Joint Cetacean Data Programme

Data Provision, Access and Use Guidance

Version 1.1
June 2022

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This document should be cited as:
Joint Cetacean Data Programme 2022. JCDP Data Provision, Access and Use Guidance (version 1.1). JNCC, Peterborough.

Project managed by

Funded by

Data portal hosted by

Contributors to the JCDP can be found on the JCDP Information Hub https://jncc.gov.uk/our-work/jcdp-contributors/

From spring 2022 the JCDP is managed by the ICES Working Group for the Joint Cetacean Data Programme (WGJCDP) https://www.ices.dk/community/groups/Pages/WGJCDP.aspx

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1. Overview

The Joint Cetacean Data Programme (JCDP) is a platform for collation, storage and access of cetacean data collected at-sea via ship-based or aerial observer/digital methodologies. It is a growing resource to enable best use of all available data of comparable types from which to carry out analyses at relevant spatial and temporal scales to inform cetacean management, policy and conservation. The platform comprises the data portal hosted and maintained by the International Council for the Exploration of the Sea (ICES); and the hub which acts as a communications tool for the JCDP.

Data portal: https://www.ices.dk/data/data-portals/Pages/Cetaceans.aspx
JCDP hub: www.jncc.gov.uk/our-work/joint-cetacean-data-programme/

2. Aim of the document

ICES have an organisational data policy that applies to the JCDP, which is available online on the ICES website - https://www.ices.dk/data/guidelines-and-policy/Pages/ICES-data-policy.aspx. In addition, this document aims to expand on the ICES policy to clearly set out the responsibilities that the data owners/providers and end users of the data stored within the JCDP have, with respect to making data contributions to or requesting data from the JCDP.

3. Data policy headlines

JCDP obligations of **Data Owner/Custodian**
- By submitting data to the JCDP, you support the ethos of the JCDP which is to improve and facilitate sharing and accessibility of data to underpin activities for the purpose of cetacean management, policy and conservation.
- All data submitted to the JCDP should be compliant with the JCDP data standard, available on the JCDP Hub www.jncc.gov.uk/jcdp
- All data submitted to the JCDP will be available through one of two levels of access: i) instant access or ii) access by request.
- Personal data should not be submitted to the JCDP but remain with the data custodian.

JCDP obligations for **End Users**
- Data accessed by request to the data owner/custodian will only be used under the terms agreed with the data owner/custodian.
- Data will not be shared for use by or sold to third parties after download.
- Any suspected errors in downloaded data should be reported to the JCDP coordinator.
- Acknowledgement of the JCDP and data owners/providers must be applied according to the guidance within this document and the ICES Data Policy.
- References to the outputs resulting from the JCDP data use should be provided to the JCDP coordinator on completion of the project.

This policy will be regularly reviewed and updated in consultation with the JCDP governance group WGJCDP https://www.ices.dk/community/groups/Pages/WGJCDP.aspx

4. Provision of data to the JCDP

By submitting data to the JCDP, there is an understanding that data owners/providers support the vision and the ethos of the JCDP which is to improve and facilitate sharing and accessibility of data to underpin activities for the purpose of cetacean management, policy and conservation. When providing data and associated metadata to the JCDP, it is understood that:

a) Provision of data is subject to the ICES Data Policy, plus the specific JCDP guidance outlined in this document.
b) Although there are levels of quality control and validation during submission to the JCDP, quality assurance of data is the responsibility of the data custodian.

If there are suspected errors in a dataset downloaded from the JCDP, the JCDP coordinator should be contacted (marinemammals@jncc.gov.uk) with notification of the suspected errors so this can be followed up with the data owner/custodian.

Feedback and comments on the data standard, vocabularies and metadata can be provided via the JCDP feedback form. This feedback will help inform future developments of the JCDP system.

5. Access to data and data products

The JCDP database holds data from multiple providers collected through a variety of projects and initiatives. There are two levels of access for data held within the JCDP: Instant access and access by request (see Table 1). Download of the data is instant unless stated otherwise, in which case the portal will initiate the data request process with the data provider(s) / owner(s) (see Section 6: Data requests).

Agreed data products produced using the JCDP dataset are openly accessible and will be made available through the JCDP ICES data portal and/or the JCDP hub. Users of the JCDP who are independent of the project are encouraged to share outputs with the JCDP, in line with the project vision:

Promote and facilitate cetacean data standardisation and maximise value through collation and enabling of universal access

Table 1: Data access overview

Access type	Data	Description
Public data – instant access	Data available without restriction	Data collected via publicly funded surveys e.g. the Small Cetacean Abundance in the North Sea and Adjacent waters (SCANS) survey data, and data from other providers who have granted instant access. Use of these data should be acknowledged following the formats provided in Section 9
	Data products available without restriction	Data products developed by the ICES expert group WGJCDP using the JCDP dataset will be made freely available via the JCDP Platform (ICES portal and JCDP hub) as appropriate. Use of these products should be acknowledged following the formats provided in Section 9
Restricted data – access by request	Data available on request to the data owner/provider	Some data within the JCDP have restrictions applied and require a communication to the data owner in order to request access. In this instance, the system will initiate communication between the data user and data owner(s)/provider(s) Section 6

The data products will be developed and reviewed annually at the WGJCDP meeting in support of achieving project objectives and ensure existing products remain up-to-date and fit for purpose.
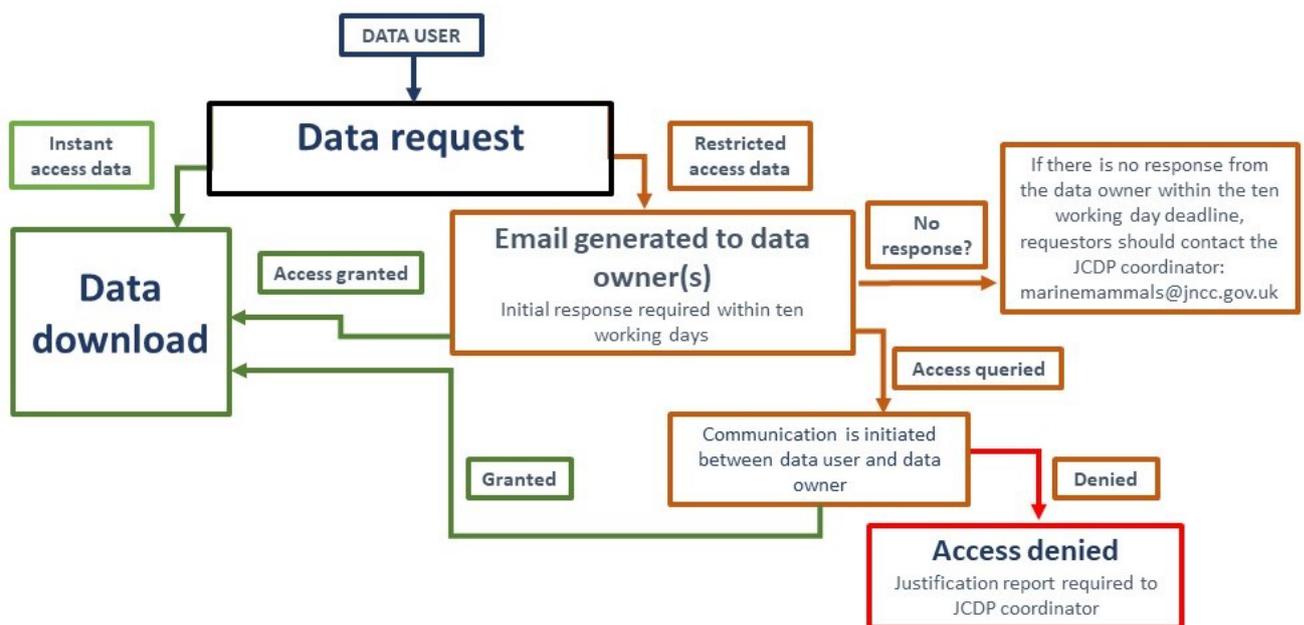
5.1 Conditional access: restrictions on data access

The primary objective of the JCDP is to facilitate the collation and subsequent accessibility of cetacean monitoring data, and it is expected that data provided to the JCDP is in support of this goal. However, some data submitted to the JCDP will have restrictions applied and in the event of a download request, a communication will be generated to request permission from the data owner(s) before download is enabled. Data owners with restricted data in the JCDP have the right to refuse use of data if a justifiable reason is identified. Any decline of requested data will require a report generated for the JCDP detailing the reasons, via a standardised online form on the JCDP Data Portal. Any reports that are received will be used as a service quality assurance method to identify whether access of data through the JCDP is fair, and any declines to requests are justified and do not run contrary to the ethos of the project. If there appear to be issues surrounding the release of data, the governance group will be consulted to consider a way forward in improving data owner confidence in enabling use of data.

6. Data downloads and requests for restricted data

Data can be filtered in the JCDP through the ICES portal using a variety of incorporated filter tools. Instant access data will be accessible for download immediately, whereas datasets requiring permissions from the data owner(s) will be processed through the data request protocol with an email generated to the relevant data owner(s). Responses to a data request are expected from the data owner within 10 working days of sending. For restricted access, only the data owner can give permission for download of the data.

Figure 1: **Data request process**

6.1 Notification of project outputs

In order to measure the effectiveness of the JCDP and promote the successes, there is a requirement for projects using the JCDP data to communicate any outputs associated with that data use. As a result, the JCDP will not only be able to support communication of these outputs, but also track the benefits of the resource to encourage participation and use. It is also of interest and benefit for data owners/providers to know how the data are being used so this can be communicated to funders/members and interested parties, to ensure the data collection is recognised as having an important contribution to the growing database.

Project outputs should be communicated to the JCDP coordinator via the email contact marinemammals@jncc.gov.uk before or on completion of the project. Project outputs may be listed/linked through the JCDP webspace if agreed by the author(s) and WGJCDP. Outputs using the JCDP resource will also be noted in the annual report as part of the success measures.

7. Personal data

Personal data **should not** be submitted to the JCDP, but remain with the data owner/custodian e.g. observer names, individual email contacts. Owner/provider-specific data should be in the form of organisational email contacts and depersonalised records. If data users have a need for personal data, data owners should be contacted directly.

8. Collaboration

The JCDP aims to encourage collaboration in using the data, both with the providers of a particular dataset, and/or others involved in the JCDP who are able to provide expertise to strengthen any outputs. There is no *requirement* to collaborate when accessing JCDP data, but it is encouraged to ensure the data are used correctly with input from those who best understand the data. Contacts are available as part of each dataset for users to utilise as desired.

9. Acknowledgements and authorship

Both the ICES data policy and JCDP policy note a requirement to provide appropriate acknowledgement to the project and data owners when using data held within the JCDP, in order to recognise the contributions of those inputting data to the resource and the subsequent benefits to others.

If <u>any data</u> are sourced through JCDP, then acknowledgement of the programme and relevant data owners/providers <u>must</u> be given:

In order to identify the appropriate acknowledgment, the following guidance applies:

i. If using the <u>entire</u> JCDP dataset, or the JCDP is the only source of data for a piece of work, acknowledgement should include the JCDP standard acknowledgment format:

JCDP data use acknowledgement

Information contained here has been derived from data that is made available under the Joint Cetacean Data Programme (JCDP) https://www.ices.dk/data/data-portals/Pages/Cetaceans.aspx Accessed [Insert date of download].
[*Discretionary text*] Specific organisations whose data have been used are: [List data owners – discretion may be used in applying this second part of the acknowledgement where the list of data sources is extensive].

ii. Please include the following acknowledgement when **products** from the Joint Cetacean Data Programme are used:

JCDP product use acknowledgement

Information contained here has been derived from products made available under the Joint Cetacean Data Programme (JCDP) https://www.ices.dk/data/data-portals/Pages/Cetaceans.aspx. Accessed [Insert date of download].

iii. If using a subset of the JCDP dataset the following guidance applies:

JCDP data use acknowledgement – subset of data

The JCDP data use acknowledgement format (above) should be in the acknowledgements. Furthermore, there is a requirement to appropriately acknowledge the primary data owners/providers contributing data to the project. Where a dataset from an individual data owner comprises a significant proportion of the dataset, the data owner(s) should be offered an individual acknowledgment.

Co-authorship is to be agreed between data users and providers of data on a case by case basis, outside of the JCDP.

Data are submitted to the JCDP on a voluntary basis, where data owners support the vision and aims of the project in terms of mobilising and maximising value of data for the benefit of cetacean conservation. Appropriate acknowledgement of this contribution is therefore essential in supporting the development of data sharing and collaboration across the data and research community.