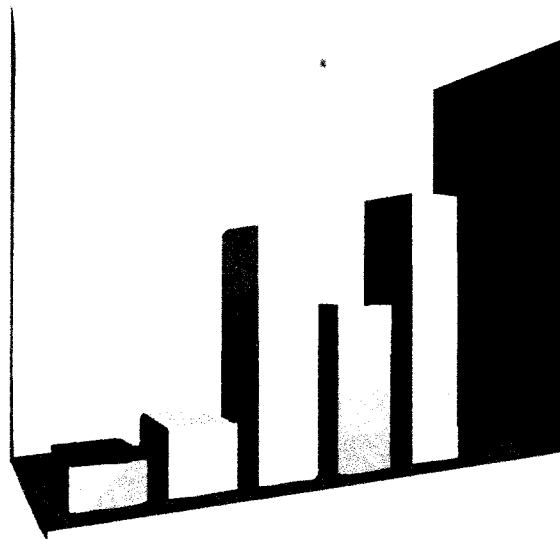


KOHIMA CITY

DRAFT DATA SHARING & ACCESSIBILITY POLICY 2019



APPROVED VIDE STATE GOVERNMENT NOTIFICATION.....

1. INTRODUCTION

- 1.1 Asset and value potentials of data are widely recognized at all levels. Data collected or developed through public investments, when made publicly available and maintained over time, their potential value could be more fully realized. There has been an increasing demand by the community, that such data collected with the deployment of public funds should be made more readily available to all, for enabling rational debate, better decision making and use in meeting civil society needs.

Principle 10 of the United Nations Declaration on Environment and Development (Rio de Janeiro, June 1992) stated “*each individual shall have appropriate access to information concerning the environment that is held by public authorities...and the opportunity to participate in the decision making process. States shall facilitate and encourage public awareness and participation by making information widely available.*”

Section 4(2) of the right to Information Act 2005 reads “*It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to the use of this Act to obtain information*”

- 1.2 Basing on the principle of openness, flexibility, Transparency, Legal Conformity, Protection of intellectual property, formal Responsibility, Professionalism, Standards, Interoperability, Quality, Security, Efficiency, Accountability, Sustainability and Privacy. The Government of India has notified the National Data Sharing and Accessibility Policy 2012 on 17th March 2012.
- 1.2.1 The Kohima City data sharing and accessibility policy is in compliance with the NDSAP 2012 and the DATA SMART CITIES directives of the government of India.

2. DEFINITIONS AND ABBREVIATIONS

- 2.1 **Data.** Data means a representation of information, numerical compilations and observations, documents, facts, maps, images, charts, tables and figures, concepts in digital and/ or analog form.
- 2.2 **Data Achieve-** A place where machine-readable data are acquired, manipulated, documented and distributed to others for further analysis and consumption.
- 2.3 **Data Generation-** Initial generation/collection of data or subsequent addition of data to the same specification.
- 2.4 **Data set-** A named collection of logically related features including processed data or information.

- 2.5 **Geospatial data**- All data which is geographically referenced.
- 2.6 **Information** – Processed data.
- 2.7 **Metadata**- The information that describes the data source and the time, place, and conditions under which the data were created. Metadata informs the user of who, when where, why and how data were generated. Metadata allows the data to be traced to a known origin and known quality.
- 2.8 **Negative list**- Non -shareable data as declared by the departments / organisations.
- 2.9 **Restricted data** – Data which are accessible only through a prescribed process or registration and authorization by respective departments/organizations.
- 2.10 **Sensitive data**- Sensitive data as defined in various Acts and Rules of the Government of India.
- 2.11 **Shareable data**- Those data not covered under the scope of negative list and non-sensitive in nature.
- 2.12 **Standards**- Any application that embeds data handling functions (e.g data collection, management, transfer, integration, publication etc) and operates on data in a manner that complies with data format and data syntax specifications produced and maintained by open, standards bodies.
- 2.13 **KMC**. Kohima Municipal Council.
- 2.14 **NDSAP**- National Data Sharing and Accessibility Policy
- 2.15 **ODP**- Open Data Policy.
- 2.16 **ULB**- Urban Local Body

3 NEED FOR THE POLICY

The evidence based Planning of socio economic development processes rely on quality data. There is a general need to facilitate sharing and utilization of the large amount of data generated and residing among the entities of the Government Departments, Agencies and ULBs. The current regime of data management does not enable open sharing of Government owned data with other arms of the government nor does it expect proactive disclosure of shareable data available with data owners. Such regimes could lead to duplication of efforts and loss of efficiency of planning of activities focussed on KMC. Efficient sharing of data among the data owners and inter and intra governmental agencies and with public calls for data standards and interoperable systems. Hence the open data policy for KMC aims to provide an enabling provision and platform for providing proactive and open access to the data generated through public funds available with various departments/organizations of the State.

4 OBJECTIVE- The objective of this policy is to facilitate the access to central and State Government owned shareable data and information in both human readable and machine


Kovi Meyase
Administrator
Kohima Municipal Council

readable forms through a network in a proactive and periodically updatable manner, within the framework of various related policies. Acts and rules of the Government of India and the State, thereby permitting wider accessibility and use of public data and information.

5 SCOPE OF THIS POLICY - The KMC ODP will apply to all data and information created, generated, collected and achieved using public funds provided by the Central and State Government directly or through authorized agencies by various departments/ organisations/ Agencies and Autonomous bodies.

6 THE AIM OF THE POLICY

- 6.1** The city aims to establish and incrementally populate a single online open data portal for information and data generated by the organizations that is free and accessible to members of the public.
- 6.2** The open data portal will assist citizen engagement with the city by making it easier for members of the public to access data. Enhancing transparency, empower the citizens to hold the concern authority to account.
- 6.3** The portal aims to make available information that is useful and empowering for citizens towards making the city smart and liveable.

7. KMC ODP PARAMETERS

- 7.1** The KMC ODP applies to all line Departments, Agencies, Organisations of the State Government implementing public fund in the KMC area, Institutes , NGOs, Autonomous bodies registered/ affiliated with the State Government.
- 7.2** The Policy shall come to effect on approval received from the Government of Nagaland.
- 7.2** Initially the open data will focus on providing information in machine readable form to the public based on the following data source.
 - a. Primary Data e.g. Population Census, Education Census, Economic Survey, etc.
 - b. Processed/Value Added Data e.g. Budget, Planning, etc.
 - c. Data Generated through delivery of Government Services e.g. Income Tax Collection, Health Services, Education Services, Water Supply Services, Power Supply Services, Economic development, welfare services etc.

8. DATA CLASSIFICATIONS

- 8.1 Shareable Data**- Indicators like Price index, National Accounts statistics, data base from census and surveys or which are produced and derived by concerned departments implementing public funds.


Kovi Meyase
Administrator
Kohima Municipal Council

- 8.2 Non-Shareable Data-** Geospatial data such as satellite data, classified maps, and details of individual identity such as address and phone numbers etc. / or any other data under negative list of concerned Departments.
- 8.3** All Departments will prepare its negative list within six months of notification of the policy, which will be periodically reviewed by the oversight committee.
- 9. DATA FORMATS** – In order to ensure reusability, and easy manipulation of data for various needs, the data shall be published in any of the following formats:
- a. CSV (Comma separated Values)
 - b. XLS (spread sheet- Excel)
 - c. ODS/ODT (Open Document Formats for Spreadsheet/Text)
 - d. XML (Extensive Mark-up Language)
 - e. RDF (Resources Description Framework)
 - f. KML (Keyhole Mark-up Language used for Maps)
 - g. GML (Geography Mark-up Language)
 - h. RSS/ATOM (Fast changing data e.g. hourly/daily)
 - i. PDF (Portable Document Format)
 - j. JPEG (Joint Photographic Experts Group)
- 10. SOCIAL MEDIA CONNECT**–To support wider reach and dissemination of datasets, anyone can share the information about any dataset published on the portal with his/her social media pages on a press of a click.
- 11. CITIZEN ENGAGEMENT** – The KMC ODP shall have Citizen Engagement components. Citizens can express their views as well as rate the datasets w.r.t three aspects (Quality, Accessibility and Usability) on the scale of 5. They can also embed the datasets in their blogs or web sites. Facility to contact the data controllers is also available on the Portal.
- 12. COMMUNITY COLLABORATION**– Citizens with specific interest can build communities and discuss online. Portal facilitates the communities to open up online forums, blogs and discussions around various datasets, apps available on the portal. It also provides a platform to express and discuss the kind of datasets & apps they would like to have. It shall also give input to departments as what kind of datasets is more useful and accordingly prioritize the release of the datasets.
- 13. IMPLEMENTATION SET UP-** To implement the policy Departments and ULB have to undertake the following activities.
- 13.1.1 Chief/City Data Officer.** The Administrator KMC /or The District Head of Department of Urban /or Municipal Affairs/or IT/or equivalent shall be nominate as the City Data Officer for Kohima City.

13.1.2 Responsibilities of the Chief/City Data Officer.

- i. Lead the open data initiative of the ULB.
- ii. Take initiative to release as many datasets as possible on proactive basis.
- iii. Identify the High Value Datasets and schedule their release on Data Portal.
- iv. Prepare the Negative List for the Department as per the directions in NDSAP.
- v. Ensures that the datasets being published are in compliance with NDSAP through a workflow process.
- vi. Periodically monitor the release of datasets as per predefined schedule
- vii. Take relevant action on the feedback/suggestion received from the citizen for the datasets belonging to respective departments/agencies/organizations.
- viii. Ensure the correctness of his contact details on the Data Portal by sending a mail to ndsap@gov.in, in case of any change.
- ix. Take action on Suggestions on new datasets made by public on data Portal.

13.2.1 Data coordinator - Each line departments shall nominate a data coordinator in order to cater to the contribution of the datasets from offices/organizations under the State Government Departments. The data coordinator shall upload data within the specified format to the Chief/ City data officer for review and upload.

13.2.2 Responsibilities of the Data Coordinator.

- i. Responsible for ensuring quality and correctness datasets of his/her unit/division.
- ii. Preparing and contributing the metadata in the predefined format for the datasets.

14. THE OVERSIGHT COMMITTEE - An oversight committee will be constituted for facilitating the implementation of the policy and its provisions thereof. It shall comprise of the Deputy Commissioner Kohima as Chairman, The Administrator KMC as member secretary, Superintended Police Kohima as member, IT Department Representative as member, the UDO Kohima as member, Municipal Affairs Department representative as member.

15. LEGAL FRAMEWORK- Data will remain the property of the agency/department/ entity which collected them and reside in their IT enabled facility for sharing and providing access. Access to data under this policy will not be in violation of any Acts and rules of the Government of India in force. Legal framework of this policy will be aligned with various Acts and rules covering the data.

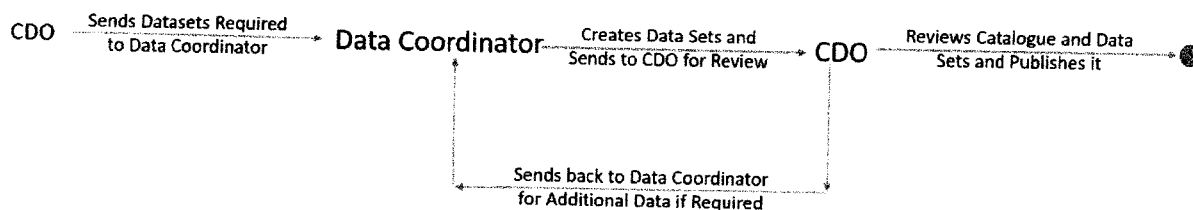
16. PRICING- Pricing of data, if any, would be decided by the data owners and as per the government policies. All Departments will upload the pricing policy of the data under registered and restricted access within three months of the notification of the policy. A broad set of parameters would be standardized and provided as guidelines for the use of data owners.


Kovi Meyase
Administrator
Kohima Municipal Council

17. FREQUENCY OF DATA UPLOADS/ UPDATES- Periodic updates of data in quarterly /or annually shall be followed.

18. PUBLISHING & MANAGEMENT OF DATASETS-

Data coordinators of the Departments/Organizations/Agencies has the liberty to create any number of Datasets/Apps for their Department. Once the catalogue is created by the officer, he/she mails it to the chief/city data officer through email or account specifically created for the purpose. However, the responsibility on the relevancy and quality of datasets published on the Data Portal rests with Chief/City Data Officer.



19 POLICY COMPLIANCE -The KMC ODP shall be in adherence with the NDSAP 2012 and any other e-governance data compliance guidelines.

20. TYPES OF ACCESS.


20.1 Open Access – Access to data generated from public funding in easy, timely, user-friendly and web-based without any process of registration / authorization.

20.2 Registered Access – Data sets which are accessible only through a prescribed process of registration / authorization by respective departments / organizations will be available to the recognized institutions / organizations / public users, through defined procedures.

20.3 Restricted Access – Data declared as restricted, by Government of India policies, will be accessible only through and under authorization.

21. DATA CATEGORISATION- The Datasets shall be categorised broadly under various categories as follows:

- i. Water Supply
- ii. Sanitation
- iii. Health
- iv. Education
- v. Transport
- vi. Information Technology
- vii. Environment
- viii. Electricity/ Power
- ix. Disaster Management


Kovi Meyase
 Administrator
 Kohima Municipal Council

- x. City Statistics
- xi. Economy
- xii. General Information
- xiii. Demography

22. DATA ARCHIVAL AND RETENTION- Data from the portal shall be archived year wise so easy accessibility. Data retention shall not be time bound inorder to create temporal datasets.

23. BUDGET ALLOCATION- In compliance to the section 13 of the NDSAP policy budgetary provision to entail expenditures for both data owners and data managers for analog digital conversion, data refinement, data storage, quality up gradation etc. appropriate support for each department/organization by Government and KMC would be necessary.

23.1 Kohima Municipal Council/ Kohima Smart City Development Limited, shall allocate sizeable budgetary allocation towards open data.

23.2 The State Government shall design and position its own suitable budgetary incentive system for data owners (*the line Departments who maintains and owns urban data*) for increasing open access to the sharable data.

24. STANDARD OPERATING PROCEDURES (SOPs)

24.1 SoP for Data Collection- As and when required for data collection, the CDO may execute necessary directives to entrust data coordinators to provide necessary dat.

24.2 SoP for Electronic Data Collection- Emphasis shall be given to collecting electronic data with the usage of software, apps, and e-mails.

24.3 SoP for Data Processing and Cleaning- All data published are to be of high quality for usage in academics, research, other analytics, etc. This shall be achieved by eliminating irrelevant, repetitive, non-tangible data, and other sensitive data.

24.4 SoP for Quality Assessment of Data Sets- All data sets shall be assessed based on criteria such as compliance to NDSAP standard guidelines for publishing, wardwise data, frequency of data, etc.

24.5 SoP for Data Publishing as per Open Data Norms- All data published on data portal shall comply with the open data norms prevalent in the Country which is the NDSAP.

24.6 SoP for Engaging Stakeholders to Assess the Data Needs- Depending on the requirement of data sets for city development or any other requirement such as new government initiatives on data, indicator studies, etc., stakeholders shall be engaged.


Kovi Meyase
Administrator
Kohima Municipal Council

- 24.7 **SoP for Data Collection, Processing and Analysis for on Field Survey-** In case of necessity to collect field data, respective line department Data coordinators shall be co-ordinated to collect the datas, process and analyse the datas.



**Kovi Meyase
Administrator
Kohima Municipal Council**