IDENTIFYING COMPLEMENTARY AREAS

- *Cash & Voucher Assistance Preparedness (CVAP) Self-Assessment*
- *Data Readiness Framework*

INTRODUCTION

There are many Cash and Voucher Assistance Preparedness resources that aim to support National Societies to be able to deliver CVA during disaster response and/or recovery. National Societies utilize the **CVAP Self-Assessment** to understand their strengths and limitations on critical areas of cash operations. However, **Data Readiness for CVA** is a newer and integral focus area, incorporating the data systems and data management processes required for safely and effectively handling large amounts of beneficiary data.

What are the main Data Readiness components that should be incorporated into a CVA Preparedness program?

Resources

- **Human:** Staff/volunteers involved in CVA distributions must have a foundational level knowledge of data collection and management to ensure that beneficiary data is secure. Select individuals in the CVA activity must also have more advanced technical knowledge on operating a data management system, interacting with financial service provider data systems, and performing data quality checks to identify duplicate or fraudulent cases and ensure timely delivery of CVA to eligible people.
- **Financial:** There are financial resources associated with establishing a data management system such as RedRose. Even open-source data management solutions require some financial investment in order to meet technical and data protection standards.
- **Technical:** CVA activities require an inventory of technical resources, to varying extents based on the assistance delivery modality. Technical resources may include mobile devices for beneficiary data collection, computers and software that meet encryption and security standards, servers, and/or external hard drives.

Systems

- **Information Management:** CVA activities of any size/complexity require a strong information management system. The National Society should have in place a clear flow of information during an emergency operation, including documentation for audit purposes.
- **Technical Inventory:** The National Society should have an inventory system of IT equipment and computer software necessary for CVA activities. For example, the system should track mobile devices that are functional and can be configured rapidly for staff and volunteers to conduct a needs assessment or beneficiary data collection activity.
- **Knowledge management:** The Cash in Emergencies Toolkit provides minimum standards, guidance and tools for cash assistance in each stage of the CVA activity cycle. These tools, when contextualized for the National Society, enable them to prepare for, assess, design, implement, monitor and evaluate cash programs effectively and to a global standard of quality. It is of utmost importance that staff and volunteers working on any CVA activity are aware of and comfortable using these tools and know where to find them. Therefore, the National Society should have a functioning knowledge management system where relevant CVA standards, guidance, and tools are stored and accessible to CVA staff and volunteers. As a National Society prepares to improve their Data Readiness for CVA, there are tools and guidance available to support with:

  Data collection planning and implementation
  - Registration
  - Distribution

Data analysis
- Risk
- Financial service provider selection
- Scenario development
- Response intervention options
- Targeting
- Performing reconciliations (beneficiary, NFI, third-party, cash, inventory, and encashment)

Data management
- Data protection
- Data storage, retention, and deletion
- Monitoring and evaluation

Post-distribution monitoring
- Feedback analysis
- Market monitoring
- CVA activity evaluation

Using data to make programmatic decisions

The National Society's knowledge management system should facilitate the institutionalization of these tools. Their wide use will support the safe stewardship of all data related to a CVA activity.

Processes

Many National Societies go through the process of conducting a Cash and Voucher Assistance Preparedness (CVAP) Assessment. This CVAP Assessment is promoted by IFRC and the Cash Peer Working Group. The CVAP Assessment can help a National Society to understand where their strengths and gaps are so that they can better prepare for and implement CVA activities. The CVAP can also be used to identify where improvements can be made in data readiness, a critical component of CVA preparedness.

There are many elements of the **Data Readiness Framework** that, if strengthened, could also support more efficient and effective cash operations. CVAP self-assessment can be an opportunity to take a deeper dive into the data readiness elements that support cash operations, even when they are not explicitly mentioned in the CVAP assessment areas. Teams can use the tables on the following pages to visualize areas of alignment between these two frameworks and understand how they can complement each other.

Keep in mind, however, that it is not necessary to go through the entire Data Readiness Framework in conjunction with the CVA Preparedness Framework. The National Society team can simply start by asking themselves the following questions, which aim to identify key elements of data readiness in a CVA program. The team should check yes if they currently have the element in place within their National Society, and no if they do not. If they do not have the element in place, they can consult the CVA IM working group to be connected with resources specifically targeted at the areas they need.

Data Readiness Framework element		CVA Preparedness question	Check if element is in place	
			Yes	No
2.2.13	**Secondary data and access:** Secondary data sets	Does the CVA program have any stored secondary data sets that would assist with more rapid planning during an emergency? *Examples: household income data, vulnerability data, population data, market prices, social protection scheme information*		

Data Readiness Framework element		CVA Preparedness question	Check if element is in place	
			Yes	No
2.2.14	**Secondary data and access:** Secondary data collection	Is there a plan or process in place to collect and use secondary data in real-time for a CVA program? *Examples: market assessments, 4Ws, damage data*		
2.4.21	**Data quality and format:** Data quality and format	Are CVA program documents and data stored digitally?		
2.4.22	**Data quality and format:** Data quality assurance processes	Is there a standardized, documented process for cleaning beneficiary data with proper tracking of any changes?		
2.4.23	**Data quality and format:** Metadata and other documentation	Are comprehensive, institutionalized CVA SOPs in place that properly account for all activities, inclusive of data approaches referenced in this document?		
2.4.23	**Data quality and format:** Metadata and other documentation	Are templates to carry out all relevant activities referenced in CVA SOPs available?		
2.5.24	**Data storage and infrastructure:** Data storage infrastructure	Is there a digital solution for storing beneficiary data for use during a CVA program?		
2.5.25	**Data storage and infrastructure:** Backup	Is CVA data stored in a manner that is properly backed up, and stored in multiple locations so it is not lost?		
2.5.26	**Data storage and infrastructure:** Security	Are there proper protections and protocols in place for protecting sensitive CVA data?		
2.6.28	**Data sharing and dissemination:** Access	Are CVA SOPs, programmatic documents and non-sensitive data stored in a centralized place where relevant staff can access them easily?		
2.3.15	**Data collection methodology:** Tools and resources	Is CVA beneficiary and/or monitoring data collected through mobile phones?		
3.1.30	**Primary data:** Primary data collection	Is it clear which CVA activities require primary data to be collected, and the method in which to do so? *For example, what are the protocols for collecting exit survey data (tools, standard questions, sampling etc)?*		
2.3.19	**Data collection methodology:** Survey templates	Are there pre-agreed survey templates for primary data collection activities in CVA programs that have been made available and coded into mobile data collection format, if relevant?		
3.2.32	**Data analysis and visualization:** Accuracy and relevancy	Does the CVA program provide any visual representations of programmatic data (ie charts, graphs, maps)?		
3.2.33	**Data analysis and visualization:** Timely analysis	Are visual representations of CVA programmatic data created within 1 week of the data being collected?		
3.3.35	**Effective reporting:** Standardized format	Is there an agreed upon report template that is populated for leadership and donors on CVA operations?		

Data Readiness Framework element		CVA Preparedness question	Check if element is in place	
			Yes	No
3.3.37	**Effective reporting:** Timely reporting	Is the aforementioned report created within two weeks for key stakeholders?		
1.1.1	**Data culture:** Resource allocation	Is there at least one staff member or dedicated volunteer tasked with supporting the collection and management of CVA data?		
1.1.2	**Data culture:** Leadership buy-in	Is leadership willing to dedicate at least limited staff time and/or financial resources to address CVA data needs highlighted by programmatic staff?		
1.2.6	**Data literacy:** Data interpretation skills	Are the needs, market, vulnerability, geographic and monitoring data collected able to be understood by CVA staff to make programmatic design decisions?		
1.2.7	**Data literacy:** Technical support	Do CVA staff make use of organizational IM and/or IT staff expertise that is available?		

A full version of the Data Readiness Framework adapted for a CVA program is available on the Data Readiness Toolkit website.

IDENTIFYING KEY AREAS OF DATA READINESS WITHIN A CVA PREPAREDNESS PROGRAM

Most areas of a CVA preparedness program would benefit from improved use of data. The following section describes how improved data readiness can contribute to CVA preparedness.

In the CVA Preparedness Assessment, it is not always simple to extract the areas where there is a data component, so the National Society undergoing the CVA Preparedness Assessment can use the Data Readiness Framework to get more details on what they need to do to improve the data elements that contribute to higher CVAP Assessment tiers. Here is an example of how CVA teams can interpret the complementary areas between these two frameworks. Here, the language in the Data Readiness Framework was contextualized to the CVAP element 1.3: CVAP capacity assessment.

This side shows the element of the CVAP Self-Assessment.

This side shows the complementary element(s) of the Data Readiness Framework.

2. PROCESSES, SYSTEMS, AND TOOLS		
	CVAP assessment areas	**Complementary Data Readiness Framework elements**
1.3. CVAP capacity assessment		
	1.3.a. Capacity assessment	*3.4.39. Established expected action*
Tier 1	No CVAP capacity assessment has been carried / a CVAP capacity assessment has been carried out but the NS has no overview of where its CVA capacity gaps are.	CVAP action plans are not typically linked to data. If data is available, it may be informative, but without clear purpose.
Tier 2	A CVAP capacity assessment has been completed under the oversight of NS staff in decision-making positions. The CVAP gap analysis results have been presented to NS leadership and financial and human resources have been identified for action.	Decision-makers use the data/analysis from the CVAP capacity assessment to inform a plan of action.
Tier 3	A CVAP capacity assessment has been completed under the oversight of NS staff in decision-making positions and is endorsed by NS leadership. The CVAP capacity process is repeated at regular intervals for decision-making and resource allocation purposes.	There are clear policies/procedures in place for NS decision-makers to act on certain findings or analysis from the CVAP capacity assessment.
Tier 4	N/A	

As you advance in data readiness...

You will also be advancing in cash preparedness!

Refer to Part 2 (page 11) for additional examples of how the Data Readiness Framework can be contextualized for a CVA Preparedness program.

1. LEADERSHIP COMMITMENT	
CVAP assessment areas	**Complementary Data Readiness Framework elements**
1.1. Vision and strategy	
1.1.a. The governing board *1.1.b. Senior leadership* *1.1.c. Vision* *1.1.d. Strategic plans*	*1.1.2. Leadership buy-in* *3.4.40. Decisions are tied to data*
1.2. Organizational structure	
1.2.a. Change management *1.2.b. NHQ support to branches for CVA preparedness* *1.2.c. NHQ support to branches for CVA implementation* *1.2.d. CVA Focal Point and Technical CWG*	*1.1.1. Resource allocation* *1.1.2. Leadership buy-in* *3.4.39. Established effective action* *1.1.1. Resource allocation* *3.4.39. Established effective action*
1.3. CVAP capacity assessment	
1.3.a. Capacity assessment	*3.4.40. Decisions are tied to data*
1.4. Operational plans	
1.4.a. Preparedness/contingency/PER *1.4.b. Response and/or recovery plans* *1.4.c. Budgeted multi-annual CVAP Plan of Action* *1.4.d. Two-year funding availability for CVAP*	
1.5. Leadership-led advocacy	
1.5.a. Internal advocacy and communication *1.5.b. External advocacy and communication*	

2. PROCESSES, SYSTEMS, AND TOOLS	
CVAP assessment areas	**Complementary Data Readiness Framework elements**
2.1. Roles and responsibilities	
2.1.a. Roles and responsibilities	
2.2. Incorporating CVA in systems	
2.2.a. Financial systems	*2.5.26. Security*
2.2.b. Accounting systems	
2.2.c. Financial resource mobilization systems	
2.2.d. Logistics and procurement systems	
2.2.e. HR systems	
2.2.f. Delivery mechanisms	
2.2.g. Information management systems	*1.1.1. Resource allocation* *1.2.4. Ability to read and understand data* *2.1.12. Data management policies*
2.2.h. Knowledge management	*3.5.42. Shared learnings and changes*
2.3. Infrastructure, equipment, and technology	
2.3.a. Technical infrastructure and equipment	*2.5.24. Data storage infrastructure* *2.5.25. Backup* *2.5.26. Security* *2.5.27. Integration* *2.5.28. Access*
2.3.b. Information technology tools and systems	*2.3.15. Tools and resources*
2.4. CVA technical tools and guidance	
2.4.a. Integrating CVA into existing programme cycle tools	*3.4.39. Established expected action*
2.4.b. Development of standalone CVA programme cycle tools	

3. FINANCIAL AND HUMAN RESOURCES AND CAPACITIES	
CVAP assessment areas	**Complementary Data Readiness Framework elements**
3.1. Funding availability, release, and replenishment	
3.1.a. Funding availability, release and replenishment for CVA	
3.2. CVA preparedness capacity	
3.2.a. Staff CVA competencies mapping and HR gap analysis and capacity building plans	*3.4.40. Decisions are tied to data*
3.3. CVA skills and capacity: leadership and decision-makers	
3.3.a. Leadership and decision-makers' CVA skills	*1.1.2. Leadership buy-in* *1.2.4. Ability to read and understand data*
3.4. CVA skills and capacity: programme staff	
3.4.a. CVA appropriateness and feasibility capacity	*1.2.6. Data interpretation skills* *1.3.10. Data trends and contextual awareness* *3.4.40. Decisions are tied to data*
3.4.b. CVA response options and design capacity	*1.2.6. Data interpretation skills* *1.3.10. Data trends and contextual awareness* *3.4.40. Decisions are tied to data*
3.4.c. CVA implementation capacity	*2.1.11. Data responsibility policies* *2.1.12. Data management policies*
3.4.d. CVA monitoring capacity	*3.1.31. Ongoing monitoring*
3.5. CVA skills and capacity: support service staff	
3.5.a. HR CVA scale-up capacity	
3.5.b. Finance and cash flow CVA scale up capacity	
3.5.c. Financial resource mobilisation CVA scale-up capacity	
3.5.d. Logistics and procurement CVA scale-up capacity	
3.5.e. ICT CVA scale-up capacity	*1.2.7. Technical support* *1.3.8. Awareness and linkages to technology* *2.3.15. Tools and resources*
3.5.f. Security CVA scale-up capacity	

4. ACCOUNTABILITY TO AFFECTED POPULATIONS, COORDINATION, AND PARTNERSHIPS	
CVAP assessment areas	**Complementary Data Readiness Framework elements**
4.1. Two-way communication with affected communities	
4.1.a. Communication to affected communities on CVA	*3.3.38. Effective dissemination*
4.1.b. Affected-communities involvement in programme cycle	
4.1.c. Feedback and complaint mechanisms	*3.5.42. Shared learnings and changes*
4.2. Internal coordination	
4.2.a. National and Movement coordination	*3.3.38. Effective dissemination*
4.3. Internal partnerships	
4.3.a. Partnerships with RCRC Movement partners	*3.3.38. Effective dissemination*
4.4. External coordination	
4.4.a. Local involvement	*3.3.38. Effective dissemination*
4.4.b. Regional/global coordination and collaboration	*3.3.38. Effective dissemination*
4.4.c. Receptiveness	
4.5. External partnerships	
4.5.a. Partnerships with external partners	
4.5.b. Social protection links with government	

5. TEST, LEARN, AND IMPROVE	
CVAP assessment areas	**Corresponding Data Readiness Framework component**
5.1. Testing CVA capacity	
5.1.a. CVA testing design and funding	
5.1.b. CVA implementation	*3.4.41. Monitoring and evaluation* *3.4.42. Shared learnings and changes*
5.2. CVA knowledge management	
5.2.a. NS CVA peer-to-peer learning	
5.2.b. NS CVA learning-by-doing with NDRT/RDRT/CAP surge	
5.2.c. CVA learning documentation and dissemination	*3.4.38. Effective dissemination* *3.4.42. Shared learnings and changes*
5.3. Reassessing CVA capacity	
5.3.a. CVAP self-assessment post-testing, implementing, or after action review	*3.4.39. Established expected action*

1. LEADERSHIP COMMITMENT

CVAP assessment areas		Complementary Data Readiness Framework elements
1.1. Vision and strategy		
1.1.b. Senior leadership		*1.1.2. Leadership buy-in*
Tier 1	Senior leadership does not actively support the use of CVA as a modality.	Leadership does not understand the value of using data when considering the use of CVA as a modality.
Tier 2	Senior leadership generally supports CVA as a modality but stays disengaged from any implementation.	Leadership sees the value of using data, but needs guidance on how it connects to CVAP implementation.
Tier 3	Senior leadership actively supports CVA as a modality and gives leadership and accountability to its implementation.	Leadership sees the value of using data in CVA and encourages data to be used on CVA projects/teams.
Tier 4	Senior leadership models CVAP behaviour making the NS a credible and accountable CVA actor in country.	Leadership advocates for and encourage the use of data in CVA projects/teams.
1.1.d. Strategic plans		*3.4.40. Strategic decisions are tied to data*
Tier 1	CVA is not included in any strategic plan at any organisational level.	No demonstrated interest or previous experience in using CVA data for decision-making, preference for intuition.
Tier 2	CVA is only included in one or a few branch strategic plans, with integration across the organisation underway.	CVA data is not referred to for strategic decisions due to an incomplete knowledge of CVA data available or how to use that data for decisions.
Tier 3	CVA is incorporated fully across the organisation in strategic plans as a recognised modality and a strategic organisational strength.	Advanced knowledge of how to use CVA data for decision-making. Strategic plan is tied to programmatic decisions, with accountability measures to ensure "best" decisions are made using CVA data and they are documented (Tier 4).
1.2. Organizational structure		
1.2.a. Change management		*1.1.1. Resource allocation* *1.1.2. Leadership buy-in*
Tier 1	Senior leadership and management do not actively engage in any change process to develop organisational capacity for CVA.	No time or resources are allocated to data initiatives that support the change process. Leadership does not understand the value of using data in a change process.
Tier 2	Senior leadership and management support the change process to develop organisational capacity for CVA. The organisation supports some change in all relevant departments/functions, to institution-alise CVA.	Leadership requests some time or resources be allocated to data initiatives that support the change process, often without clear objectives and/or is limited to high-level numbers. Leadership sees the value of using data to support the change process, but needs guidance on how .
Tier 3	Senior leadership and management drive the change process to develop organisational capacity for CVA. The NS is implementing comprehensive preparedness action plans to institutionalise CVA.	Leadership sees the value of using data and encourages data to be used throughout the change process.
Tier 4	Senior leadership and management drive the change process in a way that makes the NS a credible and accountable actor for CVA in country and the partner of choice for a number of stakeholders.	Leadership advocates for and encourages the use of data throughout the change process.

1. LEADERSHIP COMMITMENT

CVAP assessment areas		Complementary Data Readiness Framework elements
1.2. Organizational structure		
1.2.b. NHQ support to branches for CVA preparedness		*3.4.39. Established effective action*
Tier 1	Support from NHQ to branches to build CVA capacity, institutionalise CVA, or gather learning is ad-hoc and / or relies on external support.	CVAP action plans for branches are not typically linked to data. If data is available, it may be informative, but without clear purpose.
Tier 2	NHQ provides CVA preparedness support to branches in line with some of the Movement's CVA preparedness tracks.	NHQ uses data/analysis to inform a plan of action to support branch CVAP.
Tier 3	NHQ is very supportive to branches in terms of building CVA preparedness in line with the Movement's CVA preparedness tracks.	NHQ puts clear policies/procedures in place that help branches to know when and how to act on certain findings or analysis from CVAP data.
1.2.c. NHQ support to branches for CVA implementation		*1.1.1. Resource allocation* *3.4.39. Established effective action*
Tier 1	Support from NHQ to branches during CVA implementation is ad-hoc and / or relies on external support.	No time or resources are allocated to data initiatives related to CVA implementation. CVA action plans for branches are not typically linked to data. If data is available, it may be informative, but without clear purpose.
Tier 2	NHQ CVA support to branches during CVA implementation is provided in a timely manner and includes technical and financial support.	NHQ occasionally provides some time or resources for data initiatives related to CVA implementation, often without clear objectives and/or is limited to high-level numbers. NHQ uses data/analysis to inform a plan of action to support branch CVA implementation.
Tier 3	NHQ provides systematic support to branches during CVA implementation and technical and financial resources are in place at branch level to ensure CVA implementation.	NHQ frequently requests data or information on CVA implementation for decision-making (including with some analysis), often with clearly defined objectives. NHQ puts clear policies/procedures in place that help branches to know when and how to act on certain findings or analysis from CVA implementation data.
1.3. CVAP capacity assessment		
1.3.a. Capacity assessment		*3.4.40. Decisions are tied to data*
Tier 1	No CVAP capacity assessment has been carried / a CVAP capacity assessment has been carried out but the NS has no overview of where its CVA capacity gaps are.	No demonstrated interest or previous experience in using data from the CVAP assessment for decision-making, preference for intuition.
Tier 2	A CVAP capacity assessment has been completed under the oversight of NS staff in decision-making positions. The CVAP gap analysis results have been presented to NS leadership and financial and human resources have been identified for action.	Data from the CVAP assessment is not referred to for planning/programmatic decisions due to an incomplete knowledge of data available or how to use that data for decisions
Tier 3	No CVAP capacity assessment has been carried / a CVAP capacity assessment has been carried out but the NS has no overview of where its CVA capacity gaps are.	Data and information from the CVAP capacity assessmentare incorporated into planning and monitoring processes, with some accountability measures put in place to encourage decisions based on data.

2. PROCESSES, SYSTEMS, AND TOOLS		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
2.2. Incorporating CVA in systems		
2.2.a. Financial systems		*2.5.26. Security*
Tier 1	NS financial systems do not allow for delivering CVA in response to humanitarian needs within 8 weeks. There is no clarity on the sign-off process for CVA including what levels of seniority are required to authorise certain amounts. Financial systems for CVA are ad-hoc and / or rely on external support.	NS does not have or use any data protection policies in their financial systems for CVA.
Tier 2	NS financial systems allow for the delivery of CVA in response to humanitarian needs within 8 weeks. There is clarity of sign-off procedures and levels of approval. Financial processes are clearly documented but not widely known and not always followed.	NS considers data security for some data in their financial systems for CVA, adhoc basis.
Tier 3	NS financial systems allow for the delivery of CVA in response to a range of emergencies and humanitarian needs across sectors. Systems, processes and instruments are reviewed and upgraded to ensure the system works smoothly and efficiently and is regularly updated. The financial system in place is appropriate to respond to a range of emergencies and humanitarian needs across sectors.	NS staff regularly complies with minimal security protocols (including password protected hard drives and documents) in their financial systems for CVA.
2.2.g. Information management systems		*1.1.1. Resource allocation* *1.2.4. Ability to read and understand data* *2.1.12. Data management policies*
Tier 1	CVA related information management systems are ad-hoc and / or rely on external support and do not meet CVA preparedness and implementation needs	No time or resources are allocated to CVA-related information management system strengthening. Staff often misinterpret CVA data or cannot make sense of the information in a way that relates to their work. There is no CVA data management strategy that references the data cycle (data collection, analysis, reporting, etc.)
Tier 2	CVA related information management systems are in place and partially meet CVA preparedness and implementation needs. NS staff can access CVA specific information when designing and implementing an emergency response.	NS occasionally requests some time or resources be allocated to CVA IM, often without clear objectives and/or is limited to high-level numbers. Staff have a basic understanding of CVA-related data, and can conduct basic level analyses. There is a basic CVA data management strategy draft that references to the data cycle. CVA Data management is tied to storage policies.

2. PROCESSES, SYSTEMS, AND TOOLS		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
2.2. Incorporating CVA in systems		
2.2.g. Information management systems		*1.1.1. Resource allocation* *1.2.4. Ability to read and understand data* *2.1.12. Data management policies*
Tier 3	CVA related information management systems are in place and fully meet CVA preparedness and implementation needs. NS staff can access CVA specific information when designing and implementing for a range of emergencies and humanitarian needs across sectors. Information management systems routinely incorporate CVA specific information.	NHQ frequently requests data or information on CVA implementation for decision-making (including with some analysis), often with clearly defined objectives. Staff are able to read and understand CVA-related data, and extrapolate information for CVA program design and implementation. There is a CVA data management strategy with strong linkages to other departments and programmatic change (e.g. response to recovery, there is a strategy to manage the data flows). There are clearly defined data requirements and processes for CVA data (such as staff roles/responsibilities).
2.2.h. Knowledge management		*3.5.42. Shared learnings and changes*
Tier 1	Knowledge management about CVA is ad-hoc and / or relies on external support.	There is no platform to share learnings about CVA.
Tier 2	A process/platform for capturing, transferring and applying knowledge is in use and includes collecting NS CVA implementation experience as well as external CVA implementation best practice. There is a clear emphasis on learning about CVA, but knowledge is only partially captured.	CVA learnings are shared, however they do not necessarily lead to future changes.
Tier 3	There is a process in place to capture knowledge about CVA systematically, including capturing common standards and approaches from external repositories. There is a systematic process and platform in place to transfer knowledge about CVA, internally and externally, including to external repositories. There is a process in place to ensure the application and the dissemination of newly captured knowledge about CVA in response to a range of emergencies and humanitarian needs across sectors.	There is an established feedback loop, where CVA learnings feed into long-term programmatic change and are widely disseminated.

2. PROCESSES, SYSTEMS, AND TOOLS		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
2.3. Infrastructure, equipment, and technology		
2.3.a. Technical infrastructure and equipment		*2.5.24. Data storage infrastructure* *2.5.25. Backup* *2.5.26. Security* *2.5.27. Integration* *2.5.28. Access*
Tier 1	Technical infrastructure and equipment do not - or only partially - enable the implementation of CVA and their use is ad-hoc and / or rely on external support. Upgrading is not being considered.	Data storage systems used for CVA are inadequate, with limited and/or old computer systems. Most of the CVA data rests in its original form and is not backed up. CVA team does not have or use any data protection policies. CVA data is stored on individual spaces and is only accessible to one person on the team. No shared access to CVA data and information.
Tier 2	Technical infrastructure and equipment partially enable CVA implementation in response to an emergency, and further upgrades are underway. There is a clear emphasis on improving CVA technical infrastructure, but upgrading is only partially achieved.	Some computers are available for CVA implementation but storage is restricted to computers or standard hard drives. There are copies made and stored of important CVA documents. Team considers data security for some CVA data, adhoc basis. Program staff regularly complies with minimal security protocols (including password protected hard drives and documents). Data from different sources and departments tend to remain siloed. Team has a shared CVA data storage space, though not linked to a larger NS system. Data is accessible by more than one user, though people need to be pointed to the exact location.
Tier 3	Technical infrastructure and equipment fully support and enable CVA implementation in response to a range of emergencies and humanitarian needs across sectors. These are reviewed regularly to identify further investment needs in line with best practice.	The CVA team is connected to a cloud-based system and/or a physical server. Data storage systems for CVA are large enough and work with existing IT systems. There are backup systems in place for CVA data, or data is regularly copied and stored in multiple locations. Team complies with all CVA data security and protections for data. There is a pre-defined data retention policy and data archiving system. There is a pre-identified system for where CVA data should be stored and data is well organized in the broader system. CVA data is relatively centralized, where staff from different departments know how to access the same information and add to the system.

2. PROCESSES, SYSTEMS, AND TOOLS		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
2.3. Infrastructure, equipment, and technology		
2.3.b. Information technology tools and systems		*2.3.15. Tools and resources*
Tier 1	IT tools and systems in place for registration, payment, reconciliation and reporting of CVA implementation are ad-hoc and / or rely on external support.	CVA team does not have the appropriate technology to do registration, payment, reconciliation and reporting.
Tier 2	Appropriate IT tools and systems for registration, payment, reconciliation and reporting of CVA implementation in response to an emergency have been identified and partially in use.	CVA team has all the appropriate resources/access to the technology to meet registration, payment, reconciliation and reporting needs.
Tier 3	Appropriate IT tools and systems for registration, payment, reconciliation and reporting of CVA implementation are in use for a range of emergencies and humanitarian needs across sectors. They are reviewed regularly to identify further investment needs in line with best practice.	CVA team has all the appropriate resources/access to the technology to meet data collection needs and if there is a surge in data collection demands.
2.4. CVA technical tools and guidance		
2.4.a. Integrating CVA into existing programme cycle tools		*3.4.39. Established expected action*
Tier 1	CVA has not systematically been incorporated into existing programme cycle tools and is ad-hoc and / or rely on external support.	Programme cycle tools are not typically linked to data. If data is available, it may be informative, but without clear purpose.
Tier 2	There is appropriate guidance in place incorporating CVA into programme cycle tools in response to an emergency. The guidance defines when to conduct situational and response option analysis; to perform design and implementation actions; to perform monitoring and evaluation actions. It is clear who is responsible for these tasks. There is no regular review for relevance, compliance and effectiveness of these tools.	Decision-makers use CVA data/analysis to inform a plan of action, conduct situational and response option analysis; perform design and implementation actions; perform monitoring and evaluation actions, etc.
Tier 3	There is appropriate guidance in place incorporating CVA into programme cycle tools in response to a range of emergencies and humanitarian needs across sectors. The guidance defines when to conduct situational and response option analyses; perform design and implementation actions; perform monitoring and evaluation actions. It is clear who is responsible for these tasks. There is a regular review for relevance, compliance and effectiveness and are updated regularly.	There are clear policies/procedures in place to act on certain findings or analysis from CVA data.

3. FINANCIAL AND HUMAN RESOURCES AND CAPACITIES

CVAP assessment areas		Complementary Data Readiness Framework elements
3.2. CVA preparedness capacity		
3.2.a. Staff CVA competencies mapping and HR gap analysis and capacity building plans		*3.4.40. Decisions are tied to data*
Tier 1	The NS has not undertaken a CVA competencies mapping and HR gap analysis. CVA training and skills development is ad-hoc and does not feed into a staff CVA capacity plan.	No demonstrated interest or previous experience in using data for staff CVA development plan.
Tier 2	The NS does some assessment of staff CVA skills and capacity at NHQ and at some branches or only at NHQ. A CVA competencies mapping for programme and support services staff exists and feeds into HR gap analysis. Technical and financial resources are available for partial roll out of a staff CVA capacity plan. CVA training and skills development activities offered to staff are reflected in the staff CVA capacity plan to be able to respond to an emergency.	Data and information are incorporated into CVA training and skills development processes, but usually advise decisions on a case-by-case basis
Tier 3	A completed CVA competencies mapping for all programme and support services staff at NHQ and branch level exists and feeds into HR gap analysis. A staff CVA capacity plan has been developed and technical and financial resources are available for its roll out. CVA training and skills development activities offered to staff are updated in line with good practice and evolving CVA expertise to be able to respond to a range of emergencies and humanitarian needs across sectors.	Advanced knowledge of how to use data for decision-making in CVA training and skills development. Accountability measures are put in place to ensure "best" HR decisions are made using data and they are documented.
3.3. CVA skills and capacity: leadership and decision-makers		
3.3.a. Leadership and decision-makers' CVA skills		*1.1.2. Leadership buy-in* *1.2.4. Ability to read and understand data*
Tier 1	NS senior decision-makers lack the authority, skills and knowledge to make informed decisions about CVA.	Leadership does not understand the value of using data to make informed decisions about CVA. Leadership often misinterprets data or cannot make sense of the information in a way that relates to their work.
Tier 2	NS senior decision-makers have the authority to make informed decisions about CVA but their knowledge and skills for all contexts and across all sectors need strengthening.	Leadership sees the value of using data to make informed decisions about CVA, but needs guidance on how it connects to their work. Leadership has a basic understanding of data, and can conduct or request basic level analyses to make informed decisions about CVA.
Tier 3	NS senior decision-makers have the authority, the knowledge and skills to make informed decisions about CVA in response to a range of emergency and humanitarian contexts and across sectors and fully engage in the institutionalisation of CVA.	Leadership sees the value of using data and encourages data to be used on CVA teams. Leadership is able to read and understand data, and extrapolate information to make informed decisions about CVA.

3. FINANCIAL AND HUMAN RESOURCES AND CAPACITIES		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
3.4. CVA skills and capacity: programme staff		
3.4.a. CVA appropriateness and feasibility capacity		*1.2.6. Data interpretation skills* *1.3.10. Data trends and contextual awareness* *3.4.40. Decisions are tied to data*
Tier 1	Relevant staff skills and capacity to conduct a CVA feasibility analysis is ad-hoc and / or relies on external support.	Data users cannot use data to make decisions around CVA feasibility. Team is not aware of any analysis of country context or trend data that may influence CVA feasibility. No demonstrated interest or previous experience in using data for decision-making around CVA feasibility, preference for intuition.
Tier 2	At least half of the relevant staff have the skills and capacity to conduct a CVA feasibility analysis in line with good practice including market assessment and analysis, affected population preference and risk analysis in response to an emergency.	At least half of data users can explain what data means to others in words outside of what is presented, using a longitudinal and/or comparative understanding of the data, in order to make decisions around CVA feasibility. Team is plugged into key data trends and information as relevant to CVA feasibility. Data and information are incorporated into CVA feasibility decisions on a case-by-case basis.
Tier 3	All relevant staff have the skills and capacity to conduct a CVA feasibility analysis in line with good practice to be able to respond to a range of emergencies and humanitarian needs across sectors. Market assessment and analysis, affected population preference and risk analysis are consistently reported and feed into response analysis.	All relevant data users can explain what data means to others in words outside of what is presented, using a longitudinal and/or comparative understanding of the data, in order to make decisions around CVA feasibility. Team is plugged into key data trends and information as relevant to CVA feasibility across multiple stakeholders and resources. Advanced knowledge of how to use data for decision-making related to CVA feasibility, with accountability measures to ensure "best" decisions are made using data and they are documented.
3.4.b. CVA response options and design capacity		*1.2.6. Data interpretation skills* *1.3.10. Data trends and contextual awareness* *3.4.40. Decisions are tied to data*
Tier 1	Relevant staff skills and capacity to conduct a response analysis for CVA programme design is ad-hoc and / or relies on external support.	Data users cannot use data to make decisions around CVA response options or design. Team is not aware of any analysis of country context or trend data that may influence CVA response options or design. No demonstrated interest or previous experience in using data for decision-making around CVA response options or design, preference for intuition.

3. FINANCIAL AND HUMAN RESOURCES AND CAPACITIES

CVAP assessment areas		Complementary Data Readiness Framework elements
3.4. CVA skills and capacity: programme staff		
3.4.b. CVA response options and design capacity		*1.2.6. Data interpretation skills* *1.3.10. Data trends and contextual awareness* *3.4.40. Decisions are tied to data*
Tier 2	At least half of the relevant staff have the skills and capacity to conduct a response analysis for CVA programme design in line with good practice in response to an emergency.	At least half of data users can explain what data means to others in words outside of what is presented, using a longitudinal and/or comparative understanding of the data, in order to make decisions around CVA response analysis. Team is plugged into key data trends and information as relevant to CVA response analysis. Data and information are incorporated into CVA response analysis decisions on a case-by-case basis.
Tier 3	All relevant staff have the skills and capacity to conduct a response analysis in line with good practice and ensure programme design builds on appropriateness, feasibility and NS capacity in response to a range of emergencies and humanitarian needs across sectors.	All relevant data users can explain what data means to others in words outside of what is presented, using a longitudinal and/or comparative understanding of the data, in order to make decisions around CVA response options. Team is plugged into key data trends and information as relevant to CVA response options across multiple stakeholders and resources. Advanced knowledge of how to use data for decision-making related to CVA response options, with accountability measures to ensure "best" decisions are made using data and they are documented.
3.4.c. CVA implementation capacity		*2.1.11. Data responsibility policies* *2.1.12. Data management policies*
Tier 1	Relevant staff have limited capacity and skills to implement CVA scale up. They operate on an ad-hoc basis and rely on external support.	There are no CVA data responsibility policies, or incomplete policies. There is no CVA data management strategy that considers the full data cycle.
Tier 2	At least half of the relevant staff have the skills and capacity to implement CVA in response to an emergency including consideration of setting the transfer value, selecting and setting up the delivery mechanism, vulnerability targeting, community engagement and accountability, and affected populations safety.	There are clear CVA data responsibility guidelines, though not widely known or used. There is a data management strategy for CVA implementation, with strong linkages to other departments and programmatic change. There are clearly defined CVA data requirements and processes (such as staff roles/responsibilities).
Tier 3	All relevant staff have the skills and capacity to implement CVA to respond to a range of emergencies and humanitarian needs across sectors. Staff capacity in setting the transfer value, selecting and setting up the delivery mechanism, vulnerability targeting, community engagement and accountability, and affected populations safety is updated in line with good practice and evolving CVA expertise.	There are clear data responsibility guidelines, that are widely known and used. There is a data management strategy that is aligned with long-term partner, regional, and/or global CVA planning. There are clearly defined CVA data requirements with consideration of most of all aspects of the data flow, including data analysis and visualization.

3. FINANCIAL AND HUMAN RESOURCES AND CAPACITIES

CVAP assessment areas		Complementary Data Readiness Framework elements
3.4. CVA skills and capacity: programme staff		
3.4.d. CVA monitoring capacity		*3.1.31. Ongoing monitoring*
Tier 1	Relevant staff implement CVA monitoring and context monitoring on an ad-hoc basis and rely on external support.	Team needs to mobilize people (typically from training to data collection) each time CVA/context monitoring needs to take place.
Tier 2	At least half of the relevant staff have the skills and capacity to implement CVA, market and context monitoring in line with good practice using adequate monitoring frameworks in response to an emergency. Beneficiary data protection is included in the monitoring and evaluation of CVA.	Team has a system in place for ongoing CVA, market and context monitoring.
Tier 3	All relevant staff have the skills and capacity to implement CVA, market and context monitoring in response to a range of emergencies and humanitarian needs across sectors. Monitoring frameworks are developed and include beneficiary data protection and data analysis in the monitoring and evaluation of CVA updated in line with best practice.	Team collects CVA, market and context monitoring information passively or through technologically advanced ways to keep up with new data (e.g. API systems, automated surveys, social media analysis).
3.5. CVA skills and capacity: support service staff		
3.5.e. ICT CVA scale-up capacity		*1.2.7. Technical support* *1.3.8. Awareness and linkages to technology* *2.3.15. Tools and resources*
Tier 1	Relevant ICT staff have limited skills and capacity to support CVA scale up. They operate on an ad-hoc basis and rely on external support.	CVA team is working completely independently, with little support from ICT/IM staff. CVA team has limited knowledge of outside technical resources. CVA team has some resources/access to the technology needed for CVA scale up.
Tier 2	At least half of the relevant ICT staff have the capacity and skills to support CVA scale up in line with good practice. ICT capacity is available across the programme cycle for registration, payment, reconciliation and reporting of CVA in response to an emergency.	CVA team collaborates with ICT staff for technical assistance. ICT staff has heard of commonly-used technology tools for humanitarian work used for CVA. ICT has all the appropriate resources/access to the technology to meet CVA implementation needs.
Tier 3	All relevant ICT/IM staff have the capacity and skills to support CVA scale up in response to a range of emergencies and humanitarian needs across sectors in line with good practice.	CVA has identified ICT technical staff who can support in the event of advanced data needs. Team is linked to wider resources of technical teams (e.g. IFRC technical working groups or Surge). ICT staff has an understanding of humanitarian technical sectors and communities (e.g. open source communities, local technology firms, etc.) ICT has all the appropriate resources/access to the technology to meet CVA implementation needs and if there is a surge in CVA program demands.

4. ACCOUNTABILITY TO AFFECTED POPULATIONS, COORDINATION, AND PARTNERSHIPS

CVAP assessment areas		Complementary Data Readiness Framework elements
4.1. Two-way communication with affected communities		
4.1.a. Communication to affected communities on CVA		*3.3.38. Effective dissemination*
Tier 1	NS provision of information to the affected population and affected communities is ad- hoc and / or relies on external support.	Reports tend to be delayed, sometimes too late to be relevant for the affected communities..
Tier 2	NS provision and collection of key information is mainly transparent along the project cycle in a two-way communication system (RCRC mandate, programme objectives, timeframe, amount to be provided, frequency of transfer, delivery mechanism and location, selection criteria, how to feed back and complain, etc...) and uses culturally appropriate and inclusive materials and methods in response to an emergency.	Relevant reports are made available after specific requests from the affected communities.
Tier 3	The affected communities participate in decision-making: in development of selection criteria, and verification, prioritisation of needs/programme objectives, in monitoring and designing the exit strategy. There is a fully functioning culturally appropriate and inclusive two-way communications system in place, including strong feed-back and complaints mechanisms, data from which is consistently fed back into the programme. The two- way communication system is in place for a range of emergencies and humanitarian needs across sectors.	Relevant reports, analyses, and/or visualizations reach the affected communities for decision to be made in a timely manner.
Tier 4	The NS two-way communication with affected communities approach is known and respected by CVA stakeholders in country and cited as best practice in national/ regional / global CVA related fora.	CVA teams are proactive in disseminating to affected communities in an information format they find valuable.
4.1.c. Feedback and complaint mechanisms		*3.5.42. Shared learnings and changes*
Tier 1	Feedback and complaint mechanisms in place are ad-hoc and / or rely on external support.	There is no platform to share learnings, feedback, or complaints.
Tier 2	Feedback and complaint mechanisms are in place in response to an emergency, but not acted upon systematically to improve programming.	Learnings, feedback, and complaints are shared, however they do not necessarily lead to future changes.
Tier 3	Feedback and complaint mechanisms are in place and regularly acted upon to improve programming. Analysis of results is documented and used future design and implementation tools for a range of emergencies and humanitarian needs across sectors.	Learnings, feedback, and complaints are shared with and across teams and are tied to future strategy.
Tier 4	The NS CVA feedback and complaint mechanisms in use are known and respected by CVA stakeholders in country and cited as best practice in national/ regional / global CVA related fora.	There is an established feedback loop, where learnings,feedback, and complaints feed into long-term programmatic change and are widely disseminated.

4. ACCOUNTABILITY TO AFFECTED POPULATIONS, COORDINATION, AND PARTNERSHIPS

CVAP assessment areas		Complementary Data Readiness Framework elements
4.3. Internal partnerships		
4.3.a. Partnerships with RCRC Movement partners		*3.3.38. Effective dissemination*
Tier 1	Few partnerships are in place to implement CVA and partnership arrangements are ad-hoc and / or rely on external support.	Reports and information tend to be delayed, sometimes too late to be relevant for the partners and potential partners.
Tier 2	A limited number of CVA partnerships are in place. NS understand the importance of building effective partnerships. Potential partners (traditional and non-traditional partners and private sector organisations) mapped and partially sought out in response to an emergency.	Relevant reports are made available after specific requests from the relevant partners and potential partners.
Tier 3	The NS has been able to build effective CVA partnerships with a range of stakeholders and is able to maintain and expand the partnerships. The NS actively seeks new CVA partnerships and gives sufficient attention and resources to build and keep strong, long-term CVA partnerships in order to be able to respond to a range of emergencies and humanitarian needs across sectors.	Relevant reports, analyses, and/or visualizations reach the relevant partners and potential partnersfor decisions to be made in a timely manner.
4.4. External coordination		
4.4.a. Local involvement		*3.3.38. Effective dissemination*
Tier 1	NS participation in local CVA strategic and operational coordination mechanisms is ad-hoc and/ or relies on external support.	Reports and information tend to be delayed, sometimes too late to be relevant for local CVA strategic and operational coordination mechanisms.
Tier 2	NS participation in local CVA strategic and operational coordination mechanisms is regular when responding to an emergency, but not when supporting CVAP.	Relevant reports are made available after specific requests from the relevant local CVA strategic and operational coordination mechanisms.
Tier 3	NS participation in local CVA strategic and operational coordination mechanisms and events is regular and at times chaired by the NS. NS collaboration extends beyond emergency response to supporting CVAP for a range of emergencies and humanitarian needs across sectors.	Relevant reports, analyses, and/or visualizations reach the relevant local CVA strategic and operational coordination mechanisms for decisions to be made in a timely manner.
4.4.b. Regional/global coordination and collaboration		*3.3.38. Effective dissemination*
Tier 1	NS participation in regional or global CVA strategic and operational coordination and collaboration mechanisms is ad-hoc and/ or relies on external support.	Reports and information tend to be delayed, sometimes too late to be relevant for regional or global CVA strategic and operational coordination mechanisms
Tier 2	NS participation in regional or global CVA strategic and operational coordination mechanisms is regular when responding to an emergency, but not when supporting CVAP.	Relevant reports are made available after specific requests from the relevant regional or global CVA strategic and operational coordination mechanisms

4. ACCOUNTABILITY TO AFFECTED POPULATIONS, COORDINATION, AND PARTNERSHIPS		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
4.3. Internal partnerships		
4.3.a. Partnerships with RCRC Movement partners		*3.3.38. Effective dissemination*
Tier 3	NS participation in regional or global CVA strategic and operational coordination mechanisms and events is regular and at times chaired by the NS. NS collaboration extends beyond emergency response to supporting CVAP for a range of emergencies and humanitarian needs across sectors.	Relevant reports, analyses, and/or visualizations reach the relevant regional or global CVA strategic and operational coordination mechanisms for decisions to be made in a timely manner.

5. TEST, LEARN, AND IMPROVE		
CVAP assessment areas		**Complementary Data Readiness Framework elements**
5.1. Testing CVA capacity		
5.1.b. CVA implementation		*3.4.41. Monitoring and evaluation* *3.4.42. Shared learnings and changes*
Tier 1	There are no plans to test CVA capacity.	There is no relevant monitoring and evaluation plan. There is no platform to share learnings from testing CVA capacity.
Tier 2	At least one testing exercise has been undertaken and learning is being fed into the CVA SOPs.	There is a monitoring plan, but no evaluation plan. Learnings are CVA capacity tests are shared, however they do not necessarily lead to future changes.
Tier 3	More than one CVA pilot has been undertaken to test the use of CVA in different contexts and/or to respond to different needs. Learning has been fed back into the CVA SOPs.	There is a monitoring and evaluation plan that is well-documented and managed. Learnings from CVA capacity tests are shared with and across teams and are tied to future strategy.
5.2. CVA knowledge management		
5.2.c. CVA learning documentation and dissemination		*3.4.38. Effective dissemination* *3.4.42. Shared learnings and changes*
Tier 1	Documentation /case studies on NS experience testing CVA is ad-hoc and / or relies on external support	Reports tend to be delayed, sometimes too late for the key audience. There is no platform to share learnings.
Tier 2	Regular documentation /case studies on NS experience testing CVA in response to an emergency exists and it is disseminated to promote good practice within the NS, but with limited technical and financial resources.	Relevant reports are made available after specific requests. Learnings are shared, however they do not necessarily lead to future changes.

5. TEST, LEARN, AND IMPROVE

CVAP assessment areas		Complementary Data Readiness Framework elements
5.2. CVA knowledge management		
5.2.c. CVA learning documentation and dissemination		*3.4.38. Effective dissemination* *3.4.42. Shared learnings and changes*
Tier 3	Regular documentation /case studies on NS experience testing CVA in response to a range of emergencies and humanitarian needs across sectors is regularly produced. Dissemination to promote good practice within the NS and externally with RCRC Movement actors or the Cash Hub, other actors and learning platforms such as CaLP is systematic and has the necessary technical and financial resources allocated.	Relevant reports, analyses, and/or visualizations reach the right audience for decision to be made in a timely manner. Learnings are shared with and across teams and are tied to future strategy.
5.3. Reassessing CVA capacity		
5.3.a. CVAP self-assessment post-testing, implementing, or after action review		*3.4.39. Established expected action*
Tier 1	Plans to test CVA capacity are ad-hoc and CVAP self-assessment processes are incomplete / rely on external support.	Action plans are not typically linked to data or results from CVAP self-assessment processes. If data is available, it may be informative, but without clear purpose.
Tier 2	NS has carried out more than one CVAP re-self assessment post testing or after action review and has identified new areas for CVA capacity investment in order to be able to respond to an emergency.	Decision-makers use the data/analysis from CVAP self-assessment to inform a plan of action.
Tier 3	NS carries out CVAP re-self-assessments regularly post testing or after action reviews, has identified new areas for CVA investment and can demonstrate how these have been incorporated in CVA strategies, SOPs and systems in order to be able to respond to a range of emergencies and humanitarian needs across sectors.	There are clear policies/procedures in place to act on certain findings or analysis from the CVAP self-assessment.

CONCLUSION

National Societies should have a training process in place for data readiness, both for onboarding new staff and refreshing existing staff. A single training in and of itself is not sustainable, because staff and volunteers may join or leave the organization. Additionally, CVA is a field where technologies, national policies, and global standards are constantly being updated. Therefore, it is recommended to have a training plan in place to ensure that CVA staff and volunteers are regularly updated with the latest data readiness information that is relevant for their work. Select National Society staff should be trained as trainers so they can lead trainings themselves without having to rely on external support each time a training is required.

- Technical assistance activities are designed to align with the organization's data readiness and CVA goals and priorities. Examples may include, but are not limited to:
- Training staff and volunteers on data protection standards for CVA activities
- Training relevant PMER/IM staff on sampling and survey methodologies and development of a data collection plan so they can support rollout of effective data collection and community surveying
- Skills mapping to identify the technical capacities and program skills of current ICT/IM staff and match them up with roles during a CVA operation
- Training on developing information products and analyses that support programmatic decision-making for CVA
- Reviewing existing software/equipment to ensure they meet minimum standards for data security
- Developing guidance on an information management system that improves availability of and access to high quality data that can be used to inform decisions, including the following:
    - Digital storage of CVA program documents and data
    - Managing data in RedRose or similar platform
    - Achieving minimum standards for using Excel for CVA data management
    - A standardized, documented process for cleaning beneficiary data with proper tracking of any changes
    - Incorporating regular data backup into data management SOPs
    - Proper protections and protocols in place for protecting sensitive CVA data
    - Creating visual representations of programmatic data (using PowerBI, QGIS, or other relevant tools)
- Providing guidance on the elements to incorporate into technical inventory system.
- Training of trainers to promote a sustainable approach to CVA information management training within the National Society

How can a National Society measure success?

The National Society working on the CVA Preparedness Assessment should set their data readiness goals and priorities along with all the other CVA program-related goals and priorities. These data readiness goals and priorities should be incorporated into the National Society's Action plan and monitored at an appropriate and consistent frequency. Success is achieved when the National Society is effectively using quality and timely information in CVA activities and maintaining a national standard of data protection within those activities.