication activities from FSMLR (FSM)	Data regarding the communication activities	PDF	PU
					Communication contents (ISQ)	Awareness materials, training sessions, newsletters, media (TV or newspaper) reporting and governments/associations	PDF	PU

WP number and nam	WP Leade	Task Number & Name	Task lead	Duratio	Dataset Name	Dataset Description	Forma	Level
WP10 Ethics requirements	ISQ	D10.1 H - Requirement No. 1	ISQ	M1-M48	Deliverable D10.1	H - Requirement No. 1	PDF	CO
		D10.2 POPD - Requirement No. 2	ISQ	M1-M48	Deliverable D10.2	POPD - Requirement No. 2	PDF	CO
		D10.3 GEN - Requirement No. 3	ISQ	M1-M48	Deliverable D10.3	GEN - Requirement No. 3	PDF	CO
		D10.4 POPD - Requirement No. 5	ISQ	M1-M48	Deliverable D10.4	POPD - Requirement No. 5	PDF	CO

19 Data Naming

The files mentioned in previous paragraph are named in accordance with the following document file naming structure:

SUREFIT_[TITLE]_[YYYY-MM-DD]

Especially for the Deliverables: SUREFIT_[DX.X]_ [X]_[PARTNER]_[YYYY-MM-DD]

Where:

- [DX.X] is the deliverable number according to the GA.
- [X] is the document's version (number).
- [PARTNER] is the name of the partner responsible for issuing the document
- [YYYY-MM-DD] is the date.
- [TITLE] is the name of the document.

Conclusions

This deliverable describes the first approach in Dissemination activities of SUREFIT project by defining target groups, messages, means of Dissemination and by setting the Dissemination Strategy. Also, the Data Management Plan is described and provides early guidelines for the management of the project results during the project and beyond. The Data Management deals with the data generation, storage and sharing of the different datasets originated within the project

20 Annex 1 - Data Sets of SUREFIT

The Data Sets table was updated in M18 in order include the responsive partners for SUREFIT Data Management and locate where each file is stored (repository):

Responsible partners for the data management is ISQ as the Coordinator of the project and AMS as DEC manager.

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP1 Project management	ISQ	1.1 Overall Project	ISQ	M1-M48	Deliverable D1.1	1st year annual report	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		1.2 Financial Management	ISQ	M1-M48	Deliverable D1.2	2nd year annual report	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		1.3 Risk Management	ISQ	M1-M48	Deliverable D1.3	3rd year annual report	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		1.4 Supporting actions	ISQ	M1-M48	Deliverable D1.4	Final report (financial and technical)	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
					Deliverable D1.5	Final public report	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Meeting presentations	Presentations used for consortium meetings	PDF	CO	zoho, sharepoint ISQ, surefit website
					Meeting minutes	Minutes of each consortium meeting	PDF	CO	zoho, sharepoint ISQ, surefit website
WP2 Sizing of technologies and performance simulation	AALTO	2.1 Component level computer models development for optimal sizing of components for each technology and combination of technologies for retrofitting each building	All partners	M1-M15	Greek demo site data (AMS)	Meteorological data from one of the nearest meteorological stations to the Greek demo site.	EXCEL	PU	zoho, sharepoint ISQ
						Drawings	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO	zoho, sharepoint ISQ
					Component level computer models (part of D2.1) (ISQ)	Models for optimal sizing of evaporative coolers, window heat recovery systems and innovative multi-purpose heat pumps with thermal storage.	Other	PU	zoho, sharepoint ISQ
					Bio-aerogel panels thermal, mechanical properties (WINCO)	Potential materials, thermal conductivity, mechanical properties, estimated cost.	PDF	PU	zoho, sharepoint ISQ
					Non combustible reflective roofing and rainscreen membrane (WINCO)	Complies with standards EN 13859-1 and 2, estimated cost.	PDF	CO	zoho, sharepoint ISQ
					Modelling of Solar modules (SOLIMPEKS)	Data regarding the computer model of novel solar thermal and PV systems for integration into buildings.	Excel	CO	zoho, sharepoint ISQ
					PCM thermal properties (PCM)	DSC and Freeze/Melt testing on optimal PCM for thermal storage applications.	PDF	PU	zoho, sharepoint ISQ
					Spanish demo site data (FSM)	Meteorological data from one of the nearest meteorological stations to the Spanish demo site.	EXCEL	CO	zoho, sharepoint ISQ
						Drawings	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Spanish demo site, which includes usage data, building materials, heating and cooling equipment.	Word	CO	zoho, sharepoint ISQ
					Building retrofit technology design data (UNOTT)	1) Bio-aerogel thermal properties 2) Building integrated solar thermal and PV and PV vacuum glazing windows thermal/electricity conversion efficiency 3) multi-purpose heat pumps with thermal storage integrated seasonal system efficiency 4) Evaporative collers and window heat recovery thermal efficiency.	EXCEL	PU	zoho, sharepoint ISQ
						Drawings.	DWG	CO	zoho, sharepoint ISQ
						Technology working principles.	WORD	CO	zoho, sharepoint ISQ

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP2 Sizing of technologies and performance simulation	AALTO	2.2 Building level computer model development for dynamic simulation of energy demand and supply of domestic buildings	AALTO	M1-M15	Greek demo site data (AMS)	Meteorological data from one of the nearest meteorological stations to the Greek demo site.	EXCEL	PU	zoho, sharepoint ISQ
						Drawings.	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO	zoho, sharepoint ISQ
					Spanish demo site data (FSM)	Meteorological data from one of the nearest meteorological stations to the Spanish demo site.	EXCEL	CO	zoho, sharepoint ISQ
						Drawings.	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Spanish demo site, which includes usage data, building materials, heating and cooling equipment.	Word	CO	zoho, sharepoint ISQ
					UK demo site data (UNOTT)	Meteorological data from one of the nearest meteorological stations to the Greek demo site.	EXCEL	PU	zoho, sharepoint ISQ
						Drawings.	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO	zoho, sharepoint ISQ
					IDA-ICE building models (AALTO)	Detailed simulation models to calculate the energy performance and indoor conditions of the demo buildings.	IDA-ICE	CO	zoho, sharepoint ISQ
					Energy demand profiles (AALTO)	Simulated hourly heating and electricity demand and generation profiles in the demo buildings for the original and retrofitted configurations.	EXCEL	PU	zoho, sharepoint ISQ
					Cost and emissions (AALTO)	The life cycle cost and annual energy use and CO2 emissions in the original and retrofitted buildings according to the simulations.	EXCEL	PU	zoho, sharepoint ISQ
					Portuguese demo building data (ISQ)	Meteorological data, estimated and from one of the nearest meteorological stations.	EXCEL	PU	zoho, sharepoint ISQ
						Building drawings (plant, floors, elevation, etc.).	PDF	CO	zoho, sharepoint ISQ
						Detailed technical data: existing equipment, building materials, heat/electricity consumption, occupation patterns...	EXCEL	CO	zoho, sharepoint ISQ

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP2 Sizing of technologies and performance simulation	AALTO	2.3 Indoor environment computer model development for simulation of the indoor environment in domestic buildings	UNOTT	M1-M15	Portuguese demo building data (ISQ)	Local shading in the Portuguese demo building	PDF	CO	zoho, sharepoint ISQ
					Spanish demo site data (FSM)	Meteorological data from one of the nearest meteorological stations to the Spanish demo site.	EXCEL	CO	zoho, sharepoint ISQ
						Drawings	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Spanish demo site, which includes usage data, building materials, heating and cooling equipment.	Word	CO	zoho, sharepoint ISQ
					Greek demo site data (AMS)	Meteorological data from one of the nearest meteorological stations to the Greek demo site.	EXCEL	PU	zoho, sharepoint ISQ
						Drawings	DWG	CO	zoho, sharepoint ISQ
						Detailed data that concerns the Greek demo site, which includes building materials, heating and cooling equipment.	EXCEL	CO	zoho, sharepoint ISQ
					Data for energy transmission through the windows with or without solar shade / daylight device (KOESTER)	Energy transmission due to direct sun for any day of the year under consideration of real sunshine hours.	EXCEL	PU	zoho, sharepoint ISQ
					Five demo site IAQ assessment data	Detailed IAQ data before retrofit and prediction with retrofit technology.	Word	PU	zoho, sharepoint ISQ
			UNOTT	M1-M15	Deliverable D2.1	Computer models of various elements for technologies and buildings.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M15	Deliverable D2.3	Results of indoor environment modelling.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M15	Deliverable D2.5	Results of technology sizing buildings.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		2.4 Socio-economic modelling and analysis of renovation of domestic buildings	AMS	M1-M15	Deliverable D2.4	Results of socioeconomic investigation.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Pre-occupancy e-survey (AMS)	E-survey available on the surefit website/restricted area.	HTML	CO	surefit website
					Spanish demo site data (FSM)	Results of socio-economic investigation model applied to Spanish demo site.	PDF	CO	zoho, sharepoint ISQ
		2.5 Integration of technologies into a holistic solution for each building and climate	UNOTT & AALTO	M1-M15	Pre-occupancy questionnaires and surveys (ISQ)	E-survey available on the surefit website/restricted area	HTML	CO	surefit website
					Technologies for solar shade / daylighting /glazing and glass coatings (KOESTER)	Proposals for different kinds of solar shade / daylight device and their interaction with different glazings and glass coatings. Optimizing their dependency by calculation of a comparative study of their angle selective SHGC-values.	EXCEL	PU	zoho, sharepoint ISQ
			AALTO	M1-M15	Deliverable D2.2	Results of dynamic simulation of building energy demand.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP3 Development of system control	ONCONTROL	3.1 Development of a control strategy	ONCONTROL	M6-M16	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters.	EXCEL	CO	zoho, sharepoint ISQ
				M6-M16	Control strategy specification (ONCONTROL)	Technical specification of the technologies to apply in order to solve each project problem.	Word	CO	zoho, sharepoint ISQ
		3.2 Control design	ONCONTROL	M7-M15	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters.	EXCEL	CO	zoho, sharepoint ISQ
				M7-M15	Specification of the control architecture (ONCONTROL)	Technical specification of the technologies to apply in order to solve each project problem.	Word	CO	zoho, sharepoint ISQ
		3.3 Development of control algorithms	ONCONTROL	M7-M15	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters.	EXCEL	CO	zoho, sharepoint ISQ
				M7-M15	Software source files (ONCONTROL)	Source supporting software development.	TEXT	CO	zoho, sharepoint ISQ
		3.4 Integration controls in prototype	ONCONTROL & UNOTT	M13-M18	Output Data from KOESTER's software (KOESTER)	Output from the relevant software regarding lighting matters.	EXCEL	CO	zoho, sharepoint ISQ
					System integration control data (UNOTT)	Integrated system control principles.	Word	CO	zoho, sharepoint ISQ
				M13-M18	Implementation report and Data acquired from prototype	Report of the integration technologies and data available for performance study.	Word / Excel	CO	zoho, sharepoint ISQ
			ONCONTROL	M1-M15	Deliverable D3.1	A control strategy for optimum operation of technologies.	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
			ONCONTROL	M1-M15	Deliverable D3.2	Control software	other	CO	zoho, sharepoint ISQ, surefit website, EC portal
			ONCONTROL	M1-M18	Deliverable D3.3	Control hardware	other	PU	zoho, sharepoint ISQ, surefit website, EC portal

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP4 Fabrication of technologies and lab testing	UNOTT	4.1 Produce technologies for energy efficient envelope renovation	UNOTT	M7-M17	Energy efficient envelope renovation data	This data will be design and production key performance indicators, including U-values, hygrothermal performance and layers structure.	PDF	CO	zoho, sharepoint ISQ
					PV/T Data (SOLIMPEKS)	Data regarding the optimal sizing of novel solar thermal and PV systems for integration into buildings.	Excel	CO	zoho, sharepoint ISQ
					Proposal of technologies for daylight control (KOESTER)	Ray tracings	PDF	PU	zoho, sharepoint ISQ
					Production of PCM Technology (PCM)	Following from results of WP2 T2.1 - produce PCM panel and thermal storage medium for integration into buildings and heat pumps.	Word	CO	zoho, sharepoint ISQ
					Production of bio-aerogel insulation Technology (WINCO)	Following from results of WP2 T2.1 - produce bio-aerogel panel for integration into building walls and floors.	Word	CO	zoho, sharepoint ISQ
		4.2 Produce solutions for energy efficient facilities	UNOTT	M7-M17	Production of energy efficient facilities data	This data will be design and production key performance indicators, including seasonal system efficiency, integration structure, control strategy.	PDF	CO	zoho, sharepoint ISQ
					Technology lab test data (UNOTT)	This data will describe the energy efficiency of each retrofit technology in lab test under different conditions.	PDF	PU	zoho, sharepoint ISQ
		4.3 Test the performance of the technologies under laboratory controlled conditions	UNOTT	M15-M23	Delivery of test equipment / daylight devices (KOESTER)	Data on test equipment / daylight devices.	PDF	PU	zoho, sharepoint ISQ
					Results of lab testing of technologies (part of D4.9) (ISQ)	Results of technologies testing at different climatic and operating conditions.	EXCEL	PU	zoho, sharepoint ISQ
		4.4 Prefabrication of renovation technologies appropriate for each building and climate	All partners	M15-M24	Prefabrication of bio-aerogel insulation panels (WINCO)	prefabrication control and strategy.	PDF	CO	zoho, sharepoint ISQ
					Delivery of daylight devices (KOESTER)	Data from daylight devices.	PDF	PU	zoho, sharepoint ISQ
					Prefabrication of Solar modules data	Data regarding the prefabrication of novel solar thermal and PV systems for integration into buildings.	Excel	CO	zoho, sharepoint ISQ
					Prefabrication of new Breathable membranes (WINCO)	Validate new products according to European standards EN 13859-1;EN 13859-2 and EN 13984.	PDF	CO	zoho, sharepoint ISQ
			WINCO	M1-M15	Deliverable D4.1	Bio-aerogel panel	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			SOLIMPEKS	M1-M15	Deliverable D4.2	PV vacuum glazing unit	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			PCM	M1-M15	Deliverable D4.3	PCM Panel	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M15	Deliverable D4.4	Heat pumps	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M15	Deliverable D4.5	Evaporative cooling unit	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M15	Deliverable D4.6	Heat recovery unit	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			SOLIMPEKS	M1-M15	Deliverable D4.7	Solar thermal/PV unit	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			CJR	M1-M15	Deliverable D4.8	Prefabricated panels	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M24	Deliverable D4.9	Results of lab testing of technologies	other	PU	zoho, sharepoint ISQ, surefit website, EC portal
			UNOTT	M1-M24	Deliverable D4.10	Report on technologies ready for installation	other	PU	zoho, sharepoint ISQ, surefit website, EC portal

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP5 Installation of technologies in real buildings	CJR	5.1 Measurement of energy consumption patterns of the buildings before renovation	ISQ, AMS, FSM, AALTO and UNOTT	M13-M36	Measurement data of the Portuguese demo building (part of D5.1) (ISQ)	Measurement of energy consumption patterns of the buildings before renovation.	EXCEL	CO	zoho, sharepoint ISQ
					Instalation of monitoring equipments (ISQ, AMS, FSM, AALTO and UNOTT)	Data regarding the photographic documentation of the instalation of the monitoring equipment in the pilot buildings.	JPEG	CO	zoho, sharepoint ISQ
					Measurement data of each of the pilot buildings (ISQ, AMS, FSM, AALTO and UNOTT)	Data concerningg energy use of pilot building before renovation.	EXCEL	CO	zoho, sharepoint ISQ
					Spanish demo site data (FSM)	The installation of the technologies to monitor the energy consumption in the Spanish demo site, before renovation.	EXCEL	CO	zoho, sharepoint ISQ
					Deliverable D5.1 (ISQ)	Report for Measured energy use before renovation.	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		5.2 Integration of innovative technologies in buildings in different EU countries	All partners	M19-M36	Greek demo site installation/construction photos (AMS)	During the installation of the technologies and the construction activities in the Greek demo site photos will be taken.	JPEG	PU	zoho, sharepoint ISQ zoho, sharepoint ISQ
					Technical preparation for installation of technologies (ISQ, AMS, FSM, AALTO UNOTT and CJR)	Data concerning technical documentation of the instalation of technologies in each of the pilot buildings.	PDF	CO	zoho, sharepoint ISQ
					Installation of selected technologies in pilot buildings (ISQ, AMS, FSM, AALTO UNOTT and CJR)	Data regarding the photographic documentation of the installation of the renovation technologies in the pilot buildings.	JPEG	CO	zoho, sharepoint ISQ
					Spanish demo site installation/construction photos (FSM)	During the installation of the technologies and the construction activities in the Spanish demo site photos will be taken.	JPEG	PU	zoho, sharepoint ISQ zoho, sharepoint ISQ
					Instructions of Use - Supply of PCM panels (PCM)	Support the installation of the PCM panels at selected demonstration sites.	PDF	PU	zoho, sharepoint ISQ
					Supply of bio-aerogel insulation panels (WINCO)	Support the installation of the bio-aerogel insulation panels at selected demonstration sites.	PDF	PU	zoho, sharepoint ISQ
WP5 Installation of technologies in real buildings	CJR	5.2 Integration of innovative technologies in buildings in different EU countries	All partners	M19-M36	Installation of solar modules (SOLIMPEKS)	Data regarding the installation of novel solar thermal and PV systems for integration into buildings.	Excel	CO	zoho, sharepoint ISQ
					Delivery of daylight devices (KOESTER)	Data from daylight devices.	PDF	PU	zoho, sharepoint ISQ
					Supply of new Breathable membranes (WINCO)	Provision of a specific installation guide depending on the type of building and method chosen.	PDF	PU	zoho, sharepoint ISQ
					Deliverable D5.2	Report for Technology installation and commission.	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		5.3 Implementation of the control algorithm and hardware	CJR	M19-M36	Performance of generic control strategy	Data concerning the performance of the generic control strategy and recommnedations for optimisation.	EXCEL	CO	zoho, sharepoint ISQ
			ONCONTROL		Supplying control data for daylight devices (KOESTER)	Delivery of excel sheet with all the control data in half hour rhythm for the whole year.	EXCEL	PU	zoho, sharepoint ISQ

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP6 Field testing in real buildings	UNOTT	6.1 Monitoring of the performance of the technologies and renovated buildings at different sites in Europe	UNOTT	M34- M46	Monitoring data of the Portuguese demo building (part of D6.1)	Monitoring of the performance of the technologies and renovated buildings at different sites in Europe.	EXCEL	CO	zoho, sharepoint ISQ
					Spanish demo site data (FSM)	The installation of the technologies to monitor the energy consumption in the Spanish demo site, after renovation.	EXCEL	CO	zoho, sharepoint ISQ
					Energy consumption monitoring after retrofit (UNOTT)	This data will describe the post-retrofit energy consumption in UK demo site including electricity, natural gas consumption and indoor air quality.	PDF	PU	zoho, sharepoint ISQ
				M1-M46	Deliverable D6.1	Monitored results of field testing of technologies and retrofitted buildings.	PDF	CL	zoho, sharepoint ISQ, surefit website, EC portal
		6.2 Performance analysis	UNOTT	M34-M46	Energy/carbon reduction data	This data will describe the energy and carbon rection amount according to the analysis of real building retrofit combinations in five different buildings.	PDF	PU	zoho, sharepoint ISQ
					Spanish demo site data (FSM)	Providing Spanish demo site data.	EXCEL	CO	zoho, sharepoint ISQ
WP7 Development of methodology, guidelines and operational tools	ISQ	7.1 Methodology development	ISQ	M7-M48	Deliverable D7.1	Retrofitting methodology	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		7.2 Development of guidelines	ISQ	M7-M48	Deliverable D7.2	Handbook of guidelines and best practice for installation and operation of the technologies and retrofitting of domestic buildings.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		7.3 Development of operational tools	ISQ	M7-M48	Operational tool	User-friendly computer program for optimal retrofitting and ease of selection of technologies for different scenarios.	HTML	PU	zoho, sharepoint ISQ, surefit project
					Deliverable D7.3	Operational tools	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
WP8 Economic, social and environmental assessments	AMS	8.1 Economic evaluation	AMS	M19-M48	Energy consumption and LCCA (AMS)	The energy consumption and energy savings as well as the costs of materials, technologies etc. will be gathered and analysed by using excel files.	EXCEL	PU	zoho, sharepoint ISQ
					Deliverable D8.1	Economic assessment results	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Energy consumption and LCCA about Spanish demo site (FSM)	The energy consumption and energy savings as well as the costs of materials, technologies etc. will be gathered and analysed by using excel files.	EXCEL	PU	zoho, sharepoint ISQ
					Data for LCC (part of D8.1) (ISQ)	Energy consumption, energy savings and economic data (e.g. costs of materials, and technologies) of the Portuguese demo building to perform economic evaluation.	EXCEL	CO	zoho, sharepoint ISQ
		8.2 Environmental sustainability and social acceptance assessment	FSM	M13-M48	Data for LCA inventory (part of D8.2) (ISQ)	Material and energy inventory of the renovation activities and energy performance of the Portuguese demo building.	EXCEL	CO	zoho, sharepoint ISQ
					Questionnaires and interviews (part of D8.3) (ISQ)	Minutes and results of the questionnaires and interviews with the public and building users for the social acceptability assessment.	PDF	CO	zoho, sharepoint ISQ
					Deliverable D8.2	Environmental assessment results	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		8.3 Risk assessment	AMS	M37-M48	Deliverable D8.3	Report on the risk assessment report	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		8.4 Business model development	ISQ & AMS	M37-M48	Deliverable D8.4 (ISQ)	Business model	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP9 Dissemination and exploitation	AMS	9.1 Project Website	AMS	M3-M48	Project website (AMS)	Project Website on WordPress theme. The website provides a clear route for dissemination of project results internationally. The website will be linked to industry and research groups and forums to attract interest from the construction and sustainable energy community worldwide. eLearning materials based on the training material will also be uploaded to the platform. The website, as a project dissemination tool, will allow broad access to researchers, professional bodies and the general public. Sitemap: HOME, ABOUT, DEMO SITES, DOCUMENTS, NEWS, GALLERY, PARTNERS ,SUCCESS STORIES, CLUSTER, CONTACT, LOGIN.	HTML	PU	surefit website
					Content for the project website (ISQ)	News, articles, etc, for being published in the site.	PDF	PU	zoho, sharepoint ISQ, surefit website
					Deliverable D9.1	Project website	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		9.2 Dissemination activities	All partners	M3-M48	Surefit Banner, Surefit Leaflet, Surefit A3 (AMS)	Promo material of Surefit, which includes a banner, leaflet etc.	PDF	PU	zoho, sharepoint ISQ, surefit website
					Dissemination data & data management (AMS)	Excel file with all the data that will be collected by all partners regarding dissemination and data management.	EXCEL	PU	zoho, sharepoint ISQ
					Deliverable D9.2 (AMS)	The Dissemination Plan will determine (1) the targeted groups and personnel for dissemination; (2) the collection/identification of the research results that are suitable for dissemination; (3) the planning/organisation of the dissemination activities/events over the project duration; and (4) the development of the methods/policies applicable to the dissemination executions. The Data Management Plan will be considering privacy regulations both at national and European scope.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Dissemination activities from FSMLR (FSM)	To further enhance the effect of project dissemination, several additional measures will be planned.	PDF	PU	zoho, sharepoint ISQ
					Dissemination data & data management (ISQ)	Collected data from ISQ regarding dissemination and data management.	EXCEL	PU	zoho, sharepoint ISQ
					Dissemination materials (ISQ)	Papers in journals, presentation in conferences and workshops.	PDF	PU	zoho, sharepoint ISQ, EC portal, zenodo
					Dissemination activities data (UNOTT)	This data will include the dissemination activities including paper publication and conference by UNOTT.	EXCEL	PU	zoho, sharepoint ISQ
					Dissemination data (SOLIMPEKS)	Data regarding the modelling, optimization, fabrication and installation of solar modules.	PDF	PU	zoho, sharepoint ISQ
					Deliverable D9.3 (AMS)	The Public Engagement Plan outlines how to involve the public in a planning project. It describes goals and objectives and identifies specific approaches and tools.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal

WP number and name	WP Leader	Task Number & Name	Task leader	Duration	Dataset Name	Dataset Description	Format	Level	Repository
WP9 Dissemination and exploitation	AMS	9.3 Exploitation activities	All partners	M3-M48	Exploitation Data (AMS)	Excel file with all the data that will be collected by all partners regarding exportable results and means of exploitation.	EXCEL	PU	zoho, sharepoint ISQ
					Exploitation Data (ISQ)	Collected data from ISQ regarding exportable results and means of exploitation.	EXCEL	PU	zoho, sharepoint ISQ
					Exploitation data (SOLIMPEKS)	Data regarding the possible licence agreement, patent applications and market commercialisation of the project outcomes.	PDF	PU	zoho, sharepoint ISQ
					Deliverable D9.4 (AMS)	Exploitation plan - The possibilities of negotiating a license agreement and raising the joint patents to protect relevant intellectual properties will be analysed. At project completion, it will be agreed who will manufacture, market and commercialise the technologies.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Deliverable D9.5 (UNNOT)	Deliverable report about the occupants' satisfaction.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Deliverable D9.6 (KOST)	Deliverable reporting case studies of retrofitted buildings.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Deliverable D9.7 (AMS)	Deliverable report about the technology transfer.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Deliverable D9.8 (AMS)		PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
		9.4 Communication activities	All partners	M3-M48	Deliverable D9.9 (AMS)	Communication activity reports - To further enhance the effect of project dissemination, several additional measures will be planned.	PDF	PU	zoho, sharepoint ISQ, surefit website, EC portal
					Communication data (SOLIMPEKS)	Data regarding the communication activities.	PDF	PU	zoho, sharepoint ISQ
					Communication activities from FSMLR (FSM)	Data regarding the communication activities.	PDF	PU	zoho, sharepoint ISQ
					Communication contents (ISQ)	Awareness materials, training sessions, newsletters, media (TV or newspaper) reporting and governments/associations.	PDF	PU	zoho, sharepoint ISQ
WP10 Ethics requirements	ISQ	D10.1 H - Requirement No. 1	ISQ	M1-M48	Deliverable D10.1	H - Requirement No. 1	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		D10.2 POPD - Requirement No. 2	ISQ	M1-M48	Deliverable D10.2	POPD - Requirement No. 2	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		D10.3 GEN - Requirement No. 3	ISQ	M1-M48	Deliverable D10.3	GEN - Requirement No. 3	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal
		D10.4 POPD - Requirement No. 5	ISQ	M1-M48	Deliverable D10.4	POPD - Requirement No. 5	PDF	CO	zoho, sharepoint ISQ, surefit website, EC portal

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