



Sitakhela Likusasa Impact Evaluation

**Evaluating the Effectiveness of Incentives to improve HIV Prevention Outcomes for Young Females in Eswatini**

**Standard Operating Procedure –  
# 12 Data Governance and data utilization committee functions  
for the Sitakhela Likusasa Impact Evaluation**

Document 12 in a series of 20 Standard Operating Procedures

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**Standard Operating Procedure –**  
**# 12 Data Governance and Data Utilization Committee Functions**  
**for the Sitakhela Likusasa Impact Evaluation**

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Main study implementation partner



SBGV counselling and follow up



For baseline survey



For baseline survey



## **Contents**

<b>1. Overall Data Governance Principles .....</b>	<b>2</b>
<b>2. Data Access and Dissemination policy .....</b>	<b>2</b>
<b>3. Data Use Policy .....</b>	<b>4</b>
<b>4. Data Security Policy.....</b>	<b>4</b>
<b>5. Purpose and Functions of the Data Use Committee (DUC).....</b>	<b>5</b>
<b>Appendix A: Request to Access Public and Non-Public Sitakhela Likusasa Impact Evaluation Data .....</b>	<b>6</b>
<b>Appendix B: Data Use Agreement: Public Data .....</b>	<b>8</b>
<b>Appendix C: Data Use Agreement: Non-Public Data .....</b>	<b>11</b>
<b>Appendix D: Role and Functions of the DUC.....</b>	<b>14</b>

## 1. Overall Data Governance Principles

In line with global good practice, the Sitakhela Likusasa data governance, processing, publication, and release policies and procedures are based on the following guiding principles:

- Public health and scientific advancement are best served by an open and timely exchange of data and data analyses
- Sitakhela Likusasa data are owned by NERCHA and the World Bank, and a full set of all data will be provided to the Central Statistics Office for ownership and management after the study has ended
- The privacy of participants must be protected in line with their informed consent to be part of the study
- High quality data must be maintained

To ensure that Sitakhela Likusasa data are managed according to these principles, a data policy and data use committee will be nominated to oversee the process.

## 2. Data Access and Dissemination policy

- I. **Data Administration:** The data obtained by the Sitakhela Likusasa shall be administered by the DUC appointed members from the World Bank Group and NERCHA, referred to as data stewards.
- II. **Data Stewards:** Data stewards are responsible for the safekeeping of the Sitakhela Likusasa Impact Evaluation data. Each data steward is responsible, within the bounds of the Sitakhela Likusasa Impact Evaluation data policy, for operational policies and procedures governing inquiry and download access, dissemination, use, maintenance, and protection of the data in a designated data area. The data steward is responsible for the definition and classification of data in that areas as well as verifying its authenticity as needed.
- III. **Purpose:** Data and ready access to that data in its many forms are vital to the successful operation of the Sitakhela Likusasa Impact Evaluation investigators and their respective organizations. Those wishing to obtain data access will do so through online or written inquiry (Appendix A). The DUC is obligated to read and respond to data requests within a reasonable time period to approve. In turn, those granted access are obliged to appropriately use and effectively protect Sitakhela Likusasa Impact Evaluation data which also includes investigators and advisory members' part of the study team.
- IV. **Data Access Policy Statement:** Data shall be accessible for inquiry and/or download by authorized individuals in support of the Sitakhela Likusasa Impact Evaluation.
- V. **Data Access Authorization:** Access to the study data for inquiry and/or download purposes (through centrally supported application software) will be authorized on the basis of data inquiry access categories and the individual's roles/duties.

Data stewards will classify the data for which they are responsible according to the following inquiry access categories.

- a) *Public Data* – Data that are of the interest to the general public and for which there is no need for reasons to limit access. Public data may be made available to the general public in printed or electronic format. Anyone in the general public may view these data using such public sources. However, the Sitakhela Likusasa Impact Evaluation and its governing partners does not provide these data in other than the published form (s) without the consent of the appropriate data steward. Additionally, third-parties must submit a written inquiry for the intended use of data (Appendix A) and agree to the data use agreement (Appendix B or C) before access is granted. Data associated with the evaluation can only be made public after the study has ended.

Examples of public data might include: household characteristics, sexual behavior and fertility, marriage and unions life style and risk behaviors, etc.

- b) *Non-Public Data* – All data held by the Sitakhela Likusasa Impact Evaluation for which are not appropriate or available for general public use. Non-public data shall be made available to authorized study partners for inquiry/downloaded only in support of the performance of their assigned roles/duties. Non-public data may be released to individuals or groups outside of the Sitakhela Likusasa Impact Evaluation and its overseeing bodies only with approval from the DUC.

Examples of non-public data might include: household rosters not including surname and name and data the study team intends to analyze, but has not yet done so.

- c) *Confidential Data* – Data which access is restricted for legal reason. Distribution of confidential data shall not be made without the written approval of all stewards of the DUC, all principle investigators of the study, and after consultation with the Ethics Review Boards to which the study has received ethics clearances.

Examples of confidential data might include: study participant names, phone numbers, HIV status, addresses or any other information used to identify a study participant. All data that was collected during the study and for which participants did not give informed consent to release, will be considered as confidential data.

**VI. Dissemination of Sitakhela Likusasa Impact Evaluation results:** Sitakhela Likusasa impact evaluation results will be disseminated at baseline, midline and end line stage. Dissemination will first take place in Eswatini at national and decentralized (regional) levels amongst Swazi stakeholders, before dissemination at international for or for academic publication purposes. The results will also be incorporated into fact sheets, a country-specific report, peer-reviewed journal articles and multi-country comparative analyses. A Dissemination Plan will be developed by the evaluation’s Technical Oversight Committee.

### 3. Data Use Policy

- I. **Purpose** – Authorization to access to Sitakhela Likusasa Impact Evaluation data carries with it the responsibility to use the data as intended and not for personal gain or other inappropriate purposes. This data use policy is intended to ensure that data are used appropriately.
- II. **Data Use Responsibility** – Each individual with access to the Sitakhela Likusasa Impact Evaluation data has the responsibility to use those data and any information derived from them appropriately. Individuals will be held responsible for any data use made under their user IDs and passwords.

Data must not be used to promote or condone discrimination on the basis of race/ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, the presence of any sensory, mental, or physical disability, or other characteristics. The data must not be used to promote or condone any type of harassment, copyright infringement, political activity, personal business interests, or any activity that is unlawful.

Willful misuse of any data, violation of state ethics laws and rules with regard to Sitakhela Likusasa Impact Evaluation data, or other breaches of this policy, can result in termination of access privileges.

- III. **Release of Data to Third Parties** – DUC members are to approve the release of Sitakhela Likusasa Impact Evaluation public and non-public data under his or her jurisdiction if the release is in conformance with the terms of policy. This release will occur after the review and approval of the inquiry of data use (Appendix A). A release document will be extended to the third party (Appendix B or C). This written release document is an agreement between the Sitakhela Likusasa Impact Evaluation and its sponsors and the third party.

### 4. Data Security Policy

- I. **Purpose** - Sitakhela Likusasa Impact Evaluation data must be effectively protected from unauthorized acquisition or disclosure as well as accidental or intentional modification, destruction, or loss. This must be done to ensure data confidentiality, integrity and to prevent unnecessary litigation or penalty against study partners or employees. Data and information can be maintained and represented in various formats including electronic storage, screen display, printed copy, etc. Each member of the DUC, and any study contractors, are obligated to protect data under his/her control. A Study Operating Procedure on Data Management will be developed by the study contractor to govern data security during the implementation of the study.
- II. **Data Security Policy Statement** - Sitakhela Likusasa Impact Evaluation data shall be safeguarded to ensure its confidentiality, integrity, reliability and availability.

**III. Data Security** – All confidential data connected with an individual’s name shall be stored securely on physically secured storage devices or media and displayed in an encrypted or otherwise obscured manner. Confidential data will be disclosed in full only to specifically authorized individuals.

Non-public data shall be stored or transported on portable devices/media only as required to conduct analysis pertinent to the study. Where necessary to store or transport such data on a portable device, they should be protected from disclosure in the event of device/media loss using commercially reasonable practices such as device locks or data encryption.

Non-public data must be protected during network transmission according to commercially reasonable practices such as secure transport mechanisms and data encryption.

**VII. Data Retention and Disposition** – A current copy of the Sitakhela Likusasa Impact Evaluation data must be preserved to ensure the restorability of data lost to disaster or destruction.

However, other than the official source copy and appropriate backup copies of data shall be held in other locations only as necessary and only for as long as necessary for the study.

Non-public and confidential data recorded in any media must be disposed of in a manner that will render the data uncoverable. Care must be taken to ensure that information is not recoverable using readily available forensic tools when a computer and/or its storage media are scheduled for surplus sales or other re-use either within or outside of the study team.

## **5. Purpose and Functions of the Data Use Committee (DUC)**

Data are valuable resources and must be carefully managed. The Sitakhela Likusasa Data Use Committee (DUC) is intended to ensure that all data collected by the study are managed as study assets for fulfilling the mission of instruction, research, and public service the Sitakhela Likusasa Impact Evaluation was meant to serve. The DUC is made up of data stewards whose intended purpose is to oversee the development of a data policy that will include data access, data use, and data security and to make sure the data policy is effectively implemented.

Appendix D contains the detailed TOR of the DUC.

## Appendix A: Request to Access Public and Non-Public Sitakhela Likusasa Impact Evaluation Data

<b>Request number</b> [for internal use only]:	
<b>Requestor Contact Information</b>	Name: Email: Organization: Phone Number: Physical Address:
<b>Date of Request:</b>	
<b>Research Project Title:</b>	
<b>Research team member/s and designations:</b>	
<b>Description of the analysis you propose to perform with the data:</b>	
<b>List of variables requested:</b>	
<b>Anticipated secondary analysis output description</b>	

<b>Publication plans</b>
<b>Where and how data will be disseminated</b>

**FOR OFFICE USE ONLY**

Approved / not approved:

Reason:

Date:

## Appendix B: Data Use Agreement: Public Data

This Data Use Agreement (“Agreement”) is entered into by and between The Sitakhela Likusasa Impact Evaluation Data Use Committee, on behalf of the Eswatini Central Statistics Office and [full legal name of entity]\_\_\_\_\_ having a principal place of business located at [address]\_\_\_\_\_ (“Data User”) and shall be effective as of \_\_\_\_\_ (the “Agreement Effective Date”). The project for this use is entitled \_\_\_\_\_ and data will be used for the purpose described in the attached “Request to Access Sitakhela Likusasa Impact Evaluation data.”

**1. Definitions.** The parties agree that the following terms when used in this Agreement shall have the following meanings and that the terms set forth below shall be deemed to be modified to reflect any changes made hereafter to such terms by law or regulation.

- a. “Sitakhela Likusasa data” are data from the impact evaluation in the master study database
- b. “Data User” is the person or team who has requested Sitakhela Likusasa data
- c. “Limited Data set” is the dataset that the data user has requested and been given access to by the DUC

### 2. Obligations of CSO

- a. *Limited Data Set.* The CSO agrees to share the following Sitakhela Likusasa data with the Data User \_\_\_\_\_ (the “**Limited Data Set**”). Such Limited Data Set shall not contain any of the following identifiers of the individual(s) who is(are) the subject(s) of the information, or of relatives, employers or household members of the individual(s): names; postal address information, other than town or city, region and postal codes; telephone numbers; fax numbers; electronic mail addresses; personalized identification number; tax numbers;; medical record numbers; account numbers; certificate/license numbers; vehicle identifiers and serial numbers, including license plate numbers; device identifiers and serial numbers; Web Universal Resource Locators (URLs); Internet Protocol (IP) address numbers; biometric identifiers, including finger and voice prints; and full face photographic images and any comparable images.

### 3. Obligations of Data User.

- a. *Performance of Activities.* Data User may use and disclose the Limited Data Set received from CSO only in connection with the performance of the research activities described in the “Request to Access Sitakhela Likusasa Impact Evaluation data.”
- b. *Assurances of Data User’s Non-Employee Agents.* Data User shall not disclose the Limited Data Set to any non-employee agent, or subcontractor of Data User except with the express prior written consent of the CSO. Data User shall ensure that any agents, including

subcontractors, to whom it provides the Limited Data Set agree in writing to be bound by the same restrictions and conditions that apply to Data User with respect to such Limited Data Set.

- c. *Nondisclosure Except As Provided In Agreement.* Data User shall not use or further disclose the Limited Data Set except as permitted or required by this Agreement or as otherwise required by law.
- d. *Safeguards.* Data User shall use appropriate safeguards to prevent use or disclosure of the Limited Data Set other than as provided by this Agreement.
- e. *Reporting.* Data User shall report to CSO and SEC within twenty-four (24) hours of Data User becoming aware of any use or disclosure of the Limited Data Set in violation of this Agreement or applicable law.
- f. *Identification and Contacting of Individuals.* Data User shall not identify the information or contact the individuals included in the Limited Data Set.

#### **4. Material Breach, Enforcement and Termination.**

- a. *Term.* This Agreement shall be effective as of the Agreement Effective Date and shall continue until the Agreement is terminated by the parties or in accordance with the provisions of this Section 4. All of Data User's confidentiality obligations herein shall survive the expiration or termination of this Agreement indefinitely.
- b. *CSO's Rights of Access and Inspection.* From time to time upon reasonable notice, or upon a reasonable determination by CSO that Data User has breached this Agreement, CSO may inspect the facilities, systems, books and records of Data User to monitor compliance with this Agreement. The fact that CSO inspects, or fails to inspect, or has the right to inspect, Data User's facilities, systems and procedures does not relieve Data User of its responsibility to comply with this Agreement, nor does CSO's (1) failure to detect or (2) detection of, but failure to notify Data User or require Data User's remediation of, any unsatisfactory practices constitute acceptance of such practice or a waiver of CSO's enforcement or termination rights under this Agreement. The parties' respective rights and obligations under this Section 4b shall survive termination of the Agreement.
- c. *Termination.* CSO may terminate this Agreement:
  - i. immediately if Data User is named as a defendant in a criminal proceeding for a violation of SEC regulations;
  - ii. immediately if a finding or stipulation that Data User has violated any standard or requirement of good data practice, or any other security or privacy laws is made in any administrative or civil proceeding in which Data User has been joined;
  - iii. immediately if CSO determines that Data User has breached or violated a material term of this Agreement;

- iv. immediately if it is in the best interest of CSO, as deemed by CSO in its sole discretion to do so; or
- v. pursuant to Section 5.b. of this Agreement.
- d. *Reporting to Eswatini Ethics Committee.* If any breach or violation is not cured, and if termination of this Agreement is not feasible, CSO shall report Data User’s breach or violation to the Eswatini Ethics Committee.
- e. *Disposition of Records.* Upon termination of this Agreement for any reason, including, but not limited to Data User’s decision to cease use of the Limited Data Set, Data User agrees to return or destroy all Limited Data Set data, including copies and derivative versions.
- f. *Indemnification.* Data User shall indemnify, hold harmless and defend CSO from and against any and all claims, losses, liabilities, costs and other expenses resulting from, or relating to, the acts or omissions of Data User in connection with the representations, duties and obligations of Data User under this Agreement. The parties’ respective rights and obligations under this Section 4f. shall survive termination of the Agreement.

**5. Miscellaneous Terms.**

- a. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the Government of Eswatini.
- b. *No Third-Party Beneficiaries.* Nothing express or implied in this Agreement is intended or shall be deemed to confer upon any person other than CSO and Data User, and their respective successors and assigns, any rights, obligations, remedies or liabilities.
- c. *Order of Precedence.* To the extent that any provisions of this Agreement conflict with the provisions of any other agreement or understanding between the parties with respect to use of the Limited Data Set provided hereunder, this Agreement shall control.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement as of the dates set forth below.

On behalf of Sitakhela Likusasa Impact Evaluation Data Use Committee

<b>CSO</b>	<b>Third-party requestor</b>
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

## Appendix C: Data Use Agreement: Non-Public Data

This Data Use Agreement (“Agreement”) is entered into by and between The Sitakhela Likusasa Impact Evaluation Data Use Committee, on behalf of the Eswatini Central Statistics Office and [full legal name of entity]\_\_\_\_\_ having a principal place of business located at [address]\_\_\_\_\_ (“Data User”) and shall be effective as of \_\_\_\_\_ (the “Agreement Effective Date”). The project for this use is entitled \_\_\_\_\_ and data will be used for the purpose described in the attached “Request to Access Sitakhela Likusasa Impact Evaluation data.”

**1. Definitions.** The parties agree that the following terms when used in this Agreement shall have the following meanings and that the terms set forth below shall be deemed to be modified to reflect any changes made hereafter to such terms by law or regulation.

- a. “Sitakhela Likusasa data” are data from the impact evaluation in the master study database
- b. “Data User” is the person or team who has requested Sitakhela Likusasa data
- c. “Limited Data set” is the dataset that the data user has requested and been given access to by the DUC

### 2. Obligations of NERCHA

- a. *Limited Data Set.* The NERCHA agrees to share the following Sitakhela Likusasa data with the Data User \_\_\_\_\_ (the “**Limited Data Set**”). Such Limited Data Set shall not contain any of the following identifiers of the individual(s) who is(are) the subject(s) of the information, or of relatives, employers or household members of the individual(s): names; postal address information, other than town or city, region and postal codes; telephone numbers; fax numbers; electronic mail addresses; personalized identification number; tax numbers;; medical record numbers; account numbers; certificate/license numbers; vehicle identifiers and serial numbers, including license plate numbers; device identifiers and serial numbers; Web Universal Resource Locators (URLs); Internet Protocol (IP) address numbers; biometric identifiers, including finger and voice prints; and full face photographic images and any comparable images.

### 3. Obligations of Data User.

- a. *Performance of Activities.* Data User may use and disclose the Limited Data Set received from NERCHA only in connection with the performance of the research activities described in the “Request to Access Sitakhela Likusasa Impact Evaluation data.”
- b. *Assurances of Data User’s Non-Employee Agents.* Data User shall not disclose the Limited Data Set to any non-employee agent, or subcontractor of Data User except with the express prior written consent of the NERCHA. Data User shall ensure that any agents, including subcontractors, to whom it provides the Limited Data Set agree in writing to be bound by the same restrictions and conditions that apply to Data User with respect to such Limited Data Set.

- c. *Nondisclosure Except As Provided In Agreement.* Data User shall not use or further disclose the Limited Data Set except as permitted or required by this Agreement or as otherwise required by law.
- d. *Safeguards.* Data User shall use appropriate safeguards to prevent use or disclosure of the Limited Data Set other than as provided by this Agreement.
- e. *Reporting.* Data User shall report to NERCHA and SEC within twenty-four (24) hours of Data User becoming aware of any use or disclosure of the Limited Data Set in violation of this Agreement or applicable law.
- f. *Identification and Contacting of Individuals.* Data User shall not identify the information or contact the individuals included in the Limited Data Set.

#### **4. Material Breach, Enforcement and Termination.**

- a. *Term.* This Agreement shall be effective as of the Agreement Effective Date and shall continue until the Agreement is terminated by the parties or in accordance with the provisions of this Section 4. All of Data User's confidentiality obligations herein shall survive the expiration or termination of this Agreement indefinitely.
- b. *NERCHA's Rights of Access and Inspection.* From time to time upon reasonable notice, or upon a reasonable determination by NERCHA that Data User has breached this Agreement, NERCHA may inspect the facilities, systems, books and records of Data User to monitor compliance with this Agreement. The fact that NERCHA inspects, or fails to inspect, or has the right to inspect, Data User's facilities, systems and procedures does not relieve Data User of its responsibility to comply with this Agreement, nor does NERCHA's (1) failure to detect or (2) detection of, but failure to notify Data User or require Data User's remediation of, any unsatisfactory practices constitute acceptance of such practice or a waiver of NERCHA's enforcement or termination rights under this Agreement. The parties' respective rights and obligations under this Section 4b shall survive termination of the Agreement.
- c. *Termination.* NERCHA may terminate this Agreement:
  - i. immediately if Data User is named as a defendant in a criminal proceeding for a violation of SEC regulations;
  - ii. immediately if a finding or stipulation that Data User has violated any standard or requirement of good data practice, or any other security or privacy laws is made in any administrative or civil proceeding in which Data User has been joined;
  - iii. immediately if NERCHA determines that Data User has breached or violated a material term of this Agreement;
  - iv. immediately if it is in the best interest of NERCHA, as deemed by NERCHA in its sole discretion to do so; or

- v. pursuant to Section 5.b. of this Agreement.
- d. *Reporting to Eswatini Ethics Committee.* If any breach or violation is not cured, and if termination of this Agreement is not feasible, NERCHA shall report Data User’s breach or violation to the Eswatini Ethics Committee.
- e. *Disposition of Records.* Upon termination of this Agreement for any reason, including, but not limited to Data User’s decision to cease use of the Limited Data Set, Data User agrees to return or destroy all Limited Data Set data, including copies and derivative versions.
- f. *Indemnification.* Data User shall indemnify, hold harmless and defend NERCHA from and against any and all claims, losses, liabilities, costs and other expenses resulting from, or relating to, the acts or omissions of Data User in connection with the representations, duties and obligations of Data User under this Agreement. The parties’ respective rights and obligations under this Section 4f. shall survive termination of the Agreement.

**5. Miscellaneous Terms.**

- a. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the Government of Eswatini.
- b. *No Third-Party Beneficiaries.* Nothing express or implied in this Agreement is intended or shall be deemed to confer upon any person other than NERCHA and Data User, and their respective successors and assigns, any rights, obligations, remedies or liabilities.
- c. *Order of Precedence.* To the extent that any provisions of this Agreement conflict with the provisions of any other agreement or understanding between the parties with respect to use of the Limited Data Set provided hereunder, this Agreement shall control.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement as of the dates set forth below.

On behalf of Sitakhela Likusasa Impact Evaluation Data Use Committee

**NERCHA**

**Third-party requestor**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D: Role and Functions of the DUC

### C1: Terms of Reference for the Data Use Committee:

It is hereby established the Data Use Committee which shall be responsible to regulate access to and use of data arising from the Sitakhela Likusasa Impact Evaluation. The Data Use Committee will further guide and oversee the use of the Evaluation data for analysis and dissemination.

The Data Use Committee shall be established as soon as practicable after the initiation of the Sitakhela Likusasa impact Evaluation study and it shall be the role of the Parties to ensure that the Committee is approved at all appropriate levels. It shall commence work immediately upon publication of the main study results and its operations shall extend beyond the timeframe of the MOU to ensure that it governs use and publication of any secondary research.

The Data Use Committee shall be composed of the three co-PIs, two Co-Investigators appointed by both parties, MOEVT, MOH and the Central Statistics Office. The Committee shall be chaired by either of the Parties for a two year term and on a rotational basis. It shall be the duty of the Chairperson to ensure proper documentation of the activities of the committee, to call meetings and ensure overall functionality of the committee. The Data Use Committee shall hold formal communication on a monthly basis to carry out functions as stipulated in the TORs below:

- a. To review and approve the Terms of Reference of the Committee
- b. Develop the operational framework that shall guide the operations of the committee and shall stipulate inter alia; the Publication and Dissemination Plan, application processes to the Data Use Committee.
- c. To review and approve the use of any data or biological specimens collected under the Evaluation
- d. To review and approve the collection of any additional data or biological specimens from study participants
- e. To review and approve data access requests and any publications arising from analyses of primary and secondary data. Requests shall be categorized as follows;
  - Requests for permission to analyze existing data for development of a report, presentation, abstract, manuscript, or other publication;
  - Requests for approval to disseminate a report, presentation, abstract, manuscript, or other publication using Evaluation study data;
  - Requests to contact Evaluation study participants for additional data collection
  - Requests to analyze archived blood specimens
- f. The committee shall review and approve all final documentation or reports emanating from the secondary analyses

**C2: Agreed-upon data ownership to be applied by the Data Use Committee:**

1. All data generated through the Sitakhela Likusasa Impact Evaluation shall be made available to the Central Statistics Office.
2. *All secondary data, that is routine data and results of data quality audits (spot checks) generated through school attendance and school enrolment data verification process* (using the data collection tools developed as part of the Evaluation) will remain the property of MOEVT, with the main Study Contractor maintaining a database of such data so that it can easily be accessed by the Parties during the execution of and after completion of the Sitakhela Likusasa Impact Evaluation.
3. *All primary data* (e.g. baseline and end line surveys, costing data, and other relevant primary data as defined in the Sitakhela Likusasa Impact Evaluation design document) that are newly collected by the main and other Study Contractors are the property of the Parties.

**C3. Access to data arising from the Sitakhela Likusasa Impact Evaluation (regulated by the Data Use Committee):**

1. During the study period, individuals and personnel from the following organisations will have password-protected access to the data:
  - Selected personnel from the Institutional Review Boards or Ethics Committees overseeing the conduct of this Evaluation (including the Western Institutional Review Board and the Eswatini Scientific and Ethics Committee).
  - Selected personnel from the main Study Contractor (main Study Contractor to stipulate the names of persons who have access to the data)
  - Co-PIs and co investigators
  - Central Statistics office
2. During the study period, any other individuals or organisations who want to access the Sitakhela Likusasa Impact Evaluation's primary and secondary data, will need to apply to the Data Use Committee, using templates and processes to be developed by the Data Use Committee. Any publications arising from such analyses will be co-authored by the co-PIs.
3. After the study period, the Parties and any other individuals or organisations can access the Sitakhela Likusasa Impact Evaluation's primary and secondary data from the Central Statistics Office in Eswatini or from the World Bank's Open Knowledge Repository. The Data Use Committee shall decide whether the Co-PIs or Co –Is need to co-author any publications arising from such secondary analyses. The Parties will need to be furnished with a copy of the analysis results and write up (documentation / report emanating from the secondary analyses).

#### **C4. Use of the Sitakhela Likusasa Impact Evaluation data**

1. The anticipated data analyses for the Sitakhela Likusasa Impact Evaluation will be defined in a data analysis plan, to be developed by the Parties in line with the provisions in the Sitakhela Likusasa Impact Evaluation design document.
2. During the study period, if either of the Parties want to access the primary and secondary data for the purpose of data analysis beyond what is defined in the Sitakhela Likusasa Impact Evaluation's data analysis plan, then the Party will need to apply to the Data Use Committee to request permission to perform such analyses.
3. After the study period, secondary data analyses may be performed by other individuals with permission from the Data Use Committee. The Parties need to be furnished with a copy of the analysis results and write up (documentation / report emanating from the secondary analyses).