**Participant Information Sheet for Informed Consent**

Summary of the project

As part of the EU’s Horizon 2020 Societal Challenge ‘Secure, clean and efficient energy’, under the call ‘Market Uptake Support’; the Digital Global Biogas Cooperation (DiBiCoo) project held its kick-off meeting (KOM) in Brussels, on October 30 & 31, 2019 in the presence of representatives from all 13 participating organizations across four continents.

The target importing emerging and developing countries and their respective partner institutions are Argentina (Instituto Nacional de Tecnología Agropecuaria), Ethiopia (Iceaddis IT Consultancy PLC), Ghana (Institute for Sustainable Energy and Environmental Solutions), Indonesia (Inisiasi Pengkajian Resiliensi - Resilience Development Initiative), and South Africa (GreenCape and Selectra CC). These countries have been selected because of the high market potential for biogas projects, along with favourable regulatory environment and support schemes. The European partner countries involve Germany (WIP Renewable Energies GmbH & Co. KG and the Fachverband Biogas - German Biogas Association), Austria (ARGE Kompost & Biogas – Austrian Compost and Biogas Association and the Austrian Energy Agency), Belgium (European Biogas Association) with the technical support from the Latvia University of Life Sciences and Technologies. The project with a budget of 3 Million Euros is implemented by the consortium and coordinated by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. EUs Innovation and Networks Executive Agency (INEA) oversees the project on behalf of the European Commission.

Project objectives

The overall objective of the project is to support the European biogas/biomethane industry by preparing markets in developing and emerging countries for the import of sustainable biogas/biomethane technologies from Europe. The project will help mitigate GHG emissions and increase the share of global renewable energy generation. The project also contributes to the UN Sustainable Development Goals (SDG 7) for ‘Affordable and clean energy”, among others. DiBiCoo aims to mutually benefit importing and exporting countries through facilitating dialogue between European biogas industries and biogas stakeholders or developers from emerging and developing markets. The consortium works to advance knowledge transfer and experience sharing to improve local policies that allow increased market uptake by target countries. As part of the deliverables, DiBiCoo will identify a total of five demo cases and support them in the pre-feasibility stage as well as fifteen follower projects (which will also get basic support in the pre-feasibility stage of project development) in the 5 importing countries. Facilitated through a digital matchmaking platform and classical capacity development mechanisms for improved networking, information sharing, and technical/financial competences.

Research activities within DiBiCoo

To pursue the above listed project objectivities, the DiBiCoo consortium members are conducting specific (research) activities that involve humans external to the consortium (research participants). Methods include (face-to-face/ telephone) interviews, (online) surveys and questionnaires. DiBiCoo does not entail other research methodologies like standardized tests, direct observation, ethnography or experiments with volunteers. Neither does the research carried out within the scope of DiBiCoo involve any form of physical interventions on the study participants. Research within the scope of DiBiCoo does not entail risks or harm of any kind (psychological, social, legal, economic, environmental, etc.). DiBiCoo will not deal with personal or sensitive topics, which might induce psychological stress, anxiety or humiliation. The project does not entail a risk for the researchers´ or research participants´ safety. Research conducted within the scope of the DiBiCoo project complies with ethical principles, as well as applicable EU, national and international law. The consortium hereby stresses that human dignity and fair distribution of the benefits and burden of the research are respected and that the values, rights and interests of the research participants will be protected. To the firm understanding of the DiBiCoo consortium, no ethical issues will be raised by any of the research activities carried out within the scope of the DiBiCoo project and the DiBiCoo activities do not entail any risk or burden for the individuals involved.

In general participants involved in any DiBiCoo activity participate always on a voluntary basis and have the right to opt out of the project at any time.

Your involvement in DiBiCoo

As stated above, your participation is voluntary, and you have the right to opt out of the project at any time. You are invited to take part in the DiBiCoo project as either Demo project or Follower project after successful application. This activity is an ongoing activity until December 2022, meaning that it will be a continuous involvement from your side during this period. The purpose of this research activity is to support you in biogas project development activities up to the pre-feasibility stage, after selection as either demo or follower project. Demo projects, fulfilling best certain transparent criteria for selection, will receive a more comprehensive or in-depth support than Follower projects.

In case of questions about the project, the DiBiCoo research activities or your rights regarding your involvement in the project, as well as in case you wish to opt out of the project, you can contact [contact details for responsible person in your organization].

The results of the research activity will be used internally within the consortium and will be included in project reports to the EU. In some cases, they will be made accessible on the DiBiCoo website and in technical magazines and might be exploited by further research activities outside of the scope of DiBiCoo. In this case, all personal, sensitive or confidential data will be anonymized.

**Specimen data protection statement in accordance with the GDPR**

Please fill in the first fields, press <CTRL>+<A>, after that press <F9> [or: <Fn>+<F9>]

**Data protection statement**

for participants of the **DiBiCoo Project identification and Market uptake programme** on storage and use of personal data by [Name of your organization] .

[Name of your organization] takes the protection of personal data very seriously. This declaration explains what personal data is stored and what it is used for.

* **Data processing is the responsibility of** [Name of your organization] Registered office of the company:

**[Address + Contact Details (email) of your organization]**

* **The personal data collected during the activity e.g. names and other personal data** that is required for the purpose of ***the selection of demo and follower projects as well as the support provided to you in the scope of the project*** will be stored on [Name of your organization] servers and used for ***the support we will provide you in developing your project up to pre-feasibility stage, after successful application.* It might be shared among the partners of the DiBiCoo consortium in order to fulfil the above-mentioned purpose.**
* The data will be used solely for the purpose of the project identification and market uptake and programme, the Online Information System development and the elaboration of a Capacity Building Program.
* The legal basis for processing is **the consent to this statement.**
* The data will be used exclusively for the purposes described in the statement. Any other use will always be subject to further consent. Your data will not be used for advertising purposes.
* [Name of your organization] uses appropriate technical and organisational measures to secure data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. Access to your personal data is restricted to [Name of your organization] staff ***within the DiBiCoo project*** who need to process it for the above-mentioned purpose(s), and who will handle the information you provide in a proper and confidential manner.
* The data will not be passed on to third parties outside of the DiBiCoo Consortium without explicit consent.
* Your data will be stored for [insert information on the duration of data storage according to your organization´s policies] years and will then be deleted from all partner´s systems.

Declaration of consent:

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|  |[ ]  [Name of your organization] is authorised to forward your data *(****Name, organization, contact details****)* to the following organisations/entities to be processed for the purposes of follow-up contacts, reports and documentation: European Commission/INEA. The legal basis for processing is Article 6 (1) (c) - processing is necessary for compliance with a legal obligation to which the controller is subject, which is the Grant Agreement No. 857804 and the obligation to submit deliverables (including list of participants) and reports. Before passing data to other persons or institutions outside the ***DiBiCoo Consortium*** and the above-mentioned organisations/entities – even in anonymised form – the individual responsible will personally contact the people involved. |
|  |[ ]  I consent to my personal data ***(Name, organization, contact details)*** being stored for a period of [insert information on the duration of data storage according to your organization´s policies] years duration or criterion for determining this duration following the completion of the purpose for which it was collected so that [Name of your organization] can contact me for the purpose of further use. |
|  |[ ]  I consent that I have read and understood the information sheet about the DiBiCoo project, its objectives and research activities, as well as the explanation of my role in it and consent to my involvement. |

I consent to [Name of your organization] storing and using my personal data in accordance with the above statement. This consent will remain valid even if ***no*** ***use*** took place, for a period of [insert information on the duration of data storage according to your organization´s policies] years after it was signed.

Given name, family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, signature:

Rights of data subjects

You are entitled to enquire about your personal data, have the data corrected if necessary, and ask for processing to be restricted or data to be erased. The data will then be removed from our system. The consent given to use personal data can also be revoked at any time. This does not affect the lawfulness of processing up to the time of revocation.

In the case of revocation, it is not possible to participate in the interview and follow-up activities.

To revoke consent, please send an email to: [Contact details of person responsible for handling the collected data within your organization, e.g. email address]

Should you have any questions or complaints relating to this statement or the processing, you can contact [Contact details of person responsible for handling the collected data within your organization, e.g. email address] .

You have the right to approach the data protection authorities with complaints. The authority responsible is the European Data Protection Supervisor [**Attention**: European Organizations (GIZ, WIP, AEA, AKBOE, LLU, EBA, FVB) have to change this information to their responsible Data Protection Authority (DPA) within their country. E.g. for GIZ, WIP and FVB this would be: German Federal Commissioner for Data Protection and Freedom of Information (BfDI). See the list + contact details for each country here: <https://edpb.europa.eu/about-edpb/board/members_en> ] .