



The DACCIWA Data and Publication Policy **Final version – 27 September 2014**

Motivation

The Dynamics-Aerosol-Chemistry-Cloud Interactions in West Africa (DACCIWA) project is an international network of scientists pre-dominantly funded through the European Union Seventh Framework Programme (FP7/2007-2013). In collaboration with African scientists DACCIWA aims to study the impact of the rapidly increasing anthropogenic emissions over southern West Africa on air quality, human and ecosystem health, and weather and climate. The multidisciplinary analysis of observations from long-term monitoring networks and a major field campaign in June-July 2015 are key elements of the DACCIWA strategy.

Background & Definitions

- 1) This policy covers data (including quick looks) collected during DACCIWA field experiments by institutions and individual scientists participating in the project. This will include data generated in collaboration with partners paid through subcontracts.
- 2) The DACCIWA observations are split into individual datasets that are owned by one data Principle Investigator (PI) and can be accessed separately.
- 3) For the use of data, two groups will be distinguished: (A) Senior researchers named in the original DACCIWA proposal and employees of DACCIWA beneficiaries paid through project funds will have immediate access to all data, once uploaded to the database, but must follow the requirements laid out in this policy. (B) All external parties will have the same access rights after an embargo period specified in this protocol. Alternatively they can request earlier access through written application to the DACCIWA Steering Committee (SC) as explained in the following.
- 4) Generally, the access given to the data by this policy only covers the sole and direct use of the data in the framework of the scientific objectives of DACCIWA. This explicitly excludes the redistribution of data to third parties and the use for commercial applications. Use for scientific work outside of DACCIWA objectives needs a written permission by the SC. The sole exception is that the data PIs themselves are allowed to use their datasets for research unrelated to DACCIWA.
- 5) This policy has been established considering FP7 rules, the Grant Agreement with the EU and the Consortium Agreement of DACCIWA. If data are created through additional funding sources (e.g. EUFAR, national funding agencies), additional rules may apply that will be specified in the documentation of the individual datasets.

Rules

- 1) Data producers must provide their data to the project database held by Sedoo (le **SE**rvice de **DO**nnées de l'**OMP** CNES / CNRS / IRD / Météo-France / UPS). The timeframe for data upload is set in the Description of Work (DoW), which is part of the DACCIIWA Grant Agreement. The most important deadlines are given in the Table below.

Table 1: Deliverables related to uploads to the database (from DoW).

No.	Title	Lead	Date	Description
D1.2	Campaign data	UNIVLEEDS (Brooks)	M32 (July 2016)	Quality controlled datasets for PBL and low cloud from field campaign
D3.3	Campaign data	DLR (Schlager)	M36 (November 2016)	Quality controlled datasets for gas and aerosol phase compounds from field campaign
D4.3	Aerosol and cloud data	UPB (Schwarzenböck)	M36 (November 2016)	Quality controlled datasets for aerosol and cloud from field campaign
D5.2	Campaign data	UREAD (Chiu)	M30 (May 2016)	A campaign dataset of atmospheric, aerosol and cloud parameters that affect radiation
D6.1	Radiosonde dataset	KIT (Fink)	M24 (November 2015)	Quality-controlled radiosonde dataset from field campaign
D6.3	Rainfall dataset	KIT (Fink)	M42 (May 2017)	Rainfall dataset from Kumasi network

- 2) Datasets can be updated at any time. Data PIs are requested to provide information about every update together with the new version. All users that have downloaded a given dataset from the database are automatically informed about the update via e-mail. Updates do not change the «production age» discussed under point 7) below.
- 3) An embargo period of **2 years** after the upload applies. After that, external users can access the data in the same way as DACCIIWA participants before that time. Before the end of the embargo period, external users can request the release of individual datasets through written application to the SC.

- 4) During the embargo period, any data is accessible on request and royalty free to all DACCIWA participants within the limits of the scientific objectives of the project.
- 5) For any usage of DACCIWA data EU funding needs to be acknowledged with the sentence: "The research leading to these results has received funding from the European Union Seventh Framework Programme (FP7/2007-2013) under grant agreement n° 603502."
- 6) Users of the database are expected to contact the producer/owner of the data in order to propose collaboration, also after the end of the embargo period. To ensure this happens, any access to a data set (or a sub-data set) will automatically trigger an e-mail to the owner of the data so that he/she is aware of who intends to use the data and can contact that person if needed. This also allows the owners (PIs) of the data to inform their users of any evolution in the dataset.
- 7) Depending on the data type, the «production age» (time since first upload of a dataset to the database) and the actuality of a scientific collaboration, any publication will have to be either co-authored by the data provider or at least their contribution acknowledged. For research data submitted to the database less than 24 months ago a co-authorship has to be proposed to the owner of the data.
- 8) Any publication related to DACCIWA has to be reported to the Management Support Team (MST; dacciwa_mst@lists.kit.edu). DACCIWA Members then have 30 days to object to the publication. Should an objection be raised, the procedure described in the Consortium Agreement will be followed. It is recommended that published or accepted versions of DACCIWA-related publications are uploaded to the AMMA bibliographic repository (<http://biblio.amma-international.org>) to increase the visibility of DACCIWA research.
- 9) This policy will be signed by all scientists who request access to the DACCIWA database.
- 10) It is possible that parts of the data in the DACCIWA database are also stored in other databases (e.g. BADC). The rules laid out in this document should be followed as much as possible. The DACCIWA SC should be informed in due course and deviations from the DACCIWA data policy need to be approved. Assignment of a data DOI should only be made through Sedoo and any other database should use that same DOI.
- 11) Any breaches of this data policy will be discussed by the DACCIWA Steering Committee, which reserves the right to take legal actions.

PROCEDURE

- 1) Scientists wishing to get access to data from the DACCIWA database fill in the following form, the content of which will be automatically sent to the DACCIWA MST by e-mail (dacciwa_mst@lists.kit.edu).
- 2) The MST verifies that the request originates from a DACCIWA beneficiary and informs the scientist that the user account is open for access to all DACCIWA data. For external users, see following paragraph.
- 3) If the request originates from an external party, the MST team will forward the request to the SC for discussion. In this case access may only be granted to part of the DACCIWA observations (individual datasets). After the end of the embargo period, external users will be treated the same way as internal users during the embargo period.

DACCIWA form for access to data

Web form that asks for Full Name, Affiliation (address, phone, e-mail) and description of intended data use including a specification of which part of the DACCIWA data should be used.

- 1) With this form, I fully accept the rules given in this data policy. In particular
 - I apply for access to the data in order to perform work as described in the following description of intended data use.
 - I commit to contact the producer/owner of the data I required in order to propose a collaboration (note that an automatic e-mail will be sent to that person).
- 2) In the case of any publication, I commit
 - either to propose co-authorship with the data provider or to acknowledge them depending on the data use, type and "production age".
 - to acknowledge the funding of DACCIWA with the sentence: "The research leading to these results has received funding from the European Union Seventh Framework Programme (FP7/2007-2013) under grant agreement n° 603502."
 - to inform the Management Support Team (dacciwa_mst@lists.kit.edu) of any publication related to DACCIWA at least 30 days prior to planned submission.

- 3) I commit to never redistribute DACCIWA data received through this agreement to any other person or institution without the permission of the data owner.
- 4) I commit not to use data for commercial applications.