

**Application Form for the Provision of Data from the UNECE ICP Forests
PCC Collaborative Database**

The undersigned requests Level I and Level II data from the following UNECE ICP Forests programme(s) (*please tick*):

Visual Assessment of Crown Condition

Level I C1 Level II CC

Soil Solid Phase

Level I S1

Level II SO

Soil Solution

Level II SS

Needles and Leaves (Foliage)

Level I F1 Level II FO

Growth and Yield

Level II GR

Deposition

Level II DP / DH

Leaf Area Index (LAI)

Level II LA

Litterfall

Level II LF

Meteorological Measurements

Level II MM

Assessment of Ground Vegetation / Biodiversity

Level I BD (BioSoil/BioDiv) Level II GV

Ground Vegetation Biomass

Level II GB

Phenological Observations

Level II PH

Tree Vitality

Level II TV

Monitoring of Air Quality

Level II AQ

Assessment of Ozone Injury

Level II OZ

Soil Water

Level II SW

System Installment

Level I Y1

Level II SI

Project description

The requested data shall be evaluated within the following project:

Project title:

Objective(s) of the project:

Time schedule (beginning and end of the project):

Name and e-mail address of the responsible scientist (project leader):

Name of the Institution:

Full address:

Name(s) of subcontractor(s) (if any) foreseen to also use the data:

Scientific background of the project:

Please provide a detailed description of the project on a separate sheet, giving evidence of the specific purposes for which the data shall be used e.g. hypotheses to be tested, statistical methods to be applied, further data involved in the evaluations etc.

Additional declaration for internal evaluation within ICP Forests

Internal Evaluations can be initialized by the Chairperson of ICP Forests, the PCC, the Expert Panel Chairs and / or other bodies under the LRTAP convention [6]
(please tick if appropriate)

Name of the ICP Forests expert group or body under the Convention on Long-Range Transboundary Air Pollution (LRTAP)

Intellectual Property and Publication Policy

The Intellectual Property and Publication Policy (IPPP) covers rules, rights and obligations to be applied for data supply, request, and use from the official ICP Forests PCC Collaborative Database (ICP Forests DB).

The aims of this Intellectual Property and Publication Policy (IPPP) is to

- stimulate cooperative scientific studies among internal and between internal and external partners of the ICP Forests Network;
- protect the rights of owner- and authorship;
- ensure proper co-authorship and acknowledgement.

Rights and Obligations of the Applicant

Data Application

1. In order to receive access to data from the ICP Forests DB, the applicant has to submit this application form to the PCC. The applicant is declaring the intended use of the data requested specifying the scientific purpose of the study, the duration, the methodological approach and the sub-contractors foreseen to also work with the data.
2. The data application is first evaluated by the PCC due to formal correctness. Hereafter, the PCC sends it to all relevant NFCs for evaluation.
3. A response by the NFCs containing the decision over the submitted proposal may be expected from the PCC within 4 weeks. [\[1\]](#)
4. Following the rules under the LRTAP Convention data access by applicants can only be denied or restricted by the contributors if appropriate reasons are provided. [\[2\]](#)
5. Information provided with the application will be made public on the ICP Forests website. [\[3\]](#)

Use of Data

1. In case of a positive evaluation the applicant is allowed to use the requested data for the scientific purpose described in the proposal and to publish the results.
2. It constitutes a breach of the agreement if data is submitted to other parties or used for purposes other than declared in the proposal.
3. The applicant is free to provide requested data to peer-reviewed journals for validation purposes on demand if the peer-reviewed journal does not request to publish this data.
4. The applicant is not allowed to include the explicit coordinates of ICP Forests monitoring plots in any publication.
5. The applicant is allowed to include plot coordinates accurate to geographic minutes in published results.

Distribution of Results

1. Any publication based on data from the ICP Forests DB has to be provided to the PCC for publication on the ICP Forests website. [\[4\]](#)
2. The applicant informs the PCC if a publication can be shared on the ICP Forests website according to the publisher's rules.
3. If any rules and regulations stand against an open publication, only metadata on the article such as author, co-authors, title and journal will be published.
4. The applicant agrees to report on the progress of the data evaluation using a standardized report form which will be distributed by the PCC annually.

Scientific Collaboration – Co-Authorship

1. The applicant is obliged to offer a scientific collaboration to interested members of the ICP Forests Network to gain the requirements for a co-authorship.
2. According to the Vancouver Protocol [5], which is used as an international standard for ethics of publication, all following criteria have to be fulfilled to be named as a co-author:
 - Conception and design, or analysis and interpretation of data
 - Drafting the article or revising it critically for important intellectual content
 - Final approval of the version to be published.

Acknowledgements

1. The applicant is obliged to properly acknowledge the origin of used data with following acknowledgement text in any publication:
“The evaluation was based on data that was collected by partners of the official UNECE ICP Forests Network (<http://icp-forests.net/contributors>). Part of the data was co-financed by the European Commission (Data achieved at “[download date](#)”).”
2. For any form of graphical presentation of results (e.g. maps, tables, presentations) the following short label should be used including the hyperlink to the official ICP Forests website:
“Based on ICP Forests data” (<http://icp-forests.net>)

Rights and Obligations of the ICP Forests Network

1. A two-year exclusive right for data evaluation is granted to the ICP Forests Network for Internal Evaluations. Data evaluation by the ICP Forests Network is regarded as the final step of validation and is thus essential to ensure appropriate data quality.
2. Internal Evaluations can be initialized by the Chairperson of ICP Forests, the PCC, the Expert Panel Chairs and/or other bodies under the LRTAP Convention [6]
3. For any Internal Evaluation the official application form is to be submitted to the PCC by the person(s) initializing the evaluation.
4. The NFCs will be informed by the PCC about any Internal Evaluation using the provided application form.
5. Internal Evaluations do not need the permission of concerned contributors.
6. Any member of the ICP Forests Network has the right to be included in any Internal Evaluation.
7. The requirements for a co-authorship remain according to the criteria of the Vancouver Protocol.

Processed Datasets

Based on the measurement data collected during the monitoring activities several processed datasets have been created by members of the ICP Forests Network. Those datasets can only be requested for Internal Evaluations.

Precision and Quality of Data

1. In order to respect national property rights, plot coordinates of some countries will be provided at the accuracy of geographic minutes only for External Evaluations.
2. A list of those countries is included in the data approval by the PCC.
3. The measurement data is not interpolated to those generalized coordinates. So data from listed countries cannot be used for spatially explicit pinpoint analyses.

4. Neither the PCC nor the contributor is fully responsible for data quality. Only the close collaboration between the applicant and the concerning members of the ICP Forests Network can guarantee for a full understanding of the data, their relevant background information (metadata), and overall quality, including accuracy and applicability.

A list of (national) experts of the ICP Forests network is available under:

<http://icp-forests.net/page/expertlist>

The data is requested for following kind of usage:

non-commercial / scientific

commercial

I confirm that I have read and understood the Intellectual Property and Publication Policy of ICP Forests and guarantee that I will maintain it.

Date:

Signature:

Annex

Application and Publication Process

In the following, the individual steps of the required application process are described for both, Internal and External Evaluations. Recommended response times are given in parentheses.

1. The applicant completes this official data application form and submits it to the PCC, hereby accepting and agreeing to the conditions of this IPPP.
2. The PCC informs the NFCs about the application and the proposed purpose for the provision of data (2 weeks).
3. The NFCs consider the application and respond within the following categories (4 weeks) In case other parties than the NFC are responsible for the data contribution the NFC might further distribute the request to concerned parties and coordinate the final decision delivered to the PCC:
 - Rejection: the contributor is not convinced that the data will be fairly used and duly acknowledged or there is a significant conflict of interest. Following the data rules under the LRTAP Convention, the contributor is obliged to provide specific reasons for rejecting the release of data.
 - Permission: the contributor is satisfied with the proposal and agrees that the respective data is provided to the applicant. The contributor may name contact details of relevant experts of the ICP Forests Network for scientific collaboration.

An Internal Evaluation cannot be rejected by the contributors. There is no formal reply of the contributors to the applicant. Instead, the contributors that are interested in a direct involvement of the proposed analyses may contact the applicant directly.

In case, the contributor does not participate in the application approval process within a predefined period (4 weeks), the final decision over the application is up to the PCC.

4. The PCC compiles the NFCs' responses and informs the applicant about the final decision on the approval of the submitted application (2 weeks), including:
 - any information needed to get access to the data;
 - the list of experts to be contacted for collaborations.
5. The applicant shares any publication based on ICP Forests data with the PCC as pdf-file. The applicant informs the PCC if the publication can be shared on the ICP Forests website according to the publisher's rules. If any rules and regulations stand against an open publication, only metadata will be published on the website.

Explanation of Used Terms

- **ICP Forests DB:** the official ICP Forests PCC Collaborative Database
- **Contributor:** representatives of NFCs and any other institution delivering data to the ICP Forests DB listed under <http://icp-forests.net/contributors>
- **Applicant:** a third party, individual, or institution that applies for data access
- **NFC:** National Focal Centre
- **PCC:** Programme Coordinating Centre of ICP Forests [7]
- **ICP Forests Network:** Contributors, Expert Panels (EPs) and the PCC
- **Internal Evaluations:** Evaluations initialized by the Chairperson of ICP Forests, the PCC, the Expert Panel Chairs and/or other bodies under the LRTAP Convention [6]
- **External Evaluations:** Evaluations initialized by Applicants other than bodies under the LRTAP Convention [6]

- [1] In case that data is contributed by different contributors of one country (e.g. representative institutions of federal states) the corresponding NFC organizes the national work and information flow.
- [2] Report of the Executive Body on its twenty-fourth session held in Geneva from 11 to 14 December 2007 – Addendum – Part Two: Decisions adopted by the Executive Body – Decision 2006/1
- [3] <http://icp-forests.net/page/project-list>
- [4] <http://icp-forests.net/page/scientific-publications>
- [5] Anonymus (2008): Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated October 2008. International Committee of Medical Journal Editors. <http://www.icmje.org>
- [6] Convention on Long-range Transboundary Air Pollution (CLRTAP)
- [7] The PCC is responsible for the application approval process and the protection of the rights of both parties, the Contributors and the Applicants, according to this IPPP.