

TERMS OF REFERENCE

Version 1.0, 1 March, 2017

Arctic Data Committee Terms of Reference

The Arctic Data Committee (ADC) is a merge of the former Data Standing Committee of the International Arctic Science Committee (IASC) and the Committee on Data and Information Services (CDIS) of the Sustaining Arctic Observing Systems (SAON). See <http://arcticdc.org/about-us/background> for more details. In the SAON context, the Committee on Observations and Networks (CON) complements the ADC by promoting and facilitate international collaboration towards the goal of a pan-Arctic observational system.

1. Purpose

The overarching purpose of the ADC is to promote and facilitate international collaboration towards the goal of free, ethically open, sustained and timely access to Arctic data through useful, usable, and interoperable systems.

Data should be made available fully, freely, and openly with minimal delay. Open means equitable, non-discriminatory access to all data preferably free of cost, but some reasonable cost-recovery is acceptable. *Ethically* open access recognizes exceptions to the requirement for fully open data (see Glossary of Term)

ADC will:

- Advise IASC and SAON on matters related to data management and data sharing where data are defined in the IASC Statement of Principles and Practices for Arctic Data Management (April 16, 2013) (The Statement).
- Contribute to the understanding of the nature and structure of the Arctic data system in the context of the global data system. The Arctic data system includes data objects (e.g. tables, databases, photographs etc.), data producers and managers, data stewardship organizations (e.g. data centers), applications that use data, funders and policy makers and any other entity involved in the data life cycle from creation to long-term preservation, and the relationships between and among these entities.
- In keeping with the The Statement, promote and enable:
 - Ethically open access to data.
 - Norms of fair attribution and use of data in keeping with the Ethics and Norms published by the Polar Information Commons

- Long term access to usable data. The concepts of long-term and usable are context specific and can vary over time, discipline etc..
- Facilitate the adoption, implementation and development (where necessary) of standards that will enable free, open and timely access to data.
- Facilitate interoperability of data and systems as needed to support the needs of researchers, Arctic residents, decision makers and others.
- Establish expert groups to examine specific questions or coordinate the implementation of data management and sharing solutions. Partnerships with existing or proposed initiatives driven by members of the Arctic science and data community and Northern communities will be encouraged.
- Work with the partner SAON Committee on Observations and Networks (CON) on common strategies, meetings and products and (e.g. arrange workshops, develop visualization methods, link inventories and data etc.).
- Coordinate the review of data management plans submitted for consideration by IASC under the terms of The Statement.
- Addition of facilitation of common data policies

2. Membership

- Each National Adhering Body to IASC and SAON may appoint one national representative each (two total) members to the ADC.
- Each Nation has only one vote. If two national representatives have been appointed (IASC and SAON), they must work together to cast a single vote.
- The ADC includes appointed representatives, however to ensure broad engagement and representation of the community, ADC is open to all interested and engaged individual and organizational participants. Only national representatives can vote. Where decisions require voting, participating members will be represented by their appointed National Representative(s).
- Appointees shall be experts in their field and from different disciplines, experience and background such that the full range of Arctic research is represented in ADC. When appointments are made, National Adhering Bodies should give consideration to required expertise, mix of gender and seniority. The ADC steering group will advise National Adhering Bodies on current membership.
- Each national representative shall be appointed for one 4-year term with the possibility of one additional 4-year term.

3. Functioning

- The ADC shall elect one Chair and two Vice Chairs from three different countries. These three individuals, along with the outgoing chair, form the Steering Group of the ADC. The outgoing Chair will serve in ex-officio for at least one year, or up to two years with the unanimous agreement of the

Steering Group. When possible, the four officers shall be from different disciplines/specialties/backgrounds within the overall focus areas of the ADC.

- The Steering Group of the ADC may meet inter-sessionally as required.
- The Chair and Vice Chairs shall be elected for a term of two years, and may be re-elected for one additional consecutive term.
- The ADC will conduct its work by correspondence as well as at meetings.
- The ADC may develop collaborative initiatives with other IASC or SAON Working Groups and with other organizations outside of IASC and SAON.
- The ADC shall develop and maintain a web site to store records and communicate activities.
- The ADC shall maintain a list of supported activities and maintain a record of publications and workshops.
- The ADC may form fixed-term expert groups to examine specific questions or initiatives. Reports of expert groups shall be sent to the ADC for further consideration.

4. Meetings

- The ADC shall hold at least one meeting per year.
- The ADC Chair will inform the IASC and SAON Executives and the broader community of meeting location and date no less than two months prior to the start of the meeting.
- The Chair and Vice chairs, working with the IASC and SAON secretariats, will circulate to ADC members a meeting agenda six weeks prior to the meeting. ADC members wishing to place items on the agenda will notify the chair of the items no less than three weeks prior to the meeting.

5. Reporting

- Reports of the ADC to the IASC and SAON executive and the public shall include activities of the ADC and expert groups since the previous ADC meeting.
- ADC shall provide statements of past activities and future plans, list of recommendations put forward by the ADC
- Responses from the IASC and SAON Executives to reports from the ADC will be included in the final report.
- Executive summaries and full reports of the ADC should be posted on the web site of the ADC within eight weeks after their annual meeting.

6. Secretarial Support

- Secretarial Support for ADC will be made available through the IASC and SAON Secretariat and includes, but not be limited to, assisting with:
 - Preparing for, and reporting on all ADC meetings;

- Maintaining the web site for the ADC;
- Organizing, facilitating and attending steering group meetings of the ADC;
- Developing and maintaining lists of publications, workshops and other outputs for the ADC;
- Responding to outside requests for information;
- Facilitating communication between the ADC and other Groups

7. Glossary of Terms and References

Arctic Data (Eco)System: The interconnected system of entities that interact to produce and share data related to the Arctic region. Entities can include data resources, services, and other technological objects, as well as organizational, funding, human and other entities that are part of cycles (e.g. data life cycle, funding cycles) and linked by flows (e.g. data flows, flow of fund).

Ethically Open Access: an open access model that recognizes exceptions to the requirement for fully open data: i) where human subjects are involved and confidentiality must be protected; ii) where local and traditional knowledge is concerned rights of the knowledge holders shall not be compromised; iii) where data release may cause harm (e.g. revealing location of endangered species).

Open Data: data made available fully, freely, and openly with minimal delay.

References:

The Statement. IASC (International Arctic Science Committee). 2013. "Statement of Principles and Practices for Arctic Data Management." Potsdam, Germany. http://www.iasc.info/images/pdf/IASC_data_statement.pdf.