

ACCESS PROTOCOL

PLATAFORMA OCEÁNICA
DE CANARIAS

DATE

09/07/2021

INDEX

	1	Scope	3
2	Eligible Access Applicants		4
3	Facilities		4
4	Services		4
5	Guide for Competitive Access Requests		5
5.1	Competitive Access Calls		5
5.2	Access Application		5
5.3	Evaluation Phases of the Procedure		5
	5.3.1. Phase 1. Technical and Logistics Feasibility		6
	5.3.2. Phase 2: Access Committee (AC) Evaluation		6
	5.3.3. Phase 3: Proposal Access Evaluation Notification		7
	5.3.4. Phase 4: Access Call Resolution		7
6	Guide for under request access		7
6.1.	Access Application		7
6.2.	Phases of the Procedure		8
	6.2.1. Phase 1. Technical and Logistics Feasibility		8
	6.2.2. Phase 2. Proposal Access Notification		8
	6.2.3. Phase 3. Access Call Resolution		8
7	Applicant Obligations		9
7.1	General Obligations		9
7.2	Access Communication and Acknowledgement		9
7.3	Health and Safety Conditions for Access		10
7.4	Access Results Data Policy		11
8	Personal Data Protection		11

1 SCOPE

This document regulates the access conditions for the research and technological community from Spanish or foreign institutions, public or private, to the services and facilities of the Oceanic Platform of the Canary Islands (PLOCAN), in order to carry out R&D projects.

Three types of accesses are established:

1. Competitive Access:

As a competitive selection process, experimental proposals for access are evaluated and ranked by an external Access Committee, based on scientific excellence, technical quality of the proposal, and excellence of the user group, following an open and transparent process.

It will be promoted that at least 20% of the annual access capacity of each of PLOCAN's facilities are granted through competitive access.

Competitive access may be associated with the application of certain advantages for users who access through this type of access, for example in regards to the fees established in order to access to the services provided by the infrastructure, or through other aspects to be determined.

2. Under Request Access:

Under request Access is not associated to the opening of any access Call, and the users do not have to go through the evaluation of any external Access Committee. Users may address directly to PLOCAN's Director at any time.

3. Access for the execution of research projects in which PLOCAN participates:

The accesses necessary to execute research projects in which PLOCAN is an executive partner (totally or partially), will be managed and granted directly by the Director of PLOCAN in those cases when they do not apply through the two previous modalities.

2 ELIGIBLE ACCESS APPLICANTS

Applicants to an access can be researchers or industrials, public or private, from Spanish or foreign institutions.

All public/private bodies are encouraged to access PLOCAN-ICTS facilities through our website: <https://www.plocan.eu/accesos/>

3 FACILITIES

PLOCAN has five scientific facilities, available to groups willing to carry out scientific and technological development research:

- Oceanic Platform
- Test Site (this facility acts as a node of the MARHIS distributed ICTS)
- Oceanic Observatory
- VIMAS (Underwater Vehicles, Instruments and Devices)
- Onshore facilities with Experimental Laboratories and access to Harbour Area

For more information, please visit <https://www.plocan.eu/instalaciones/>

4 SERVICES

PLOCAN offers the following services, available to groups willing to carry out scientific and technological development research:

- Data Services
- Hosting Services
- Marine Technical Operation Services with VIMAS
- Marine Operations Services at the Oceanic Offshore Platform

For more information, please visit <https://www.plocan.eu/servicios/>

All services are provided to the user based on the Access Requirements of each specific project.

5 GUIDE FOR COMPETITIVE ACCESS REQUESTS

5.1 COMPETITIVE ACCESS CALLS

On a 3-month regular basis (4 per year), PLOCAN will open Access Calls to receive proposals from research groups for scientific and technological development research (R&D projects) that wish to access the scientific facilities. Calls are published at <https://www.plocan.eu/accesos/>.

The procedure hereby described, applies to users of PLOCAN Scientific Facilities. Please note that users requesting competitive access to the Test Site will be redirected to the [MARHIS distributed ICTS website](#) to continue the procedure, and therefore sections 5.2, 5.3., 5.3.1., 5.3.2., 5.3.3 y 5.3.4 of this protocol do not apply.

Each call will have a start and ending submission date. Each proposal must be submitted through an open call, and will be evaluated and reported following the registration date. The evaluation process will start as soon as an access request is submitted, not being subject to the closure of the call.

5.2 ACCESS APPLICATION

Interested applicants should download the [ACCESS PROPOSAL TEMPLATE](#) available at [PLOCAN's website](#). This document must be duly filled out and sent to access@plocan.eu.

5.3. EVALUATION PHASES OF THE PROCEDURE

In order to determine the proposals that will have access to the use of PLOCAN facilities,

detailed scientific proposals submitted electronically and on due time will be evaluated (following FIFO queue) according to the following phases:

5.3.1. PHASE 1. TECHNICAL AND LOGISTICS FEASIBILITY

Submitted access proposals will be received by the Facility Access Management Team (FAMT) which is composed of a FAMT-Secretary and an ad-hoc technical review panel. The Secretary will appoint the technical review panel, subject to the scientific and technical topics of the access requested, in order to proceed with its evaluation. The technical viability and feasibility of the access proposal will be evaluated. This evaluation will be carried out at least two weeks after the submission of the access request.

Nevertheless, applicants are encouraged to contact PLOCAN before formally submitting their proposal, in order to receive support during the preparation process.

The Secretary of the FAMT will report the result of the evaluation to the Access Committee.

5.3.2. PHASE 2: ACCESS COMMITTEE (AC) EVALUATION

The Access Committee (AC) is an independent committee that will evaluate each access request based on the scientific quality and excellence of the proposal.

It is composed of 5 external experts pertaining to the research community, who will evaluate the proposal documents and, if required, might ask for further details to the applicants.

The evaluation procedure will follow a three criteria approach:

- The scientific excellence (originality and innovation) [10 points]
- The overall technical quality of the project [10 points]
- The qualifications and complementarity of the Research Team [5 points]

Each proposal report will provide a summary score out of 25, being proposed/qualified as PASS/ NO PASS only those proposals scoring above 14 points.

For proposals coming for any regional, national, European or international public Open Competitive Call (like RETOS, CDTI programs, INTERREG, H2020, LIFE projects...), where the scientific excellence and technical quality of the proposals has been evaluated, the AC may adopt such evaluations and directly give a PASS qualification to the proposal.

Once the AC has completed their evaluation, the result will be reported to the Director of PLOCAN.

5.3.3. PHASE 3: PROPOSAL ACCESS EVALUATION NOTIFICATION

The Director of PLOCAN will notify each applicant the final decision (acceptance or rejection), including in the latter case, the reasons for rejection.

The access applicants will have the possibility to respond on the rejection of the proposal by contacting the Director. The FAMT and/or the AC will review the request taking into account the new comments of the applicant regarding the rejection, giving a final answer within the following 15 days.

5.3.4. PHASE 4: ACCESS CALL RESOLUTION

At the end of every access call, the Director will issue an Access Call Resolution Report, including the complete list of the access proposals received during the call and the evaluation decision adopted in the Phase 1/Phase 2 (approved or rejected). This information will be published in PLOCAN's webpage, in regards to each call.

6 GUIDE FOR UNDER REQUEST ACCESS

6.1 ACCESS APPLICATION

Interested applicants should download the [ACCESS PROPOSAL TEMPLATE](#) available at [PLOCAN's website](#). This document must be duty filled out and sent to access@plocan.eu.

6.2 PHASES OF THE PROCEDURE

In order to determine the proposals that will have access to the use of PLOCAN facilities, detailed access proposals submitted electronically and on due time will be analysed (following FIFO queue) according to the following phases:

6.2.1. PHASE 1. TECHNICAL AND LOGISTICS FEASIBILITY

Submitted access proposals will be received by the Facility Access Management Team (FAMT) which is composed of a FAMT-Secretary and an ad-hoc technical review panel. The Secretary will appoint the technical review panel, subject to the scientific and/or technical topics of the access requested, in order to proceed with its technical feasibility analysis. The result of this analysis will be carried out at least two weeks after the submission of the access request.

Nevertheless, applicants are encouraged to contact PLOCAN before formally submitting their proposal, in order to receive support during the preparation process.

The Secretary of the FAMT will report the result of the evaluation to PLOCAN's Director.

6.2.2. PHASE 2: PROPOSAL ACCESS NOTIFICATION

The Director of PLOCAN will notify each applicant the final decision (acceptance or rejection), including in the latter case, the reasons for rejection.

The access applicants will have the possibility to respond on the rejection of the proposal by contacting the Director. The FAMT will review the request taking into account the new comments of the applicant regarding the rejection, giving a final answer within the following 15 days.

6.2.3. PHASE 3: ACCESS RESOLUTION REPORT

At the end of every year, the Director will issue an Under Request Access Resolution Report,

including the complete list of the access proposals received during the year and the evaluation decision adopted (approved or rejected). This information will be published on PLOCAN's webpage.

7. APPLICANT OBLIGATIONS FOR ALL TYPES OF ACCESSES

7.1. GENERAL OBLIGATIONS

The applicant shall be responsible for providing correct information during the access request process.

The User shall be responsible for the activities conducted through the use of PLOCAN and shall ensure compliance with national laws applicable to the applicant in conjunction therewith.

The User shall be responsible for monitoring their access and shall be liable for ensuring that information transferred to or handled within the ICTS services which is processed by the applicant and/or individuals invited by the applicant does not infringe any Third Party rights nor in any other manner violates governing legislation, and that the applicant possesses such necessary licences from Third Parties as they may be required in order to perform the access.

The User is obligated to notify regarding any suspected breach of these provisions.

7.2. ACCESS COMMUNICATION AND ACKNOWLEDGEMENT

Beneficiaries of the Access have the obligation to explicitly acknowledge and mention PLOCAN in their scientific or technical publications or results. This must be taken into account, if possible and unless PLOCAN requests otherwise, in all communication, dissemination and IPR activities related to the access.

These results have been [partially] obtained at the Oceanic Platform of the Canary Islands after having accessed in [202x –year].

Besides, beneficiaries must notify any publications or results to the Director using any of the following means:

- access@plocan.eu
- Postal address: PLOCAN, Crta. de Taliarte s/n, 35200 Telde, Gran Canaria, Spain.

The user should also attach an electronic or physical copy of the result, when possible.

Accomplishment of these rules will be taken into account when applying to further competitive access calls or under request access.

7.3. HEALTH AND SAFETY CONDITIONS FOR ACCESS

Every approved access must fulfil the safety requirements and legal obligations of the facility where the access is performed.

The safety requirements, as well as the legal obligations to be fulfilled by the beneficiaries, will be defined by the Director of PLOCAN, by means of a contract, agreement or resolution, which will be accepted by the user prior to the execution of the access, in which the unique and specific characteristics of each access will be taken into account, the peculiarities of each installation that is accessed, including also the services that, when appropriate, PLOCAN will provide to the aforementioned user.

It is therefore the responsibility of the access applicant to identify and explain in detail in their scientific and/or technical proposal, any risk for people or materials, due to their own or external equipment/models used within the accessed facility, in order to carry out their experiment, as well as to specify safety measures to be applied. In this regard, together with the electronic application, researchers must include documentation regarding the measures and equipment necessary for the completion of the experiment and the safety measures used.

Any failure in fulfilling this requirement may lead to a non-concession or cancellation of the access for safety reasons. PLOCAN shall check these measures and reserves the right to deny access for safety reasons.

7.4. ACCESS RESULTS DATA POLICY

Research data obtained from the access to PLOCAN will be subject to the European Directive on open data and the re-use of public sector information (Directive (EU) 2019/1024). Thus, PLOCAN enforces an ‘open by default’ policy. Concerns relating to intellectual property rights, personal data protection and confidentiality, security and legitimate commercial interests, shall be taken into account in accordance with the principle of ‘as open as possible, as closed as necessary’.

Beneficiaries opting-out from this open data policy for part, or all, of the data obtained through their access will sign a specific agreement with PLOCAN. This agreement will include the reasons for opting-out, which datasets will be published in the open (if any), and the conditions for closed datasets to be opened in the future (i.e. after a number of years).

Open data and metadata will follow the FAIR principles. Thus, open data published under this rule will be considered scientific results and, as such, must follow the rules for Access Communication and Acknowledgement (7.2), at the greater extent possible. For example, most times there will be no need to attach an electronic version of the datasets.

8. PERSONAL DATA PROTECTION

Pursuant to the Organic Law on Personal Data Protection (LOPD), it is hereby stated that the personal user details, gathered by PLOCAN under the corresponding access call, will be incorporated to a file property of the same for the purposes of communication, selection process and management of issues which may be of interest to the user. The users may at any moment exercise their rights of access, rectification, cancellation and opposition provided for in the Law, by writing to the following email address: access@plocan.eu with the subject “*Ref: Personal data protection*”.