

Official Japanese rule and guideline are translated into English

Arctic and Antarctic Data archive System Data Policy

1. Introduction

This data policy stipulates the publication policy for data sets in the Arctic and Antarctic Data archive System administered by the Arctic Environment Research Center of the National Institute of Polar Research and Polar Environment Data Science Center of Joint Support-Center for Data Science Research as well as the conditions of use for the data, terms of agreement and disclaimers.

2. Definition of Terms

Data refers to digital data and its metadata derived from any research activity such as surveys, observations, laboratory analysis, experiments or analysis of existing data.

Metadata refers to the information on the attributes of digital data derived from any research activity such as surveys, observations, laboratory analysis, experiments or analysis of existing data. It includes information pertaining to the creators, owners and distributors of data, their contact details and site locations, data collection periods, collection methods and the like.

Data set owners refer to the individuals or groups who own the rights to data sets. If the metadata does not clearly indicate a data set owner, then these rights are retained by the individual or group who created the data set.

3. Arctic and Antarctic Data archive System Data Set Disclosure Policy

Data and/or information obtained from publicly funded research on the polar region or the cryosphere must be made available online with as few restrictions as possible. Researchers must make every effort to release the data they have collected in as timely a manner as possible together with metadata that is as accurate as possible.

3.1. Data Set Publication Standards

The Arctic and Antarctic Data archive System will publish data and/or information obtained and collected in the polar region and the cryosphere as well as data and/or information derived therefrom.

All data registered in the Arctic and Antarctic Data archive System will be published.

However, the Arctic and Antarctic Data archive System may allow publication moratoria to be established for and access restricted to approved data sets.

3.2. Exceptions to the Data Set Publication Standards

If, among registered data sets, there are data sets for which the financial sponsors have stipulated independent disclosure terms or other arrangements regarding access thereto, those rules will be given precedence.

3.3. Metadata

- 1) Metadata must be made available for use concurrent with or prior to the publication of a data set.
- 2) Regardless of whether access to data is restricted, all metadata for data sets that are to be published must be made accessible to the public.
- 3) Data set owners must describe metadata in accordance with the regulations stipulated by the Arctic and Antarctic Data archive System.

4. Data Use Agreement

Users will be deemed to have consented with the terms of agreement in this document at the moment they use the Arctic and Antarctic Data archive System and download data sets.

The Arctic and Antarctic Data archive System reserves the right to change this policy at any time without notice. Any changes will take effect immediately upon publication.

The terms of agreement are as follows. However, if arrangements regarding access to data sets are given precedence, as outlined in the exceptions in Section 3.2, users must consent thereto separately.

User registration is required to use restricted access data sets.

5. Condition of Use

The reuse of scientific data holds promise for promoting intra- and interdisciplinary communication, teamwork and cooperation. Therefore, full support must be given to make the reuse of data possible. Users are unconditionally guaranteed permission to use data sets provided they satisfy the following conditions.

- 1) Acceptable use: Users must use the data sets appropriately in accordance with the conditions listed in the metadata.

- 2) Registration: When users download data sets, they must register their name, e-mail address and other contact information using the online form when prompted.
- 3) Prohibition of redistribution: Users shall not provide Arctic and Antarctic Data archive System data sets to third parties.
- 4) Citation: Users must properly cite the original data set when using a data set from the Arctic and Antarctic Data archive System in a conference presentation, paper presentation, journal publication, report etc. The general format for citations is as follows. If available, users should use the citation listed by the data provider.

Data creator, date of data publication, data title (version), Center in charge of disclosure, data set URL, identifier

For example:

Yabuki, H., Park, H., Kawamoto, H., Suzuki, R., Razuvaev, V.N., Bulygina, O.N., and Ohata, T., 2011, Baseline Meteorological Data in Siberia (BMDS) Version 5.0, Arctic and Antarctic Data archive System (AADS), Japan, <http://www.ads.nipr.ac.jp/dataset/A20110307-001>

- 5) Acknowledgment: Users must clearly indicate that they used the Arctic and Antarctic Data archive System in their conference presentations, paper presentations, journal publications, reports etc. If the data provider has supplied a sample acknowledgment, please include it. Sample acknowledgments for the Arctic and Antarctic Data archive System are as follows:

For data sets pertaining to the ArCS (Arctic Challenge for Sustainability) Project:

"The XXX dataset is archived and provided by Arctic and Antarctic Data archive System (AADS), which was developed by National Institute of Polar Research (NIPR) through the ArCS (Arctic Challenge for Sustainability) Project."

For data sets pertaining to the GRENE Arctic Climate Change Research Project:

"The XXX dataset is archived and provided by Arctic and Antarctic Data archive System (AADS), which was developed by National Institute of Polar Research (NIPR) through the GRENE Arctic Climate Change Research Project."

For data sets that do not pertain to the ArCS (Arctic Challenge for Sustainability) Project and the GRENE Arctic Climate Change Research Project:

"The XXX dataset is archived and provided by Arctic and Antarctic Data archive System (AADS), which was developed by National Institute of Polar Research (NIPR)."

- 6) Notification: When users use data sets from the Arctic and Antarctic Data archive System in conference presentations, paper presentations, journal publications, reports etc., they

should send a copy of the publication (i.e., a reprint of an article or a copy of the lecture outline for an oral or poster presentation) to the Contact listed below.

Disclaimers

- 1) The Arctic and Antarctic Data archive System is not liable for any loss or damage resulting from the use of this data.
- 2) The Arctic and Antarctic Data archive System may change, delete or discontinue the information on this site at any time without notice.