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# EPOS-GNSS DATA SUPPLIER LETTER

*Version 13/09/2023*

*Before signing this letter, read “*[*Procedure for Including GNSS Stations in EPOS*](https://gnss-metadata.eu/Guidelines/EPOS-GNSS_Procedure_for_EPOS_Stations.pdf)*“, in particular for clarification of the terminology “Data Supplier” and “Station Metadata Maintainer”.*

1. In accordance with the [EPOS Data Policy](https://gnss-metadata.eu/Guidelines/EPOS-Data_Policy.pdf)

<*Name of the Data Supplier: Agency (full name –abbreviation), address>*

allows EPOS to redistribute data from the GNSS stations identified in **Annex A.**

*Optional ---to be used only in case of co-owned stations---:*

* Station <9-char ID> is co-owned by <abbreviation – same as above> and <Full name of other agency, abbreviation, and full address>.

*Repeat for all co-owned stations.*

1. <*Agency name of the Data Supplier*> confirms that:
2. It has full Ownership Rights to these data;
3. It is not under any obligation or disability at law, contract or otherwise, which would in any manner, or to any extent, prevent or restrict it from entering into and fully performing, this Letter;
4. The release of these data, in accordance with the terms of this Letter, does not and will not contravene any laws;
5. It has taken reasonable steps to maximize the quality of these data.
6. < *Agency name of the Data Supplier*> allows:
7. The relevant EPOS Service Provider to affix the Creative Commons 4.0 CC:BY license on any data provided with no license information. The license will be affixed on behalf of <*Agency name of the Supplier*>, and by no means will this be considered as waiver to any of its Ownership Rights.
8. If applicable, the Agency(ies) acting as Station Metadata Maintainer(s) listed in **Annex B** to maintain the GNSS station metadata at the M3G-bureau (http://gnss-metadata.eu/) according to Annex A, last column.
9. EPOS-ERIC (European Research Infrastructure Consortium), the EPOS-GNSS Data Gateway, and the EPOS-GNSS Data Nodes listed in **Annex C**, to redistribute the data without delays as soon as they are made available.
10. In return, the Data Supplier has the right to receive feedback from EPOS Users auditing system’s feedback including detailed data usage and data quality control.
11. The Point of Contact(s) of <*Agency name of the Supplier>* is (are):

|  |  |
| --- | --- |
| **Last name, First name** | **Email** |
|  |  |
|  |  |
| **Generic team name (e.g. GNSS team)\*** | **General email address (e.g., gnss@agency.com)** |
|  |  |

*\*Required*

*<Place, Date, Stamp>*

*<Responsible person>*

*<Name, Email, Signature>*

***For any change to this letter or its annexes (e.g., to propose additional GNSS stations for inclusion in EPOS) contact m3g@oma.***

# ANNEX A: GNSS Stations

The table below provides the list of GNSS stations proposed for inclusion in EPOS.

|  |  |  |
| --- | --- | --- |
| **Station Name\***  **9-char Code** | **Site log**  **(URL or name of information system)** | **Station Metadata Maintainer (MM)**  **= Agency maintaining the station site log**  **(as in Annex B, column 2)\*\*** |
| *BRUX00BEL* | *In M3G* |  |
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\*Mandatory

*\*\**Only to be filled if different from the Data Supplier signing this letter

Date: *<xx/xx/xxxx>*

# ANNEX B: Station Metadata Maintainers

The table below provides details about the agencies mentioned in the last column of Annex A.

The Data Supplier gives the Agencies listed in the table below the permission to act as Station Metadata Maintainer on their behalf and maintain the metadata (site logs, DOI, License info, ...) of the GNSS stations in **Annex A** in M3G (<https://gnss-metadata.eu/>).

The table below must only be completed if the station metadata (e.g. site log) will be maintained by another agency than the Data Supplier which is signing this letter.

|  |  |  |  |
| --- | --- | --- | --- |
| **Station Metadata Maintainer (MM)** | | | |
| **Agency Information** | | **Contact (2)** | |
| **Agency full name** | **Agency abbreviation (1)** | **Team name** | **Team Email** |
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1. “Agency Abbreviation” will be used as ‘Unique M3G login ID’ to create (if necessary) the MM account in M3G
2. “Contact” will be contacted to activate the M3G account. It is mandatory to provide a public non-personal contact that is not subject to GDPR. If desired, additional personal contacts can be added.

Date: *<xx/xx/xxxx>*

# ANNEX C: EPOS-GNSS Data Nodes

The Data Supplier grants the EPOS-GNSS Data Nodes listed in the table below the permission to make available to EPOS the data from the GNSS stations in Annex A.

|  |
| --- |
| **EPOS-GNSS Data Node(s)**  (Use acronym from <https://gnss-metadata.eu/site/distributor>) |
|  |
|  |
|  |
|  |

If no EPOS-GNSS Data Nodes are indicated in the table, then all EPOS-GNSS Data Nodes listed in <https://gnss-metadata.eu/site/site/distributor> are permitted to distribute the GNSS data.

Date: *<xx/xx/xxxx>*