Marine Institute Data Management QMF Process Flow Performance Evaluation Sheet

Objective Categories: Performance (P), Effectiveness (E), Conformity (C) & Satisfaction (S)

(1) To meet the data quality objectives, the process should: Deliver quality data products and services within the appropriate timeframes (P/E/C/S)	
What product / service is delivered by this flow?	
Has this process flow been reviewed/updated/revised since the last evaluation?	
Has the product / service been delivered to required deadlines since the last evaluation? If not please provide details.	
Were any issues encountered since the last evaluation? If so are they on the Issues Register? If not please add them.	
Is there a summary/checklist report published at the end of each process run? Who is responsible for running that report?	

Where is the summary report located & who is it available to?

If the process involves more than one person (either working in parallel or sequence) is there a formal procedure for the transitions and handovers involved? Has this worked smoothly since the last evaluation?

What checks are in place to ensure the integrity of the data has been maintained within the database/dataset/archived files etc (e.g. database auditing fields, disaster recovery testing, constraining database fields against reference lists... NB. examples given here are not exhaustive)?

(2) To meet the data quality objectives, the process should:
Maximise the MI's ability to collaborate with current and future customers and interested parties e.g. as data providers, data consumers, service providers & state bodies (S)

Describe the mechanism for receiving feedback and if no formal mechanism is available what other channels is feedback received through?

What feedback has been received from customers and interested parties?

How has the feedback been considered and actioned?

(3) To meet the data quality objectives, the process should: **Support the MI in identifying the relevant competencies and dependencies required to delivery this quality framework (E)**	
Do the people involved in the process understand the process and the desired end point?	
Do they have the necessary expertise and training to fulfil their responsibilities?	
What additional training and/or refresher training may be required?	
Are the people aware of the dependencies external to their processes with respect to handovers, expectations or dependencies? Briefly describe any dependencies in the work flow.	

(4) To meet the data quality objectives, the process should:
Improve data dissemination facilities and services 'Infrastructure and Products', taking into account data, metadata, formats and protocols standards (Sections 9 & 10) (E/S)

Describe the infrastructure in place supporting the process and could this be improved in any way to enhance the process (e.g. remove duplication or repetitive tasks… i.e. time saving)?

Where datasets are produced or used by the process are there entries in the MI Data Catalogue inventory?
Please identify them here.

How is the final/processed data or service product made available both internally and externally (e.g. via an API such as ERDDAP)?

(5) To meet the data quality objectives the process should: **Be consistent with the MI Policies including Quality Policy (Section 5), Data Policy…etc. (C)**	
Is the process in keeping with the MI policies (see Implementation Pack)?	
What categories of data are handled by this process?	
- Open Data Marine Institute data which have been appropriately processed are open by default, in line with Irish Government policy. Open data is available for anyone to use, reuse, and redistribute subject only to the requirement to attribute and/or share-alike.	
- Reporting Data Some data are collected for reporting under specific legislation – in these cases there can be a legal requirement for the data to be made publically available.	
- Intermediate Data This category includes day-to-day data that the Marine Institute generates, collects, or uses. These data will generally be in an intermediate state where Quality Control processes have not been fully applied or the data is raw and not yet processed. These data will generally not be released externally until they are fully processed, however they might be released to Marine Institute partners if appropriate, usually subject to a contractual arrangement.	
- Confidential Data These are data which have restrictions on how they can be shared in additional to any restrictions imposed by legislation, such as data with commercial sensitivity.	
- Personal Data These are data which are defined as "Personal Data" by Irish or EU Data Protection legislation. Processing of Personal Data must be compliant with this legislation and their use are restricted accordingly.	
- Sensitive Personal Data These are data which falls into the "Sensitive Personal Data" category of Irish or EU Data Protection legislation. Processing of Sensitive Personal Data must be compliant with Ireland's Data Protection legislation and their use are restricted accordingly.	

- Environmental Data Environmental Data specifically relates to data that meets the definition found in Ireland's "Access to Information on the Environment" (AIE) legislation.	
If Personal or Sensitive Personal data are handled, does a GDPR flow/assessment exist and is the DPO aware?	

(6) To meet the data quality objectives, the process should: **Be Measurable to facilitate reporting, evaluation and process improvement…see Sections 8 Operations & 9 Evaluation (P/E)**
How the process is measured (e.g. outputs, products, quality, monetary value, time-frames)?
Not measured

(7) To meet the data quality objectives, the process should: **Take into account the data and stakeholder requirements as per the SLAs, Legislative Obligations, and National Guidelines on Open Research Data…e.g. SeaDataNet, ICES, etc. (E/S)**
Illustrate how the deliverables match the requirements as stated in requirements document?

(8) To meet the data quality objectives, the process should: Be relevant to the delivery of products and services optimised beyond the initial process requirements (E)
How has the product or service delivered by the process been optimised? E.g. now available more widely to IODE, EFSA, MSP etc.

(9) To meet the data quality objectives, the process should: Improve the 'Processes' following the completion of Performance Evaluations (see sections 9 & 10) (E)	
Please ensure the Issues Register is up to date.	

(10) To meet the data quality objectives, the process should: Be communicated both internally to ensure implementation and externally to offer transparency (C/S)	
Is the Data Catalogue record populated with sufficient details of the description and lineage to provide transparency of the process externally?	
(11) To meet the data quality objectives, the process should: Be consistence across the Service Areas (C)	
Are all parts of the Implementation Pack in place?	

(12) **To meet the data quality objectives, the process should:** **Highlight where there may be Security & Access Control concerns (P/E/C)**
How is the process in line with IT-Ops security policy?
Highlight any security concerns since the last evaluation?