|  |
| --- |
| Historique du document |
| Date | Version | Auteur | Commentaires |
| 20/04/2021 | 1.0 | GT Science Ouverte[[1]](#footnote-1) | D’après le modèle diffusé par l’ANR et inspiré de Science Europe |

Data management plan Template
Observatoire de Paris

* + - General information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version number DMP | Date | Description of the modification (chapter) | Author | Status of the document |
|  |  |  |  |  |

Describe here the project outline. Additional information may be added depending on the project structure.

|  |  |  |
| --- | --- | --- |
| **Project Details** | Project name |  |
| Project number  |  |
| Project acronym |  |
| Funder (if any) |  |
| Grant agreement number (if any) |  |
| Project coordinator and partners |  |
| Contact (name, firstname, email, ORCID, affiliation) |  |
| Project start date |  |
| Project duration |  |
| Abstract | Purpose of the data collectionData typesOrigin of the dataData utilityRe-using or not any existing data? |

* + - Data description and collection or re-use of existing data

In this section, all scientific research data objects shall be described. This includes any observations, measurement, model run, catalog, etc, derived in the course of the project.

Software libraries developed in the course of the project shall also be described in this section.

* How will new data be collected or produced and/or how will existing data be re-used?
* Indicate how the data will be organised during the project, mentioning for example conventions, version control, and folder structures. Consistent, well-ordered research data will be easier to find, understand, and re-use.
* What data (for example the kind, formats, and volumes), will be collected or produced?:

|  |  |  |
| --- | --- | --- |
| **Data Collection** | Research data objects (what data will be collected or created) | List of data collections(see attachment)Type (code, text…)File format (storage, backup, access ) Estimated data volumeContent, coverageVersioning Brief description |
| How will the data be collected or created | Data production methodologies (experiments, observations…)Structure of folders and filesVersioningQuality process |
| Instruments used | Camera, spectrometer, telescope…SpacecraftGround stationsCode |
| Data description | Datasets naming rules (no special characters or spaces) |
| Data property | Contract agreement, legal regimes |
| Re-use of existing data? |  |
| General data policy | Policy of funders or institutions |
| Scientific publications | Data papers… |

* + - Documentation and data quality
* What metadata will accompany the data?
* What documentation (for example the methodology of data collection and way of organising data) will accompany the data?
* What versioning policy is applied to the data, software and documentation ?
* What data quality control measures will be used?
	+ - Storage and backup during the research process
* How will data and metadata be stored and backed up during the research?
* How will data security and protection of sensitive data be taken care during the research?
	+ - Legal and ethical requirements, code of conduct
* If personal data are processed, how will compliance with legislation on personal data and on security be ensured?
* How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?

|  |  |  |
| --- | --- | --- |
| **Copyright and Intellectual Property Rights issues** |  | Who owns the data?License for use and reuse?Restrictions on the reuse of the data  |
| **Data re-use** | License | Creative commons, open data commons, specific licenses<https://opensource.org/licenses><https://creativecommons.org/> |

* What ethical issues and codes of conduct are there, and how will they be taken into account?
	+ - Data sharing and long term preservation
* How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?

|  |  |  |
| --- | --- | --- |
| **Open access** | General policy | Will the data be openly available? If not, whyLevel access (all, members of the project…)Open source code? |
| Sharing the data | With whomUnder what conditionsSharing data via a repository, handle requests…? |
| Restriction for some datasets?When will the data be available (embargo)?Exclusivity use? For how long and why?Sharing agreement required? |
| Accessibility of the data and metadata  | Choice of a repository or archive : ESA Science Data Archive, NASA Archive, Archive CDPP, Archive CDS… |
| Access procedures | Methods, software toolsDescription of the conditions for access (machine readable license…) If restrictions on use, how will access be provided |

* How will data for preservation be selected, and where data will be preserved long-term (for example a data repository or archive)?

|  |  |  |
| --- | --- | --- |
| **Selection**  | Which data are of long-term value and should be retained, shared, and/or preserved? | Which data may be reusedWhich data may be kept, for how long Changing files and formats in order of sharing or preservationEstimation final or annual volumePreservation duration |

* What methods or software tools are needed to access and use data?
* How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?
	+ - Data management responsibilities and resources
* Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?

|  |  |
| --- | --- |
| Responsible for data management | Roles and responsibilities for all activities (data capture, metadata production, data quality, storage and backup, data archiving, data sharing…)Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?Responsibilities of the partners in collaborative research projects?Contract agreement between partners? |

* What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

*Sources* : Agence nationale de la recherche (ANR): « ANR - DMP Template (english) ». Modèle créé avec DMP OPIDoR. Dernière modification le 07/05/2020. Consulté le 20/04/2021. Disponible sur: « Modèles de DMP ».Consulté le 20 avril 2021. <https://dmp.opidor.fr/public_templates>

Science Europe : « Science Europe - DMP Template (english) ». Modèle créé avec DMP OPIDoR. Dernière modification le 23/02/2021. Consulté le 20/04/2021. Disponible sur: « Modèles de DMP ». Consulté le 20 avril 2021. <https://dmp.opidor.fr/public_templates>

Pour toute question, vous pouvez envoyer un mail à l’adresse la.bibliotheque@obspm.fr



1. Jean Aboudarham, Catherine Boisson, Baptiste Cecconi, Stéphane Erard, Aurélie Fayard, Pierre Le Sidaner, Mathieu Servillat, Véronique Stoll, Hélène Veillard. [↑](#footnote-ref-1)