# The Implementation of Policies Regulating Institutional Data Management

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Institutional Data Management



Starting to Improve

### Initial Situation

Partially knowledge of existing data Several types of data



I found some data chronicals in the old archive, a lot of documents!

Jenny documented her analysis last year and also made a list of the data she used.



city network data





climate modeling results

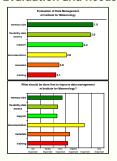


I'll call Tim. perhaps he knows, where we can find any data.

Data storage on different media

#### Designing a questionnaire

#### **Evaluation and needs**



Solving problems together



### Policies to Regulate Data Workflow, Use and Archiving

- The City Measuring Network Data Policy (CMNDP) addresses issues related to the provision, exchange, availability, maintenance, use and archiving of data produced by the city measuring network of the Institute for Meteorology, Free University Berlin.
- The purpose of CMNDP is to set up fundamental principles in view
- · regulating the data workflow (starting from measuring up to archiving the data) · ensuring timely submission of data for the use within the
- institute
- · easing collaboration among scientific community using the
- ensuring preservation of the data and the metadata for the future

- - protecting the rights of the IfM on the data
  - providing rules for use of the data within the IfM and by third parties
  - providing easy access to the data
- Data are always being regarded as a combination of the measured data and its describing metadata.
- Metadata have to be provided by the data originators for all kinds of data. Available standards are to be considered.
- · Different data levels depending on the degree of underlying pre-processing and evaluation steps are defined and with quality flags assigned:
- Level 0: Original raw data (from the data logger, 1 min values)
- · Level 1: Automatically quality checked data
- Level 2: Reviewed and formatted data
- · Level 3: Gap-filled, derived, temporally aggregated data
- The access to the data is restricted to certain users, depending on the different levels
- The different data levels should be available as soon as possible within the institutional community.

- · Delivery of data to external users is handled through cooperation agreements or based on fixed charges depending on the data volume.
- · Scientists, publishing data from the city measuring network or derived results, have to cite the origin of the data.
- · All different levels of data will be kept in an institutional repository.
- · The CMNDP regulates the conditions of use The user of any data agrees:
- not to disclose the data to other parties
- · not to use the data for commercial purposes
- · All data (original measurements, different levels of processed data, metadata) will be stored in a long term archive.

## Data Workflow from Measuring Station of the City Measuring Network up to Long Term Archive

can use measurements from the city measuring network for my studies!



metadata/ documentation

quality check ntation of the city measuring networ. Addresses, coordinates and height of the stations in the Measured meteorological parameter at each station Measuring instruments (manufacturer, sensitivity, ... Transmission way and time (Modem, IP. ...) Organization of the data collecting system (MEVIS

IfM repository

It is easy to find information beside the data!

long term archive city measuring network data 1 min

Cool, we learn it already during our study period!

Lectures on data management



Cooperation Partners Project EWIG







