

Ministry of Statistics & Programme Implementation

Guidelines for data Dissemination

(in accordance with NDSAP, 2012)

1. Background

Official statistics are key assets pivotal for conducting research and analyses and contributing to the decision-making process, both in public and private spheres. Therefore, a culture of data sharing and collaboration may result in a wealth of new knowledge. Recognizing the requirement and potential of dissemination of data, Ministry of Statistics & Programme Implementation (MoSPI), Government of India announced a comprehensive National Policy on Dissemination of Statistical Data in May, 1999 to streamline the data dissemination system. With the passage of time, growing technological advancements transformed the mode of data dissemination, and a need was felt to formulate appropriate guidelines. In March 2012, Ministry of Science & Technology, Government of India formulated a new policy, "National Data Sharing and Accessibility Policy (NDSAP)" with an objective to facilitate access to Government of India owned shareable data (along with its usage information) in machine readable form through a wide area network all over the country. In compliance, Open Government Data (OGD) Platform (www.data.gov.in), an integrated repository of datasets, documents, services, tools and applications of various Ministries / Departments, was launched in October 2012 for public use. As per the policy, Ministries/Departments are required to classify their different types of data sets generated both in geospatial and non-spatial form in terms of 'shareable data' and 'non-shareable data', and come out with a pricing policy of the data under restricted access.

2. Objective

In this background, these guidelines are being laid down to define shareable and non-shareable data generated by the MoSPI, specify the terms and conditions for its dissemination and pricing within the overall framework laid down in NDSAP 2012. The objective of these guidelines is to make available national Statistics to the widest possible community, and where appropriate, with a choice of format, helping users to get what they want simply and quickly. These guidelines are expected to facilitate the policy makers in taking informed decisions in designing and implementing development programmes for the welfare of the people.

3. Scope

These guidelines apply to all data compiled by MoSPI and the data derived from the statistics received from various Ministries/Departments by MoSPI.

4. Data Categorisation

MoSPI collects, compiles and disseminates data on a number of sectors, on a regular basis, including conducting and publishing results on a variety of large scale surveys across the country. All such data are categorized as under:

- a) **Sharable data** : All data sets, which do not compromise national security, if made public, or those which do not contain identification particulars of individual informants as well as establishments, are considered sharable. The sharable datasets are further categorized as follows:
 - i) Category A (open access data): Aggregated/analyzed information and publications which will be shared free of cost with people. Data such as GDP, CPI, IIP (upto NIC 2 digit), ASI Vol I, reports of CSO and NSS Surveys come under this category.
 - ii) Category B (Registered and/or restricted data): Primary unit level data (with suppression of individuals/ establishments identification) collected by MoSPI through surveys / census, and item level data collected from secondary sources. Such data can be accessed by registration (application form at Annexure II). For example, unit level data of Economic Census, unit level ASI data, unit level NSS survey data, item level IIP data, ASI Vol II data, UFS map, etc. List of such data is at Annexure I.
- b) **Non-Sharable data** : All datasets which are outside the purview of sharable data containing information which may compromise national security and / or those containing identification particulars of individual informants/ establishments. Any data which can be directly or indirectly used to reveal the identity or information of individual informant will also be non-sharable. One example of this would be the data of two individual informants in an identifiable geographic unit. The non-sharable data will comprise the Negative List (as specified in NDSAP, 2012). Some examples in this category are identification particulars of informants/establishments in unit level data of Index of Industrial production (IIP), ASI and NSS sample surveys; and data on prices collected from different shops of various rural and urban markets selected for preparation of Consumer Price Index (CPI).

5. Dissemination

Dissemination of sharable data will be guided by a set of internationally accepted principles of openness, equitableness, flexibility, transparency, legal conformity, quality, security, accountability, etc. and will be implemented without infringing the principles laid down in the Right to Information (RTI) Act, 2005. Further, keeping citizen at the centre, following guidelines are laid down to ensure easy, user friendly and timely dissemination:

- i. All sharable data should be presented in a clear and understandable form.
- ii. Data should be made available on an impartial and objective basis.
- iii. Sharable data under category 'A' accompanied by its metadata should be proactively made available according to the pre-announced schedule through the website of MOSPI.
- iv. Calendar of release of data should be made available in advance in the website.
- v. Changes in dissemination schedule, if any, should be publicly announced in advance.
- vi. Sharable data under Category 'B' along with its meta-data should be provided to the user on request in a convenient mode in a weeks' time on receipt of stipulated payment (Annexure I) in Indian currency and agreement in prescribed form (Annexure II).
- vii. The data linkages for all subjects/ sectors will be made available in a single window through the MoSPI website.
- viii. Requisition for the sharable data under Category 'B' should be made by mail or fax to the Computer Center, MOSPI, East Block -10, R.K.Puram, New Delhi – 110066, Fax No.26160053, Email:ddg.cc-mospi@gov.in
- ix. A provision should be made for quick acknowledgement to the user's request, making online payment by the user, and providing access to such data preferably through the MOSPI website, besides other options.
- x. Decision of rejection of the users' request for Sharable data Category 'B', along with the reason for such rejection, should be communicated to the user within a week from the receipt of the request.
- xi. List of all sharable data under Category 'A' and Category 'B' including UFS frame comprising list of UFS blocks should be made available in public domain (MOSPI website) and should be updated whenever changes occur, since the lists are dynamic in nature.
- xii. The methodology (and other relevant details) followed for producing statistics such as GDP, IIP, CPI etc should be made available in the website in order to facilitate proper understanding by users.

- xiii. Metadata of the sharable data should be made available in the standard format prescribed by national and international criteria.
- xiv. Details of changes in the methodology compared to the existing one for producing statistics should be made available in public domain in advance.
- xv. Multiple options for downloading the data file along with its metadata in popular formats (.csv, .xlsx, etc.) should be made available.
- xvi. Revision in final data, when deemed absolute necessary, should be publicly announced as soon as materially possible.
- xvii. Availability of revised final data along with specific reason for the revision should be expressly communicated in the website.
- xviii. In addition to MOSPI website for dissemination, social media may be used for generating wider awareness about the released data or reports.

6. Pricing of Sharable data

The sharable data which comes under the Category 'A' will be made accessible free of cost. Even the sharable data under Category 'B' will be charged at reasonable prices (Annexure I), and not with an intention to cover cost of the data, but to keep access of the voluminous unit level data restricted to users for their specific study or research work. Different categories of users will be charged as per the following rates:

Sl. No.	Type of User	Rate to be charged
1.	Indian students procuring data for research purposes as part of their course	Half the rates prescribed in Annexure I
2.	Individual researchers or institutions procuring data for a single user	Rates as prescribed in Annexure I
3.	Institutions/Libraries procuring data for multiple users	Twice the rates prescribed in Annexure I
4.	Foreign users	2½ times the foreign currency equivalent of the rupee rate prescribed in Annexure I
5.	<ul style="list-style-type: none"> • Government users including Autonomous Bodies, Public Sector Enterprises, etc. • Indian Statistical Service officers for own study and research 	Free of cost

7. Assessment of the Guidelines

Various means may be explored to promote use of official data and educate users about their value as well as their limitations. Users may be encouraged to provide their feedbacks. This may help in bringing the necessary improvements in future. Further this pricing strategy may be reviewed periodically.

Price chart for Sharable data Category 'B' of MoSPI

A. Data of National Sample Survey

Unit level data @ 25 paise for each first stage unit (fsu) plus 4 paise for each second stage unit (ssu) within the first stage unit. In case of enterprise surveys where the numbers of second stage units are larger, the charges will be 2 paise per ssu. For part data rates to be charged on pro rata basis subject to a minimum Rs. 500.

B. Data of Annual Survey of Industries

- a) *Unit level data @ 30 paise per surveyed units in case of detailed data & panel data and @ 15 paise in the case of summary data. The same rate to be applied for part data subject to a minimum Rs. 500. As for special tabulation requirements using software applications, or needing software development, charges are levied @ Rs.1000/- per day basis.*
- b) *Practice of providing customized data/tables from ASI to be dispensed with.*
- c) *ASI Volume II in CDs may be disseminated at Rs. 800.*

C. Data of Index of Industrial Production

Item level data for each month to be charged @ Rs. 200 for all items.

D. Data for Economic Census

Unit level data @ 1 paise for every 10 surveyed units or Re. 1 for every 1000 units. Partial data to be charged pro rata basis subject to minimum Rs. 500.

E. Maps and Data of Urban Frame Survey

- a) *Frame with town-wise complete information of Investigator units, UFS block numbers, number of households, area type along with metadata to be provided @ 1 paise per block subject to a minimum of Rs.250/-.*
- b) *The map for one UFS block would cost Rs.10/- subject to a minimum Rs.500/-. Incidental charges such as photocopying, stationery charges etc. are to be borne by the user agency.*
- c) *Bonafide non-commercial agencies that require maps only for survey purpose may be considered for providing more than 25% of total blocks in a particular town with approval of DG&CEO, NSSO.*
- d) *Supply of UFS information relating to restricted areas would be considered only on receipt of NOC from Military/Para Military Authority.*

Application for a Sharable Data Category 'B'

This form is to be mailed or faxed with a covering letter on the sponsoring agency's letterhead, to National Statistics Office (NSO) (DDG, Computer Center, M/o Statistics & P.I., East Block-10, R.K Puram, Delhi - 110056, Fax: 26160053, Email: ddg.cc-mospi@gov.in)

This request is submitted for the dataset(s):

- Title: _____
- Level: _____
(item/unit/household etc)
- Period: _____
- Reference number _____

Terms in this Agreement:

1. 'Primary Researcher/User' refers to the Researcher/ User who will serve as the main point of contact for all communications involving this agreement. The Primary Researcher/ User assumes responsibility for compliance with all terms of this Data Access Agreement. The principal Researcher/User must be an individual with authority to represent the receiving organisation in agreements of this sort.
2. 'Other Researcher/User' refers to individuals other than the Principal Researcher/User, including research assistants, who will have access to the restricted data.
3. 'Receiving organisation' refers to the organisation/ university/establishment that employs the Primary Researcher/ User.

Section A. Primary Researcher/ User

- First name _____
- Last name _____
- Title _____
- Organisation _____
- Position in Organisation _____
- Postal address _____
- Telephone (with country code) _____
- Fax no (with country code) _____
- E-mail _____

Section B. Other Researcher/ Users

Provide names, titles and affiliations of any other members of the research team who will have access to the restricted data.

- Name (last/first) _____
- Position _____
- Affiliation _____

Section C. Receiving Organisation

Organisation's name _____

Type of organisation (tick one)

- Government Ministry/Department
- Govt. Agency (Autonomous, PSU, etc) specify _____
- University
- Research centre
- Private company
- International organisation
- Non-governmental agency (national)
- Non-governmental agency (international)
- Other (specify) _____

Organisation's website (URL) _____

Postal address _____

Section D. Description of Intended Use of the Data

Please provide a description of your research project (questions, objectives, methods, expected outputs, partners). If information is insufficient, your request may be rejected or additional information requested. This information may be provided in an appendix to this request.

List of expected output(s) and dissemination policy

Section E. Data Access Agreement

The Primary Researcher/ User and the other Researcher/ Users agree to comply with the following:

1. Access to the requested data will be limited to the Primary Researcher/User and other Researcher/User identified in this Agreement.
2. Copies of the restricted data or any data created on the basis of the original data will not be copied or made available to anyone other than those mentioned in this Data Access Agreement, unless formally authorised by the NSO.
3. The data will be processed only for the stated statistical and research purposes. They will be used solely for reporting aggregated information and not for investigating specific individuals or organisations. Data will not be used in any way for administrative, proprietary or law-enforcement purposes.

4. The Primary Researcher/User undertakes that no attempt will be made to identify any individual person, family, business, enterprise organisation. If such a unique disclosure occurs inadvertently, no use will be made of the identity of any person or establishment discovered and full details will be reported to the NSO. The identification will not be revealed to any person not included in the Data Access Agreement.
5. The Primary Researcher/User will implement security measures to prevent unauthorised access to licensed micro data acquired from the NSO.
6. Any books, articles, conference papers, theses, dissertations, reports or other publications that employ data obtained from the NSO will cite the data source in accordance with the citation requirement provided with the dataset.
7. An electronic copy of all reports and publications based on the requested data will be sent to the NSO.
8. The NSO and the relevant funding agencies bear no responsibility for use of the data or for interpretation or inferences based upon it.
9. This agreement comes into force on the date approval is given for access to the restricted dataset.
10. If there are any changes to the project specification, security arrangements, personnel or organisation detailed in this application form, it is the Primary Researcher/ User's responsibility to seek NSO's agreement to such changes. Where there is a change to the employer organisation of the Primary Researcher/ User this will involve afresh application and termination of the original project.
11. Breaches of the agreement will be taken seriously and the NSO will instigate action against those responsible for the lapse, if either wilful or accidental. Failure to comply with NSO's directions will be deemed a major breach of the agreement and may involve recourse to legal proceedings. The NSO will maintain and share with partner data archives a register of those individuals and organizations responsible for breaching the terms of the Data Access Agreement, and will impose sanctions on release of future data to these parties.

Signatories

The Principal Researcher/User or an authorized representative of the receiving organization has read and undertake to comply with the Data Access Agreement as presented in section E above:

Name _____

Signature _____

Date _____

Request reviewed by _____ on [date] _____

Decision:

Approved

Deny [reason] _____

More information needed: _____