

CUMULATIVE ENVIRONMENTAL MANAGEMENT ASSOCIATION

- WOOD BUFFALO REGION (CEMA)

RELEASE OF INFORMATION POLICY

POLICY:

All reports, data, computer models, interim reports and other materials ("information") generated through the efforts of the Association are the property of the Association.

CEMA information is for the use of the Association to meet its stated purpose. This information may be used by Members or other parties for their own purposes pursuant to the application guidelines set out herein.

APPLICATION POLICY:

CEMA produces a considerable amount of information and data. This is in the form of consultants' reports, recommendations, minutes, administrative documents, etc.

Any variance to the following must first be reviewed and approved by the CEMA Board.

Information Control:

1. Traditional Environmental Knowledge information shall be removed from reports before they are made public. Individuals or groups requesting TEK information will be required to request permission from CEMA;
2. All accepted reports will bear a CEMA copyright mark;
3. Restrictions on the use of materials can be specified by CEMA;
4. CEMA reports and information are freely available to CEMA Members;
5. In the case that there is a request for an incomplete or draft report, the release is at the discretion of the Board; and,
6. All reports, recommendations and meeting minutes will be posted to the website. Reports must first be accepted by the Working Group and will be preceded by a disclaimer.

APPROVED:

This policy was approved by the Members on: February 24, 2004

AMENDED:

This policy was amended by the Members as follows:

Revision Number: 1 Date: June 22, 2004
Revision Number: 2 Date: March 25, 2009
Revision Number: 3 Date: September 22, 2010
Revision Number: 4 Date: December 05, 2012
Revision Number: 5 Date: June 05, 2014

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APPENDIX I

Type of Information	Approval for Release	Release to Members	Release to Non Members
Recommendations	Public Information	Free	Free
Final Reports	Must be accepted by Working Group	Free	Free
Minutes	Approval by WG or Board dependent on meeting type	Free	Approval by Board or delegate
Data (from RIS)	Board of Directors	Free	Meet existing criteria or approval of Board or delegate and required to sign data sharing agreement specifying use of the data
Mailing Lists	Delegate approval	Available for CEMA related work	Delegate approval

Data Release LTPN (Long Term Plot Network):

The Long Term Plot Network incorporates adaptive management in which feedback on how the data is being used can influence what and how the data is being collected. To better enable ongoing improvements to the LTPN, the ITG requires a feedback loop, whereby, member data handed out “gratis” provides value added back to ITG through, either, receiving the final end-product and/or recommendations on what was learned, and how member data could be improved to enhance the results. In addition, CEMA should be acknowledged as the data source and use of LTPN project data by non-CEMA members should not compromise the access and use of the original project data by CEMA members. This communication will be conducted in concert with the CEMA Executive on a request by request basis.

ITG will track the benefit or capacity building of oil sands reclamation through the LTPN.