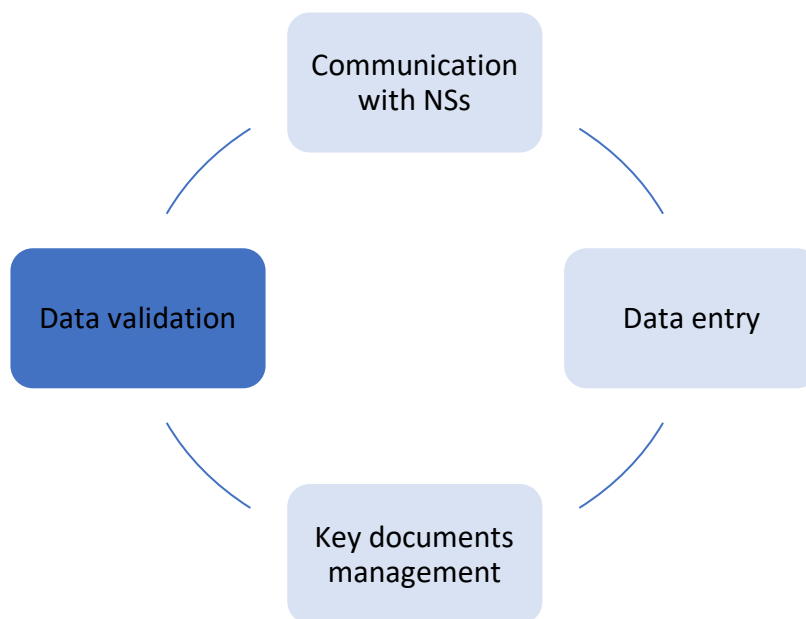# Example Data Validation Process

The **Federation-Wide Databank Reporting System (FDRS)** is one of the largest data gathering projects at IFRC. Every year the team collects and collates key indicator data from 190 National Societies. The data-driven methodology includes a data validation process. This example may help you plan your data validation strategy. All the FDRS data and key documents are available for download on the FDRS website.

Communication with NSs → Data entry → Key documents management → Data validation

Validation Process:

Data validation happens as an ongoing process throughout the data gathering. The data must be validated as soon as the FDRS team receives it from the NS focal point through either the offline form or via another submission method.

Steps:

1. Download the spreadsheet file (CSV).
2. After you have cleaned the data in the internal system, upload this dataset in the Tableau dashboard "FDRS_Validation" on the FDRS OneDrive folder.
3. Check all the indicators with the dashboard (comparison with previous years, average over the years).[1]
4. If an indicator is above or below the threshold, a further validation step is required with external sources. Some examples of verification nodes could be:

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[1] Find in Annex the table of usual threshold

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- o National Society website and social media sites
- o IFRC regional/country office focal points
- o IFRC Appeals, Go platform
- o External reports, ReliefWeb
- o Other sources

5. Once indicators are validated, validate the content on the internal form.
    - o You can validate the form section by section before validating the entire form.
    - o Once the form is validated by the FDRS team, the FDRS coordinator receives a notification to validate and publish the data.
6. Once the data is validated, keep track of the feedback and content (e.g. the age difference) on the Assessment document.

Missing or incomplete data:

There may be missing, incomplete or inaccurate/confusing data in the original National Society's data submission. Once you have identified and completed the verification considerations, provide a complete list to the National Society focal point with clear explanations.

Steps:

1. Compile a list of all the indicators/ items to be clarified in a word document called **[COUNTRY]_Assessment** that will stored in the FDRS folder **D:\Users\[YOURNAME]\IFRC\FDRS - FDRS\[YEAR] data collection\[REGION]\[COUNTRY]**
2. Provide clear guidance for the National Society focal point. Some examples may include:
    - o Empty cells: check if the actual value is 0 or if it's a missing data
    - o Inconsistency: ask for a justification about the inconsistent indicators
3. Track all National Society communications in the Communication dashboard and the Assessment. Keep a record of all the responses.
4. Be sure to call the National Society focal point to assist in solving the questions together.

Find missing data

There will be occasions that the National Society cannot provide data. This may be due to different data collection methods or other reasons. Work closely with the National Society to come to mutually agreeable conclusion. This includes researching other sources and collaborating with the Regional Office and the National Society.

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