Localizing Data Workflows Checklist

HOW CAN WE INCORPORATE LOCAL DATA IN OUR DECISION-MAKING?

How we might we localize aid by keeping local communities at the forefront of our work? Data is one component of humanitarian work. Currently, there are data workflows that engage local volunteers in program/project design and data collection. There is a growing recognition that we also need to support new and existing data skilled colleagues. Local data could result in the most current snapshot of what is needed. The checklist content was created at the Nairobi Data Skills Workshop. This draft checklist is to drive conversation on how we might use and improve data workflows at a local level. It is not a comprehensive list, but it is a way to illustrate how data/information management workflows incorporate local communities.

What are some of the examples and tactics to integrate multiple data types, including crowdsourcing or other data collection methods, into your workflows? How might we use Community Engagement and Accountability lessons? What are some of the barriers and opportunities to improve this?

There is space at the end of each list to add your own questions. Consider your data-driven project design and responsible data practices. Tailor this checklist to your sector and specific use case. Some of the items may not apply for your situation.

PRIMARY QUESTIONS

ITEM	QUESTION	NOTES
1.	How is the National Society engaged? Do they have any local data workflows and/or datasets to share?	
2.	Do other National Societies work in the area? Do they have data that they might share?	
3.	Have you reviewed the data on FDRS and GO ? Both platforms have different types of data about national societies. Does the Regional office have additional data?	
4.	What other sectors might have relevant local sources? eg. health, surge, wash, etc.	

5.	How is the local community engaged? There may be nGOS or civil society groups who have access to appropriate, verified datasets?	
6.	Is there a local or national data portal or official statistics website?	
7.	How will you incorporate Responsible Data Practices into your workflow?	
8.	How will you build a community engagement and accountability plan with your project?	

PLANNING WITH THE COMMUNITY

ITEM	QUESTION	NOTES
1.	How are the National Society /chapters/local units/branches engaged? Do they have any local data workflows and/or datasets to share?	
2.	Do other National Societies work in the area? Do they have data that they might share?	
3.	Have you reviewed the data on FDRS and GO ? Both platforms have different types of data about national societies. Does the Regional office have additional data?	
4.	How will you involve the local community? Who are the key stakeholders?	

	Who are the respondents?	
	What is the community structure, leadership style or cultural needs? What are the risk and vulnerability considerations?	
5.	What considerations should be taken around the literacy rate and language use? What are the best communication methods?	
6.	What is the local infrastructure and/or preferred communication style? E.g. internet access, use of mobile phones, paper use.	

DATA AND INFORMATION MANAGEMENT CONSIDERATIONS

ITEM	QUESTION	NOTES
1.	What are the areas affected? Is there up-to-date geospatial data?	
2.	What are the datasets available? E.g. CODS, HDX?	
3.	What types of data do we need? What is the needs assessment plan? What is the timeline?	
4.	What is the type of crisis? Protracted? Intermittent? Rapid onset? Type of emergency?	

5.	Are there available 3Ws? E.g. clinics, breakdown on gender, # of nurses, health professionals.	
6.	Who is the primary audience?	
7.	What are the types of appropriate information products?	
8.	What is the training plan with the community?	
9.	Can we work with the community to get a sample assessment?	
10.	What are the best methodologies and technologies to apply in this situation?	
11.	Which actors are engaged? How do we coordinate with various actors for data sharing? Who are the local contacts? What are the considerations around data sharing?	
12.	How will the data and information be communicated and shared?	

CREDIT

International Federation of Red Cross and Red Crescent Societies
Fédération internationale des Sociétés de la Croix-Rouge et du Croissant-Rouge
Federación Internacional de Sociedades de la Cruz Roja y de la Media Luna Roja
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر