Data Management Registry

Overview/Background:

- A data management registry provides a summary list of the key data management activities led by different actors in a context, including the data managed in those activities.

- The registry supports complementarity and convergence (including with longer term development-oriented processes), facilitates collaboration, and enables prioritization and strategic decision-making on responsible data management.

- The data management registry can be used to develop data management diagrams for individual data management activities, as well as a data ecosystem map. These outputs visualize the information in the registry to offer a quick overview of data flows, actors and other key information about an individual data management activity or the overall data ecosystem in a response or within a cluster/sector.

Instructions for use:

- At the **system-wide level**, the data management registry should be developed and updated on an annual basis by the **relevant interagency mechanism(s)** (both the **ICCM/ICCG/ISCG** and the **IMWG**) and presented to the **HCT** for reference.

- At the **Cluster/Sector level**, a data management registry of all activities led by the cluster or member organizations should be developed and subsequently updated on an annual basis by the **Cluster/Sector Lead and Co-Lead Agencies** in collaboration with their **partners**.

- Data management activities (e.g. assessments, response monitoring, situational analysis, etc.) should be tracked by the organizations leading them in an **organization-level** data management registry.

- Feedback on this template may be sent to iasccorrespondence@un.org and centrehumdata@un.org.

Instructions for developing a Data Management Registry
A data management registry provides a summary list of the key data management activities in a context, including the data managed in those activities. Examples of data management activities include needs assessments, displacement tracking, beneficiary registration and enrollment, protection case management, community perception surveys, and response monitoring and evaluation, among others.

A data management registry typically includes the following details for each data management activity:

- **Activity description,** including type (e.g. registration, needs assessment, survey), purpose, location and sensitivity of the data being managed.
- **Timeframe and status,** including whether the activity is one-off or recurring, and whether it is ongoing, completed or planned.
- **Actors and responsibilities,** including the lead actor, collaborators, roles, and relevant cluster and sub- cluster/working group/area of responsibility.
- **Infrastructure and tools** used for collecting, receiving, storing, analyzing and destroying the data.
- **Data disaggregation,** such as by admin level, sex, age or disability, and if relevant, the methodology used.
- **Data sharing,** including the websites, reports and information products the data management activity will contribute to.
- **Guidance and governance,** including Standard Operating Procedures for the activity, applicable legislation and regulations, and applicable Information Sharing Protocols or similar documents.

Use the Data Management Registry Template Sheet to develop and maintain the registry for your organization, Cluster/Sector or for the overall response. In order to complete a data management registry, engage the right stakeholders within the organization or response concerned. These will typically include:

- Data Managers
- Managers of data collection or management activities
- Information Technology specialists
- System Administrators

The organization-level data management registry may also reveal gaps in an organization's data. Organizations should refer to this registry when making inputs to cluster/sector- and system-wide data management registries, and before undertaking any new data collection. The registry should be updated on a rolling basis and shared widely within a given organization as an institutional reference.

Example data management registry

The below figure presents an example of part of a completed data management registry.

A	B	C	D	E	F	G	H	I
Overview					**Status and timeframe**			**Actors and Re**
Activity name	Activity type (e.g. registration/enrolment, needs assessment, survey, etc.)	Purpose of data management	Location to which the activity relates	Sensitivity of data managed	Date of description	One-off or timeline for recurrence (e.g. quarterly, bi-annually)	Status (e.g. planned, ongoing, completed)	Lead actor
Multi-Cluster Needs Assessment	Needs assessment	Understanding humanitarian need in the response context	Whole country	Raw data potentially re-identifiable, derived data non-sensitive	27 October 2022	Annual	Completed	OCHA

Using the registry to develop data management diagrams and data ecosystem maps

The data management registry can be used to inform a visual representation of individual data management activities and of the overall 'data ecosystem'. These visual representations are referred to as 'data management diagrams' and 'data ecosystem maps'.

Developing a data management diagram

A data management diagram offers a visual understanding of an activity and can help identify gaps in data sharing, infrastructure or guidance. Use the Data Management Diagram Template to develop the diagram.

The data management diagram below shows the steps of a hypothetical Multi-Sector Needs Assessment (MSNA).

1. Two NGOs collect data from affected people after obtaining consent using the MSNA Informed Consent Form. The NGOs store the data locally on servers in their offices in line with the MSNA Terms of Reference (ToR) and local data protection legislation.

2. The NGOs share the data with the Assessment Working Group (AWG), which consists of two UN entities and an International Organization. The AWG compiles the data and stores it in the cloud.

3. The AWG shares disaggregated data with the clusters for analysis, which the clusters share back with the AWG once complete. The AWG also shares aggregated data with the local government and a donor government in line with the Information Sharing Protocol (ISP).

4. The AWG synthesizes the clusters' analysis and publishes a needs assessment report. It also shares the underlying aggregated data on the Humanitarian Data Exchange.

