

STRUCTURE OF THE GUIDELINES

The Guidelines contain four sections and supporting Annexes.

Section 1: Introduction offers an overview of key concepts related to data responsibility in humanitarian action and explains OCHA's role in humanitarian data management.

Section 2: Actions for Data Responsibility in Humanitarian Response Contexts provides practical guidance on how OCHA should support actions for data responsibility at the system-wide level, working group level, and office level.

Section 3: Accountability outlines the key roles and responsibilities for ensuring the adoption of the Guidelines and explains how these relate to the governance and oversight functions established by the UN Secretariat Data Protection and Privacy Policy.

Section 4: Services to Support Adoption of the Guidelines provides an overview of the services available to OCHA staff implementing the Guidelines. These services are offered by the Information Management Branch through the Centre for Humanitarian Data and are available upon request.

Annex A - Definitions provides definitions of key terms used in the Guidelines.

Annex B - Data Responsibility in OCHA's Data Management presents steps that OCHA staff should take to uphold data responsibility in a given data management activity.

Annex C - Templates for Data Responsibility brings together the different templates referenced throughout the Guidelines. Editable versions of each template are available via links included in this Annex.

Annex D - Foundations for Data Responsibility at OCHA presents an overview of existing instruments that directly or indirectly guide OCHA's data management.