

The AMMA Data and Publication Policy
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Including ISSC and CSAM modifications

Motivation

African Monsoon Multidisciplinary Analyses (AMMA) is an international scientific programme which aims to study the monsoon system from its geophysical aspects to its socio-economic impacts. The multidisciplinary analysis of the observations is a key element of the AMMA strategy and the database aims at becoming a transversal tool shared by scientists from any discipline. The AMMA database includes two parts:

- a structured archive and associated online access facilities, of local observations or surveys, satellite products and model outputs produced or used by the scientific community addressing questions related to the West African Monsoon. It is named hereafter the database ;
- a collaborative tool gathering the references and whenever possible the full texts of the publications about the West African Monsoon. It is named hereafter the bibliography database.

Both parts are installed and operational in two twin systems, one in France, the other in Niger.

Backgrounds

AMMA has been funded up to 2009 by a large number of agencies, especially from Africa, France, UK and US, and by an important financial contribution from the European Community's Sixth Framework Research Programme. A first data and publication policy (2006-2009) was established considering the AMMA European project consortium agreement and the other AMMA participants' rules. European project completion imposed the writing of a new data and publication policy.

The present data and publication policy has been endorsed by Comité de Suivi AMMA Afrique (CSAM) and International Governing Board (IGB). It will be valid from ***dd mm*** 2010 to 31st December 2020. It will be revised or renewed every other year. At any time, it may be revised to fit at best the AMMA programme and database evolutions.

This document covers mainly the data collected during the AMMA programme from 2002. Other projects will use and feed the AMMA database. Individual scientists, principal investigator teams and projects will be permitted a reasonable period (with a maximum of 2 years) of exclusive access to datasets which they have collected, allowing them to work on them and produce publications. At the end of this period, the data will be governed by the present policy. Any individual scientist, team or project is required to propose an acknowledgment sentence which will be used in publications using the supplied data.

The access given to the data by this document only covers the sole and direct use of the data in the framework of scientific and educational activities, or to serve public interests according to the IGB criteria. This categorically excludes the redistribution of data to third parties and the usage for commercial applications. Any commercial use of a dataset should be negotiated directly with the owners of the dataset, who generally are those who have paid for the data collection. The contact for such an arrangement is the dataset Principal Investigator (PI), whose name is indicated in the data catalogue.

The data were originally collected for specific purposes and no warranty is given as to their suitability for use by the recipient. The database centers, the data owners and the data PIs have no liability for any loss, damage, claim, demand, cost or expense directly or indirectly arising from any use, receipt or supply of data under this agreement.

Rules

Principal Investigator's (PI) duties

- It is the PI's responsibility to provide the best quality version of the dataset to the AMMA database and to inform the users who contacted him of any dataset correction.
- It is the PI's responsibility to respect the law and the ethical guidelines for data collection in use in the survey country and in the discipline, and to make all personal data (*e.g.* collected through social or health enquiries) anonymous prior to data transfer to the AMMA database.

Data access and data use

- Any data is accessible royalty free to all the registered users of the database for any scientific and educational activities, or to serve public interests according to the IGB criteria.
- No data redistribution to third parties or data use for commercial applications by any user who received data under the AMMA data and publication policy is allowed.
- Except for the "public" datasets, data users are expected to contact the PI of the data in order to offer collaboration. To ensure this happens, any access to a dataset will automatically trigger an e-mail to the dataset PI so that he/she is aware of who intends to use the data and can contact that person if needed. For some datasets, more details about intended work have to be provided by the user when he/she downloads datasets.
- In case that any personal information is left in a dataset, the database users should not use it and report immediately the problem to the dataset PI and to the AMMA database team.
- Any processed dataset or product based on datasets or products issued from the database should be provided to the database. Then the processed product will be possibly disseminated to the registered users under the rules described hereby.

In case of a publication using AMMA data

- Depending on the significance of the dataset in the work published and the actuality of a scientific collaboration, any publication will have to be either co-signed by the data PI or at least his/her contribution acknowledged. In any case, co-signature has to be proposed to the data PI.
- The agencies or institutions which funded the data collection and the database centers need to be acknowledged in any publication or communication using the data. For each dataset, the acknowledgement sentences to be used are indicated in the metadata and in the data files supplied to the user. The sentences to be used for the AMMA datasets are as follows: "Based on a French initiative, AMMA was developed by an international scientific group and funded by a large number of agencies, especially from Africa, European Community, France, UK and USA. More information on the scientific coordination and funding is available on the AMMA International web-site: <http://www.amma-international.org>".
- Any publication related to AMMA has to be sent to the International Executive Office (IEO) as soon as it is submitted to the journal, conference or other organization.
- Any publication or report using datasets or products issued from the database should be registered by its authors in the bibliography database (<http://biblio.amma-international.org/>) and, whenever possible, the full text should be made available.

Registration procedure

- All the users registered during the 2006-2009 period keep registered, provided that they respected the previous AMMA data and publication policy.
- Scientists wishing to get access to data from the database are required to fill in an online application form including an abstract about the intended work, and to sign the different data use rules (see page 4).
- Registration handling is under the responsibility of CSAM for the applicants working in an African institution and of International Scientific Steering Committee (ISSC) otherwise. CSAM and ISSC will designate one or two persons in charge of coordinating registration handling. All the applications will be approved unless the applicant is not involved in either scientific or educational activities or if he/she is already known for breaking any data policy.
- If a user breaks the AMMA data and publication policy, the database managers will suppress him/her from the registered user directory and ask him/her to delete all the copies of the datasets he/she obtained from the database. The PIs are invited to refer to the database manager any data misuse.

Data request procedure

- Registered users can request datasets with the online interface that supports advanced search facilities, or by using dataset catalogue. Non registered users can only access public datasets, but all the metadata.
- At the end of a data request processing, the user will receive by email the address where output files can be downloaded.
- At the address mentioned above there is a list of all the requested dataset names and properties. Downloading a dataset is activated by clicking on the dataset name. When a dataset is downloaded, a mail is sent to the user that indicates dataset PI's name and asks the user to contact him/her. In the same time, a mail is sent to the PI and indicates him/her the user's name and address, the data request criteria and part of the information given by the user during the registration process.
- An option is proposed to the PIs that want to know more precisely user's intents. If required, during the dataset download a query window will ask the user to detail more precisely how he/she plans to use the data. If no answer is provided, no download will be possible. The answer will be sent to the PI together with the other user's information.

Acknowledgement sentences

- Concerning AMMA datasets, the acknowledgement sentences to be used are as follows: "Based on a French initiative, AMMA was developed by an international scientific group and funded by a large number of agencies, especially from Africa, European Community, France, UK and USA. More information on the scientific coordination and funding is available on the AMMA International web-site: <http://www.amma-international.org>".
- For any dataset, the acknowledgement sentences to be used are indicated in the metadata and in the data files supplied to the user.

Online registration form

Ms. Mr.

Last Name:

First Name:

Affiliation:

Postal Address:

Zip Code: City:

Country:

Telephone:

E-mail:

Project abstract:

- + Are you a member of one of the project associated to the AMMA database?
- + For students, please indicate name and institution of your supervisor.

With this form, I fully accept the AMMA data and publication policy ([click here to access pdf file](#)).
In particular

- I apply for access to the data in order to perform the work described above.
- I commit to never redistribute AMMA data to any other person nor institution.
- I commit not to use data for commercial applications.
- I commit to report any dataset that may contain personal data to the AMMA database contact and to the dataset Principal Investigator (PI), and not to use such information.
- I commit to contact the PI of the required data in order to offer collaboration.
- I commit to provide to the database the processed products that I may derive from datasets or products issued from the database.
- In the case of any publication using datasets or products obtained in the database I commit
 - to propose co-signature to the data PI.
 - to acknowledge the agencies which funded the data collection and the database centres, using the sentences indicated in the dataset metadata and the data files.
 - to send the publication to the International Executive Office (IEO) as soon as it is submitted to a journal, conference or other organization.
 - to register the publication in the AMMA bibliography database.