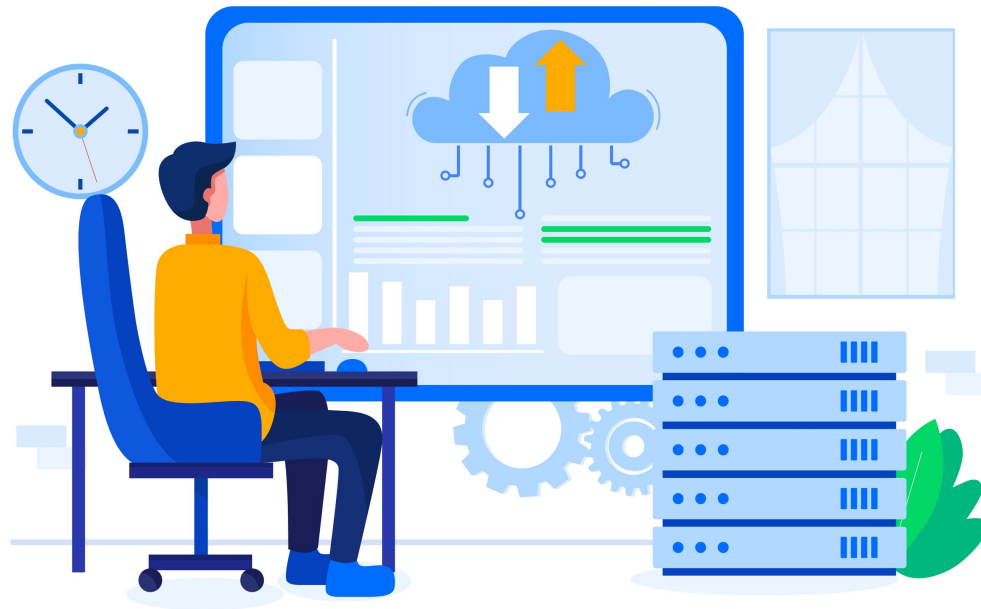


# Data Approval (Module 1.5)



# Recap from previous session



# Learning Objectives

1. Understand the approval process before uploading data on the portal
2. Understand license levels for sharing data
3. Understand the importance of having a data sharing agreement and/or policy



# Data Approval process



## Step 1 : Determine the data sharing license level

Ensure that you know that the data you are about to upload is okay to be shared with the public, just people in your group, or private. Assign the proper license level based on this knowledge.



## Step 2 : Data Sharing Policy

Check provisions of an existing data policy. Sensitive data should not be compromised



## Step 3 : Get approval from Site Manager

The portal site manager should be notified of the data that you are about to upload on the portal



## Stage 4-

# Levels of data access

- Dataset names and their descriptive metadata will be publicly available. However, access to the actual resource files can be restricted using the License Options and Access Control field.

## License Options and Access Control \*

- Select a value -

- **Public** - For data accessible to all portal groups and the public.
- **Shared** - For data shared between ministry portal groups but not with the public.
- **Private** - For internal use, only accessible within a single portal group.

- **Public** : even if they are not logged into the portal, the public will be able to see and download the resources in your dataset
- **Shared** : resources in the dataset are visible to the people in different groups on the portal
- **Private** : resources are visible to those within your group.

# Why need a data sharing policy?

- Data is a valuable resource for PICs
- Broad societal benefits from data sharing –governance, accountability, public participation, law
- SPREP has a leadership role in properly managing data for the benefit of the Pacific

# Scope and purpose of the SPREP data policy

- SPREPs data and data held by SPREP for government agencies and partners in the Pacific
- Encourage data exchange with government agencies and partners throughout the Pacific region
- Promote benefits of data sharing: governance, accountability, public participation and the rule of law
- Also ensure sensitive information held by SPREP is not compromised
- Establish leadership role for SPREP in managing Pacific data

# Scope and purpose of the SPREP data policy

14 MARCH 2019 | DATASET

## SPREP organisational data sharing policy

VIEW

REVISIONS



Secretariat of the Pacific Regional  
Environment Programme

License

Public

OPEN DATA

Other Access

Atmosphere and Climate Land Biodiversity Built Environment Coastal and Marine  
Culture and Heritage Inland Waters

This policy applies to SPREP's own data as well as data held by SPREP on behalf of government agencies and partners within the Pacific.

### Data and Resources



#### SPREP organisational data sharing policy

This policy applies to SPREP's own data as well as data held by SPREP on...

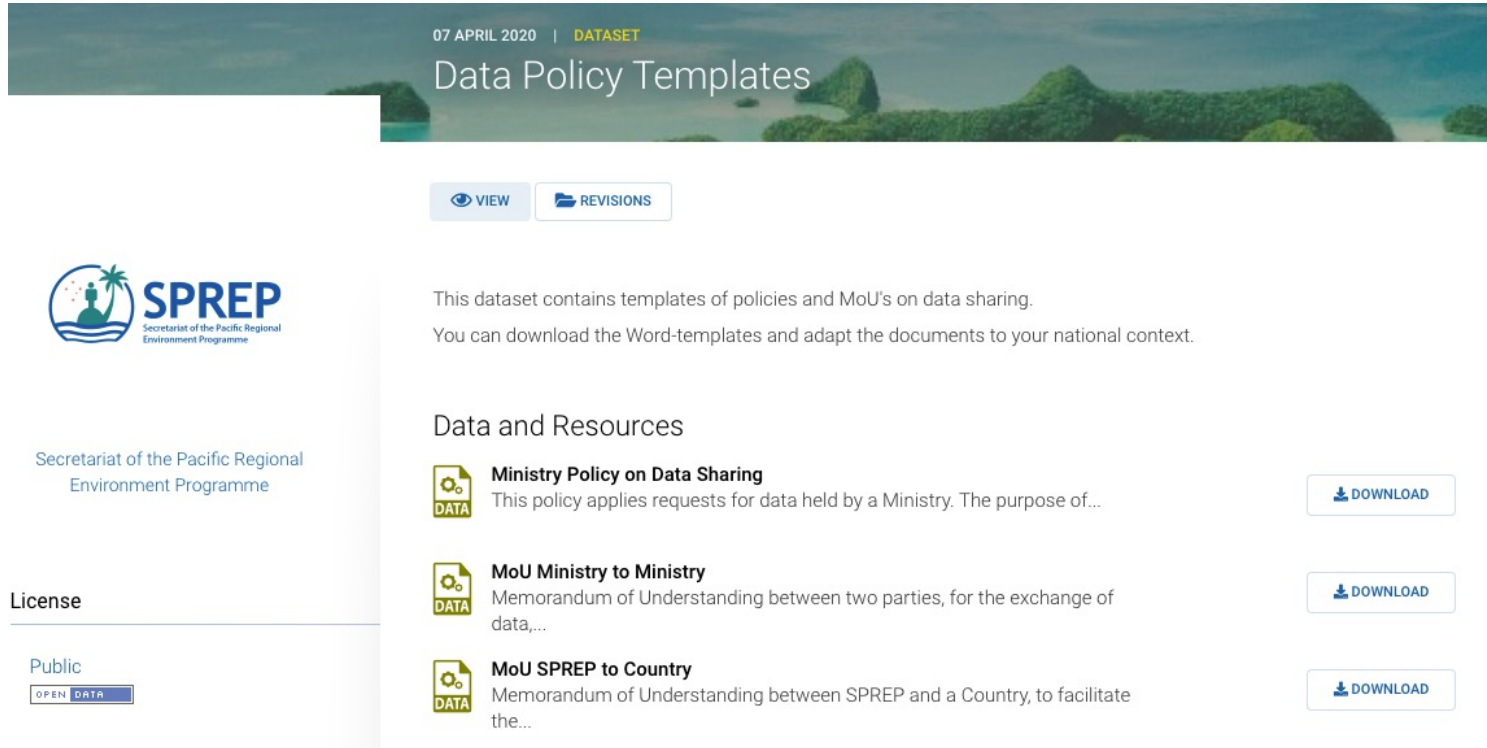
DOWNLOAD

data sharing policy open data data data access freedom of information

Field	Value
Publisher	Secretariat of the Pacific Regional Environment Programme

<https://pacific-data.sprep.org/dataset/sprep-organisational-data-sharing-policy>


# Data Policy templates available



07 APRIL 2020 | DATASET

## Data Policy Templates

[VIEW](#) [REVISIONS](#)

 **SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

Secretariat of the Pacific Regional  
Environment Programme




**License**

Public

[OPEN DATA](#)

This dataset contains templates of policies and MoU's on data sharing.  
You can download the Word-templates and adapt the documents to your national context.

### Data and Resources

-  **Ministry Policy on Data Sharing**  
This policy applies requests for data held by a Ministry. The purpose of... [DOWNLOAD](#)
-  **MoU Ministry to Ministry**  
Memorandum of Understanding between two parties, for the exchange of data,... [DOWNLOAD](#)
-  **MoU SPREP to Country**  
Memorandum of Understanding between SPREP and a Country, to facilitate the... [DOWNLOAD](#)

<https://pacific-data.sprep.org/dataset/data-policy-templates>

# In Summary

- Avoid double data
- Consider grouping your data resources
- Use a good title
- Tagging is crucial
- Metadata are crucial
- Same file, different format
- Same file, different version