

Note on copyright

January 2019

This note is a modified version of a recent note to the senior management team (SMT) that updated the latter on advice from the Publications Office of the European Union on good practice in relation to copyright. At a recent 'open day' for agencies, EEA staff were updated on the need to be vigilant in terms of avoiding problems with copyright.

For the EEA, this means implementing existing procedures and, in a few cases, adding some greater detail when we seek copyright permissions.

The EEA requests copyright permission for three main types of material:

- text;
- images and infographics;
- charts/maps (including underlying data).

This material can now end up being published across a range of platforms that were not invented when our original copyright guidance was produced. This means that a copyright request for permission to use a graph in a report must foresee the possibility of its publication or use in print, in PDF format, in the EEA content management system (CMS) in HTML, in presentations and on social media.

As a result, we will now request permission to reuse material (and the underlying data) across these communication platforms. For visual items, such as photographs and infographics, we will request permission from the copyright holder to use the item across platforms (print/online/social media/PowerPoint) and to adapt the image if we intend to do so.

We have, therefore, updated and added detail to the:

- copyright permission request letter from the EEA to copyright owners;
- copyright notice on the EEA website;
- metadata guidance for maps and charts;
- metadata templates used to request the rights to data for maps and charts.

A new *EEA Guide on copyright*, which provides detailed information on the two related issues of plagiarism and copyright infringement, is now available on the writing and editing tools page under 'Communications'.

Where data and metadata is concerned, project managers must have provide a completed copyright permission request letter *and* a completed metadata template for the relevant data.

All of the above will be made available by January 2019 and should apply to publications and presentations from 2019 onwards. A series of half-day training sessions on 'publishing at the EEA' (through EU Learn) has been scheduled for early 2019 and will cover copyright in the context of the entire production workflow.

It is important to remember that permission granted by the EEA for the reuse of material that appears in our products does not apply to content supplied by third parties. Therefore, for items where the copyright lies with a third party, requests for permission for reproduction must be obtained directly from the copyright holder — the EEA cannot bestow permission to reuse material on behalf of others.

These updated forms/letters are intended to be used for products that are to be published in 2019 (with the exception of those from the 2018 Publications Plan that are being published in early 2019). We are working with project managers (SOER authors) who have already sourced data for future projects to minimise issues.

Information meetings will be organised soon and the updated forms will be made available on the ['writing and editing'](#) page of the EEA intranet site:

We continue to seek advice from the Publications Office and we will have a session on copyright at the next meeting of the EU agencies editors in Lisbon in January.