

LDT4SSC Project Methodology

Step 2: VALIDATE (Specifications)

**Workshop: Inventorying your
LDT Project Data: Unlocking
Interoperability, Listing and
committing to share data among
partners**

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Document History

Date	Version	Edited by	Description
May 2026	v1	Marine Le Gall, Laura Riou, Sophie Houzet	First version adapted from the CAPACities program.

Workshop Overview

Title	Inventorying your LDT Project Data: Unlocking Interoperability, Listing and committing to share data among partners
Methodological step	Step 2: VALIDATE (Specifications)
Duration	1 hour and 40 mins
Number of Facilitators	1 for each group of 4 to 5 people
Equipment Needed	• One big sheet of paper (1m/2m) or a large (digital) whiteboard • Sticky notes • Pens and markers • paper
Expected outputs	• The filled-in data inventory table. • Workshop participant commitments for data sharing. • A summary note produced after the workshop, outlining key findings and next steps.

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1. Context and objectives

The **Inventorying your LDT Project Data** workshop is part of the **VALIDATE step (specification)** which bridges the gap between the project's initial idea and its practical implementation. It translates the use cases into **technical and functional requirements**, while accounting for real-world constraints such as interoperability, data, architecture, security, and putting the user's needs at the center.

More information on the objectives, prerequisites and stakeholders to involve in the EXPLORE step can be found on the LDT4SSC Knowledge Hub¹.

The workshop is designed to achieve the following objectives:

- **Identify data** sources, formats, and access protocols.
- Register **relevant data for the project** and understand its **lifecycle**.
- Define and **formalize participant commitments** for **sharing data samples** with partners or service providers.
- **Unlock interoperability** by listing and committing to share data among partners

2. Workshop

2.1. Workshop phases overview

<i>Time spent</i>	<i>Phase</i>	<i>Description</i>
15 mins	0. Framing and Icebreaker	Participants revisit the selected use case and project objectives to keep discussions grounded.
45 mins	1. Inventorying the LDT Project's Data	Participants collectively fill in the data inventory table with datasets to be used in the LDT and their accompanying information
30 mins	2. Capturing Commitments through a Visual Thread	Participants write down their data-sharing commitments.
10 mins	3. Synthesising Outcomes and Defining Next Steps	The facilitator and participants review the findings of the workshop, summarise them and draft follow-up actions.

2.2. Workshop step by step guide

Phase 0: Framing and Icebreaker (recommended allocated time: 15 mins)

The facilitator orients the participants **towards the selected use case** and the overarching project objectives. They list all **relevant project factors** such as: goals, stakeholders, budget. This initial phase ensures that the subsequent discussions remain grounded in a **clear and concrete context**. It also serves to **align all stakeholders** on the purpose, scope, and expected outcomes of the workshop, fostering a shared understanding before diving into deeper phases.

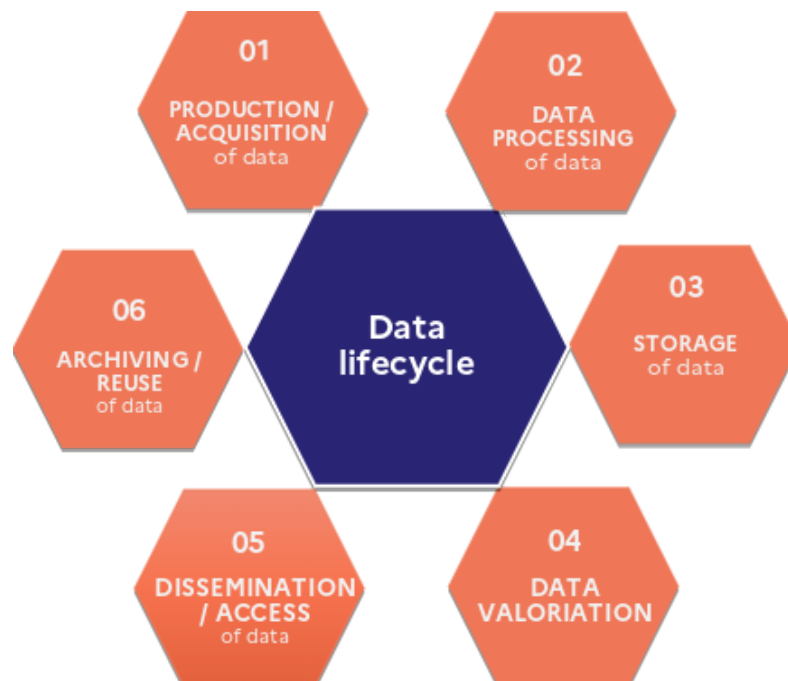
¹ https://knowledgehub.ldt4ssc.eu/resources_content/methodology/

The facilitator also **organises an icebreaker** designed to foster mental and creative engagement by encouraging participants to adopt a playful, and open mindset. This initial interactive, game-like activity, stimulates imaginative thinking, reduces initial social tension, and prepares participants to engage fully in subsequent workshop phases.

Phase 1: Inventorying the LDT Projects' Data (recommended allocated time: 45 mins)

This phase aims to **systematically identify and document comprehensive information** about all datasets involved in the Local Digital Twin (LDT) project, ensuring a thorough understanding of their sources, processing, storage, and usage.

Participants will use a **large sheet of paper or a digital board** featuring a **pre-drawn table** to capture detailed information about each dataset. The table is structured to cover all the data lifecycle stages.



The facilitator **guides participants** through the process, ensuring that all relevant data aspects are **accurately recorded** and **clarifying any questions** that arise. They will also **encourage discussion** to uncover any overlooked details or interdependencies between datasets.

This structured inventory **provides a clear and comprehensive overview** of the project's data landscape. It helps identify technical, legal, semantical and organisational **interoperability needs, potential gaps in data management, and opportunities for integration**. This phase is critical for **efficient data governance** throughout the project lifecycle.

Data Lifecycle stages	Information	Dataset 1	Dataset 2	Dataset ...
1. <i>Production / Acquisition</i>	Source /new data to be created (e.g., sensors, database)			
	Maturity (e.g., raw, validated, or processed)			
	Description of the file (e.g. format, essential data, metadata)			
	List the fields in the file			
	Technical accessibility (e.g., via API, manual extraction, ftp)			
	Legal accessibility (e.g., compliance with GDPR, licensing)			
2. <i>Data processing</i>	Actions required (e.g., access rights, data cleaning, transformation, modelling, simulations)			
3. <i>Storage</i>	Location of data storage (e.g., cloud, local servers)			
	Need for additional hosting			
4. <i>Visualisation</i>	Planned use (e.g., dashboards, reports)			
	Desired visualisations/indicators			
5. <i>Dissemination / Access</i>	Types of users (e.g., internal teams, external partners, public)			
	Creation of data rights (e.g., access levels, permissions)			
	Link to another use case (e.g., interoperability, shared datasets)			
6. <i>Archiving</i>	Conservation rules (e.g., retention period, data lifecycle)			
	Terms of reuse (e.g., open data, restricted access)			
Comments	Additional notes or considerations			

Phase 2: Capturing Commitments through a Visual Thread (recommended allocated time: 30 mins)

This phase aims to **secure active participant engagement** and **formalise their commitment** to sharing data, ensuring a smooth and collaborative deployment of the LDT project. To do so, participants are invited to **publicly pledge their data-sharing contributions** by documenting their commitments on small sheets of paper. Each sheet should include:

- **Name of the participant**
- **Description of the data sample** they will provide
- **Expected sharing date**

To create an engaging and interactive experience, the facilitator can **hang a string between two thumbtacks on the wall**, with small clothes pegs attached. Participants then **write their commitments on the paper squares** and **peg them to the string**, creating a **visual "thread of commitments"** that symbolises collective accountability. This approach **makes individual and collective commitments visible**, fostering a sense of **accountability and teamwork**. By transforming a procedural task into a **participatory and engaging activity**, it strengthens motivation and ensures that all stakeholders are **actively invested** in the project's success.

The facilitator **explains the purpose and process of the exercise**, distributes the necessary materials, and **ensures all participants contribute**. At the conclusion of the activity, the facilitator **summarises the commitments**, reinforcing transparency and shared responsibility.

Phase 3: Synthesising Outcomes and Defining Next Steps (recommended allocated time: 10 mins)

To conclude the workshop, participants engage in a **structured synthesis of all the commitments and the data inventory table**. The facilitator verifies the **completeness and accuracy of all recorded information**, including participant roles, data inventory details, and the formalised commitments captured on the visual thread, ensuring that every element is thoroughly documented and validated.

The group then **critically reviews the inventory to identify any missing roles, responsibilities, or gaps** that could impact the project's progression. This review process **clarifies where additional support, legal compliance, or technical interventions are required** to address potential challenges and ensure seamless implementation.

Finally, the facilitator **synthesises the workshop's key findings**, addressing any outstanding questions from participants to ensure clarity and alignment on phases / next steps. Finally, the session concludes by **summarising responsibilities, timelines, and follow-up actions**, ensuring accountability and momentum as the project progresses.

2.3. Recommendations for Workshop facilitation

To ensure the workshop's effectiveness, facilitators are advised to adopt the following approaches:

Prepare the Data Table in Advance

Ensure the **inventory table** is **pre-drawn on a large sheet of paper or a digital board** before the session begins. This preparation allows participants to **focus on content rather than setup**, maximising the time available for discussion and collaboration.

Optimise Physical or Digital Space

Arrange the workspace so that **all participants can easily gather around the table or board**, fostering **active participation and clear visibility** of the data being documented.

Provide Clear Instructions and Examples

Offer **step-by-step guidance** on how to complete the data table, supplemented with at least one relevant **practical example** to illustrate expectations. This clarity helps participants **accurately and confidently** document their data details.

Encourage Holistic Thinking

Prompt participants to consider **both technical and governance dimensions** of their data, such as **accessibility, legal compliance, storage requirements, and interoperability**. This ensures a **comprehensive and well-rounded** approach to data management.

Make the Commitment Exercise Interactive

Transform the commitment phase into a **visual and engaging activity**, such as the "thread of commitments" exercise. This not only **reinforces participant engagement** but also creates a **tangible record of accountability**, making pledges more meaningful.

3. Next Steps

The following workshops for the VALIDATE step are:

- *2.4 Identifying Levers, Obstacles and Objectives for Interoperability: From Awareness to Actionable Strategies for LDT Projects*
- *Bonus: Lego® Serious Play: A Transversal Tool to Address and Overcome Data Governance Challenges*

NB: The *Bonus: Lego® Serious Play* workshop is a workshop aimed at unwrapping bottlenecks via the usage of Legos, so it can be paired with any and all workshops in the VALIDATE step.

Next Methodology steps:

- *Done: Complete the EXPLORE workshops*
- *Ongoing: Complete the VALIDATE workshops*
- *Complete the DEFINE workshops*
- *Complete the IMPLEMENT workshops*

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