

## **APPENDIX IV**

### **PROCEDURES FOR ACCESS TO IMS DATA AND IDC PRODUCTS BY CONTRACTORS**

#### **INTRODUCTION**

1. Document CTBT/PC-13/1/Annex II states that

“WGB recognizes that, for purposes of the development of the IMS and IDC, the PTS is interested in interaction with the international scientific community. Therefore, in order to develop and optimize the IMS and the IDC, the PTS could request the contributions of organizations for scientific purposes. Such organizations might need to have access to IMS data and IDC products for the purpose of the contracted scientific studies. IDC products for specific verification cases are not involved.”

#### **POLICY FOR ACCESS BY CONTRACTORS**

2. CTBT/PC-13/1/Annex II defines the policy for provision of access to IMS data and IDC products to organizations contracted by the PTS to do work for the PTS as follows:

- “Each contractor will access only those IMS data and IDC products necessary for fulfilling its task.
- The IMS data and IDC products will be used only for research associated with the development of the IMS and IDC or for the purposes stated in the contracts.
- Access provided to an organization for the purposes of fulfilling a contract will terminate when the contract is completed.
- The restrictions placed on all users will not exclude the presentation of data or products (or information derived therefrom) for peer review at scientific meetings or in scientific journals and other scientific publications. The inclusion of IMS data and IDC products in scientific journals and other scientific publications will be limited to those required to reflect the scientific achievements.
- The contractor should not redistribute these data to third parties.”

3. IDC bulletins that incorporate event screening criteria shall not be included.

#### **PROCEDURES**

4. Procedures to be followed at the PTS to ensure implementation of this policy are as follows.

##### **Contractual Issues for Access by Contractors**

5. A scientific organization that submits a proposal to the PTS should state the need to have access to IMS data and IDC products and for what purpose(s). If the proposal is accepted by the PTS, a section defining the terms for access to data and products will be included in the contract.

6. If, during contracted scientific work, a need for access arises that was not foreseen when the contract was signed, the PTS can propose to the contracted scientific organization an amendment to the contract giving the contractor additional access to IMS data and IDC products to the extent needed.

### **Access by Contractors**

7. The IDC is the focal point within the PTS for distribution of IMS data and IDC products.

8. The IDC will give a scientific organization access to the IMS data and IDC products as stipulated in the contract or its amendments.

9. The access will be in accordance with the policy defined in paragraph 2.

10. The IDC may, if appropriate, give the contractor automatic access to IMS data and/or IDC products through the AutoDRM system. Access will be monitored to ensure that only those data and/or products that are agreed to be necessary for the particular contract work are accessed by the contractor.

11. If access through the AutoDRM system is not given to a contractor, access will instead be handled manually by the IDC to ensure that access is only given to the data and/or products as stipulated in the contract.

12. Only requests from the persons authorized in the contract to request IMS data and IDC products will be considered. The number of such persons will be limited to three per contract.

13. Technical assistance with accessing the data and products will only be given to the persons referred to in paragraph 12.

14. The Fusion, Review and Services Unit of the IDC Division will support access by contractors.

15. The IDC will terminate the access when the contract is completed or terminated.

### **Publications or Presentations**

16. The contractor will provide the PTS with a copy of any publication or presentation in advance. If the PTS does not raise any objections within five working days after the receipt by the PTS of the advance copy, the publication or presentation shall be considered as approved. While considering the request for publication or presentation, the PTS will verify that the publication or presentation is limited to the reflection of scientific achievements only. A disclaimer, stating that the PTS is not responsible for the views of the author, should be included in the publication or presentation.

### **Implementation**

17. The PTS will ensure that these policies and procedures are reflected in the terms of any contract where access to IMS data and IDC products is involved, in accordance with standard PTS contracting procedures.