



BENGUELA CURRENT COMMISSION DATA MANAGEMENT POLICY & PROTOCOL

Adopted by the BCC Management Board

on

23rd November 2012

Preamble

This document specifies the data management policy and protocol of the Benguela Current Commission as mandated by the Interim Agreement between the Government of the Republic of Angola, the Government of the Republic of Namibia and the Government of the Republic of South Africa on the establishment of the Benguela Current Commission and approved by the BCC Management Board. The document specifies the protocols and procedures to be used by all producers and users of data, metadata and information collected and/or held under the auspices of the BCC or relevant data, information and metadata collected and/or held by the Contracting Parties to the Interim Agreement, and its partners, for the approach and procedures to data submission, data management and access to data and metadata.

The policy pertains to the following categories of relevant data and information: statistical, biological, environmental and socio-economical data.

Section 1: Guiding Principle

The Benguela Current Commission (BCC) is committed to the timely and ready access to all relevant data and information in order to fulfil its goals and aims as articulated in the Interim Agreement of the Benguela Current Commission.

To this end, all data and information collected, acquired and generated by projects and other activities executed by researchers and consultants under the auspices of the BCC, must be archived and made available to data users by the BCC data management systems.

Relevant metadata, or data and information pertaining to the goals and aims of the BCC held by contracting parties and partners and should be made available to data users, according to procedures specified herein via the structures of the BCC.

Section 2: Ownership and Intellectual property

2.1 National Jurisdiction – data and information collected and acquired from within the territory of any of the Contracting Parties (Angola, Namibia and South Africa), are regarded as the property of the country concerned and are subject to this policy adopted by the BCC and to national data policy and legislation.

2.2 Publication of regional data and information is subject to approval of the BCC and must be negotiated and agreed among parties who generated and/or own that data and information.

2.3 No data and information obtained under the auspices of the BCC may be traded or used for commercial gain save for contractually defined circumstances.

Section 3: Registration and data management requirements

The following will apply to all BCC contracts including research projects (that collect or acquire data and information), contracts and consultancies (producing outputs and deliverables such as reports and publications).

3.1 Contract conditions will specify the requirement of submitting a data and information plan as part of the proposal for the work.

3.2 On awarding a contract, the contractor / PI will be required to register with the BCC Data and Information Manager (Annex 1) and lodge a Data and Information Plan (Annex 2) as a condition of the contract. The recipient will receive a communication in return which will either approve the plan, or be requested to amend the plan and resubmit.

3.3 Progress on the data management aspects must be reported in interim reports and performance relative to the approved Data and Information Management plan must be reported in the final report. This will form part of the review process of the projects delivery and satisfactory delivery of the data and information outputs will be considered as part of the conclusion of the contract.

Section 4: Data Submission

4.1 All data and information collected and acquired under the auspices of the BCC from the *jurisdiction* of any of the contracting parties is subject to legislation, rules and regulations of the country concerned and it is the responsibility of the Principal Investigator(s) or contractors to obtain the necessary permission independently or through the offices of the BCC to collect these data or information.

4.2 The Principal Investigator(s) or contractors for all projects, contracts and activities executed under the auspices of the BCC are to submit their primary data, transformed data, summarised data sets and associated metadata reports to the BCC Data and Information Manager as soon as possible, and no later than concurrently with the submission of the final report.

4.3 Reprints or electronic copies of all publications emanating from data and information acquired under the auspices of BCC projects and activities must be supplied to the BCC Data and Information Manager.

4.4 Contractors, and/or P.I.'s and/or Co-P.I.s have primary rights to publication and may publish data and information emanating from BCC contracts or projects and activities subject to approval from the BCC, within 24 months of submission of final reports, whereafter these primary rights expire and the BCC may permit publication of these data or information by other authors. Final reports may be published by the BCC at any time of its choosing after submission.

4.5 The BCC may specify access restrictions or limitations to the submitted data or information (and publication thereof). The restrictions or limitations should specify the period for which these apply, which may not exceed the period of 24 months unless specifically agreed to by the relevant organ of the BCC. The BCC will respect 3rd party restrictions on data obtained via its activities. In cases where access to the data is requested within the restriction period, the data owner / Contracting Party may be requested to provide consent to a specific data user.

4.6 It is expected that Contracting Parties will readily and timeously supply data, information and metadata held by them, for approved and contracted BCC projects and activities on request. Restrictions on the use of that data may be imposed by the submitting Contracting Party in accordance with this policy. BCC data management systems and focal points should facilitate this process.

4.7 Contracting Parties are encouraged to facilitate acquisition and/or access to relevant data and information that is owned and/or held by 3rd parties.

4.8 The Principal Investigator(s) or contractors retain the ultimate responsibility for data quality and are required to include a data assessment report or statement that describes the quality status (e.g. validated, raw, or published) and status (complete or ongoing) of the data and information submitted.

Section 5: Data Management

5.1 The BCC Data and Information Manager will be responsible for managing all data and/or metadata and information emanating from the Contracting Parties or under the auspices of BCC projects and activities. A BCC Data and Information Supplier and User Management System will be implemented.

5.2 All metadata and unrestricted data and information will be placed in the public domain.

5.3 Unrestricted data and information will be maintained in appropriate databases by the BCC and be made available via appropriate Information Technology (IT) systems.

5.4 All data and information access limitations and restrictions will be adhered to by the BCC and any requests for data and information in conflict with extant restrictions or limitations or 3rd party data agreements (with outside parties) will be communicated to the data provider by the BCC

Data and Information Manager. Expiry of these restrictions and limitations will be communicated to the data provider.

5.5 The chair of the BCC Management Board may over-ride any restrictions and limitations placed on the data (when advised) for the purposes of Management Board business only as long as this does not jeopardize the intellectual property rights and publication rights of the data owner.

5.6 The BCC will supply metadata, and where appropriate, data and information to other national, regional (e.g. State of Ecosystem Information System) and international data centres and databases such as the Intergovernmental Ocean Commission Data Exchange (IODE) and others as appropriate.

Section 6: Data and information access and release

6.1 Metadata documenting archived data sets of all data types and information will be made publicly available (via a web-based searchable database) specifying any restrictions on data access that may apply.

6.2 All unrestricted data sets held by the BCC (or its agents) will be made publicly available (via a web-based searchable database). Reasonable consumable and mobilisation costs may be charged where appropriate.

6.3 Unrestricted data will be released to users who have registered with the BCC Data and Information Supplier and User Management System with verifiable contact information. Requests for access to restricted data will be facilitated by the BCC Data and Information Manager.

6.4 Data users may request that limited or restricted data and information be provided by the BCC subject to the provision of written consent from the data provider and/or owner.

6.5 Publication of data, information, analyses or data products emanating from BCC projects or activities acquired from the BCC, and/or Contracting Parties and/or 3rd Parties must be duly acknowledged.

6.6 Reprints or electronic copies of all publications emanating from data and information supplied by the BCC or emanating from BCC projects and activities must be supplied to the BCC Data and Information Manager.

Section 7: Metadata

An appropriate Metadata tool will be recommended by the BCC Data and Information Manager to all data and information suppliers.