National Socio Economic Registry for the Social Protection Sector in Pakistan

10th May, 2016

Data Sharing Protocol

Benazir Income Support Programme – Safety Net (BISP-SN)

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LIST OF ABBREVIATIONS

BISP	Benazir Income Support Programme.
NSER	National Socio Economic Registry.
NSER -MU	National Socio Economic Registry- Management Unit.
CNIC	Computerized National Identity Card.
PMT	Proxy Mean Test.
HH	House Hold.
UC	Union Council.
P.O	Partner Organizations.
API	Application Programmable Interface.

1.   INTRODUCTION

Various social Programmes in Pakistan are carried out with low or no synergies or interlinkages. In order to create a better connection between Programmes and to enhance the social sector as a whole the establishment of a National Socio Economic Registry (NSER) has been initiated. With the NSER, current and future Programme implementations can be structured more time and cost efficient as data is not collected multiple times and a single targeting substitutes the various individual targeting mechanisms.

For the implementation of its various social safety net initiatives, the Government of Pakistan established an autonomous public sector entity – The Benazir Income Support Programme (BISP). BISP is a cross sectoral effort, and the implementation of its diverse projects is supported through cooperation of various partners, among them the Ministry of Finance, NADRA and the Pakistan Post.

The development of a national registry by BISP in Pakistan aims to create a single database in which information of all beneficiary households, families and individuals are securely stored. Once the database is installed, information can be used for targeting future beneficiaries and conducting research on beneficiaries' needs and other social aspects. The data would be shared with organizations, institutions or individuals who are granted access in accordance to their individual level of security clearance, each of them duly complying with the terms and conditions set up by the NSER. In turn the data-retrieving institutions would provide updates of data and experience gained by using the information offered.

The Government of Pakistan has introduced an objective targeting process conforming to international best practices, minimizing the risk of major inclusion and exclusion errors and ensuring its effective implementation. This targeting mechanism, which applies a Proxy Means Test formula,[1] is based on a combination of consumption level expenditure indicators, vis-à-vis housing, household characteristics and possession of fixed, productive, and other assets. Each of the applied indicators proxies the applicant's expenditure. Combined in an econometric formula, the proxy variables estimate the status of welfare of applicants with a PMT score and can in turn be used for the distinction between poor

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[1] The Proxy Means Test formula for Pakistan was developed and tested by using the nationally representative Pakistan Social and Living Standards Measurement Survey (PSLM) from 2005-06 and 2007-08.

(eligible for receiving aid) and non-poor (that should be excluded from social assistance). The separation between poor and non-poor households can either be done in a way that orders all households in accordance to their wealth status, where a pre-defined cut-off score distinguishes the eligibility or non-eligibility for a Programme or it can be done in groups or clusters separating ultra poor from very poor, poor, non-poor and well-off households. Programmes that then access the NSER make use of the unified targeting system in a way that provides them with a list of pre-selected households and only apply additional eligibility criteria that determines the final selection of beneficiaries. That way the NSER is the central pool of information and yet flexible enough to adapt to specific needs of individual Programmes.

In particular and in order to assure high data quality, a nationwide survey is carried out by BISP where each household is visited by specially trained enumerators to gather the necessary household information (door to door survey). Within the period of two years over 25 million households have been surveyed by BISP. The information gathered in this unique and over-arching data collection, combined with the applied PMT that assures an objective ranking and selection of beneficiaries, serves as the base for the creation of the NSER.

The data is entered with the help of a Management Information System (MIS) which helps handling large amounts of data. The system leads and guides all involved Stakeholder through all processes of the Process Cycle (i.e. Targeting and Selection, Enrolment, Payment, Case Management and Monitoring and Evaluation). To assure a smooth and flawless data entry, the method of double data entry is used. The MIS in addition detects false data entry, inconsistencies and incomplete information.

The following sections of this manual elaborate on the overall structure of the NSER, its complementary tools and the overall structure.

2.   OBJECTIVES AND FUNCTIONS OF THIS DOCUMENT

This document outlines and describes the role of the NSER, its objectives, the legal framework as well as generally the processes connected to data collection, data entry and data updating. The objectives of the document are:

- To explain the preconditions, role and function of the NSER

- Outline the processes and procedures of establishing an NSER;

- Clarify the roles and responsibilities of the main Stakeholders

- ▪ Elaborate on the legal framework of the NSER.
- ▪ Explain the process of data sharing and its use.

3.   DESIGN PARAMETERS

Design parameters for the NSER include basic concepts, definitions, and the classification of categories of beneficiaries. The design parameters are the quantitative and qualitative aspects, norms, rules and functional characteristics that are input to the design of the NSER.

3.1 BASIC CONCEPTS AND DEFINITIONS

The BISP will be taking a leading role in establishing and consequently running and managing the NSER. As explained later on, a special unit under the BISP will be responsible for the management and functioning of the NSER. In order to understand survey data, it is inevitable to understand the basic concept and definitions used by BISP during poverty score card survey.

Household: Households are defined as; A person living alone or a group of two or more people (either related or not) who habitually live under the same roof – whether fully or partially occupied, and who cook and eat from the same pot. It excludes guests, visitors, or family members living abroad.

As indicated by the definition, a household can be comprised of a single person (One person household) or by more than one or more than one family. During the household survey carried out by BISP, the household information is captured. Beneficiaries of the BISP however are families. Thus, an indicator had to be determined that distinguishes between households and families.

Family: The BISP defines a family as group composed by:

- *(i)   husband, wife and unmarried children;*
- *(ii)   husband and wife without any children;*
- *(iii)   divorced/separated woman with or without her unmarried children, living alone or with her parents/relatives; or*
- *(iv)   a widow with or without her unmarried children, living alone or with her parents/relatives.*

In order to distinguish how many families live in one household, the number of ever married women was used. The NSER will be able to provide information on the

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household level, the family level (identified Evermarried female) as well as on the individual level.

Ever married women: A woman over 18 years of age who is either married, divorced, separated or widowed. If she belongs to an eligible household, she is entitled to receive a cash benefit from the Programme.

The number of ever married women is chosen to be the indicator for how many families live in a single household.

Household Head: The household head is defined by the household itself. In most instances, the household head is the principal supplier of the Household. In some cases, a household may recognize a senior member as the head irrespective of his/her contribution to the Household's income. During the survey, the targeting form captures information of the household that is provided preferably by the household head.

Eligible Household: As opposed to an ineligible household, these households are selected to be eligible for participating in the BISP. These households have an estimated expenditure that is below the chosen cut off score and meet all other eligibility criteria.

In general terms and with respect to other Programmes that make use of the NSER for their targeting, an eligible household is a household that complies with the eligibility criteria of the Programme. The eligibility criteria are individually determined by the Programmes.

3.2 ROLES AND FUNCTIONS OF BISP-NSER

Up to now, the information and data is either not or to a limited extent shared between Pakistani Programmes and Institutions, leading to multiple expenditures on data-collection, data-entry and evaluation.

In order to eliminate these inefficiencies, an NSER is established in which all household information is captured. The NSER would grant internal and external Stakeholder access to certain, necessary data. The data-retrieving part would provide updates (i.e. change of residence, phone numbers, births, deaths, or other household data) to the registry. That way, the system is self sustaining, keeping the data captured in the NSER up to date and most accurate.

The supply side (Government, Ministries, Programmes etc.) benefits from a centralized pool of accurate and overarching data. Further, the NSER provides the base for a single targeting mechanism which makes future implementations more time efficient less cost intensive. The single targeting mechanism is based on a PMT which classifies households, families or individuals in accordance to their wealth status. Due to the availability of data and the current updates, future Programmes can be more tailored to the needs of the Pakistani population.

The demand side (beneficiaries) benefits from tailored Programmes and a better coverage of benefit distribution. This stems from the fact that the NSER can identify individuals that receive multiple benefits from different Programmes. In case other eligible individuals receive less or no benefits, redistribution can take place leading to a higher level of equity amongst the population. In addition, the NSER can detect supply sided restraints and shift resources to those Programmes that have a deficit of coverage. Invitations for the application for specific Programmes can be sent out and the statistics of how many invitations are answered, how many applicants are chosen etc. can be used for future reference and analysis. All of this empowers the communities.

The following figure summarizes the main potential benefits of the NSER:

FIGURE 1: BENEFITS OF NSER BY INVOLVED PARTIES
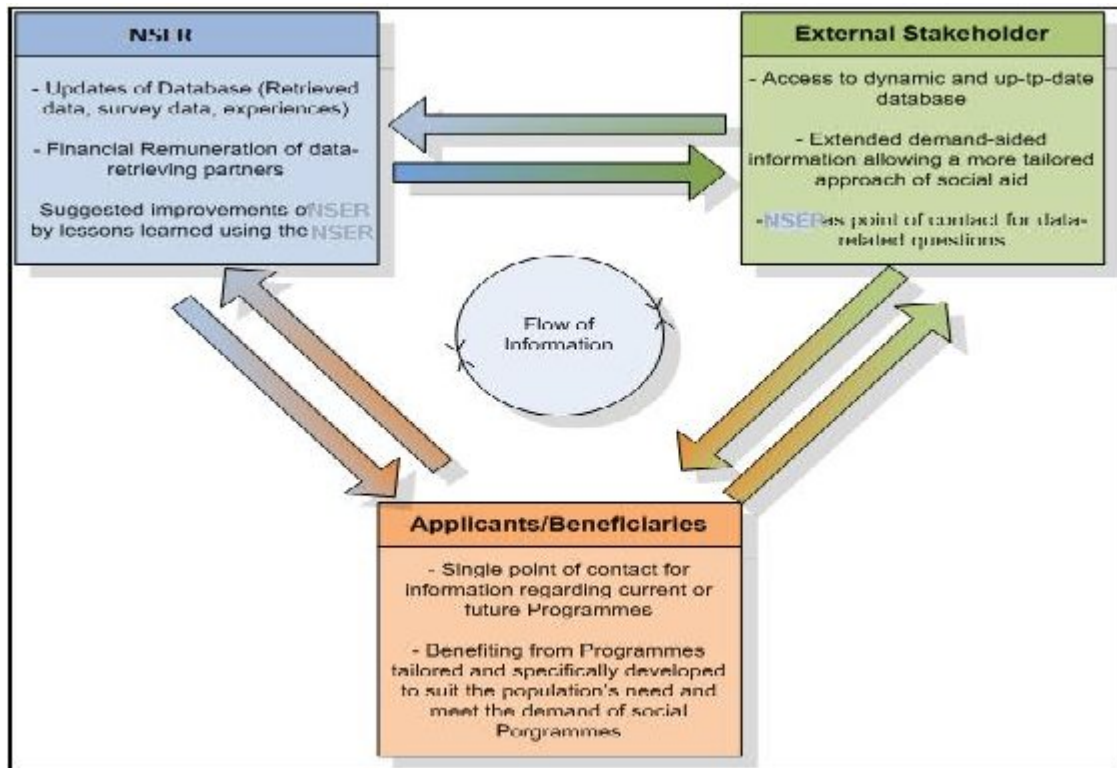
3.3 LINKING CURRENT&FUTURE PROGRAMS THROUGH CENTRALIZED DATABASE

The goal of the BISP NSER is to establish a connection between current and future Programmes. In that way, Programmes can make formal requests to BISP to receive data that is needed for their targeting and/or implementation. Programmes out of the different sectors usually have different eligibility criteria and target certain groups of individuals. The NSER however is set up to be flexible enough to accommodate to the specific needs of the individual Programmes.

In that way, if Programmes, Organizations or Institutions target only the poorest share of the population, the NSER would provide a list of individuals identified as ultra poor. Additional criteria might be applied to pre-select matching individuals for the individual Programmes.

The following figure describes how the NSER would be used as a single targeting mechanism for future Programme implementation:

FIGURE 2: SINGLE TARGETING MECHANISM
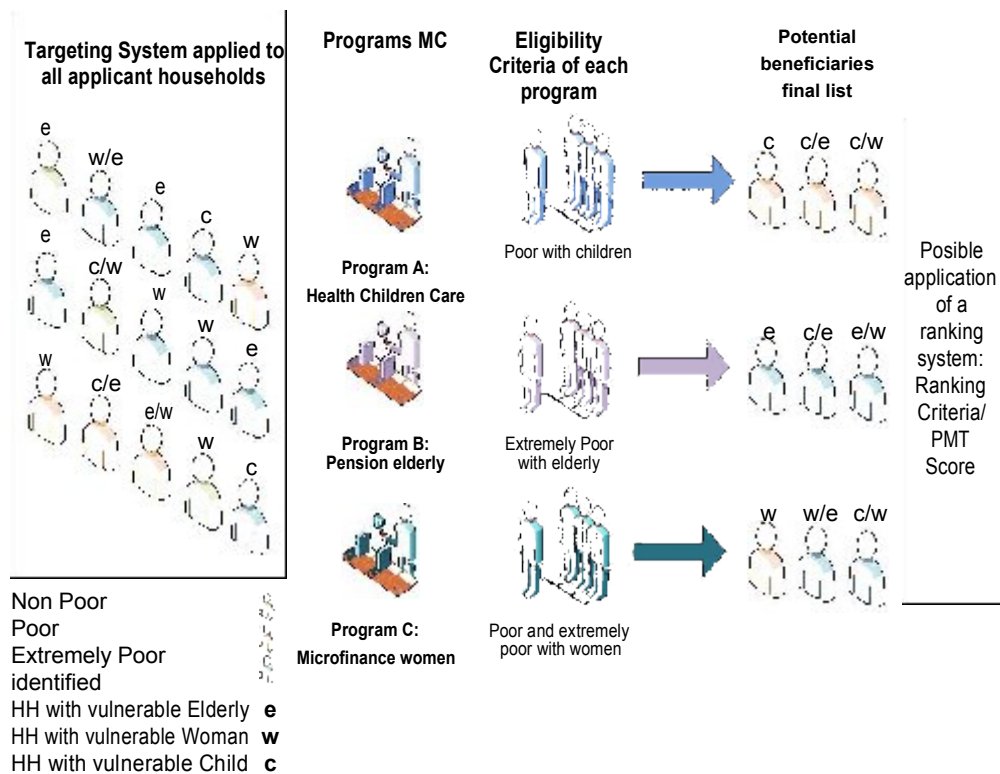
The ranking of individuals is done at two levels. The first one is the overall ranking of households in accordance to their status of wealth. As not all Programmes select their beneficiaries solely on behalf of the wealth status, additional criteria is needed in order to pre-select potential matches. Thus, in case a child support Programme's eligibility criteria are poor households with children, the NSER would automatically go through the ranking list of poor households and identify those poor households with children. In case the social assistance is for ultra poor and elderly individuals, the NSER would search for elderly in the group of extreme poor. By applying this system, a Programme's Application Process would be less time consuming and more efficient as only individuals that are complying with the eligibility criteria are invited to the actual application for the Programme.

It is important to note, that the final selection of beneficiaries would still be under the authority of the individual Programme, Institution or Organization that requests the list of potential beneficiaries.

3.4 DATA SHARING SOP's

Sharing data with other Programmes is a crucial point of the NSER to create a dynamic, self-perpetuating and up-to-date database. To enhance the quality of the initial database, existing social Programmes would in turn for receiving the requested information, submit current household data that is subsequently entered, therewith adding to the completeness of the centralized NSER.

Retrieving institutions would have to obey with the rules as indicated in the agreement. Whilst respecting the security criteria, the earlier provided information is shared with trustworthy partners, who use the NSER-information to complement the selection and monitoring of beneficiaries. As there might be other applicants than listed in the National Registry, such as first time applicants or households that due to any shock now consider themselves to be in the position of receiving help, updates to the database are forwarded to BISP and stored in the NSER for future use.

As the use of the system for all participants increases with the improvement of the National Registry, the incentive of providing data as a participating Organization is high making the System as a whole self-sustainable.

The following picture provides an overview of the operational structure of the NSER as well as an outlook of the processes of sharing data.

FIGURE 3: OPERATIONAL STRUCTURE OF NSER
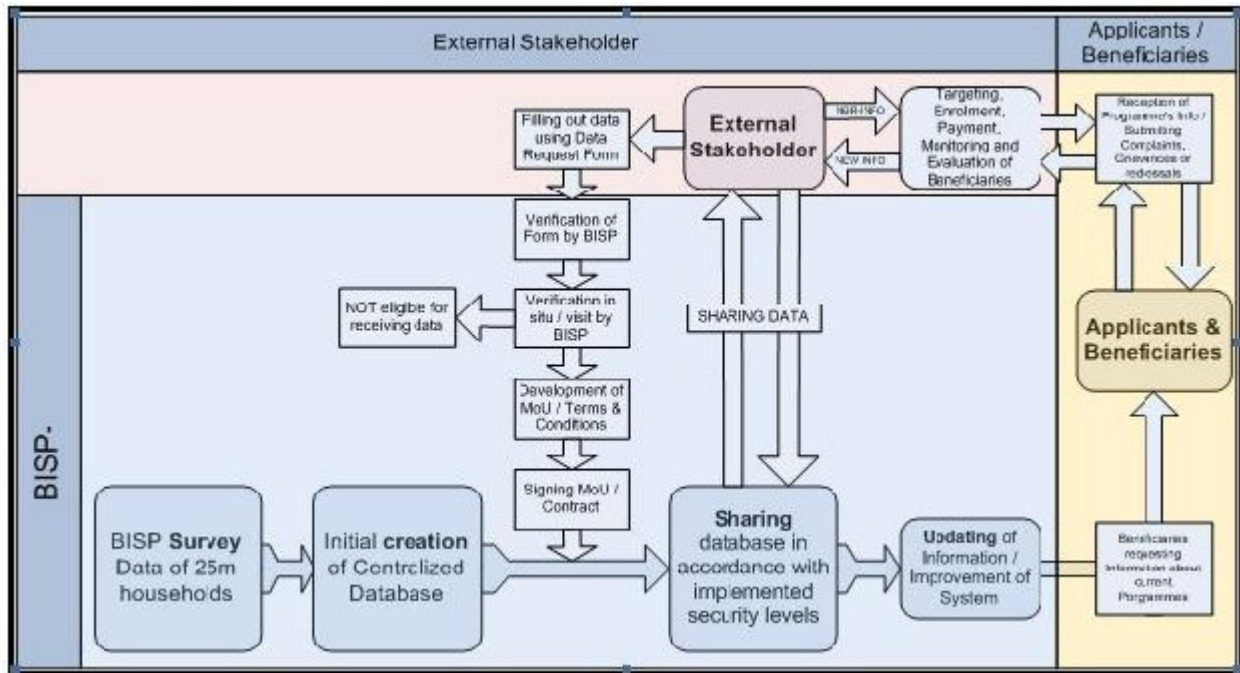
4. LEGAL FRAMEWORK FOR SHARING DATA

From its initiation on, the NSER contains confidential data. The exchange of information thus needs to be secured so that data does not leak to third parties and is used strictly and only in accordance to the extent indicated and for the purpose declared by the receiving Stakeholder.

In order to assure the highest degree of protection for the beneficiary data, a system has been developed that ranks the data requests as well as the requesting institutions.

4.1 DATA REQUESTS

For any receipt of data, external stakeholders will directly turn to BISP for their request of data.

The process for requesting data follows the steps mentioned below:

4.1.1 The request will be made on the prescribed form (downloadable from BISP website).

4.1.2 NSER-MU will process and initiate for approval of data request form, and will be available on BISP website as well.

4.1.3 Data-retrieving Institution that wishes certain data fills out a data request form. The data request form captures the following information:

a. **Name and type of retrieving stakeholder.**

Here the data retrieving part states whether it is a public entity, a governmental institution, an NGO, a private institution or individual or other.

b. **Contact information of retrieving stakeholder**

The stakeholder provides detailed contact information such as the address, phone numbers, email address and the contact person.

c. **Reasons for / Purpose of using data**

The reason of requesting data is one of the most important information provided by the stakeholder. The reason of requesting data is an essential factor for determining the extent to which access is granted (i.e. what information is given to the data requesting partner. It should be detailed whether the use is for research activities, for social programmes etc.

d. **Extent of using the data**

It must be clearly indicated with whom information is shared, who inside the institution/organization or entity has access to the provided data etc.

e. **Time period of using data**

The expected time period must be indicated in which the data would be used / access would be granted.

f. **Means of data storage**

The means of data storage refers to whether the data would be requested in hard copy, soft copy or provided via internet access.

g. **Data coverage**

The decision of what data would be provided to the Stakeholder is made by BISP. Nevertheless would the data requesting institution detail what data is requested. (regional data, national data, clusters)

h. **Is the data usage linked to own surveys?**

As mentioned several times already, sharing data is bilateral. Thus the requesting counterpart would indicate whether additional information is collected and of what kind that information would be. The request should also detail the means of collecting data. This serves to be able to decide on whether the data that would be provided by the retrieving partner can be accounted as valid and reliable.

i. **Kind of securities granted to keep data confident**

The requesting counterpart would have to detail how the data would be handled with respect to security issues. In case the data retrieving partner cannot guarantee a safe handling of confident data, the request is denied.

j. **Statement of 'previous data requests' from NSER – access granted or denied in the past**

This serves to verify whether the data retrieving counterpart has formerly proven itself reliable. In case the Stakeholder has proven itself reliable, a request for disaggregated and detailed data could be granted more easily.

4.1.4   BISP receives and evaluates the data request: The first step of analyzing the data request is the evaluation of the filled out form by BISP. Specifically the data security is assessed after which the data request is classified in accordance to the set up levels of confidence as well as request type. If possible, BISP would also verify the legitimacy of the request by visiting the requesting institution. This serves three purposes: First of all to verify the authenticity of the data-retrieving institution as itself, secondly to reaffirm that the requested data accords to the institution's purpose of data usage and thirdly to check whether the institution has the capability of keeping data confident (security measures).

4.1.5   After the initial check is done, BISP and the data-retrieving institution meet in order to develop an agreement. During this meeting, the Terms and Conditions are discussed between both stakeholders and agreement is signed binding BISP to provide the requested data and the receiving partner to duly comply with the understanding regarding data usage, data storage, data security measures and level of data confidentially.

The agreement captures the involved parties and essential information stated in the data request form, such as the use of data (purpose, extent and time), security measures installed by the retrieving institution, a statement of the confidential use of data as well as the remuneration for receiving data in case this is requested by BISP. Further to this, the agreement can include penalties that are imposed in case of misusage of data on behalf of the data-receiving actor.

> **IN CASE THE SECURITY MEASURES ARE NOT MET BY YHE DATA RETRIEVING INSTITUTION i.e. DATA IS NOT USED FOR THE PURPOSE STATED IN THE REQUEST FORM OR ANY INFORMATION IS PASSED ON TO THE THIRD PARTY, BISP CAN BREAK THE AGREEMENT AND IMPOSE PENALITIES AS PRESCRIBED IN THE AGREEMENT.**

4.1.6   After signing the agreement BISP provides the data/information in the format needed (hard copies, limited access to database (web-based).

4.1.7   In case of nationwide data, extended use of data or reasons of posing a threat to the data confidentiality, BISP can initiate unheralded spot checks whether the data is used in accordance to the agreement made. In case that during a spot check it is found that the data retrieving partner does not comply with the Terms and Conditions, BISP can deny any further use of the provided data.

4.2.1 GRATIS DATA SHARING REQUEST

Interested organizations will request BISP management for sharing of BISP Data on gratis basis. The request will then be forwarded to Cash Transfer Wing for processing. However, BISP Data Sharing Committee1 formed under clause 6.2 of the "Data Sharing Protocol" will assess the request on the basis of following grounds:-

(i) Organization should be research oriented

(ii) Request from organization working in collaboration with BISP/Organization working for the benefit of BISP beneficiaries

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[1] The data sharing committee will scrutinize the cases keeping in view the criteria explained in point (i-iv)

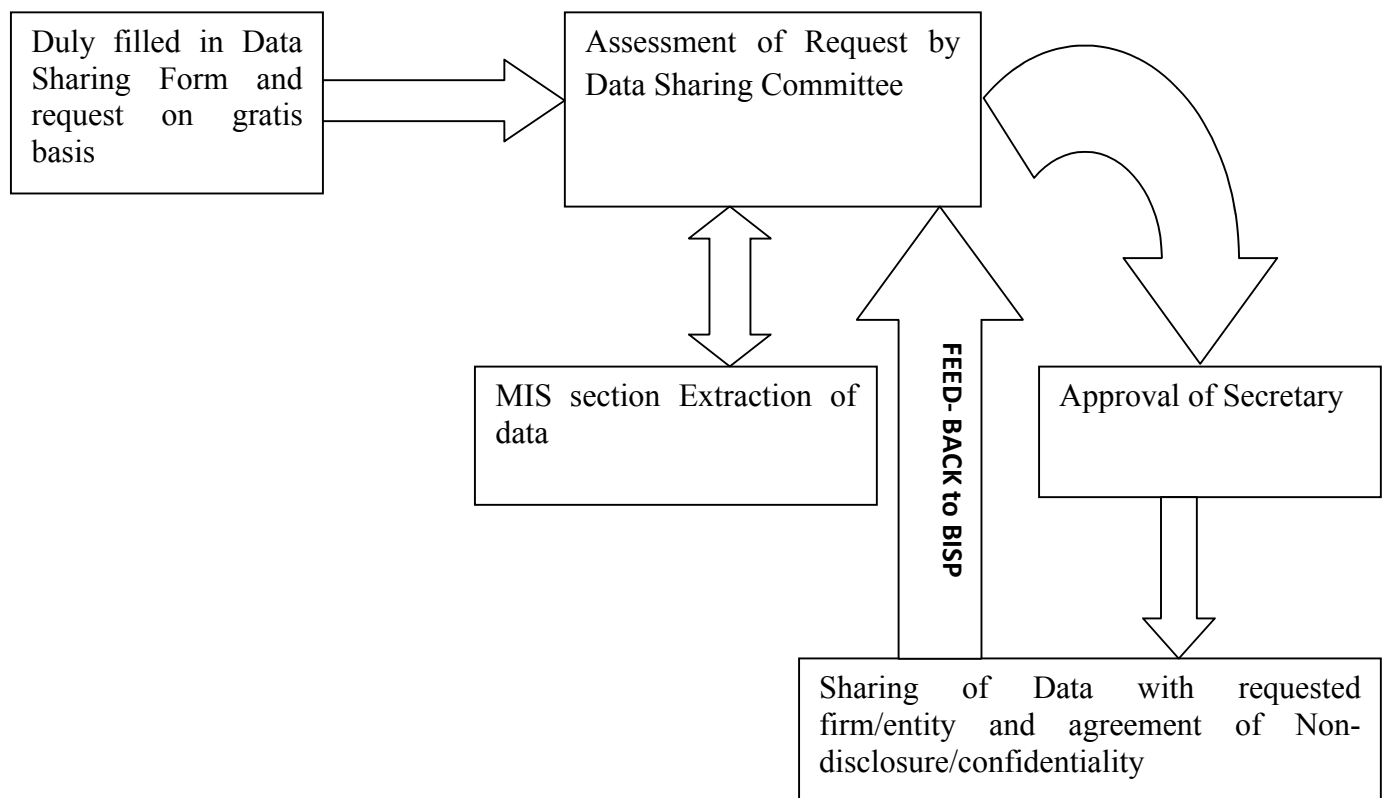(iii) Non-profitable organization working for BISP beneficiaries or the marginalized segment of society

(iv) Government Organizations working for BISP beneficiaries or the marginalized segment of society.

Organizations in any of the above criteria can get BISP data free of cost/ gratis basis on request and with approval of Competent Authority, fulfilling other requirements of protocol i.e. Non-disclosure/Confidentiality agreement with BISP.

BISP Cash Transfer wing will facilitate and handle all the cases as per protocol.

4.2.2. Process flow for gratis request

Following process flow will be followed for processing the gratis:

- Duly filled in Data Sharing Form and request on gratis basis
- Assessment of Request by Data Sharing Committee
- MIS section Extraction of data
- FEED-BACK to BISP
- Approval of Secretary
- Sharing of Data with requested firm/entity and agreement of Non-disclosure/confidentiality

4.2 PROTOCOL FOR SHARING DATA

The very basic insurance of security is that participating institutions are signing an agreement stating a confidential handling of the data provided as well as complying with the criteria and Terms and Conditions individually set by BISP.

Further to this however, depending on the project as well as on the requesting institution, information is given out only to the extent that it is needed and/or in accordance to the level of permission that the institution is assigned for. For this, the access to data is permitted according to categories defined later in the section, ensuring the safety of the beneficiaries as well as the requesting institutions (see figure 4 Data Sharing Categories).

4.2.1 DIMENSIONS AVAILABLE FOR DATA PROVISION& ANALYSIS

Following are available dimensions on which PSC data is available and can be analyzed / utilized by BISP for itself & information stakeholders.

- i. Poverty Levels

  - Poverty Score
- ii. Area Location

  - Province > Division
    - District
      - Tehsil
        - UC
          - Revenue Village/ Deh
- iii. House Hold (Composition)
  - Head
  - Family
    - Children
      - (Name, Age, Gender, Marital Status, Relationship) o Parent(s) / Adult(s)
      - (Name, Age, Gender, Marital Status, Relationship)
- iv. Gender
  - Females
  - Male
- v. Relationships (Head, Wife, .. etc)
- vi. Age Brackets
- vii. Marital Status
- viii. Disability (Hearing, Visual, Speech, Mental, Lower / upper limb, None)

ix. Employment Status

x. Education Status (Head country wide, Members - Post test phase)

- Education Level

xi. Rooms Count

xii. Toilet Type

xiii. Electric Equipment

- Refrigerator
- Air Conditioner
- Freezer
- Television
- Washing Machine
- Microwave Oven
- Air cooler

xiv. Gas Equipment

Geezer

Heater

☐ Kitchen Assets

Cooking Stove

Cooking Range

☐ Livestock

Cow

Goat

Buffalo

Bullock

Lamb

☐ Land

Muraba

Acre

Kanal

Marla

4.2.2   MISSING INFORMATION/SHORTCOMINGS

While all information variables are available for majority of the country; some of the missing Information for test phase sixteen (16) districts and Balochistan is:

- Geo Tagged Addresses [No information Maps]

- Education level for Members

- Disability Information

- Phone Information

4.2.3   WHAT'S NOT TO SHARE [by default lock fields]

Dimensions number (viii-xvii) forms the basis of BISP Poverty approximation calculation (PMT) for the household. These dimension / variable collectively gives BISP the ability to withstand its position as NSER. These dimensions in any way shall not be shared as whole to any data requesting entity. Individual dimensions or combination of only selected dimensions may be shared where necessary after careful review. This shall enable BISP to rightfully maintain its own place as National Socio Economic Registry across the country.

4.2.4 INFORMATION SHARING CATEGORIZATION

Different Govt / Non Govt Entities / NGO's have started seeking engagement with BISP to benefit from the BISP surveyed data to complement their own targeting goals. BISP is actively involved analyzing incoming requirements on regular basis. This type of interaction with stakeholders is fast emerging as a key area with lot of information requests for BISP data already.

Data / Information requisitions/provisions may broadly be divided into different categories for sharing, analysis and information awareness perspective as below:

i.   Information Summaries

   a) Public Level

   b) Private Level

ii. Custom Analysis: Multidimensional, hierarchical & variable analysis (by BISP)

   a) BISP Internal Initiatives

   b) For External Govt/ Non Govt PO

iii. Poverty Score against a CNIC

   a) Publicly available Website

   b) Application Programmable Interface (API)

iv. Beneficiary Data subsets [lists]

v.   Beneficiary Data subsets with Selected dimension(s)[lists]

vi. Raw/Anonymized Data for analysis purpose.

vii. Information maps

   a) Public Level

   b) Private Level

viii. Geo Tagged information with Data Dimensions.

FIGURE 4 - DATA SHARING CATEGORIES

INFORMATION DELIVERY PROTOCOL FOR THE NATIONAL SOCIO ECONOMIC REGISTRY			
Information Type	**Type of Information requested**	**Participating Organization/ Agencies/ Institutions**	**Delivery Protocol - Approval**
Information Summaries(Public Level)	Summary tables, counts, aggregates, geographical area wise (up to district) or other Dimension	Everyone (public or private – i.e. Universities etc.) Website / Articles	BISP DATA SHARING COMMITTEE (Secretary Approval)
Information Summaries(Private Level)	Summary tables, counts, aggregates, geographical area wise (up to smallest level)	Govt, NGOs, Researcher and other participating Organizations implementing programs	BISP DATA SHARING COMMITTEE (Secretary Approval)
<u>**Custom Analysis**</u> **Multidimensional/Hierarchical& Variable Analysis(BISP internal Initiatives)**	Detailed analysis, multiple hierarchies w.r.t geographic unit	Everyone (public or private – i.e. Universities etc.) Website / Articles	BISP DATA SHARING COMMITTEE (Secretary Approval)
<u>**Custom Analysis**</u> **Multidimensional/Hierarchical& Variable Analysis(BISP external Govt./Non-Govt P.O)**	Detailed analysis, multiple hierarchies w.r.t geographic unit	Govt, NGOs, Researcher and other participating Organizations implementing programs	BISP DATA SHARING COMMITTEE (Secretary Approval)
Poverty Score against CNIC(Publically	Poverty Score	Public	NA

available data on BISP website)			
Poverty Score against CNIC(Application Integration (API))	Poverty Score (automated)	Govt, NGOs and other participating Organizations implementing programs	One time approval (BISP DATA SHARING COMMITTEE)
Beneficiary data subset	(Beneficiary List) Members, Address, poverty level , region(s)	Govt and other participating Organizations implementing programs (Confidential Data Use)	BISP DATA SHARING COMMITTEE (Secretary Approval)
Beneficiary data subset –selected dimensions	(Beneficiary List) Members, Address, poverty level, region(s), Dimensional Constraints	Govt and other participating Organizations implementing programs (Confidential Data Use)	BISP DATA SHARING COMMITTEE (Secretary Approval)
Raw/Anonymized Data for analysis purposes.	Member ID, HH ID Dimension(s), group level location	Govt, NGOs, Researcher and other participating Organizations implementing programs	BISP DATA SHARING COMMITTEE (Secretary Approval)
Information maps(public level)	Info Maps	Govt, Everyone (public or private – i.e. Universities etc.) Website /	BISP DATA SHARING COMMITTEE (Secretary

		Articles	Approval)
Information maps(private level)	Info Maps, Custom dimension(s) mapping	Govt, NGOs, Researcher and other participating Organizations implementing programs	BISP DATA SHARING COMMITTEE (Secretary Approval)
Geo tagged information with data dimensions.	Geo Coordinates, Dimension(s) value	Govt, NGOs, Researcher and other participating Organizations implementing programs	BISP DATA SHARING COMMITTEE (Secretary Approval)

Each category with sub division is detailed below:

i. Information Summaries

     a. Public Level

Information summaries shall be publically available to increase the awareness about NSER available data so as maximum benefit could be availed using the data by different organizations in the country. This in turn will also complement NSER by sharing back the data and keeping it most current.

Most recent Information shall be available on

    i) Website (Dynamic) and Blogs

    ii) Journals / Newspapers / Articles (Periodic basis)

Information shared with public shall cover country up to broader regional level (i.e. provincial / Divisional or district level)

Example of 100's of such summaries is:

      1. Poverty groups distribution region wise

2. Un Educated population concentration with different poverty levels

3. Livestock concentrated areas

4. Land distribution poverty wise

5. Population age wise segregation

6. Etc

b. Private Level

Specific summaries below the District level (upto village or locality) may be kept as proprietary and shall be shared only to the relevant quarters. Policy against this may be evolved, generally in principal this type of detailed information shall be shared with relevant stakeholders typically at earlier stage of their engagement for detailed data requests.

ii. Custom Analysis: Multidimensional, hierarchical & Variable analysis (by BISP)

a. BISP Internal Initiatives / Analysis

Since NSER has multivariable data and that could be analyzed using different dimensions simultaneously based on specific program requirements. This type of data provision is required internally while designing any new initiative. The data may be made public during or after the design phase as per recommendation from program implementation team, to create awareness for the initiative

Examples are CCT, Health Insurance, Vocational Training etc.

b. For External Govt / Non Govt Partners

External agencies may also request BISP for specific analysis on the dimension(s) they require there program to be built on. BISP may provide them the servicing based on requirements and approval from management.

Example could be Country wide information for possible Asset Insurance system for poor segment of the society OR identifying very specific areas where Dairy reforms needs to be made on based on poverty and available man power.

iii. Poverty Score against CNIC

c. Public Website

Any household with a CNIC in NSER can be checked for the poverty level. This access is available publically for checking case online (with fair usage policy applied).

d. Application Integration (API's)

Different Programs that may be interested in real-time field enrolments can ask for live access to NSER. Since NSER continually gets updated through Case management on real time basis, this type of requests shall be very handy for programs which may want to use NSER data on continuous basis.

iv. Beneficiary Lists (Data subsets)

These types of requests include provision of Selected Group based on identified region, PMT score range and Members type.

Such Requests shall include following

- Selected Household members (e.g. Adults / Children)

- Complete address

- Poverty Level

v. Beneficiary Lists (Data subsets) with selected dimension(s):

External stakeholder may ask addition of some dimension check on the requirements stated in 4 above. For Example Detailed Subsets but only for Disabled households or households not living under solid structure etc.

vi. Raw/Anonymized Data for Analysis Purposes:

This category is for outside parties requesting NSER data subsets for own analysis from their perspective. For each such incoming request; individual requirement shall be assessed for data dimensions to share. Following rules shall be generally applied to all such data requests:

- Shared Members Name can be shared with anonym zed names / ID's

- Age shall be grouped into categories like (minor, teenage, adult old-age etc

- Addresses can be shared up to a broader level (like District or Tehsil only), instead to a specific house address

- Preferably No CNIC's

Information maps:

BISP used geo tagging during the survey. Different Information shall be made available using maps, any type of analysis can be mapped on the maps, which add exceptional value to decision making.

FIGURE 5: INFORMATION MAP
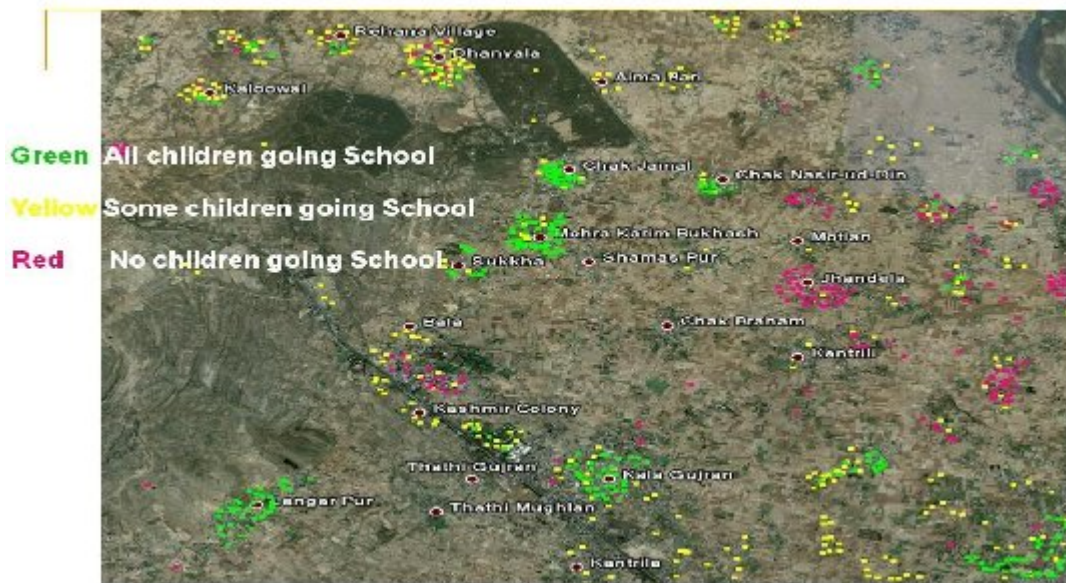
b) Public Level

Some Information maps shall be publically available on the website for general information dissemination and awareness.

i) Website (Dynamic) and Blogs

ii) Journals / Newspapers / Articles (Periodic basis)

c) Private Level

On Requirements maps shall be generated based on specific selection of locality level

viii. Geo Tagged information with selected Dimensions:

This category includes Geo tagged address information coupled with selected dimensions e.g. information like number of members in each household.

5. PROCESS CYCLE

The following section outlines the process cycles of;

    i.   Requesting Data

   ii.   Provision of Data

It is important to note, that both here separately described process cycles are interlinked and belong to the overarching and comprehensive process cycle of receiving and consequently updating data.
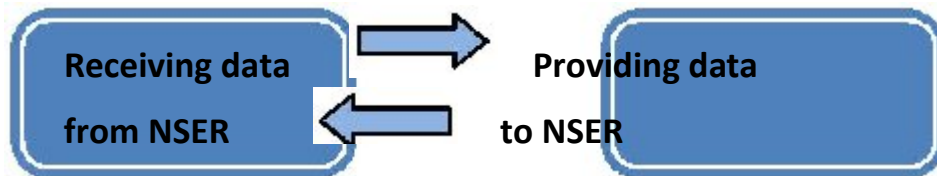
5.1 PROCESS CYCLE FOR RECEIVING DATA

The figure below graphically displays the steps, starting from requesting data until the delivery of data to the external stakeholder by BISP NSER.

FIGURE 6: PROCESS CYCLE OF DATA
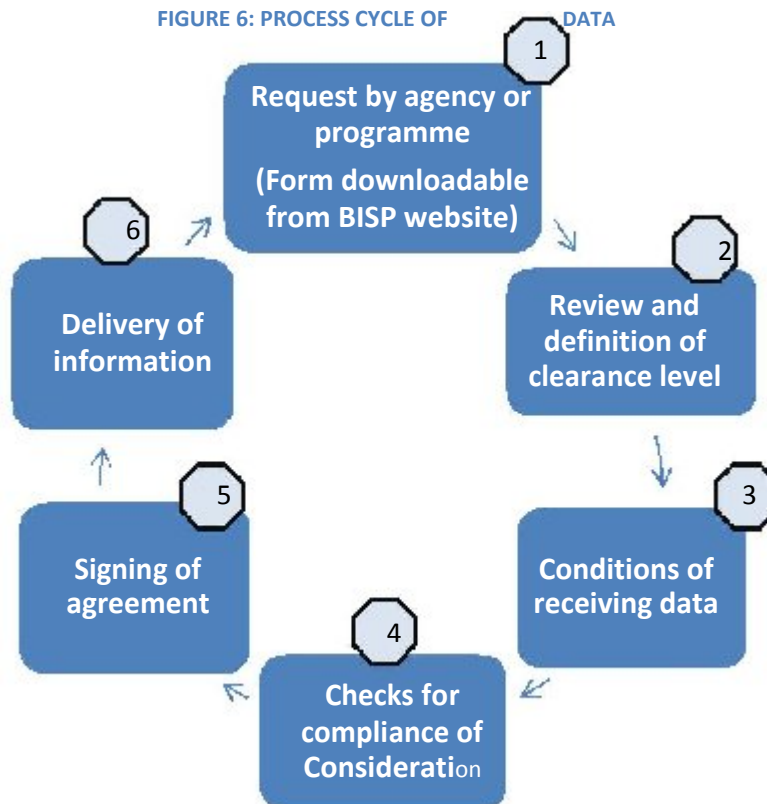
5.1.1 The external stakeholder fills out the Data Request Form-web downloadable (see Annex I, web downloadable). This form collects the most basic information of the data request. It includes contact information, purpose and extent of planned data usage, format of requested data and general information of the stakeholder.

5.1.2 The Data Request Form is received by BISP NSER-MU which verifies the requests. On behalf of this, the request is categorized into one of the eight (8) categories defined (refer section 4.2.4). BISP NSER-MU approves the request as valid or invalid based on type of request and requesting institution(s).

5.1.3 Depending on the type of institution, the purpose of use of data and whether further data collection is involved, the conditions for receiving data are developed.

5.1.4 Once the conditions for the specific data request are defined, BISP NSER MU schedules an interview with the requesting organization to verify if it can meet all conditions and requested securities for handling the data.

In addition BISP verifies whether or not, and to what extent valid information can be provided to the NSER on behalf of the data requesting organization. This entails specifically a check on the methodology of data collection of the requesting entity[2].

5.1.5 In case the request for data is valid and the organization meets all criteria, the agreement is signed. The requesting organization commits to comply with all Terms and Conditions of BISP, specifically that all information provided by BISP remains property of BISP and that all data is handled is utmost care.

5.1.6 BISP NSER-MU provides the data in the format requested and for the period of time that is agreed on the contract.

5.2 PROCESS CYCLE FOR PROVISION OF DATA

In case it has been agreed on in the contract between BISP NSER-MU and the data requesting organization the provision of information by the data requesting counterpart follows the steps indicated below.

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[2] To be applied on case to case basis

FIGURE 7: PROCESS CYCLE OF UPLOADING DATA
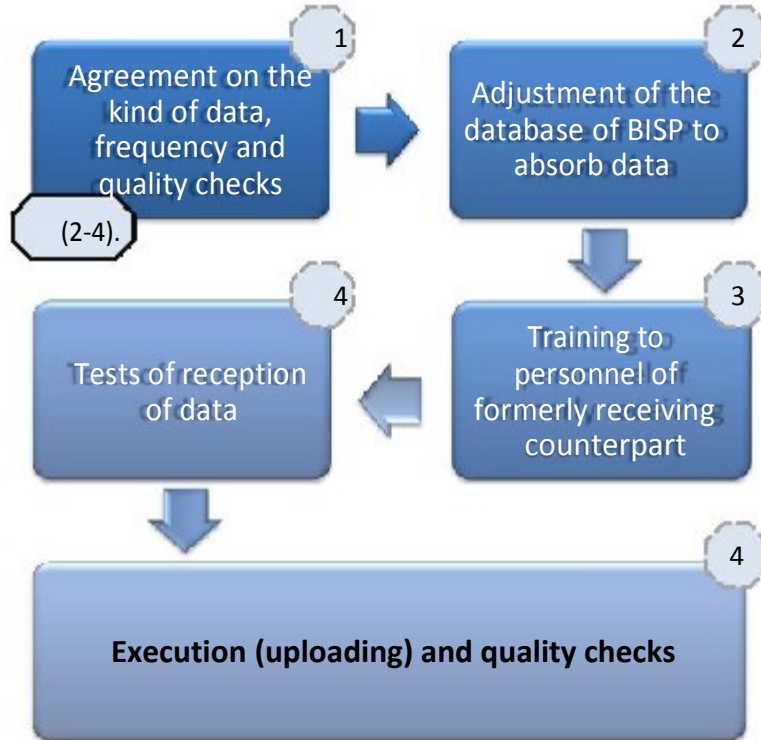
5.2.1 The first step for uploading data into the NSER is to develop an understanding of what data can be provided by the external stakeholder. This step is taking place before the data is initially handed over to the external stakeholder. The understanding shall capture in detail what kind of data can be provided by the external stakeholder (i.e. variables updates, additional variables, scope and coverage etc.), how often the data would be provided (periodically or at once) and how often quality checks would be carried out. Latter entails quality checks for both contractors. The means and measures of ensuring quality by the external stakeholder as well as what measures BISP plans to verify the quality must be agreed on.

It is of highest importance to agree on a mechanism to clearly identify households as the household information uploaded to the NSER must be allotted to the already existing data of NSER.

5.2.2. The second step is to adjust the NSER database in order to be able to absorb the data. Most likely, the data provided by the external stakeholders will comprise of specific variables, geographically limited data or a certain target group. Thus, the NSER-MU must be aligned to capture the specific information.

5.2.3 In case needed, BISP must inform and train the key staff of the external stakeholder on the general system of the NSER, and specifically on the methodology of uploading information into the NSER. This serves to be able to later on align the information provided with the information already captured in the NSER.

5.2.4 In order to assure a smooth final execution of the uploading process, a pre-test should be carried out. This test should be carried out as early as possible in order to detect possible difficulties and to take corrective measures in case needed. A pre-test could be carried out with dummy information, or whenever possible and preferably with actual information provided by the external stakeholder.

5.2.5 Once the data has been collected (in case of an additional survey) or updated by the external stakeholder, the information is periodically or finally forwarded to BISP NSER-MU, the institution in charge of data entry, tests and verifies the quality of the information and uploads the data into the NSER.

6.   MAIN STAKEHOLDERS

This section will outline the roles and responsibilities of the main Stakeholder.

6.1 BISP

BISP is the leading Programme and plays an important role in the establishment of the NSER. Under the BISP the nationwide survey is carried out and the household information is collected. The development of NSER is an integral part of the Programme and BISP will thus be the owner of the NSER.

6.2 BISP NSER-MU(MANAGEMENT UNIT)

For the management of the NSER a special unit is created under the patronage of BISP. The NSER Management Unit (NSER-MU) is in charge of the overall supervision and management of the NSER. Following is the composition

- DG (Cash Transfer/NSER)   Chairman

- Project Manager   Member

- Member of Beneficiary Services   Member

- Member from MIS   Member

- Registry Update Coordinator/Deputy Director (BS)   Member / Secretary

The NSER-MU (management unit) will in addition coordinate the activities of involved Stakeholders.

6.3 EXTERNAL STAKEHOLDERS

External Stakeholders in this context are all data requesting institutions, organizations and individuals. External Stakeholders have to formally apply and request for data. In the data request reasons and extent of the data usage have to be stated.

Before access to data is granted, the External Stakeholders have to sign the agreement and accept the Terms and Conditions of BISP. The stakeholders must by all means handle all data with utmost care and comply with the requested security standards of BISP.

In exchange for receiving data, the data requesting stakeholders would provide updates or additional data. Connected to that, it is their responsibility to expose and explain the methodology used in order to collect the information that would be provided to the NSER. Any diversion from that methodology must be reported to the BISP NSER-MU.

6.4 BISP MONITORING AND EVALUATION TEAM

The Monitoring and Evaluation Team is responsible to constantly monitor processes of the NSER and periodically evaluate the success of its implementation. The BISP M&E team assesses the effectiveness of the NSER and creates reports on behalf of its findings. These reports are forwarded to the BISP NSER-MU in order for them to take corrective measures and to enhance the efficiency of the NSER.

In addition, the BISP M&E Team will report to the BISP operation wing, which in turn coordinates with the BISP NSER-MU.

The Monitoring and Evaluation Team would further assure that the data collected by the external stakeholders meets the quality standards of the BISP NSER. In order to reassure that the actual data collection (if any) is in accordance to the methodology approved by BISP, the M&E team can carry out unheralded spot checks.

NSER Data Request Form

BISP-DATA REQUEST FORM
NATIONAL SOCIO ECONOMIC REGISTRY
(BISP-NSER)
BISP SECRETARIAT
"F" Block, Pak Secretariat, Islamabad
Tel: (+92-51) 924 5607-11, Fax: (+92-51) 921 5323
Email: info@bisp.gov.pk Web: www.bisp.gov.pk

A. Geographical Location of Requesting Institution

1. Name of Requester
   (Institution):

2. Type of Institution:

3. Mailing Address(Official):

4. Official Phone Number(s):   5. Mobile Number(s):

6. Email Address:

B. Purpose/Objectives

7. The major objectives and scope for requesting the information (please attach a brief proposal not more than one page).

8. Please indicate what do you request:

9. In which format would you like to receive the data?

  A. Hard Copy.   ☐

  B. Soft Copy. |

  C. Access to live Mechanism.   ☐

10. What is the planned timeframe for using data?

From(dd/mm/yyyy):

To:

C. Data Requirements

11. Location: Province: District: Tehsil: UC:

12. Please specify exact data requirements:-

  i. Information Summary: ☐

  ii. Custom Analysis on BISP Data (dimensions): |
    (Please select required dimensions from section 14)

  iii. Poverty score against a CNIC[API]:   ☐

  iv. Beneficiary data [lists]:   ☐

    v. Beneficiary data with selected dimension(s)[lists]:   ☰
       (Please select required dimensions from section 14)

    vi. Raw/Anonymized Data for analysis purposes: ☐
       (Please select dimensions from section 14)

    vii. Information maps: ⊓

    viii. GEO tagged information with data dimension(s):   ☐
       (Please select required dimensions from section 14)

13. Brief description of selected dimensions.

14. Dimensions:

i). Poverty Score.	☐	ix). Education Status.	☐
ii). Area Location.	☐	x). Rooms (Count):	⊓
iii). Gender.	☐	xi). Toilet Type:	☐
iv). Age Brackets.	☐	xii). Electric Equipment	☐
v). Relationships.	☐	xiii). Gas Equipment:	
vi). Disability.	☐	xiv). Kitchen Assets:	☐
vii). Marital Status.	☐	xv). Live Stock:	
viii). Employment Status.	☐	xvi). Land	☐

15. Who inside and/or outside of your organization will have access to the data? (please specify)

16. Are you conducting own additional survey(s)? (if so, please specify the kind of data collected and the scope/coverage)

17. Have you ever received data from the NSER before?   Yes ⊓   No ⊓

18. Has the former data request been rejected by NSER?   Yes ⊓   No |

I, the undersigned, hereby, certify that to the best of my knowledge, all information provided in this document is true and correct. I further undestand and agree that any decision on the request for data is upon BISP NBR and that this request does not grant access per se.

Date (dd/mm/yyyy):   Signature of Authorized Requester

ANNEX II – DATA SHARING FORM

S#	Type of Organization	Base Amount(per Household) (Rs.)
1	Government(Federal& Provincial)	3/-
2	Semi- Autonomous Government agencies	5/-
3	Academic/research institutions	20/-
4	Local NGOs	25/-
5	Donors	50/-
6	Business/Private Sector	100/-

BISP-NSER COSTING FORMULA

	Sharing Categories	Base Unit Cost (per HH) (A)	Data Volume Total no. of HH/Families (B)	Total Basic Data Cost (C) [C=A*B]	No. of Selected Dimensions (v-xvi) (D)	Unit Cost Per selected dimension (E= 15% of A)	Cost of Selected Dimension(s) (F) [F=B*D*E]	Total Data Cost (G) [G=C+F]
1	Poverty score against a CNIC	3*						
2	Beneficiary data.	3						
3	Beneficiay Data with selected dimensions	3						
4	Raw /anonymized data for analysis purposes	3						
5	GEO tagged information	3						
6	Information Summary	Cost of these categories is based on services provided, and decided on case to case basis.						
7	Custom analysis on BISP data							
8	Information maps							
	3*	The Rs. 3 cost is for Government.						
	Dimensions	v). Relationships. vi). Disability. vii). Marital Status viii). Employment Status xv). Live Stock. xvi). Land		ix). Education Status x). Rooms (Count). xi). Toilet Type. x). Electric Equipement xiii). Gas Equipement xiv). Kitchen Assets.				