CORAL TRIANGLE INITIATIVE
ON CORAL REEFS, FISHERIES AND FOOD SECURITY
REGIONAL SECRETARIAT

CTI-CFF Secretariat Building
Jl. A. A. Maramis Kayuwatu, Kairagi II
Manado, North Sulawesi 95254
Indonesia
regional.secretariat@cticff.org

Reference	: GWG/RS/10/20/472	Manado, 21 October 2020
Subject	: Proposed Mechanism for Data Collection and Information Sharing	

CTI-CFF Monitoring and Evaluation Working Group
(Distribution List can be found in Attachment 1)

Dear Distinguished Working Group Members,

It gives me great pleasure to extend my gratitude and appreciation for your valuable support and cooperation extended to the Secretariat.

This refers to the RPOA 2.0 writeshop on 1-4 and 7-8 September 2020, based on the Chair's Summary decision 3.d *"Recalled the SOM-15 decision 6.12 Tasked the Regional Secretariat to finalise mechanism for data collection and information sharing for CT Atlas to be proposed to the CT6 Member Countries to further inform the development of draft RPOA 2.0"*

In this regard, we would like to provide you the draft Data Collection and Information Sharing mechanism for your comments, inputs and suggestions. The proposed draft mechanism is intended to be part of the new proposed M&E framework and to standardise data collection and sharing mechanisms for benefit of the CT6 Member Countries.

We would appreciate receiving your feedback/input by **5th November 2020** through email: **regional.secretariat@cticff.org**.

Thank you.

Yours sincerely,

Dr. Mohd Kushairi Mohd Rajuddin
Executive Director

Cc: *CTI-CFF National Coordinating Committees and Focal Points*
Mr. Imam Fitrianto, NCC Indonesia
Ms. Malisa binti Mat Noor, NCC Malaysia
Ms. Phelameya Havieta, NCC Papua New Guinea
Ms. Nilda Baling, NCC Philippines
Mr. Pablo delos Reyes, NCC Philippines
Ms. Alda Sousa Lemos Da Rosa, NCC Timor-Leste

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The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is a multilateral partnership of six countries working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

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Ministry of Agriculture and Fisheries
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Draft proposal by Regional Secretariat
SOM 15 Decision 6.12 on
Data Collection and Information Sharing

A. Background of proposal

As per the SOM-15 decision 6.12, "***Tasked the Regional Secretariat to finalize mechanism for data collection and information sharing***", and as per MEWG and Continuation of Regional Plan of Action (RPOA) 2.0 Writeshop Chair's Summary 3.d, ***Recalled the SOM-15 decision 6.12 Tasked the Regional Secretariat to finalise mechanism for data collection and information sharing for CT Atlas to be proposed to the CT6 Member Countries to further inform the development of draft RPOA 2.0***, therefore the Regional Secretariat has promulgated a draft data collection and information sharing as part of the new proposed M&E framework.

This proposed draft is a groupwork between the **Regional Secretariat** and **M&E consultant** [1]. The draft has two components:

a. The proposed M&E Framework Mechanism for data collection and information sharing (Figure 1), and
b. The proposed CT Atlas Spatial data contribution mechanism (by WorldFish, Figure 2) which is embedded in the wider M&E Framework above. The data input will be companied by a Terms and Conditions and license agreement which are made available for the data contributors to read and agreed on (Figure 3).

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[1] Dr. Sada Hussain Shah (M&E consultant) and Mr. Md. Anjum Islam (GIS expert) were short term consultant engaged by RS for other tasks on M&E and CT Atlas, respectively.
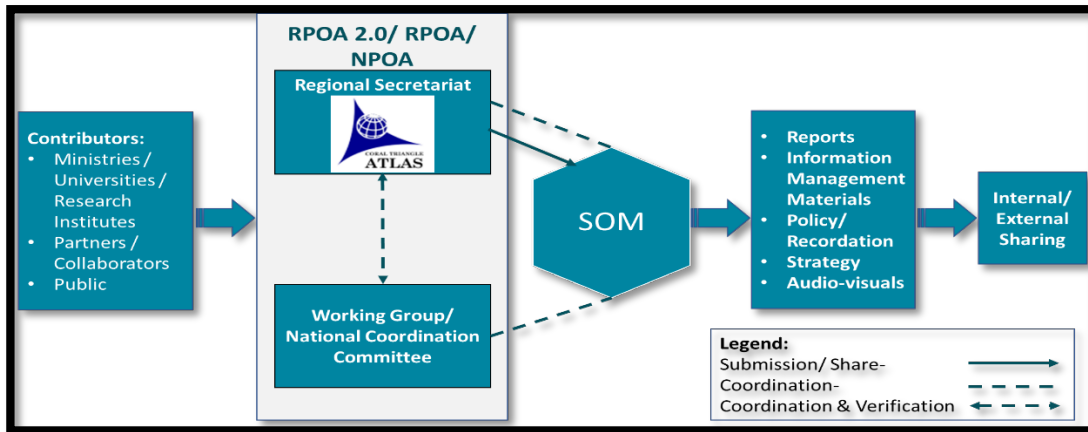
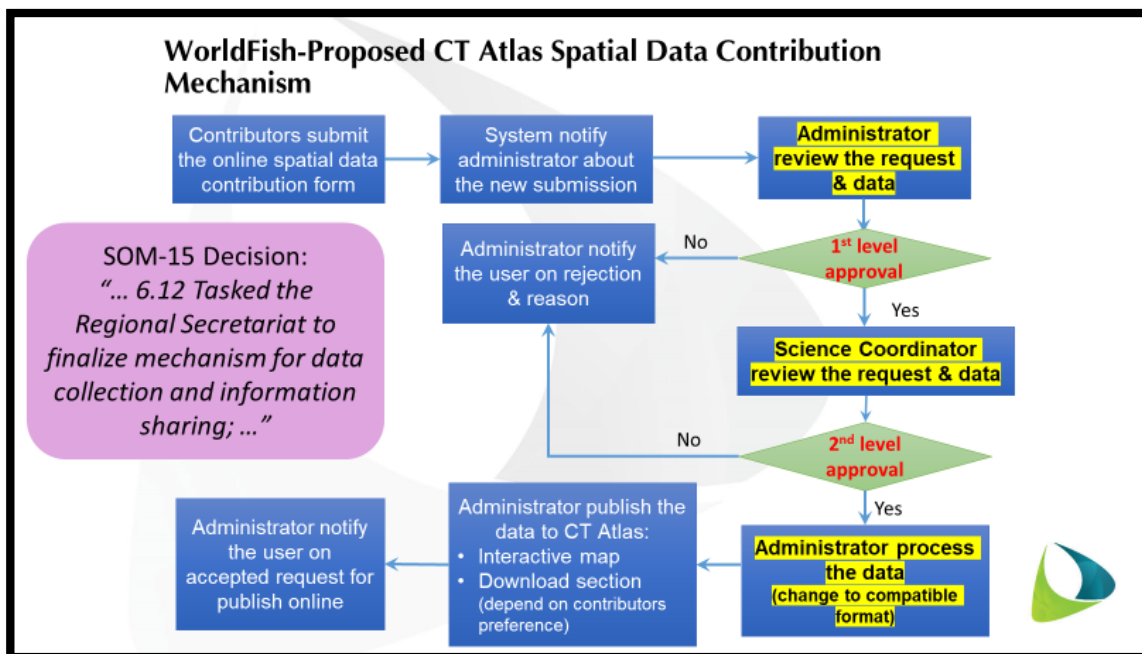**Figure 1. Proposed M&E Framework Mechanism for data collection and information sharing**

Figure 2. Proposed CT Atlas Spatial data contribution mechanism

Figure 3. Terms and Conditions and license agreement

B. Proposed M&E Framework Mechanism for Data Collection and Information Sharing

In the proposed mechanism (Figure 1), Regional Secretariat (RS) will collect data from the contributor whether directly or through Working Groups (WG) or National Coordinating Committee (NCC).

1. If RS receives data directly from the contributor, via the CT Atlas website, then it will go through the process as describe in Figure 2 (see explanation in section C below).
2. If RS receives data directly from the contributor, but not via the CT Atlas website, then the data the data will be verified by RS, and/or the WG/NCC.

After the validation, considering the RPOA 2.0/RPOA/NPOA, the analyzed data/required information will be presented at SOM, if necessary. Based on the decision from SOM, the final product will be prepared for external sharing such as publication through CTI-CFF website and/or internal sharing such as distribution through emails. The final product includes reports, information management materials, policy recommendation, strategy, audio-visuals, etc.

Other INFORMATION SHARING

Apart from CT Atlas, information can be shared via:

- Reports to TWGs

- Reports to SOM/MM

- Reports to the decadal *State of Coral Triangle Report*

- Reports to Partners

- CTI RS Quarterly Newsletter

- CT Atlas Bulletin (new)

This proposed revised and generalized M&E Framework is derived from the 2014 M&E System Operation Manual (see **Annex A** for the original diagrams).

C. Proposed CT Atlas Spatial data contribution mechanism

This section is referring to Figure 2 above, as proposed by WorldFish in October 2019.

If RS receives data directly from the contributor, via the CT Atlas website, then it will go through the process as described below:

1. Contributors submit the online spatial data/static map/publication/image data contribution form and must agree to the terms and conditions and license agreement (Figure 3 above).
2. System will notify **Administrator/IT Officer** RS about the new submission, through an automatic email.

The 1st Level of Approval

3. Administrator will review the request and data. Administrator will do the following steps, to verifying the data:
   - Download the data
   - Check the inputted fields by the contributors whether it is correct or not.
   - Based on the data, administrator will check if it is a ***spatial data***:
     - i. Check the Geo-Spatial Data in the GIS application about the data model, Feature type (i.e. Layer, level, table, feature class) names, Attribute names and types, Coordinate system, Allowed geometries.
     - ii. Check the data values about the content of the attributes, traits, features, rows, and/or other properties specific to the dataset.
     - iii. Validate the geometry

   - If it is a ***publication data***, administrator will check the size of the file, quality check for the content, layout, etc.
   - If it is an ***image data***, administrator will check the resolution of the image, file size, image noise, etc.
   - If it is a ***static map data***, administrator will check the size of the file, quality check for the content, layout, etc.
4. If review does not meet criteria (NO), Administrator notifies the user on rejection and reason.
5. If review meets criteria (YES), Administrator will send the data to the Science Coordinator for the next approval process.

The 2nd Level of Approval

6. Science Coordinator reviews the request and data. As the "2nd level approval", the Science Coordinator could be the "***technical working group***" or "***M&E manager***" from the Regional Secretariat. The 2nd level approval is depending on the data, if the data related to specific working group for approval, then the Science Coordinator approval is from the ***technical working group*** decision. If it is related to monitoring and

evaluation data, the science coordinator approval is through the ***M&E manager*** from Regional Secretariat.

7. If review does not meet criteria (NO), the "Science Coordinator" will give rejection reasons to Administrator and the Administrator will notify the user on rejection and reason.
8. If review meets criteria (YES), the "Science Coordinator" will give approval to Administrator and Administrator will process approval of the data.
9. Administrator publishes the data to CT Atlas:
   - On the interactive map (If geo-spatial data)
   - Download section (depend on contributor preferences)
   - On the Resources menu (if it is a static map, image or publication)
10. Administrator notifies the user on accepted request for online publishes.

D. Terms and Conditions and license agreement on CT Atlas

This is the "term and license agreement" that the contributors must agree, before submitted their data to the CT Atlas (Figure 3):

1. USE OF CONTENT

By accessing and using any of the datasets distributed by the Coral Triangle Atlas, you acknowledge that you have read, understood, and agree to comply with the terms and conditions contained within this license agreement. The Coral Triangle Atlas may amend these terms and conditions at any time. Your continued use of this data constitutes acceptance of the terms and conditions stated at the time of your use. You should contact the Coral Triangle Atlas to determine the current terms and conditions to which you are bound.

2. Proprietary Rights to Content

All datasets are the property of the Coral Triangle Atlas and/or other organizations under an agreed MOU concerning general principles of the exchange of data to support the creation of the Coral Triangle Atlas, unless otherwise noted. You may use these datasets for non-commercial purposes, including research, education, presentations, and non-commercial publications. You understand and agree that you may not copy, reproduce, distribute or create derivative works for other purposes, without prior, written authorization from the Coral Triangle Atlas Project Leader. When using or publishing any parts of these datasets, proper acknowledgement of the Coral Triangle Atlas and original source(s) in the format requested by the contributor of the data, is required.

3. Limitation of Liability

The Coral Triangle Atlas makes reasonable efforts to provide accurate data and information through its website, database, and other channels. Nevertheless, you understand and agree that the Coral Triangle Atlas shall not be liable for any loss or damage resulting from any use of, or inability to use, this data, or resulting from any errors or omissions in the data content. The Coral Triangle Atlas and the Coral Triangle Atlas's sources of information do not guarantee or warrant the accuracy, completeness, current-ness, merchantability or fitness for a particular

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Annex A

History of the Development of the proposed M&E Data Collection and Information Sharing as part of M&E Framework

This Annex A attempts to show the evolution of the proposal, keeping in mind the existing M&E Operations Systems Manual (2014) with the original diagrams A and B shown below, and the WorldFish's proposal in CT Atlas.

As shown, diagram B is very complicated and confusing. Hence, RS came up with a few interim diagrams such as diagrams C and D below.
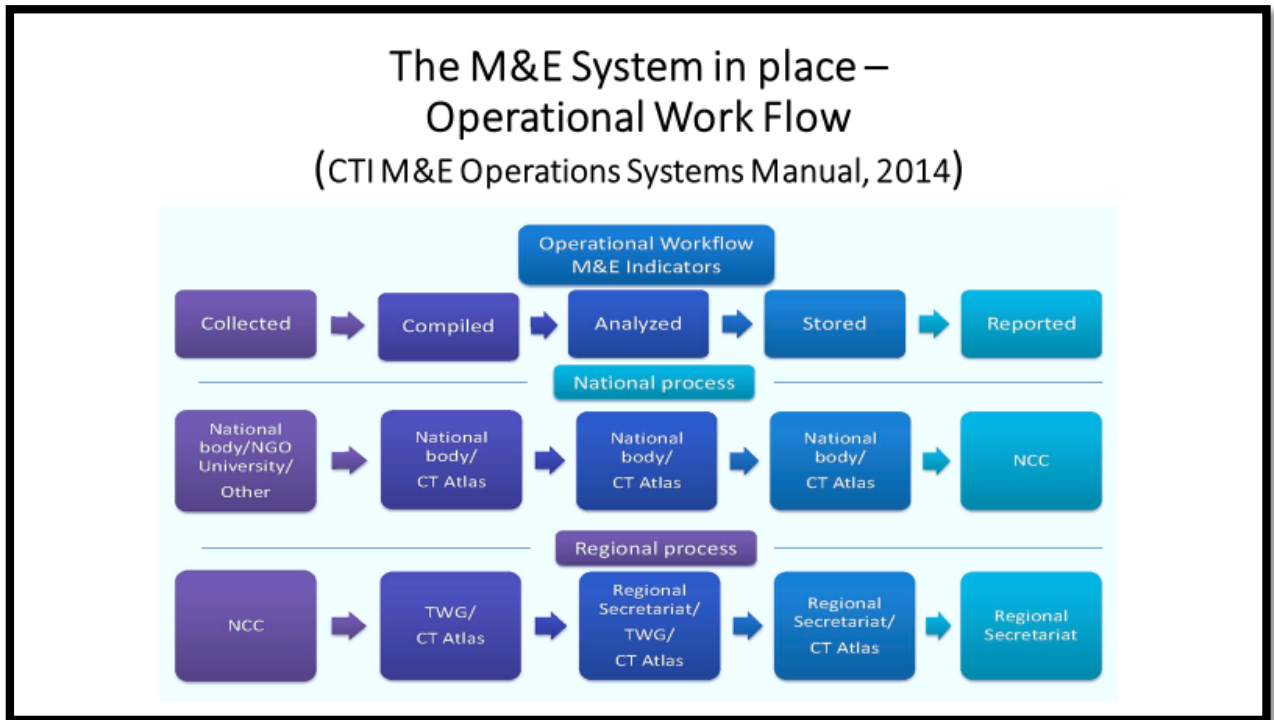

Diagram A. The M&E Operations Systems Manual
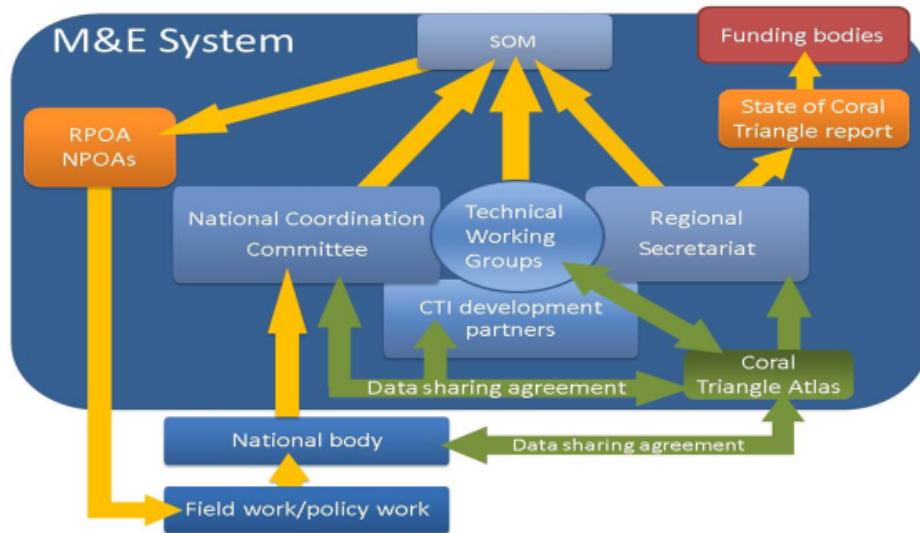
Diagram B. M&E System

The two diagrams (Diagrams C and D) below show the evolution of the proposed M&E System discussed internally within the RS in 2020. After discussions with several M&E experts, these two diagrams evolved into the schematic diagram Figure 1. *Proposed M&E Framework Mechanism for data collection and information sharing* mentioned in page 1 of this proposal.
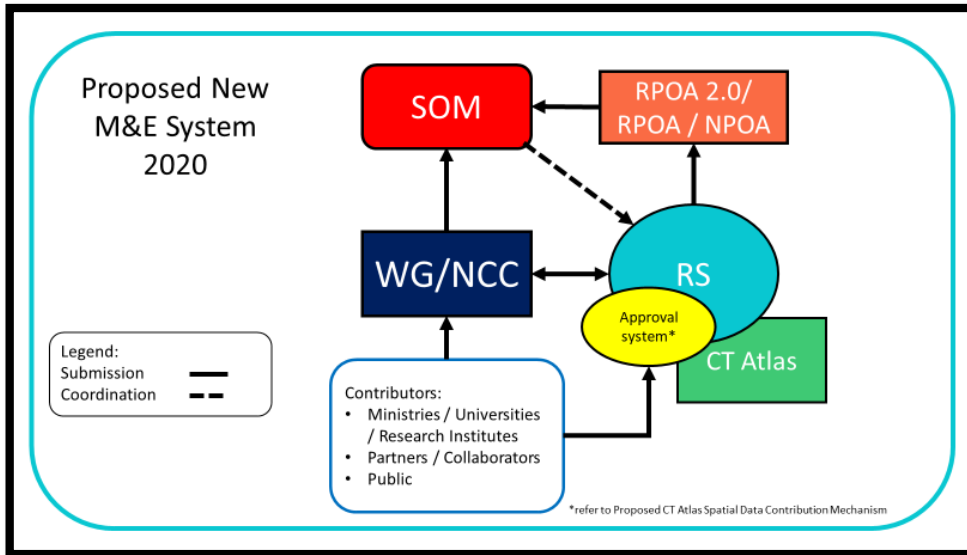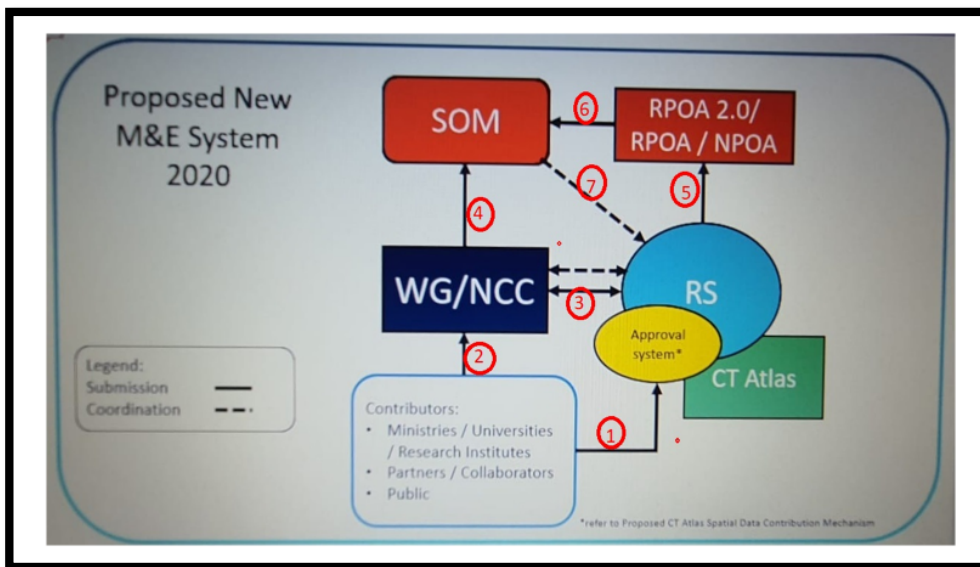

Diagram C. Proposed M&E System

Diagram D. Proposed M&E System in Detail

Figure 1 below is the final draft product that RS is proposing to the CT6 Member Countries:
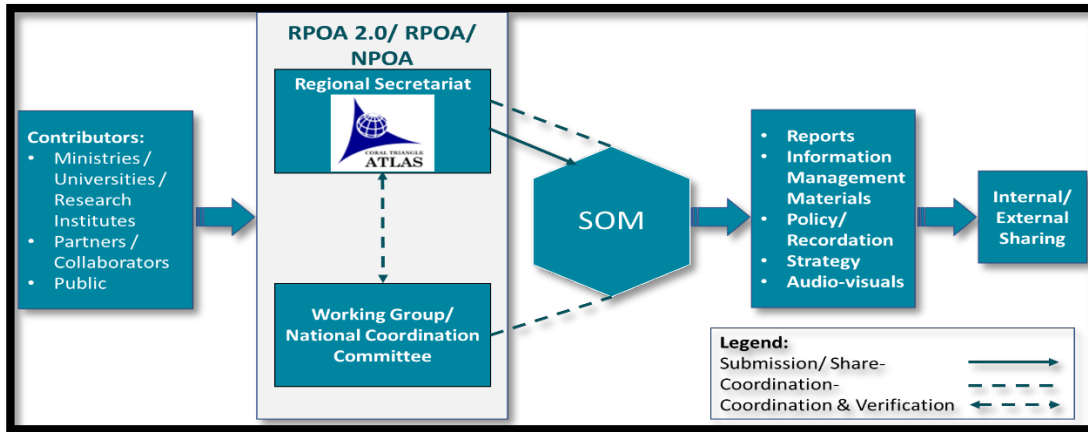
Figure 1 Proposed M&E Framework Mechanism for data collection and information sharing