Data Collection Strategy

PlastLIFE SIP, Deliverable D9.1 (D87)
Version: 1 (10/2023)
Tiina Karppinen, Waltteri Heikkilä, Helena Dahlbo, Tommi Tikkanen & Kata Kreft-Burman

PLASTLIFE

| plastlife.fi | #plastlife |

Content

PLASTLIFE

| plastlife.fi | #plastlife |

KUVA: STOCK.ADOBE.COM

General Principles

on the Collection, Storage, and Use of Data in PlastLIFE SIP

plastlife.fi | #plastlife

General Principles

- PlastLIFE SIP strives for maximum openness of data for the highest possible positive societal and environmental impact

- Data is collected, stored, managed, and used according to good practices always ensuring data protection and security

- Restrictedly open data is only shared with the ones for whom it is necessary to have the information

- *Data Collection Strategy* defines the general principles as well as tools and practices for the collection, storage, and use of data within PlastLIFE SIP

- The PlastLIFE project strives to commit to the FAIR principles in its data management: the Findability, Accessibility, Interoperability, and Reuse of digital assets

Main Data Streams: Sources and Uses

PLASTLIFE

| plastlife.fi | #plastlife |

Data on Impacts

- Data for monitoring and assessing the impacts of the PlastLIFE project

- Collected from each beneficiary

- Each work package (WP) has its own separate worksheet where data is collected from the participating beneficiaries. If a beneficiary works in two WPs, it will report the data in both WP-wise worksheets

- Frequency of collection: continual (at least twice a year)

- Each beneficiary fills in:
  - Progress in relation to set goals
  - Events both the ones organized by themselves and organized by others, but attended by the beneficiary
  - Publications
  - Media work
  - Meetings
  - Number of website visits

- Data is stored in a digital cloud with access to only registered users (members of the project consortium) and in which data is backed up.

PLASTLIFE

| plastlife.fi | #plastlife |

Data for Technical and Financial Reporting

- Technical and financial data for ensuring the timely and impactful progress of PlastLIFE

- Collected from each beneficiary

- Frequency of collection: annually

- Data used for:
  - PlastLIFE internal management,
  - annual reports to EU,
  - progress reports to EU,
  - periodic reports to EU (interim and final report, including payment requests)

- The data is stored in a digital cloud with access to only registered users (members of the project consortium) and in which data is backed up.

Data on
The Circular Economy of Plastics

- PlastLIFE co-operates with the Plastics Roadmap for Finland on the development of monitoring of the circular economy of plastics in Finland. The use and availability of data related to circularity of plastics in Finland will also be promoted jointly.

- PlastLIFE WP9 develops monitoring of plastics circularity by defining specific indicators and targets, which will be published and disseminated for as broad utilisation as possible

- PlastLIFE WP9 will produce LCA and input-output analyses for the holistic sustainability assessment of the circular transition of plastics

- For sharing these data, PlastLIFE website and communications channels will be utilised

Tools and channels for Data Management

PLASTLIFE

| plastlife.fi | #plastlife |

Tools and channels used for Data Management

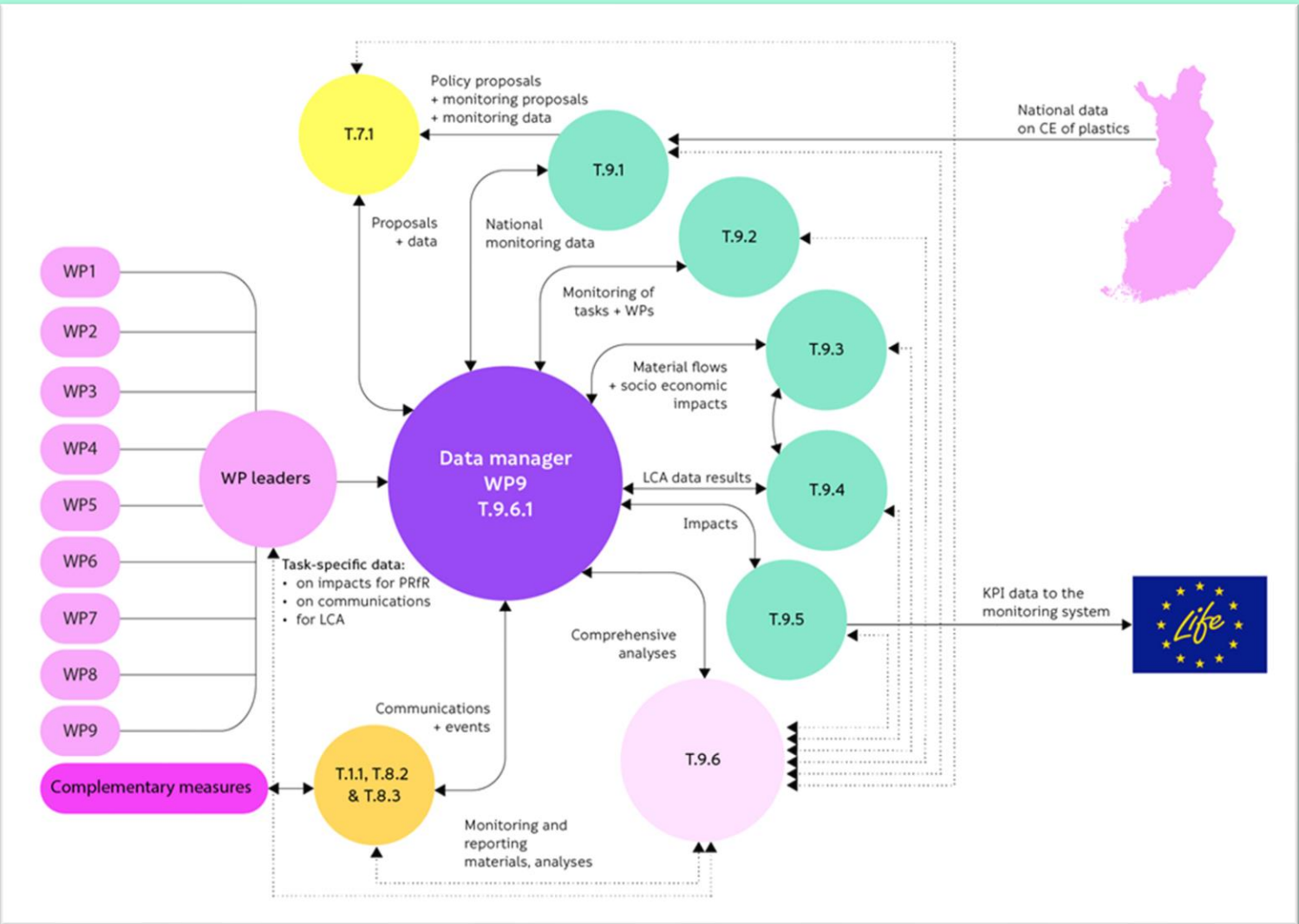| Tool	What kind of data is the tool intended for	Openness of the data	Further information
Monitoring spreadsheet (tool)	Collection of data on the impacts, targets, plans, and progress of each of the project tasks.	Limited	Each task leader fills in data in the WP-specific spreadsheet at least twice a year by deadlines, WP leaders check the data and take it to the master monitoring spreadsheet that is used to assess the progress and impacts of the project. Link to instructions
Slideset for each beneficiary (to be developed) (tool)	Update on the progress and potential drawbacks in beneficiarys activities, publications, events	Limited	Each beneficiary updates the slideset once a year by deadline. Data collected in the monitoring spreadsheet can be utilised as a basis.
Financial monitoring spreadsheets (tools)	Updates on the accumulation of costs	Not open	Each beneficiary updates the spreadsheets annually, as requested by the project financial coordinator.

PLASTLIFE

| plastlife.fi | #plastlife |

Tools and channels used for Data Management

Channel	What kind of data is the channel intended for	Openness of the data	Further information
Website (channel)	Public informaton	Open	www.materiaalitkiertoon.fi, www.plastlife.fi
Tiimeri working space (channel)	Storing of data that access needs to be limited to and where data is backed up.	Limited	Tiimeri is the Finnish government's cloud service with a high level data protection, system of back up and limited access to the data.
Teams channel (channel)	Informal communication	Limited / open	Teams is only intended for temporary storage of data and informal communication. Teams can be used to work on documents together but long-term storage of documents is to be done in Tiimeri.
Internal working station (M-drive) (channel)	Visual communications materials	Limited	Only employees of Finnish Environment Institute have access and the its use is solely for working on visual materials.
EU portal (channel)	Deliverables and milestones	Limited	The deliverables and milestones are uploaded to the EU portal as well.

PLASTLIFE

| plastlife.fi | #plastlife |

Practices for Data Management

The overall structure of data collection and management as well as the main usages of data are shown in the adjacent figure.

In addition to the concrete tools for data management, PlastLIFE SIP consortium follows a set of practices to ensure smooth, timely, safe, and secure data management.
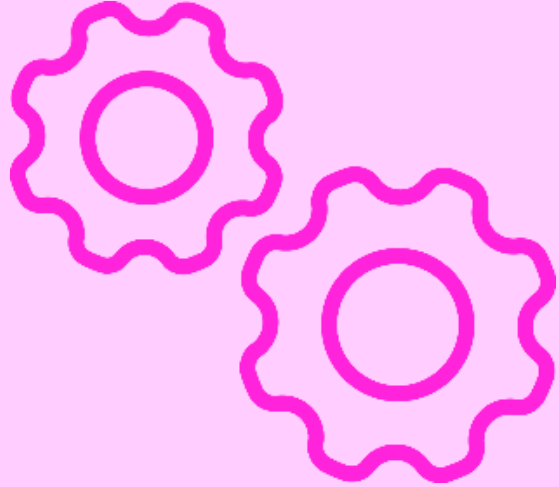
Practices for Data Management

Here is a list of roles and responsibilities of PlastLIFE participants in the data management followed in PlastLIFE SIP.

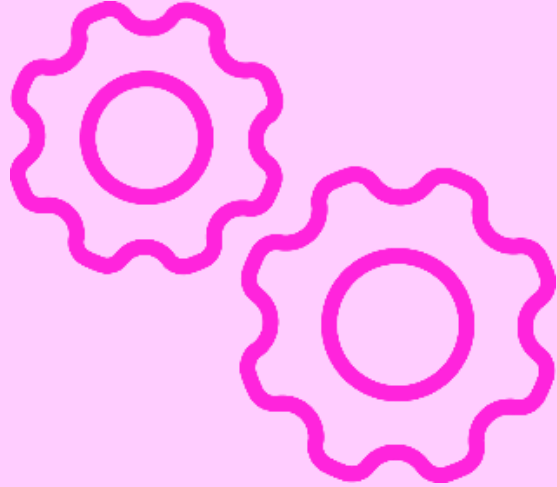| Role in the project	Main responsibilities
Beneficiary	• Updating the technical and financial monitoring spreadsheets as requested by the project coordinator • Updating annually the slideset for the follow-up of progress of its task • Providing to the coordinator the technical and financial data and documents required for monitoring
Work package leader	• Instructing the beneficiaries in collecting and storing data and reporting on the progress of their tasks (in co-operation with the technical coordinator and financial manager)
Data manager (= Technical coordinator + project assistant)	• Planning and developing the data management (including guidance to beneficiaries) together with the monitoring and impacts coordinator • Receiving data from WPs and distributing it to WPs and tasks as required for analyses and assessments
Monitoring and impacts coordinator (= WP9 leader)	• Planning and developing the data management together with the data manager • Reporting on the impacts and KPIs of the PlastLIFE, of the PRfF implementation and the CE of plastics (in co-operation with the project leader)
Financial coordinator	• Collecting and reporting the financial data • Help desk and support for beneficiaries on financial issues

PLASTLIFE

Special Cases

Regarding Data Management

| plastlife.fi | #plastlife |

In addition to the general principles, tools and practises, certain cases require particular focus on data management.

These individual cases and the beneficiaries responsible for their data management are identified here. The data management practices will be developed and recorded later in the project.

PLASTLIFE

| plastlife.fi | #plastlife |

Special cases requiring data management

Description of data	Beneficiary responsible	Further information
Biodegradability of biodegradable plastics in aquatic environment	University of Jyväskylä	Investigation of biodegradable plastics Open access publications and databases (JYX)
Harmfulness of plastic litter	Finnish Environment Institute	Monitoring data of urban litter, harmful effects of different plastic types and items. Open access publications and databases.
Life cycle assessments	Finnish Environment Institute	Inventory data for LCAs from beneficiaries, databases and publications. Restricted publicity.
Litter monitoring	Finnish Environment Institute	Development of citizen science application to collect data on litter in the nature
Clean beach litter monitoring	Keep the Archipelago Tidy Association	Collection of beach litter data through Siisti biitsi mobile phone application

PLASTLIFE

| plastlife.fi | #plastlife |