FIREURISK - DEVELOPING A HOLISTIC, RISK-WISE STRATEGY FOR EUROPEAN WILDFIRE MANAGEMENT

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Executive Summary

The current Report is dedicated to the ethical, legal and societal management of the issues that have arisen throughout the lifetime of FirEUrisk project. It refers to the activities that have been conducted by the contributors to the respective task (7.3) along with the Societal, Ethical, Gender and Legal Board, the Data Management Board and the Project Management Team. It describes, among others, the procedures for handling the ethics requirements of the project, legal issues management related to the evolution of the Consortium, inquiries appointed to the experts regarding data protection and research protocols, the societal aspects of the project's surveys, the training to the Consortium activities and the introduction of gender issues to the Consortium partners.

The main goals achieved for the period were: the conclusion of a Consortium Agreement among the partners, the customization of Information Sheets and Informed Consent forms which were provided as templates in the Grant Agreement, the drafting and provision of a Non-Disclosure Agreement for externals to the project, the establishment and active involvement of the Boards in the project, the collaboration among internal and external experts and the Consortium partners, the fulfillment of the ethics requirements, the submission of an initial version of a Data Management Plan, the introduction of gender issues and the conduct of a Webinar on data management and security, personal data protection and international data transfers, research integrity principles, and gender issues.

Lastly, the deliverable provides for foreseeable actions to be taking place in the future by all involved experts on the ethics, legal and societal matters.

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List of Acronyms

Table 1: List of Acronyms

List of Acronyms	
CA	Consortium Agreement
DMB	Data Management Board
DMP	Data Management Plan
GA	Grant Agreement
GDPR	General Data Protection Regulation
FRO	FirEUrisk Observatory
NDA	Non-disclosure agreement
PMC	Project Management Committee
PMT	Project Management Team
POPD	Protection of Personal Data
SAB	Security Advisory Board
SciF	Scientific Forum
SEGLAB	Societal, Ethical, Gender and Legal Board
SEGLABM	Societal, Ethical, Gender and Legal Board Managers

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1 Introduction

The Initial Ethics, Legal and Societal Management Report introduces the main identified issues that have arisen during FirEUrisk's research activities and the Consortium's actions to address them to ensure compliance with the applicable standards of research integrity. This is the first version of the Report and concentrates on the fulfilment of the ethics requirements, the evolution of the Consortium and the respective legal inquiries and the gender issues. It also touches upon the societal aspects of the project, especially referring indicatively to research activities who take the citizen's perspectives into account.
The aforementioned activities have been taking place since the Proposal stage by the internal ethics experts from KEMEA and continuing throughout the project's lifetime via a strong collaboration between KEMEA team, the Project Coordinator, Task 7.3 contributors, SEGLAB and DMB members whose activities overlap.

1.1 Purpose of the document

The purpose of D7.1 is to report on the identified ethics, legal, societal and gender issues and the Consortium's response to them.

According to the Grant Agreement, D7.1 is described as:
"Initial report providing analysis and assessment of legal, ethical and societal aspects of the project.".

D7.1 corresponds to Task 7.3:
"Task 7.3 Research Ethics, Legal and Societal Management Deliverables D7.1 and D7.2 [Leader: KEMEA 1PM, Participants: ADAI 1PM, UAH 1PM, HU 1PM, HUTTON 0.5] [Months: 1-48]
Particular attention will be devoted to the assessment and management of ethical and gender issues throughout the project. Under the guidance of the SEGLAB Managers and with the support of the SEGLAB, ethics and gender related questions identified in the operation of the project, management of data or report production and dissemination will be addressed, and solutions will be implemented. This task is going to identify, map and advise on the legal, ethics and societal issues related to the research activities to be conducted under FirEUrisk. The ethics experts will be in close cooperation with the PMT, to provide guidance and steering on legal, ethical and societal issues of the proposed solutions and how to implement H2020 ethics requirements. All partners contribute to this task by providing ethics-related documentation and demonstrating their compliance with the H2020 ethics standards. Additionally, there will be strong collaboration and policy alignment with the SEGLAB and the DMB which will be consulted should any legal, ethics and societal-related questions arise.".

1.2 Structure of the Document

The document starts off with the Introduction and it is then structured into two main parts. The first one briefly describes the internal management of legal, ethical, and societal issues of the project as conducted by the contributors to Task 7.3 and other competent partners. It focuses on the ethics requirements, the legal inquiries appointed to the

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involved internal experts and members of the Boards, and the societal issues (especially the Consortium activities related to citizens' perspectives). The second main part of the deliverable explains the activities of the SEGLAB and the DMB towards the scope of handling the ethics, legal, personal data protection, and gender aspects of the project. Lastly, future actions that are foreseen to be taking place are described along with the conclusions at the end of the document. An Annex is added by the end of the deliverable with the template of the NDA used for the FRO and SciF members.

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2 The management of ethical, legal and societal aspects of FirEURisk project

Task 7.3 focuses on the management of ethical, legal and societal issues throughout FirEURisk project's lifetime which presupposes the collaboration among various stakeholders, including KEMEA's team as well as, but not limited to, the Project Technical Coordinator and the internal ethics experts and HUTTON along with the SEGLAB (HUTTON, ISIG, UC, KEMEA), the DMB (AUTH) and the coordinator (ADAI). Although certain activities may overlap, Section 2.1 is going to target the respective activities as conducted internally by the Consortium partners while Section 2.2 is going to describe the activities of the experts in FirEURisk Boards (SEGLAB and DMB) towards the ethics, legal and societal management of the project.

2.1 The systematic internal management of ethical, legal and societal-related issues

The main issues that have arisen as regards the ethical, legal and societal management of FirEURisk project are summarised to: the ethics requirements, the evolution of the Consortium and its relation with external parties, and societal aspects.

2.1.1 The Ethics requirements

During the design phase of the Proposal, the internal ethics experts from KEMEA had conducted an initial ethics -self-assessment which is reflected under Section 5 of the FirEURisk GA Part B.[1] This procedure guaranteed the ethics-by-design approach of the Project to ensure compliance with ethics principles such as those included in:

- 'How to complete your ethics self-assessment'[2]
- 'Ethics in Social Science and Humanities' [3]

In addition, the following Boards were introduced at the initial stage of the Project: the SEGLAB to provide guidance to and monitor the societal, ethical, and legal aspects of the project, and the DMB dedicated to data management and security. The internal ethics experts had provided templates of Information Sheets and Informed Consent forms which can be found in Part B of the GA and can be customized according to the project's needs.[4] Informed consent which is the cornerstone of research ethics is to be provided either verbally or in written form.
The European Commission, in their Ethics Summary Report, imposed certain Pre-Grant Requirements regarding third countries which were fulfilled before the signature of the Grant Agreement and incorporated into Section 5 of the GA.[5] In addition, the Commission added Post-Grant requirements regarding the protection of personal data (POPD) which were introduced as a separate WP8 named 'Ethics Requirements'.

[1] Grant Agreement number: 101003890 — FirEURisk , Part B
[2] European Commission, How to complete your ethics self-assessment, Version 2.0, 13 July 2021
[3] European Commission, Ethics in Social Science and Humanities, 05 July 2021
[4] Grant Agreement number: 101003890 — FirEURisk , Part B, pages 248-252
[5] Ethics Summary Report, Associated with document Ref. Ares(2020)7309962 - 03/12/2020

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HUTTON has led the preparation of Deliverable D8.1 on POPD-Requirement No. 1 with the SEGLAB and Coordinator support. [6] KEMEA provided a set of documents appointed to all FirEURisk's beneficiaries, including: (i) a form to appoint and provide contact details for Data Protection Officers (DPOs); (ii) a detailed FirEURisk Data Protection Policy (DPP) template that was submitted by those organizations that are not required to appoint a DPO under the European Union (EU) General Data Protection Regulation (GDPR) or have not voluntarily appointed a DPO; and (iii) a Declaration of compliance with Data Protection Regulation, which were reviewed by HUTTON and distributed by the Coordinator. After the partner's provided their answers, which were incorporated into the deliverable, it was submitted through the EU portal and approved by the PO on the 3rd of August, 2021.

2.1.2 Legal Inquiries regarding the evolution of the Consortium

The Project Technical Coordinator, and the rest of KEMEA team have been coordinating all necessary actions towards the Preparation of the Consortium Agreement & Consortium Agreement and Grant Agreement Amendment, the Preparation of the respective General assembly meetings and ensuring that all lawful procedures are followed.
A non-disclosure Agreement was provided by KEMEA customised by the Coordinator and reviewed by the SEGLAB to be provided to the FirEURisk Observatory and Scientific Forum Members. The NDA template is found as ANNEX I to this deliverable.
Furthermore, the Coordinator and KEMEA have been responding to inquiries regarding the CA and GA interpretation. For instance, there has been a recent inquiry by the CSIC regarding the interpretation of the (signed) CA and GA on the dissemination of own results and the internal experts provided them with the annotation to Article 29.1 GA.[7]

2.1.3 Societal aspects

The societal aspects of the project that have been identified are: the potential for contributing to social welfare, the consideration of citizens' perceptions during the project's activities and issues related to gender and representation.

The potential of the project to benefit society as a whole had been identified from the early stages of the project. The FirEURisk ethics managers have already identified that the objectives of the proposal respond to ethical scopes and societal needs of:

- Increasing safety level and enhancing resilience:

  The project promotes better handling of forest fires by generating knowledge, tools, capacity and guidance and an integrated strategy, enhancing coordination and sharing of information among scientists, practitioners, forest and landowners and other key stakeholders such as law enforcement agencies, among Member States and third countries. The FirEURisk risk-based fire prevention and preparedness, fire detection and response, post-fire restoration and adaptation strategy will alleviate the social-economic impact from dealing with wildfire

[6] FirEURisk, DeliverableD8.1- POPD Requirement No. 1

[7] Official Website of the European Union, https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-29-%E2%80%94-dissemination-results-%E2%80%94-open-access-%E2%80%94-visibility-eu-funding_en

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management and protection and land management and protect EU citizens from potential fire hazards and fire related threats. The identification of scenarios focusing on ignition and fuel patterns and spatial and temporal dimensions of fire activity will be investigated within a multi-hazard risk assessment framework that are foreseen to contribute to social resilience.

- Humanitarian impact/ benefit:

Reduce vulnerabilities and casualties through the knowledge of fire ignition sources and spread patterns under various climate, vegetation and land use. Knowing those trajectories, it is possible to understand the factors that influence them and the form of harm and impacts the air quality, water quality, soil carbon and nitrogen stocks and greenhouse gas emissions, the human and infrastructures are exposed. The project analyses the resistance, resilience and habitat suitability of mixtures of plant species, as well as the human factors to allow the impact assessment of new scenarios (risk-based).

Also, the society's perceptions are essential to the project: citizens' insights inform the project's developments, but they are also intended to be end-users of the FirEUrisk solutions. We provide herein, *indicatively,* certain tasks which focus on citizen's point of view, to which we defer you:

- 'A1.1.3 Human Ignition Drivers & Public participation in fire prevention and preparedness'.

This task includes (among others) a Questionnaire on: 'Human Ignition Drivers and Citizens' to be distributed across all participant countries. Translation to 8 languages are available online for easy answering. The survey will be conducted using social media from the different countries. Whenever possible, the sample will be extended by work done on the ground. Balanced representation across the different demographic variables considered by the survey are: Gender, Age, Education, Occupation.

- 'A1.2.2 Societal vulnerability and resilience assessment',

aiming at assessing the direct and indirect effects of fire on people's lives, health and property, via meetings with various stakeholders at different regions.

- 'A2.2.2 Land Management Strategies (LMS) to reduce wildfire risk socioeconomic contribution'

This activity considers the potential barriers, constraints and enabling factors to the uptake of LMS in a given socioeconomic context. This will include surveys with stakeholders at the pilot sites to identify and quantify links between socioeconomic factors and LMS implementation. The survey will cover the breadth of stakeholders at each pilot site, to capture data from the full range of groups impacted by LMS to reduce fire risk.

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2.2 The management of the ethics, legal, societal and gender issues by the project's expert Boards

2.2.1 The SEGLAB (Societal, Ethical, Gender and Legal Board)

The Societal, Ethical, Gender and Legal Board was established from the Proposal stage as responsible for providing consultation at any circumstances that the project activities might potentially involve implications related to societal, ethics, gender and legal issues. The initial synthesis of the SEGLAB was: Paola Ovando (HUTTON), Dulce Lopes (U C), Dimitra Papadaki (KEMEA), Ramona Valea (ISIG). The Board was managed by Paola Ovando (HUTTON) and Dulce Lopes (UC) who were appointed as Societal, Ethical, Gender and Legal Advisory Board Managers (SEGLABM). For a small period, Niki Georgiou (KEMEA) replaced Dimitra Papadaki (KEMEA). Finally, the current synthesis of the SEGLAB is as follows: Michaela Roberts (HUTTON) who replaced Paola Ovando, Dulce Lopes (UC), Dimitra Papadaki (KEMEA), Ramona Valea (ISIG).

2.2.1.1 General Reporting of SEGLAB activities

Regular meetings have been taking place between the SEGLAB members, from the beginning of the Project, as described in the Quarterly Reports. The SEGLAB Members have been also participating in the Project Meetings, namely in PMC meetings, to ensure they report their activities but also collect information on the Consortium needs in case they are called to exercise their advisory role.

The Board has been handling the project's Post-Grant Ethics Requirements and specifically, the preparation and drafting of the Deliverable D8.1 on POPD Requirement No. 1. SEGLAB members have as well provided guidance and advice to different Consortium partners regarding personal data protection and transfer to third countries, in preparation of the Deliverable 8.1. The deliverable was concerned with the issue of the appointment of Data Protection Officers by the beneficiaries and in case there is no such obligation by law, the provision of a detailed data protection policy. D8.1 also details the criteria and procedures for data minimisation across the project, to ensure that only data required to complete the project tasks is collected.

Other activities of the Board include answering to inquiries initiated by the Consortium partners on a regular basis. For instance, upon request of GMV, meetings and preparation of a Disclosure note to ensure there is a lawful basis for sharing the stakeholder data within the FirEUrisk Consortia partners, took place, in close collaboration with WP5. This lead to a general definition of the conditions and cautions under which that disclosure of data between partners may occur, that will apply throughout the project.

Also, documents that have been provided as templates (informed consent form for data processing and information sheet for data processing and Non-disclosure agreement) were reviewed by the SEGLAB and provided to the respective partners and/or externals for signature via the Coordinator.

During the CA Amendment procedures, the members of SEGLAB also answered to questions regarding veto rights and voting rights and on the interpretation of some contractual clauses.

Furthermore, SEGLAB and ISIG's DPO, reviewed and provided their recommendations on WP1/Task1.1/A1.1.3 'Human Ignition Drivers' coordinated by ISIG, particularly as regards the following documents, to ensure compliance with legal (especially personal data protection) and ethics requirements:

- Working document (Draft version 1) on Human Ignition Drivers (HID)

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- A possible Plan of Action for the implementation of this research activity (data collection).
- Proposal/Draft of Focus Group Script with key/questions, items to be addressed with relevant stakeholders/end-users.
- Review of questionnaire on fire risk perception, including privacy notice and consent form.
- Analysis of the eventual possibility of sharing the questionnaire with defined third countries, in order to multiply the effects of the project.

Gender Dimension for FirEUrisk Project-Overall Framework

FIREURISK Consortium aims to ensure the inclusion of sex and gender aspects in all steps of project life-cycle, by means of:

- **Establishing a dedicated board**
  - SEGLAB was established so to ensure the overall monitoring of the integration of (among others) the Gender dimension in project activities and overall research teams.
  - SEGLAB promotes an active approach to integrating the gender dimension in project activities, by means of gender mainstreaming and training activities (e.g., see description of Webinar on Data Management and SEGLAB below) dedicated to research teams, in order to ensure that all researchers involved in project activities are aware of relevant gender norms, identities and relations, in order to avoid, for example, gender bias and stereotypes in research activities.
  - A particular attention is paid to the use of a gender inclusive language.
  - Continuous monitoring of the effective inclusion of sex/gender aspects within research and innovation activities throughout the whole project lifecycle will be ensured by the work of SEGLAB and with the support of dedicated check-lists and self-assessment tools.
- **Supporting gender mainstreaming in research activities**
  - Activities such as surveys, interviews, focus groups, etc, give a particular consideration to sex, gender and intersectionality aspects, thus considering variables such as age, socio-economic status, ethnicity, lifestyle, etc, so to allow for a balanced representation (in terms of sex and gender and other intersecting factors) throughout the project lifespan.
  - Furthermore, the collection of information related to sex and gender of research participants (e.g., pilots, surveys, interviews/focus groups, etc.), is performed so to allow participants to feel comfortable in disclosing elements concerned with their identity.
  - In particular, in surveys, a two-step method that “measures birth sex and current gender identity separately” is recommended to project partners, as per the recommendations of the European Commission (EC, Gendered Innovations 2: How Inclusive Analysis Contributes to Research and Innovation Policy, July 2020, p. 192).
  - Participatory and inclusive co-design and validation processes are ensured since the preliminary phases of the project, within WP5 activities, through the structured involvement of end-users.

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2.2.1.2 Performed Activities: Webinar on Data Management, Ethical, Legal and Gender Issues

The Webinar on Data Management, Ethical & Legal issues took place on the 22nd of June 2021, from 10 to 12.30 CET and aimed at giving to the partners the main common framework on the basic demands of the project from an ethical and legal point of view. The Webinar started with a first presentation from Christos Sotiropoulos (AUTH) on the Data Management issues and development within the project. Data protection within the project was in addition analysed in general by Dulce Lopes (UC); regarding data transfers, by Dimitra Papadaki (KEMEA) and also Deliverable D8.1 on POPD was presented by Paola Ovando (HUTTON). All speakers agreed that data protection is a major issue of concern for the project (given the number and plurality of partners, as well as the diverse nature of the activities and stakeholders), but also that it has been dealt with great care and consideration.

The Webinar continued to analyse ethics and data protection checklists for different activities (Paola Ovando (HUTTON)) as well as the application of the main research integrity principles (Dulce Lopes (UC)). The purpose was to give practical and interactive indications on how to adjust demands to the concrete areas where they are relevant (questionnaires, workshops, etc.).

Lastly, a session was dedicated to gender issues (with a presentation and interactive activities from Ramona Velea (ISIG)), because within FirEUrisk this is an area that merits all attention possible for the project activities and results to be the most widespread and equitable possible.

FirEUrisk Ethics requirements & protection of personal data (general application)

The Consortium informed the participants about certain issues that should be handled in accordance with the H2020 ethics principles throughout the project's lifetime with relation to humans, the protection of personal data, environmental protection and safety and misuse.

Specifically, regarding the general application of data protection requirements, a fist explanation on the concepts (for instance of controller and processor, as well as of Data Protection Officers) and on the very wide (extra) territorial scope of the GDPR was made. In order for the GDPR requirements under the project FirEUrisk to be easily followed by all the attendants of the Webinar, these requirements were divided into four levels:

1. Cases where partners either as controllers or processors are directly submitted to the GDPR (art. 3 on the (extra)territorial application of GDPR)
2. Cases where international partners are subject only to their own Data Protection legislation
3. Cases where partners need to share information relevant for the execution of the contract through sharepoint (execution of the grant agreement as legal basis for strictly necessary sharing of data)
4. Cases where international partners need to share personal data (definition, on a case- by-case approach, of the international sharing of data mechanism that allows for it).

Deliverable D8.1 on POPD

The presentation covered two post-grant Requirements identified by the European Commission with regards to POPD, namely the appointment of DPOs (or alternative Data Protection Policy) and the criteria and procedures to ensure the data minimisation principle is maintained across the project. At the time of presenting all partners had appointed a DPO and provided contact details to the consortium or were not required had provided a detailed Data Protection Policy.

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Protection of personal data: Data transfers to third countries

The provisions of the General Data Protection Regulation were presented to the participants and specifically those related to the:[8]

- Extraterritorial application of GDPR Article 3 paragraphs 2,3
- Article 44 GDPR (Data transfers)
- Adequacy decisions [Article 45(3) GDPR]
- Article 46 ("Transfers subject to appropriate safeguards"), either Article 47 ("Binding corporate rules"), or Article 49 ("Derogations for specific situations")

Ethics and data protection checklist for different activities

Participants were informed of the importance of ethical and security considerations for the collection of data related to humans, the requirement for ethical review to be carried out before the research is carried out, and to be submitted to the coordinator once completed. A checklist for research participation was presented along with templates and information sheets regarding the collection of data related to persons.

Research integrity principles

Regarding research integrity principles, main information on their fundamental principles and application in the several phases and aspects of the project (research environment and procedures; data practices and management; safeguards in research and collaboration, publication, dissemination and evaluation) was given. The above-mentioned fundamental ethics and research integrity principles as defined and exemplified in the webinar are:

- **reliability** in ensuring the quality of research reflected in the design, the methodology, the analysis and the use of resources;
- **honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair and unbiased way;
- **respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment;
- **accountability** for the research from idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts.

Gender equity and concerns within the project

Aim

The Gender Equality session of the Webinar aimed at raising awareness among the project partners on:

- The overall Gender Equality and Gender Mainstreaming priorities of the European Commission.
- Specific requirements and provisions related to the Gender Dimension within the H2020 programme framework.

[8] Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

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- The increased focus on ensuring Gender Equality in the new programming period for Research and Innovation activities (Horizon Europe).

Specifically, the session aimed at informing project partners on:

- Gender equality and diversity priorities across the FirEURisk project.
- Specific obligations in terms of Gender Equality as per the project Grant Agreement.
- Gender Equality Check-list – providing the consortium details regarding: the competent board in advising on Gender Dimension (i.e., SEGLAB); the procedures of reporting on Gender balance in research teams; potential ideas on how to mainstream gender dimension in research activities (in terms of content).

Content

- Definition of main concepts.
- Contextualisation to EC strategies and priorities (e.g., Gender Equality Strategy 2020-2025.
- Gender Equality in H2020 and Horizon Europe programmes.
- Gender Equality priorities and obligations for FirEURisk consortium.
- Gender Equality – reference points for project activity.
  - At proposal stage: Specific objective; Specific Task; Identified Risk and Mitigation strategy.
  - At implementation stage: Dedicated body (SEGLAB); Goals and monitoring activities in terms of HR; Goals of Gender mainstreaming throughout research activities.
- Gender Equality Checklist for FirEURisk.

Methodology

- The session was designed and implemented so to ensure maximum interaction between SEGLAB members and consortium partners.
- The presentation of the overall priorities, requirements and procedures concerning the gender dimension was complemented by structured discussions, also by means of the Mentimeter app.

Requests and dedicated meetings

- Coordination meetings and feedback for A1.1.3 - Human Ignition Drivers and Citizens' Perception of Fire Risk Survey – guaranteeing for respect of gender diversity in data collection.

2.2.2 The Data Management Board (DMB)

FirEURisk's goal is to develop, test and disseminate an integrated and science-based strategy for wildfire risk management in Europe. To achieve this goal, a vast amount of information will be collected, processed and/or generated from diverse sources, whereas several (intermediate or final) products will be developed and delivered. This necessitates the establishment of a coordinated approach to the production of outputs, sharing the data internally, and transferring selected data and products externally. The need was identified during the early stages of the proposal writing and led to the provision for a separate Data Management Board (DMB), which assists the Consortium in all issues related to data management and security. One of DMB's primary objectives is to explore all interoperability aspects of the datasets that will be used or produced within the project and provide guidance to project partners so

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that the systems, data formats and relevant organisational aspects are harmonised and consistent with each other. Another aspect relates to legal aspects, most notably data sharing policies inside and outside the consortium and ensuring that all ethics requirements are honoured when distributing data via FirEURisk's platform.

2.2.2.1 General Reporting of DMB activities

The primary written output of the DMB is the Data Management Plan (DMP), which details the rules and suggestions for ensuring proper data (in the broad sense) interoperability, sharing procedures and related legal restrictions. A first version of the DMP has been submitted in M5 (deliverable 'D4.2 - Data Management Plan').[9] Yet, the DMP is a living document, meaning that it will be further detailed, updated, amended and/or corrected during the whole lifespan of the project. The final version is expected to be delivered in M46 (deliverable 'D4.9 - Final Data Management Plan'). Briefly, the DMP lays out a set of instructions and suggestions for:

- Making the data produced within FirEURisk Findable, Accessible, Interoperable and Re-usable (FAIR) as much as possible, including proper file naming and appropriate metadata schemas adhering to established standards.
- Sharing policies, urging for the selection of redistribution licenses that will make the data openly available as much as possible.
- Allocation of resources, during and after the project's end.
- Data security.
- Ethical aspects of data storing on the platform and sharing.

Presently, the DMB is in close collaboration with FirEURisk's platform developers—in the context of tasks 'T4.1 - Integration within the project' and 'T4.3 - Integration with external platforms and legacy systems'—in order to define the concrete mechanism for correctly annotating the data uploaded to the platform with metadata. In internal meetings, it was decided that any partner wishing to start uploading data to the FirEURisk platform (presently, the internal platform has been implemented) will have to first communicate with the DMB, in order to define or check the accompanying metadata schema (pending approval from partners during the plenary meeting of Coimbra at the end of March 2022). Within this process, the DMB will also identify and address potential legal and ethical issues (e.g., sharing of sensitive -from the security standpoint- data), in collaboration with the SEGLAB and the SAB when needed.

2.2.2.2 Webinar on Data Management and Ethical and Legal Issues

In the Webinar on Data Management, Ethical & Legal issues took place on the 22nd of June 2021, Christos Sotiropoulos (AUTH) described the main issues that all partners must consider related to data management. Special focus was put on making the data produced within FirEURisk as open as possible, but respecting restrictions imposed by potential ethical and legal issues. Moreover, the sharing licensing options were presented, drawing also the attention of respecting the attribution requirements when relevant.

[9] FirEURisk, D4.2 - Data Management Plan

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2.3 Future steps

It is envisioned that the internal ethics experts along with the coordinator and the SEGLAB and the DMB experts, are going to be monitoring and provide updates on all issues related to the ethics, legal, societal, gender, data management and security aspects of the project. It is envisioned that conclusions and results of the Surveys including citizens , as mentioned above, will be provided in the Final Report.

The members of the involved Boards have mapped as future steps the following:

SEGLAB aims to promote dedicated sessions of training and awareness-raising targeting project research teams (e.g. on a yearly basis). It will also continue advising the partners and ensuring the reporting of all exchanges and requests raised by project partners within the next implementation phase. To ensure proper monitoring, SEGLAB foresees to design and implement surveys on ethical, legal and gender issues (internal to the consortium/targeting project partners). Results of such surveys could be presented and discussed during the SEGLAB Webinar Session. In any case, the definitive SEGLAB activities will be presented in the Final Report.

The DMB will continue monitoring the data workflow process towards the FirEURisk platforms, identifying and addressing potential legal and ethical issues that might arise, in collaboration with the SEGLAB and the SAB.

3 Conclusions

The research activities of FirEURisk project are supervised from the ethics, legal, societal, gender, data management and security standpoint by the internal experts, the Coordinator and the established Boards, while all Consortium partners contribute to ensure compliance with the applicable H2020 standards.

All actions regarding Pre and Post Grant requirements have been initiated, the legal inquiries of the partners are dealt with, while the societal perspectives, gender issues and data management tasks are ongoing. Future actions are going to be included in the latest version of the current Report (D7.2- Final Ethics, Legal and Societal management Report).

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4 References

1.Grant Agreement number: 101003890 — FirEURisk , Part B

2.European Commission, How to complete your ethics self-assessment, Version 2.0, 13 July 2021

3.European Commission, Ethics in Social Science and Humanities, 05 July 2021

4.Ethics Summary Report, Associated with document Ref. Ares(2020)7309962 - 03/12/2020

5., DeliverableD8.1- POPD Requirement No. 1

6.Official Website of the European Union, https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-29-%E2%80%94-dissemination-results-%E2%80%94-open-access-%E2%80%94-visibility-eu-funding_en

7.Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

8.FirEURisk, D4.2 - Data Management Plan

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5 Annex A: Non-Disclosure Agreement-template

FIREURISK - DEVELOPING A HOLISTIC, RISK-WISE STRATEGY FOR EUROPEAN WILDFIRE MANAGEMENT

Non-Disclosure Agreement

Project Number:	**101003890**	**Project Acronym:**	**FirEUrisk**
Project Title:	Developing a Holistic, Risk-Wise Strategy for European Wildfire Management		
Start date:	April 1st, 2021		
Duration:	48 months		
Call identifier:	H2020-LC-CLA-2018-2019-2020		
Topic:	LC-CLA-15-2020 Forest Fires risk reduction: towards an integrated fire management approach in the E.U.		
Instrument:	RIA		

Horizon 2020 European Union Funding for Research & Innovation

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003890

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THIS NON-DISCLOSURE AGREEMENT [*the Agreement*] entered into force on 23rd June 2021 by and between:

1. FirEUrisk Coordinator, Domingos Xavier Viegas, having its registered office or based in ***Associação para o Desenvolvimento da Aerodinâmica Industrial (ADAI)*** *hereinafter referred to as [the Discloser] and*
2. [*Insert the name of the FRO member*, having its registered office or based in [***insert the Legal Address***] hereinafter referred to as [*the Recipient*]

WHEREAS:
The Discloser and Recipient hereto desire to engage in discussions concerning the exploitation of the project results, project communication and dissemination, standardisation, compliance with privacy, data protection and ethical aspects of the FirEUrisk project. FirEUrisk is a project funded by the European Commission (Contract No.: 101003890) aimed at developing R&D on wildfires with the objective to test, deliver and disseminate an Integrated and Science-Based Strategy for wildfire risk management in Europe.

Throughout the aforementioned discussions, the Discloser may share proprietary information or Confidential Information with the Recipient subject to the terms and covenants set forth below.

NOW IT IS AGREED AS FOLLOWS:

1. **Confidential Information**

1.1 For the purposes of this Agreement, Confidential Information means any data or proprietary information disclosed by a party (the "Discloser") to the other party (the "Receiver) that is not generally known to the public or has not yet been revealed, whether in tangible or intangible form, however disclosed during the duration of this Agreement, including, but not limited to:

a) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method;
b) any concepts, samples, reports, data, know-how, works-in-progress, designs, drawings, photographs, development tools, specifications, software programs, source code, object code, flow charts, and databases;
c) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the Discloser's past, present or future business activities;
d) trade secrets; plans for products or services, and customer or supplier lists;
e) any other information that should reasonably be recognized as Confidential Information by the Discloser.

1.2 The Discloser and the Recipient agree hereby that Confidential Information needs not to be novel, unique, patentable, copyrightable or constitutes a trade secret in order to be designated Confidential Information and therefore protected.

1.3 Confidential Information shall be identified either by marking it, in the case of written materials, or, in the case of information that is disclosed orally or written materials

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that are not marked, by notifying the Recipient of the confidential nature of the information. Such notification shall be done, by e-mail or written correspondence, or via other appropriate means of communication.

1.4 The Recipient hereby acknowledge that the Confidential Information proprietary of the Discloser has been developed and obtained through great efforts and shall be regarded and kept as Confidential Information.

1.5 Notwithstanding the aforementioned Confidential Information shall exclude information that:

a) is already in the public domain at the time of disclosure by the Discloser to the Recipient or thereafter enters the public domain without any breach of the terms of this Agreement;
b) was already known by the Recipient before the moment of disclosure (under evidence of reasonable proof or written record of such disclosure);
c) is subsequently communicated to the Recipient without any obligation of confidence from a third party who is, to the knowledge of the Recipient, in lawful possession thereof and under no obligation of confidence to the Discloser;
d) becomes publicly available by other means than a breach of the confidentiality obligations by the Recipient (not through fault or failure to act by the Recipient);
e) is or has been developed independently by employees, consultants or agents of the Recipient (proved by reasonable means) without violation of the terms of this Agreement or reference or access to any Confidential Information pertaining to the Discloser.

2. Purpose of the Disclosure of Confidential Information

The Discloser and Recipient will enter on discussions regarding the exploitation of the project results, project communication and dissemination, standardisation, compliance with privacy, data protection and ethical aspects of the project.

3. Undertakings of the Recipient

3.1 In the context of discussions, the Discloser may disclose Confidential Information to the Recipient. The Recipient agrees to use the Confidential Information solely in connection with purposes contemplated in this Agreement and not to use it for any other purpose or without the prior written consent of the Discloser.

3.2 The Recipient will not disclose and will keep confidential the information received, except to its employees, representatives or agents who need to have access to the Confidential Information for the purpose of carrying out their duties in connection with the permitted purposes specified in clause 2. The Recipient will inform them about the confidential quality of the information provided and will ensure that their agreement is obtained to keep it confidential on the same terms as set forth in this Agreement. Hence the Recipient will be responsible for ensuring that the obligations of confidentiality and non-use contained herein will be strictly observed and will assume full liability for the acts or omissions made for its personnel representatives or agents.

3.3 The Recipient will use the Confidential Information exclusively for the permitted purpose stated in clause 2 and not use the information for its own purposes or benefit.

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3.4 The Recipient will not disclose any Confidential Information received to any third parties, except as otherwise provided for herein.

3.5 The Recipient shall treat all Confidential Information with the same degree of care as it accords to its own Confidential Information.

3.6 All Confidential Information disclosed under this Agreement shall be and remain under the property of the Discloser and nothing contained in this Agreement shall be construed as granting or conferring any rights to such Confidential Information on the Recipient. Principally, nothing in this Agreement shall be deemed to grant to the Recipient a licence expressly or by implication under any patent, copyright or other intellectual property right. The Recipient hereby acknowledges and confirms that all the existing and future intellectual property rights related to the Confidential Information are exclusive titles of the Discloser. For the sake of clarity based in good faith, the Recipient will not apply for or obtain any intellectual property protection in respect of the Confidential Information received. Likewise, any modifications and improvements thereof by the Recipient shall be the sole property of the Discloser.

3.7 The Recipient shall promptly return or destroy all copies (in whatever form reproduced or stored), including all notes and derivatives of the Confidential Information disclosed under this Agreement, upon the earlier of (i) the completion or termination of the dealings contemplated in this Agreement; (ii) or the termination of this Agreement; (iii) or at the time the Discloser may request it to the Recipient.

3.8 Notwithstanding the foregoing, the obligation to return or destroy as well as the prohibition to copy do not apply to routinely made backup copies of the electronic data transfer and to Confidential Information and copies thereof that the Recipient is required to store pursuant to the applicable laws. These documents will continue to be governed by the terms and conditions of this Agreement.

3.9 In the event that the Recipient is asked to communicate the Confidential Information to any judicial, administrative, regulatory authority or similar or obliged to reveal such information by mandatory law, it shall notify promptly the Discloser of the terms of such disclosure and will collaborate to the extent practicable with the Discloser in order to comply with the order and preserve the confidentiality of the Confidential Information.

3.10 The Recipient agrees that the Discloser will suffer irreparable damage if its Confidential Information is made public, released to a third party, or otherwise disclosed in breach of this Agreement and that the Discloser shall be entitled to obtain injunctive relief against a threatened breach or continuation of any such a breach and, in the event of such breach, an award of actual and exemplary damages from any court of competent jurisdiction.

3.11 The Recipient shall immediately notify upon becoming aware of any breach of confidence by anybody to whom it has disclosed the Confidential Information and give all necessary assistance in connection with any steps which the Discloser may wish to take prevent, stop or obtain compensation for such a breach or threatened breach.

3.12 The Confidential Information subject to this Agreement is made available "as such" and no warranties of any kind are granted or implied with respect to the quality of such information including but not limited to, its applicability for any purpose, non-infringement of third-party rights, accuracy, completeness or correctness. Further, the Discloser shall not have any liability to the Recipient resulting from any use of the Confidential Information.

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3.13 The Discloser is not under any obligation under this Agreement to disclose any Confidential Information it chooses not to disclose.

3.14 Nothing in this Agreement shall be construed to constitute an agency, partnership, joint venture, or other similar relationship between the Discloser and Recipient.

4. Miscellaneous

4.1 Duration and Termination

This Agreement shall remain in effect for a term of five years.

4.2 Applicable Law and Jurisdiction

This Agreement shall be construed and interpreted by the laws of Belgium. The court of Brussels shall have jurisdiction.

4.3 Validity

If any provisions of this Agreement are invalid or unenforceable, the validity of the remaining provisions shall not be affected. The invalid or unenforceable provision shall be replaced by a valid and enforceable provision that will meet the purpose of the invalid or unenforceable provision as closely as possible.

4.4 Subsequent Agreements

Ancillary agreements, amendments or additions hereto shall be made in writing.

4.5 Communications

Any notices or communications required may be delivered by hand or e-mail, mailed by registered mail to the address of the Recipient/Discloser as indicated above. Any subsequent modification of addresses should be reasonably communicated in advance to the effect of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Non-Disclosure Agreement to be executed as of the date stated above.

For ADAI on behalf of the FirEUrisk	Member of FirEUrisk Observatory
Domingos Xavier Viegas	[insert name surname]
Coimbra, Portugal	[place], [date]

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