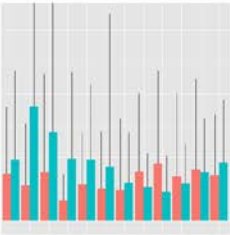
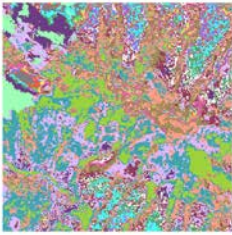
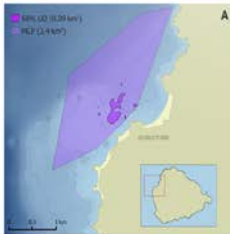




ASCENSION ISLAND GOVERNMENT CONSERVATION DEPARTMENT

DATA MANAGEMENT POLICY



ID	Title
AC-ARCC-1	1:25 000 ascension island Base Map
AC-ARCC-2	Admiralty Chart of Ascension Island
AC-ARCC-3	Admiralty Chart of English Bay
AC-ARCC-4	Admiralty Chart - Clarence Bay to South West Bay
AC-ARCC-5	Aerial image 30 September 2003
AC-ARCC-6	Aerial image 18 January 2006
AC-ARCC-7	RAF aerial photography of Ascension Island (2012)
AC-ARCC-8	Hand-drawn (including scale)
AC-ARCC-9	Grid cells - 3km
AC-ARCC-10	Grid cells - 2km
AC-ARCC-11	Grid cells - 1km (used for land area)
AC-ARCC-12	Grid - 1 hectare
AC-ARCC-13	Grid lines - 2 hectare
AC-ARCC-14	Grid lines - 2 degrees
AC-ARCC-15	Grid lines - 20 degrees
AC-ARCC-16	Grid cells - 20km



BACKGROUND

Access to data concerning the status and functioning of our natural environment is fundamental to efforts to preserve Ascension Island's biological diversity and increasingly underpins conservation management and policy development in the Territory.

As the volume and complexity of environmental data generated within the Territory has grown, so too has the need for a more rigorous approach towards information management. Data are valuable assets, typically funded by public money, and this should be reflected in our stewardship of them.

This policy outlines Ascension Island Government's approach towards environmental data management and the rights and responsibilities of data-producers operating within the Territory.

AIMS AND SCOPE

The policy applies to all data relating to the natural environment of Ascension Island, including terrestrial and marine ecosystems and all of their constituent biodiversity. The objective is to establish a secure, quality-assured information management system that facilitates the efficient retrieval and exchange of information, whilst simultaneously protecting the intellectual property rights of data providers. This will be achieved through:

- The creation of a secure local archive for environmental data generated in the Territory.
- The maintenance of a comprehensive metadata catalogue for all data holdings.
- The enforcement of a rigorous access management policy.

ROLES AND RESPONSIBILITIES

Overall responsibility for implementing the policy lies with the AIG Conservation Department which will act as the local data centre. The Department will nominate a single individual to act as a local Data Manager who will provide oversight and quality control. However, it is the responsibility of all data-producers working in the Territory, whether for Government or for external organisations, to familiarise themselves with this policy and to ensure that they comply with relevant sections.

DATA ARCHIVING

To ensure that environmental data gathered on Ascension Island remain permanently accessible, AIG Conservation Department will maintain a dedicated "Data Archive" on a secure server and will work to consolidate all new and existing datasets into it. This is important to prevent valuable datasets becoming scattered, both locally and abroad, where knowledge of them can be lost following the completion of research projects.

All Government employees are required to store their data files within the Data Archive, rather than in personal or project folders where they can be difficult to locate and are frequently lost or forgotten following staff turnover.

All visiting researchers are required to deposit copies of relevant environmental datasets with the Conservation Department for archiving. This is a condition of obtaining an Environmental Research Permit (ERP) and will be enforced by the local Data Manager. Archived data remain the intellectual property of the owner and are subject to a rigorous access management policy to prevent misuse (see below), but may be consulted by AIG for the purposes of internal policy development, planning and research.

METADATA

To ensure that environmental data stored in the archive can be easily retrieved and interpreted by future users, metadata — information about the data that helps facilitate its understanding and use — must be created and preserved.

AIG Conservation Department acts as the central point for the collation of metadata relating to environmental datasets generated in the Territory and maintains a metadata catalogue based on the internationally recognised ISO19115 standard.

All data-producers working within the Territory are required to submit metadata for each dataset or derived data product that they generate and deposit in the archive. Government employees should enter metadata directly into the metadata catalogue whilst visiting researchers should complete a Metadata Submission Form (available [here](#)) for each archived dataset which will be uploaded to the catalogue by the local Data Manager.

AIG will provide regular updates of the metadata records that it holds to the South Atlantic Environment Research Institute (SAERI) for publication in its online regional catalogue (<http://www.south-atlantic-research.org/metadata-catalogue>). This is considered an important step towards improving data accessibility and discoverability in the region, helping to promote wider collaboration and knowledge transfer. More information on this initiative can be found on the SAERI webpages (<http://www.south-atlantic-research.org/ims-gis-data-centre-home>).

QUALITY ASSURANCE

Continuous quality control is an integral part of any robust data management system. Responsibility for quality assurance of the Ascension Island system rests with the local Data Manager who will assess all metadata records and datasets deposited in the archive to ensure that they meet minimum quality standards. This includes:

- Ensuring metadata records are accurate and contain sufficient information such that the content of the data can be easily understood by users.
- Data files are stored in the correct location within the Archive and are functional.
- Checking that datasets are free from obvious errors, such as anomalous GPS locations, corrupted fields or missing values.

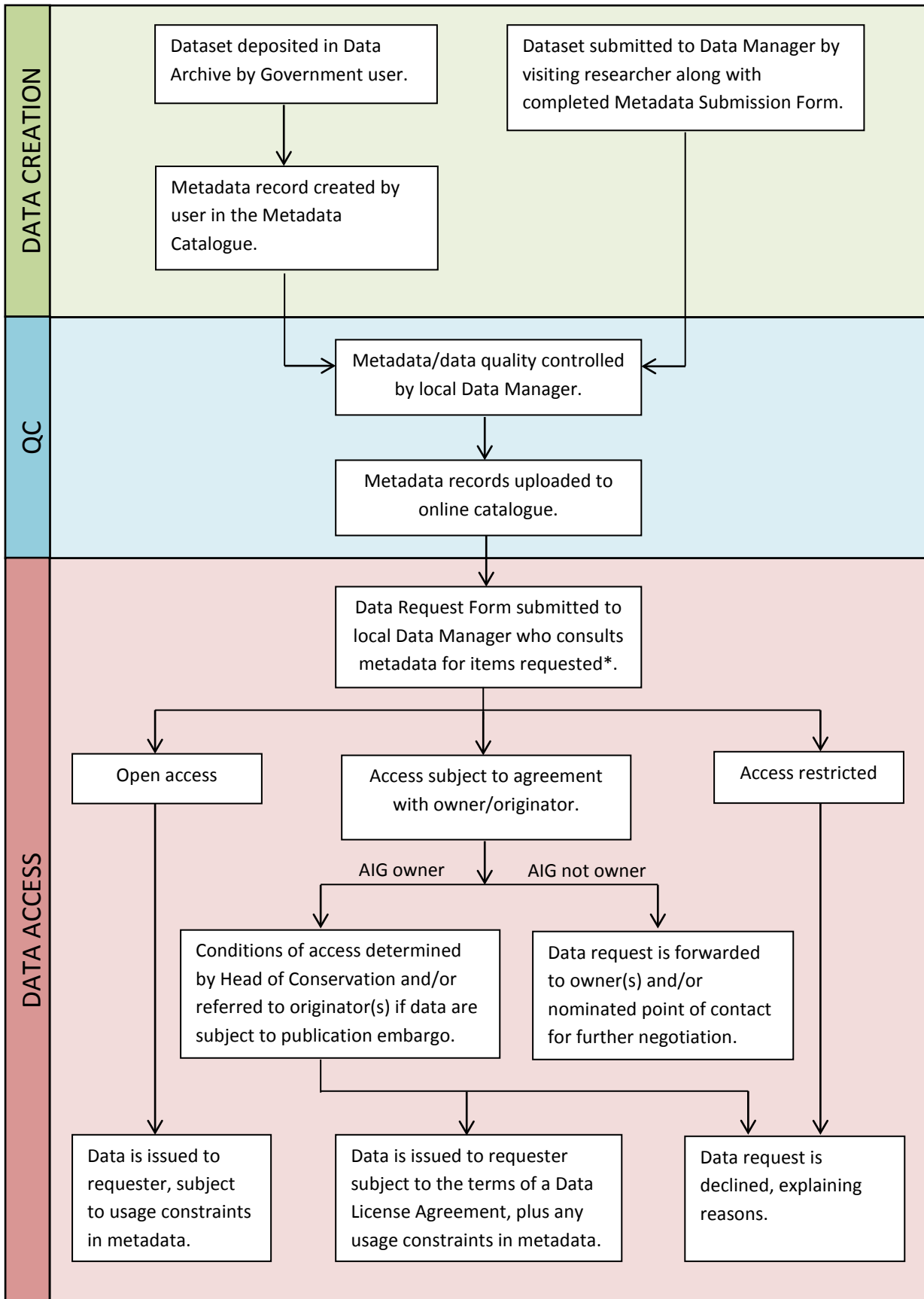
DATA ACCESS AND INTELLECTUAL PROPERTY

AIG shares the emerging view that environmental data collected using public funds should be managed as a public good whose full potential can only be realised through the free and open exchange of information. However, the Government is also committed to protecting the intellectual property rights of data-providers and to preventing any misuse or misinterpretation of the data assets that it holds. This includes upholding the right of data providers to publish their work as an integral part of the research process.

To balance the need for enhanced data accessibility with the rights of data providers, AIG operates the following strict access policy for all of its data holdings.

1. All requests for data must be submitted in writing to the local Data Manager via a Data Request Form clarifying the intended uses and recipients of the data. The Data Manager will then process the request according to the ownership, access restrictions and usage constraints detailed in the corresponding metadata record.
2. Data deposited in the Data Archive by external organisations remains the intellectual property of the data owner(s) who retains exclusive rights to decide the manner in which this information is used or shared, unless ownership is explicitly transferred through a Metadata Submission Form. The metadata attached to each dataset constitutes a Data Management Agreement between the data provider and AIG which clearly states ownership and any access limitations or usage constraints placed on that resource. **No Government Officer is permitted to share or make public any data resource in a way that contradicts the terms of such an agreement.** Other than in cases where data is marked as open access or has been pre-approved by the owner for distribution by AIG, all requests for data will be directed to the owner or nominated point of contact for further handling.
3. All datasets produced by Government employees are owned, or co-owned in the case of collaborative ventures, by AIG who will endeavour to honour all reasonable requests for data, subject to the rights of the data originators as detailed below. In cases where data is co-owned by external organisations, AIG will contact such parties to notify them of the request and obtain their written permission before distributing data. AIG may place conditions on the manner or timeframe in which data can be used through a Data License Agreement signed by the requestor.
4. While AIG retains ultimate ownership of data created by its Officers, the Government also recognises the rights of its employees to professional advancement through the publication of their work. To ensure that such rights are respected, the originators of a dataset will have the option to decide the manner in which their results are published for a period of three years from the end of data collection. For this purpose, originators are defined as anyone who has made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data. Originators should be identified in the metadata for each dataset and any embargo on the sharing or publication of the results indicated in the access restrictions. After three years, the right to determine the manner in which data are utilised reverts to AIG, although originators will continue to be given the option of authorship and/or acknowledgement on any publications arising from their work.

PROCESS DIAGRAM OF AIG DATA MANAGEMENT SYSTEM



*Subsequent steps do not necessarily describe all possible outcomes. The metadata contents will inform the Data Manager's actions.