



ZERO-DEFECT MANUFACTURING FOR
GREEN TRANSITION IN EUROPE

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Zero-defect manufacturing for green transition in Europe

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D9.2: Ethics Plan

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1	31.08.2022	AF, AL	Initial version

Abstract

The purpose of the ethics plan (EP) is to serve as a quick and easy reference and a guide/handbook for management of ethics topics within ENGINE throughout the project. It is meant mostly for the ethics board, but also for the whole project consortium and its individual project members. This is not a legal document rather a collection of agreed practices that explain ENGINE ethics management in a simple, easy-to-read language.

EP contains general ethics information, lists of key contacts, agreed management structures and processes, and identified ethics issues.

EP shall be a living document that is updated and amended as needed. The latest version of the manual shall always be available at the project shared workspace.

EP is Public and ready for dissemination outside of the ENGINE consortium.

Publishable Summary

Ethics plan serves as an easy-to-read guide for all consortium members on ethics issues and their management in ENGINE. It notes the responsible persons, management structures and procedures, and already identified issues. It is a living document that will be updated as needed.

Ethics topics are managed primarily by the ethics board that convenes two times per year during general assembly. Ethics board will consult the VTT's internal ethics advisor in complicated matters that require extra guidance.

Currently, we have identified two potential ethics issues. First, related to use of personal data (such as employee faces and voice in videos) in developing training and upskilling materials. Second, also related to personal data (such as names, positions, opinions) from employee well-being surveys during *ENGINE system* demonstrator.



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Degree of progresses

This document complies 100% with the expected degree of progress.

Dissemination level

The following Deliverable in ENGINE has a “PUBLIC” Dissemination level.

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Definitions

Personal data — Information relating to an identified or identifiable natural person.

An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (*Article 2(a) EU General Data Protection Regulation 2016/679 (GDPR)*).



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Examples: name, address, identification number, pseudonym, occupation, e-mail, CV, location data, Internet Protocol (IP) address, cookie ID, phone number, data provided by smart meters, data held by a hospital or doctor.

Processing of personal data — Any operation (or set of operations) performed on personal data, either manually or by automatic means. This includes:

- collection (digital audio recording, digital video caption, etc.)
- recording
- organisation, structuring and storage (cloud, LAN or WAN servers)
- adaptation or alteration (merging sets, application, etc.)
- retrieval and consultation
- use
- disclosure by transmission, dissemination or otherwise making available (share, exchange, transfer)
- alignment or combination
- restriction, erasure, or destruction.

Examples: access to/consultation of a database containing personal data; managing of the database; posting/putting a photo of a person on a website; storing IP addresses or MAC addresses;

In research, data processing normally covers any project that uses data for research purposes (even if interviewees, human volunteers, patients, etc. are *not* actively included in the research).

Ethics management

[Noticed an ethics issue? Do this!](#)

If at any time during ENGINE you noticed a potential ethics issue, *please contact any (or all) members of the ethics board*, see their email addresses in the table below. Please, describe the issue in as much detail as you can. Take care not to reveal confidential (e.g. proprietary company data) or personal information (e.g. people names, positions) unless it is clear that it won't create further issues. The ethics board will discuss how to tackle this issue and provide a response.

[Ethics management task](#)

Ethics management is a task T9.3 in WP9. All consortium members are involved in it, and it runs throughout ENGINE (M1-M36). The purpose is to stress the need for ethics management and have a clear task for ethics related questions.

[Ethics board](#)

The ethics board convenes during the general assembly meetings to discuss existing and potential ethics issues and their solutions. The ethics manager schedules additional meetings as necessary.

Ethics board consists of five people:



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Manager	Partner	Representative
Ethics Manager	WAR	Tero Frondelius tero.frondelius@wartsila.com
Ethics board member	VTT	Anssi Laukkanen anssi.laukkanen@vtt.fi
Ethics board member	VALTEH	Dace Careva dace.careva@valmierastehnikums.lv
Ethics board member	NOME	Tommi Helander tommi.helander@nome.fi
Ethics board member	UOULU	Juho Könnö juho.konno@oulu.fi

Ethics advisor

VTT has appointed an internal ethics advisor – support person for integrity issues, Atte Kinnula – who will advise CO and the ethics board in all ethics questions.

Personal data management

Regarding the data processing, all personal details and identification obtained from ENGINE activities are handled according to the legislative requirements and EU GDPR principles and will be kept confidential in any public documents that may be produced using the data.

The access to personal data of the volunteers is limited to the dedicated partners' employees who have a need to know for the purposes of the research. If there is a processor processing personal data on behalf of any controller, said controller is responsible for entering into a data processing agreement with said processor and providing legally required information to the data subjects.

All partners that are involved in processing volunteers' data are accountable for the compliance with the applicable legislative requirements. The data management plan of ENGINE, including the personal data protection protocols, are described in Deliverables 9.3.

Identified issues

This section lists the potential ethics issues that have been identified.

1. Processing of personal data to create training and upskilling materials.

ENGINE plans to have training videos as a part of the skills development package. The training videos will include faces and voice of VALTEH and potentially other partner employees. Their consent, ethical use of the data, and safe storage must be managed.

2. Processing of personal data related to employee well-being surveys during ENGINE system demonstrator.

ENGINE will survey employees on the advanced manufacturing systems, training and upskilling materials, and their overall well-being during ENGINE system demonstrator. The goal is to see what



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(if any) improvement in employee well-being is achieved by advanced manufacturing systems and training and upskilling courses for them.