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****Arctic Ship Traffic Data (ASTD) System**

**Access to Level I – ASTD System Access Application and Data Sharing Agreement**

*This document serves both as an application by (INSERT NAME OF ARCTIC PARTICIPANT STATE) to access Level I data in the ASTD System and, once signed by the PAME International Secretariat, a Data Sharing Agreement that sets forth the terms and conditions according to which (INSERT NAME OF ARCTIC PARTICIPANT STATE) is granted Level I access. All applicable provisions of the* [*Arctic Council Framework for Cooperative Action on Arctic Ship Traffic Data Sharing*](https://pame.is/images/03_Projects/ASTD/ASTD_Coopertive_Agreement.pdf) *(“ASTD Framework Agreement”) are herein incorporated by reference and apply to this Data Sharing Agreement and its signatories.*

# About this ASTD System Access Application and Data Sharing Agreement

Once the applicant submits a completed ASTD System Access Application and Data Sharing Agreement to the PAME Secretariat, the Secretariat sends it to the designated ASTD Project co-lead points of contact for review. Those Project co-lead points of contact review the application to: (1) verify that the applicant is eligible for the level of access requested; (2) confirm that it responds fully and adequately to the required information; and (3) ensure that the Arctic State that contributed data sought by the applicant does not object to its release.

The PAME Secretariat will notify an applicant if it is not entitled to the level of access requested, and inform the applicant of the level of access to which it is entitled to apply. If either of the ASTD Project co-lead points of contact have any questions about the application, they notify the PAME Secretariat who informs the applicant that it needs to submit additional information and/or clarify information already provided.

Once the ASTD Project co-lead points of contact are satisfied that the applicant is eligible for the access sought and that its application is complete, the PAME Secretariat will grant access within 28 days to the requested ASTD System data – less any data withheld by the Arctic State which contributed it -- subject to the terms and conditions of the ASTD Framework Agreement and this Data Sharing Agreement.

# Level I Access

## Under the ASTD Framework Agreement, Level I access to the ASTD System is limited to national government ministries or agencies of Arctic States that have signed the ASTD Framework Agreement, made an initial voluntary contribution of USD $19,000, and are current on all of their annual pro rata share voluntary financial contributions. Level I data access includes ship identification information such as Maritime Mobile Service Identity (MMSI) numbers and ship names. Level I data access is only provided where the applicant desires individual ships identification information. Otherwise Level II system access is sufficient.

## The Applicant as Data Custodian

Once an ASTD Access Application is approved and signed by the authorized representative of the applicant and the PAME Secretariat (thus transforming it into an ASTD Data Sharing Agreement), and the PAME Secretariat has provided the requested data to the Applicant, the authorized representative who signed the application on behalf of the applicant becomes the “data custodian.”

As “data custodian,” that individual is responsible for compliance with all terms and conditions of this Data Sharing Agreement and the ASTD Framework Agreement. The individual who signs this Data Sharing Agreement represents, warrants, and affirms that, except as authorized in advance in writing by the PAME Secretariat, such ASTD System Data may not be disclosed, released, revealed, distributed, disseminated, shared, showed, sold, rented, leased, loaned, or otherwise conveyed to anyone else, and must be destroyed at the conclusion of the project for which it was sought. Successful applicants may not retain any ASTD System Data after project completion, nor use it for any purpose other than the one(s) identified in the application.

The individual signing the application also represents, warrants, and affirms that he or she has authority to sign this ASTD System Access Application and Data Sharing Agreement on behalf of the applicant, and has the necessary authority and ability to ensure compliance with its terms and conditions by any additional data user(s) identified in this application. Access to the Data provided pursuant to this Data Sharing Agreement must be limited to the minimum number of individuals directly employed by the Applicant and necessary to achieve the specific purpose(s) stated in this Application/Agreement.

Assessments, analyses and/or reports generated by the applicant based on the ASTD System Data obtained may be shared publicly and must be submitted to or made accessible to the PAME Secretariat. Any assessment, analysis, and/or report generated using ASTD System Data must include an acknowledgement of and reference the ASTD System as its source.

## Required Information

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| --- | --- |
| *Name of Authorized Representative/Data Custodian* |  |
| *Title & Affiliation* |  |
| *Name of Ministry/INSTITUTION* |  |
| *Phone Number* |  |
| *E-mail Address* |  |

|  |  |
| --- | --- |
| *Name of Additional Data User (if applicable)* |  |
| *Title & Affiliation* |  |
| *Name of Ministry* |  |
| *Phone Number* |  |
| *E-mail Address* |  |

## How Will the Data be Used?

Explain in detail how the requested data will be used.

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| 1 | What is the project? |  |
| 2 | What is the project’s objective? |  |
| 3 | What research, analyses, assessments, or studies will be performed using the ASTD System data obtained? |  |
| 4 | What are the anticipated outcomes as a result of obtaining the data? |  |
| 5 | Will the ASTD System Data be combined or fused with any other data? If so, elaborate. |  |
| 6 | Explain why individual ship identification information is needed. |  |
| 7 | State if any document prepared using ASTD System data is to be made public. If so, the applicant must provide a copy of any such document to the PAME Secretariat within 60 days of its being made publicly available. |  |

Note that ASTD data may only be used for non-commercial research and/or analytical purposes as stipulated in paragraph 3.4 of the ASTD Framework Agreement, and only for the specific purpose(s) set forth in this ASTD Access Application. Incomplete applications and applications without a clearly defined purpose will be returned to the applicant for revision and clarification.

## Disposition of Level I Data

All Level I ASTD data received by the applicant ***MUST BE DELETED*** after fulfilling the purpose of its use as described in this application/agreement. The data may \***not\*** be used for any other purpose \***nor\*** retained by the applicant.

## Noncompliance

Any noncompliance with this Data Sharing Agreement may result in its immediate termination, immediate suspension of access to ASTD System data, and the denial of any future requests to access ASTD System data. If access to the ASTD System data is suspended or terminated, no refund or reimbursement will be made of any previous voluntary financial contributions to the ASTD System.

**All applicable provisions of the ASTD Framework apply to this Data Sharing Agreement.**

## Signatures

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_*  *(Data Custodian)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_*  *Soffía Guðmundsdóttir*  *(PAME Executive Secretary)* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Date)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Date)* |
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