

Guidelines for Handling Observation Data obtained from the Green Network of Excellence  
(GRENE) Program's Arctic Climate Change Research Project

July 31, 2012

Approved by the NIPR Council  
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Purpose

1. These Guidelines establish important items concerning the handling of data obtained from observations and field works undertaken by the Arctic Climate Change Research Project (hereafter "the Project") of the Green Network of Excellence (GRENE) program. They are based on the Basic Guidelines on Handling Data and Materials of the National Institute of Polar Research, Research Organization of Information and Systems, Inter-university Research Institute Corporation (hereafter "NIPR") (approved on September 24, 2010; hereafter "the Basic Guidelines").

Terminology

2. Terminology used in these Guidelines is defined as follows:
  - i. "Principal Investigator" refers to a person responsible for implementing research on a particular research topic in the Project.
  - ii. "Project Researcher" refers to a "Principal Investigator," "Contributing Researcher," or "Collaborating Researcher" in the Project.
  - iii. "Observation Supervisor" refers to a person who participates in surveys and observations and who supervises observations.
  - iv. "Local Observation Participant" refers to a person who participates in surveys and observations.
  - v. "Data" refers to observation data; information obtained from surveys and field works, images (including movies, still images, and photographs), and drawings as well as records of said information; and information obtained from analyses of samples, collected in the Project like organisms, soil, seawater, etc., that are acquired through the Project.
  - vi. "Publication Moratorium Period" refers to the period between the time that Data are acquired and the time that the same Data are disclosed outside the Project.
  - vii. "Metadata" refers to additional information that explains Data.
  - viii. "Publication of internal use" refers to the disclosure of Data to Project Researchers.
  - ix. "Publication of external use" refers to the disclosure of Data to persons other than Project Researchers.

Applicability

3. These Guidelines shall apply to Data acquired in the Project.

Official Japanese rule and guideline are translated into English

#### Data Level

4. “Data level” refers to the quality of Data. Data are classified into the three levels shown in Detached Table 1.

#### Publication Moratorium Period

5. 1) Based on the Basic Guidelines, NIPR shall grant usage permission within a Publication Moratorium Period to be set in accordance with the Attached Table to all Project Researcher participating in the Project.
- 2) If the Arctic Environment Research Center of NIPR (hereafter “AERC”) receives a request from the Project Researcher who acquired the relevant Data to shorten the Publication Moratorium Period with the approval of the Principal Investigator, AERC may shorten the Publication Moratorium Period for the relevant data even if said period remains in effect.
- 3) Regardless of the provisions of Paragraph 2 above, if submission of Data is obligated by law or in accordance with an international agreement, NIPR may implement procedures for submission or publication that are established in the relevant law or agreement even if a Publication Moratorium Period is in effect.

#### Submission of Data following the end of an observation

6. Following the completion of an observation, the Observation Supervisor must submit the following items that were acquired from the observation to AERC within a period to be set in accordance with the Attached Table. The Metadata format to be used shall be in accordance with the format provided by AERC.

- i. Metadata
- ii. Data

#### Submission of Data within a Publication Moratorium Period

7. 1) An Observation Supervisor must submit Data that has undergone post-observation processing (correction, quality control, etc.) by the Local Observation Participant together with an attached technical report to AERC within the relevant Publication Moratorium Period.
- 2) The Observation Supervisor must report to AERC any changes (transfers, etc.) made to Metadata, even if said changes occur while the Publication Moratorium Period is in effect.

#### Obligation to store and manage data

8. The Observation Supervisor must appropriately store acquired Data until the Data are submitted to AERC in accordance with Article 6.

#### Data storage and publication

9. AERC shall appropriately store submitted Data and their Metadata. AERC shall also provide services for online use of said Data and Metadata.

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Response to violations

10. In the event that a Project Researcher violates a provision of these Guidelines or other pertinent regulation, etc., NIPR shall be permitted to take appropriate measures through the self-assessment system, etc.

Other matters

11. In addition to the stipulations of these Guidelines, the NIPR Data Management Committee shall deliberate details pertaining to the handling of Data obtained from studies or research conducted within the Project whenever the need arises.

Supplementary provisions

These Guidelines shall be effective from August 1, 2012.

Official Japanese rule and guideline are translated into English

Attached Table 1: Data levels (pertaining to Article 4)

Data level	Corrected	Correction of abnormal data values and error assessment
	Quality controlled	Flagging of abnormal values
	Pre-controlled	Basic physical quantity conversion

Attached Table 2: Periods for submission and publication of Data following the end of a submission period or Publication Moratorium Period (pertaining to Articles 5 and 7)

Data/sample type		Submission period	Publication of internal use	Publication of external use	Remarks
Metadata		1 month	2 months	2 months	If the observation period extends more than one year, submittal should be made by dividing observation data at collection times.
Data level*	Corrected or quality controlled	1 year	1 year	1 year*	
	Pre-controlled	1 month	2 months	No publication	
Analytical data of sample		2 years	2 years	2 years*	

\*Asterisks refer to publication within the relevant period as a general rule.