

INFORMAS PROTOCOLS

Terms and Conditions v1.1 May 2017

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The undersigned:

INFORMAS Secretariat (represented by Prof Boyd Swinburn) at the University of Auckland, New Zealand (hereinafter referred to as **INFORMAS Secretariat**).

And

Party interested in using the INFORMAS protocols, hereinafter referred to as **INFORMAS party**. INFORMAS party can be an institution, department, group or individual researcher.

INFORMAS party becomes an **INFORMAS user** after signing this document.

A. Definitions

INFORMAS (International Network for Food and Obesity / non-communicable Diseases Research, Monitoring and Action Support) is a global network of public-interest organisations and researchers that aims to monitor, benchmark and support public and private sector actions to create healthy food environments and reduce obesity and non-communicable diseases (NCDs) and their related inequalities. INFORMAS serves as a capacity building platform for sharing tools, methods, experiences, support and data for monitoring and benchmarking food environments and policies globally and is supported by/seeking support from a wide range of different funding sources.

INFORMAS Secretariat is the INFORMAS core team at the University of Auckland coordinating the INFORMAS globally represented by Professor Boyd Swinburn, INFORMAS Research Fellows and senior secretariat members

INFORMAS Module leader teams are assigned INFORMAS researchers to lead one of the 10 modules within INFORMAS.

INFORMAS researcher is a researcher who belongs to the INFORMAS network, providing input through module leadership or data and analysis contributions and signed the INFORMAS data use and sharing Terms and Conditions.

INFORMAS users are researchers linked to INFORMAS who use INFORMAS protocols and materials and who signed this INFORMAS Protocols Terms and Conditions form.

INFORMAS group is INFORMAS Secretariat and INFORMAS researchers and INFORMAS Module leader teams.

INFORMAS research is projects using (any of) the available INFORMAS resources, methods and / or protocols for data collection and analysis.

INFORMAS resources is the protocols and data collection methods as available on the INFORMAS website (www.informas.org), published in peer reviewed journals and accessible on the INFORMAS Google Drive (where INFORMAS party will receive access to after signing this agreement). This does not cover INFORMAS data which is part of a separate agreement.

INFORMAS user is parties who signed this document and are using INFORMAS protocols or resources, but are not necessarily contributing to or making use of INFORMAS data (this is part of a separate agreement).

B. Aims of the document

Large collaborative projects that include many participants can have unique challenges to determine levels of ownership and contribution. This document therefore aims outline the terms and conditions (i.e., expectations) with regard to the use and sharing of INFORMAS resources. The goal is to facilitate collaboration between researchers (not between institutions).

This is not a legally binding agreement between institutions, but merely a mutual understanding between researchers outlining the expectations relating to INFORMAS. The

INFORMAS party can add additional conditions to this agreement as appropriate (see section C).

After signing this document, the INFORMAS party will become an INFORMAS user and will receive full access to the latest INFORMAS resources as hosted on the INFORMAS Google Drive.

In the first instance, INFORMAS Secretariat aims to work with one contact person for each INFORMAS party. This agreement will need to be signed by that contact person, but please also provide contact details for other researchers in your INFORMAS party so we contact you in case the contact person leaves.

The main goals of this agreement are to:

- Safeguard consistency of INFORMAS resources (e.g., protocols and data collection method)s within and between different countries (for example to allow multi-country analysis)
- Safeguard the quality of INFORMAS resources (e.g., protocols and the collected data)
- Safeguard version management for INFORMAS resources (e.g., protocols, databases and publications)
- Encourage collaboration between INFORMAS researchers who are using INFORMAS resources.

1. General Principles

- **Copyleft:** The INFORMAS research follows the principle of ‘copyleft’ where INFORMAS researchers receiving INFORMAS resources have the same rights for using and sharing INFORMAS resources as the authors of the original documents and INFORMAS Secretariat, with the condition that they follow the same copyleft principles when distributing the work
- **Reciprocity:** The INFORMAS research follows the principle of ‘reciprocity’ where there is expected mutual benefits from contributing and sharing to INFORMAS research. Here it is expected that when the INFORMAS party or INFORMAS researcher benefits from the INFORMAS resources, they repay by contributing resources and skills of their own.

This document does *not* relate to any financial agreements between institutions (e.g., when you pay or get paid to use particular INFORMAS resources) which will need to be covered in separate agreements.

2. General terms and conditions

By signing this document, you agree to:

- Adhere to the INFORMAS resources as outlined in each document
- The INFORMAS party communicates with INFORMAS Secretariat about any changes they (are planning to) make to the INFORMAS resources (e.g., when they adapt a protocol for their own country or for a specific setting) and share the final protocol within the INFORMAS group (which can be in the INFORMAS party's own language)
 - o INFORMAS party is free to publish their (adapted versions of the) protocol, following the INFORMAS Publications and Authorship Terms and Conditions. Publication can be in an open access or regular journal as long as the INFORMAS party shares the protocol within the INFORMAS group.
- The data the INFORMAS party collects using the INFORMAS resources will be owned by the INFORMAS party. However, there is an expectation that the INFORMAS party shares the cleaned data with the INFORMAS group (i.e., copyleft principle). For further details please refer to the INFORMAS Data Use & Sharing Terms & Conditions.
- Not share INFORMAS resources outside your INFORMAS party without informing the INFORMAS group.
- Agree to the principles as outlined in the INFORMAS Publications and Authorship Terms and Conditions
- Not directly or indirectly exploit the INFORMAS resources in any way for the INFORMAS party his/her own or any other person's benefit, profit or advantage.
- Have in place adequate security measures to protect any Personal Information and Confidential Information against unauthorised access, modification, use, disclosure or loss.
- Agree to the copyleft principles.

C. Additional conditions

INFORMAS party can specific terms and conditions here for use of their data by INFORMAS if applicable.

D. Please provide the following details:

- a. INFORMAS party contact person name:
- b. Institution:
- c. Country:
- d. Email address:
- e. IFORMAS party involved researchers
 - i. Researcher name 1:

- ii. Researcher institution 1:
 - iii. Researcher email 1:
 - iv. Researcher name 2:
 - v. Researcher institution 2:
 - vi. Researcher email 2:
 - vii. Researcher name 3:
 - viii. Researcher institution 3:
 - ix. Researcher email 3:
 - x. Please expand as necessary
- f. INFORMAS modules you are most interested in:
- Public sector policies and actions
 - Private sector policies and actions
 - Food composition
 - Food labelling
 - Food promotion
 - Food provision
 - Food retail
 - Food prices
 - Food trade and investment
 - Population diet

E. Signatures

INFORMAS Secretariat

Prof Boyd Swinburn

Date:

Signature:

INFORMAS party

Name:

Date:

Signature: