

Get
ready
for data:
**compact
version**

The background is a solid teal color. There are three overlapping circles of varying sizes and shades of teal. One circle is in the upper right, another is in the lower right, and a third is in the lower left. The circles are semi-transparent, allowing the background color to show through.

Strategy



Setting objectives

What does your project or policy intervention aim to achieve in your city for early child development?

TIP: Refer to the Bernard van Leer Foundation [report](#) on how to use data dashboards to support urban development and early child development

a.

Strategy



Evaluating the role of data

How will data help you to achieve your aims? What decisions will it help you make?

TIP: See the ODI's guide to using data in [strategic government interventions](#), and [case studies](#) on data dashboards deployed to promote early child development in cities

b.

Strategy



Assessing functions and skills

Who is involved in collecting, managing and using data in your organisation? Do they have the right skills?

TIP: Assess data literacy in your organisation, and learning support that might be needed, with the ODI's [Data Skills Framework and eLearning modules](#)

c.

Strategy



Understanding your data ecosystem

Which external stakeholders do you need to engage to maximise data's impact in your project or policy intervention?

TIP: Understand your wider data ecosystem, and see how other organisations map data ecosystems for particular public services, with [the ODI's guide](#)

d.

notes

a.

notes

b.

notes

c.

notes

d.

Strategy



Identifying organisational policies

Does your organisation have a data management policy or set of guidelines?

TIP: A [data management plan](#) could benefit your project or policy by setting a common approach to data collection, curation and use

e.

Data



Selecting indicators

What data should you collect to help meet your project or policy goals?

TIP: Indicators can measure service quality, coverage or progress. BvLF has a [guide](#) on helpful indicators for assessing urban and early child development outcomes

f.

Data



Planning for data collection

What methods for data collection would suit your project goals?
What is the minimum amount of personal data required?

TIP: Think how frequently you need to collect and update the data, the time and cost of this, and whether any of it can be automated

g.

Data



Listing data sources

Name and describe key data sources you need to collect, manage or use in your project or policy intervention.

TIP: These might include national surveys, administrative systems or case databases. If there are multiple sources of data from different organisations, it might be worth completing a data inventory

h.

notes

e.

notes

f.

notes

g.

notes

h.

Data



Accessing and using data from third parties

Do you have appropriate permission from third-party organisations to access and use data that they hold?

TIP: Check whether you have the right to reuse data collected and maintained by another organisation, or if there are any restrictions, with the ODI's data [users' guide](#)

i.

Data



Formatting your datasets

Are your data sources in standard, compatible formats?

TIP: Check whether any relevant open standards for data exist that you could use. [Standards](#) help make it easier for people and organisations to publish, access, share and use good-quality data

j.

Data



Choosing the right format for presenting data

Which formats will you use to present the data you are collecting?
Dashboards,
infographics,
maps, graphs or
spreadsheets?

TIP: Consider effective formats for presenting your data types, your target users' needs, and end-goals. See [BvLF and the ODI's report](#) on designing data dashboards, or the ODI's [eLearning course on visualising data](#)

k.

Data



Sharing data

Who would benefit from having access to the data you are collecting, in order to make decisions?

TIP: Consider how users will access data, and if restrictions should apply. Personal data might need safeguards, to manage risk of re-identification of individuals, access controls, or data-sharing agreements

l.

notes

i.

notes

j.

notes

k.

notes

l.

Data



Publishing data

Are there any types of data you can publish openly, for others to access, use and share?

TIP: To be fully open, data needs an [open licence](#). There are many [tools](#) that can help you to publish data openly, such as CKAN, Octopub, OpenDataSoft and Socrata

m.

Ethics



Understanding risk and compliance

What legislation or policies affect your rights and responsibilities when collecting, managing and using data?

TIP: Consider data protection legislation (GDPR), IP and database rights legislation, anti-discrimination laws, sector-specific data sharing policies (eg health, employment, taxation), or codes of ethics that might apply

n.

Ethics



Managing sensitivities with personal data

Are there any sensitivities to be aware of when sharing data, especially if the data is about children?

TIP: Children need special protection when data about them is collected and processed, as they may be less aware of the risks involved. The ICO's [checklist](#) outline steps to take to minimise harm

o.

Ethics



Communicating the purpose of the data

Do people – especially those the data is about or who are impacted by its use – understand what the data is being used for?

TIP: [Organisations should be open](#) about how they collect and use personal data. If your legal basis requires you to ask for consent, make the language and presentation clear (especially where children are involved)

p.

notes

m.

notes

n.

notes

o.

notes

p.

Ethics



Increasing positive impacts

How could you grow the positive impacts of data collection, management and use in this project?

TIP: Think about which people, demographics or organisations could benefit from your project or policy intervention. How are you collecting feedback and stories from them to improve your work with data?

q.

Ethics



Minimising harmful impacts

Who could be negatively affected by this project collecting and using data? Could it be used to target, profile or prejudice people?

TIP: Consider whether you need to conduct a [privacy impact assessment](#). The ODI's [Data Ethics Canvas](#) focuses on the foundation, intention and potential impact of projects and encourages ethical decision-making

r.

Ethics



Inviting feedback

How can people give feedback on how your project or policy collects, manages or uses data?

TIP: You might need multiple mechanisms for people to offer feedback, for example through both online channels and more deliberative forms of engagement

s.

Ethics



Promoting data for decision making

How are you encouraging people to use data to inform their decisions about a project or policy?

TIP: Consider the best way of sharing progress and issues from data collection – eg with a dashboard, progress report, visualisation, or case study – and other activities that might be needed, such as advocacy

t.

notes

q.

notes

r.

notes

s.

notes

t.