**UNIVERSITY OF CAPE COAST**



**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**DATA CURATION AND MANAGEMENT**

**DMA820**

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**ASSIGNMENT 1**

**NAME INDEX NUMBER**

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QUESTION;

* (A) Produce two pages commentary on Data Policy of your respective organizations covering the following areas:
  + 1 Structure of Data Dissemination
  + 2 Format of Data Dissemination
  + 3 Data sharing Protocols and Procedures if any
  + 4 Data Visibility (Website/social media handles)
* (B) Suggest ways by which the mentioned areas of data curation can be improved/implemented in your organization.

**Commentary on Data Policy of Tamale Metropolitan Assembly**

1. **Data Policy Commentary**

The structure of data dissemination in a district assembly refers to the organized system of processes, stakeholders, channels, and formats used to communicate key information to the public and relevant institutions. This structure is guided by principles of transparency, accountability, participation, and accessibility.

**1. Structure of Data Dissemination**

The Tamale Metropolitan Assembly (TaMA) organizes data dissemination through five key sectors: Development Planning, Central Administration, Governance, Social Services, and Economic and Physical Development Planning. Data collection begins at the departmental level, where officers gather information from administrative records, field surveys, and stakeholder inputs. Each department validates its dataset and forwards it to the Metropolitan Planning and Coordinating Unit (MPCU). The MPCU integrates data across sectors, ensuring uniformity and consistency with national indicators. The Metropolitan Coordinating Director and the Metropolitan Chief Executive approve all data before publication.

**2. Format of Data Dissemination**

TaMA employs multiple dissemination formats to meet different user needs:  
- Annual Development Plans and Performance Reports (PDF and printed copies)  
- Sector-specific spreadsheets for technical users (Excel)  
- Executive summaries and infographics for easy comprehension  
- Community forums and stakeholder meetings for participatory dissemination

**3. Data Sharing Protocols and Procedures**

Data sharing follows well-defined protocols:  
- Internal review and validation by sector heads, MPCU, and the Metropolitan Coordinating Director  
- External requests must be submitted formally and approved before release  
- Sensitive or personal data is anonymized in compliance with Ghana’s Data Protection Act 2012 (Act 843)  
- Only finalized datasets are shared to avoid discrepancies

**4. Data Visibility (Website and Social Media Handles)**

TaMA’s official website hosts annual plans, reports, and statistical data for public access. Social media handles (Facebook, X/Twitter) share infographics, updates, and key findings to improve reach. These channels encourage public engagement and feedback on metropolitan initiatives.

**B. Suggestions for Improvement and Implementation**

To improve or implement data curation in the District Assemblies in Ghana, the following strategies can be adopted across key areas of data curation such as improving structure of data dissemination, enhancing data formats, strengthening data sharing protocols, and enhancing data visibility:

* Improving Structure of Data Dissemination:  
  - Develop an integrated digital repository linking all five reporting sectors  
  - Create a Quality Assurance Framework with clear roles, timelines, and validation stages
* Enhancing Data Formats:  
  - Provide interactive online dashboards for real-time data visualization  
  - Include sector-specific policy briefs to simplify technical reports
* Strengthening Data Sharing Protocols:  
  - Implement a standardized data request-response workflow with timelines  
  - Sign data-sharing agreements with partners to ensure secure transfer of datasets
* Expanding Data Visibility:  
  - Upgrade the website for easier navigation and mobile compatibility  
  - Use short videos and live streams on social media to present key reports  
  - Add an online feedback portal for citizen requests and suggestions