

LOICZ Data Policy

1 Introduction

The LOICZ data policy is intended to support the long-term success of the project as requested by the parent programmes [IHDP](#) and [IGBP](#), who are both involved in the joint initiative Earth System Science Partnership ([ESSP](#)). The aim is to ensure that valuable data collected by researchers are properly and effectively utilised. Herein, the term 'data' refers to field, laboratory and model generated data; project data, results and publications thereof. The focus points of the policy are data and metadata sharing, responsible archiving of data and cataloguing activities. In this policy 'metadata' is defined as descriptive information that characterises a set of data, distinguishing that dataset from other similar datasets. Metadata should contain sufficient information to allow users to define whether that dataset will be of use to them.

2 Principles

- 2.1 Data sharing and exchange are an essential component of LOICZ interdisciplinary studies within and beyond the project. LOICZ encourages the sharing of models as well as of data. Investigators should recognise the 'proprietaryship' of such data ('rights to first publication/ authorship') acquired from other investigators.
- 2.2 LOICZ data, model and project exchange should follow the needs and aspirations of [ESSP](#) and other relevant research organisations and recognise advocacy of the primary funding agencies.
- 2.3 Coordinators of LOICZ affiliated activities retain the primary responsibility for data quality control and assurance. Once metadata is submitted to the LOICZ Inventory (see section 3), coordinators of LOICZ affiliated activities are obliged to update the metadata on a regular basis but at least once a year to ensure that the LOICZ Inventory is accurate, until the project is finished and a final version has been submitted.
- 2.4 Within activities (during the funded lifetime of LOICZ affiliated activities) data exchange, archiving and cataloguing are an important component of each LOICZ affiliated activity and should be addressed (in detail) within the implementation plan of each LOICZ affiliated activity. Each LOICZ affiliated activity will retain the data collected under its auspices and should address the long term archival of observational, laboratory and model data and data products in order to ensure a lasting contribution to coastal science.
- 2.5 Requirements of this data policy are not intended to supersede the requirements of the individual Data Policies of national and regional funding agencies, programmes and projects.

3 Implementation

The IPO hosts and maintains an online database of metadata about LOICZ affiliated activities. Metadata can be added and updated by the activity's coordinators online following the Terms of Reference for LOICZ affiliated activities; these can be found on the [LOICZ website](#).

- 3.1 The IPO should provide an inventory, data access procedures and portals for non-LOICZ data sources that are of importance or interest to the LOICZ network, as part of the LOICZ Inventory. Access to these data sources will be the responsibility of the LOICZ Investigators wishing to use them.
- 3.2 The IPO in collaboration with the SSC will identify, review and recommend mechanisms to create required 'linkages' and data exchange with other appropriate programmes ([IGBP](#), [IHDP](#), their core projects and others).
- 3.3 The IPO will ensure the regular and timely flow of information from related programmes to the LOICZ community as well as between the affiliated projects and from them to individual LOICZ researchers, mainly through the media of the LOICZ Newsletter and the [LOICZ website](#).
- 3.4 The IPO will approach the World Data Centres to discuss how they can work with LOICZ to assure long-term stewardship of LOICZ data and metadata (see also paragraph 2.5)

This document is subject to change at the discretion of the LOICZ Scientific Steering Committee.