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**Application**

**to join the International Oceanographic Data and Information Exchange (IODE) of the Intergovernmental Oceanographic Commission of UNESCO (IOC) as an**

**IODE**

**Associate Information Unit (AIU)**

**INTRODUCTION**

Through this document your organization, institution, project or programme, expresses its desire to join the International Oceanographic Data and Information Exchange (IODE) programme of the Intergovernmental Oceanographic Commission as an IODE Associate Information Unit (AIU) as described below.

**Note: For applicants interested in data management rather than information management (library/information service), please consider applying to be an Associate Data Unit (ADU) at:** [**http://www.iode.org/adu**](http://www.iode.org/adu)

**Procedure: Applications for IODE AIU membership shall proceed as follows:**

* Review (within 1 month of receipt of application) by the IODE-Management Group (by email or during IODE-MG meetings. The current IAMSLIC President will be available to advise if required.

**Completed applications should be submitted by email to Peter Pissierssens, Head of IODE,** **p.pissierssens@unesco.org****. After the review, applicants will be contacted in the contact email of the person signing the application. If the application is approved, then information on the new AIU will be posted on the IODE web site and a Certificate of Accreditation will be issued.**

**An Accreditation Review will take place every 5 years.**

**Information also at****<http://www.iode.org/aiu>**

**ABOUT IODE**

The objectives of the IODE Programme are:

1. To facilitate and promote the discovery, exchange of, and access to, marine data and information including metadata, products and information in real-time, near real time and delayed mode, through the use of international standards, and in compliance with the IOC Oceanographic Data Exchange Policy for the ocean research and observation community and other stakeholders;

2. To encourage the long term archival, preservation, documentation, management and services of all marine data, data products, and information;

3. To develop or use existing best practices for the discovery, management, exchange of, and access to marine data and information, including international standards, quality control and appropriate information technology;

4. To assist Member States to acquire the necessary capacity to manage marine research

 and observation data and information and become partners in the IODE network;

5. To support international scientific and operational marine programmes, including the Framework for Ocean Observingfor the benefit of a wide range of users.

**TERMS OF REFERENCE OF THE IODE AIU**

IODE Associate Information Units (AIUs) shall:

1. Be national projects, programmes, institutions or organizations, or regional or international projects, programmes, institutions or organizations (including academia) that carry out **marine information management** functions, and/or provide marine information services/products;

1. Be staffed by at least one marine information professional (by qualification or

 experience);

1. Demonstrate active digital development: online information services and products;

1. Promote Open Access to information. In this context “Open Access” is defined as

 “unrestricted access and unrestricted reuse” to/of information;

1. Display a collaborative and networking ethos through:
	* 1. Membership/partnership of professional library/information networks to enrich their own as well as the entire IODE community;
		2. Sharing expertise and experience with other AIUs, and IODE National Coordinators for Marine Information Management;
		3. Sharing information on new digital initiatives implemented within the AIU, with the IODE community;
		4. Encourage organization staff to submit to [OceanExpert](https://www.oceanexpert.net/)

1. Receive information on, and contribute to, IODE standards and best

 practices related to marine information management;

1. Be welcomed to participate in training activities, organized within

 the framework of the IODE OceanTeacher Global Academy programme;

1. Be welcomed to participate in IODE workshops and projects;

1. Agree to display the IODE/AIU decal logo on your webpage and on

 marine information products developed in collaboration with IODE;

1. Agree to make available information management documentation

 (standards, practices, guides…) used by the AIU for the wider marine

 science library and information community.

**INFORMATION ON THE APPLICANT INSTITUTION/ORGANIZATION/PROJECT/PROGRAMME**

*Note: you can provide additional information in an annex on any of the questions below.*

IODE Invites any marine science related institution, organization, project or programme, that is willing to comply with the above-mentioned Terms of Reference to apply to join IODE as an IODE Associate Information Unit (AIU) by providing the following information:

1. name, country and description of the national, regional or international institution,

 organization, project or programme; include URL

(ii) name of the applicant AIU (if different from (i)

(iii) URL of web presence of the applicant AIU

(iv) URL of database where AIU collection holdings are recorded (e.g. either your own library

 catalogue or if AIU holdings are held within a larger collection ie University library

 catalogue)

(v) URL of AIU Open Access document repository (i.e. repository of full text publications that

 are freely available online

(vi) brief description of information services/products/digital initiatives provided by the

 entity including any separate URLs;

(vii) name and contact information of the AIU contact point(s);

 (note that this name can be different from the person signing the application.

 The AIU contact point will be contacted for all practical, technical and scientific

 communications);

(viii) description of staff and skills/expertise; please identify person responsible for

 library/information service (if different from (vii); include also detail of IT support)

(ix) metrics of library/information service (e.g. number of journal subscriptions, number

 of holdings, number of records in repositories and other databases etc.);

(x) name and contact information of the Head of the applicant entity:

 (Director of institution, project coordinator, etc. This may be the name of the person

 signing the application);

(xi) opportunities provided to information management staff for professional development

 (inhouse training/ external training/participation in conferences…);

(xii) demonstrated involvement in a professional library/information network or partnership

 (e.g. active member of library network, partner in funded collaborative project at

 regional, national, international level etc.)

(xiii) involvement in research data management activities (e.g. RDM resources webpage or

 assisting with the creation of a Data Management Plan (DMP)

(xiv) for applicant **projects:** expected lifespan of the project and indication of plans for the

 archival/preservation of the information output;

(xv) please attach letter of support from organization management;

(xvi) required capacity building, training that IODE should provide;

 (xvii) information on the existing relationship with IODE (if applicable).

**SIGNED**

(on behalf of

[Add name of institution, organization, project, programme and address]

**Date:**

**Name:**

**Position**:

**Email address** to be used for further communication on this application:

 **Signature:**

**[end]**