



## Policy guidelines for the dissemination of data

### Preamble

The Global Runoff Data Centre (GRDC) operates under the auspices of the World Meteorological Organization (WMO), on the advice of its international Steering Committee and in co-operation with organizations such as UNESCO, UNEP, WHO and ICSU. These Guidelines regulate the acquisition and dissemination of hydrological data and the costing of services by the Global Runoff Data Centre under the Terms of Reference stipulated during the First Session of the Steering Committee of the GRDC and the commitments of WMO made at its Twelfth Congress in 1995.

At its Twelfth Congress, the World Meteorological Organisation (WMO) adopted Resolution 40 (Cg-XII) and thus committed itself, as a fundamental principal, "to broadening and enhancing the free and unrestricted international exchange of meteorological and related data and products." In this context, "free and unrestricted" means non-discriminatory and without charge, the latter with the meaning "at no more than the cost of reproduction and delivery, without charge for the data and products themselves." With regard to the Global Runoff Data Centre, Congress also adopted Resolution 21 (Cg-XII) which encourages Members (countries) "to support the GRDC through the provision of the hydrological data and related information that it needs".

WMO Congress also adopted the practice that countries "should provide to the research and education communities, for their non-commercial activities, free and unrestricted access to all data and products exchanged under the auspices of WMO with the understanding that the commercial use of these data may be subject to conditions." Resolution XII-4 (Paris, September 1996) of the UNESCO Intergovernmental Council for the International Hydrological Programme (IHP) "invites Member States to review their policies for the international exchange of hydrological data so that they may be supportive of the research being undertaken on major global issues" and further "requests the IHP National Committees to work with their national Hydrological Services to provide the scientific community with access to hydrological data and information needed for research at regional and international levels... using the internationally recognised international data centres".

These Guidelines do not infringe on the ownership rights of the data transmitted to the GRDC by Members (countries and their national agencies) and other data providers. In particular, the GRDC does not usually provide to data users value-added and costed services which would normally fall in the domain of Members and other data providers, in particular national Hydrological Services.

### 1. Principles of data acquisition and access

- 1.1 The GRDC operates on the WMO principal mentioned above with the aim of encouraging the widespread use of the data for national, regional and global studies.
- 1.2 Members and other data providers are encouraged to transfer to the GRDC unrestricted, quality controlled, selected hydrological data, together with station history information. The transfer of daily discharge data is preferred.



## **2. Dissemination of GRDC-Data**

**2.1** GRDC data are available to users free and unrestricted under the conditions specified in 2.2 to 2.6 below.

**2.2** Requests for data must reach the GRDC in written form: letter, facsimile, telex or email. A proforma is attached for use in this respect (Annex 1).

**2.3** The data user agrees in writing that the data received are not transferred to third parties without the written consent of the GRDC. GRDC data are released upon identified access, e.g. a signed User Declaration (Annex 2)

**2.4** GRDC data shall not be used for commercial purposes without the prior consent of Members and other providers of data to the GRDC. The GRDC will request such consent on behalf of a potential user.

**2.5** The data user agrees that the GRDC may inform the Members and other data providers of data about the use to which their data have been put and will transfer the names and addresses of the data users to Members and other data providers concerned.

**2.6** The GRDC makes available subsets of the GRDC database on request, as stated above. Requests for the entire database or substantial parts of it cannot be entertained unless consent of the WMO secretariat has been obtained.

## **3. Cost of services**

**3.1** Data are provided free of charge.

**3.2.** Information about the GRDC, including the yearly status reports and the database catalogue, are provided free of charge upon request.

**3.3** To enhance the services of the GRDC, the GRDC may charge data users on a non-profit base for the time used for carrying out services and for costs of material, handling and mailing.

**3.4** Standard GRDC services (Annex 3) are free for agencies and institutions which contribute data to the GRDC, as well as for the secretariats of international organizations which are the principal clients of the GRDC, such as WMO, UNESCO, UNEP and WHO.

## **4. Disclaimer**

While the GRDC makes every effort to eliminate errors from the data base, there may be errors in the data unknown to the GRDC. Neither the GRDC nor its sponsors can be held responsible for the consequences of the use of GRDC data.



Annex 1

**Format for Data Request from GRDC**

Any request for data should provide the following information:

- A)** Origin of the request, including name, postal and/or e-mail address, phone and fax number of the individual person or institute making the request; where an institute, the name and the position of the responsible officer should also be provided.
- B)** Specification of request (e.g. which rivers, stations or regions, monthly or mean daily data, time series).
- C)** Rationale for the data request.
- D)** Detailed description of the use to be made of the data. A summary of the research or study project should be added to the request.
- E)** Signature of the person or responsible officer referred to in a) above.



Annex 2

**Declaration of the Data User**

The undersigned declares that he/she is cognisant of the GRDC Policy Guidelines for the Dissemination of Data and is responsible for the use of the data provided by the GRDC. The undersigned agrees to use the data under the following conditions:

1. The GRDC data are not transferred either in part or total to third parties or to the general public (e.g. by electronic media), without the written consent of the GRDC.
2. The data will not be used for commercial purposes without the written consent of the GRDC. The GRDC itself will obtain clearance from the respective Members or other data providers prior to the release of data for commercial purposes.
3. The data set will be not accessible to unauthorised persons and, after completion of the specified studies, the data set will be kept separate from the general data processing facilities on diskette, tape or CD.
4. After completion of the studies and parts thereof, two copies of the results will be made available for the GRDC, as well as publications arising from the use of the data set or parts thereof.
5. In all publications, the source of the data will be fully cited as: "The Global Runoff Data Centre, 56068 Koblenz, Germany".
6. The GRDC operates on a non-profit basis. In certain cases, however, the GRDC may charge the data user a nominal amount for data queries and handling or an amount which has been agreed upon between the requesting agency and the GRDC prior to data delivery. The undersigned confirms his/her capacity to pay bills presented by the GRDC for services.

**7. Disclaimer**

While the GRDC makes every effort to eliminate errors from the data base, there may be errors in the data unknown to the GRDC. Neither the GRDC nor its sponsors can be held responsible for the consequences of the use of GRDC data.

I, as principal researcher/representative of the requesting organization, agree to the conditions stated above.

Place and date : \_\_\_\_\_

Signature : \_\_\_\_\_



## Annex 3

### **Standard Services of GRDC**

The following standard services are rendered on a routine basis and are distinguished from specialised services to data users:

Production and dissemination of catalogues and yearly status reports

Database queries and response to data requests including advisory services with regard to the use of the database

Compilation of project/programme related sub-databases

Production of tables and graphs to illustrate and enhance the understanding of the content of the database

Production of reports in the GRDC – Report series for example on global/regional hydrological issues, in the interest of projects/programmes of, inter alia, WMO, UNEP and UNESCO

The GRDC holds the right to change the extent and scope of standard services without notice.

Examples of specialised services would be: detailed statistical analyses of regional time-series for specific studies; assessment reports; production of graphical displays; monitoring of global/regional runoff on a comparative basis; production of reports on special request; etc.