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|  | **ITC Data Sharing Agreement with New Zealand (NZL)** |

**PLEASE NOTE:**

The text in this document is copied directly from the legally binding partnership agreements with individual countries and so cannot be edited or changed. You may find that some information or links are no longer applicable. If you have any questions, please contact the relevant project manager.

This data sharing agreement is intended for:

* New Zealand (NZ) Wave 1-2 (2008-2009)
* New Zealand (NZL) Waves 1-2 (2016-2019)
* New Zealand (NZL) Waves 3-5 (2019-2024)
* All of the above

**Wave 1 (October 8, 2008)**

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| **Principal Investigator** | **E-mail** |
| Nick Wilson Richard Edwards | nick.wilson@otago.ac.nzrichard.edwards@otago.ac.nz |

**Terms and Conditions**

Wave 1 of the *ITC New Zealand Survey* is coordinated and administered by the ITC Project Team in New Zealand (principally University of Otago in conjunction with team members from Auckland University and the Ministry of Health)*.*

The initial data entry will be carried out by a survey company (Roy Morgan Research), which has a contract with the Ministry of Health (on behalf of the ITC Project Team). Specifications for entry of data from household enumeration forms and the interview forms will be provided by the ITC Project/Roswell Park TTURC Data Management Core **(DMC)** at the University of Waterloo.

The University of Otago agrees to provide the *ITC New Zealand Survey* data file (with anonymized data with ID codes), and accompanying documentation, to the DMC in accordance with ITC standards. These standards will be specified by the DMC at the time of the file transfer.

The University of Otago authorizes the International Tobacco Control Data Repository (ITCDR), operated by the DMC at the University of Waterloo, to house the ITC New Zealand Survey data, and to manage access to the data by approved researchers according to the data sharing protocol described in the ITCDR Guidelines (see: http://itcproject.org/).

The University of Otago grants DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the *ITC New Zealand Survey* data to the ITC Principal Investigators in any requested medium. Two years after the date of issuance of cleaned data sets by the DMC, the University of Otago grants DMC the non-exclusive right to provide subsets of the data to other approved researchers through the ITCDR Data Request Application process under the terms of the ITCDR Data Usage Agreement (see: http://itcproject.org/). The University of Otago will participate in all requests to use the ITC New Zealand Survey data.

As co-owners of the data, ITC Principal Investigators will abide by the terms of the ITCDR Data Usage Agreement, providing signed agreements to the DMC in order to share data internally with specified members of their research teams.

In all matters regarding access, DMC will clearly identify University of Otago as co-owners of the *ITC New Zealand Survey* data, and will not alter the data in any way, other than as allowed by this agreement.

**Communications and Collaborations**

Members of the New Zealand team, have the right to use the data to produce reports, presentations, articles for submission to professional journals, and other products that report on these data.

The ITC Investigator team will explore analyses that use the ITC New Zealand Survey data in comparison with data from other countries. In such analyses, it is the expectation that ITC Investigators and New Zealand team members would be co-authors on resulting papers. Depending on the nature of the papers, the lead author could come from either group.

In all papers that the ITC Investigator team may lead, using the *ITC New Zealand Survey* data, the New Zealand team members will be invited to be co-authors. It is the expectation that in any papers that the New Zealand team may lead, ITC Investigators will be invited to be co-authors.

Whenever publications, reports, abstracts, etc., including data from the *ITC New Zealand Survey* are submitted to conferences or journals, copies will also be submitted to the Roswell Park TTURC Administration Core and to the ITC Project Manager at the University of Waterloo, so that a complete record can be kept of the research findings for dissemination.

Proposals for studies using the data should be reviewed by the DMC to reduce the possibility of unnecessary duplication of effort in the ITC Collaboration.

**Note:** For NL Wave 2, please refer to Partnership Agreement for Wave 1.

I have read and understand the conditions stated above.

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| (Electronic) Signature: |
| Date: Click here to enter a date. |

**NZL Waves 1-2 (2016-2019)**

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| **Principal Investigator** | **E-mail** |
| Richard Edwards | richard.edwards@otago.ac.nz |

**Terms and Conditions**

Waves 1 and 2 of the ITC New Zealand Survey are coordinated and administered by UW.

Data collection and entry will be carried out by UO. UO authorizes the International Tobacco Control Data Repository (ITCDR), operated by the ITC Project Data Management Centre (DMC) at the University of Waterloo, to house the ITC New Zealand Survey data, and to manage access to the data by approved researchers according to the data sharing protocol described in the ITCDR Guidelines (http://www.itcproject.org/forms).

UO grants DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the Waves 1 and 2 ITC New Zealand Survey data to the ITC Principal Investigators in any requested medium. Two years after the date of issuance of cleaned data sets by the DMC, UO grants DMC the non-exclusive right to provide subsets of the data to other approved researchers through the ITC Data Request Application process (http://www.itcproject.org/forms), and under the terms of the ITC External Data Usage Agreement (http://www.itcproject.org/forms).

As co-owners of the data, ITC Principal Investigators will abide by the terms of the ITC Internal Data Usage Agreement (http://www.itcproject.org/forms), providing signed agreements to the DMC in order to share data internally with specified members of their research teams.

In all matters regarding access, DMC will clearly identify New Zealand team as co-owners of the ITC New Zealand Survey data, and will not alter the data in any way, other than as allowed by this agreement. Data from the ITC New Zealand Survey cannot be used for business transaction or for profit.

#### **Confidentiality**

To ensure anonymity, any direct individual identifier, such as name or geographic location that falls below the stratum level within this data set, will be suppressed by DMC upon receipt of the data set from New Zealand team, before the data are distributed to any investigators. In cases where identifiers may be useful in research, the DMC will be responsible for conducting analyses of the data set and providing this information to the requester. **No individual identifiers will be provided to the requester.**

**Communications and Collaboration**

Members of the New Zealand Team have the right to use the data to produce articles for submission to professional journals and other forms of dissemination that report on these data (e.g., reports and conference presentations). All parties to this agreement should note that, as part of our collaborative approach, all decisions about publications resulting from the ITC New Zealand Project will begin with a process of consultation among all team members to inform the direction and scope of potential publications and other forms of dissemination, and to determine team members’ roles and expected contributions to each proposed publication or other form of dissemination. This consultative process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC New Zealand Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term ‘internal’ is defined as being either within New Zealand team or addressed only to policy-makers or organizations in New Zealand, as deemed appropriate by the New Zealand team).

Furthermore, the ITC Investigator team must be notified of all intentions to use the data. As per the ITC Paper List Policy (http://www.itcproject.org/forms), all intentions to submit academic papers to peer-reviewed journals, presentations at scientific conferences or meetings, and reports, including reports presented to the Ministry or other government officials, must be cleared by a designated committee established to oversee the publication of papers. The dissemination clearance process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC New Zealand Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term ‘internal’ is defined as being either within New Zealand team or addressed only to policy-makers or organizations in New Zealand, as deemed appropriate by the New Zealand team).

The primary mandate of the publication review committee is to ensure that there is no substantial overlap in content between papers submitted for publication. The committee will also provide a mechanism for conveying any potentially helpful additional information to the authors (e.g., recent findings from other ITC countries that may have relevance for the publication under consideration). The ITC Dissemination Proposal Form (http://www.itcproject.org/forms) is available for members of the New Zealand team to use to summarize their intentions for dissemination. It is expected that this committee will be composed of key investigators from the ITC New Zealand Project. Proposals for studies using the data will be reviewed by the designated committee to reduce the possibility of unnecessary duplication of effort in the ITC Collaboration, to provide a mechanism for knowledge exchange, and to ensure that authorship issues are addressed properly.

For all papers that the ITC Principal Investigator team members may lead using data from the ITC New Zealand Survey, for example the New Zealand Team members could be invited to be co-authors. In reciprocal fashion, for any papers or presentations that the New Zealand Team may lead using ITC New Zealand Survey - Wave 1 and/or 2 data, the relevant ITC Investigators will be invited to be co-authors. The New Zealand Team will consult with Dr. Geoffrey Fong to identify the relevant ITC Investigators who would be appropriate to invite as co-authors.

Members of the New Zealand Team will adhere to the criteria for authorship on papers to be published in scientific journals, as outlined in the ITC Authorship Policy

(http://www.itcproject.org/forms).

The ITC Investigator team will explore analyses that use ITC New Zealand Survey data in comparison with data from other countries. In such analyses, some countries that were not involved in the preparation of the paper will be acknowledged explicitly in the paper in this form: “and the ITC Project Collaboration” with a footnote that lists the countries and names of key investigator(s) for each of those countries.

Whenever publications, reports, abstracts, etc., including data from the Wave 1 and/or 2 ITC New Zealand Survey are submitted to conferences or journals, copies will also be submitted to the ITC Project Manager at the UW, so that a complete record can be kept of the research findings for dissemination.

I have read and understand the conditions stated above.

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**NZL Waves 3-5 (2019-2024)**

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| **Principal Investigator** | **E-mail** |
| Richard Edwards | richard.edwards@otago.ac.nz |
| Andrew Waa | andrew.waa@otago.ac.nz |

**Terms and Conditions**

All Joint Activities are subject to both Institutions’ normal review and approval processes, and should be implemented through signed agreements. Themes of joint activities, conditions for using their results, and arrangements for specific visits, exchanges and other forms of cooperation, including financial arrangements, should be mutually agreed upon on a case by case basis.

OU authorizes the International Tobacco Control Data Repository (ITCDR), operated by the ITC Project Data Management Core (DMC) at the University of Waterloo, to house the ITC New Zealand (NZL) Survey data Pacific participants, and to manage access to the data by approved researchers according to the data sharing protocol described in the ITCDR Guidelines (<http://www.itcproject.org/forms>).

Two years after the date of issuance of cleaned data sets by the DMC, UO grants the DMC the non-exclusive right to provide subsets of the data excluding the ethnicity data and data from questions that to other approved researchers through the ITC Data

Request Application process (http://www.itcproject.org/forms), and under the terms of the ITC External Data Usage Agreement (<http://www.itcproject.org/forms>).

The UW ITC Principal Investigators will abide by the terms of the ITC Internal Data Usage

Agreement (http://www.itcproject.org/forms), providing signed agreements to the DMC in order to share data internally with specified members of the research teams.

**Data from the ITC New Zealand (NZL) Project cannot be used for business transaction or for profit.**

**Confidentiality ITC New Zealand Project**

Confidential Information means any information disclosed by one party (the ‘Discloser’) to the other (the ‘Recipient’) relating directly or indirectly to the ITC New Zealand Project, which is identified by the Discloser, either orally or in writing, as confidential, either at the time of disclosure or, if disclosed orally, confirmed in writing within thirty days following the original disclosure (the ‘Confidential Information’).

Recipient must keep the Confidential Information in confidence. Recipient may only disclose the

Confidential Information to its employees, directors, officers, agents, students and consultants who have a need-to-know the Confidential Information for the project-specific purpose, provided that they are advised of the confidential nature of the Confidential Information and are under an obligation to maintain its confidentiality. Recipient must not otherwise disclose Confidential Information to any person or third party without the prior written approval of Discloser.

All participant information will be housed with the survey firm and no individual identifiers will be

provided to DMC for cleaning and weighting. The ITC New Zealand Project data will not contain such identifying information, before the data are distributed to any investigators.

Publication of results from the ITC New Zealand Project will not disclose data from individual

participants. All users of the data agree not to disclose or knowingly cause to be disclosed any

information that relates an individual response to an identifiable individual.

**Communications and Collaboration**

Members of the ITC New Zealand Project Team have the right to use the data to produce articles for submission to professional journals and other forms of dissemination that report on these data (e.g., reports and conference presentations). All parties to this RPA should note that, as part of our collaborative approach, all decisions about publications resulting from the ITC New Zealand (NZL) Project will begin with a process of consultation among all team members to inform the direction and scope of potential publications and other forms of dissemination, and to determine team members’ roles and expected contributions to each proposed publication or other form of dissemination. This consultative process will apply to all research outputs, e.g., manuscripts, publications, reports and presentations, etc., that use the ITC New Zealand (NZL) Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term ‘internal’ is defined as being either within ITC New Zealand Project Team or UW ITC Principal Investigators or addressed only to policymakers or organizations in the New Zealand, as deemed appropriate by ITC New Zealand Project Team). It is the expectation that other than in extraordinary circumstances, all proposed research outputs using only the ITC New Zealand Project dataset submitted by members of the ITC New Zealand Project

team will be approved. Furthermore, the UW ITC Investigator team must be notified in writing of all intentions to use the data.

Per the ITC Paper List Policy (http://www.itcproject.org/forms), all intentions to submit academic

papers to peer-reviewed journals, presentations at scientific conferences or meetings, and published reports must be cleared by an ITC designated committee established to oversee the publication of papers (the publication review committee). The dissemination clearance process will apply to all manuscripts, publications, reports and presentations, etc., that use the ITC New Zealand (NZL) Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term ‘internal’ is defined as being either within ITC New Zealand Project Team or UW ITC Principal Investigators or addressed only to policy-makers or organizations in the New Zealand, as deemed appropriate by ITC New Zealand Project Team).

The primary mandate of the publication review committee is to ensure that there is no substantial overlap in content between papers submitted for publication. The committee will also provide a mechanism for conveying any potentially helpful additional information to the authors (e.g., recent findings from other ITC countries that may have relevance for the publication under consideration). The ITC Proposal Form (http://www.itcproject.org/forms) is available for members of ITC New Zealand Project Team to use to summarize their intentions for dissemination. Proposals for studies using the ITC NZ Project data will be reviewed by the designated committee to reduce the possibility of unnecessary duplication of effort in the ITC Collaboration, to provide a mechanism for knowledge exchange, and to ensure that authorship issues are addressed properly.

For any papers that the ITC New Zealand Project Team members may lead using data from the ITC New Zealand Survey, appropriate UW ITC team members will be invited to be co-authors. The ITC New Zealand Project Team will consult with Dr. Geoffrey Fong to identify the relevant ITC Investigators who would be appropriate to invite as co-authors. In reciprocal fashion, for any papers or presentations that UW ITC Team leads using ITC New Zealand Survey data, the relevant ITC NZL Investigators will be invited to be co-authors.

Members of the ITC New Zealand Project Team and UW ITC team members will adhere to the criteria for authorship on papers to be published in scientific journals, as outlined in the ITC Authorship Policy (<http://www.itcproject.org/forms>). The UW ITC Team will explore analyses that use ITC New Zealand (NZL) Survey data in comparison with data from other countries. In such analyses, some countries that were not involved in the preparation of the paper will be acknowledged explicitly in the paper in this form: “and the ITC Project Collaboration” with a footnote that lists the countries and names of key investigator(s) for each of those countries.

Whenever publications, reports, abstracts, etc., including data from the ITC New Zealand Project are submitted to conferences or journals, copies will also be submitted to the ITC Project Manager at the UW, so that a complete record can be kept of the research findings for dissemination.

I have read and understand the conditions stated above.

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