

Protocols for submission of data to the Arable Weeds and Management in Europe (AWME) database

AWME is a collection of vegetation-plot observations of weed vegetation taken in arable fields in Europe (and adjacent areas like Turkey), complemented by information on the management of the fields. The purpose of the database is to facilitate further use of these data for research.

New datasets can be contributed to the AWME database by their owners if they meet the following minimum requirements:

- 1) A dataset consists of species records taken on arable fields (or their cultivated edges)
- 2) The data is accompanied by at least basic management information (e.g. crop type)
- 3) There is a geo-reference for the data
- 4) Normally there should also be detailed information on the study methodology of the weed survey

Data ownership: Datasets are contributed by a person who is the owner of the data, or an authorised representative of all dataset owners. This person is responsible for intellectual property rights and authorship rules in relation to the contributed dataset. The rights of individual dataset owners will not be affected by contributing data to AWME.

Data corrections: It is expected that any necessary data corrections will be done in the original datasets rather than AWME and an updated dataset sent to AWME if necessary.

Data availability regimes: At the time of data submission or update, the dataset owners assign one of the following data availability regimes to the data contributed by them:

Regime 1: *Restricted-access data*

Regime 2: *Semi-restricted access data*

Regime 3: *Free-access data*

Regime 1: *Restricted-access data* are available for other dataset contributors only and their use depends on the permission of the respective dataset owner. The data remain the property of the dataset owner or a group of people represented by this person. The dataset owner must be contacted any time when there is a request to use these data. The terms of data use must be negotiated in each specific case.

Regime 2: *Semi-restricted access data* are available for other dataset contributors only, but without the need for a specific permission in each single case. However, these data remain the property of the dataset owner or a group of people represented by this person. As such, the dataset owner will still be informed by the coordinating group for each dataset request, at least three weeks before the release of data. If no objection is raised during this time period, it will be assumed that the dataset owner has given the permission to use these data for the particular purpose.

Regime 3: *Free-access data* are available to a wider community of users. These data can be released based on the proposal to the coordinating group, with no need for special approval. The AWME initiative encourages a gradual transfer of data contributed to AWME from Regime 1 to Regime 3, but the decision on the regime is entirely upon the dataset owners. The dataset owners may, at any time, change the regime category of their data or withdraw the data from AWME.

Handling of data requests: The initial request for data is made by submitting a proposal to the coordinating group, describing the aims, basic methods and an approximate delineation of the data

they would require. Once the proposal has been agreed by the coordinating group, the applicant will be sent a list of the dataset owners who must be consulted about dataset ownership and authorship arrangements. Once the dataset owners have approved the proposal, AWME will release the data to the authors of the proposal.

With respect to data under Regimes 1 and 2, only proposals submitted by dataset owners who have contributed to AWME will be considered. Other persons who are not involved with AWME so far may ask for these data but their request needs to be supported beforehand by one of the AWME dataset owners.

Data used from AWME should be correctly cited in the final product (publication, report) so it is useful if the data owner can submit recommended references for citation.

AWME governance: All dataset contributors are expected to decide together about the development of the AWME database. There should be at least one yearly meeting, to discuss important issues. Changes of the database rules are made with a majority vote of dataset owners. Each person who is present at a meeting and an owner or a representative of a database has one vote, no regard whether there are multiple persons related to the same dataset or multiple datasets related to one person. Meetings can be held online, although a combination with an EWRS meeting would be preferable.

A coordinating group is responsible for the practical business, including data base hosting, technical development, data flow and management, handling of data requests and outside communication. This group consists of the custodian of the data base, at least one deputy, any dataset owners willing to take responsibility and technical staff of the hosting institution.