

CHAPTER 26

PROVISION OF UK DATA AND PRODUCTS FOR RESEARCH AND OTHER USES

26.1 Introduction

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Annex A The Met. Office data policy statement on provision of UK data and products for research and other uses

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26.1 Introduction

26.1.1 The policy document at Annex A has been produced following statements by CE at WMO EC, and the signing of the IACGEC data framework agreements, to bring The Met. Office Data policy into line with current ideas.

26.1.2 Specifically this document relates to the provision of UK-originated data or products to, primarily, UK-based non-commercial (research or education) customers. Requests from private sector companies, non UK-based groups and other NMSs will be covered by parallel but separate policy statements.

26.1.3 Whilst it is important that the Office has an agreed policy; it is equally important that all staff operate this policy, and know the procedures to be followed when faced with a request.

26.2 Guidelines

26.2.1 The following guidelines are given:

- Commercial, Defence and Aviation requests may be handled by any appropriate Business Area in S&B Division. However, pricing **MUST ALWAYS** be in line with current Working Group Pricing Policy (WGPP) guidelines and documents, which have been copied to all Directors.
- Trivial non-commercial requests may be handled by any unit/branch — but still within WGPP and Data Policy guidelines and conditions (for definition of trivial see 26.2.2).
- all NERC, and other non-trivial, non-commercial requests should be routed, in the first instance, to A. Terry (Data/Product Wholesaling Manager), who will then arrange for the necessary processing, and advise of any charge to be raised. He should also be made aware of any special discount/reciprocal agreements so that he can arrange appropriate audits of equivalent benefits from time to time.
- Staff effort, and other costs necessary to process any request, must be identified (including non-commercial requests and those where discounting is used to offset against the carrying out of observations). They are to be charged to the relevant business area and for all research/non-commercial requests this is to be either the Data Wholesaling area of S&B Division, or other groups where appropriate. For example, where any charges to a customer are discounted/waived against observations, this is to be charged to Hd(OPR). In cases of doubt, or for allocation of TICs to be used, A. Terry is to be consulted by the staff concerned. The Data Wholesaling Manager is responsible for monitoring the accounts of costs associated with the provision of data/products to the research community.

26.2.2 The definition of 'trivial' is not so trivial. However, as a working criteria, it is classed as trivial if **both** the following conditions apply:

- the total staff effort involved in processing the request is 1 hour, or less, and
- the cost of the data (if charged at commercial rates) is less than £2000.

26.2.3 Copies of the policy statement are available in a standard hand-out format, from HQ Room 706.

THE MET.OFFICE DATA POLICY STATEMENT ON PROVISION OF UK DATA AND PRODUCTS FOR RESEARCH AND OTHER USES

26A.1 Preamble

This policy is that of the United Kingdom Meteorological Office, which for brevity is referred to throughout the policy statement as 'The Met.Office'.

Throughout this statement, where the terms Data and Products are used, they should be taken to include both 'real time' and historic/archive forms of Data and Products. The terms Data and Products are defined as:

Data (Sets)— All meteorological, oceanographic, hydrological and environmental observations made by or for The Met.Office that do not fall in the public domain, and, as a result, are not freely accessible.

Product— All meteorological information that results from the transformation or processing of Data Sets, or from mathematical models, in the form of pictures, charts, text, or data files, embodies substantial know-how, is considered to require specific meteorological know-how to be interpreted, and has been prepared specifically to meet the operational requirements of The Met. Office.

The aim of the policy is to encourage the widest possible use of Data and Products, for genuine research, in order to realise their potential value, whilst preserving the associated rights including intellectual property rights.

It should be noted that at this stage the policy only applies to supply of UK-originated Data and Products within the UK. Corresponding sets of policy statements covering:

- the release of non-UK Data and Products within the UK, and
- UK Data and Products for international use,

will be issued as soon as international practice becomes stable.

Points of contact:

For requests for provision:

Mr A. Terry
Room 706, Meteorological Office
London Road
Bracknell
Berks, RG12 2SZ

Tel: 01344 856549
Fax: 01344 856087

On matters of policy:

Mr A. Douglas
Marketing Director
Meteorological Office
Sutton House, London Road
Bracknell, Berks, RG12 2SY

Tel: 01344 856279
Fax: 01344 854826

26A.2 The Met.Office:

1. Will identify those data and products which are to be stored in view of potential future use. Such identification to be carried out in consultation with other data holders to obtain maximum consistency possible.
2. Will retain those data and products so identified in a form which makes them accessible and usable.
3. Will participate in relevant activities involved in data provision, development of standards, and quality assurance, and of techniques, hardware and software required for the manipulation of data.
4. Recognizes that there is no such thing as 'free data or products'. The observing function, the maintenance of observing sites, inspection of stations, data collection, quality assurance, creation and maintenance of data sets in an accessible and usable form are necessary and expensive activities. Correspondingly, the development, operational running and storing of products are also necessary and expensive activities.

5. Will give access to non-restricted data and products on conditions (including financial terms) which will take account of the use to which the data will be put.
6. Recognizes there are commercial applications for such data and products whether by commercial concerns, or research institutes. In such cases, the cost will reflect market conditions and the use to which the data will be put, subject to a maximum price equal to the full economic cost. Economic cost is defined as that cost which includes all appropriate cost attributions related to data and/or production collection, generation and dissemination.
7. Will, however, make available its data and products to the research and education communities for bona fide use for non-commercial activities on terms which recover the cost of extraction, handling and transmission only. All other conditions, usually associated with a commercial transaction, such as restrictions on further dissemination will remain valid and will form part of any agreement to supply.
8. Will implement reciprocal agreements between The Met. Office and other agencies where mutual benefits thereby result. Such agreements may allow access to data at a further discount or free of certain charges, under specific circumstances, and on terms which only discriminate as to the use of the products. Such reciprocal arrangements will be audited from time to time to ensure that reciprocity is being maintained.
9. Will ensure that all data and products access is set up in a manner which allows control as the national interest may require in times of crisis.

For additional information:

Whilst the above policy relates specifically to Data and Products which do not lie within the public domain; within The Met. Office's Public Meteorological Service responsibility; specific provisions, under special arrangements, exist for access to certain categories of data. These may be characterized as:

26A.3 National Meteorological Library and Archive

The Met. Office is defined as an approved place of deposit under the Public Records Act (1958). The National Meteorological Library (NML) and Archive at Bracknell comply with the requirements of the Lord Chancellor's Department for that purpose. Data for Scotland and Northern Ireland are maintained in accordance with the corresponding acts for those countries. The Scottish Archive and Library are housed at the Meteorological Office, Edinburgh, the Northern Ireland Public Records Office is in Belfast. These Archives hold original records, mostly in manuscript, while the libraries hold published material, including internal departmental records. The libraries provide loan services (but not for original records). Material can be photocopied (at cost), subject to the caveats placed upon material by copyright law. However, requests to copy large amounts of data are usually declined unless the data are not available on computer file.

26A.4 Weather Centres

Access to Weather Centres by the public for accessing records is normally allowed under similar conditions to the NML.

26A.5 Published summaries

In general the price of a publication (under the auspices of the Public Meteorological Services) will be sufficient to recover the marginal cost of its production and distribution. However, if the market will bear a higher price, which contributes to the cost of generating and copying the data and/or product, this may be levied subject to the overriding requirement that the price must not thereby severely restrict sale of the summary.

The Met. Office
September 1994