



International Oceanographic Data and  
Information Exchange (IODE) of the  
Intergovernmental Oceanographic  
Commission of UNESCO (IOC)

**IODE Associate Data Unit  
(ADU)**



## PREAMBLE

The objectives of the IODE Programme are:

1. To facilitate and promote the discovery, exchange of, and access to, marine data and information including metadata, products and information in real-time, near real time and delayed mode, through the use of international standards, and in compliance with the IOC Oceanographic Data Exchange Policy for the ocean research and observation community and other stakeholders;
2. To encourage the long term archival, preservation, documentation, management and services of all marine data, data products, and information;
3. To develop or use existing best practices for the discovery, management, exchange of, and access to marine data and information, including international standards, quality control and appropriate information technology;
4. To assist Member States to acquire the necessary capacity to manage marine research and observation data and information and become partners in the IODE network;
5. To support international scientific and operational marine programmes, including the Framework for Ocean Observing for the benefit of a wide range of users.

## TERMS OF REFERENCE OF THE IODE ADU

1. The **IODE Associate Data Unit** is intended to bring in the wider ocean research and observation communities as key stakeholders of the IODE network, taking into account the growth of ocean research and observation programmes and projects, and the ability of these projects to establish data systems. It is important for these communities to share, provide access to and preserve all ocean research and observation data.
2. IODE Associate Data Units shall be national projects, programmes, institutions or organizations (other than NODCs), or regional or international projects, programmes, institutions or organizations that carry out data management functions.
3. As an IODE Associate Data Unit (ADU) the Conservation of Arctic Flora and Fauna Secretariat (CAFF) shall
  - a. **Contribute to the IODE Programme by sharing data and information on their data collection (metadata catalogue).** They will do so through their National Oceanographic Data Centre(s) (NODC)(s) - in the case of national projects, programmes, institutions or organizations-, or through another IODE data facility -in the case of regional or international projects, programmes, institutions or organizations- or, in the case of biogeographic data, through iOBIS.
  - b. **Make available data management documentation** (standards, practices, guides,...) used by the ADU.
4. By joining IODE as an ADU, CAFF(\*) will receive the following **benefits**:
  - c. Information on, and contribute to, IODE standards and best practices related to ocean data management,
  - d. Participation in ocean data and information management training, organized within the framework of the IODE OceanTeacher programme
  - e. Participate, as observers, in Sessions of the IODE Committee,

- f. Assistance, upon request, from IODE, on matters related to ocean data management,
  - g. Participate in IODE workshops and projects,
  - h. Share expertise with other ADUs and NODCs
5. ADUs will not replace NODCs (centralized or distributed) but should contribute to the objectives of NODCs by (i) improving the completeness of data coverage of NODCs; (ii) ensuring the long-term archival and preservation of ADU data by NODCs; and (iii) increasing awareness amongst the ocean research and observation community of the importance of professional data management through IODE NODCs.
6. As an IODE ADU CAFF shall agree to apply the IOC Oceanographic Data Exchange Policy (see <http://www.iode.org/policy>) for the data shared with IODE.
7. As an IODE ADU CAFF is encouraged to contribute data to the IODE Ocean Data Portal (ODP).
8. As an IODE ADU, CAFF (\*) is strongly encouraged to implement a **Quality Management System (QMS)** as described in the IODE Quality Management Framework (IODE-QMF) (see <http://www.iode.org/qmf>) . The IODE QMF provides guidance for the successful delivery of quality oceanographic and related data, products and services that will meet the requirements of a broad and varied community of users. If appropriate, CAFF can apply to become an Accredited IODE ADU.
9. As an IODE ADU, CAFF is strongly encouraged to follow up with data providers to submit their data and metadata after any allowed embargo period, and to make arrangements for the management, storage and long-term preservation/curation (especially in the case of projects) of data in close collaboration with their IODE National Oceanographic Data Centre (NODC) or, if such facility does not exist, with the IODE global network of NODCs.

## INFORMATION ON THE PROJECT/PROGRAMME/INSTITUTION/ORGANIZATION

Details on the Description of CAFF:

1. name and contact information of the **ADU contact point(s)**:  
Kári Fannar Lárusson, Program Officer  
Email: [Kari@caff.is](mailto:Kari@caff.is)  
Phone: (+354) 4623350
2. name and contact information of the head of the applicant entity:  
Tom Barry, Executive Secretary  
Email: [Tom@CAFF.is](mailto:Tom@CAFF.is)  
Phone: (+354) 4623350
3. description of the national, regional or international project, programme, institution or organization:  
CAFF is the biodiversity working group of the Arctic Council and consists of National Representatives assigned by each of the eight Arctic Council Member States, representatives of Indigenous Peoples' organizations that are Permanent Participants to the Council, and Arctic Council observer countries and organizations.

CAFF's mandate is to address the conservation of Arctic biodiversity, and to communicate its findings to the governments and residents of the Arctic, helping to promote practices which ensure the sustainability of the Arctic's living resources. It does so through various monitoring, assessment and expert group activities.

4. brief description of data services/products provided by the entity:

The ABDS is the data-management framework for managing data generated via the Conservation of Arctic Flora and Fauna (CAFF) and its Circumpolar Biodiversity Monitoring Programme (CBMP).

It is an online, interoperable data management system which will serve as a focal point and common platform for all CAFF programs and projects as well as be a dynamic source for up-to-date circumpolar Arctic biodiversity information and emerging trends.

The core entity of the ABDS is a Geo network, a catalog application to manage spatially referenced resources, which runs on a Geo sever which is an open source server for sharing geospatial data and a delivery web-page which facilitates communicating CAFF data to stakeholders based on a wide range of requirement and skill level.

Through this system CAFF delivers data ranging from download of graphics to WMS services.

5. for projects: expected lifespan of the project and indication of plan for the archival/preservation of the data, data management plan:

Not relevant in the context of CAFF

6. brief description of the expertise, including training, the ADU could contribute to the IODE programme or would like to receive from IODE:

The CAFF secretariat, has considerable expertise in gathering and delivering Arctic biodiversity data, Managing the infrastructure described above in order to make data gathered to CAFF projects and programmes as widely available as possible.

CAFF wishes to add an IPT to it's structure and would benefit significantly available training on this topic.

7. data policy (if identified) of the applicant entity (this may be a URL of a relevant web page): <http://abds.is/index.php/about-abds/data-policy>
8. information on the existing relationship with (a) NODC(s):

**SIGNED**

on behalf of CAFF Secretariat:

Date:

01.10.2015

Name: Thomas Barry

Position: Executive Secretary

Signature:

A handwritten signature in blue ink that reads "Tom Barry". The signature is written in a cursive style and is surrounded by a yellow dotted border.

*(\*) replace the text highlighted in yellow by the name of your project, programme, institution or organization*