

META-SHARE

Memorandum of Understanding (MoU)

v.2.1

1.1. Preamble

META-SHARE, the open language resource exchange facility (www.meta-share.org), implemented in the framework of the META-NET Network of Excellence (www.meta-net.eu), is devoted to the sustainable sharing and dissemination of language resources (LRs) and aims at increasing access to such resources in a global scale. META-SHARE is implemented as a network of distributed repositories.

The objective of META-SHARE is to provide a multi-layer infrastructure that will

- (a) preserve, maintain and make available LRs and metadata and provide services to all META-SHARE members and users;
- (b) promote the use of widely acceptable standards for LR building ensuring the maximum possible interoperability of LRs.

1.2. Structure and Membership

Members of META-SHARE enter the META-SHARE network with the aim to share LRs and in general promote the LR sharing principle to the language communities at large.

1.3. META-SHARE Member Types

The META-SHARE network is organised on the basis of the level of obligations that the various members choose to undertake.

META-SHARE Network Nodes are META-SHARE Network Members who set up and maintain LRs repositories (**META-SHARE repositories**), acting as Repository Service Providers.

META-SHARE Managing Nodes are META-SHARE Network Members that provide core services to all META-SHARE Network Members, acting as Core Service and User Support Service Providers.

META-SHARE Depositors are META-SHARE Network Members who do not wish to set up their META-SHARE repository; they deposit their LRs to META-SHARE Repositories maintained by META-SHARE Network Nodes, who undertake to host and/or be responsible for those LRs (hosting repositories).

Associate META-SHARE Members are able to use selected Core Services, such as viewing, and make their metadata available for harvesting.

Third Parties are able to use selected META-SHARE services, such as searching and viewing, and acquire LRs from the META-SHARE network.

META-SHARE MEMBER TYPES			
META-SHARE Network Nodes	META-SHARE Managing Nodes	META-SHARE Depositors	Associate META-SHARE Members
Set up local or hosting repositories Provide repository services	Provide Core & User Support Services Maintain central inventory of LRs	Document and deposit LRs in META-SHARE hosting repositories	Provide harvestable metadata

1.4. Obligations and rights of META-SHARE Members

META-SHARE Members of any type undertake the following obligations:

- to clear all rights before conferring LRs to the META-SHARE network;
- to adhere to the META-SHARE metadata schema, as defined in the META-SHARE Metadata specifications document (<http://www.meta-share.org/p/93/Documentation#metadata>);
- to store the LRs and metadata in their local META-SHARE repositories or use one of the META-SHARE hosting repositories, in accordance to the META-SHARE specifications;
- to maintain a local inventory with all the metadata records of their LRs or use for that purpose one of the META-SHARE hosting repositories, in accordance to the META-SHARE specifications;
- to export and allow harvesting of the metadata records of their LRs using the META-SHARE metadata schema;
- to adhere to the META-SHARE Notice and Take Down policy, cf. Appendix IV;
- to communicate and enforce the terms of this MoU to their staff, members or other users they may have.

META-SHARE Members are able to:

- search the inventory of LRs using multifaceted search facilities;
- access the actual resources for browsing and downloading them in accordance to the relevant licensing terms and conditions;
- get information and statistics (e.g. number of downloads) about the usage of LRs, their relation (e.g. compatibility, suitability, etc.) to other resources as well as recommendations.

1.5. META-SHARE Network Nodes

META-SHARE Network Nodes set up, operate and maintain META-SHARE repositories, acting as META-SHARE Repository Service Providers for that purpose. META-SHARE Network Nodes can be local or hosting repositories.

Local repositories are set up and maintained by META-SHARE Members to store their own resources.

Hosting repositories are also set up and maintained by META-SHARE Members, acting as storage and documentation facilities not only for their own resources, but also for resources either developed in organisations not wishing to set up their own META-SHARE repository, or donated or orphan resources.

Every LR in META-SHARE has to be primarily assigned to one of the network's repositories, with the member maintaining that repository undertaking the curation of the resource.

META-SHARE Network Nodes maintaining repositories are responsible for providing to the Managing Nodes all the information necessary for them to fulfil their mission.

If a Network Node ceases to exist or terminates its data-archiving activities, it shall attempt to transfer the LRs it hosts to another META-SHARE Network Node that will undertake all the obligations described in this Agreement.

1.6. META-SHARE Managing Nodes: Core Service and User Support Service Providers

A number of members undertake the role of META-SHARE Managing Nodes acting as Core Service and User Support Service Providers, with the obligation to provide one or more of the Core and User Support Services, in the area of their competence. META-SHARE Managing Nodes harvest and store metadata records from the META-SHARE Nodes of the entire META-SHARE Network, share metadata, host and maintain a central inventory which includes metadata of all LRs available in the distributed network. Each META-SHARE Managing Node hosts a copy of the central inventory.

The Core Services are defined in Appendix II of this MoU but may be amended in the future if there is a unanimous agreement between the META-SHARE Managing Nodes. META-SHARE Managing Nodes may decide to delegate specific services to specific Nodes in accordance to the procedures described in this MoU (section 4).

The META-SHARE Members initially assuming the role of META-SHARE Managing Node and acting as Core Service and User Support Service Providers are presented in Appendix I.

META-SHARE Members willing to provide Core Services and User Support Services can be introduced as new Managing Nodes, in accordance to the procedures described in this MoU (section 4). New Managing Nodes have to consent to the Agreed Service Level for the META-SHARE Core Services and META-SHARE Repositories presented in Appendix III.

If a META-SHARE Managing Node ceases to exist or terminates its data-archiving activities, the META-SHARE Managing Nodes shall attempt to transfer the Core Services and User Support Services to another META-SHARE Managing Node or another META-SHARE Member that will undertake all the obligations described in Appendix II of this MoU.

META-SHARE Managing Nodes do not have any additional privileges with respect to access to LRs.

1.7. Associate Members

Organisations or individuals wishing to make their metadata catalogue available to the META-SHARE network but do not wish to follow the META-SHARE specifications with respect to the LRs, nor to use the META-SHARE Core Services or follow the META-SHARE guidelines regarding sharing and distribution of LRs and metadata as prescribed in the Language Resources Sharing Charter, the META-SHARE specifications and this MoU, can participate to the network as Associate Members.

Associate Members:

- make their metadata schema available for mapping with the META-SHARE metadata schema;
- export and allow harvesting of their metadata;
- may make use of the META-SHARE services, identify the owner and acquire LRs in accordance to the relevant licensing terms.

1.8. Third parties

Any third party may make use of the META-SHARE services, identify the owner and acquire LRs in accordance to the relevant licensing terms.

1.9. Sharing LRs within the META-SHARE network

All META-SHARE members have full access to the META-SHARE services and the META-SHARE Commons licensed LRs, as well as to all other LRs in accordance to the relevant licensing terms, for as long as they retain their membership status.

META-SHARE metadata are licensed under the Creative Commons Attribution International (CC-BY) version 4.0 or higher, or the EU Open Metadata Licence. All META-SHARE Members are obliged to allow the harvesting of their metadata.

META-SHARE members are encouraged, when they publish or distribute any Derivative of an LR, to redeposit the Derivative work in the META-SHARE network.

LRs available under a licence allowing redistribution may be replicated and shared in the META-SHARE network, according to the terms and conditions specified in the respective licence.

Members that offer LRs under a Share-Alike licence have to take all appropriate measures to ensure that derivative works are identified.

Members maintaining repositories are responsible for all LRs entering the META-SHARE Network through their repositories, in what concerns their licensing through META-SHARE. META-SHARE encourages the use of one of the licences recommended by META-SHARE, i.e., a CC, or a CC-compatible, licence, or a META-SHARE No Redistribution licence, or an Open Source Software licence.

1.10. Governance

The META-NET Executive Board is the advisory body on core issues of direction of META-SHARE.

In order to ensure the smooth operation of META-SHARE and the collaboration between all META-SHARE Members:

- Each META-SHARE Network Node will appoint a Repository Manager responsible for maintaining the inventory and ensuring that uploaded LRs are in conformance with IPR and Data Protection rules and regulations as well as any policies the respective organization has in place.
- Each META-SHARE Managing Node acting as Core Service and User Support Service provider will appoint a META-SHARE Managing Node Representative who will be responsible for communicating and coordinating with the Representatives of the other META-SHARE Managing Nodes.
- Coordination of META-SHARE operations is assumed by the META-SHARE Coordinating Committee, which consists of 5 members, nominated and appointed by simple majority among the META-SHARE Repository Managers and META-SHARE Managing Node Representatives. The term of the Coordinating Committee is one year. The Coordinating Committee as a whole, or any of its members, can be re-appointed without restrictions. The current Coordinating Committee comprises one representative from each of the following members: ATH, CNR, DFKI, ELDA, FBK.

The META-SHARE Coordinating Committee decides by simple majority on operational and technical issues, including:

- introduction of new META-SHARE Members to act as META-SHARE Repository Service Providers and of new META-SHARE Managing Nodes to act as META-SHARE Core Service and User Support Service Providers;
- delegation of the provision of specific services to a META-SHARE Member;
- modifications on the technical and licensing setup of the META-SHARE Network;
- issues arising from breach of the Agreed Service Level for the META-SHARE Core services and the META-SHARE repositories.

The Coordinating Committee appoints one of its Managing Node Representatives as its Chair. The term of the Chair is one year and can be renewed to a maximum of three terms.

1.11. Termination

This MoU remains in force until the dissolution of the META-SHARE Network.

Appendix I

META-SHARE Members

The following organisations are the initial META-SHARE Members (META-SHARE Network Nodes, META-SHARE Managing Nodes, META-SHARE Depositors):

1. Deutsches Forschungszentrum für Künstliche Intelligenz, represented by Hans Uszkoreit (Coordinator) and Georg Rehm (Network Manager), DFKI, Germany (Managing Node)
2. Consiglio Nazionale Ricerche – Istituto di Linguistica Computazionale “Antonio Zampolli”, represented by Nicoletta Calzolari, CNR, Italy (Managing Node)
3. Institute for Language and Speech Processing, R.C. “Athena”, represented by Stelios Piperidis, ATH, Greece (Managing Node)
4. Fondazione Bruno Kessler, represented by Bernardo Magnini, FBK, Italy (Managing Node)
5. Evaluations and Language Resources Distribution Agency, represented by Khalid Choukri, ELDA, France (Managing Node)
6. Charles University in Prague, represented by Jan Hajic, CUNI, Czech Republic
7. Dublin City University, represented by Josef van Genabith, DCU, Ireland
8. Rheinisch-Westfälische Technische Hochschule Aachen, represented by Hermann Ney, RWTH, Germany
9. Research Institute for Linguistics, Hungarian Academy of Sciences (RIL-MTA), represented by Tamás Váradi, Hungary
10. Department of Telecommunications and Media Informatics, Budapest Technical University (TMIT), represented by Géza Németh and Gábor Olaszy, Hungary
11. Institute of Computer Science, Polish Academy of Sciences (IPIPAN), represented by Adam Przepiórkowski and Maciej Ogrodniczuk, Poland (Managing Node)
12. University of Lodz (ULodz), represented by Barbara Lewandowska-Tomaszczyk and

Piotr Pezik, Poland

13. Institute of Linguistics, Faculty of Humanities and Social Science, University of Zagreb, represented by Marko Tadic, Croatia
14. Faculty of Mathematics, Belgrade University (UBG), represented by Dusko Vitas, Cvetana Krstev and Ivan Obradovic, Serbia
15. Ludovit Stur Institute of Linguistics, Slovak Academy of Sciences, represented by Radovan Garabik, Slovakia
16. Institute for Bulgarian Language (IBL), Bulgarian Academy of Sciences, represented by Svetla Koeva, Bulgaria
17. Tilde, represented by Andrejs Vasiljevs, Latvia (Managing Node)
18. Department of Modern Languages, University of Helsinki, represented by Krister Lindén, Finland
19. Språkbanken, Department of Swedish, University of Gothenburg, represented by Lars Borin, Sweden
20. Department of Linguistic, University of Bergen, represented by Koenraad De Smedt, Norway
21. Centre for Language Technology, University of Copenhagen, represented by Bolette Sandford Pedersen, Denmark
22. Institute of Computer Science, University of Tartu, represented by Kadri Vider, Estonia
23. School of Humanities, University of Iceland, represented by Eiríkur Rögnvaldsson, Iceland
24. Institute of the Lithuanian Language, represented by Jolanta Zabarskaite, Lithuania
25. Department of Informatics, University of Lisbon (ULX), represented by Antonio Branco, Portugal
26. Spoken Language Systems Lab, Institute for Systems Engineering and Computers (INESC-ID), represented by Isabel Trancoso, Portugal
27. Department Intelligent Computer Systems, University of Malta, represented by Mike

Rosner, Malta

28. Research Institute for Artificial Intelligence, Romanian Academy of Sciences (RACAI), represented by Dan Tufis, Romania
29. Faculty of Computer Science, University Alexandru Ioan Cuza (UAIC), represented by Dan Cristea, Romania
30. Center for Language and Speech Technologies and Applications (TALP), Universitat Politècnica de Catalunya (UPC), represented by Asunción Moreno, Spain
31. Institut Universitari de Lingüística Aplicada, University Pompeu Fabra (UPF), represented by Núria Bel, Spain
32. School of Computer Science, University of Manchester (UNIMAN), represented by Sophia Ananiadou, United Kingdom
33. Department of Signal Processing and Communications, University of Vigo, represented by Carmen García Mateo, Spain
34. Aholab Signal Processing Laboratory, University of the Basque Country, represented by Inma Hernáez Rioja

Appendix II

META-SHARE Core Services

The following services are considered Core Services for the purposes of this MoU:

- Metadata and other data harvesting and synchronisation
- User and repository registration, authentication and authorisation
- Search, browsing and viewing
- Uploading and downloading of language resources
- Documentation of language resources
- Reporting on the use of language resources
- Recommendation services
- (Digital) Licensing of language resources
- Billing and payment (available in the future)

META-SHARE User Support Services

The following services are considered User Support Services for the purposes of this MoU:

- META-SHARE User Forum, enabling META-SHARE Members to ask questions and get and view answers to questions (<http://www.meta-share.org/forum/questions/show/all/newest/all>);
- META-SHARE Knowledge Base, providing information about the use of META-SHARE and its components and services in a structured way (<http://www.meta-share.org/knowledgebase/home>);
- Legal issues help desk, enabling META-SHARE Members to ask questions concerning the use of licences, rights of use, IPR issues, etc. - helpdesk-legal@meta-share.eu;
- Technical helpdesk, enabling META-SHARE Members to ask questions concerning the META-SHARE software platform installation and use - helpdesk-technical@meta-share.eu;
- Metadata helpdesk, enabling META-SHARE Members to ask questions concerning the META-SHARE metadata based LR documentation - helpdesk-metadata@meta-share.eu.

Appendix III

Agreed Service Level for the META-SHARE Core Services and the META-SHARE repositories

The META-SHARE Core Services and User Support Services are offered by the META-SHARE Managing Nodes to all META-SHARE Members, as well as to organisations and individuals wishing to become members of the META-SHARE Network.

The **META-SHARE Managing Nodes** agree that

- their servers will be in operation 99.99% of the time, excluding scheduled maintenance;
- they take all reasonable steps to ensure that the quality of the META-SHARE metadata is kept at the highest level at all times;
- when harvesting, they will check the quality and compliance of metadata with the META-SHARE specifications;
- they will verify that the META-SHARE Managing Nodes are synchronized at all times;
- they will keep META-SHARE software documentation up to date.

META-SHARE Managing Nodes, in their acting as **User Support Service Providers** agree that

- they will consider bug reports received by META-SHARE Members and decide on their priority;
- they will issue bug fixing releases of the META-SHARE software according to the priorities above.

In addition, the **META-SHARE Managing Nodes supporting the META-SHARE helpdesks** agree that

- they will answer technical questions posed to the User Forum or to the technical helpdesk;
- they will answer metadata related questions posed to the User Forum or to the metadata helpdesk;
- they will answer legal questions posed to the User Forum or to the legal helpdesk;

according to the following response times:

- Critical – Urgent questions in 24 hours;
- Major questions in 72 hours;
- Minor questions in 120 hours.

META-SHARE Network Nodes agree that

- their servers will be in operation 99.99% of the time, excluding scheduled maintenance;

- they will take all reasonable steps in order for the metadata to be kept in accordance to the META-SHARE specifications;
- they will take all reasonable steps for their LRs to be accessible according to their relevant licensing terms;
- they will take all reasonable steps so that the LRs they store are appropriately identified and the metadata may be harvested by the META-SHARE Managing Nodes.

META-SHARE Depositors depositing their LRs to a META-SHARE hosting repository agree that they will take all reasonable steps so that the META-SHARE Managing Nodes and repositories are able to perform their respective tasks and obligations.

Appendix IV

Notice and Take Down policy

If a rights holder is concerned that s/he has found Language Resources (LRs) on one of the META-SHARE repositories, for which s/he has not given permission, granted a licence or is not covered by a limitation or exception in national law, such rights holder is asked to contact META-SHARE through the META-SHARE Legal Helpdesk at helpdesk-legal@meta-share.eu in writing stating the following:

1. His/Her contact details;
2. The full bibliographic details of the LR;
3. The exact and full URL where s/he found the LR;
4. Proof that s/he is the rights holder and a statement that, under penalty of perjury, s/he is the rights holder or an authorised representative.

Upon receipt of notification the 'Notice and Takedown' procedure is then invoked as follows:

1. META-SHARE will acknowledge receipt of the complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint.
2. Upon receipt of a valid complaint, the LR will be temporarily removed from the META-SHARE catalogue pending an agreed solution.
3. META-SHARE will contact the Member who deposited the material. The META-SHARE Member will be notified that the material is subject to a complaint, under what allegations, and will be encouraged to assuage the complaints concerned.
4. The complainant and the META-SHARE Member will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
 - a. The LR is replaced on the META-SHARE inventory unchanged.
 - b. The LR is replaced on the META-SHARE inventory with changes.
 - c. The LR is permanently removed from the META-SHARE inventory.
5. If the META-SHARE Member and the complainant are unable to agree on a solution, the LR will remain unavailable through the META-SHARE inventory until a time when a resolution has been reached.

Appendix V

Changelog

Version 2.0 – (edited by Stelios Piperidis)

Version 2.1 - (updates of links and licencing issues by Penny Labropoulou)

META-SHARE Membership Form

Please print, sign and scan this form and send the scan as a PDF document to the META-SHARE Coordinating Committee (meta-share-cc@meta-share.eu).

Organisation
Institute/Centre
Name of representative
Position
Street and house number
ZIP code
City
Country
Phone
Fax
E-mail
City, Date
Signature

This membership form applies to Version 2.1 of the META-SHARE MoU (30 Decemember, 2015).