



World Agroforestry Centre

TRANSFORMING LIVES AND LANDSCAPES

# The World Agroforestry centre Policy Series

## Research Data Management Policy

November 2012

# **World Agroforestry centre**

## **Research Data Management Policy**

### **Mission and Research Data Management (RDM)**

The centre's mission is to generate science-based knowledge about the diverse roles that trees play in agricultural landscapes and to use its research to advance policies and practices that benefit the poor and the environment. The centre sees the dissemination of both research data, and knowledge derived from it, as a central component for fulfilling this mission. Dissemination of valid and relevant research data requires a clear commitment to, as well as a clear framework for, the management of research data.

The purpose of this policy is to provide both: the centre's commitment to research data management and the framework for its practical implementation.

### **Goal**

In line with the Strategic Research Framework of the CGIAR, the centre's goal is to be the producer, provider and custodian of high-value data that promotes the understanding and adoption of agroforestry practices. We will do this in a way that is open and transparent, allowing data to be found and used effectively and efficiently by a global community whose efforts are aligned with the CGIAR Principles on the Management of Intellectual Assets, and consistent with the aims of public-funded research. These include:

- the good stewardship of public investment in science based information
- the creation of strong value chains of innovation, from data to knowledge and application
- the enhancement of value from international co-operation
- the improved access to, and sharing of, data as it:
  - reinforces open scientific inquiry
  - encourages diversity of analysis and opinion
  - promotes new research
  - makes possible the testing of new or alternative hypotheses and methods of analysis
  - supports studies on data collection methods and measurement
  - facilitates the education of new researchers
  - enables the exploration of topics not envisioned by the initial investigators
  - permits the creation of new data-sets when data from multiple sources are combined
  - prompts authors to publish sooner.

## Objectives

To realize the overall goal the centre aims to meet 5 Research Data Management goals. All of the centre's data needs to be:

- A. derived from research relevant to our agenda and to the CGIAR Research Programs (CRPs); to the development challenges in our strategy; and to the Strategy and Results Framework (SRF) of the CGIAR;
- B. of high quality (well designed, well collected, well verified, well documented);
- C. protected and archived;
- D. available (know that it exists) and accessible (can easily gain access to the data) to all;
- E. adaptable so that it can be well utilized, and transformed where possible into actionable knowledge;

## Principles

1. The centre's research is organized under the seven thematic areas under the CRPs as defined by: the CGIAR Consortium's Strategy and Results Framework (SRF), our resulting research strategy, and corresponding projects. Projects are designed to produce generic outputs, one of which is research data.
2. The centre views its research data as international public goods, and is committed to their widespread diffusion and use to achieve the maximum possible access, scale, scope of impact, and sharing of benefits to profit the poor—especially farmers in developing countries. The centre adheres to an “Open Access” policy.
3. Projects are responsible for establishing—at the start of the project—an overall plan for the management of their research data (a Research Data Management Plan), and for ensuring sufficient budget allocation for the implementation of the plan.
4. Centre employees, consultants, seconded staff or students who produce research data are responsible for ensuring that research is driven by a clear conceptual framework that defines the temporary boundaries and focus of exploration, problem definition, hypotheses, models and research questions.
5. Institutional support shall be provided to ensure that data collection by the project adheres to explicit standards ensuring objectivity, internal validity, external validity, reliability, rigour, open-mindedness, and honest and thorough reporting. This includes setting up clear protocols, conducting peer reviews,

using robust and well-documented methods and appropriate statistical analyses, and producing meta-analysis and syntheses of results.

6. The centre has a zero tolerance policy with respect to data manipulation and has explicit standards for the appropriate handling of research data.
7. Projects are responsible for ensuring that research data is described by appropriated Metadata throughout their lifecycle. Metadata should be in compliance with the Simple Dublin Core requirements, or globally accepted metadata standards for specific data types.
8. Institutional support shall be provided for setting up a stable and reliable data repository system. The repository should make high-value research data available (can be found) and accessible (can be used), by ensuring that data objects are searchable, well-preserved, described by appropriate metadata, assigned with appropriate access rights and provided with official citations.
9. The centre shall promptly and broadly disseminate its research data to the research community. Metadata of all research data will be made public upon closure of a project; however its dissemination may be subject to limited delays to allow authors to publish their results.
10. All research data produced or acquired by the centre shall be managed in ways that maximize their global accessibility and ensure the broadest possible impact on target beneficiaries—in line with the centre Vision.
11. Every project shall, upon closure, provide a list of all data-sets produced by the project to the regional coordinator and the GRP leaders, who will make recommendations regarding the identification of high-value data-sets, both to the centre and to partners. These high-value data-sets shall be submitted to the institute repository, and the centre shall assist scientists and projects to process data into standard formats.
12. To improve scientific publications, consensus with scientific peers and public trust in the quality of our research outputs, the centre will ensure that all necessary raw data is made public. This enables interested parties to reproduce or replicate every scientific publication that is based on research data. Scientists are required to submit necessary raw, verified data for every scientific publication in standard file formats.
13. In line with the centre's Code of Conduct research data produced for the centre by the centre employees, consultants, seconded staff or students ("**Centre**

**Staff**) are defined as proprietary assets. Any intellectual property rights associated with research data created solely by the centre Staff shall reside with the centre, not the individuals. Any intellectual property rights associated with research data created within the framework of collaborations and partnerships with third parties, shall reside jointly with the centre and such third party. Due recognition of the contributions of individuals will be made.