

# ENVEUROPE DATA POLICY

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# 1 Introduction

This document outlines the principles adopted by the Life+ EnvEurope project (LIFE08 ENV/IT/000339) regarding its data policy. The detailed implementation of these principles is further described in the documents regarding the data management and data flows within the project. The EnvEurope Coordination in cooperation with Action 1 developed this data policy on data management based on existing examples<sup>1</sup>. Its principles have been agreed with the EnvEurope beneficiaries.

The EnvEurope Data Policy addresses issues related to the provision, exchange, availability, maintenance, and the use of data generated or collected within the runtime of the EnvEurope project or acquired from third parties as a support to the research activities within the project.

In the following the EnvEurope project is either termed as “EnvEurope” or “project”.

## 2 Background

### 2.1 EnvEurope Project – Aims and Expected Results

The integration of long-term ecological research and monitoring at a broad geographical scale and across eco-domains requires efficient data access and sharing. Ecological monitoring and consistent reporting systems need to be improved across Europe – a challenge tackled by the process Shared Environmental Information System for Europe (SEIS) and the initiative GMES (Global Monitoring for Environment and Security).

Within this context, the project “EnvEurope” proposes a design for environmental high quality monitoring sites and the exemplary establishment of common parameter sets to be collected across the largest site-based network of Long-Term Ecosystem Research in Europe (LTER Europe: [www.lter-europe.net](http://www.lter-europe.net)). LTER Europe was established under the auspices of the FP6 Network of Excellence ALTER-Net, building on existing infrastructures and thus a lot of valuable data series. It focuses on terrestrial, freshwater and marine ecosystems and aims at streamlining standard procedures required to support scientific research and ecological monitoring and at increasing the visibility of LTER-Europe as a reference network for policy makers and environmental managers at the European level.

The current LTER Europe ([www.lter-europe.net](http://www.lter-europe.net)) network (about 400 sites across 22 European countries) consists of national networks. The national networks have their own governance structures and, even though they share the common objectives of LTER-Europe in the sites managed by their members, there is a strong need of harmonization at the European level. For the project EnvEurope a preliminary selection of about 20% of the total LTER Europe sites, as key-examples of ecological, geographical and ecosystem variability across Europe, has already been made by the project Associated Beneficiaries – all representing their national networks - with the aim to define and test harmonized methods.

#### Goals

1. Provide ecological knowledge, data and information on long-term trends of terrestrial, freshwater and marine ecosystem quality at the European scale, with reference to habitat types (including Natura 2000 network) and environmental gradients.
2. Provide and develop an integrated information management system on status and long-term trend of environmental quality. Access to information and resources will be created and

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<sup>1</sup> E.g. TERENO Data Policy (online available at <http://teodoor.icg.kfa-juelich.de/downloads-de/TERENO%20Data%20policy.pdf>; accessed 2012-05-29)

expanded beyond the current LTER approach, but capitalizing on its tools. This implies semantically consistent data architectures enabling seamless drill down from metadata to data.

3. Develop and setting-up in the field an integrated and permanent site-system to detect and evaluate changes in environmental quality across Europe. This objective will be achieved by the identification of priority parameters and harmonized methods, proposed and shared by the whole LTER scientific and technical community, thus substantially contributing to the harmonization of LTER at the European level.
4. Select, on the basis of ecological long-term data and feasibility test in the field, a set of key environmental quality indicators sensitive to defined major pressures and drivers.

### **Expected results**

1. The EnvEurope Information Management team (under A1) will support the network of long-term ecological and environmental research and monitoring sites of LTER-Europe with the necessary data and metadata infrastructure as a conceptual test case for the Shared Environmental Information Systems (SEIS). The provided solutions are based on metadata collection and management with standardized methods (INSPIRE, OGC and EML) enabling the discovery. The most suited Information Management practices are chosen in strong consideration of expertise and practical experiences gathered internationally, e.g. the global LTER network (ILTER) and the US-LTER. Long-term data series with proper documentation (metadata) are indispensable for generating knowledge about long-term changes in our ecosystems and their drivers. The development of a web portal providing interoperable access to long-term homogeneous ecological datasets linked to harmonized thesauri and web-map servers will be one of the main modules of the LTER integrated environmental information management system.
2. EnvEurope is a case study and pilot for an ecological research and monitoring workflow based on the distributed network of LTER-Europe sites. It will define an integrated and permanent site system to detect and evaluate the ecosystem status and quality in Europe, across spatial and temporal scales, along environmental gradients. The system will start from the ca. 70 intensive terrestrial, freshwater and marine long-term permanent research sites, chosen for the project on the basis of available facilities of the 11 participating EU Member States. This trans-domain ecological long-term site network may represent also a valuable permanent system for in situ validation of satellite data, thus helping the implementation of the GMES initiative. Actually, the LTER-Europe network, with its sites located across Europe's bio-geographical region and representing characteristic and relevant landscapes, habitats, land uses and covering plant communities of the whole continent can certainly play an important role as an official validation network and in situ data provider for the GMES ecologically meaningful products. EnvEurope will contribute to this process by addressing up-scaling issues and providing independent validation of GMES products with in situ collected data.
3. Harmonized methods for assessing key ecological indicators of ecosystem quality, to be long-term monitored, at European scale are developed. Manuals with revised and harmonized parameters are produced and disseminated. The project will contribute to have a general European agreement on the definition of key environmental quality indicators and to define operational ways of tracking impacts, across geographical and temporal scales. To tackle this goal Action 2 deals with the elaboration of a conceptual framework ("Ecological Integrity") for ecosystem research and monitoring. This comprises the collation of indicators and parameters currently used to monitor and investigate structures and processes within ecosystems and the selection of a core set of ecological parameters to be sampled at all sites.
4. Data and information on status and trend of ecosystem at EU scale, with reference to habitat types and at community level, as well as at landscape level, will be analysed and reported. In

Action 3 selected multi-site research questions are tackled by use of a mix of existing long-term data and new data gathered in by EnvEurope. Some of them are related to one specific ecosystem type, others have a trans-eco-domain approach. The project could provide key data and will help turn scientific data into policy-relevant information, contributing to the EU process of bridging the gap between scientific knowledge and policy actions.

5. The parameters defined within Action 2 and Action 3 will be measured at all the EnvEurope sites, within a common “testing in the field” experimental phase (Action 5). Some parameters will be specific for the site type (e.g. terrestrial or marine), others will be cross-cutting among site types (e.g. meteorology, substrate chemistry, habitat structure, phenological cycle, plant and animal species, primary productivity), forming a common data base for comparison and evaluation.

## 2.2 EnvEurope Partnership Agreement

The article 18 of the partnership agreement<sup>2</sup>, officially signed by each Beneficiary, contains the terms of conditions for ownership and exploitation of data and results. This is summarised in the following paragraphs of the partnership agreement:

- 18.1 Any documents, possibly patentable or patented inventions and expertise obtained pursuant to the project (Foreground) shall be the property of the beneficiary carrying out the work generating that Foreground.
- 18.2 The data originated from Action 1 and Action 5 will belong to the LTER network.
- 18.3 Where several beneficiaries have jointly carried out work generating Foreground and where their respective share of the work cannot be ascertained, they shall have joint ownership of such Foreground in proportion to their intellectual, scientific and technical contribution to the generation of such Foreground. In the case of the generation of a joint Foreground, the Steering Committee may establish an agreement regarding the allocation and terms of exercising the joint ownership.
- 18.4 Specific hardware and software acquired during the project and necessary for the realization of the project objectives are the exclusive ownership of the buyer.
- 18.5 The associated beneficiary shall fully use the Foreground achieved after the project termination for scientific, didactical and dissemination purpose always indicating the support given by the Community (LIFE financial instrument) and the name of the project (ENVEUROPE).
- 18.6 The Commission, with a view to promoting the use of techniques or models favourable to the environment, attaches great importance to the coordinating beneficiary making these documents, patents and know-how available in the Community as soon as they are available, on non-discriminatory and reasonable commercial conditions.
- 18.7 The Commission expects the coordinating beneficiary and/or its associated beneficiaries to comply with Article 22.2 of the Common Provisions for a period of five years after termination of the project.
- 18.8 Should the coordinating beneficiary and/or its associated beneficiaries, for no legitimate reason, refuse to give access to these products or to grant licenses under these conditions, the Commission reserves the right to apply the rules in Article 19 of the Common Provisions or, if the project has ended, to demand full or partial repayment of the Community contribution.

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<sup>2</sup> See Article 18 of the Partnership Agreement among EnvEurope Associated Beneficiaries



## 2.3 EnvEurope Sub Contract Template

In the project proposal the list of sites, needed to carry out the work, was identified. The contracting parties do not directly manage some of the sites in the EnvEurope proposal; therefore it was necessary to set up collaboration with a subcontractor in order to define the specific activities to be done on the sites in the framework of the project. Those sites are necessary for ENVEUROPE project considering the type of ecosystem they represents and the great relevance of the activities and research developed within the sites in the framework of LTER National and International network.

The relation between the associated beneficiaries and the external assistance is regulated by sub contracts. EnvEurope provides a template for these subcontracts dealing also with the provision of data. The following paragraphs outline the relevant sections in the subcontract template provided by the EnvEurope Management Team:

1. Activity on the sites to be implemented in the action 5 “Testing in field” by organizations other than the ENVEUROPE’s ABs have been foreseen in the ENVEUROPE’s financial plan under the category costs “External Assistance”.
2. The subcontractors are the official organizations in charge of the monitoring activity of those sites, they are therefore the unique subjects able to develop the said testing in the field activity; it is the sole owner of the long-term series of data and metadata and is the sole owner of the professional skills for the elaboration of the specific information required.
3. The subcontractors accept what it is stated in the article 8<sup>3</sup> of the Common Provision of LIFE+ and that they are aware about the obligations toward the contracting party related to the LIFE+ project development.
4. The contracting party shall provide the subcontractor with any information and documents related to ENVEUROPE necessary for the subcontractor to implement the experimental activities.
5. In general the activities are related to the Action 5 “Testing in the field” including related scientific assistance, to be carried on in the said sites managed by the subcontractor as follows:
  - Implementation of a maximum of four (4) field tests in the said site following the action plan of Action 5.
  - Collaboration and assistance for the Action 1 activities (meta-database and database creation and population) related to the said site.
  - Collaboration and assistance for the method and parameters harmonization activities of Action 2 related to the said site.
  - Collaboration and assistance for the elaboration of historical data of Action 3 related to the said site.
  - Possible participation in Steering Committee meetings and action’s technical meetings if requested by the contracting party.
6. The subcontractor shall promptly inform the contracting party on problems or possible situations that could threat the correct deployment of the activities of the present contract.

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<sup>3</sup> For specific tasks of a fixed duration, a project may also include subcontractors, who shall not be considered as associated beneficiaries; 8.2 Subcontractors shall provide external services to the coordinating beneficiary and/or associated beneficiaries, who shall pay the full price corresponding to the service provided; 8.3 Subcontractors shall make no financial investment in the project and, therefore, shall not benefit from any intellectual property rights arising from the project

7. The contracting party shall give proper visibility to the subcontractor for the activity of the present contract in the form and modalities foreseen from ENVEUROPE (website, informative material, scientific publication).
8. In respect of information, data, documents and deliverables supplied by the subcontractor hereunder (also if generated in the course of other projects), the subcontractor has to take reasonable care and must guarantee that the information, data documents or deliverables supplied are unencumbered by any third party's proprietary rights. The subcontractor shall assume full liability for any claim made against the Contracting Party for allegations of infringement of copyright or other intellectual property rights with respect to the information, data documents or deliverables provided.
9. Information, data, documents, and any other sort of knowledge acquired before the signature of the EnvEurope contract and exchanged between the parties during the implementation of the activities as detailed in Art.2 shall be considered strictly confidential with the exception of explicit authorization agreed between the parties.
10. Information, data, documents elaborated on the purpose of the present contract will belong to the contracting party. Since, according to article 8.3 of Common Provisions, the subcontractor shall make no financial investment in the project, he shall therefore not benefit from any intellectual property right arising from the ENVEUROPE project.
11. A non-exclusive right to use the metadata/results remains to the subcontractor only for non-commercial purposes such as research and teaching purposes.

### 3 Scope

Writing a meaningful and all-encompassing data policy is very difficult, as every set of data and conditions can be different. Investigators, however, likely share the desire of making sure their data are fully understood and applied correctly, and that proper credit and/or acknowledgement is given to the investigators and/or institutions responsible for their work.

The project recognizes that each investigator values their hard-collected data, and that they wish to protect it from misuse and/or unattributed use. The project also recognizes that, if combined with the other data sets from EnvEurope and from the LTER-Europe community, these data could become part of something bigger and even more valuable to the scientific community. The intent of the project data policy is therefore to protect these individual data components while at the same time facilitating the global scale investigations being pursued by EnvEurope and LTER-Europe.

The purpose of the EnvEurope Data Policy is to set up fundamental principles in the view of

- Easing collaboration among the participants of the EnvEurope project;
- Ensuring timely submission of data for the use within the EnvEurope project;
- Protecting the researchers' Intellectual Property Rights (IPR) and rights to publish their results;
- Providing rules for the use of the data within the EnvEurope project and by third parties;
- Providing the broader scientific community with an easy access to the data available within the EnvEurope project.

In these terms the EnvEurope Data Policy tries to further detail the aspects of data provision and use as defined in the legal background by the EnvEurope Partnership Agreement (see chapter 2.2) and the EnvEurope Sub Contract Template (see chapter 2.3).

## 4 Data definition and data access

Data are always being regarded as a combination of the observation data and its describing metadata. Metadata have to be provided by the Data Providers for all kind of data. Applicable standards are EML (Ecological Metadata Language) and ISO19115. The relevant metadata standard is defined by the EnvEurope community profile (see document referenced in chapter 9.2).

Three (3) data levels are defined depending on the degree of underlying pre-processing and evaluation steps:

- 0) **Level 0** – raw data without any pre-processing
- 1) **Level 1** – pre-processed and quality checked data
- 2) **Level 2** – derived data which are either spatially or temporally aggregated

Within the EnvEurope Data Policy three types of data are defined:

- 1) **General data** – this type of data reflect mainly historic data which were collected within the EnvEurope project to perform cross domain and cross site analysis. This type of data is mainly of level 2 being temporally and sometime spatially aggregated.
- 2) **Project data** – this type of data reflect data collected or generated within the EnvEurope project to carry out the Sub-Projects defined in Action 3 Meta-analysis. These data are either level 1 or level 2.
- 3) **Field test data** – this type of data reflect observations which were generated during the EnvEurope field campaigns in Action 5. These data are specifically generated for the EnvEurope project and are of either level 1 or 2.

## 5 Availability and exchange of data

### 5.1 Data delivery

In order to guarantee the continuity of the research activities within the EnvEurope project, it is essential that data produced by one of the EnvEurope beneficiary or needed within the analysis activities within EnvEurope are made available as soon as possible to the other EnvEurope beneficiaries (e.g. by the data reporting format).

- 1) Data delivery applies for the Associated Beneficiaries (AB) as well as for the sub contracted third parties by external assistance.
- 2) Data delivery includes also the provision of the dataset level metadata in the defined standards by the project (see document reference in chapter 9.2).
- 3) An initial time schedule regarding the data delivery in terms of content and deadlines is provided by the action lead of Action 3 Meta-analysis and the Sub-Project Leader(s) within the Action 3.
  - 3.1) **General data** (see chapter 4) need to be made available within the requested deadlines by the action lead of Action 3 Meta-analysis. For general data the use of the data reporting format defined within the EnvEurope Project context is obligatory. The Data Provider (s) will process these data into standardised aggregated forms (e.g. monthly or yearly means).
  - 3.2) **Project data** (see chapter 4) need to be made available within the requested deadlines by the Sub-Project Leads. For the project data the use of the data reporting format defined within the EnvEurope project context is recommended. If the data reporting

format is not used the Sub-Project Leader needs to compile the data and transfer them into the data reporting format.

3.3) **Field test data** (see chapter 4) need to be made available at least three month after the finalisation of the field season. For the field test data the use of the data reporting format defined within the EnvEurope project context is obligatory.

- 4) It is the site data managers' and/or Data Providers' responsibility to ensure that only quality ensured and quality controlled data are delivered within the project context.
- 5) It is the site data managers' and/or Data Providers' responsibility to ensure that submission deadlines are observed and to chase possibly late or missing data.
- 6) Failure to deliver data on time should be reported to the EnvEurope Coordination Team for actions to be taken.

## 5.2 Data Management

In order to facilitate the project with the necessary data the provided datasets will be integrated to a central database managed by the Data Host(s) (DH). The data host also provides the portal for the collection of the supporting metadata for the datasets.

- 1) It is the Data Hosts responsibility to ensure the security of the provided datasets by providing a user name and password control to the integrated data
- 2) The Data Host shall adopt/describe the internal rules of data treatment in order to guarantee the correct data treatment.
- 3) Within the runtime of the EnvEurope project the ftp-repository at the Umweltbundesamt GmbH (EAA) is the central data storage and therefore termed as Data Host. It is the only authorized by the Data Management Team as well as the EnvEurope Community. The Data Management Team will have the function of storing data and keep the database until the decentralize system will be fully operative.
- 4) Within the runtime of the EnvEurope project the Metadata Editor will be hosted at the CNR and therefore termed as Data Host.
- 5) With the final approval of the EnvEurope final report from the European Commission the Data Host for the time beyond the runtime of the EnvEurope project will be appointed in order to ensure the longevity of the products of the EnvEurope project. This party or institution will ensure the access to the products of the EnvEurope as specified in the project agreement.
- 6) The Data Provider may ask to the Data Management Team to delete the data uploaded into the database only after the final approval of the EnvEurope final report from the European Commission.
- 7) Only extractions (not the entire collection or the original data files) of the data are shared within the EnvEurope project for the defined scientific purposes (e.g. Sub-Projects under Action 3).

## 5.3 Security and longevity

Observation data will be kept for the long term in a decentralised database (storage) operated by each associated beneficiary or Data Provider. The EnvEurope data storage provides a cache for the required data within the runtime of the project. For this cached data together with their metadata the security will be ensured and the Data Host (DH) will make regular backups of the content.

Options for the long term archiving, in particular beyond the runtime of the EnvEurope project, will be explored in the course of EnvEurope.

## 6 Condition of data use within EnvEurope community

The EnvEurope community includes all institutions defined either as Associated Beneficiaries (AB) or linked to the project by external assistance (subcontractor).

1. Metadata are free for use to any party within and outside the EnvEurope community.
2. The data collected and generated (general datasets, project datasets, as well as field test datasets; see chapter 4) within the frame of EnvEurope shall only be used to conduct the aims and results defined in the EnvEurope proposal and within the time frame of the EnvEurope project.
3. Any other use of the data has to be negotiated with the Data Providers separately.
4. The access and use of the data is done according to the following matrix:

	General data	Project data	Field test data
Level 0	-	-	-
Level 1	Free within EnvEurope	Restricted	Restricted
Level 2	Free within EnvEurope	Free within EnvEurope	Free within EnvEurope

- 4.1. "Free within EnvEurope" is defined as the use of the data within the EnvEurope project does not need any further negotiation with the Data Provider.
- 4.2. "Restricted" is defined as the data will only be handled by and accessible to the Data Management Team, the leaders and the contributors of the respective A3 Sub-Project.
- 4.3. Confidential and sensitive data need to be identified by the Data Provider(s). This kind of data needs an approval by the Data Provider(s) for the use within the EnvEurope consortium.
5. No retention period (= restricted data use by the Data Provider(s) for a certain amount of time) is applied for the data generated within the EnvEurope project.
6. Requests for data will be dealt with by email notification to Data Provider(s), and permission will include IPR owners' disclaimer.
7. The availability of the dataset for the EnvEurope community does not constitute publication of the data.
8. It is not allowed to use the data from other parties of EnvEurope for commercial purposes.
9. The EnvEurope consortium relies on the ethics and integrity of the users to assure that the data providers and EnvEurope as a whole receive fair credit for their work. If the data are obtained for potential use in a publication or presentation:
  - 9.1. The Data Provider(s) should be informed early in this work. If the data are essential to the work, or if an important result or conclusion depends on data, co-authorship of the Data Provider(s) should be offered. In the event that the offer is declined, the Data Provider(s) must be duly be acknowledged.
  - 9.2. Manuscripts using data from the EnvEurope should be sent to the Data Provider(s) or reviewed by them before the submission for publication to insure the representation of the quality and limitations of the data used.

- 9.3. The Data Provider(s) as well as the EnvEurope project needs to be properly acknowledged.
10. Data provider can define by signing the data policy of EnvEurope to publish the aggregated data for the free use outside the EnvEurope and LTER Europe community.
11. Taking into account the regulation stated in the previous chapters and specific data policies of the Data Providers' organisation, an additional declaration on the use of data can be signed between the EnvEurope co-ordination and the Data Provider in order to further detail the terms of use of the data provided. This amendment should rather broaden the terms of use than restricting them.

## 7 Conditions of the data use outside the EnvEurope community

The community outside EnvEurope comprises all parties which are not directly contracted within the EnvEurope project either by the Partnership Agreement or any kind of sub contract.

1. Metadata are free for use to any party within and outside the EnvEurope community.
2. Requests for data need to be dealt with by email notification to Data Provider(s) and the EnvEurope Coordination, and permission will include IPR owners' disclaimer.
3. The use of the data is restricted to the aims and within the period of the request for the data use.
4. It is not allowed to use the requested data for commercial purposes.
5. It is not allowed to hand the data to anybody else (e.g. students or co-workers) unless they are included in the data request.
6. Outside the EnvEurope community data may exceptionally be communicated to external collaborators who have applied as above, after the approval by the Data Provider(s).
7. If the data are obtained for potential use in a publication or presentation:
  - 7.1. The Data Provider(s) should be informed early in this work. If the data are essential to the work, or if an important result or conclusion depends on data, co-authorship of the Data Provider(s) should be offered. In the event that the offer is declined, the Data Provider(s) must be duly acknowledged.
  - 7.2. Manuscripts using data from the EnvEurope should be sent to the Data Provider(s) or reviewed by them before the submission for publication to insure the representation of the quality and limitations of the data used.
  - 7.3. The Data Provider(s) as well as the EnvEurope project needs to be properly acknowledged.
8. The requested data need to be deleted after the completion of the analysis if not otherwise requested by the Data Provider.

## 8 Intellectual property right (IPR)

IPRs belong to the Data Provider(s) or their respective institutes. In case of shared ownership, the originators will publish analysis of the data collectively.

## 9 Annexes

### 9.1 Definition of terms

Especially often used terms should be defined unambiguously to safeguard a common understanding. Therefore we provide the following definitions:

<b>Associated Beneficiary</b>	AB	Any party or institution contracted to the EnvEurope project by the Partnership Agreement.
<b>Data Host</b>	DH	Any party or institution responsible for the management of the data collected for EnvEurope within the runtime of the project or beyond. The data hosting organisation may change with the end of the runtime of the project to ensure the availability beyond the runtime of the project.
<b>Data Management Team</b>	DMT	Any party or institution responsible for the management and security of the data. Within the runtime of the EnvEurope this role is carried out by the Umweltbundesamt GmbH. After the finalisation of the project this role be granted to the → <b>Data Host</b>
<b>Data Originator</b>	DOR	Any party or institution that has generated the data and/or conducted the initial analysis of the data.
<b>Data Owner</b>	DOW	Any party or institution owning the data.
<b>Data Provider</b>	DP	Any party or institution (within the EnvEurope project or outside) delivering data together with the supporting metadata in the context of the EnvEurope project. The Data Provider includes the terms → <b>Data Owner</b> and → <b>Data Originator</b> .
<b>Data User</b>	DU	Any party or institution (within the EnvEurope project or outside) using the data for analysis and evaluation of results
<b>EnvEurope Community</b>	EnvEurope	Reflects the community of the Coordinating Beneficiary, all Associated Beneficiaries and all parties or institutions sub contracted for the EnvEurope project. The EnvEurope community aims to fulfil the aims of the project (see <a href="http://www.enveurope.eu">http://www.enveurope.eu</a> ).
<b>EnvEurope Coordination</b>	CB	Coordination team of the EnvEurope project consisting of members of the Coordination Beneficiary (CB) together with the project coordinator.
<b>External Assistance</b>	EA	Any party or institution contracted to the EnvEurope project by a sub contract via an Associated Beneficiary.
<b>LTER-Europe Community</b>	LTER Europe	Reflects the community composed by all Long Term Ecological Research sites. It focuses on different types of ecosystems, i.e., marine, lacustrine, riverine and terrestrial. The mission of Long Term community is: to track and understand the effects of global, regional and local changes on socio-ecological systems and their feedbacks to environment and society; to provide recommendations and support for solving current and future environmental problems ( <a href="http://www.lter-europe.net/">http://www.lter-europe.net/</a> ).
<b>Sub-Project</b>	SP	A sub-project carried out in the frame of Action 3 in collaboration with a defined number of sites contributing to the sub-project by working time and data. Each Sub-Project is led by a → <b>Sub-Project Leader</b> .
<b>Sub-Project Leader</b>	SPL	A person leading a → <b>Sub-Project</b> within the frame of Action 3 with the responsibility to coordinate and manage the analysis.
<b>Third Party</b>	TP	Provider or User of data who is not part of the → <b>EnvEurope community</b>

<b>Data management</b>		The term data management is referring to all methods of storing, managing and archiving data being digital or analogue.
<b>Dataset</b>	DS	It is a collection of data. In the LTER compound the dataset is a collection of single parameters stored in a specific site. The dataset is not time dependent; each dataset can cover different time period with different frequency. The term dataset is describing a concrete dataset of an observation or a sum of observations (e.g. vegetation releveés from permanent plots, soil temperature measurements from a plot, etc.).
<b>Metadata</b>	MD	Are data about the dataset; data providing information about one or more aspects of the data. Metadata are used to search, locate, evaluate and discovery a dataset.
<b>Site</b>		The term site is referring to an observation place, which is defined and listed in the LTER InfoBase (see Site Identifier).
<b>Station</b>		A station is the location where an ecological phenomenon (e.g. soil temperature) is observed or monitored within a site. A spatial group of observations can be repeated in time at the same station. Examples of stations are sampling plots, observation plots, and plots with sensors installed, etc.
<b>Observation</b>		Any “measurement” by human sense impressions (subjective, qualitative) or by use of technical devices, e.g. sensors, measuring tape, satellite image (objective, quantitative). Quantitative measurements reduce an observation to a number which can be recorded.
<b>Parameter</b>		Same meaning as “variable”, “the measured item”. Parameters will often be identical with the indicator itself, but not every indicator is identical with the parameter assigned to it.
<b>Protocol</b>		A predefined written procedural method in the design and implementation of technical sequences in experiments and observations. They are used whenever it is desirable to standardise a laboratory or field method to ensure successful replication of results by others.

## 9.2 Referenced documents

Kliment, T. & Oggioni, A. (2011) EnvEurope (LTER Europe) Metadata Specification for Dataset Level. EnvEurope Project Deliverable A.1.12b. 89pp.

Peterseil, J., Adamescu, M. & Dirnböck, T. (2011) Generic Data Model – Data Reporting for EnvEurope. EnvEurope Project Deliverable A.1.3.4b. 32pp. (including excel file for data reporting)