**DATA MANAGEMENT PLAN Template for use in development of a data management plan**

(This template is intended to offer guidance while each user case may need to be updated in accordance with user requirements. For an example of how this template was implemented at one field station see the example provided by the Icelandic the RIF field station (RFS). Please note that CAFFs Arctic Biodiversity Data Service (ABDS) (an online, interoperable data management system for biodiversity data generated via the activities of CAFF, including its Circumpolar Biodiversity Monitoring Programme (CBMP)) can be used by partners in the Arctic working on collecting biodiversity data the opportunity to submit, store and make available data via the ABDS if requested.

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# Data Management Principles and Guidelines

## Introduction

## Goals and Objectives

## Principles of Data Management

## Types of Data and Definition

### Data and Metadata Considerations

### Definition of Data

### Definition of Metadata

### Physical Samples as Research Data

### Ethically Open Access

* 1. Roles and Responsibilities



### General Responsibilities

### Responsibilities of ………

### Responsibilities of Those Conducting Research and Monitoring Activities at ………

# Data Handling and Data Products

## Research Project Lifecycle



### Research Project Inception



### Research Project Consideration, Review, and Subsequent Approval or Rejection

### Project Initiation

### Annual Project Update

### Project Closure



## Metadata and Data Standards, Requirements, and Best Practices



### Detailed Metadata



### Data standards and requirements

## Contact Information

# Annex A: …… Field Station

# Annex B: Arctic Biodiversity Data Service

The Conservation of Arctic Flora and Fauna (CAFF – [www.caff.is](http://www.caff.is)) is the biodiversity working group of the [Arctic Council](https://caff.is/arcticcouncil) and consists of National Representatives assigned by each of the eight Arctic Council Member States, representatives of Indigenous Peoples' organizations that are Permanent Participants to the Council, and Arctic Council observer countries and organizations.

The Arctic Biodiversity Data Service (ABDS – [www.abds.is](http://www.abds.is)) is the data-management framework for managing data generated via CAFF and it’s Circumpolar Biodiversity Monitoring Programme (CBMP – [www.cbmp.is](http://www.cbmp.is)). It is an online, interoperable data management system which serves as a focal point and common platform for all CAFF programs and projects as well as a dynamic source for up-to-date circumpolar Arctic biodiversity information and emerging trends. It allows for discovery, archiving and access to data at various spatial, temporal, and taxonomic scales.

# Annex C: Participating Organizations

ANNEX D: The list of minimum mandatory elements required for ABDS metadata

|  |  |  |  |
| --- | --- | --- | --- |
| **...... Metadata field and description** | **Example** | **Equivalent fields from other**  **Comparable metadata standards** | |
| **ISO 19115 Core** | **INSPIRE** |
| Title | Distribution of Lichens | Dataset title (M) | Part B 1.1 Resource Title |
| Data set abstract | Locations of lichen samples collected at ...... | Abstract describing the dataset (M) | Part B 1.2 Resource abstract |
| Responsible party (organisation) with contact information | Icelandic Institute of Natural History | Dataset responsible party (O) | Part B 9 Responsible  organisation |
| Principal investigator | (Name of scientists) | Dataset responsible party (O) | Part B 9 Responsible  organisation |
| Data set theme | Floristics | Dataset topic category (M) | Part B 2.1 Topic Category |
| Data set extent | ….. monitoring area | Geographic location of the dataset (C) and geolocation keywords | Part B 4.1 Geographic  Bounds |
| Reference date | 2017-06-01, 2017-07-01 | Dataset reference date  (M - start, end, published). | Part B 5 Temporal  Reference |
| Metadata date | 2018-08-16 | Metadata date stamp (M) | Part B 10.2 Metadata Date |
| Resolution, reference scale or accuracy (if applicable) | Not applicable | Spatial resolution of the dataset (O) | Part B 6.2 Spatial  Resolution |
| Status (in process, completed) | Completed | Status of data |  |
| Link to dataset | [https://doi.org/10.15468/u85y6t](https://doi.org/10.15468/u85y6t%20) | Link to provider | Part B 2.2.4 resource locator |
| Key words | Lichens, Floristics |  |  |

# Reference list