



PERMOS Data Policy

This document outlines the policy of the Swiss Permafrost Monitoring Network (PERMOS) regarding the sharing of PERMOS data and products. PERMOS is carried by six partner institutions (ETH Zurich, Universities of Fribourg, Lausanne and Zurich, University of Applied Sciences and Arts of Southern Switzerland, WSL Institute for Snow and Avalanche Research SLF) and receives substantial funds from the Federal Office for the Environment (FOEN), the Federal Office of Meteorology and Climatology (MeteoSwiss), and the Swiss Academy of Sciences (SCNAT). The objective of this policy is to ensure and facilitate full and open access to scientific data and data products and is to be considered binding for all use of PERMOS data.

The PERMOS Data Policy is subject to regular revision by the PERMOS Steering Committee and the PERMOS Scientific Committee and is part of the Appendix of the PERMOS Agreement between BAFU, MeteoSwiss and SCNAT.

1 Collected Data

As used in this document, the term data refers to raw data, processed data, and metadata. It includes field data obtained at PERMOS Sites in the scope of and with financial support of PERMOS as well as related documentation and metadata: ground surface temperatures, borehole temperatures, meteorological data, geophysical surveys and terrestrial surveys¹.

In addition, PERMOS provides a platform for high quality and well-documented permafrost data for long-term storage and access. Details are defined by the PERMOS Steering Committee and the PERMOS Scientific Committee.

2 Data Management

The PERMOS data is stored in the PERMOS Database at the Department of Geography of the University of Zurich on permosdata.geo.uzh.ch, and a file archive on the main server of the PERMOS Office.

3 Data Submission

All data of long-term value obtained at PERMOS Sites in the scope of and with financial support from PERMOS as well as related metadata must be submitted to PERMOS for long-term management and dissemination.

Deadline for submission for observational data and metadata is the 31. December after the end of the observation period (i.e. hydrological year). For example, data of the hydrological year 2007/2008 have to be submitted by 31. December 2008.

Data submitted to PERMOS have to conform to the defined format and need to be processed, quality checked and documented according to PERMOS requirements. Raw data of all measured parameters also have to be submitted to facilitate future re-processing and to ensure traceability. Update of the data sets following quality checks should be sent as soon as available, preferably within one year after submission. Update of metadata (e.g. changes in the measurement system) have to be submitted together with the observational data.

Refusal to submit data and related metadata in accordance with this policy will be grounds for cutting the financial support for the site maintenance in agreement with the PERMOS Steering Committee.

4 Data Sharing Policy

4.1 Open Access

All PERMOS data are considered public domain for non-commercial use and will be made openly available for others to use. Commercial use of the data requires a particular contract with PERMOS and is

¹ For air photos and related products, the ownership needs to be clarified and the data policy will be adapted.

otherwise prohibited. Public domain data is freely available via the PERMOS Office, the PERMOS Database or tools provided by PERMOS.

4.2 Acknowledgement

Acknowledgement for PERMOS data in publications have to be in the following form:

- 1) For graphs/illustrations generated and provided by PERMOS, when using the data in graphical form, or when using a larger part of the data set so that naming individual institutions is cumbersome, add to the caption: «Data source: Swiss Permafrost Monitoring Network (PERMOS)». It is up to the data users to additionally acknowledge the investigator(s) and/or institution(s).
- 2) For all other use of PERMOS data the acknowledgements (or corresponding section) must include that « ... data are provided by *[name of investigator(s) and/or institution(s)]*, as part of PERMOS, supported by GCOS Switzerland/BAFU/SCNAT.»
It is up to the author(s) to offer co-authorship to the investigator(s)/institution(s) who collected the data. PERMOS strongly recommends contacting the investigator(s) to their information and to collect detailed information on data acquisition and processing.

4.3 Publication and DOI-Number

PERMOS data is regularly published with a PERMOS DOI number:
10.13093/permos-[Subset]-[Year]-[Consecutive_number]

Subsets can be published for different data types such as bh (borehole temperatures), gst (ground surface temperatures), meteo (meteo data), ts (terrestrial survey), ert (electrical resistivity tomography).

4.4 Exceptions

Exceptions to this policy sought by the Principal Investigator (PI) must be fully documented by the PI(s) and agreed to and approved by the PERMOS Scientific Committee.