From: Riddle, Maya
Sent: 11 March 2015 10:49
To: Adam Smith (adam.smith@researchresearch.com)
Subject: FW: EPSRC open research data plan
Attachments: CD POL 09 v2 CCFE Research Data Management Policy.pdf

Dear Adam,

We have concluded the search for the information you requested on EPSRC's open search data plan.

Taking each question in turn our response is:

1) We have a research data management policy for the Culham Centre for Fusion Energy (CCFE) – please see attached.
2) Yes our policy is operational.
3) We are not yet publishing metadata but experiment data are released after 3 years (see http://www.opendata.ccfe.ac.uk/open-data/).
4) Yes we you have the capacity to store EPSRC-funded research data for 10 years.
5) Our Research Data Management Policy sets out the main principles. MAST experiment data is all stored anyway and we have a process to release the metadata after 3 years. Data relating to published papers is gathered and stored using an internally developed software tool.
6) No, our funding is not guaranteed for 10 years.
7) The cost of compliance with EPSRC open data expectations is not known.

I trust that this provides you with the information that you require.

Your enquiry has been dealt with under the Freedom of Information Act. If you are unhappy with the service you have received in relation to your request please let me know.   Our complaints procedure is available on: https://www.gov.uk/government/organisations/uk-atomic-energy-authority/about/complaints-procedure

Kind regards,

Maya

Dr Maya Riddle, Secretariat, UK Atomic Energy Authority,
K2/1/10, Culham Science Centre

From: Adam Smith [mailto:adam.smith@researchresearch.com]
Sent: 13 February 2015 16:50
To: Enquiries, FOI
Subject: FOI: EPSRC open research data plan

Hello,

This is a freedom of information request. I am seeking information about the Culham Centre for Fusion Energy's implementation of the policy framework on research data of the Engineering and Physical Sciences Research Council. Details of the policy are available here. Please provide details below where extra information or clarification to yes/no answers is needed. If you need any clarifications from me, please contact me using the details below. I look forward to hearing from you.

1
If you have a document that sets out your plan for how to comply with the research data plan of the EPSRC or other research councils, please could you send it to me?

2
If you have specific policies and associated processes to maintain effective internal awareness of your publicly-funded research data holdings and of requests by third parties to access such data, are they operational?
Yes/no

3
Are you publishing appropriately structured metadata describing the research data you hold within 12 months of the data being generated and made freely accessible on the internet?
Yes/no

4
Do you have the capacity to store EPSRC-funded research data for 10 years?
Yes/no

5
How are you ensuring that effective data curation is provided throughout the full data lifecycle (with 'data curation' and 'data lifecycle' being as defined by the Digital Curation Centre)?

6
Is your EPSRC-funded research data plan fully funded with secured funding from the institution for 10 years?
Yes/no

7
How much per year do you expect compliance with EPSRC open data expectations to cost the institution?
£X

Many thanks,

Adam Smith

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Policy	**CD/POL/09**
CCFE Research Data Management Policy	Issue: 2
	Date: March 2015
Author: T Hender	Reviewer: K Musgrave	Approver: S Cowley

1. Policy Background

Following the UK policy of "open access" on all published scientific papers that came into full effect in April 2013, the next step was to allow access to the data behind these published papers. In 2011 Research Councils UK (RCUK) issued a policy on Research Data; this states that: 'Publicly funded research data are a public good, produced in the public interest, which should be made openly available with as few restrictions as possible in a timely and responsible manner that does not harm "Intellectual property"'. The EPSRC implementation of this policy can be found at http://www.epsrc.ac.uk/about/standards/researchdata/Pages/policyframework.aspx.

EPSRC require all bodies they fund, which includes CCFE, to have a data management policy with full implementation and compliance by 1st May 2015. CCFE's policy should deliver the following:
- publicly funded research data should be made openly available in a timely manner;
- data with acknowledged long term value should be made accessible; RCUK recognises that there are legal, ethical and commercial constraints on release of research data. To ensure that the research process is not damaged by inappropriate release of data, research organisation policies and practices should ensure that these are considered at all stages in the research process;
- Research Council funded researchers may be entitled to a limited period of privileged use of the data.

For the purposes of this policy, the term 'Research Data' refers to:
(a) 'raw' scientific data directly arising as a result of experiment/ measurement/observation (e.g. MAST data) or from a modelling code;
(b) 'derived' data which has been subject to some form of standard or automated data analysis or reduction procedure;
(c) 'published' data, i.e. that data which is displayed or otherwise referred to in a publication and based on which the scientific conclusions are derived.

Normally data will originate in digital form, but where this is not the case (e.g. algebra or lab books), and its retention is required, it should be converted to digital form by scanning.

2. CCFE Policy

1. Research data will be managed to the highest standards throughout the research data lifecycle as part of the CCFE's commitment to research excellence.

2. EPSRC funded research data, relating to data arising from MAST experiments and published journals should be made freely available for access and re-use. This will be achieved by publishing relevant metadata[1] on the internet, with a statement on how to gain access to the full data set.

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[1] Metadata is the data description that serves to provide context or additional information about the underlying data; it must be sufficient to allow others to understand what research data exists and how it was generated in each instance.

3. Before sharing Research Data it is essential to consider whether this is permissible in light of IPR ownership, ethical, privacy, confidentiality requirements or any legal, regulatory or funding restrictions. In addition, Researchers must consider whether Research Data has commercial potential in consultation with CCFE's Business Development unit.

4. Research Data must be retained intact in an appropriate format and storage facility that CCFE will provide (see item 10.). EPSRC policy specifies retention of that data for at least 10 years from the date of any publication that is based upon it or last access to it.

5. For publications the lead author has overall responsibility for ensuring that agreed Research Data management requirements are observed. Publications can be regarded as composed of a set of elements (e.g. figures, see Annex 1 for a full list) for which the Research Data management requirements are to be applied by the person producing that element. The required metadata relating to journal publications should be made available immediately after the paper is published.

6. For raw and derived data from MAST the Mast Data Management Committee has responsibility for ensuring that research data management requirements are observed. To allow MAST researchers adequate time to analyse their data an embargo period of 3 years will be adopted before public release.

7. Those responsible for research staff and students should ensure that researchers in their areas are aware of the CCFE's policy regarding research data and compliance with its associated guidelines and procedures.

8. All researchers partly or totally funded by CCFE are expected to familiarise themselves with and act in accordance with this and other CCFE policies relating to research practice.

9. CCFE will provide advice, training and support regarding research data management.

10. *CCFE will provide the necessary means and services enabling registration, deposit, storage, retention of and access to research data.*

Annex 1 (to CCFE Research Data Policy)

The following are a complete list of types of publication content for which there must be full traceability of their origins:-
   1. Figures.
   2. Tables of data
   3. Mathematical derivations (which are not direct reproductions of a published reference)