
Plan Overview

A Data Management Plan created using DMPonline

Title: Developing a Methodological framework for stakeholder collaboration in last mile mobility: A Case Study in Helmond and Zeeland

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Template: TU Delft Data Management Plan template (2025)

Project abstract:

This research develops a methodological framework for stakeholder collaboration in last-mile mobility projects, centering on efficient data sharing. It examines stakeholder objectives by identifying goals, priorities, and challenges; essential tools and mechanisms for seamless data sharing; the leveraging of digital tools and data to address key mobility challenges; stakeholder dynamics to understand the influence of interactions on collaboration; and practical application by tailoring micro-mobility solutions across urban contexts using insights from real life situations.

Approximately 15 to 25 participants with direct experience in mobility projects will be recruited through targeted invitations and professional referrals. Participants will engage in structured interviews and focus discussions, sharing insights on current data sharing practices, challenges, and opportunities for improvement. Their perspectives will help to identify best practices and develop a comprehensive framework for fostering sustainable, data-driven collaboration across the network of stakeholders. Ultimately, the research aims to support the design of innovative last-mile mobility solutions that are both efficient and responsive to contemporary urban transportation needs.

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Developing a Methodological framework for stakeholder collaboration in last mile mobility: A Case Study in Helmond and Zeeland

0. Adminstrative questions

1. Provide the name of the data management support staff consulted during the preparation of this plan and the date of consultation. Please also mention if you consulted any other support staff.

The data management support staff consulted during the preparation of this plan was Nikolaos Tsironis, a student at the Faculty of Transport, Infrastructure, and Logistics, and the main researcher and author of this thesis.

2. Is TU Delft the lead institution for this project?

- Yes, leading the collaboration – please provide details of the type of collaboration and the involved parties below

TU Delft is the guiding partner for this project, specifically through the Transport, Infrastructure, and Logistics (TIL) Master's program, where I am conducting my thesis. This research is being carried out in collaboration with Siemens Mobility, which provides information and support, ensuring that all activities are conducted collaboratively between these entities.

I. Data/code description and collection or re-use

3. Provide a general description of the types of data/code you will be working with, including any re-used data/code.

Type of data/code	File format(s)	How will data/code be collected/generated? <i>For re-used data/code: what are the sources and terms of use?</i>	Purpose of processing	Storage location	Who will have access to the data/code?
Interviews	Written Notes (Word files)	By computer	Notes	Google Docs (password-protected)	The supervisors of the thesis and me (the researcher)
Interviews	Voice files (MP3)	By phone	Transcripts of the interviews	Google Docs (password-protected)	The supervisors of the thesis and me (the researcher)

II. Storage and backup during the research process

4. How much data/code storage will you require during the project lifetime?

- < 250 GB

5. Where will the data/code be stored and backed-up during the project lifetime? (Select all that apply.)

- TU Delft OneDrive
- Project Data Storage (U:) drive at TU Delft

III. Data/code documentation

6. What documentation will accompany data/code? (Select all that apply.)

- Other – please explain below
- Data – README file or other documentation explaining how data are organised

Interview file including the questions and the regulation that the participants need to sign before starting the procedure.

IV. Legal and ethical requirements, code of conducts

7. Does your research involve human subjects or third-party datasets collected from human participants?

If you are working with a human subject(s), you will need to obtain the HREC approval for your research project.

- Yes – please provide details in the additional information box below

I intend to apply for ethical approval from the Human Research Ethics Committee, but have not yet

done so. I am planning to do it within a week.

8. Will you work with personal data? (This is information about an identified or identifiable natural person, either for research or project administration purposes.)

- Yes

9. Will you work with any other types of confidential or classified data or code as listed below? (Select all that apply and provide additional details below.)

*If you are not sure which option to select, ask your **Faculty Data Steward** for advice.*

- No, I will not work with any other types of confidential or classified data/code

10. How will ownership of the data and intellectual property rights to the data be managed?

For projects involving commercially-sensitive research or research involving third parties, seek advice of your [Faculty Contract Manager](#) when answering this question.

The intellectual property rights are framed by a graduation agreement between Delft University of Technology, myself and Siemens Mobility.

11. Which personal data or data from human participants do you work with? (Select all that apply.)

- Other types of personal data or other data from human participants – please provide details below
- Telephone number, email addresses and/or other addresses as contact details for administrative purposes
- Names as contact details for administrative purposes

Also Working Roles

12. Please list the categories of data subjects and their geographical location.

The participants of the interview focus group are professionals specializing in last-mile mobility in transportation. All participants are located in the European Union, specifically in the Netherlands (NL).

13. Will you be receiving personal data from or transferring personal data to third parties

(groups of individuals or organisations)?

- Yes – please provide details about the data and third party(ies) below

I will receive personal data such as names, job roles, and email addresses from respondents strictly for administrative purposes. I will not share any data with third parties or organizations. Furthermore, after the completion of the project, all interview-related data will be permanently destroyed to ensure confidentiality and privacy.

14. Which countries will you be receiving personal data from or transferring personal data to? (Select all that apply.)

- Netherlands

15. What advice did the Privacy team give regarding data transfer? Record below their advice, the data transfer mechanism used, and any agreed security measures.

I will not transfer any data.

16. What are the legal grounds for personal data processing?

- Informed consent

17. Please describe the informed consent procedure you will follow below.

The researcher will inform potential participants about the goals and procedures of the research project, as well as the personal data being processed and the purpose of such processing. This information will be provided to potential participants as a digital copy or print, which will be emailed to them before the interview. All participants will be asked to give their consent for participation and data processing by signing a digital informed consent form before the commencement of the interview.

18. Where will you store the physical/digital signed consent forms or other types of proof of consent (such as recording of verbal consent)?

The proof of consent, which includes the digital copy of the signed document, will be preserved on the TU Delft Project Data Storage (U:) drive. Additionally, a printed copy will be kept in a folder by the responsible researcher and will be disposed of after the project's completion.

19. Does the processing of the personal data result in a high risk to the data subjects?

(Select all that apply.)

If the processing of the personal data results in a high risk to the data subjects, it is required to perform a Data Protection Impact Assessment (DPIA). In order to determine if there is a high risk for the data subjects, please check if any of the options below that are applicable to the processing of the personal data in your research project.

If any category applies, please provide additional information in the box below. Likewise, if you collect other type of potentially sensitive data, or if you have any additional comments, include these in the box below.

If one or more options listed below apply, your project might need a DPIA. Please get in touch with the Privacy team (privacy-tud@tudelft.nl) to get advice as to whether DPIA is necessary.

- None of the above apply

Only names, job roles, and email addresses, which are collected solely for administrative purposes. None of this information will be used beyond these purposes, and all of it will be discarded after the completion of the project.

23. What will happen with the personal data used in the research after the end of the research project?

- Other – please explain below

Only names, job roles, and email addresses, which are collected solely for administrative purposes. None of this information will be used beyond these purposes, and all of it will be discarded after the completion of the project.

24. For how long will personal research data (including pseudonymised data) be stored?

- Personal data will be deleted at the end of the research project

25. How will your study participants be asked for their consent for data sharing?

- In the informed consent form: participants are asked to give their explicit consent for sharing their (pseudonymised) personal data with restricted access with specific recipients for specific purpose(s)

In the data only the research team will have access.

V. Data sharing and long term preservation

27. Apart from personal data mentioned in question 23, will any other data be publicly shared?

Please provide a list of data/code you are going to share under 'Additional Information'.

- No other data/code can be publicly shared – please explain below why data/code cannot be publicly shared

The content of the interviews will be utilized to develop a methodology for stakeholder collaboration with a focus on data sharing in last-mile mobility. Except for the interviews, nothing else will be shared due to the sensitive nature of the information involved and the specific purpose it serves in the research project.

VI. Data management responsibilities and resources

33. If you leave TU Delft (or are unavailable), who is going to be responsible for the data/code resulting from this project?

My supervisor: Jan Anne Annema

J.A.Annema@tudelft.nl

Assistant professor in Transport Policy Analysis in the TPM

34. 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)?

4TU.ResearchData is able to archive 1TB of data/code per researcher per year free of charge for all TU Delft researchers. We do not expect to exceed this and therefore there are no additional costs of long term preservation.

35. Which faculty do you belong to?

- Faculty of Civil Engineering and Geosciences (CEG)

My Master's program in Transport, Infrastructure, and Logistics is interdisciplinary, encompassing elements from Civil Engineering, Technology, Policy and Management (TPM), and Mechanical Engineering.