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|  | **ITC Data Sharing Agreement with Japan** |

**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 You may find that some information or links are no longer applicable.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:

Japan Waves 1-2 (2017-2019)

Japan Wave 3 (2020)

Japan Wave 4 (2021)

All of the above

**Wave 1 (2017)**

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| **Principal Investigators** | **E-mail** |
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**Terms and Conditions**

Wave 1 of the ITC Japan Survey will establish, survey and then re-survey a cohort of 2,000 smokers, 400 non-smokers, and 400 recent quitters. The project will be coordinated and administered by UW*.* Data collection and entry will be carried out by the survey firm Rakuten AIP, which will be contracted by UW.

NCC 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 Japan Wave 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).

NCC grants DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the ITC Japan Survey data (note: the term ITC Japan Survey data refers to data from all survey waves of the ITC Japan Project) to the ITC Principal Investigators in any requested medium. Two years after the date of issuance of cleaned data sets by the DMC, NCC 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 the Japan team as co-owners of the ITC Japan Survey data, and will not alter the data in any way, other than as allowed by this agreement. Data from the ITC Japan Survey cannot be used for business transaction or for profit.

#### **Confidentiality**

To protect confidentiality, any direct individual identifier, such as birth date 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 the survey firm, 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.**

Publication of results from the *ITC Japan Survey* 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 Collaborations**

Members of the Japan 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 Japan 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 Japan Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term ‘internal’ is defined as being either within Japan team or addressed only to policy-makers or organizations in Japan, as deemed appropriate by the Japan 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 Japan Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term ‘internal’ is defined as being either within Japan team or addressed only to policy-makers or organizations in Japan, as deemed appropriate by the Japan 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 Japan team to use to summarize their intentions for dissemination. It is expected that this committee will be composed of key investigators from the ITC Japan 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 Japan Survey, for example the Japan Team members could be invited to be co-authors. In reciprocal fashion, for any papers or presentations that the Japan Team may lead using ITC Japan Survey data, the relevant ITC Investigators will be invited to be co-authors. The Japan 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 Japan 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 Japan 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 Japan 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.

**Wave 2 (2018)**

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**Terms and Conditions**

The target sample for Wave 2 onwards, is 2000 smokers, 1000 cigarette/heat-not-bum (HNB) product dual users, 1000 HNB-only users and 500 non-smokers, for a total sample of n=4,500. The cohort will be re-surveyed and replenished as necessary at each wave of the ITC Japan Survey. The project will be coordinated and administered by UW. Data collection and entry will be carried out by the survey firm Rakuten Insight, which will be contracted by UW.

NCC 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 Japan 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).

NCC 'grants the DMC co-ownership of the data including the non-exclusive right to reproduce and/or distribute the ITC Japan Survey data (note: the term ITC Japan Survey data refers to data from all survey waves of the ITC Japan Project) to the ITC Principal Investigators in any requested medium. Two years after the date of issuance of cleaned data sets by the DMC, NCC grants the 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, the DMC will clearly identify the Japan team as co-owners of the ITC Japan Survey datai and will not alter the data in any way, other than as allowed by this agreement. Data from the ITC Japan Survey cannot be used for business transaction or for profit.

#### **Confidentiality**

To protect confidentiality, any direct individual identifier, such as birth date 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 the survey firm, 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.**

Publication of results from the *ITC Japan Survey* 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 Japan 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 Japan 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 Japan Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term 'internal' is defined as being either within Japan team or addressed only to policy-makers or organizations in Japan, as deemed appropriate by the Japan team).

Furthermore, the ITC Investigator team must be notified 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 peer­reviewed 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 Japan Project data, but will be exclusive of internal reports and internal non-conference presentations (where the term 'internal' is defined as being either within Japan team or addressed only to policy-makers or organizations in Japan, as deemed appropriate by the Japan team).

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For all papers that the ITC Principal Investigator team members may lead using data from the ITC Japan Survey, for example the Japan Team members could be invited to be co-authors. In reciprocal fashion, for any papers or presentations that the Japan Team may lead using ITC Japan Survey data, the relevant ITC Investigators will be invited to be co-authors. The Japan 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 Japan 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).

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Whenever publications, reports, abstracts, etc., including data from the ITC Japan 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.

**Wave 3 (2020)**

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**Terms and Conditions**

The target sample for Wave 2 onwards, is 2000 smokers, 1000 cigarette/heat-not-bum (HNB) product dual users, 1000 HNB-only users and 500 non-smokers, for a total sample of n=4,500. The cohort will be re-surveyed and replenished as necessary at each wave of the ITC Japan Survey. The project will be coordinated and administered by UW. Data collection and entry will be carried out by the survey firm Rakuten Insight, which will be contracted by UW.

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**Wave 4 (2021)**

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**Terms and Conditions**

The target sample for Wave 4 is 2,000 smokers, 1,000 cigarette/heated tobacco products (HTPs), dual users, 1,000 HTP-only users, and 500 never or non-user of any tobacco product, for a total sample of n=4,500. The cohort will be re-surveyed and replenished as necessary at each wave of the ITC Japan Survey. The project will be coordinated and administered by UW*.* Data collection and entry will be carried out by the survey firm Rakuten Insight, which will be contracted by UW.

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I have read and understand the conditions stated above.

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| Name: Click here to enter text. |
| E-mail: Click here to enter e-mail. |
| (Electronic) Signature: |
| Date: Click here to enter a date. |