

The NEU IP Data Policy and its implementation

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NEU Data Management: Activities A7.3 & A7.4

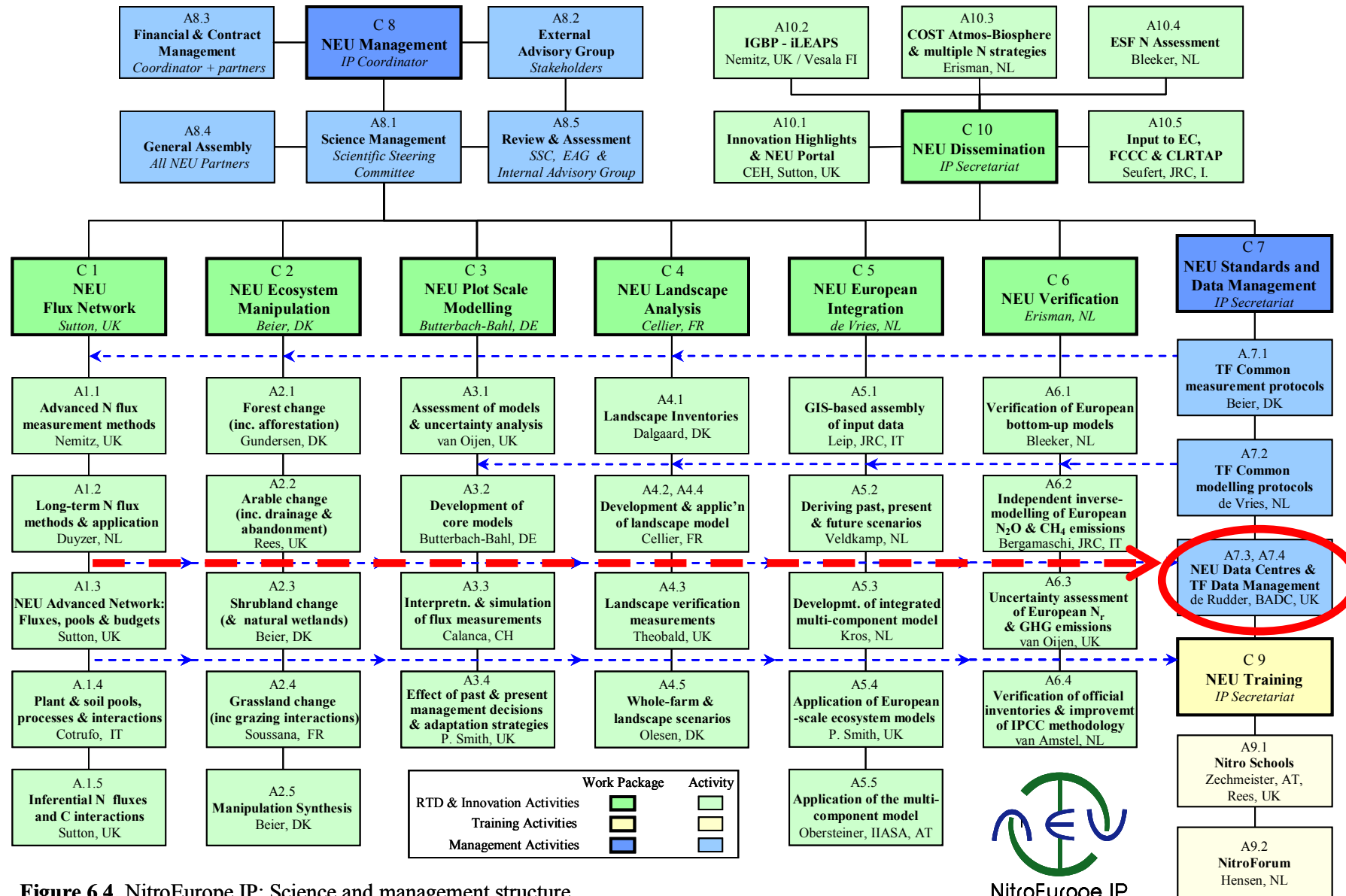


Figure 6.4. NitroEurope IP: Science and management structure

NEU Data Management Tools

NEU IP Data Policy (DP)

- Produced and discussed by the pre-existing Data Management Committee (DMC)
- Submitted for approval to the Science Steering Committee (SSC)
- Integrated into the NEU IP Contract as Appendix C to Annex I (Description of Work)
- Outlines general principles applying to the NEU IP data management (provision, exchange, availability, maintenance, use of data produced by NEU or acquired from 3rd parties)
- To be followed by

NEU IP Data Management Plan (DMP)

- Describing the practical implementation of the principles stated in the DP
- To be developed in the coming weeks/months

NitroEurope Data Policy

Contents

1. Introduction
2. **Scope**→
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9. Data format
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11. Data file names
12. Data quality
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15. Support to the NitroEurope researchers
16. Links
17. List of acronyms and definitions

Annex: NEU Conditions of Use

Provision, exchange, availability, maintenance and use of data

- *produced by NEU;*
- *acquired from 3rd parties as a support to NEU research (*)*

() Third Party = Provider or user of data who is not part of the NEU IP consortium*

NEU Data Policy - Purpose

The purpose of the NitroEurope data Policy is to set up fundamental principles in view of

- easing collaboration among the participants to the NEU project;
- ensuring timely submission of data for the use within the consortium;
- protecting the researchers' IPR and rights to publish their results;
- providing rules for use of the data within the consortium and by third parties;
- building an homogeneous body of valuable scientific information on nitrogen species fluxes over Europe;
- providing the broader scientific community with an easy access to the above integrated knowledge.

NEU Data Management Infrastructure & Operations

(1) NEU Science Component Data Managers (CDMs)

The CDMs' responsibilities include

- liaison with the scientists and the Data Management Committee;
- overseeing data collection and quality checks;
- providing support to investigators in issues related to data formatting and submission.

Science Component		Component Data Manager (CDM)	
C1	Flux Network	Claire Campbell	CEH Edinburgh, UK
C2	Ecosystem Manipulation	?	RISØ, Denmark
C3	Modelling	Frank Homburg	FZK, Germany
C4	Landscape Analysis	Jean-Louis Drouet	INRA Grignon, France
C5	European Integration	Adrian Leip	JRC Ispra, Italy
C6	Verification	Albert Bleeker	ECN, The Netherlands

NEU Data Management Infrastructure & Operations

(2) NEU Data Centres

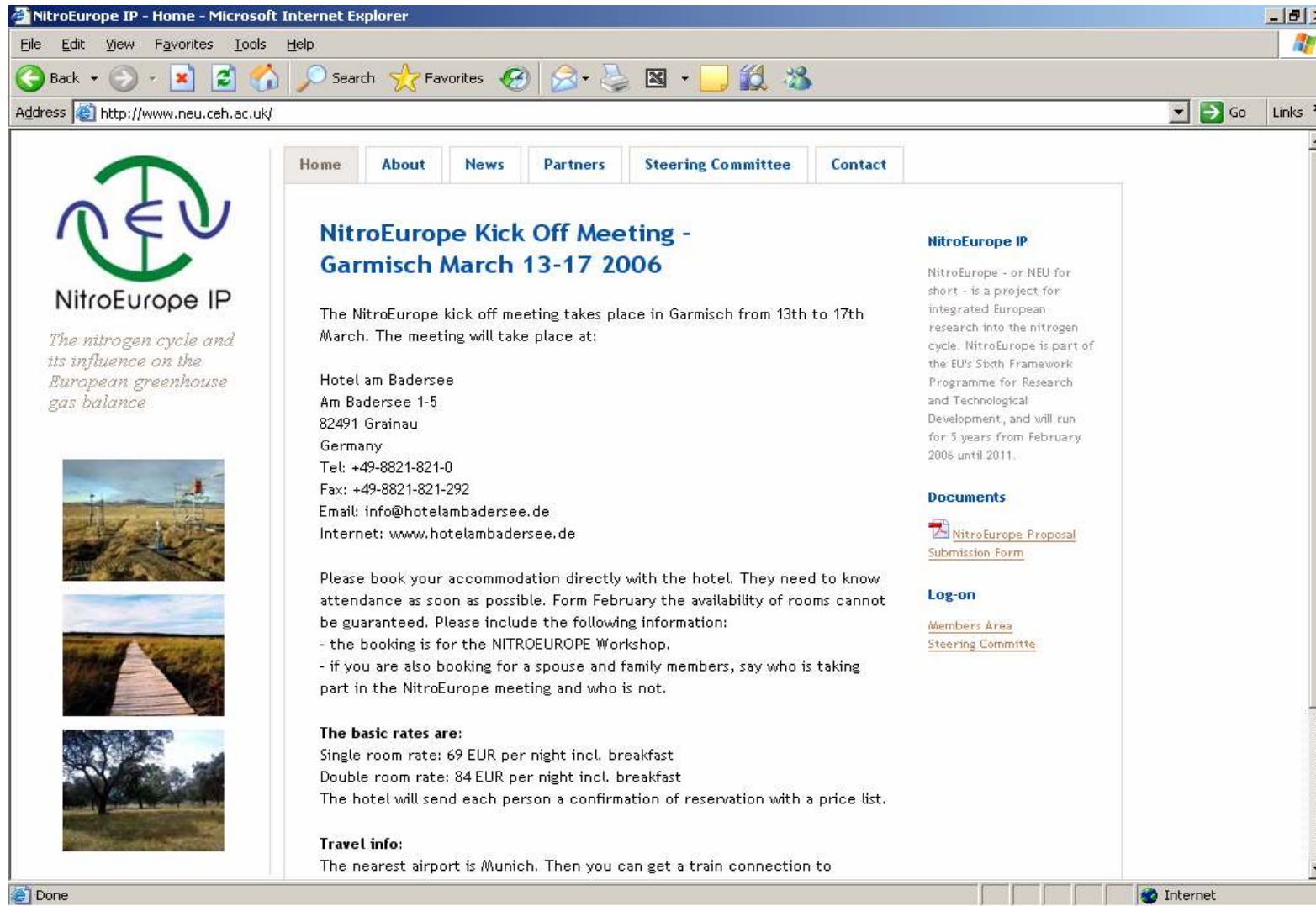
Science component		DC	DC Representative
C1	Flux Network	BADC (UK)	Anne De Rudder
C2	Ecosystem Manipulation		
C3	Modelling		
C4	Landscape Analysis		
C5	European Integration	JRC (Italy)	Adrian Leip
C6	Verification		

The DCs' responsibilities include

- archival
 - checking for completeness
 - maintenance
 - distribution
- } of NEU data

NEU Data Management Infrastructure & Operations

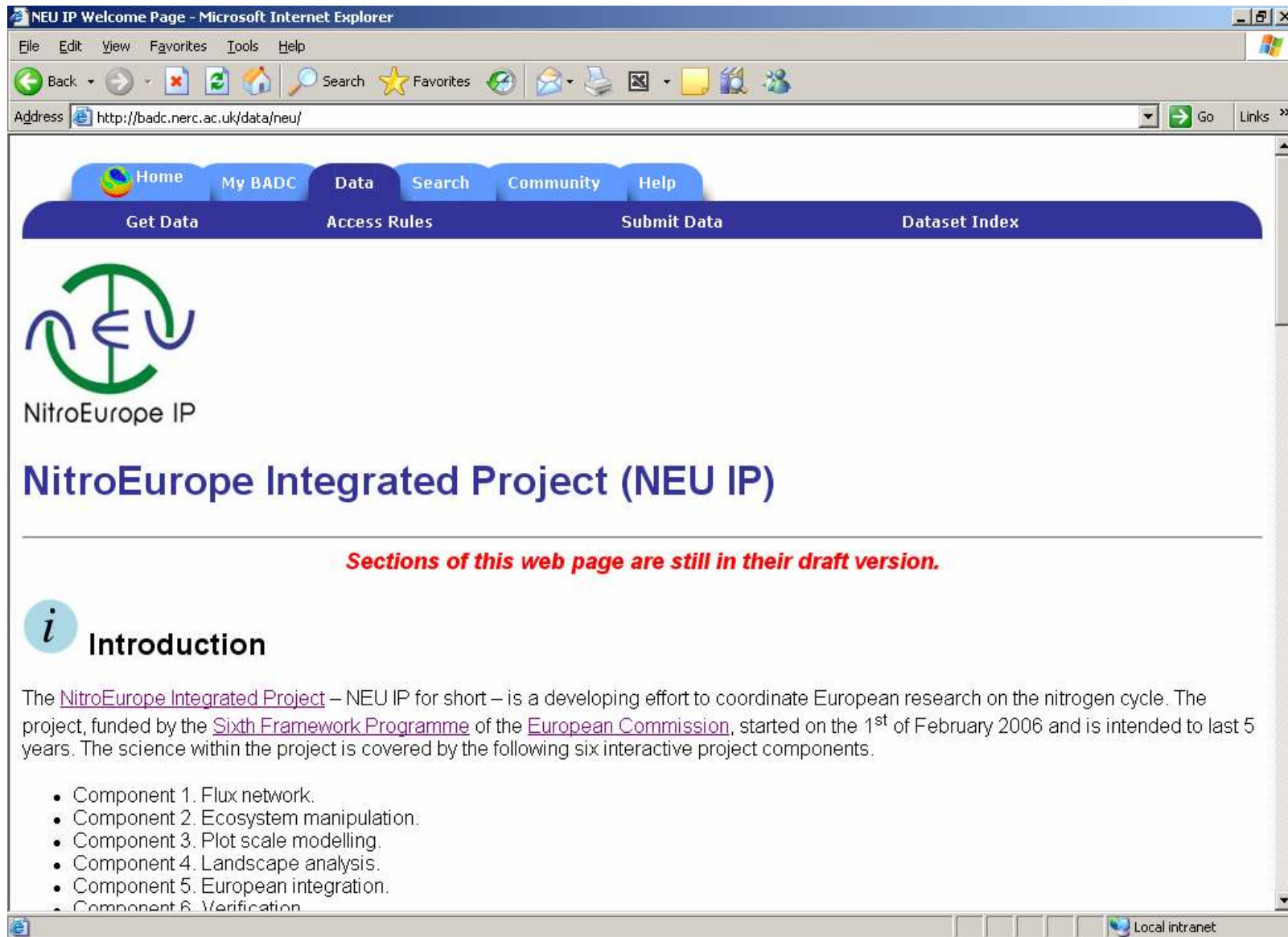
(3) NEU Data Web Portal – Primary source of information on NEU DM issues



<http://www.neu.ceh.ac.uk/>

Web master: Bill Bealey, CEH Edinburgh

NEU Data Website at BADC



<http://badc.nerc.ac.uk/data/neu/>

NEU Data Management Infrastructure & Operations

(4) NEU Data Management Committee (DMC)

It is composed of

- The six science component data managers
- A representative of each data centre (DC)
- The web portal responsible
- The NEU IP Science Project Manager
- The NEU IP Finance and Project Support Officer
- The NEU Co-ordinator or his representative

Stefan Reis, soon @ CEH Edinburgh

Joyce Luk, CEH Edinburgh

**Mark Sutton/Eiko Nemitz,
CEH Edinburgh**

It will

- co-ordinate & supervise DM activities,
- liaise with the Component Data Managers,
- make decisions about the implementation of the DP (DMP) and ensure that it is applied,
- confer at regular intervals,
- report to the SSC (formally through written annual report),
- form data management task forces as needed (A7.4).

NEU Archive

Contents

At the DCs:

- (1) Processed(*) observational data with documentation.
- (2) Selected significant model results and documentation (**).

At the Pls' institutes – or possibly the DCs:

- (3) Raw(*) data & processing software or description of retrieval algorithms (+ documentation available from web portal).

(*) As defined in Measurement and Modelling Protocols and DMP.

(**) In some cases, frozen model versions + input & scripts may be worth to be archived, but only as metadata documenting model output (cf. BADC Model Data Policy).

Lifetime

- (1) As long as the DC's lifetime.
- (2) Subject to peer reviewed re-evaluation at 4-year intervals (BADC Policy).
- (3) “For the long term” – at least for the duration of the retention period.

Access to NEU Data – Conditions of Use

The following conditions will apply to any use of NEU data, at any time.

These data were generated or collected within the framework of the NitroEurope IP.

The user agrees

- *to contact the Data Originator prior to any use of the data;*
- *not to disclose the data to other parties;*
- *to restrict the use of the data to the context of the research topic specified at the time of application, when this application was made to access data still restricted from the public domain;*
- *that the Intellectual Property Right remains with the Data Originator;*
- *not to use the data for commercial purposes;*
- *to offer the Data Originator(s) co-authorship of any publication or communication based on these data; in the event that the offer is declined, Data Originators must be duly acknowledged.*

Access to NEU Data – Retention Period

Access to NEU data will be restricted to selected communities (see next slide) during a retention period ending

5 years after the submission due date

or

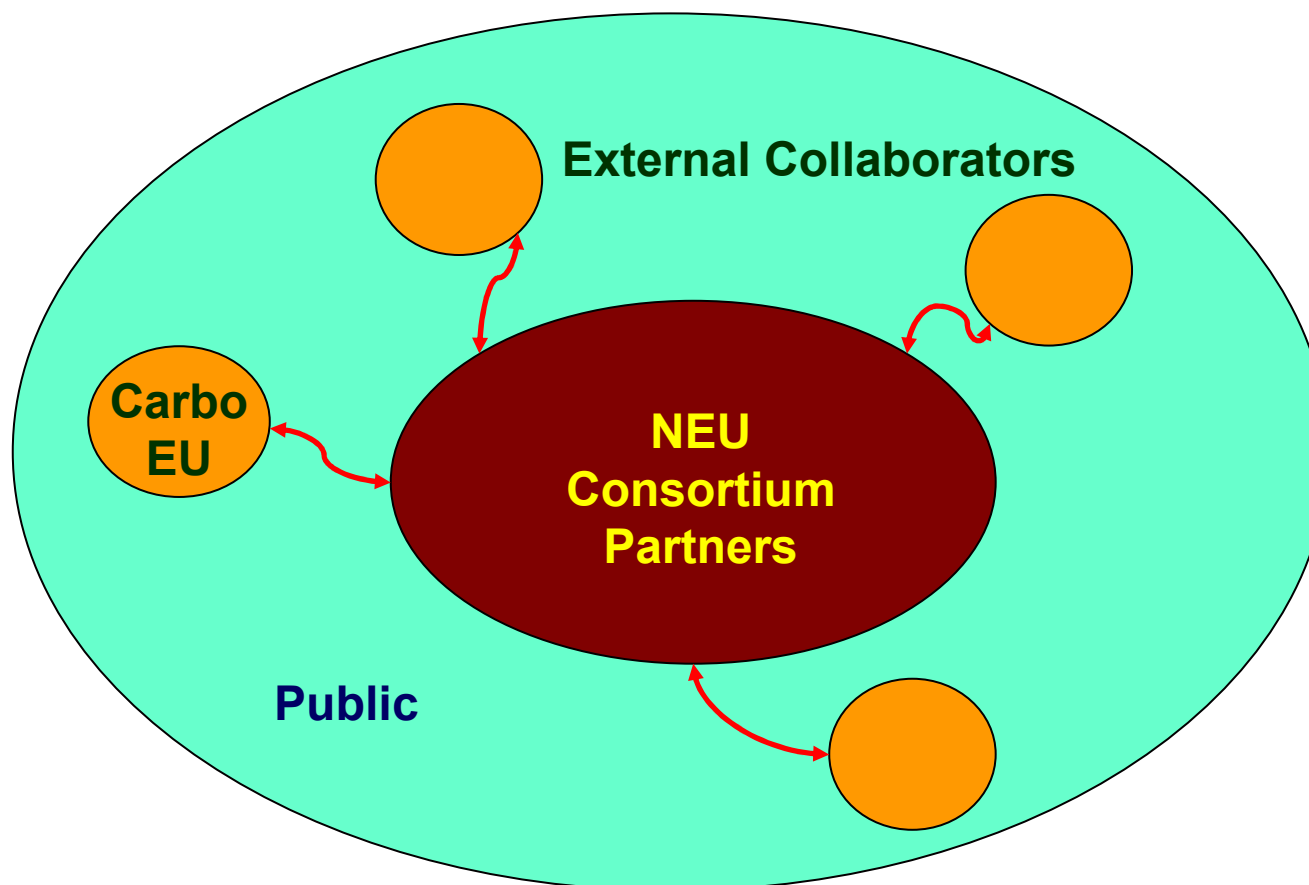
2 years after the project end date,

whichever occurs first.

Access to NEU Data – Authorised Users

Public

- Discovery metadata immediately visible
- Free access to the data after the retention period, but Conditions of Use continue to apply



NEU Consortium Partners

- Immediate availability
- On application (channelled through the NEU Scientific Project Manager)

External Collaborators

(during retention period)

- Must apply for access
- Application subject to approval by Data Originator(s) & Component Leader

Intellectual Property Rights (IPRs) & Publication Issues

- IPRs belong to the Data Originator(s) (*) or their respective institutes
- During the retention period, the Data Originators have the priority to publish the analysis of their data (collectively if ownership is shared)
- At any time, the Data Originator(s) must be invited as co-authors of any publication or communication based on or using NEU data
- If the above offer is declined, Data Originators must be duly acknowledged

(*) Data Originator = Investigator who has collected and / or conducted the initial analysis of the data

NEU Data Format

It is desirable that not more than 2 data formats be adopted for measurements and model results, meeting the following criteria.

- Suitability to exchanges among the NEU community.
- Dataset consistency.
- Transportability, worldwide use and existence of handling software.
- Adequacy for long-term archiving (no Excel spreadsheets!)
- Self-description capacity.

Suggested formats:

- NetCDF (binary) + CF Metadata Convention
- NASA Ames (ASCII files including a metadata header)

Raw data, software, images, text documents will be archived in their original formats, provided they are accompanied by appropriate metadata.

More on the NEU Data Policy

- Metadata (use of standards)
 - Data file names (cf. BADC convention)
 - Data quality (PIs' responsibility – supported & supervised by CDMs)
 - Data completeness (checked by DCs)
 - Security and longevity – Backups
 - Support to the NEU researchers
- } To be developed in the DMP

NEU Data Management Plan

An updatable document addressing the following.

- Time schedule and deadlines for the delivery of data, based on the synergy between the 6 science components
- *Processed* versus *raw* data
- Fate of model data as ruled by the BADC Model Data Policy
- Data formats
- Metadata
- Data file names
- Protected access system at BADC and application procedure
- Data completeness checking
- Any arising additional DM issue

Parallel Group Session 5.E

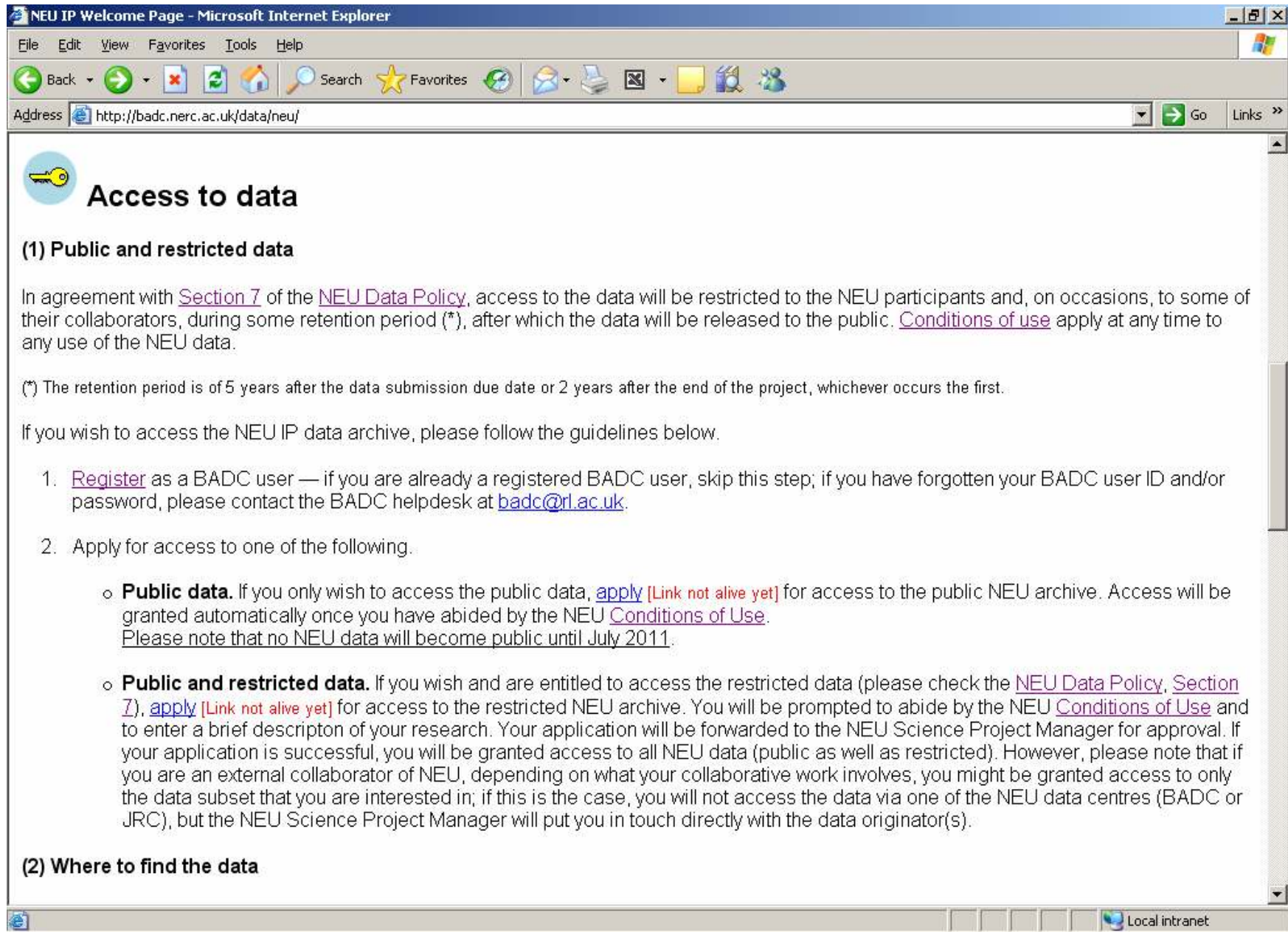
Data handling and checking tools

Thursday 16 March 2006, 10:45-13:00, Room E

- 1. Data needs and deliverables from all components, including timing issues**
- 2. General data issues (formats, metadata, completeness checking, web portal, etc.)**
- 3. Data Management Task Force (Activity 7.4)**

NEU @ BADC

How to apply for access to (and how to access) NEU data



NEU IP Welcome Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://badc.nerc.ac.uk/data/neu/> Go Links

Access to data

(1) Public and restricted data

In agreement with [Section 7](#) of the [NEU Data Policy](#), access to the data will be restricted to the NEU participants and, on occasions, to some of their collaborators, during some retention period (*), after which the data will be released to the public. [Conditions of use](#) apply at any time to any use of the NEU data.

(*) The retention period is of 5 years after the data submission due date or 2 years after the end of the project, whichever occurs the first.

If you wish to access the NEU IP data archive, please follow the guidelines below.

1. [Register](#) as a BADC user — if you are already a registered BADC user, skip this step; if you have forgotten your BADC user ID and/or password, please contact the BADC helpdesk at badc@rl.ac.uk.
2. Apply for access to one of the following.
 - o **Public data.** If you only wish to access the public data, [apply](#) [Link not alive yet] for access to the public NEU archive. Access will be granted automatically once you have abided by the NEU [Conditions of Use](#). Please note that no NEU data will become public until July 2011.
 - o **Public and restricted data.** If you wish and are entitled to access the restricted data (please check the [NEU Data Policy, Section 7](#)), [apply](#) [Link not alive yet] for access to the restricted NEU archive. You will be prompted to abide by the NEU [Conditions of Use](#) and to enter a brief description of your research. Your application will be forwarded to the NEU Science Project Manager for approval. If your application is successful, you will be granted access to all NEU data (public as well as restricted). However, please note that if you are an external collaborator of NEU, depending on what your collaborative work involves, you might be granted access to only the data subset that you are interested in; if this is the case, you will not access the data via one of the NEU data centres (BADC or JRC), but the NEU Science Project Manager will put you in touch directly with the data originator(s).

(2) Where to find the data

Local intranet

Online Registration with BADC

The screenshot shows a Microsoft Internet Explorer window titled "User registration information - Microsoft Internet Explorer". The address bar displays "http://badc.nerc.ac.uk/reg/user_register_info.html". The page features a navigation bar with links: Home, My BADC, Data, Search, Community, and Help. The main heading is "New User registration information".

Most of the datasets held by the BADC are unrestricted and freely available, either through the World Wide Web (WWW) or the anonymous FTP interface. You do not need to register to access [public datasets](#).

However to gain access to restricted datasets held at the BADC, you must first register with the BADC. **Please note that registering as a user does not automatically grant you access to restricted datasets.** To be granted access to restricted datasets you will need to complete an application form for the datasets you require. This will involve you telling us what you intend to do with the data and agreeing to be bound by the conditions of usage for the datasets concerned. The conditions of usage vary between datasets. Details of the conditions should be available on each [dataset web page](#). In most cases you will be required to sign a form agreeing to be bound by the conditions and post it to us. Only when we have received the complete form and are satisfied that you will comply with the relevant conditions will your account be given the necessary permissions.

Please note in particular that Met Office and ECMWF data are only available for *bona fide* academic research (see [data access rules](#) for more details). If you wish to use this data for commercial purposes, undergraduate, school or private projects, please [contact the data suppliers directly](#).

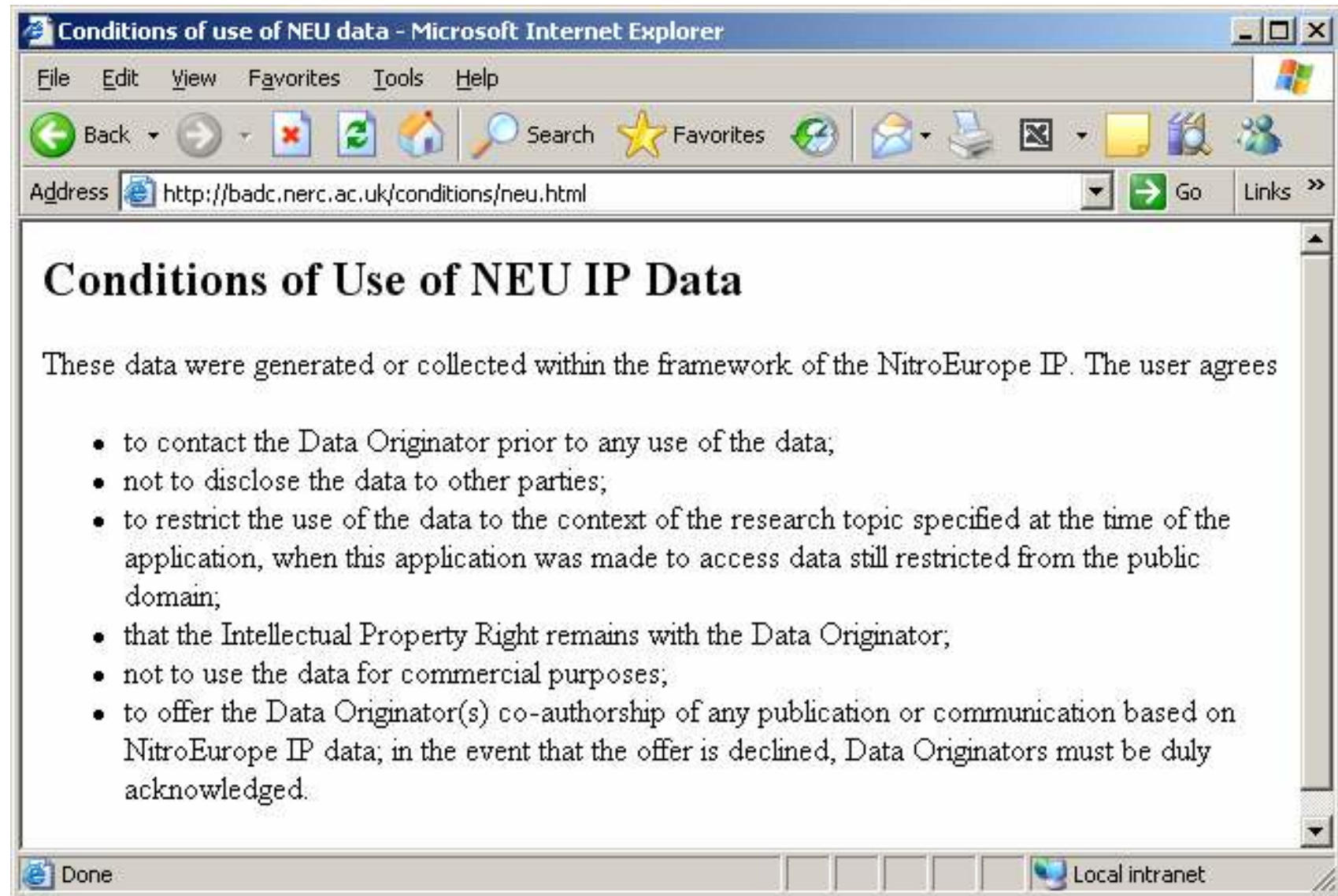
Instructions for how to complete the dataset registration process will be sent to you once you have registered as a user.

[Register as a new user](#)

[Help for New User registration](#) with BADC.

The footer contains links for Home, Contact, and Disclaimer, along with the text "Last Modified: 10/30/2002 11:33:18". The status bar at the bottom shows "Done" and "Local intranet".

Application for Access to NEU Data – Agreement with Conditions of Use Required



Access to the password protected archive

The screenshot shows a Microsoft Internet Explorer browser window titled "Login - Microsoft Internet Explorer". The address bar displays the URL "http://badc.nerc.ac.uk/cgi-bin/data_browser/data_browser/bac". The main content area is titled "Login to the BADC" and contains a login form with the following fields:

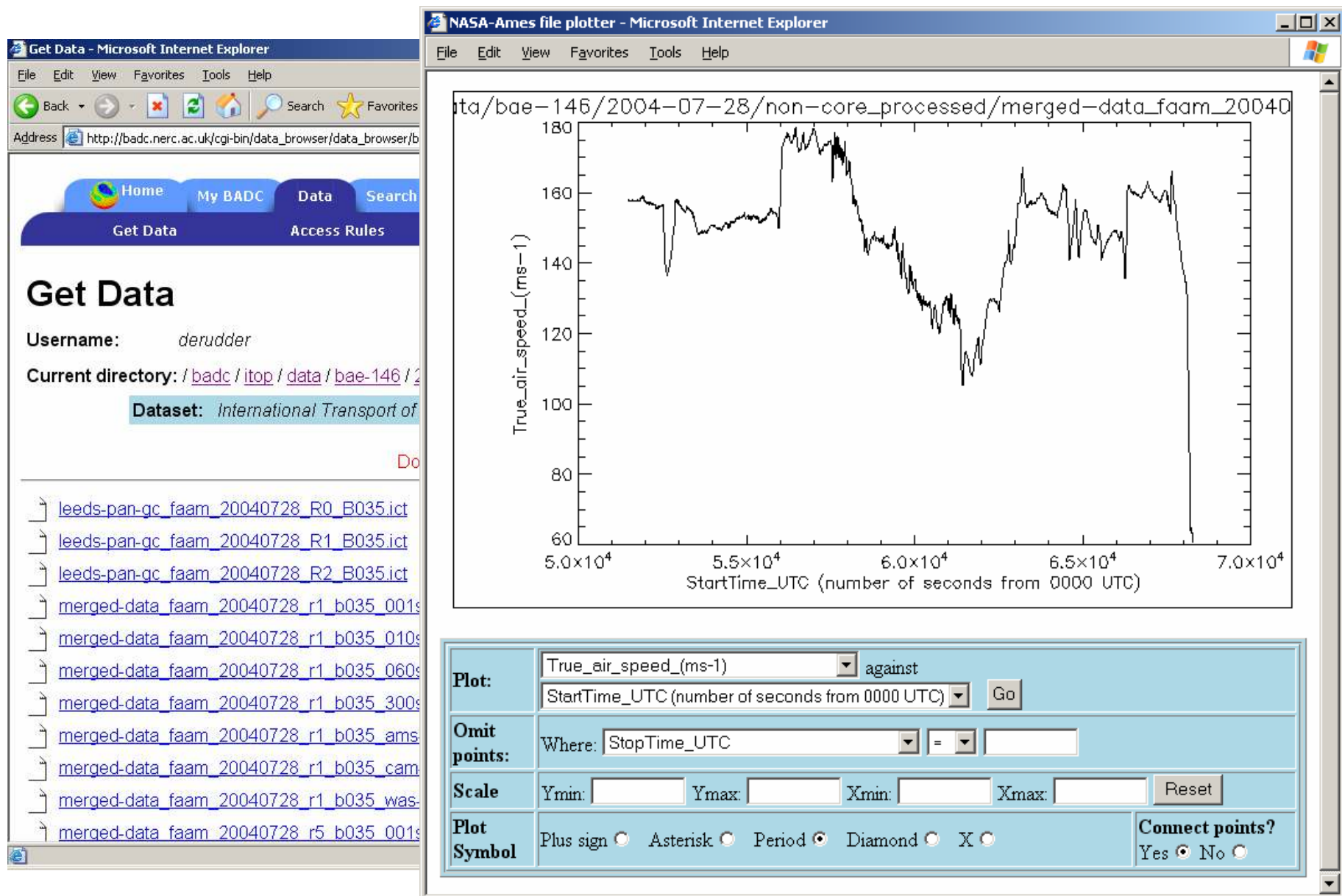
User Name:

Password:

Below the login form, there is a note: "Please note that your browser must have cookies enabled." and a link: "Problems logging on? Contact [BADC support](#) for help."

The status bar at the bottom of the browser window shows "Local intranet".

BADC Data Browser – Example: FAAM data from ITOP



*Thank you for
your attention!*