

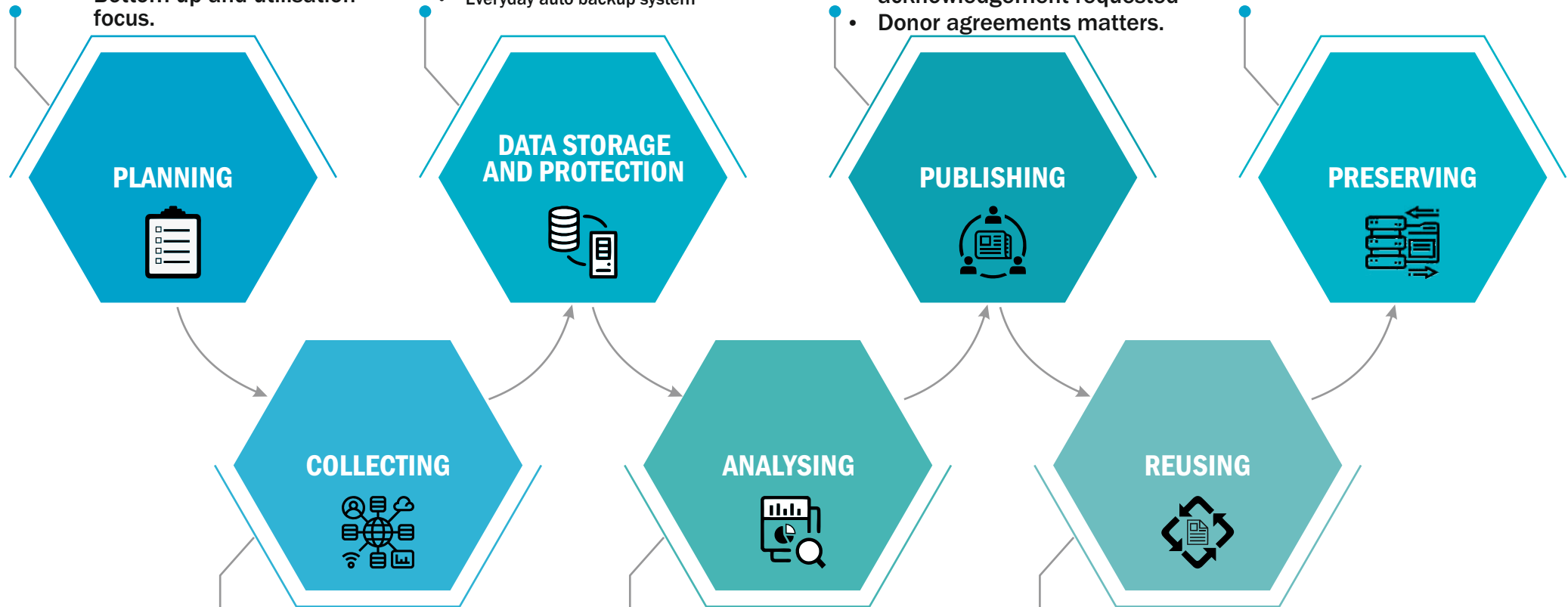
Data Management and Utilisation at AIDMI¹

- **Data policies**
 - Centrally one place
 - Some specific on cloud
 - Specific process and focal point/s to access
- **Data needs**
 - Organisational needs
 - Project specific
 - Action specific
 - Bottom up and utilisation focus.

- Pre-decided storage – Organisation own server and / or cloud
- Pre-fix criteria for updates, expiry, deleting and recollection
- Pre-fix focal point for recollection data access.
- High-end Dell server and Domain based setup
- 2 TB storage capacity and firewall system
- Local LAN system
- Everyday auto backup system

- **Usage of result**
 - Donors
 - Governments
 - Public
 - Internal
- **Handover date (one-time process)**
- **Open source, but acknowledgement requested**
- **Donor agreements matters.**

- **Project based – 5 years**
- **Organisational – Backup storage – permanent**
- **Find ways to add progression into each project.**



- Design process
- Review, pilot, and material development
- Team deputation and training
- Selection of tool²
- Focal point/s for monitoring and follow-up for correction, quality and timely submission
- Pilot and demo data.
- Registered under Google non-profit programme.

- Approval of data access to specific team member/s
- Audit process
- Academic and policy use widened.

- Approval process – internal organisational data
- Updates and comparison
- Not to stress capacity.

¹ Linked with other AIDMI's policies such as – Prevention of Sexual Exploitation and Abuse (PSEA) Committee, Admin and Accounts Manual, Procurement Policy, and Anti-bribery and Corruption Policy.
² Google form, Survey CTO, Kobo Tool, Zoom, Google Meet, CommCare, Audio recording, etc.