# DAQ Scope of Work

## Purpose

The primary purpose of the Data Access & Quality (DAQ) Subcommittee is to enable PEPFAR Community and ICPI members with a timely access to PEPFAR data and maximize the use of quality data. The DAQ includes a programmatic and technical focus to:

* Identify best practices for data use
* Support in the development and requirements setting for improved analytic dataset and data review process across multiple PEPFAR data sources
* Create improved data access procedures by creating guidelines and standards with focused consideration to frequency of accessibility, usability and learnability of output
* Serve as the link between data users and data systems through the participation in development of the PEPFAR Data Hub, data subsystems (e.g., data visualization and mapping) and Change Control Board

## Responsibilities

To fulfill this purpose, the DAQ serves as ICPI’s lead instrument for instituting and managing the following elements of data access and quality as they pertain to the ICPI and the PEPFAR Data Community:

1. **ICPI Leadership Support:** Regularly reports to ICPI Leadership about subcommittee activities, coordinates resolutions linked between data use and PEPFAR data systems requiring their support, and to ensure resolutions are communicated using the appropriate channels.
2. **Data Management and Integration:** Advocates for and helps provide appropriate technology solutions for data access and management for use by ICPI members and PEPFAR Data Community, including:

* Suggesting updates to existing technology solutions, such as DATIM.org, the DATIM Genie, Panorama, and PEPFAR Data Hub(PDH)
* Leveraging SQL and database expertise to export and provide large data files not obtainable via DATIM, Genie, FACTS Info, or Panorama
* Aligning disjointed data structure by defining data architecture and varying data syntax for identifying data commonality between various data streams (i.e. geographical hierarchy, implementation mechanisms, reporting periods, data elements, etc.).
* Identify complex data linkages; mapping between data streams and data element definitions; producing calculated indicators and generating integrated data parameters across data streams.
* Exporting, structuring, disseminating, and providing appropriate analytical datasets for use

1. **Data Documentation:** Takes lead in developing and maintaining data dictionaries, release notes, data lineage diagrams, metadata catalogues, and other documentation for all PEPFAR data sources necessary for responsible data analysis.
2. **Data Use Best Practices:** Provides education related to OGAC policies to guide the appropriate use, validation, access, storage, and distribution of PEPFAR data by the ICPI and PEPFAR Community, and works with ICPI Leadership to develop and disseminate best practices for data analysis.
3. **Training:** Provides training and resources to enable ICPI and PEPFAR Data Community to apply data management best practices in their day-to-day work.
4. **Data Quality Assurance:** Takes lead in assessing and documenting the quality of data sources made available for ICPI analysis and, where necessary, identifying data quality issues and coordinating their resolution with all relevant data stewards, including but not limited to PRIME, DATIM/PDH developers, and SI advisors.
5. **Field Engagement:** Develop data management, processing, and repository solutions for generating integrated datasets (including MOH, partner, agency, etc.) for better analysis at different geographical hierarchies(i.e. priority subnational unit, DREAMS districts, site level, or focused geographical analysis). The DAQ team collaborates with country teams in identifying data streams of needed and their Data Lifecycles as well as frequency of accessibility and usability (i.e. data warehouse or open data access, dependent upon on technical and policy stakeholder agreements)