## Description of the Experiment Data Contact Role (for beamtime in 2025 onwards)

**(as of 19 September 2024)**

The Experiment Data Contact (EDC) is a member of the experiment team, designated by either the PI or the MP, to act as the contact person for data-related aspects of the proposal. The EDC will act in close collaboration with both the Local Data Contact (LDC) and the Local Contact from the scientific instrument (LC), that are assigned by the European XFEL GmbH for a given proposal.

The main responsibilities of the Experiment Data Contact are:

- **Coordination of Data-Related Aspects**: The EDC is the primary person coordinating tasks related to scientific data during the experiment life-cycle. This includes the data acquisition, data processing and analysis, data reduction, and data publication phases. In doing so, the EDC will support the PI in their role to ensure compliance with the Data Management Plan (DMP) and relevant data policies, especially with regard to adherence to FAIR Data Principles.
- **Communication with European XFEL**: The EDC works closely with the LDC and LC to ensure smooth communication between the experiment team and the facility regarding data topics. The EDC is expected to participate in meetings as necessary, particularly with the LDC and will engage via communication channels provided by European XFEL GmbH, e.g. the DMP stream in myLog that includes ongoing discussions and updates about the data life-cycle.
- **Preparation of the Data Management Plan**: The EDC will take an active role in formulating and updating the DMP when necessary, and verifying its correctness at multiple phases of the data life-cycle.
- **Oversight During Experiment Lifecycle**: The EDC will work together with the LDC and LC to ensure that the agreements between the experiment team and the European XFEL GmbH are implemented as documented in the DMP.

  In particular, the EDC is responsible for:
  - Formulating data-related requirements, e.g. in terms of specifics of data acquisition, storage, as well as data analysis and data reduction strategies, during the pre-experiment phase.
  - Ensuring that data annotation during the experiment is undertaken.
  - Actively participate in the definition and implementation of data reduction strategies.
  - Ensuring accurate definition of datasets, and preparing data for open access.