

Deliverable D6.3: Report on access rules and modalities and recommendations for ACTRIS access policy

Authors: Sabine Philippin, Pirjo Kontkanen, Rosa Maria Petracca Altieri, Cathrine Lund Myhre, Jean-Francois Doussin, Bénédicte Picquet-Varrault, Carmela Cornacchia, Giuseppe Gargano, Mylène Ndisi, Matilde Oliveri, Ulla Wandinger

Work package no	WP6
Deliverable no.	D6.3
Lead beneficiary	CNRS
Deliverable type	<input checked="" type="checkbox"/> R (Document, report) <input type="checkbox"/> DEC (Websites, patent fillings, videos, etc.) <input type="checkbox"/> OTHER: please specify
Dissemination level	<input checked="" type="checkbox"/> PU (public) <input type="checkbox"/> CO (confidential, only for members of the Consortium, incl. Commission)
Estimated delivery date	M30 (30.6.2019)
Actual delivery date	21.12.2018
Version	Final
Reviewed by	National ACTRIS consortia and ACTRIS community
Accepted by	Sanna Sorvari Sundet
Comments	The current document constitutes the basis for developing the new deliverable D6.5 - Recommendations to the ACTRIS Access Management Plan (AMP), due in M36.

Table of contents

1	Introduction	2
2	Principles of access	2
2.1	Open access.....	2
2.2	Access basics and terminology	2
2.2.1	Access types	3
2.2.2	Access modes.....	4
2.2.3	Relation between access types and modes.	4
2.2.4	Access units.....	5
2.3	Single entry point	6
2.4	ACTRIS users and needs	7
2.4.1	ACTRIS users	7
2.4.2	User needs	8
3	Access process and modalities	8
3.1	Access management	8
3.2	Access process.....	9
3.2.1	General principles	9
3.2.2	Application	10
3.2.3	Validation by access provider	11
3.2.4	Review process and panel	11
3.2.5	Selection and criteria	11
3.3	Responsibilities of Users and access providers.....	12
3.3.1	Law and safety regulations	12
3.3.2	On-site User support.....	12
3.3.3	Data management	12
3.3.4	Dissemination of results from access	13
4	Legal issues	13
5	Ethical issues	13
6	Access costs	14
7	Access monitoring and results.....	14
8	User feedback and interactions.....	14
9	Reference documents.....	15
10	Glossary.....	15
11	Annex	16
11.1	Service portfolio.....	16
11.2	Recommendations for User application template.....	16
11.3	Recommendations for Terms of Reference for ACTRIS Review panel	16
11.4	Recommendations for Reviewer evaluation template	16

1 Introduction

This document describes the procedure and modalities of access for Users to ACTRIS services provided by the ACTRIS Central Facilities (CF) and ACTRIS National Facilities (NF). Access to CF comprises both access to the ACTRIS Data Centre (DC) and access to the ACTRIS Topical Centres (TC). Access for Users to ACTRIS services is provided through a single entry point. The access described in this document is based on a selection of Users. Access to ACTRIS data and digital tools is addressed in the ACTRIS data policy and is not concerned in this document. The present document is meant as recommendations for the ACTRIS access policy (D2.6) and complements the ACTRIS data policy (D2.3). This document will form the basis for developing the ACTRIS Access Management Plan.

2 Principles of access

2.1 Open access

ACTRIS aims at open access to ACTRIS services. The principles of open access are set out in the [Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#) (2003). According to that declaration Open access contributions must satisfy two conditions: The author(s) and right holder(s) of such contributions grant(s) to all users a free, irrevocable, worldwide, right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works, in any digital medium for any responsible purpose, subject to proper attribution of authorship (community standards, will continue to provide the mechanism for enforcement of proper attribution and responsible use of the published work, as they do now), as well as the right to make small numbers of printed copies for their personal use.

Open access and open science is a strategy promoted by the European Commission to improve knowledge circulation and innovation. The Horizon 2020 Framework programme has implemented open access by the general principle for open access to scientific publications and the pilot for research data. ESFRI supports open access to high quality Research Infrastructures to benchmark the quality of the activities of European scientists, and to attract the best researchers from around the world. Open access means that research objects (including data and services) are findable and accessible. Non-open research objects are not meant to be accessible.

Open access means that the ACTRIS services are open to all Users.

2.2 Access basics and terminology

The terminology used for access to ACTRIS services is based on the EU Charter for Access to Research Infrastructures (see section 9), and is further adapted to the ACTRIS context and needs.

ACTRIS services include the following:

- **ACTRIS data** which means ACTRIS data from observational National Facilities and exploratory National Facilities complying with the procedures established within ACTRIS. More detailed information on ACTRIS data is given in the ACTRIS data policy (D2.3)

- **ACTRIS digital tools** which mean tailored codes and software for processing and visualization of ACTRIS data, production of ACTRIS data products, and for data analysis and research.
- **ACTRIS tools** which mean both digital and non-digital tools for data and instrument operation offered by ACTRIS to users.
- Other **ACTRIS services** to conduct scientific experiments, use the state-of-the art research instruments and equipment, technical services (e.g., calibrations), expert support, and training and educational services, or access specific ACTRIS Data Centre services.

Access to ACTRIS services may be Free access, Wide access or Competitive access, defined as follows:

- **Free access** means that the ACTRIS services are provided to Users free-of-charge. Although ACTRIS aims at providing free access for users, where possible, some services provided by the ACTRIS CF and NF may involve user fees. The guidelines and principles for free access via the ACTRIS DC are not addressed in this document, but are formalized in the ACTRIS data policy (D2.3) and the background document related to the ACTRIS data policy (D6.1).
- **Wide access** aims at guaranteeing the broadest possible access to ACTRIS data and digital tools and to maximise their availability and visibility. Wide access is open and Free access and does not involve any selection of Users. *Examples for Wide access: Virtual access to services provided by the ACTRIS DC.*
- **Competitive access** means that the ACTRIS Central Facility and National Facility services are not unlimited and a selection process via the Service and Access Management Unit (SAMU) is required. Competitive access concerns access to services offered by the ACTRIS CF (TC and DC) and NF. The guidelines for competitive access are formalized in the ACTRIS access and service policy (D2.6).

2.2.1 Access types

Access refers to the legitimate and authorised physical, remote and virtual admission to, interactions with and use of Research Infrastructures and to services offered by Research Infrastructures to Users. ACTRIS covers the following types of access:

- **Virtual access** means free access to Users provided through communication networks; the available services or resources can be simultaneously used by an unlimited number of Users and the Users are not selected. Virtual access within ACTRIS concerns access to ACTRIS data and digital tools offered by ACTRIS through the ACTRIS DC or access to ACTRIS tools offered through a ACTRIS TC. *Examples for Virtual access: data, products, software, computing resources, other digital tools and services provided by the ACTRIS DC; digital tools for data and instrument operation (e.g., data processing tools) provided by an ACTRIS TC.*
- **Physical access** is “hands-on” access when Users physically visit an infrastructure/facility/equipment. Physical access means access to services offered by ACTRIS through an ACTRIS CF or NF. The available services or resources are not unlimited and a competitive process is required following a defined procedure and criteria for selection of Users. Physical access within ACTRIS may concern access to ACTRIS TC, DC, observational and exploratory NF. *Examples for Physical access: execution of scientific experiments on fixed and*

mobile platforms (ground-based observation stations, atmospheric simulation chambers, mobile experimental facilities, ...), education and training activities, expert support, station audits, or other services or tools provided by the ACTRIS CF and ACTRIS NF.

- **Remote access** is access to resources and services offered by ACTRIS through an ACTRIS CF or NF without Users physically visiting the infrastructure/facility. Similar to Physical access, the services or resources are not unlimited and a competitive selection is required. Remote access within ACTRIS may concern access to ACTRIS CF or NF. *Examples for Remote access: sample distribution, instrument calibration, QA/QC services, analytical services, provision of specific digital tools and products, computing, other services provided by the ACTRIS CF.*

2.2.2 Access modes

The process for selecting Users to ACTRIS services is based on access modes. The access mode regulates the conditions for the selection of Users. Access modes are part of the ACTRIS-internal access process and are not discernable to Users. Access modes may differ as a function of the service requested, and may depend on possible contractual and legal obligations, capacities, resources, membership, etc. Within ACTRIS, the following access modes apply:

- **Excellence-driven access:** the access depends on scientific excellence, originality, quality and technical and ethical feasibility of an application. The access is competitive and requires a User selection based on the ACTRIS access process and modalities: the request is evaluated through peer-review conducted by a review panel. Upon selection, Users get access to the ACTRIS facilities, resources or services available. This access mode is intended to enable collaborative research, knowledge transfer, training and best practice, and technological development efforts across geographical and disciplinary boundaries. *Examples for Excellence-driven access: Physical and Remote access to services provided by ACTRIS NF (observational, exploratory platforms).*
- **Technical need-driven access:** access to ACTRIS services depends on technical needs to ensure instrument quality, high performance measurements, and dissemination of good practices. The access is Competitive and requires a review process and evaluation. *Examples for Need-driven access: Physical and Remote access to services provided by ACTRIS CF.*
- **Market-driven access:** access to ACTRIS services is defined through an agreement between ACTRIS ERIC and the User; the access may be tailored to the User needs and may lead to an access fee that may remain confidential. This access is considered Competitive access but may not necessarily involve a peer-review. *Example for Market-driven access: Remote access to digital services provided by the ACTRIS DC.*

2.2.3 Relation between access types and modes.

Users do not deliberately choose a specific access type or access mode, but the type of service they need. The access type, i.e. 'how' a user will access an ACTRIS CF or NF, is inherent to the specific service requested. For example, free access to a DC service may be virtual (if directly available via the DC, e.g., downloading ACTRIS data) or remote (if the DC has limited capacity, e.g., archiving data related to a measurement campaign). On the other hand, 'how' and under which conditions the Users are selected

depend on the access mode applied. Thus, physical access of a User to an exploratory NF such as an atmospheric simulation chamber will require a selection process based on criteria related to the scientific quality of the planned research project, whereas physical access to a TC for the calibration of an instrument will require a selection process based on criteria related to the technical needs for optimizing instrument performance and improving the quality of the research activities.

The relation between access types and access modes is shown in table 1. Virtual access is always Wide access (the access is directly provided to the User, without selection), and Free access (without users fees charged to the User).

Table 1: Relation between access types and access modes within ACTRIS. Access involving possible user fees is indicated by a square (■), Competitive access is indicated by a cross (X).

Access mode \ Access type	Excellence- driven	Technical need-driven	Market-driven
Virtual	-	-	-
Physical	■ X	■ X	■ X
Remote	■ X	■ X	■ X

2.2.4 Access units

An access unit (AU) is a measure to specify the quantity of access offered to a User. The access unit shall be defined for each ACTRIS service offered via Competitive access (in case of Virtual access, the definition of access units is presumably not required). Different AU may be applied among the different ACTRIS services, although it is recommended to use as few different types of AU as possible, at least within a given CF or for the Observational and Exploratory Platforms of the NF. *Examples for ACTRIS access units:*

- *one staff-working-day (1 SWD) or one staff-working-hour (1 SWH): equivalence of labour days or hours required by the CF or NF staff person to provide the ACTRIS services;*
- *one User-working-day (1 UWD): equivalence of one working day spent by one User at a CF or NF to benefit from the ACTRIS services provided. 1 UWD is a common AU applied at, e.g., NF (observational platforms);*
- *one research-working-day (1 DAY): equivalence of one working day spent by one or several Users at a CF or NF to benefit from the ACTRIS services provided. 1 DAY is a common AU applied at, e.g., NF (exploratory platforms/ simulation chambers);*
- *one service provided: e.g., calibration of one instrument, one intercomparison exercise, one training session, one site audit, one downloaded data set / data product, one analysis process, one processing of specific data, one model output, one-time use of a digital operation tool, one-time support to other digital service, ...;*
- *For DC services, the AU may also relate to memory space used per amount of time (e.g., x TB/month for storage space); the processing time by one central processing unit (e.g., y computational resources used per time interval); etc.*

The following AU are likely to be used within ACTRIS:

- at TC: 1 AU = one staff-working-hour (SWH) or staff-working-day (SWD), or another appropriate unit relating to staff-working-time;
- at Observational Platforms (NF): 1 AU = one User-working-day (UWD);
- at Atmospheric Simulation Chambers and Laboratory Platforms (NF, Exploratory Platforms): 1 AU = one DAY (independent of the number of Users).

Competitive access to both the ACTRIS DC and the Mobile Platforms (NF, Exploratory Platforms) has not yet been offered and the AU is not yet known. Possible AU could be, e.g.,:

- at DC: 1 AU = data amount/time
- at Mobile Platforms (NF, Exploratory Platforms): 1 AU = 1 SWH or SWD (similar to TC), 1 AU = 1 UWD or 1 DAY (similar to NF, Observational Platform or Simulation Chamber).

2.3 Single entry point

Virtual, Physical and Remote access of Users to the Central Facilities and National Facilities is centrally coordinated by the ACTRIS ERIC and offered through a single entry point. Access within ACTRIS comprises i) access to ACTRIS data and digital tools provided by the DC or to ACTRIS digital tools provided by a TC, both in the form of Virtual access, and ii) access to ACTRIS services provided by the CF and NF in the form of Physical and Remote access, which is Competitive access managed via the SAMU and based on the facilities' capacities (see section 3.1). ACTRIS data, provided uniquely via the DC, have been collected at the NF, which have implemented the ACTRIS quality procedures in collaboration with the TC and DC. The two pathways of access are illustrated in Figure 1. Figure 2 shows the access as a function of access type and access mode.

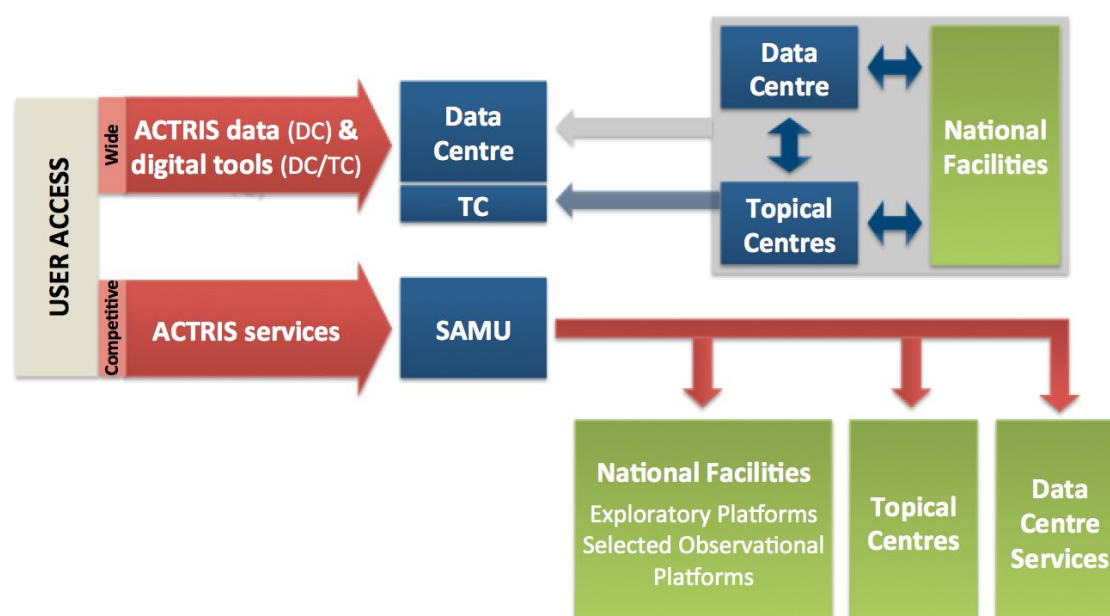


Figure 1: User access to ACTRIS services through a single entry point. Within ACTRIS, the access is provided via two pathways: i) Virtual, wide and free access to ACTRIS data and digital tools (DC) and ACTRIS tools (DC/TC) and ii) Physical and Remote access, which is competitive access, to other ACTRIS services provided by the NF, TC, or DC via the SAMU).

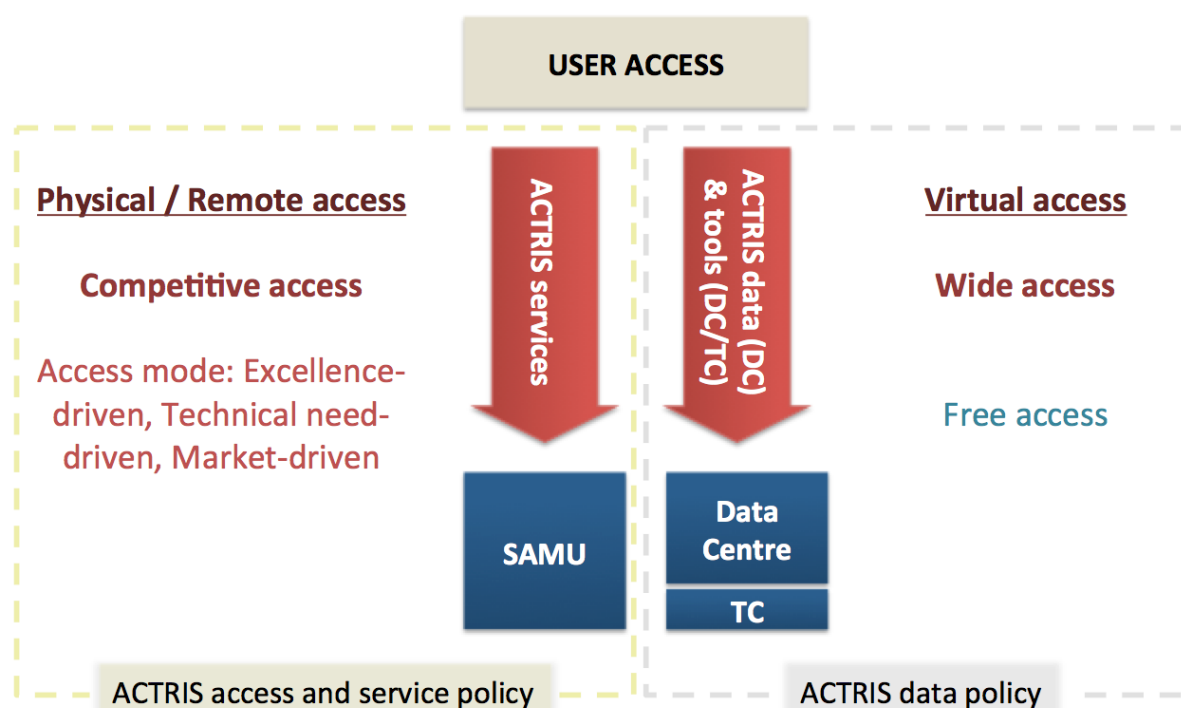


Figure 2: Access for Users to ACTRIS services as a function of access type (Virtual, Physical, Remote) and access mode (Excellence-driven, Technical need-driven, Market-driven), and of the ACTRIS policy concerned.

2.4 ACTRIS users and needs

2.4.1 ACTRIS users

Open access to ACTRIS services concerns access by any type of user. A user is a person, a team, or an institution from any sector, including public and private sector, to use ACTRIS data or other ACTRIS services, including access to ACTRIS facilities. More precisely, ACTRIS users may be affiliated with the organisations:

- (1) Public research organisations, universities and higher education organisations, international organisation, and other non profit private research organisations;
- (2) Public services (any persons from organisations and institutions that are owned or supported by the government, other than academia & public research organisations;
- (3) Private companies and businesses;
- (4) Other, e.g., including any other citizens or persons from institutions that are non-governmental, or non-profit or that do not belong to any of the above categories.

2.4.2 User needs

ACTRIS is committed to provide access to the CF and NF and its resources according to the User needs but within the limits of the facilities' capacities. The User needs are part of the overall User strategy development, which should be based on a clear identification of demands and needs which are evolving (see also section 8). More information about the ACTRIS services provided to Users will be available in the ACTRIS service portfolio (see also section 11)

3 Access process and modalities

3.1 Access management

Physical and Remote User access to ACTRIS services is centrally managed by the SAMU. SAMU is an organizational unit located within the ACTRIS Head Office. SAMU will establish and manage the competitive access process during all the relevant phases from the application, review and selection process, approval, implementation of the ACTRIS access and service provision, access monitoring and feedback collection. SAMU will facilitate and optimize the Competitive access to all ACTRIS CF and NF services and is responsible for:

- maintaining the ACTRIS service portfolio,
- promoting the ACTRIS services to potential User communities and advertising the opportunities for access,
- providing information and representing the interface between the ACTRIS Users and services offered via the User helpdesk,
- coordinating the access process and support to Users ,
- coordinating and communicating between the Users, TC/CF service providers, and access reviewers,
- monitoring the User access and service provision,
- collecting the User feedback,
- disseminating the access output and providing information about results and publications.

SAMU will represent the interface with the key actors throughout the access process to:

- interact with Users interested in benefitting from ACTRIS services, provide information, collect the applications, support the Users, communicate the review results, coordinate the access, and provide information about the results published by Users,
- interact with the TC / DC / NF for availability of services, capacity, feasibility, and schedule,
- interact with the selection panel for the review of the access request.

Detailed information about the access management shall be provided in the ACTRIS Access and Management Plan.

3.2 Access process

3.2.1 General principles

ACTRIS aims to provide open and easy access to its services. Wide publicity measures and outreach activities shall be implemented to widely advertise the opportunities of access to ACTRIS services including the ACTRIS website, specific calls for access, various mailing lists and electronic means, brochures, newsletters, conferences and workshops, and other outreach channels, and encourage participation of new Users and communities. Access may be proposed based on calls for access, which may be continuously open or specially launched depending on the CF and NF services and schedules. Access is provided by ACTRIS DC, TC, and NF:

- All TC commit to provide a minimum amount of User services, although the level of services may vary. TC may also provide Virtual (Free) access to some ACTRIS digital tools for data and instrument operation.
- The DC will offer wide and Free access to ACTRIS data, data products, and digital tools. ACTRIS-labelled data shall be available only through the Data Centre. Access to specific DC services, for example when the DC capacity is limited or the requested service is tailored to specific User needs, is not considered Virtual (Free) access, but Remote access, and it will be coordinated via SAMU (contrary to Free access services which are directly provided by the DC).
- NF that will provide access to their services include selected Observational Platforms and all Exploratory Platforms (Atmospheric Simulation Chambers, Laboratory Platforms and Mobile Platforms). The expected access to NF is Physical access, although Remote access is not excluded. The selection of NF that will provide Physical (or Remote) access will be part of a separate NF labelling process, which is described in deliverable D5.3.

In order to be granted access to ACTRIS services in case of Competitive access, Users shall submit an application to the SAMU. The selection process may involve multiple stages. Applications shall be i) validated by the SAMU for eligibility, ii) validated by the access providers to check availability of services the existing capacity, as well as the feasibility and timing of the access request, iii) selected according to defined criteria and access modes. In case of peer-review, a specific panel will be set up for scientific and technical evaluation. The composition and the functioning of the panel are based on principles of transparency, fairness and impartiality. The different steps are described in the following subchapters.

The provision of services to Users shall be implemented by the ACTRIS access and service policy (D2.6) in compliance with the ACTRIS data policy (D2.3), and in accordance with the ACTRIS standards as defined in the technical concept documents of the CF (deliverable D4.1–Concept document on ACTRIS Central Facilities structure and services), the NF (deliverables D5.1–Documentation on technical concepts and requirements for ACTRIS Observational Platforms and D5.2–Documentation on technical concepts and requirements for ACTRIS Exploratory Platforms). Comprehensive detailed information about the ACTRIS access process will be further described in a separate ACTRIS Access Management Plan (AMP), in compliance with the ERIC Technical and Scientific Description and ACTRIS ERIC internal rules.

3.2.2 Application

Users interested in ACTRIS services will access ACTRIS through a single entry point on the ACTRIS website. Those services that are available through virtual access will be provided directly to the Users without any written request or SAMU interaction. Users interested in accessing ACTRIS services that are available through competitive access will be required to submit an application to SAMU. The application form and information about the application process will be available through the ACTRIS website. The application will request information about the User or User group, the demanded services, planned project dates, objectives, motivation, etc. (recommendations for a User application template are given in section 11.2). SAMU collects the application, verifies eligibility according to the ACTRIS AMP and interacts with the User during the application process, if needed, e.g., for revising and optimising the applications. SAMU also interacts with the Users after the review process to communicate acceptance / revision / rejection of the application.

The overall access process and interactions with DC, TC and NF is illustrated in Figure 3.

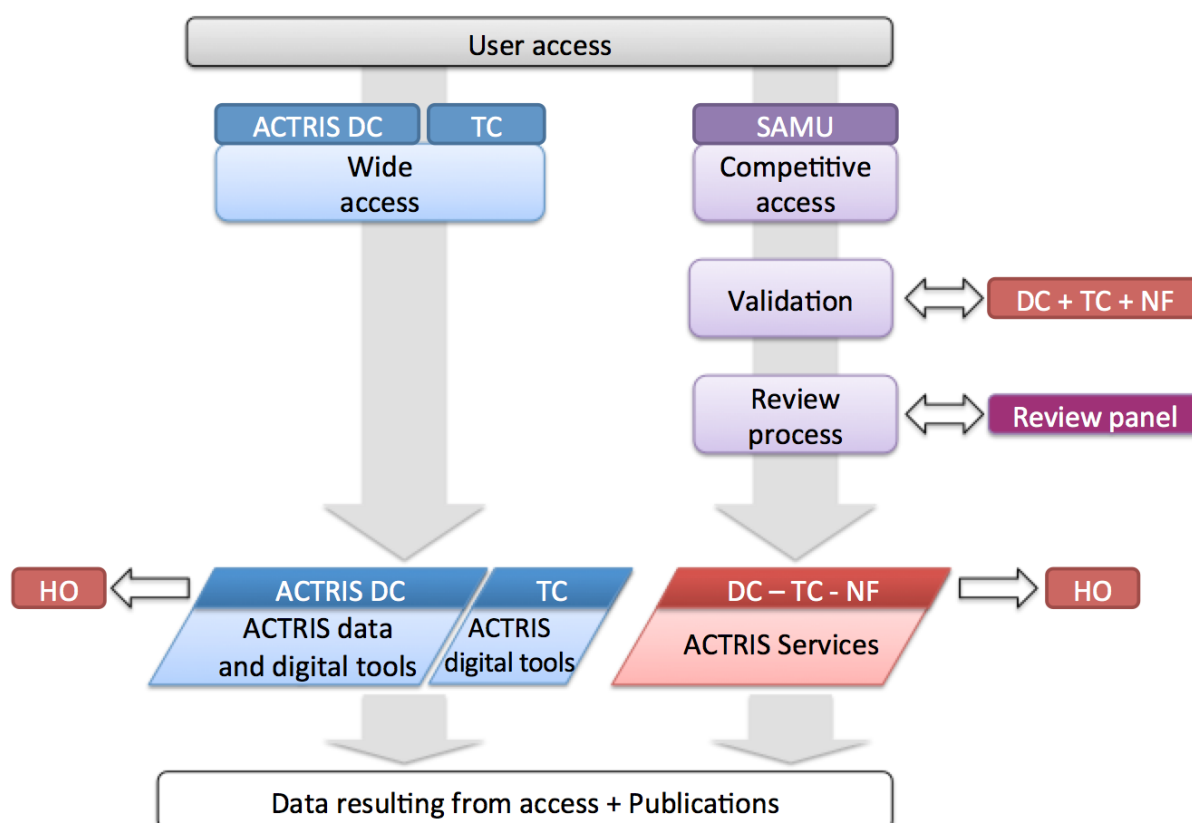


Figure 3: Access process for Users to ACTRIS services. Via a unique entry point for Users, access to ACTRIS services is either Wide and directly provided (Virtual and Free access), or Competitive through the SAMU (Physical and Remote access). SAMU coordinates the process, interacts with the different actors: the users, the access providers of the TC / DC / NF for availability of services, capacity, feasibility, schedule, and organisation of the access, and the review panel. Information on User access and results are reported to the HO.

3.2.3 Validation by access provider

SAMU will verify the availability of the requested service, capacity, schedule, and scientific/technical/logistic feasibility with the access provider of the ACTRIS TC / DC / NF concerned. Access requests that are accepted by the access provider will undergo a review process as described in section 3.2.4. Access requests that are rejected by the access provider of the TC / DC / NF will not undergo further review by the selection panel, and the SAMU will inform the Users of the rejection of their request, along with explanations for refusal. Further details will be available in the ACTRIS AMP.

3.2.4 Review process and panel

The review process is coordinated by SAMU and consists in an evaluation carried out by a selection panel according to criteria defined for the specific access mode. The selection panel shall apply the principles of transparency, fairness and impartiality, and shall be composed of international experts in fields of research related to short-lived atmospheric components, with the majority being independent from ACTRIS. The review panel shall give recommendations on the Users that should benefit from the services, and inform the SAMU of the evaluation results. The SAMU will interact with the User on the outcome of the review process. Details about the review panel, such as the establishment process and composition of the panel, the nomination of members, their mandate, etc. shall be defined in the general terms of reference for the ACTRIS review panel (see section 11.3) and the ACTRIS AMP.

3.2.5 Selection and criteria

The selection of access requests will be made according to defined criteria that will be implemented by SAMU according to the internal ACTRIS ERIC rules and will depend on the access mode. The evaluation may take into account the following criteria:

- Scientific excellence: originality, quality, state of the art, technical aspects (instrument performance and high quality), relevance, impact, ...;
- Technical aspects: instrument performance (maintenance, calibration, quality assurance), operator training, ...;
- Market-driven aspects: relation to business and innovation, private sector participation, technical development, innovative solutions, socio-economic impact, ...;
- Aspects related to the User profile and/or origin of Users, considering:
 - New Users: encourage User communities beyond the ACTRIS perimeter, e.g., other than academic or atmospheric domain (cross-disciplinary aspects, public services, private sector, ...);
 - Early-career researchers or researchers from less-favoured regions (training, best practice);
 - Gender equality;
- Or other criteria.

A scoring system based on weights will be implemented in the review process (see section 11.4).

3.3 Responsibilities of Users and access providers

Both Users and access providers shall fulfil their commitment towards the access process once an access request has been accepted. The responsibilities are described in the following subsections.

3.3.1 Law and safety regulations

Users must comply with applicable law and safety regulations, which comprise, e.g., national and local regulations, host procedures and other measures related to access of facilities or parts of a facility, the use of equipment, required protection, adequate training, health and risks, insurance requirements, etc. The ACTRIS CF and NF are required to state the terms of service at CF and NF in case of Physical access towards the Users.

3.3.2 On-site User support

The CF and NF will provide access to services according to the results of the review process. Access providers are committed to accommodate and support the accepted requests for access to ACTRIS services. Depending on the type of service offered, specific on-site support can be offered to the Users which may comprise:

- administrative and logistic support: accommodation, transport, shipping of instruments, customs, specific permissions, instrument and/or storage space, ...;
- technological and scientific support: instrument handling and operation, scientific expertise, project planning, set-up, access to specific additional equipment or information;
- training and use of the instrumentation;
- other possible support activities related to on-site needs, data handling and archiving, etc.

3.3.3 Data management

Users are encouraged to submit the data resulting from Physical and Remote access, which may be archived and made available through the ACTRIS DC in accordance with the ACTRIS Data Management Plan (DMP) and the ACTRIS data policy immediately or after an agreed period of time. FAIR principles shall be applied to data resulting from access services. The access rights to that data will be stated in the User application and agreed on separately in writing. Certain Users, e.g., from the private sector, may not be in the position to provide data resulting from Physical and Remote access. The protocols and handling of data from access will be organised via the ACTRIS DC and may require implementation of specific archiving mechanism for such data which aim at respecting the FAIR principles and being registered with an identifier, e.g., DOI. The data may be regarded as ACTRIS data if the requirements for ACTRIS data are fulfilled. If the data is not considered ACTRIS data, it is secondary data which might have specific data formats. The CF and NF shall contribute to ensure the quality of the data resulting from access.

3.3.4 Dissemination of results from access

Users are encouraged to disseminate the results from access in peer-reviewed publications and shall ensure proper citation and acknowledgement. Users shall acknowledge the contribution and support provided by ACTRIS, and in particular, the use of the facility and the contribution of those persons working at the ACTRIS facilities and involved providing the access.

Users are normally expected to make the results available via open access.

Users are requested to communicate the references of the publications resulting from access activities at the ACTRIS CF and NF to ACTRIS, via the SAMU.

4 Legal issues

Users access to ACTRIS services shall be made in compliance with the overall European legal framework related to environmental data, information and data bases, health and safety at work, and laws on the protection of personal data and privacy. It furthermore shall respect all national legislations, health and safety regulations, and other local rules. Users are also responsible for their own insurances.

As regards to the outcomes of access, the principle is that everyone has ownership to their own works. If the Users submit their data resulting from the access to the ACTRIS CF or NF, they should give ACTRIS ERIC access rights to data and related documents that the Users produce within the gained access. However, this can be agreed upon also differently either during the application process or afterwards. As stated in the ACTRIS Access and service policy, the access rights for the ACTRIS ERIC includes, but is not restricted to, the right to modify, reproduce, sublicense, incorporate to other data, other databases or other tools as well as produce new developments. This means, e.g., that the data and work resulting from access can be translated, modified, compiled, and remixed without legal barriers. However, all use of data must be in line with the ACTRIS ethical guidelines and scientific integrity must always be followed and respected. ACTRIS shall not give any guarantees or warranties for the results gained by using the access services.

The right to modify data is linked to the copyright law in order to protect original work. Any modification is only possible if either done by the owner or if specific rights are given to others using the data. The copyright legislation may require the word modify to be specifically stated as user right, in order to allow derivative works. Otherwise it will not be possible to remix and rearrange data or create new products based on the available data, or make new developments based on the available data. However, the right to modify data does not include the right to falsify or alter the pure data and all use of data must be in line with the ACTRIS ethical guidelines and scientific integrity must always be followed and respected. More information on legal issues is provided in the background document to the ACTRIS data policy (deliverable D6.1).

5 Ethical issues

The ethical standards and guidelines are described in the ACTRIS Ethical guidelines (Deliverable D2.2).

6 Access costs

ACTRIS aims at providing Free access for Users, where possible. Virtual access is Free and Wide access, Competitive access to ACTRIS services provided by an ACTRIS CF or NF is made on User demand and might involve User fees. The costs of CF and NF services are calculated according to the ACTRIS financial rules, and may be adjusted on a regular basis. The potential User fee may vary according to principles established by ACTRIS ERIC, for example as a function of a specific service, User (e.g., academic vs commercial use), User origin (ACTRIS member country or not), or availability of funding (ERIC contribution, national funding, EU funding, etc.). A User fee charged to Users may remain confidential. More details on the possible user fee will be included in the AMP.

7 Access monitoring and results

All relevant aspects related to access and results are centrally monitored by SAMU. The access reports will include:

- the number of received/ eligible/ accepted access requests,
- the number and type of services provided,
- the quantity of access provided,
- the number of Users and type of User communities served ,
- the User profile (new Users/ research status/ gender/ ...).

The ACTRIS CF and NF are required to transmit access reports on a regular basis according to the ACTRIS ERIC internal rules to the Head Office. Quantifiable key performance indicators will be defined to monitor the quantity and the quality of the ACTRIS services provision.

ACTRIS furthermore aims at disseminating results from access which include:

- Access data: based on open access principles, via the ACTRIS DC,
- Publications in peer-reviewed on-line journals (open access).

User feedback will be collected by SAMU to evaluate the quality and quantity of services provided to the Users (see section 8).

8 User feedback and interactions

ACTRIS aims at providing services to wide User groups and is strongly User oriented. ACTRIS services are designed and developed following a continuous identification of User needs and demands. The SAMU/Head Office will implement efficient User interactions through the ACTRIS Science and User forum, workshops, etc. to develop a successful User strategy.

The User experience is essential to be able to adjust the services to evolving needs and to optimize the provision of services. A mechanism/ interaction with Users will be implemented by SAMU to regularly collect the User feedback. The User feedback may include the following aspects:

- User needs vs available services,

- Quality and number of services provided,
- Quality of the access process and specific stages of it,
- Quality of on-site support to Users, etc.

9 Reference documents

ACTRIS Access and Service Policy (D2.6)

ACTRIS Data Management Plan

ACTRIS Data Policy (D2.3)

ACTRIS Ethical Guidelines (D2.2)

ACTRIS PPP Grant Agreement (N° 739530)

[Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#) (2003).

Concept document on ACTRIS Central Facilities structure and services (D4.1)

Documentation on technical concepts and requirements for ACTRIS Observational Platforms (D5.1)

Documentation on technical concepts and requirements for ACTRIS Exploratory Platforms (D5.2)

Documentation on ACTRIS National Facility labelling principles (D5.3)

European Charter for Access to Research Infrastructures: Principles and guidelines for access and related services. Publications Office of the European Union, 2015. ISBN: 978-92-79-45600-8, doi: 10.2777/524573, KI-04-15-085-EN-N.

https://ec.europa.eu/research/infrastructures/pdf/2016_charterforaccessto-ris.pdf

10 Glossary

Access provider means an ACTRIS CF or NF that is in charge of providing access to its services.

ACTRIS member country - a country participating in the implementation of ACTRIS and being a member in the Interim ACTRIS Council.

FAIR principles mean guiding principles to make data findable, accessible, interoperable and re-usable, according to the Force 11 “The Fair Data Principles”
<https://www.force11.org/group/fairgroup/fairprinciples>.

Further terms are explained in the ACTRIS glossary on www.actris.fr.

11 Annex

11.1 Service portfolio

(More information about the ACTRIS service portfolio to be provided at later stage)

11.2 Recommendations for User application template

(to be provided at later stage)

11.3 Recommendations for Terms of Reference for ACTRIS Review panel

(to be provided at later stage)

11.4 Recommendations for Reviewer evaluation template

(to be provided at later stage)